

## BOARD OF GOVERNORS

### **PUBLIC SESSION AGENDA**

Friday January 28, 2022

ZOOM Videoconference Only

10:30 AM – 11:30 AM

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**Members** – Vacant (Chancellor), Amanda Alexander, Kostas Bach, Allison Beswick, Darwyn Coxson, Joyce Henley, Michael Lo, Joel McKay, Geoff Payne, Michael Reed – VICE-CHAIR, Andrew Robinson, Paul Sanborn, Gregory Stewart, Catherine Wishart – CHAIR

1. **Acknowledgement of Territory**

2. **Chair's Remarks**

- Declarations of Conflict
- Correspondence Received

3. **Approval of Agenda**

*That, the Agenda for the Public Session of the January 28, 2022 meeting of the Board of Governors be approved as presented.*

4. **Approval of Minutes**

a. **Public Session Minutes of November 20, 2021 – page 3**

*That, the Public Session Minutes of the November 20, 2021 meeting of the Board of Governors be approved as presented.*

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

a. Board Rules – Discussion and Motion – C. Wishart – **page 8**

6. **Presentation – Wilp Wilxo'oskwhl Nisga'a Institute** – Dr. Deanna L.E. Nyce, Chief Executive Officer and President, Wilp Wilxo'oskwhl Nisga'a Institute

7. **Reports of Committees and Related Motions**

(i) **Audit and Risk Committee** – G. Stewart, Chair

There were no meetings held since the last report/Board meeting.

(ii) **Executive Committee** – C. Wishart, Chair – **page 41**

a. **New Academic Program – Nisga'a Language Fluency Certificate** – M. Dale – **page 43**

*That, on the recommendation of the Executive Committee, the Board of Governors approves the new Wilp Wilxo'oskwhl Nisga'a Certificate of Nisga'a Language Fluency as recommended and approved by the UNBC Senate, as presented.*

- b. **New Academic Program – Nisga’a Language Fluency Diploma** – M. Dale – **page 51**  
*That, on the recommendation of the Executive Committee, the Board of Governors approves the new Wilp Wilxo’oskwhl Nisga’a Diploma of Nisga’a Language Fluency as recommended and approved by the UNBC Senate, as presented.*
  - c. **New Academic Program – Nisga’a Language Fluency Degree** – M. Dale – **page 59**  
*That, on the recommendation of the Executive Committee, the Board of Governors approves the new Wilp Wilxo’oskwhl Nisga’a Bachelor of Nisga’a Language Fluency Degree as recommended and approved by the UNBC Senate, as presented.*
- (iii) **Finance and Investment Committee** – A. Beswick, Chair  
There were no meetings held since the last report/Board meeting.

8. **Board Motions**

- a. **UNBC Endowment Investment Statement & Policy (SIGP)** – R. Somani – **page 68**  
*That, on the recommendation of the Investment Advisory Committee, the UNBC Board of Governors approves the UNBC Endowment Statement of Investment Policies and Goals, as presented.*
- b. **Agreements, Scholarships, Bursaries and Awards** – M. Dale – **page 92**  
*That, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for November 2021, as presented.*

9. **Other Business**

- a. Schedule of Upcoming UNBC Events

10. **Adjournment**

BOARD OF GOVERNORS – PUBLIC SESSION  
Approved for Submission:



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Catherine Wishart  
UNBC Board Chair

<b>Agenda Item:</b>	5.a. Board Rules – Update – C. Wishart
<b>Material:</b>	<ol style="list-style-type: none"> <li>1. Draft Board Rules - Revision to Election of Board Chair and Vice-Chair (In person election)</li> <li>2. Draft Board Rules - Revision to Election of Board Chair and Vice-Chair (Electronic election)</li> </ol>

## BOARD RULES – NOVEMBER 2020

### Governing Legislation:

*The University of Northern British Columbia was established under the University of Northern British Columbia Act [SBC 1990] c.28, (July 20th, 1990). The UNBC Act was repealed July 15th, 2002, after which time UNBC was, and is, governed under the provisions of the University Act [RSBC 1996] c.468 (“the Act”).*

These Board Rules replace former Board Rules (September 2020). Terms of Reference for the *Investment Advisory Committee* and the *Advisory Board on University Advancement* are dealt with separately and are attached to these *Rules* as Schedules I and II respectively.

### 1. AUTHORITY to ENACT RULES

1.1 These Rules are enacted by the Board under the authority granted in the *University Act* [s. 27(2)(a)].

1.2 Amendments to these Rules require proper notice of Motion as provided herein, and require two-thirds support of the Members present and voting.

### 2. INTERPRETATION – the University Act and Robert’s Rules of Order

2.1 In the event of a conflict or discrepancy between these Rules and the provisions of *the Act*, *the Act* will prevail.

2.2 If any procedural matter is not addressed, or is not adequately addressed by these Procedures, the Board will rely on Robert’s Rules of Order (latest edition), unless the Board Chair proposes reasonable alternate procedure(s) which are acceptable to at least two-thirds of the voting members present.

### 3. BOARD MEMBERSHIP

3.1 Membership on the Board is determined by *the Act* [s. 19(1)].

#### Duty to Act in the Best Interests

3.2 Board Members must act in the best interests of the University [s.19.1].



## BOARD RULES – NOVEMBER 2020

### Attendance and Preparation

3.3 Board Members are expected to prepare for and attend all Board Meetings, and all meetings of any Committee(s) to which they have been assigned. The *Act* provides [s.22(2)] that, unless excused by resolution of the Board, a member who does not attend at least half of the regular meetings of the Board in any year is deemed to have vacated his or her seat. The Executive Committee in its Terms of Reference is tasked with monitoring Member attendance.

3.4 Board Members are expected to respond to notices of meetings, and to indicate when they are not able to attend a meeting in person, or via video or teleconference.

3.5 Voting or attendance by proxy is not permitted.

### Removal from the Board

3.6 Removal from the Board is addressed in s. 22 of *the Act*, which includes at s. 22(1), provision for the removal of a Board Member for cause, and at 22(2) the provision that:

*Unless excused by resolution of the board, a member who does not attend at least half of the regular meetings of the board in any year is deemed to have vacated his or her seat.*

3.7 In the event that any member is subject to the provisions of s. 22(2), the Board Chair will contact the Member to determine whether the Member wishes to continue to serve. If the Member wishes to continue to serve, a resolution will be taken to the Board to determine whether the Member's absences may be excused.

## 4. ELECTION AND ROLE OF the CHAIR AND VICE-CHAIR

4.1 The Chair and Vice-Chair of the Board will be elected annually from among the Order in Council appointees, at the last regular scheduled Board meeting in **June** each **calendar** year [s.19.2(1)].

4.2 In the event of a Chair resigning or being unable to fulfill the duties of Chair at any time during their term, the Vice-Chair will temporarily assume the role of Chair, and the Board shall hold an election for Chair as soon as is practical to do so. A Chair elected under this section will hold the office for the duration of the term remaining of the Chair being replaced. A new election will then be held on the usual schedule as provided in s. 4.1 above.

4.3 In the event of a Vice-Chair being unable to fulfill the duties of Vice-Chair at any time during their term, the Board will hold an election for Vice-Chair as soon as practical to do so.

## BOARD RULES – NOVEMBER 2020

### Election Process

4.4 Prior to the June Board meeting, The Chancellor, or in their absence the President, or in their absence the Provost, as the Chair of the Nominating Committee, will strike a Committee consisting of three or more Board members, including the Chancellor, who are either not eligible to run for election or who clearly communicate they will not run for election. Advance nominations must be submitted in writing to the Nominating Chair no later than four weeks prior to the election date. Board members can also nominate themselves or another eligible Board member at the last regular scheduled June Board meeting.

The Chair of the Nominating Committee will confirm that nominees are willing to stand for the position prior to the Board meeting when the vote will be held. Advance voting is not permitted.

At the last regular scheduled June Board meeting, the Chair of the Nominating Committee will state the list of nominees received in advance of the meeting and will open the floor for further nominations for the position of Chair, followed by Vice-Chair. Three calls for nominations must be made before the Chancellor Chair of the Nominating Committee closes nominations.

In reverse order of their nominations, the Chancellor will ask each candidate if they accept the nomination. Candidates will be entitled to make brief comments to the Board, and will then be asked to leave the room so that the remaining Board members may discuss their candidacy. All candidates should temporarily exit the room together such that no candidate remains to participate in discussion regarding other candidates unchallenged.

Nominees will be invited to return to the room for the conduct of the election. If there is only one candidate, that candidate will be acclaimed. If an election is required, voting will be conducted by secret ballot. All voting members of the Board, including nominees are eligible to vote. Board members attending the meeting via teleconference can submit their vote to the Governance Officer via email.

4.5 A Chair or a Vice-Chair may not serve for more than three (3) consecutive terms in their respective roles.

4.6 In the event that both the Chair and Vice-Chair are absent for a meeting, the Board may appoint one of the other Order in Council Members to Chair the meeting.

4.7 The Board may, by a two-thirds vote, at any time terminate the appointment of a Chair or Vice-Chair. In such a case, the Chancellor, or in their absence the President, or in their absence the Provost, will immediately open nominations for a new Chair or Vice Chair.

### Role and Authority of the Board Chair:

## BOARD RULES – NOVEMBER 2020

4.8 In addition to chairing meetings of the Board, the Board Chair sits as a voting member of all Board Committees and Advisory Boards including: Investment Advisory sub-Committee, and the Advisory Board on Advancement. The Chair serves as the spokesperson for the Board and is a signing Officer authorized to approve the President's expenses.

The Chair maintains regular communication with the President and works to guide Board activities, oversee the setting of Board agendas and to create and respond to Board correspondence.

The Chair communicates with the Government of British Columbia's Crown Agencies and Board Resourcing Office to ensure vacancies on the Board are filled in a timely manner and, in consultation with the Executive Committee of the Board, reviews the Board Competency Matrix to ensure the Board maintains a necessary range of expertise and diversity.

## BOARD RULES – NOVEMBER 2020

The Chair works with the Executive Committee to provide performance feedback to the President.

### **Role and Authority of the Vice-Chair:**

4.9 The Vice-Chair serves in the place of the Chair when the Chair is absent, or unable to act. The Board Chair may delegate any of the usual duties of the Chair, to the Vice-Chair, on an ad hoc basis, as appropriate or necessary.

4.10 Should the Board Chair wish to delegate any of the usual duties of the Chair to the Vice-Chair on a regular or continual basis, the Chair must provide notice of such delegation to the Board.

### **5. GOVERNANCE OFFICER**

5.1 The Governance Officer will serve as Secretary to the Board, and will issue notices of meetings, and such other duties as assigned by the Board. The Secretary will have custody of all records of the Board and of the University Seal.

5.2 The Governance Officer, will keep the minutes of the Board.

5.3 The President may appoint an Acting Secretary in the absence of the Governance Officer.

### **6. POWERS AND DUTIES OF THE BOARD**

6.1 The powers and duties of the Board are outlined in *the Act* [s. 27(1) & (2)].

6.2 *The Act* creates a bi-cameral system of governance for the University in which the Board has authority for the management, administration and control of the property, revenue, business and affairs of the university and Senate has authority for academic governance. Shared powers and the duty and responsibility to consult with the UNBC Senate, and to jointly decide certain matters with, and to approve certain actions and recommendations by, the Senate, are also outlined in *the Act* [s. 37 (1) & s. 38].

### **7. DELEGATION OF AUTHORITY and SIGNING RESOLUTIONS**

7.1 The Board may, by resolution in writing, approved by two-thirds of the voting members, delegate any of its powers with respect to the operation, management and business affairs of the University to the President and Administration, on either an ongoing or ad hoc basis, and may designate and authorize an Officer or Officers of the University to sign legally binding documents on behalf of the University. The Board may, by resolution in writing approved by two-thirds of the voting members, amend or revoke any such delegation or authorization in the Board's discretion.

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7.2 The Governance Officer will ensure that any such resolutions are published with the Board Rules.

### 8. CONFLICT OF INTEREST AND CONFIDENTIALITY

8.1 Standards and expectations with respect to Conflict of Interest and Confidentiality are outlined in the Board Code of Ethical Conduct, reviewed and approved by the Board annually, and generally at the March meeting.

8.2 All members of the Board are expected to review and sign the Code of Ethical Conduct annually.

8.3 *Declarations of Conflict* will be a standing item at the start of all Board and Board Committee Agendas.

### 9. MEETINGS of the BOARD - REGULAR and SPECIAL MEETINGS

9.1 *The Act* requires that the Board meet at least once every three months [s. 26]. The Governance Officer will present a proposed annual schedule of meetings for the Board's consideration, generally at the June meeting. The schedule will be included as a standing item for review at each regular meeting of the Executive Committee.

9.2 If the President, or any three (3) or more members of the Board submit a written request for a special meeting of the Board, outlining the general nature and purpose of such meeting, and providing the text of any motion(s) the President or members wish to have considered at that meeting, the Board Chair will convene a meeting within two weeks of receipt of such a request.

9.3 Special or extraordinary meetings may also be called at the discretion of the Board Chair.

9.4 Board Committee meetings will be scheduled as needed by the Committee Chair and in consideration of Committee Members' availability. The dates for the regular Committee meetings will be included in the proposed annual schedule of meetings.

The Finance & Investment and Audit & Risk committees should meet quarterly at a minimum. The Executive Committee should meet eight times per year.

#### Public, Closed and In-Camera Sessions

9.5 Public sessions are open to the public. Closed sessions include Board Members and invited advisory staff or members of administration. In-Camera meetings are for Board Members

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only. The President is a voting member of the Board pursuant to *the Act* [s. 19(1) (b)] and will recuse themselves from regular in-camera meetings pertaining to their performance.

9.6 At the discretion of the Chair, Board meetings may begin, and/or end with brief in-camera session(s), and the balance of the meeting will be divided into a Public and Closed Session.

9.7 Board Committee meetings will be conducted in Closed Sessions, unless otherwise specifically directed by the Board.

### 10. NOTICE of MEETINGS

10.1 At least three (3) clear days' notice will be given to each Member, of the date, time and location of any meeting of the Board or a Board Committee. Notice will be deemed to have been given if communicated through the usual email address provided by UNBC to the Member for Board business, or if the Member has been contacted verbally by the Board Chair, Governance Officer, or appropriate Committee Chair by phone or in person.

#### Waiver of Notice

10.2 If all Members are present and waive notice, a special or extraordinary meeting of the Board or of a Committee may be convened at any time. A meeting may also be convened without proper notice if all members present waive notice **and** written consent or waiver can be obtained from those members who are absent.

10.3 If Notice is properly given, non-receipt by a Member does not invalidate any resolution passed or action taken at the meeting in question.

### 11. AGENDAS and MATERIALS

11.1 Agenda items for Board or Committee Meetings should be submitted to the Governance Officer at least two weeks prior to the meeting at which they are to be addressed. Materials for meetings will be circulated to Board or Committee members at least seven (7) days prior to a meeting.

11.2 Agendas for Board Meetings may include both a Regular and a Consent Agenda. If a Board Committee determines that an item is routine and does not require debate at the full Board, the Committee may recommend that the item or motion be placed on the Consent Agenda for the full Board. Prior to approval of the Consent Agenda, if any member of the Board requests that an item be removed and placed on the Regular Agenda, it will be removed.

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### 12. PRESENTATIONS to the BOARD

12.1 If members of the public or members of the University Community wish to make a presentation to the Board, they must submit a written request to the Board Chair via the Governance Officer at least one week prior to a scheduled meeting of the Board. The requestor must indicate clearly the subject or issue the person or group wishes to address, and the name(s) and title or position, if applicable, of the intended speaker(s).

The Board Chair will consider *inter alia*, the relevance of the matter to the work and authority of the Board, the upcoming meeting agenda and priorities and, whether or not the Board has already addressed the issue. The Chair will determine whether and when a presentation will occur, whether the presentation will be heard in a Public or Closed session of the Board, the time to be allocated, and the number of speakers permitted. As a general rule, five (5) to ten (10) minutes will be allocated and one (1) speaker will present.

At the discretion of the Chair, a brief amount of time may be allowed at the meeting, for questions from the Board, to the Presenter(s). Presenters may include questions to the Board in their presentation, or leave materials or questions with the Board, but neither the Board Chair, nor Members of the Board will respond to questions from a Presenter at the time of the presentation. The Board Chair, in consultation with the Board will determine whether and how to respond.

The Chair will report any requests that are refused and provide a copy of the reasons for the refusal to the full Board, during the in-camera session of the Board meeting.

### Recognizing Speakers from the Gallery at a Public Board Meeting

12.2 In exceptional circumstances, the Board Chair may recognize a speaker from the gallery during a public session of the Board, at the Chair's sole discretion. As with presentations arranged under section 12.1 above, the Board Chair may limit the time allowed for such a presentation and limit the number of speakers, and neither the Board Chair nor members of the Board will respond to questions from guests at the time of the presentation.

### Orderly Conduct of Business

12.3 The Board Chair may, in the interests of ensuring the orderly and respectful conduct of Board Business, and in the interests of ensuring a meeting environment that is free of harassment or intimidation, order any person or persons removed from the gallery, or may direct that any Public meeting move into a Closed or In-Camera session at any time.

### 13. QUORUM

13.1 Quorum required for meetings of the Board is set by *the Act* [s.26(2)].

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13.2 Rules with respect to quorum for Committees may be set by the Board, and require two-thirds support to change. Requirements for quorum cannot be amended or suspended to address an absence of required quorum at a meeting.

### **Failure to achieve quorum**

13.3 If quorum is not achieved within fifteen (15) minutes of the time set for the start of a meeting, the meeting will be cancelled, unless the majority of the members present agree to allow an additional brief amount of time for absent members to arrive. If quorum is not achieved at the expiration of the additional time allowed, the meeting will be cancelled.

### **Loss of quorum during a Meeting**

13.4 If quorum is lost during a meeting, the Board Chair may either adjourn the meeting or suspend the meeting for fifteen (15) minutes, to allow the return or arrival of a sufficient number of members of the Board to restore quorum. If quorum cannot be restored in the time allotted, the meeting will be adjourned.

13.5 No Board official business may be conducted or decisions made, and no minutes or records will be kept for any time period during which a meeting does not have quorum.

## **14. MOTIONS**

14.1 Notice of motions to be voted on in a Board or Committee meeting must be provided in advance, in meeting agendas. Motions may be introduced on the floor during a meeting if there are no objections from Members present. However, should *any* member raise an objection, a motion to allow the motion to be presented without notice, must pass with the support of two-thirds of the voting members present, or the motion must be postponed to the next meeting of the Board.

14.2 Motions require the support of the majority of Board or Committee members present at a meeting, unless otherwise provided in these Procedures.

### **Methods of Voting**

14.3 Voting at the Board will be by voice or show of hands. However, if any member of the Board requests a recorded vote, prior to the vote being taken, the vote shall be recorded showing votes for, against and abstentions, without attribution. And, if any member of the Board requests a secret ballot, the vote shall be conducted by secret ballot. Balloted voting or elections shall be conducted by the Chancellor, or in their absence the President, or in their absence, the Provost or the Governance Officer.

14.4 Members may participate in a meeting and in voting, via tele, video or web conference provided the technology allows them to hear everyone who is speaking, and provided they can be



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heard by everyone else present and participating. The Governance Officer will bear responsibility of managing remote meeting technology, and ensuring a technological process exists to provide Board Members with secret ballots where needed and if requested.

14.5 The Board Chair has the same right to vote as other members of the Board, and in an equality of votes for and against a matter, the question is resolved in the negative, and the Chair shall so declare [s.26(3)].

14.6 A resolution in writing signed and approved by all members of the Board or a Committee entitled to vote on the resolution or motion at a meeting of the Board is as valid as if it had been passed at a meeting.

### 15. RECORDINGS and MINUTES

15.1 Minutes will be kept by the Governance Officer in accordance with the University's *Minute Taking Policy* and best practices for minute taking. Motions and action items are to be recorded, as well as a brief summary of key points of debate and rationale. Notation of approximate time spent discussing agenda items is recommended. Any member may request that a specific point of concern or an objection be included in the minutes.

15.2 Audio and/or video of Board meetings may be recorded by the Governance Officer for the purpose of reference in completing the meeting minutes. Once meeting minutes have been approved, recordings will be deleted unless otherwise determined by a majority of the Board. However, at the discretion of a majority of Board members, recordings of open session meetings of the Board may be regularly or irregularly broadcast or otherwise made available to the public.

### 16. BOARD STANDING COMMITTEES – General Provisions Applicable to all Standing Committees

#### Purpose and Authority

16.1 *The University Act* [RSBC 1996] c. 468 (*the Act*), authorizes the Board of Governors to appoint committees it considers necessary to carry out the Board's functions, and to confer on those committees the power and authority to act for the Board.

#### Accountability to the Board

16.2 Board Committees have no authority to direct Management, to speak on behalf of the Board, or to commit UNBC, unless specifically authorized to do so through the Board Rules, a Board motion or resolution, or other express directive from the Board.

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### Membership and Committee Chairs

16.3 The Board Chair and President are voting members of each Board Committee and count for quorum. When the Audit & Risk Committee is fulfilling its audit functions, the President may participate, but should recuse themselves from voting. The Chancellor is an ex-officio non-voting member of each Committee and does not affect quorum. The Board Chair will appoint additional members to serve on Committees as outlined below.

16.4 Members are appointed to Committees for unspecified terms, having regard for the balance and complement of expertise of members and the mandates of each Committee. The Board Chair will also consider availability, participation and attendance in making and revising Committee assignments. The Board Chair may review and amend committee membership at any time, but will review the membership of all Committees at least annually.

16.5 The Board, on the recommendation of the Chair or the Executive Committee may appoint an external non-voting member to a standing or ad hoc Committee of the Board to enhance Committee expertise or diversity of perspectives. Any such appointment requires the support of two-thirds of the voting members of the full Board, and will be for a set term, not exceeding one year, renewable a maximum of three times. Appointments under this section may be terminated at any time by a two-thirds vote of the Board. These external members may be drawn from within or outside of the University, and must sign a Code of Conduct and Confidentiality agreement prior to participating in a Committee meeting and prior to being provided with any Committee meeting materials.

16.6 The Board Chair will appoint a Chair of each Committee, and may alter Chair assignments at any time having regard for the considerations outlined above. The Chair will review Chair assignments at least annually.

### Frequency and Conduct of Committee Meetings

16.7 The Executive Committee, and Committees related to Finance, Audit, Risk, and Investment should meet quarterly at minimum, and as often as deemed necessary by the Committee Chair.

16.8 Additional or special Committee meetings may be called as deemed necessary by the Board Chair or the Committee Chair, or; if any two (2) voting members of a Committee request in writing that a special meeting of the Committee be convened, the Committee Chair will call a meeting.

16.9 Board Committee meetings are Closed and meeting materials are to be treated as confidential. The Chair of a Committee may also, at their discretion, or at the request of a member, conduct a meeting, or portion of a meeting in-camera (as defined in the General Provisions of these Rules).

## BOARD RULES – NOVEMBER 2020

16.10 Board Members are entitled to attend any meeting of a Committee of the Board and to have access to the materials for that Committee, regardless of whether or not they are assigned as a voting member of the Committee.

16.11 Committees will follow the General Rules for Voting and for the Conduct of Meetings, followed by the Board.

16.12 Committees are authorized, as outlined below, to receive and review reports, provide advice and forward motions to the Board for either the Regular or Consent Agendas. A Committee may in limited circumstances if expressly authorized by the Board to do so, make decisions on behalf of the Board, provided however that the Committees shall inform the Board of decisions made on delegated authority.

### 17. BOARD STANDING COMMITTEES

17.1 The following are the Standing Committees of the Board of Governors:

Executive Committee  
Audit & Risk Committee  
Finance & Investment Committee  
Investment Advisory Committee (sub-committee of Finance & Investment)

#### Membership, Duties and Authority of Each Committee:

##### 17.2 Executive Committee

#### Membership – 6 voting members – quorum 3

Board Chair

Vice Chair

President

3 additional members approved by the Board.

The Executive Committee is authorized by the Board to receive reports, review and make recommendations to the Board with respect to:

- Board Rules
- Board policies and procedures
- University policies requiring Board approval
- Institutional relational agreements that require Board approval
- Form, substance and frequency of execution of the *Board Code of Ethical Conduct*
- Board Member orientation and training
- Annual Board meeting schedule
- Board evaluation forms, substance and practices

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- Recommendations to the Ministry with respect to the Board competency matrix and postings
- Collective Bargaining strategy and desired outcomes
- Collective Agreements and policies relating to terms and conditions of employment
- Labour relations environment, including arbitrations or litigation
- Policy and procedures for annual Presidential reviews and for reviews prior to re-appointment
- Form, substance and frequency of Human Resources Complement and similar Reports
- Institutional Human Resources Policies
- Management structure and succession plans at the senior executive level
- Procedures for search and recommendation of candidates for President, Deans, University Librarian, Registrar & other Senior Academic Administrators
- Appointment of Vice Presidents
- Compensation models and adjustments
- President's recommendations for Promotion & Tenure
- Adjustments to President and Executive Compensation

The Executive Committee may address other general Board matters as appropriate or as directed or referred by the Board or Board Chair.

### 17.3 Audit & Risk Committee

#### **Membership – 7 voting members – quorum 4**

Board Chair

President

5 additional members approved by the Board, one of whom shall be from the Finance & Investment Committee.

#### **Meeting Frequency**

The Audit and Risk Committee meets 4 times during the Fiscal/Academic year but may meet more often if necessary.

The meeting schedule and the duration of each meeting will depend on committee members and committee guest(s) availability and committee workload.

#### **Duties and Responsibilities**

##### 1) Audit

The Audit & Risk Committee is authorized by the Board to receive reports, review and make recommendations to the Board with respect to:

## BOARD RULES – NOVEMBER 2020

- The integrity of the University's financial reporting process and system of internal controls regarding financial reporting and accounting compliance.
- The qualifications and independence of the University's external auditors.
- The performance of the external auditors and the internal auditor if applicable.
- The University's compliance with legal, statutory and regulatory requirements.
- The management of the principal risks that could impact the financial statements.
- Review and ensure that procedures are in place for the receipt, retention and treatment of complaints received by the University regarding accounting, internal accounting controls or audit matters.
- The selection and hiring of the external auditors.

### 2) Risk

While the responsibility for university's risk management approach rests with the UNBC Board of Governors, the Board has authorized the Audit & Risk Committee to support management in its risk management activities, maintain oversight of the risk management program, receive, and review risk reports and make recommendations to the Board. To fulfill its mandate, the Audit and Risk Committee will:

- Oversee, review, and approve the management's approach to risk management regularly or as significant changes in the business environment dictate.
  - Ensure risk assessments are preformed regularly.
  - Ensure the University has and maintains an effective on-going risk assessment process – risk identification, risk quantification, and risk evaluation.
  - Ensure the process identifies risk and opportunities.
  - Measures the potential impact and the likelihood of occurrence.
- Determine the risk appetite and tolerance.
- Review management's comprehensive framework, assessment and response to major risks facing the University.
- Review and approve appropriate policies and procedures relating to risk management governance, risk management practices, and risk control infrastructure.
- Ongoing monitoring of the University's compliance to the risk limit structure, policies, and procedures.
- Evaluate the effectiveness of the risk management process which may include the use of internal or external assurance providers.

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- Oversee and ensure timely implementation of corrective actions to address risk management deficiencies.
- Review UNBC Board of Governors and its committees' roles and responsibilities pertaining to risk management and propose changes (structural or scope) to ensure risk identification and communication is appropriately addressed.

### Authority

The Committee in fulfilling its audit function has the authority to conduct any investigation appropriate to fulfilling its responsibilities, and it has direct access to the internal and external auditors, as well as the management of the University.

The Committee may recommend that the Board of Governors retain special legal, accounting, consulting, or other experts the Committee deems necessary in the performance of its duties.

The Audit & Risk Committee may address other general matters as appropriate or as directed or referred by the Board or Board Chair.

### 17.4 Finance & Investment Committee

#### Membership – 7 voting members – quorum 4

Board Chair

President

5 additional members approved by the Board, one of whom shall be from the Audit & Risk Committee.

The Finance & Investment Committee is authorized by the Board to receive reports, and review and make recommendations to the Board with respect to:

- Financial decisions that are consistent with the University's strategic vision and priorities
- The University's financial operations, forecasts, projections and results
- The Annual Operating and Capital Budgets for approval
- Capital planning, construction and maintenance reports
- Contracts in accordance with the Board's Signing Resolutions and the University's Purchasing Policies, excluding externally funded research contract purchases.
- Annual Fees Schedule
- Signing resolutions and designation of the Signing Officers of the University
- Terms of Reference for an Investment Advisory Committee and Members to serve on the Investment Advisory Committee
- Investment Policies, on the recommendation of the Investment Advisory Committee
- Reports on Performance of Funds

## BOARD RULES – NOVEMBER 2020

- Terms of Reference for the Investment Advisory Committee are attached to these Rules as Appendix I and shall be considered part of these Rules, and as such, require notice of motion and two-thirds support for amendment.

The Finance & Investment Committee may address other general related matters as appropriate or as directed or referred by the Board or Board Chair.

### **18. ADVISORY BOARDS**

18.1 *The University Act* [RSBC 1996] c. 468 (*the Act*) [s. 34(1)], authorizes the Board of Governors (the Board) to appoint advisory boards, with both internal and external members at the Board's discretion, and as the Board considers necessary. The Board may seek advice and request reports on any subject from an advisory board, as the board considers appropriate.

18.2 Under this authority, the following Advisory Boards have been appointed:

- Advisory Board on University Advancement

18.3 The Terms of Reference for the Advisory Board on University Advancement are attached to these rules as Appendix II and shall be considered part of these Rules, and as such require notice of motion and two-thirds support for amendment.

### **19. ANNUAL REVIEW OF BOARD RULES**

19.1 The Executive Committee will review these Rules annually, and will recommend amendments if and as needed to the Board for approval. As provided herein, amendments to these Rules, including amendments to Committee or Advisory Board Terms of Reference, requires support of two-thirds of the voting members of the Board, present.

### **20. RULES REPLACE BOARD BYLAWS (Dec.2006), and COMMITTEE TERMS of REFERENCE**

20.1 On approval of the Board, these Rules replace the former Board Rules (September 2020).

## BOARD RULES – NOVEMBER 2020

### Governing Legislation:

*The University of Northern British Columbia was established under the University of Northern British Columbia Act [SBC 1990] c.28, (July 20th, 1990). The UNBC Act was repealed July 15th, 2002, after which time UNBC was, and is, governed under the provisions of the University Act [RSBC 1996] c.468 (“the Act”).*

These Board Rules replace former Board Rules (September 2020). Terms of Reference for the *Investment Advisory Committee* and the *Advisory Board on University Advancement* are dealt with separately and are attached to these *Rules* as Schedules I and II respectively.

### 1. AUTHORITY to ENACT RULES

1.1 These Rules are enacted by the Board under the authority granted in the *University Act* [s. 27(2)(a)].

1.2 Amendments to these Rules require proper notice of Motion as provided herein, and require two-thirds support of the Members present and voting.

### 2. INTERPRETATION – the University Act and Robert’s Rules of Order

2.1 In the event of a conflict or discrepancy between these Rules and the provisions of *the Act*, *the Act* will prevail.

2.2 If any procedural matter is not addressed, or is not adequately addressed by these Procedures, the Board will rely on Robert’s Rules of Order (latest edition), unless the Board Chair proposes reasonable alternate procedure(s) which are acceptable to at least two-thirds of the voting members present.

### 3. BOARD MEMBERSHIP

3.1 Membership on the Board is determined by *the Act* [s. 19(1)].

#### Duty to Act in the Best Interests

3.2 Board Members must act in the best interests of the University [s.19.1].



## BOARD RULES – NOVEMBER 2020

### Attendance and Preparation

3.3 Board Members are expected to prepare for and attend all Board Meetings, and all meetings of any Committee(s) to which they have been assigned. The *Act* provides [s.22(2)] that, unless excused by resolution of the Board, a member who does not attend at least half of the regular meetings of the Board in any year is deemed to have vacated his or her seat. The Executive Committee in its Terms of Reference is tasked with monitoring Member attendance.

3.4 Board Members are expected to respond to notices of meetings, and to indicate when they are not able to attend a meeting in person, or via video or teleconference.

3.5 Voting or attendance by proxy is not permitted.

### Removal from the Board

3.6 Removal from the Board is addressed in s. 22 of *the Act*, which includes at s. 22(1), provision for the removal of a Board Member for cause, and at 22(2) the provision that:

*Unless excused by resolution of the board, a member who does not attend at least half of the regular meetings of the board in any year is deemed to have vacated his or her seat.*

3.7 In the event that any member is subject to the provisions of s. 22(2), the Board Chair will contact the Member to determine whether the Member wishes to continue to serve. If the Member wishes to continue to serve, a resolution will be taken to the Board to determine whether the Member's absences may be excused.

## 4. ELECTION AND ROLE OF the CHAIR AND VICE-CHAIR

4.1 The Chair and Vice-Chair of the Board will be elected annually from among the Order in Council appointees, in June using an approved electronic survey tool or other emerging technologies deemed appropriate by the Executive Committee. The result of the election(s) will be announced at the last regular scheduled Board meeting in June each calendar year [s.19.2(1)].

4.2 In the event of a Chair resigning or being unable to fulfill the duties of Chair at any time during their term, the Vice-Chair will temporarily assume the role of Chair, and the Board shall hold an election for Chair as soon as is practical to do so. A Chair elected under this section will hold the office for the duration of the term remaining of the Chair being replaced. A new election will then be held on the usual schedule as provided in s. 4.1 above.

4.3 In the event of a Vice-Chair being unable to fulfill the duties of Vice-Chair at any time during their term, the Board will hold an election for Vice-Chair as soon as practical to do so.

## BOARD RULES – NOVEMBER 2020

### Election Process

4.4 Prior to the June Board meeting, the Chancellor, or in their absence the President, or in their absence the Provost, as the Chair of the Nominating Committee, will strike a Committee consisting of three or more Board members, including the Chancellor, who are either not eligible to run for election or who clearly communicate they will not run for election.

Advance nominations must be submitted in writing to the Nominating Committee Chair no later than four weeks prior to the election date.

The Chair of the Nominating Committee will confirm that nominees are willing to stand for the position prior to the election and ask them to submit a short written statement to the Board.

Before the last regular scheduled June Board meeting, the Office of University Governance will conduct the election of Chair and Vice Chair using the approved electronic survey tool, with the nominees' short statements to the Board being uploaded to the survey tool. Voting will be conducted by secret ballot. open nominations for the position of Chair, followed by Vice Chair. Three calls for nominations must be made before the Chancellor closes nominations. All voting members of the Board, including nominees, are eligible to vote. Advance voting is not permitted.

~~In reverse order of their nominations, the Chancellor will ask each candidate if they accept the nomination. Candidates will be entitled to make brief comments to the Board, and will then be asked to leave the room so that the remaining Board members may discuss their candidacy. All candidates should temporarily exit the room together such that no candidate remains to participate in discussion regarding other candidates unchallenged.~~

~~Nominees will be invited to return to the room for the conduct of the election. If there is only one candidate, that candidate will be acclaimed. If an election is required, voting will be conducted by secret ballot. All voting members of the Board, including nominees are eligible to vote.~~

The results of the election will be declared at the last regular scheduled June Board meeting and noted in the minutes. The Chair and Vice Chair elect will assume their roles following the June meeting.

4.5 A Chair or a Vice-Chair may not serve for more than three (3) consecutive terms in their respective roles.

4.6 In the event that both the Chair and Vice-Chair are absent for a meeting, the Board may appoint one of the other Order in Council Members to Chair the meeting.

4.7 The Board may, by a two-thirds vote, at any time terminate the appointment of a Chair or

## BOARD RULES – NOVEMBER 2020

Vice-Chair. In such a case, the Chancellor, or in their absence the President, or in their absence the Provost, will immediately open nominations for a new Chair or Vice Chair.

### **Role and Authority of the Board Chair:**

4.8 In addition to chairing meetings of the Board, the Board Chair sits as a voting member of all Board Committees and Advisory Boards including: Investment Advisory sub-Committee, and the Advisory Board on Advancement. The Chair serves as the spokesperson for the Board and is a signing Officer authorized to approve the President's expenses.

The Chair maintains regular communication with the President and works to guide Board activities, oversee the setting of Board agendas and to create and respond to Board correspondence.

The Chair communicates with the Government of British Columbia's Crown Agencies and Board Resourcing Office to ensure vacancies on the Board are filled in a timely manner and, in consultation with the Executive Committee of the Board, reviews the Board Competency Matrix to ensure the Board maintains a necessary range of expertise and diversity.

## BOARD RULES – NOVEMBER 2020

The Chair works with the Executive Committee to provide performance feedback to the President.

### **Role and Authority of the Vice-Chair:**

4.9 The Vice-Chair serves in the place of the Chair when the Chair is absent, or unable to act. The Board Chair may delegate any of the usual duties of the Chair, to the Vice-Chair, on an ad hoc basis, as appropriate or necessary.

4.10 Should the Board Chair wish to delegate any of the usual duties of the Chair to the Vice-Chair on a regular or continual basis, the Chair must provide notice of such delegation to the Board.

### **5. GOVERNANCE OFFICER**

5.1 The Governance Officer will serve as Secretary to the Board, and will issue notices of meetings, and such other duties as assigned by the Board. The Secretary will have custody of all records of the Board and of the University Seal.

5.2 The Governance Officer, will keep the minutes of the Board.

5.3 The President may appoint an Acting Secretary in the absence of the Governance Officer.

### **6. POWERS AND DUTIES OF THE BOARD**

6.1 The powers and duties of the Board are outlined in *the Act* [s. 27(1) & (2)].

6.2 *The Act* creates a bi-cameral system of governance for the University in which the Board has authority for the management, administration and control of the property, revenue, business and affairs of the university and Senate has authority for academic governance. Shared powers and the duty and responsibility to consult with the UNBC Senate, and to jointly decide certain matters with, and to approve certain actions and recommendations by, the Senate, are also outlined in *the Act* [s. 37 (1) & s. 38].

### **7. DELEGATION OF AUTHORITY and SIGNING RESOLUTIONS**

7.1 The Board may, by resolution in writing, approved by two-thirds of the voting members, delegate any of its powers with respect to the operation, management and business affairs of the University to the President and Administration, on either an ongoing or ad hoc basis, and may designate and authorize an Officer or Officers of the University to sign legally binding documents on behalf of the University. The Board may, by resolution in writing approved by two-thirds of the voting members, amend or revoke any such delegation or authorization in the Board's discretion.

## BOARD RULES – NOVEMBER 2020

7.2 The Governance Officer will ensure that any such resolutions are published with the Board Rules.

### 8. CONFLICT OF INTEREST AND CONFIDENTIALITY

8.1 Standards and expectations with respect to Conflict of Interest and Confidentiality are outlined in the Board Code of Ethical Conduct, reviewed and approved by the Board annually, and generally at the March meeting.

8.2 All members of the Board are expected to review and sign the Code of Ethical Conduct annually.

8.3 *Declarations of Conflict* will be a standing item at the start of all Board and Board Committee Agendas.

### 9. MEETINGS of the BOARD - REGULAR and SPECIAL MEETINGS

9.1 *The Act* requires that the Board meet at least once every three months [s. 26]. The Governance Officer will present a proposed annual schedule of meetings for the Board's consideration, generally at the June meeting. The schedule will be included as a standing item for review at each regular meeting of the Executive Committee.

9.2 If the President, or any three (3) or more members of the Board submit a written request for a special meeting of the Board, outlining the general nature and purpose of such meeting, and providing the text of any motion(s) the President or members wish to have considered at that meeting, the Board Chair will convene a meeting within two weeks of receipt of such a request.

9.3 Special or extraordinary meetings may also be called at the discretion of the Board Chair.

9.4 Board Committee meetings will be scheduled as needed by the Committee Chair and in consideration of Committee Members' availability. The dates for the regular Committee meetings will be included in the proposed annual schedule of meetings.

The Finance & Investment and Audit & Risk committees should meet quarterly at a minimum. The Executive Committee should meet eight times per year.

#### Public, Closed and In-Camera Sessions

9.5 Public sessions are open to the public. Closed sessions include Board Members and invited advisory staff or members of administration. In-Camera meetings are for Board Members

## BOARD RULES – NOVEMBER 2020

only. The President is a voting member of the Board pursuant to *the Act* [s. 19(1) (b)] and will recuse themselves from regular in-camera meetings pertaining to their performance.

9.6 At the discretion of the Chair, Board meetings may begin, and/or end with brief in-camera session(s), and the balance of the meeting will be divided into a Public and Closed Session.

9.7 Board Committee meetings will be conducted in Closed Sessions, unless otherwise specifically directed by the Board.

### 10. NOTICE of MEETINGS

10.1 At least three (3) clear days' notice will be given to each Member, of the date, time and location of any meeting of the Board or a Board Committee. Notice will be deemed to have been given if communicated through the usual email address provided by UNBC to the Member for Board business, or if the Member has been contacted verbally by the Board Chair, Governance Officer, or appropriate Committee Chair by phone or in person.

#### Waiver of Notice

10.2 If all Members are present and waive notice, a special or extraordinary meeting of the Board or of a Committee may be convened at any time. A meeting may also be convened without proper notice if all members present waive notice **and** written consent or waiver can be obtained from those members who are absent.

10.3 If Notice is properly given, non-receipt by a Member does not invalidate any resolution passed or action taken at the meeting in question.

### 11. AGENDAS and MATERIALS

11.1 Agenda items for Board or Committee Meetings should be submitted to the Governance Officer at least two weeks prior to the meeting at which they are to be addressed. Materials for meetings will be circulated to Board or Committee members at least seven (7) days prior to a meeting.

11.2 Agendas for Board Meetings may include both a Regular and a Consent Agenda. If a Board Committee determines that an item is routine and does not require debate at the full Board, the Committee may recommend that the item or motion be placed on the Consent Agenda for the full Board. Prior to approval of the Consent Agenda, if any member of the Board requests that an item be removed and placed on the Regular Agenda, it will be removed.

**BOARD RULES – NOVEMBER 2020****12. PRESENTATIONS to the BOARD**

12.1 If members of the public or members of the University Community wish to make a presentation to the Board, they must submit a written request to the Board Chair via the Governance Officer at least one week prior to a scheduled meeting of the Board. The requestor must indicate clearly the subject or issue the person or group wishes to address, and the name(s) and title or position, if applicable, of the intended speaker(s).

The Board Chair will consider *inter alia*, the relevance of the matter to the work and authority of the Board, the upcoming meeting agenda and priorities and, whether or not the Board has already addressed the issue. The Chair will determine whether and when a presentation will occur, whether the presentation will be heard in a Public or Closed session of the Board, the time to be allocated, and the number of speakers permitted. As a general rule, five (5) to ten (10) minutes will be allocated and one (1) speaker will present.

At the discretion of the Chair, a brief amount of time may be allowed at the meeting, for questions from the Board, to the Presenter(s). Presenters may include questions to the Board in their presentation, or leave materials or questions with the Board, but neither the Board Chair, nor Members of the Board will respond to questions from a Presenter at the time of the presentation. The Board Chair, in consultation with the Board will determine whether and how to respond.

The Chair will report any requests that are refused and provide a copy of the reasons for the refusal to the full Board, during the in-camera session of the Board meeting.

**Recognizing Speakers from the Gallery at a Public Board Meeting**

12.2 In exceptional circumstances, the Board Chair may recognize a speaker from the gallery during a public session of the Board, at the Chair's sole discretion. As with presentations arranged under section 12.1 above, the Board Chair may limit the time allowed for such a presentation and limit the number of speakers, and neither the Board Chair nor members of the Board will respond to questions from guests at the time of the presentation.

**Orderly Conduct of Business**

12.3 The Board Chair may, in the interests of ensuring the orderly and respectful conduct of Board Business, and in the interests of ensuring a meeting environment that is free of harassment or intimidation, order any person or persons removed from the gallery, or may direct that any Public meeting move into a Closed or In-Camera session at any time.

**13. QUORUM**

13.1 Quorum required for meetings of the Board is set by *the Act* [s.26(2)].

## BOARD RULES – NOVEMBER 2020

13.2 Rules with respect to quorum for Committees may be set by the Board, and require two-thirds support to change. Requirements for quorum cannot be amended or suspended to address an absence of required quorum at a meeting.

### **Failure to achieve quorum**

13.3 If quorum is not achieved within fifteen (15) minutes of the time set for the start of a meeting, the meeting will be cancelled, unless the majority of the members present agree to allow an additional brief amount of time for absent members to arrive. If quorum is not achieved at the expiration of the additional time allowed, the meeting will be cancelled.

### **Loss of quorum during a Meeting**

13.4 If quorum is lost during a meeting, the Board Chair may either adjourn the meeting or suspend the meeting for fifteen (15) minutes, to allow the return or arrival of a sufficient number of members of the Board to restore quorum. If quorum cannot be restored in the time allotted, the meeting will be adjourned.

13.5 No Board official business may be conducted or decisions made, and no minutes or records will be kept for any time period during which a meeting does not have quorum.

## **14. MOTIONS**

14.1 Notice of motions to be voted on in a Board or Committee meeting must be provided in advance, in meeting agendas. Motions may be introduced on the floor during a meeting if there are no objections from Members present. However, should *any* member raise an objection, a motion to allow the motion to be presented without notice, must pass with the support of two-thirds of the voting members present, or the motion must be postponed to the next meeting of the Board.

14.2 Motions require the support of the majority of Board or Committee members present at a meeting, unless otherwise provided in these Procedures.

### **Methods of Voting**

14.3 Voting at the Board will be by voice or show of hands. However, if any member of the Board requests a recorded vote, prior to the vote being taken, the vote shall be recorded showing votes for, against and abstentions, without attribution. And, if any member of the Board requests a secret ballot, the vote shall be conducted by secret ballot. Balloted voting or elections shall be conducted by the Chancellor, or in their absence the President, or in their absence, the Provost or the Governance Officer.

14.4 Members may participate in a meeting and in voting, via tele, video or web conference provided the technology allows them to hear everyone who is speaking, and provided they can be



## BOARD RULES – NOVEMBER 2020

heard by everyone else present and participating. The Governance Officer will bear responsibility of managing remote meeting technology, and ensuring a technological process exists to provide Board Members with secret ballots where needed and if requested.

14.5 The Board Chair has the same right to vote as other members of the Board, and in an equality of votes for and against a matter, the question is resolved in the negative, and the Chair shall so declare [s.26(3)].

14.6 A resolution in writing signed and approved by all members of the Board or a Committee entitled to vote on the resolution or motion at a meeting of the Board is as valid as if it had been passed at a meeting.

### 15. RECORDINGS and MINUTES

15.1 Minutes will be kept by the Governance Officer in accordance with the University's *Minute Taking Policy* and best practices for minute taking. Motions and action items are to be recorded, as well as a brief summary of key points of debate and rationale. Notation of approximate time spent discussing agenda items is recommended. Any member may request that a specific point of concern or an objection be included in the minutes.

15.2 Audio and/or video of Board meetings may be recorded by the Governance Officer for the purpose of reference in completing the meeting minutes. Once meeting minutes have been approved, recordings will be deleted unless otherwise determined by a majority of the Board. However, at the discretion of a majority of Board members, recordings of open session meetings of the Board may be regularly or irregularly broadcast or otherwise made available to the public.

### 16. BOARD STANDING COMMITTEES – General Provisions Applicable to all Standing Committees

#### Purpose and Authority

16.1 *The University Act* [RSBC 1996] c. 468 (*the Act*), authorizes the Board of Governors to appoint committees it considers necessary to carry out the Board's functions, and to confer on those committees the power and authority to act for the Board.

#### Accountability to the Board

16.2 Board Committees have no authority to direct Management, to speak on behalf of the Board, or to commit UNBC, unless specifically authorized to do so through the Board Rules, a Board motion or resolution, or other express directive from the Board.

## BOARD RULES – NOVEMBER 2020

### Membership and Committee Chairs

16.3 The Board Chair and President are voting members of each Board Committee and count for quorum. When the Audit & Risk Committee is fulfilling its audit functions, the President may participate, but should recuse themselves from voting. The Chancellor is an ex-officio non-voting member of each Committee and does not affect quorum. The Board Chair will appoint additional members to serve on Committees as outlined below.

16.4 Members are appointed to Committees for unspecified terms, having regard for the balance and complement of expertise of members and the mandates of each Committee. The Board Chair will also consider availability, participation and attendance in making and revising Committee assignments. The Board Chair may review and amend committee membership at any time, but will review the membership of all Committees at least annually.

16.5 The Board, on the recommendation of the Chair or the Executive Committee may appoint an external non-voting member to a standing or ad hoc Committee of the Board to enhance Committee expertise or diversity of perspectives. Any such appointment requires the support of two-thirds of the voting members of the full Board, and will be for a set term, not exceeding one year, renewable a maximum of three times. Appointments under this section may be terminated at any time by a two-thirds vote of the Board. These external members may be drawn from within or outside of the University, and must sign a Code of Conduct and Confidentiality agreement prior to participating in a Committee meeting and prior to being provided with any Committee meeting materials.

16.6 The Board Chair will appoint a Chair of each Committee, and may alter Chair assignments at any time having regard for the considerations outlined above. The Chair will review Chair assignments at least annually.

### Frequency and Conduct of Committee Meetings

16.7 The Executive Committee, and Committees related to Finance, Audit, Risk, and Investment should meet quarterly at minimum, and as often as deemed necessary by the Committee Chair.

16.8 Additional or special Committee meetings may be called as deemed necessary by the Board Chair or the Committee Chair, or; if any two (2) voting members of a Committee request in writing that a special meeting of the Committee be convened, the Committee Chair will call a meeting.

16.9 Board Committee meetings are Closed and meeting materials are to be treated as confidential. The Chair of a Committee may also, at their discretion, or at the request of a member, conduct a meeting, or portion of a meeting in-camera (as defined in the General Provisions of these Rules).

## BOARD RULES – NOVEMBER 2020

16.10 Board Members are entitled to attend any meeting of a Committee of the Board and to have access to the materials for that Committee, regardless of whether or not they are assigned as a voting member of the Committee.

16.11 Committees will follow the General Rules for Voting and for the Conduct of Meetings, followed by the Board.

16.12 Committees are authorized, as outlined below, to receive and review reports, provide advice and forward motions to the Board for either the Regular or Consent Agendas. A Committee may in limited circumstances if expressly authorized by the Board to do so, make decisions on behalf of the Board, provided however that the Committees shall inform the Board of decisions made on delegated authority.

### 17. BOARD STANDING COMMITTEES

17.1 The following are the Standing Committees of the Board of Governors:

Executive Committee  
Audit & Risk Committee  
Finance & Investment Committee  
Investment Advisory Committee (sub-committee of Finance & Investment)

#### Membership, Duties and Authority of Each Committee:

##### 17.2 Executive Committee

##### Membership – 6 voting members – quorum 3

Board Chair

Vice Chair

President

3 additional members approved by the Board.

The Executive Committee is authorized by the Board to receive reports, review and make recommendations to the Board with respect to:

- Board Rules
- Board policies and procedures
- University policies requiring Board approval
- Institutional relational agreements that require Board approval
- Form, substance and frequency of execution of the *Board Code of Ethical Conduct*
- Board Member orientation and training
- Annual Board meeting schedule
- Board evaluation forms, substance and practices

## BOARD RULES – NOVEMBER 2020

- Recommendations to the Ministry with respect to the Board competency matrix and postings
- Collective Bargaining strategy and desired outcomes
- Collective Agreements and policies relating to terms and conditions of employment
- Labour relations environment, including arbitrations or litigation
- Policy and procedures for annual Presidential reviews and for reviews prior to re-appointment
- Form, substance and frequency of Human Resources Complement and similar Reports
- Institutional Human Resources Policies
- Management structure and succession plans at the senior executive level
- Procedures for search and recommendation of candidates for President, Deans, University Librarian, Registrar & other Senior Academic Administrators
- Appointment of Vice Presidents
- Compensation models and adjustments
- President's recommendations for Promotion & Tenure
- Adjustments to President and Executive Compensation

The Executive Committee may address other general Board matters as appropriate or as directed or referred by the Board or Board Chair.

### 17.3 Audit & Risk Committee

#### **Membership – 7 voting members – quorum 4**

Board Chair

President

5 additional members approved by the Board, one of whom shall be from the Finance & Investment Committee.

#### **Meeting Frequency**

The Audit and Risk Committee meets 4 times during the Fiscal/Academic year but may meet more often if necessary.

The meeting schedule and the duration of each meeting will depend on committee members and committee guest(s) availability and committee workload.

#### **Duties and Responsibilities**

##### 1) Audit

The Audit & Risk Committee is authorized by the Board to receive reports, review and make recommendations to the Board with respect to:

## BOARD RULES – NOVEMBER 2020

- The integrity of the University's financial reporting process and system of internal controls regarding financial reporting and accounting compliance.
- The qualifications and independence of the University's external auditors.
- The performance of the external auditors and the internal auditor if applicable.
- The University's compliance with legal, statutory and regulatory requirements.
- The management of the principal risks that could impact the financial statements.
- Review and ensure that procedures are in place for the receipt, retention and treatment of complaints received by the University regarding accounting, internal accounting controls or audit matters.
- The selection and hiring of the external auditors.

### 2) Risk

While the responsibility for university's risk management approach rests with the UNBC Board of Governors, the Board has authorized the Audit & Risk Committee to support management in its risk management activities, maintain oversight of the risk management program, receive, and review risk reports and make recommendations to the Board. To fulfill its mandate, the Audit and Risk Committee will:

- Oversee, review, and approve the management's approach to risk management regularly or as significant changes in the business environment dictate.
  - Ensure risk assessments are preformed regularly.
  - Ensure the University has and maintains an effective on-going risk assessment process – risk identification, risk quantification, and risk evaluation.
  - Ensure the process identifies risk and opportunities.
  - Measures the potential impact and the likelihood of occurrence.
- Determine the risk appetite and tolerance.
- Review management's comprehensive framework, assessment and response to major risks facing the University.
- Review and approve appropriate policies and procedures relating to risk management governance, risk management practices, and risk control infrastructure.
- Ongoing monitoring of the University's compliance to the risk limit structure, policies, and procedures.
- Evaluate the effectiveness of the risk management process which may include the use of internal or external assurance providers.

## BOARD RULES – NOVEMBER 2020

- Oversee and ensure timely implementation of corrective actions to address risk management deficiencies.
- Review UNBC Board of Governors and its committees' roles and responsibilities pertaining to risk management and propose changes (structural or scope) to ensure risk identification and communication is appropriately addressed.

### Authority

The Committee in fulfilling its audit function has the authority to conduct any investigation appropriate to fulfilling its responsibilities, and it has direct access to the internal and external auditors, as well as the management of the University.

The Committee may recommend that the Board of Governors retain special legal, accounting, consulting, or other experts the Committee deems necessary in the performance of its duties.

The Audit & Risk Committee may address other general matters as appropriate or as directed or referred by the Board or Board Chair.

### 17.4 Finance & Investment Committee

#### Membership – 7 voting members – quorum 4

Board Chair

President

5 additional members approved by the Board, one of whom shall be from the Audit & Risk Committee.

The Finance & Investment Committee is authorized by the Board to receive reports, and review and make recommendations to the Board with respect to:

- Financial decisions that are consistent with the University's strategic vision and priorities
- The University's financial operations, forecasts, projections and results
- The Annual Operating and Capital Budgets for approval
- Capital planning, construction and maintenance reports
- Contracts in accordance with the Board's Signing Resolutions and the University's Purchasing Policies, excluding externally funded research contract purchases.
- Annual Fees Schedule
- Signing resolutions and designation of the Signing Officers of the University
- Terms of Reference for an Investment Advisory Committee and Members to serve on the Investment Advisory Committee
- Investment Policies, on the recommendation of the Investment Advisory Committee
- Reports on Performance of Funds

## BOARD RULES – NOVEMBER 2020

- Terms of Reference for the Investment Advisory Committee are attached to these Rules as Appendix I and shall be considered part of these Rules, and as such, require notice of motion and two-thirds support for amendment.

The Finance & Investment Committee may address other general related matters as appropriate or as directed or referred by the Board or Board Chair.

### **18. ADVISORY BOARDS**

18.1 *The University Act* [RSBC 1996] c. 468 (*the Act*) [s. 34(1)], authorizes the Board of Governors (the Board) to appoint advisory boards, with both internal and external members at the Board's discretion, and as the Board considers necessary. The Board may seek advice and request reports on any subject from an advisory board, as the board considers appropriate.

18.2 Under this authority, the following Advisory Boards have been appointed:

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18.3 The Terms of Reference for the Advisory Board on University Advancement are attached to these rules as Appendix II and shall be considered part of these Rules, and as such require notice of motion and two-thirds support for amendment.

### **19. ANNUAL REVIEW OF BOARD RULES**

19.1 The Executive Committee will review these Rules annually, and will recommend amendments if and as needed to the Board for approval. As provided herein, amendments to these Rules, including amendments to Committee or Advisory Board Terms of Reference, requires support of two-thirds of the voting members of the Board, present.

### **20. RULES REPLACE BOARD BYLAWS (Dec.2006), and COMMITTEE TERMS of REFERENCE**

20.1 On approval of the Board, these Rules replace the former Board Rules (September 2020).

<b>Agenda Item:</b>	7.ii. Executive Committee Report
<b>Material:</b>	1. Executive Committee Public Written Report



## ***Executive Committee Report to the UNBC Board of Governors***

**Submitted by: Catherine Wishart**

**Dates of meetings since last report: January 6, 2022**

### **Topics reviewed and discussed:**

#### **1. Governance**

- Annual review of Board Rules
  - Outcomes:
    - Motion to January Board Public Meeting to amend the Board rules to change the timing of elections and create a Nominating Committee.
    - Discussion to clarify membership of and access to the Executive Committee for all Board members.
    - The Board-related recommendations from the 2020 UNBC Governance Review will be updated.
- Nisga'a Language Fluency Programs were reviewed, and a motion forwarded to the January Board meeting.

#### **2. Human Resources**

- Executive Committee was updated on the planned approach to the President Search, following formation of the Search Committee in December.
- Recognizing institutions nationally are grappling with definitions of Indigenous identity, the Executive Committee had a general discussion. Research with UNBC employees and partners, and with other institutions, will be done this spring.

<b>Agenda Item:</b>	7.ii.a. New Academic Program – Nisga’a Language Fluency Certificate – M. Dale
<b>Material:</b>	1. Senate Motion No. S-202111.04
<b>Motion:</b>	<i>That, on the recommendation of the Executive Committee, the Board of Governors approves the new Wilp Wilxo’oskwhl Nisga’a Certificate of Nisga’a Language Fluency as recommended and approved by the UNBC Senate, as presented.</i>

Motion Number (assigned by  
Steering Committee of Senate): S-202111.04

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### NEW ACADEMIC PROGRAM PROPOSAL

**Motion:** That the new Wilp Wilxo'oskwhl Nisga'a Certificate of Nisga'a Language Fluency be approved as proposed.

#### **A. General Information**

**Program Title:** Nisga'a Language Fluency Certificate

**Program Objectives:** This program will be offered only at Wilp Wilxo'oskwhl Nisga'a Institute. The program is designed to offer language immersion to facilitate the development of fluency in the Nisga'a language, creating new opportunities that focus on language learning and communication.

The objectives of the program are:

1. To provide comprehensive, high quality certificate in the Nisga'a language leading to Certificate qualifications;
2. To foster the revitalization of Nisga'a language use in the Nisga'a community across all domains of community life;
3. To train and educate students at the Certificate level for subsequent employment within education; and,
4. To prepare students for possible further study towards the Diploma and Bachelor of Arts Degree in Nisga'a Language Fluency.<sup>1</sup>

**Credential upon Completion of the Program:** Certificate

**Program Offering the Degree:** Wilp Wilxo'oskwhl Nisga'a Institute and UNBC First Nations Studies

**Proposed Start Date:** September 2022

**Suggested Institutional Priority:** In the age of reconciliation, "to redress the legacy of residential schools and advance the process of Canadian reconciliation" as noted by the Truth and Reconciliation Commission of Canada: Calls to Action, specifically under 'Education':<sup>2</sup>

Article 10. iv. Protecting the right to Aboriginal languages including the teaching of Aboriginal languages as credit courses; and,

Article 16. We call upon post-secondary institutions to create university and college degree and diploma programs in Aboriginal languages".

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<sup>1</sup> Adapted from "Proposal for an Indigenous Language Proficiency Degree Framework for the Province of British Columbia" co-written by the Language Fluency Degree Consortium of public post-secondary institutes, including UNBC, and First Nations Education Steering Committee and Indigenous Adult and Higher Learning Association, including Wilp Wilxo'oskwhl Nisga'a Institute (2018).

<sup>2</sup> See "Truth and Reconciliation Commission of Canada: Calls to Action" p.2.

Further to, and as identified in the UNBC Aboriginal Service Plan 2020-2021, "UNBC reaffirms our commitment to the values inherent in these documents [*Declaration on the Rights of Indigenous Peoples Act* for the United Nations Declaration on the Rights of Indigenous Peoples, *Calls to Action* by the Truth and Reconciliation Commission, and, *Final Report* by the National Inquiry into Missing and Murdered Indigenous Women and Girls], to advancing Reconciliation and closing equity gaps in relation to access, retention and outcomes in postsecondary education for Indigenous learners." (3). Wilp Wilxo'oskwhl Nisga'a Institute shares in this commitment to Indigenous post-secondary education.

Indigenous language revitalization and maintenance is an important institutional goal for UNBC and Wilp Wilxo'oskwhl Nisga'a Institute. Wilp Wilxo'oskwhl Nisga'a Institute received one-time pilot funding to deliver a one-year Nisga'a language certificate within this program in the 2020-2021 academic year.

This SCAAF is intended to allow them to deliver a Certificate program that is accredited by UNBC.

**Relationship of Proposed Program to the Mandate of the Institution:** As described above, this proposed program enhances Indigenous language revitalization and maintenance at UNBC and Wilp Wilxo'oskwhl Nisga'a Institute.

**Implications for the Cooperative Education Option:** None

**Specialties within Program:** Wilp Wilxo'oskwhl Nisga'a Institute Nisga'a Language Program; Wilp Wilxo'oskwhl Nisga'a Institute FNST Language Program

**Related Programs at Other Institutions:**

- NVIT Nle?kepmx Language Fluency Certificate and Nsyilxcen Language Fluency Certificate.
- UVIC Certificate in Indigenous Language Proficiency.

**Relation to Existing Programs:** UNBC Bachelor of Arts: First Nations Studies (Nisga'a), First Nations Language Diploma, First Nations Language and Culture Education Diploma, General First Nations Studies Certificate, Nisga'a Studies Certificate, and First Nations Language Certificate.

**Articulation Arrangement:** None

**Consultations with Other Institutions:** The request came from Wilp Wilxo'oskwhl Nisga'a Institute.

The proposed program is based on a degree framework developed by the Indigenous Language Proficiency/Fluency Degree Framework Partnership. The partnership is made up of the Indigenous and Higher Learning Association (IAHLA), the First Nations Education Steering Committee (FNESC), and a consortium of public post-secondary institutions. UNBC and Wilp Wilxo'oskwhl Nisga'a Institute are both member institutes in the partnership and consortium. Wilp Wilxo'oskwhl Nisga'a Institute was in an initial partnership with En'owkin Centre to develop the argument for an Indigenous Languages Fluency Degree in concert with IAHLA (approximately 2010).

## **B. Program Description**

**General Calendar Description:**

The Nisga'a Language Fluency Certificate provides an immersive education in the Nisga'a language, intended to create new Nisga'a language speakers. The fundamental pedagogical approach is to offer as much Nisga'a language instruction as possible, as early as possible. The program is offered in a manner that recognizes that learners, knowledge keepers, and their communities as a whole benefit from, and contribute to, the (re)development of Nisga'a language fluency.

Students are required to complete 30 credit hours.

## Curriculum:

During the certificate students take the following courses:

ARTS 101-3	Learning Strategies
ARTS 102-3	Research Writing
FNST 139-3	Nisga'a Language: Level 1
FNST 140-3	Nisga'a Language: Level 2
FNST 141-3	Nisga'a Language Immersion Level 1
FNST 169-3	Nisga'a Culture: Level 1
FNST 170-3	Nisga'a Culture: Level 2
FNST 241-3	Nisga'a Language Immersion Level 2
FNST 341-3	Nisga'a Language Immersion Level 3
FNST 441-3	Nisga'a Language Immersion Level 4

## C. Need for Program

### Enrolment Projections:

Projection of student enrolment is 15 students per year.<sup>3</sup> Local delivery in the Nass Valley would lower costs for adult learners who can remain in their community, and continue to work and be a part of Nisga'a life and culture while taking part in this program. The intake capacity would ensure that there is capacity at the community level to support students throughout the program. As stated by Armstrong, "The model projects sustainability for the degree program...projects a way to meet increasing demand for speaker-teachers and at the same time produce fluent adult speakers for other professions and higher learning" (33).

### Cultural, Social and Economic Needs:

As identified in the UNBC Aboriginal Service Plan 2020-2021, "UNBC reaffirms our commitment to the values inherent in these documents [*Declaration on the Rights of Indigenous Peoples Act* for the United Nations Declaration on the Rights of Indigenous Peoples, *Calls to Action* by the Truth and Reconciliation Commission, and, *Final Report* by the National Inquiry into Missing and Murdered Indigenous Women and Girls], to advancing Reconciliation and closing equity gaps in relation to access, retention and outcomes in postsecondary education for Indigenous learners." (3).

Wilp Wilxo'oskwhl Nisga'a Institute shares in this commitment to Indigenous post-secondary education. This program is the natural growth of UNBC's engagement with local Indigenous peoples aimed toward language revitalization and maintenance. The Nisga'a language is endangered and continues to be on a downward trajectory in spite of all efforts in the past 20+ years. As reported in the Nisga'a Lisims Government *Quality of Life Survey*, there were 857 Nisga'a language speakers in 2014, 440 speakers in 2016, and 331 speakers in 2018. This program will offer a hope to save the language.

The beauty of this program is that it is offered at Wilp Wilxo'oskwhl Nisga'a Institute, in the Nisga'a community, where fluent speakers work, live and practice Nisga'a language and culture. Students have easy access to these Nisga'a resources.

### Labour Market Demands:

The *Proposal for an Indigenous Language Proficiency Degree Framework for the Province of British Columbia* by the Indigenous Language Degree Framework Partnership and the Indigenous Language Degree Consortium states "There is an immediate demand for additional proficient adult speakers [of Indigenous

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<sup>3</sup> Projections identified by Armstrong (2011), p.32.

languages] in B.C. ...for support in the ECE, K-12 systems, in adult learning contexts, immersions schools, and schools operated by communities themselves, as vital areas of employment." (9). In addition, Nisga'a language graduates are sought by employers in the Nass Valley.

#### **Other Benefits:**

This certificate is a good beginning for graduates to continue on to the Diploma or full-time BA program; or, branch out into other fields, such as early childhood education, and elementary/secondary education.

Another benefit will increase the proficiency and use of the Nisga'a language as a result of this program, and will also turn the trajectory towards saving the language.

### **D. Faculty**

#### **Faculty list:**

Wilp Wilxo'oskwhl Nisga'a Institute's existing faculty are more than sufficient to deliver the program, however there will be a need for additional Nisga'a language instructors. All Wilp Wilxo'oskwhl Nisga'a Institute faculty meet the UNBC's educational requirements for teaching within their fields of expertise. In addition, the teaching faculty at Wilp Wilxo'oskwhl Nisga'a Institute have been successfully teaching with the institute for 20+ years.

Current faculty at Wilp Wilxo'oskwhl Nisga'a Institute for the certificate are:

Irene Squires, BA  
Harry Nyce Jr., MBA

Edward McMillan, M.Ed.  
Starnita Nyce, BA (Nisga'a Language Teaching Assistant)

**Expected Teaching Loads:** As per Wilp Wilxo'oskwhl Nisga'a Institute sessional instructor contract.

**Research Funding:** Not applicable.

### **E. Program Delivery**

**Distance Learning Components:** Video conferencing and other distance learning technologies will be used for teaching as needed.

**Class Size and Structure:** Face-to-face and virtual learning for all classes. Immersive language learning augmented by additional targeted/supportive techniques. Numerous fluent speakers will be an integral part of this program. Where available, mentor-pod, peer-to-peer and individual inquiry will be used for class structure.

**Experiential Learning:** Experiential and place-based learning with seasonal opportunities to be engaged. For example, annual oolichan fishery and salmon fisheries, attending Wilp Si'ayuukhl Nisga'a (Nisga'a Government), and cultural events (feasts). In-house and video-linked course lectures and seminars with language laboratories and archives will also be used.

### **F. Program Resources:**

Please Note: there will be no impact on UNBC Resources. Like the Bachelor of Arts: First Nations Studies

(Nisga'a), this program will be entirely built on Wilp Wilxo'oskwhl Nisga'a Institute resources.

**Administrative Requirements:** Provided by Wilp Wilxo'oskwhl Nisga'a Institute.

**Operating Requirements:** Provided by Wilp Wilxo'oskwhl Nisga'a Institute.

**Capital Requirements:** Provided by Wilp Wilxo'oskwhl Nisga'a Institute.

**Start-up Costs:** Provided by Wilp Wilxo'oskwhl Nisga'a Institute.

**Special Resource Requirements:** Provided by Wilp Wilxo'oskwhl Nisga'a Institute, which will include Elders, who will be remunerated according to their expertise, and access to gathered archival materials.

## **G. Library Resource Requirements** (See attached form)

Not applicable.

## **H. Evaluation**

### **Academic Quality of Program:**

This community-based immersion indigenous language program parallels the characteristics of similar programs UNBC already offers, and in line with the province-wide initiative through FNSEC and the IAHLAS.

As with the Bachelor of Arts: First Nations Studies (Nisga'a), which has been operation at the Wilp Wilxo'oskwhl Nisga'a Institute for the past 27 years, the Certificate in Nisga'a Language Fluency program will be following the academic requirements set by UNBC.

### **Methods of Internal Institutional Review:**

- Wilp Wilxo'oskwhl Nisga'a Institute Board of Governors updates
- UNBC FNST Department updates
- Nisga'a Government updates
- BC Ministry of Advanced Education updates
- Any additional funders of the program

**Relevant External Program Experts:** The CEO recommends an external review at the end of the program. Wilp Wilxo'oskwhl Nisga'a Institute is currently completing an external review.

## **I. Miscellaneous**

### **Special Features:**

**Attachment Pages (in addition to required Library Form):**   0   pages

## **J. Authorization**

**SCCC Reviewed:** October 18, 2021

**Faculty(ies):** Indigenous Studies, Social Sciences and Humanities

**Faculty Council Motion Number(s):** Omnibus Motion FISSSHFC2021.10.21.03

**Faculty Council Approval Date(s):** October 21, 2021

**Senate Committee on First Nations and Aboriginal Peoples Motion Number:** SCFANP202111.03

**Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** November 10, 2021

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** Omnibus SCAAF202111.03

**Moved by:** R. Camp II

**Seconded by:** K. Stranack

**Committee Decision:** CARRIED

**Approved by SCAAF:** November 10, 2021  
**Date**

*MRTD*

**Chair's Signature**

**For recommendation to** ✓, **or information of** \_\_\_\_\_ **Senate.**



**Library Holdings Form**  
(to be submitted with SCAAF New Course Approval Motion Form)

**PROPOSED NEW COURSE:** Wilp Wilxo'oskwhl Nisga'a Certificate of Nisga'a Language Fluency

**Library Holdings** (to be completed by the appropriate Librarian):

a) Are current library holdings adequate? Yes   X   No       

*Current library holdings are adequate, but faculty members are encouraged to reach out to their liaison librarian for more materials.*

b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

c) If no to a), what is the proposed funding source?



28-09-2021

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**University Librarian (or designate) signature**

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**Date**

<b>Agenda Item:</b>	7.ii.b. New Academic Program – Nisga’a Language Fluency Diploma – M. Dale
<b>Material:</b>	1. Senate Motion No. S-202111.05
<b>Motion:</b>	<i>That, on the recommendation of the Executive Committee, the Board of Governors approves the new Wilp Wilxo’oskwhl Nisga’a Diploma of Nisga’a Language Fluency as recommended and approved by the UNBC Senate, as presented.</i>

Motion Number (assigned by  
Steering Committee of Senate): S-202111.05

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### NEW ACADEMIC PROGRAM PROPOSAL

**Motion:** That the new Wilp Wilxo'oskwhl Nisga'a Diploma of Nisga'a Language Fluency be approved as proposed.

#### **A. General Information**

**Program Title:** Diploma of Nisga'a Language Fluency

**Program Objectives:** This program will be offered only at Wilp Wilxo'oskwhl Nisga'a Institute. The program is designed to offer language immersion to facilitate the development of fluency in the Nisga'a language, creating new opportunities that focus on language learning and communication.

The objectives of the program are:

1. To provide comprehensive, high quality Nisga'a language Diploma leading to Diploma qualifications;
2. To foster the revitalization of Nisga'a language use in the Nisga'a community across all domains of community life;
3. To train and educate students at the Diploma level for subsequent employment within education, government, non-government, and industrial sectors; and,
4. To prepare students for possible further study.<sup>1</sup>

**Credential upon Completion of the Program:** Diploma

**Program Offering the Degree:** Wilp Wilxo'oskwhl Nisga'a Institute and UNBC First Nations Studies

**Proposed Start Date:** September 2022

**Suggested Institutional Priority:** In the age of reconciliation, "to redress the legacy of residential schools and advance the process of Canadian reconciliation" as noted by the Truth and Reconciliation Commission of Canada: Calls to Action, specifically under 'Education':<sup>2</sup>

Article 10. iv. Protecting the right to Aboriginal languages including the teaching of Aboriginal languages as credit courses; and,

Article 16. We call upon post-secondary institutions to create university and college degree and diploma programs in Aboriginal languages".

Further to, and as identified in the UNBC Aboriginal Service Plan 2020-2021, "UNBC reaffirms our

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<sup>1</sup> Adapted from "Proposal for an Indigenous Language Proficiency Degree Framework for the Province of British Columbia" co-written by the Language Fluency Degree Consortium of public post-secondary institutes, including UNBC, and First Nations Education Steering Committee and Indigenous Adult and Higher Learning Association, including Wilp Wilxo'oskwhl Nisga'a Institute (2018).

<sup>2</sup> See "Truth and Reconciliation Commission of Canada: Calls to Action" p.2.

commitment to the values inherent in these documents [*Declaration on the Rights of Indigenous Peoples Act* for the United Nations Declaration on the Rights of Indigenous Peoples, *Calls to Action* by the Truth and Reconciliation Commission, and, *Final Report* by the National Inquiry into Missing and Murdered Indigenous Women and Girls], to advancing Reconciliation and closing equity gaps in relation to access, retention and outcomes in postsecondary education for Indigenous learners." (3). Wilp Wilxo'oskwhl Nisga'a Institute shares in this commitment to Indigenous post-secondary education.

Indigenous language revitalization and maintenance is an important institutional goal for UNBC and Wilp Wilxo'oskwhl Nisga'a Institute. Wilp Wilxo'oskwhl Nisga'a Institute received one-time pilot funding to deliver a one-year Nisga'a language certificate within this program in the 2020-2021 academic year.

This SCAAF is intended to allow them to deliver a Diploma program that is accredited by UNBC.

**Relationship of Proposed Program to the Mandate of the Institution:** As described above, this proposed program enhances Indigenous language revitalization and maintenance at UNBC and Wilp Wilxo'oskwhl Nisga'a Institute.

**Implications for the Cooperative Education Option:** None

**Specialties within Program:** Wilp Wilxo'oskwhl Nisga'a Institute Nisga'a Language Program; Wilp Wilxo'oskwhl Nisga'a Institute FNST Language Program

**Related Programs at Other Institutions:**

- NVIT Nle?kepmx Language Fluency Diploma and Nsyilxcen Language Fluency Diploma

**Relation to Existing Programs:** UNBC Bachelor of Arts: First Nations Studies (Nisga'a), First Nations Language Diploma, First Nations Language and Culture Education Diploma, General First Nations Studies Certificate, Nisga'a Studies Certificate, and First Nations Language Certificate.

**Articulation Arrangement:** None

**Consultations with Other Institutions:** The request came from Wilp Wilxo'oskwhl Nisga'a Institute.

The proposed program is based on a degree framework developed by the Indigenous Language Proficiency/Fluency Degree Framework Partnership. The partnership is made up of the Indigenous and Higher Learning Association (IAHLA), the First Nations Education Steering Committee (FNESC), and a consortium of public post-secondary institutions. UNBC and Wilp Wilxo'oskwhl Nisga'a Institute are both member institutes in the partnership and consortium. Wilp Wilxo'oskwhl Nisga'a Institute was in an initial partnership with En'owkin Centre to develop the argument for an Indigenous Languages Fluency Degree in concert with IAHLA (approximately 2010).

## **B. Program Description**

**General Calendar Description:**

The Nisga'a Language Fluency Diploma provides an immersive education in the Nisga'a language, intended to create new Nisga'a language speakers. The fundamental pedagogical approach is to offer as much Nisga'a language instruction as possible, as early as possible. The program is offered in a manner that recognizes that learners, knowledge keepers, and their communities as a whole benefit from, and contribute to, the (re)development of Nisga'a language fluency.

Students are required to complete 60 credit hours, including 30 credit hours from the Nisga'a Language Fluency Certificate.

## Curriculum:

The first year of the Diploma is the Certificate, and students take the following courses:

ARTS 101-3	Learning Strategies
ARTS 102-3	Research Writing
FNST 139-3	Nisga'a Language: Level 1
FNST 140-3	Nisga'a Language: Level 2
FNST 141-3	Nisga'a Language Immersion Level 1
FNST 169-3	Nisga'a Culture: Level 1
FNST 170-3	Nisga'a Culture: Level 2
FNST 241-3	Nisga'a Language Immersion Level 2

During the second year of the Diploma students take the following courses:

FNST 142-3	Nisga'a Oral Culture Level 1
FNST 205-3	Seminar in First Nations Studies
FNST 206-3	First Nations Oral Literatures
FNST 220-3	Introduction to Linguistics
FNST 239-3	Nisga'a Language: Level 3
FNST 240-3	Nisga'a Language: Level 4
FNST 242-3	Nisga'a Oral Culture Level 2
FNST 269-3	Nisga'a Culture: Level 3
FNST 270-3	Nisga'a Culture: Level 4
FNST 298-3	Special Topics in First Nations Studies
FNST 341-3	Nisga'a Language Immersion Level 3
FNST 441-3	Nisga'a Language Immersion Level 4

## C. Need for Program

### Enrolment Projections:

Projection of student enrolment is 15 students per year.<sup>3</sup> Local delivery in the Nass Valley would lower costs for adult learners who can remain in their community, and continue to work and be a part of Nisga'a life and culture while taking part in this program. The intake capacity would ensure that there is capacity at the community level to support students throughout the program. As stated by Armstrong, "The model projects sustainability for the degree program...projects a way to meet increasing demand for speaker-teachers and at the same time produce fluent adult speakers for other professions and higher learning" (33).

### Cultural, Social and Economic Needs:

As identified in the UNBC Aboriginal Service Plan 2020-2021, "UNBC reaffirms our commitment to the values inherent in these documents [*Declaration on the Rights of Indigenous Peoples Act* for the United Nations Declaration on the Rights of Indigenous Peoples, *Calls to Action* by the Truth and Reconciliation Commission, and, *Final Report* by the National Inquiry into Missing and Murdered Indigenous Women and Girls], to advancing Reconciliation and closing equity gaps in relation to access, retention and outcomes in postsecondary education for Indigenous learners." (3).

Wilp Wilxo'oskwhl Nisga'a Institute shares in this commitment to Indigenous post-secondary education. This program is the natural growth of UNBC's engagement with local Indigenous peoples aimed toward language revitalization and maintenance. The Nisga'a language is endangered and continues to be on a downward

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<sup>3</sup> Projections identified by Armstrong (2011), p.32.

trajectory in spite of all efforts in the past 20+ years. As reported in the Nisga'a Lisims Government *Quality of Life Survey*, there were 857 Nisga'a language speakers in 2014, 440 speakers in 2016, and 331 speakers in 2018. This program will offer a hope to save the language.

The beauty of this program is that it is offered at Wilp Wilxo'oskwhl Nisga'a Institute, in the Nisga'a community, where fluent speakers work, live and practice Nisga'a language and culture. Students have easy access to these Nisga'a resources.

#### **Labour Market Demands:**

*The Proposal for an Indigenous Language Proficiency Degree Framework for the Province of British Columbia* by the Indigenous Language Degree Framework Partnership and the Indigenous Language Degree Consortium states "There is an immediate demand for additional proficient adult speakers [of Indigenous languages] in B.C. ...for support in the ECE, K-12 systems...immersions schools, and schools operated by communities themselves, as vital areas of employment." (9).

#### **Other Benefits:**

A Nisga'a Language Fluency Diploma offers two benefits students can go on to complete the full Bachelor of Arts Degree in Nisga'a Language Fluency, they can exit for employment or use the credits to enter the education program designed for language teachers.

Another benefit will increase the proficiency and use of the Nisga'a language as a result of this program, and will also turn the trajectory towards saving the language.

### **D. Faculty**

#### **Faculty list:**

Wilp Wilxo'oskwhl Nisga'a Institute's existing faculty are more than sufficient to deliver the program, however there will be a need for additional Nisga'a language instructors. Two faculty members have a PhD, five faculty members have MA or M.Ed. degrees, and the Nisga'a Language Instructor with a BA. All Wilp Wilxo'oskwhl Nisga'a Institute faculty meet the UNBC's educational requirements for teaching within their fields of expertise. In addition, the teaching faculty at Wilp Wilxo'oskwhl Nisga'a Institute have been successfully teaching with the institute for 20+ years.

Current faculty at Wilp Wilxo'oskwhl Nisga'a Institute:

Dr. Deanna Nyce, PhD  
Edward McMillan, M.Ed.  
Allison Nyce, MA

Irene Squires, BA  
Harry Nyce Jr., MBA  
David Griffin, M.Ed.

**Expected Teaching Loads:** As per Wilp Wilxo'oskwhl Nisga'a Institute sessional instructor contract.

**Research Funding:** Not applicable.

### **E. Program Delivery**

**Distance Learning Components:** Video conferencing and other distance learning technologies will be used for teaching as needed.

**Class Size and Structure:** Face-to-face and virtual learning for all classes. Immersive language learning augmented by additional targeted/supportive techniques. Where available, mentor-pod, peer-to-peer and individual inquiry will be used for class structure.

**Experiential Learning:** Experiential and place-based learning with seasonal opportunities to be engaged. For example, annual oolichan fishery and salmon fisheries, attending Wilp Si'ayuukhl Nisga'a (Nisga'a Government), and cultural events (feasts). In-house and video-linked course lectures and seminars with language laboratories and archives will also be used.

## **F. Program Resources:**

Please Note: there will be no impact on UNBC Resources. Like the Bachelor of Arts: First Nations Studies (Nisga'a), this program will be entirely built on Wilp Wilxo'oskwhl Nisga'a Institute resources.

**Administrative Requirements:** Provided by Wilp Wilxo'oskwhl Nisga'a Institute.

**Operating Requirements:** Provided by Wilp Wilxo'oskwhl Nisga'a Institute.

**Capital Requirements:** Provided by Wilp Wilxo'oskwhl Nisga'a Institute.

**Start-up Costs:** Provided by Wilp Wilxo'oskwhl Nisga'a Institute.

**Special Resource Requirements:** Provided by Wilp Wilxo'oskwhl Nisga'a Institute, which will include Elders, who will be remunerated according to their expertise, and access to gathered archival materials.

## **G. Library Resource Requirements (See attached form)**

Library Resource Requirements will be minimal. A relationship between the Library and the students is highly recommended at the commencement of the program.

## **H. Evaluation**

### **Academic Quality of Program:**

This is a community-based partially immersion indigenous language program that parallels the characteristics of similar programs we already offer, and in line with the province-wide initiative through FNSEC and the IAHLAs.

As with the Bachelor of Arts: First Nations Studies (Nisga'a), which has been operation at the Wilp Wilxo'oskwhl Nisga'a Institute for the past 27 years, the Nisga'a Language Fluency Diploma program will be following the academic requirements set by UNBC.

### **Methods of Internal Institutional Review:**

- Wilp Wilxo'oskwhl Nisga'a Institute Board of Governors updates
- UNBC FNST Department updates
- Nisga'a Government updates
- BC Ministry of Advanced Education updates
- Any additional funders of the program

**Relevant External Program Experts:** The CEO recommends an external review at the end of the program. Wilp Wilxo'oskwhl Nisga'a Institute is currently completing an external review.

## **I. Miscellaneous**

**Special Features:**

**Attachment Pages (in addition to required Library Form):**      0   pages

**J. Authorization**

**SCCC Reviewed:** October 18, 2021

**Faculty(ies):** Indigenous Studies, Social Sciences and Humanities

**Faculty Council Motion Number(s):** Omnibus Motion FISSSHFC2021.10.21.03

**Faculty Council Approval Date(s):** October 21, 2021

**Senate Committee on First Nations and Aboriginal Peoples Motion Number:** SCFANP202111.04

**Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** November 10, 2021

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

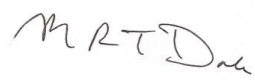
**Motion No.:** Omnibus SCAAF202111.04

**Moved by:** R. Camp II

**Seconded by:** K. Stranack

**Committee Decision:** CARRIED

**Approved by SCAAF:** November 10, 2021  
**Date**

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

**For recommendation to**   ✓  , **or information of** \_\_\_\_\_ **Senate.**



**Library Holdings Form**  
(to be submitted with SCAAF New Course Approval Motion Form)

**PROPOSED NEW COURSE:** ilp Wilxo'oskwhl Nisga'a Diploma of Nisga'a Language Fluency

**Library Holdings** (to be completed by the appropriate Librarian):

a) Are current library holdings adequate?    Yes   X      No       

*Current library holdings are adequate, but faculty members are encouraged to reach out to their liaison librarian for more materials.*

b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

c) If no to a), what is the proposed funding source?



28-09-2021

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**University Librarian (or designate) signature**

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**Date**

<b>Agenda Item:</b>	7.ii.c. New Academic Program – Nisga’a Language Fluency Degree – M. Dale
<b>Material:</b>	1. Senate Motion No. S-202111.06
<b>Motion:</b>	<i>That, on the recommendation of the Executive Committee, the Board of Governors approves the new Wilp Wilxo’oskwhl Nisga’a Bachelor of Nisga’a Language Fluency Degree as recommended and approved by the UNBC Senate, as presented.</i>

Motion Number (assigned by  
Steering Committee of Senate): S-202111.06

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### NEW ACADEMIC PROGRAM PROPOSAL

**Motion:** That the new Wilp Wilxo'oskwhl Nisga'a Bachelor of Nisga'a Language Fluency Degree be approved as proposed.

#### **A. General Information**

**Program Title:** Bachelor of Nisga'a Language Fluency Degree

**Program Objectives:** This program will be offered only at Wilp Wilxo'oskwhl Nisga'a Institute. The program is designed to offer language immersion to facilitate the development of fluency in the Nisga'a language, creating new opportunities that focus on language learning and communication.

The objectives of the program are:

1. To provide comprehensive, high quality degree in the Nisga'a language leading to a Bachelor qualification;
2. To foster the revitalization of Nisga'a language use in the Nisga'a community across all domains of community life;
3. To train and educate students at the Bachelor Degree level for subsequent employment within education, government, non-government, and industrial sectors; and,
4. To prepare students for possible further study.<sup>1</sup>

**Credential upon Completion of the Program:** BA

**Program Offering the Degree:** Wilp Wilxo'oskwhl Nisga'a Institute and UNBC First Nations Studies

**Proposed Start Date:** September 2022

**Suggested Institutional Priority:** In the age of reconciliation, "to redress the legacy of residential schools and advance the process of Canadian reconciliation" as noted by the Truth and Reconciliation Commission of Canada: Calls to Action, specifically under 'Education':<sup>2</sup>

Article 10. iv. Protecting the right to Aboriginal languages including the teaching of Aboriginal languages as credit courses; and,

Article 16. We call upon post-secondary institutions to create university and college degree and diploma programs in Aboriginal languages".

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<sup>1</sup> Adapted from "Proposal for an Indigenous Language Proficiency Degree Framework for the Province of British Columbia" co-written by the Language Fluency Degree Consortium of public post-secondary institutes, including UNBC, and First Nations Education Steering Committee and Indigenous Adult and Higher Learning Association, including Wilp Wilxo'oskwhl Nisga'a Institute (2018).

<sup>2</sup> See "Truth and Reconciliation Commission of Canada: Calls to Action" p.2.

Further to, and as identified in the UNBC Aboriginal Service Plan 2020-2021, "UNBC reaffirms our commitment to the values inherent in these documents [*Declaration on the Rights of Indigenous Peoples Act* for the United Nations Declaration on the Rights of Indigenous Peoples, *Calls to Action* by the Truth and Reconciliation Commission, and, *Final Report* by the National Inquiry into Missing and Murdered Indigenous Women and Girls], to advancing Reconciliation and closing equity gaps in relation to access, retention and outcomes in postsecondary education for Indigenous learners." (3). Wilp Wilxo'oskwhl Nisga'a Institute shares in this commitment to Indigenous post-secondary education.

Indigenous language revitalization and maintenance is an important institutional goal for UNBC and Wilp Wilxo'oskwhl Nisga'a Institute. Wilp Wilxo'oskwhl Nisga'a Institute received one-time pilot funding to deliver a one-year Nisga'a language certificate within this program in the 2020-2021 academic year.

This SCAAF is intended to allow them to deliver a Bachelor Degree program that is accredited by UNBC.

**Relationship of Proposed Program to the Mandate of the Institution:** As described above, this proposed program enhances Indigenous language revitalization and maintenance at UNBC and Wilp Wilxo'oskwhl Nisga'a Institute.

**Implications for the Cooperative Education Option:** None

**Specialties within Program:** Wilp Wilxo'oskwhl Nisga'a Institute Nisga'a Language Program; Wilp Wilxo'oskwhl Nisga'a Institute FNST Language Program

**Related Programs at Other Institutions:** Bachelor of Nsyilxcn Language Fluency at UBC Okanagan.

**Relation to Existing Programs:** UNBC Bachelor of Arts: First Nations Studies (Nisga'a), First Nations Language Diploma, First Nations Language and Culture Education Diploma, General First Nations Studies Certificate, Nisga'a Studies Certificate, and First Nations Language Certificate.

**Articulation Arrangement:** None

**Consultations with Other Institutions:** The request came from Wilp Wilxo'oskwhl Nisga'a Institute.

The proposed program is based on a degree framework developed by the Indigenous Language Proficiency/Fluency Degree Framework Partnership. The partnership is made up of the Indigenous and Higher Learning Association (IAHLA), the First Nations Education Steering Committee (FNESC), and a consortium of public post-secondary institutions. UNBC and Wilp Wilxo'oskwhl Nisga'a Institute are both member institutes in the partnership and consortium. Wilp Wilxo'oskwhl Nisga'a Institute was in an initial partnership with En'owkin Centre to develop the argument for an Indigenous Languages Fluency Degree in concert with IAHLA (approximately 2010).

## **B. Program Description**

### **General Calendar Description:**

The Bachelor of Nisga'a Language Fluency degree provides an immersive education in the Nisga'a language, intended to create new Nisga'a language speakers. The fundamental pedagogical approach is to offer as much Nisga'a language instruction as possible, as early as possible. The program is offered in a manner that recognizes that learners, knowledge keepers, and their communities as a whole benefit from, and contribute to, the (re)development of Nisga'a language fluency.

Students are required to complete 120 credit hours including a minimum of 60 credit hours of upper-division coursework. 84 credit hours (including 36 credit hours at the upper level) consists of courses with a Nisga'a language component.

For the purpose of the Bachelor of Nisga'a Language Fluency, all courses with Nisga'a language, history and/or culture from the following areas are considered:

- Anthropology
- Arts
- Biology (Ethnobotany)
- First Nations Studies
- History

### Curriculum:

During the first year of the degree students take the following courses:

ARTS 101-3	Learning Strategies
ARTS 102-3	Research Writing
FNST 139-3	Nisga'a Language: Level 1
FNST 140-3	Nisga'a Language: Level 2
FNST 141-3	Nisga'a Language Immersion Level 1
FNST 169-3	Nisga'a Culture: Level 1
FNST 170-3	Nisga'a Culture: Level 2
FNST 241-3	Nisga'a Language Immersion Level 2

During the second year of the degree students take the following courses:

FNST 142-3	Nisga'a Oral Culture Level 1
FNST 205-3	Seminar in First Nations Studies
FNST 206-3	First Nations Oral Literatures
FNST 220-3	Introduction to Linguistics
FNST 239-3	Nisga'a Language: Level 3
FNST 240-3	Nisga'a Language: Level 4
FNST 242-3	Nisga'a Oral Culture Level 2
FNST 269-3	Nisga'a Culture: Level 3
FNST 270-3	Nisga'a Culture: Level 4
FNST 298-3	Special Topics in First Nations Studies
FNST 341-3	Nisga'a Language Immersion Level 3
FNST 441-3	Nisga'a Language Immersion Level 4

During the third year of the degree students take the following courses:

FNST 300-3	Research Methods in First Nations Studies
FNST 310-3	Lisims Anadromous Summer and Fall Fisheries in Nisga'a Culture and History
FNST 311-3	Spring Anadromous Fisheries of Lisims in Nisga'a Culture and History
FNST 320-3	The Structure of a First Nations Language
FNST 321-3	First Nations Advanced Composition and Conversation: Level 1
FNST 322-3	First Nations Advanced Composition and Conversation: Level 2
FNST 324-3	Advanced First Nations Language Immersion
FNST 325-3	First Nations Language Mentoring

And two of the following courses:

FNST 301-3	Art and Material Culture of BC First Nations
FNST 302-3	First Nations Health and Healing
FNST 303-3	First Nations Religion and Philosophy
FNST 304-3	Indigenous Environmental Philosophy

During the fourth year of the degree students take the following courses:

FNST 400-3	Community-Based Research Project
FNST 420-3	Developing Language Materials
FNST 421-3	First Nations Songs and Poetry
FNST 422-3	First Nations Speeches and Stories
FNST 423-3	A Study of a First Nations Language Family and Its Linguistic Relatives
FNST 425-3	Oral History

And two of the following courses:

FNST 410-6	Advanced Topics in First Nations Art and Material Culture
FNST 440-6	Internship in First Nations Studies
FNST 497-6	Senior Project in First Nations Studies
FNST 498-6	Special Topics in First Nations Studies

### C. Need for Program

#### Enrolment Projections:

Projection of student enrolment is 15 students per year.<sup>3</sup> Local delivery in the Nass Valley would lower costs for adult learners who can remain in their community, and continue to work and be a part of Nisga'a life and culture while taking part in this program. The intake capacity would ensure that there is capacity at the community level to support students throughout the program. As stated by Armstrong, "The model projects sustainability for the degree program...projects a way to meet increasing demand for speaker-teachers and at the same time produce fluent adult speakers for other professions and higher learning" (33).

#### Cultural, Social and Economic Needs:

As identified in the UNBC Aboriginal Service Plan 2020-2021, "UNBC reaffirms our commitment to the values inherent in these documents [*Declaration on the Rights of Indigenous Peoples Act* for the United Nations Declaration on the Rights of Indigenous Peoples, *Calls to Action* by the Truth and Reconciliation Commission, and, *Final Report* by the National Inquiry into Missing and Murdered Indigenous Women and Girls], to advancing Reconciliation and closing equity gaps in relation to access, retention and outcomes in postsecondary education for Indigenous learners." (3).

Wilp Wilxo'oskwhl Nisga'a Institute shares in this commitment to Indigenous post-secondary education. This program is the natural growth of UNBC's engagement with local Indigenous peoples aimed toward language revitalization and maintenance. The Nisga'a language is endangered and continues to be on a downward trajectory in spite of all efforts in the past 20+ years. As reported in the Nisga'a Lisims Government *Quality of Life Survey*, there were 857 Nisga'a language speakers in 2014, 440 speakers in 2016, and 331 speakers in 2018. This program will offer a hope to save the language.

The beauty of this program is that it is offered at Wilp Wilxo'oskwhl Nisga'a Institute, in the Nisga'a community, where fluent speakers work, live and practice Nisga'a language and culture. Students have easy access to these Nisga'a resources.

#### Labour Market Demands:

*The Proposal for an Indigenous Language Proficiency Degree Framework for the Province of British*

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<sup>3</sup> Projections identified by Armstrong (2011), p.32.

*Columbia* by the Indigenous Language Degree Framework Partnership and the Indigenous Language Degree Consortium states "There is an immediate demand for additional proficient adult speakers [of Indigenous languages] in B.C. ...for support in the ECE, K-12 systems, in adult learning contexts, immersions schools, and schools operated by communities themselves, as vital areas of employment." (9). In addition, graduates of Wilp Wilxo'oskwhl Nisga'a Institute's Bachelor of Arts: First Nations Studies (Nisga'a) are highly sought by employers in the Nass Valley, and throughout the province with a 99% hiring rate. Graduates also have become local entrepreneurs in the Nass Valley.

#### **Other Benefits:**

A Bachelor of Arts degree is a good fundamental degree for graduates to branch out into other fields, such as education, health, social work, and higher education. The majority of Wilp Wilxo'oskwhl Nisga'a Institute graduates are employed within the Nisga'a self-government model under the *Nisga'a Final Agreement* with the Province of BC and Canada.

Another benefit will increase the proficiency and use of the Nisga'a language as a result of this program, and will also turn the trajectory towards saving the language.

### **D. Faculty**

#### **Faculty list:**

Wilp Wilxo'oskwhl Nisga'a Institute's existing faculty are more than sufficient to deliver the program, however there will be a need for additional Nisga'a language instructors. Two faculty members have a PhD, five faculty members have MA or M.Ed. degrees, and the Nisga'a Language Instructor with a BA. All Wilp Wilxo'oskwhl Nisga'a Institute faculty meet the UNBC's educational requirements for teaching within their fields of expertise. In addition, the teaching faculty at Wilp Wilxo'oskwhl Nisga'a Institute have been successfully teaching with the institute for 20+ years.

Current faculty at Wilp Wilxo'oskwhl Nisga'a Institute:

Dr. Deanna Nyce, PhD  
Edward McMillan, M.Ed.  
Irene Squires, BA  
David Griffin, M.Ed.

Dr. Kim Hansen, PhD  
Harry Nyce Jr., MBA  
Rick Swift, MA  
Allison Nyce, MA

The faculty expertise in the greater Nisga'a community will be canvassed for potential sessional instructors among Nisga'a PhD and MA Nisga'a graduates.

**Expected Teaching Loads:** As per Wilp Wilxo'oskwhl Nisga'a Institute sessional instructor contract.

**Research Funding:** Not applicable.

### **E. Program Delivery**

**Distance Learning Components:** Video conferencing and other distance learning technologies will be used for teaching as needed.

**Class Size and Structure:** Face-to-face and virtual learning for all classes. Immersive language learning augmented by additional targeted/supportive techniques. Where available, mentor-pod, peer-to-peer and individual inquiry will be used for class structure.

**Experiential Learning:** Experiential and place-based learning with seasonal opportunities to be engaged.

For example, annual oolichan fishery and salmon fisheries, attending Wilp Si'ayuukhl Nisga'a (Nisga'a Government), and cultural events (feasts). In-house and video-linked course lectures and seminars with language laboratories and archives will also be used.

## **F. Program Resources:**

Please Note: there will be no impact on UNBC Resources. Like the Bachelor of Arts: First Nations Studies (Nisga'a), this program will be entirely built on Wilp Wilxo'oskwhl Nisga'a Institute resources.

**Administrative Requirements:** Provided by Wilp Wilxo'oskwhl Nisga'a Institute.

**Operating Requirements:** Provided by Wilp Wilxo'oskwhl Nisga'a Institute.

**Capital Requirements:** Provided by Wilp Wilxo'oskwhl Nisga'a Institute.

**Start-up Costs:** Provided by Wilp Wilxo'oskwhl Nisga'a Institute.

**Special Resource Requirements:** Provided by Wilp Wilxo'oskwhl Nisga'a Institute, which will include Elders, who will be remunerated according to their expertise, and access to gathered archival materials.

## **G. Library Resource Requirements** (See attached form)

Library Resource Requirements will be minimal. A relationship between the Library and the students is highly recommended at the commencement of the program.

## **H. Evaluation**

### **Academic Quality of Program:**

This is a community-based partially immersion indigenous language program that parallels the characteristics of similar programs we already offer, and in line with the province-wide initiative through FNSEC and the IAHLAs.

As with the Bachelor of Arts: First Nations Studies (Nisga'a), which has been operation at the Wilp Wilxo'oskwhl Nisga'a Institute for the past 27 years, the Bachelor of Nisga'a Language Fluency Degree program will be following the academic requirements set by UNBC.

### **Methods of Internal Institutional Review:**

- Wilp Wilxo'oskwhl Nisga'a Institute Board of Governors updates
- UNBC FNST Department updates
- Nisga'a Government updates
- BC Ministry of Advanced Education updates
- Any additional funders of the program

**Relevant External Program Experts:** The CEO recommends an external review at the end of the program. Wilp Wilxo'oskwhl Nisga'a Institute is currently completing an external review.

## **I. Miscellaneous**

### **Special Features:**



Attachment Pages (in addition to required Library Form): 0 pages

## J. Authorization

SCCC Reviewed: October 18, 2021

Faculty(ies): Indigenous Studies, Social Sciences and Humanities

Faculty Council Motion Number(s): Omnibus Motion FISSSHFC2021.10.21.03

Faculty Council Approval Date(s): October 21, 2021

Senate Committee on First Nations and Aboriginal Peoples Motion Number: SCFANP202111.05

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: November 10, 2021

### INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

#### Brief Summary of Committee Debate:

Motion No.: Omnibus SCAAF202111.03

Moved by: R. Camp II

Seconded by: K. Stranack

Committee Decision: CARRIED

Approved by SCAAF: November 10, 2021  
Date

  
Chair's Signature

For recommendation to ✓, or information of \_\_\_\_\_ Senate.

**Library Holdings Form**  
(to be submitted with SCAAF New Course Approval Motion Form)

**PROPOSED NEW COURSE:** Wilp Wilxo'oskwhl Nisga'a Bachelor of Nisga'a Language Fluency Degree

**Library Holdings** (to be completed by the appropriate Librarian):

a) Are current library holdings adequate? Yes   X   No       

*Current library holdings are adequate, but faculty members are encouraged to reach out to their liaison librarian for more materials.*

b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

c) If no to a), what is the proposed funding source?



28-09-2021

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**University Librarian (or designate) signature**

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**Date**

<b>Agenda Item:</b>	8.a. UNBC Endowment Investment Statement & Policy (SIGP) – R. Somani
<b>Material:</b>	1. Statement of Investment Policies and Goals – Endowments and Other Long Term Investments
<b>Motion:</b>	<i>That, on the recommendation of the Investment Advisory Committee, the UNBC Board of Governors approves the UNBC Endowment Statement of Investment Policies and Goals, as presented.</i>

# University of Northern British Columbia

## Statement of Investment Policies and Goals Endowments and Other Long Term Investment ss

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Approved on behalf of the University of Northern British Columbia:

Approved by the Board of Governors on February 1, 2019 under Motion #2019BC02.01.02

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\_\_\_\_\_ Date

**University of Northern British Columbia**  
Statement of Investment Policies and Goals

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## 1 Overview

### 1.1 University Mission Statement

The University of Northern British Columbia ("UNBC") holds as its mission to improve the quality of life in our region, province and world by attaining the highest standards of undergraduate and graduate teaching, learning, and research. UNBC is committed to serve a vast region by nurturing relationships and being innovative, resourceful and responsive to student and community needs.

### 1.2 Purpose of Endowments and Other Long Term Investment Funds

UNBC has established an Endowment Fund and may establish Other Long Term Investment Funds to be invested in securities to provide investment earnings for a variety of University purposes in pursuit of its mission statement. The Endowment Fund earnings are used to fund awards, programs, equipment, and research according to terms of endowment agreements.

### 1.3 Purpose of this Policy

This Statement of Investment Policies and Goals (the "Policy") establishes the framework of principles and guidelines for the investment oversight of the Endowment Fund and all Other Long Term Investment Funds of UNBC (collectively, the "Fund"). This Policy is designed to ensure an appropriate balance between the Fund's return objectives and its risk tolerance.

### 1.4 Nature of the Endowment Fund

The Endowment Fund is expected to benefit intended recipients in perpetuity. The very long term investment horizon allows the Fund to absorb some short term volatility of return in order to achieve the long term benefits of those asset classes that have historically provided superior rates of return. Maintaining the purchasing power of capital against the erosive power of inflation is essential to protect the interests of future generations. Liquidity is not paramount provided the regular payout requirements established by UNBC policy can be achieved.

### 1.5 Endowment Spending Policy

The endowment spending rate will be 3.5% of market value on a 3-year rolling average subject to the viability of the endowed account effective July 1, 2009 and reviewed on an annual basis thereafter

Exceptions may be made on an individual account basis where the relevant fund can support a higher rate of spending, but is not to exceed 5% of market value on a 3-year rolling average.

### 1.6 Prudent Person Approach

UNBC operates under the authority of the University Act of British Columbia, which authorizes the boards of universities to make investments that a "prudent person" would make. Investments will be evaluated in terms of their impact on overall portfolio return and risk.

### 1.7 Tax Considerations

Under section 149(1)(h.1) of the Income Tax Act, UNBC is exempt from income taxes. The Endowment is subject to the Canada Revenue Agency ("CRA") disbursement rules for charitable endowments.

## 2 Governance

### 2.1 Roles and Responsibilities

- The Board of Governors of the University of Northern British Columbia (the “Board”) has the ultimate responsibility to ensure that the Fund is invested and managed in accordance with the prudent person principle.
- The Board expresses their view of the financial markets, and how the Fund should be managed through the Statement of Investment Beliefs. The Statement of Investment Beliefs serves as the guiding principle for establishing investment policies and strategies for the Fund, ensures there is a common understanding among Trustees, and provides a foundation for the development of the Policy.
- The Board has established the Investment Advisory Committee (the “IAC”) reporting to the Finance and ~~Investment~~Audit Committee of the Board of Governors (the “FIA~~C~~”) through the Vice-President of Finance and ~~Business Operations~~Administration, with delegated responsibility for overseeing the Fund. The assets are to be administered by this Committee to ensure prudent investment and operation of the Fund. The IAC is responsible for monitoring the investment results and makes recommendations to the FIA~~C~~ on all aspects of the investment of the Fund, including development of policies, determination of asset mix, and appointment and termination of investment managers and other external service providers. The IAC will recommend to the Board through the Finance and Audit Committee changes or modifications to this Policy from time to time.
- In fulfilling its responsibilities, the IAC may delegate some activities to employees of the University (“Staff”) where appropriate. The IAC shall utilize suitable personnel for such activities and monitor the activities undertaken by the selected personnel and shall retain responsibility for such activities. Any reference in the Policy to the IAC shall be interpreted as referencing the appropriate delegate.
- The IAC may rely on independent experts for certain aspects of the Fund's operations where expert knowledge is required or where a perceived or actual conflict of interest exists.
- The IAC shall retain one or more independent professional investment managers (the “Manager(s)”) to invest the Fund assets. Managers for the Fund's assets must be registered and in good standing with a securities commission appropriate for their jurisdiction.

Appendix II provides the Statement of Investment Beliefs and relevant policy implication.

Appendix III provides detailed responsibilities of the Board, FIA~~C~~, IAC, Staff, and external parties as they relate to the investment management of the Fund.

Appendix IV provides terms of reference for the IAC

### 2.2 Standard of Care

The IAC and their appointed advisors shall exercise the degree of care, diligence and skill that a person of ordinary prudence would exercise in dealing with the property of another person.

The IAC members and their appointed advisors who possess, or because of their profession or business ought to possess, a particular level of knowledge or skill relevant to their responsibilities to the Fund, shall employ that particular level of knowledge or skill in the interest of the Fund.

### 3 Investment Objectives and Risk Considerations

#### 3.1 Primary Investment Objective

The primary investment objective is to generate sufficient long term investment returns to enable the organization to achieve its target spending rate and cover administration and investment expenses, while preserving the inflation-adjusted capital value of the Fund.

The Board has established a long-term return objective of CPI + 5% as follows:

Target Spending Rate:	3.5%
Administration	1.0%
Management Fees	0.5%
<b>Real Return Objective:</b>	<b>5.0%</b>
Assumed Inflation	1.5%
<b>Nominal Return Objective</b>	<b>6.5%</b>

It is understood that returns may be well above or below this objective in any given year, depending on the capital market environment. Achievement of this objective should be evaluated over a complete market cycle (i.e., over at least a four-year period).

#### 3.2 Secondary Investment Objective

The secondary investment objective is to exceed by 1.35% over rolling four-year periods the returns that would have been achieved by passively investing in the benchmarks, weighted according to the target allocations detailed below.

Asset Class	Benchmark Index	Target Allocation
Cash and short-term	FTSE Canada 91 Day T-Bill	2.5%
Bonds	FTSE Canada Universe Bond	15.0%
Private Debt	FTSE Canada Universe Bond	25.0%
<b>Total Fixed Income</b>		<b>42.5%</b>
Canadian Equity	S&P/TSX Composite	10.0%
Foreign Equity	MSCI World (\$C)	10.0%
Private Equity	MSCI ACWI (\$C)	7.5%
<b>Total Equities</b>		<b>27.5%</b>
Real Estate	Consumer Price Index + 400 bps	15.0%
Infrastructure	Consumer Price Index + 500 bps	15.0%
<b>Total Real Assets</b>		<b>30.0%</b>



The 1.35% value-add objective is calculated from the target value-add and policy weight for each asset class.

### 3.3 Asset Component Objectives

The following table details the value-add objectives relative to the corresponding benchmark for each asset component, evaluated over rolling four-year periods.

Asset Class	Benchmark Index	Value-Add Objective (bps)
Cash and short-term	FTSE Canada 91 Day T-Bill	0
Bonds	FTSE Canada Universe Bond	35
Private Debt	FTSE Canada Universe Bond	300
Canadian Equity	S&P/TSX Composite	150
Foreign Equity	MSCI World (\$C)	150
Private Equity	MSCI ACWI (\$C)	300
Real Estate	Consumer Price Index + 400 bps	0
Infrastructure	Consumer Price Index + 500 bps	0

In addition, each asset component is expected to rank 40th percentile or better over rolling four-year periods relative to a representative universe of similar funds.

### 3.4 Risk Considerations

UNBC recognizes that the asset classes most likely to produce the highest returns are also likely to exhibit the greatest volatility. Conversely, the asset classes likely to be the least volatile are likely to produce the lowest returns over time. The Fund is characterized by moderate risk aversion and is able to accept some short-term volatility in order to achieve higher long-term returns. To the extent possible, risk will be reduced through thoughtful diversification and by applying appropriate restrictions on the quality of securities held.

#### 4 Asset Allocation Guidelines

The Board has adopted a target asset allocation policy designed to provide ample diversification, suitable liquidity and a prudent balance of risk and expected return. The target allocations along with allowable ranges are detailed in the table below:

Asset Class	Target Allocation	Permitted Range
Cash and short-term	2.5%	0.0% - 7.0%
Bonds	15.0%	5.0% - 30.0%
Private Debt	25.0%	10.0% - 30.0%
<b>Total Fixed Income</b>	<b>42.5%</b>	<b>30.0% - 55.0%</b>
Canadian Equity	10.0%	7.5% - 40.0%
Foreign Equity	10.0%	7.5% - 40.0%
Private Equity	7.5%	5.0% - 10.0%
<b>Total Equities</b>	<b>27.5%</b>	<b>20.0% - 65.0%</b>
Real Estate	15.0%	0.0% - 17.5%
Infrastructure	15.0%	0.0% - 17.5%
<b>Total Real Assets</b>	<b>30.0%</b>	<b>0.0% - 35.0%</b>

Adherence to the above ranges may not be possible during periods of asset mix transition.

#### 5 Permitted Categories of Investments

- 5.1 Subject to Section 6 of this Policy, and the Investment Manager Agreement ("IMA"), the Manager may invest in any or all of the asset categories and subcategories listed below either directly or through pooled funds that hold these investments:
- Equities, convertible debentures or preferred securities, share purchase warrants and rights, exchange traded funds (ETFs), depositary receipts, interests in limited partnerships, real estate investment trusts and income trusts unless holding such limited partnerships or trusts would be considered by CRA to be carrying on an unrelated business;
  - Bonds, debentures, mortgages, notes or other debt instruments of governments, government agencies, or corporations including such securities for which the amount of coupon, payment or maturity value varies in accordance with an external index related to the cost of living;
  - Private Investments consisting of securities and notes not publicly traded, whether debt or equity, of private companies, including common or preferred shares which may be convertible into common shares. Investments are to be made by means of limited partnerships including limited liability partnerships and other commingled investment vehicles;

- Real assets such as Real Estate and Infrastructure, when invested in by means of a limited partnership including a limited liability partnership or Investment Fund or deposit administration contract;
- Investments in foreign property as defined by the Income Tax Act of Canada;
- Mortgage loans, asset backed and mortgage-backed securities;
- Guaranteed investment contracts or equivalent of insurance companies, banks or other eligible issuers, which invest primarily in such instruments;
- Annuities, deposit administration contracts or other similar instruments regulated by the Insurance Companies Act or comparable provincial law, as amended from time to time;
- Term deposits or similar instruments issued or unconditionally guaranteed by trust company or banks;
- Cash or money market securities issued by governments, government agencies or corporations; and
- Pooled or segregated funds and limited partnerships which may invest in any or all of the above instruments or assets.

5.2 Managers may utilise the following derivative financial instruments as a means of implementing an investment position provided that usage is consistent with this Policy and has been specifically approved in their IMA:

- Covered call options;
- Currency forwards, futures and options used to hedge investments denominated in foreign currency and foreign pay obligations of Canadian debt issuers;
- Indices in markets of securities permitted under Section 5.1; and
- Interest rate derivatives such as swaps, forwards, futures and credit derivatives as an alternative to direct investment in bonds, provided that no leverage is involved
- At no time may the use of derivatives lever the portfolio so as to increase the overall market exposure of the portfolio.

5.3 The Fund may invest in real estate, natural resource properties or participation rights in natural resource properties provided that participation has been specifically approved in the IMA. Such investments may be made through closed or open-end pooled funds, or through participating debentures or shares of corporations or partnerships formed for the purpose of such investment.

#### 5.4 Community Position on Restrictions on Investments

Investments will not knowingly be made in entities which could damage the role or standing of UNBC within the community or which could be construed to be at odds with the UNBC Mission Statement. Additional restrictions may be communicated to the Manager by the Vice-President of Finance and ~~Administration~~Business Operations on behalf of the IAC.

## 6 Restrictions and Constraints for Fund's Investments

- 6.1 Cash is to be managed at the Total Fund level in order to meet Endowment spending. Managers are expected to be fully invested at all times except for cash held in transition or for liquidity purposes.
- 6.2 Within each asset class and the Manager's portfolio, there will be a prudent level of diversification subject to the limits below.
- 6.3 Liquidity requirements for the Endowment Fund are expected to be low and the portfolio will be structured to take advantage of this as appropriate in order to increase the overall Fund return. The Finance Department will advise a manager of anticipated disbursements and an appropriate portion of the Fund will be maintained as Short-Term or equivalent investments for this purpose.
- 6.4 The combined holdings of an individual entity, through equity or other security type, shall not exceed 10% of the market capitalization of that entity.
- 6.5 Bonds
- 6.5.1 All publicly traded bonds in the portfolio should be rated investment grade by either the Dominion Bond Rating Service, Standard and Poor's Rating Service or equivalent rating service. All bonds or equivalent securities must be rated by at least one rating agency, and split rated debt shall be classified at the lowest rating of the major credit rating agencies.
- 6.5.2 The Manager has the discretion to purchase "BBB" rated bonds (including convertible and other high yield securities) to a maximum of 15% of the Manager's bond portfolio. No single bond rated "BBB" or equivalent shall exceed 3% of the Manager's bond portfolio.
- 6.5.3 Except for federal bonds and provincial bonds having at least an A credit rating, no more than 10% of a Manager's bond portfolio may be invested in the bonds of a single issuer and its related companies.
- 6.5.4 If an investment credit rating is downgraded to below a "BBB" rating, the manager will inform the Vice-President of Finance and ~~Administration~~**Business Operations** of their strategic reason to maintain a position in the asset. If the IAC is not satisfied, the manager will dispose of the downgraded security as expeditiously as possible without compromising the portfolio.
- 6.5.5 Not more than 10% of the bond portfolio may be denominated in non-Canadian currency. Foreign currency exposure must be consistent with the currency hedging policy of this Policy.
- 6.5.6 The duration of the bond portfolio will be maintained within  $\pm 50\%$  of the duration of the Universe Bond Index
- 6.5.7 Derivatives may be used to hedge the currency exposure of foreign currency bonds and as an alternative to direct investment, provided that any additional net foreign currency exposure is included in the percentage limit specified in sub-clause 6.5.5 above. Use must conform with the provisions of Section 8, Derivative and Currency Hedging, of this Policy.
- 6.6 Short-Term

All Short-Term investments shall be rated by at least one rating agency and must be rated at least DBRS R-1 low.

## 6.7 Mortgages

- 6.7.1 Investment in Mortgages should be made solely through professionally managed funds which may take the form of commingled pooled investment funds or limited partnerships.
- 6.7.2 Mortgage investments shall be diversified by Canadian regions and type. Eligible types include first mortgages of office, commercial, industrial and multi-unit residential. Mortgages shall be restricted to a maximum of 75% of the value of the property (LTV) unless insured. Not more than 5% of the mortgage component of a manager portfolio shall be invested in the mortgage on a single property or development.

## 6.8 Equities

- 6.8.1 All equity investments shall be publicly traded on recognized stock exchanges or through organised facilities upon which market prices are readily available.
- 6.8.2 Equity holdings shall be prudently diversified among countries, industry sectors and number of companies.
- 6.8.3 In the interest of diversification, not more than 10% of the total equity portfolio, at market value, shall be invested in the common stock, preferred shares or other equity issues of any one corporation.
- 6.8.4 The manager will advise the IAC in writing when the manager owns/controls 10% or more of one security or company in the portfolio.

## 6.9 Private Debt

Investments in Private Debt are typically made by means of limited partnerships including limited liability partnerships or related fund vehicle. Asset Backed Loans and mezzanine mortgages with high Loan-To-Value (LTV) ratios are considered to fall under this categorization.

## 6.10 Private Equity

Investments in Private Equity assets shall be made by means of limited partnerships including limited liability partnerships.

## 6.11 Real Estate

Investments in Real Estate should be made solely through professionally managed funds which may take the form of commingled pooled investment funds or limited partnerships including limited liability partnerships, which must have an investment strategy that provides for diversification and prudent use of leverage.

## 6.12 Infrastructure

Infrastructure is a broadly defined asset class and may include thoroughfares and bridges, power generation and transmission facilities, ports and airports, and other real assets of similar nature but exclude debt instruments secured by infrastructure assets. Investments will be made via Infrastructure Pooled Funds and limited partnerships including limited liability partnerships, which must have an investment strategy that provides for diversification and prudent use of leverage.

## 6.13 Donated Securities

All securities that are donated to the UNBC Endowment will be valued, accounted for and liquidated in an orderly and timely fashion, unless otherwise directed. The Manager has the option of retaining donated securities as part of the portfolio as long as they are in accordance with this Investment Policy.

#### 6.14 Pooled Funds

The Fund may invest in pooled funds provided that such pooled funds are expected to be managed within constraints similar to those detailed in this Policy. It is recognized that conflicts may arise between this Policy and the investment policy of the pooled fund. In these cases, the pooled fund policy shall prevail. However, the relevant manager is expected to advise the IAC in the event that the pooled fund exhibits any significant departure from this Policy.

#### 6.15 Prohibited Investments and Other Constraints

The Fund may not directly invest the assets in:

- Real assets in which a direct ownership position is taken;
- Raw commodities or derivative instruments related thereto;
- Collectibles;
- Non-listed shares;
- Derivative instruments not specifically permitted by this Policy; and
- Investments that could jeopardize the CRA tax status of the Endowment.

In addition, the Fund shall not:

- Purchase any securities or other assets that are not permitted by this Policy;
- Purchase securities on margin or engage in short sales except when explicitly allowed in the Manager Mandate; and
- Borrow money, pledge, or otherwise encumber any of the Fund assets.

### 7 Valuation of Investments

- 7.1 Investments in publicly traded securities shall be valued monthly at their market value.
- 7.2 Investments in pooled funds and like vehicles comprised of publicly traded securities shall be valued according to the unit values published at least monthly by the pooled fund Manager and verified by the pooled fund's Custodian.
- 7.3 If a market valuation of an investment is not readily available, then a fair value shall be determined by the Manager. For each such non-traded investment, an estimate of fair value shall be supplied to the Fund's Custodian and reported to the Committee no less frequently than quarterly. In all cases, the methodology should be disclosed and applied consistently over time.
- 7.4 For real and non-traded assets, the Manager shall complete an annual valuation by engaging an accredited independent appraiser to determine the value. For a security that is not traded and represents less than 2% of the Manager portfolio, a valuation must be undertaken at least every two years.

## **8 Derivatives and Currency Hedging**

- 8.1 Derivative instruments may be used by a manager to facilitate risk management or as a technique for economically achieving an investment position such as replicating the investment performance of a recognized market index, provided that the underlying investment would be permissible under this Policy. Derivatives shall not be used for speculative purposes or to create leverage inconsistent with the investment strategy. All derivative usage must be formally approved by the IAC in writing and regularly reported on by the managers, consistent with the reporting requirements outlined in this Policy.
- 8.2 The investment exposure attributable to derivatives, or affected by derivative instruments in any way, must be regularly reported to the IAC and be consistent with the reporting requirements outlined in this Policy.
- 8.3 Foreign currency exposures arising from equity investments will not normally be hedged.
- 8.4 Foreign currency exposures arising from investments in real estate, infrastructure and fixed income, including private debt, may be hedged at the discretion of the IAC.

## **9 Conflicts of Interest**

- 9.1 A conflict of interest, whether actual or perceived, is defined for the purposes of this Policy as any event in which a Related Party may benefit materially from knowledge of, participation in, or by virtue of, an investment decision or holding of the Fund or decision of the IAC.
- 9.2 Should a conflict of interest arise, the party in the actual or perceived conflict, or any person who becomes aware of a conflict of interest situation, shall immediately disclose the conflict to the IAC Chair. The party to the conflict shall thereafter be excused from meetings and abstain from decision-making with respect to the area of conflict, and a written record of the conflict shall be maintained by the IAC.
- 9.3 Where an actual or perceived conflict of interest arises, the nature and substance of the conflict will be disclosed to all affected parties within 30 days after the conflict has arisen.

## **10 Voting Rights**

- 10.1 The responsibility of exercising and directing voting rights acquired through Fund investments shall normally be delegated to the Manager, who shall at all times act prudently and in the best interest of the Fund.
- 10.2 The IAC reserves the right to direct or override the voting decision of a Manager if in its view such action is in the best interests of the Fund.
- 10.3 It is recognised that voting rights are not enforceable to the extent that the Fund is invested in pooled funds.
- 10.4 The Manager shall track, and report to the IAC, all instances of votes against company management as part of its regular reporting to the IAC.

## 11 Monitoring

11.1 The IAC shall review on a regular basis, as needed, and at least semi-annually:

- the assets and net cash flow of the Fund,
- the current economic outlook and investment plans of the Manager,
- the current asset mix of the Fund,
- the investment performance of the Fund
- the performance of Manager portfolios,
- the Manager's turnover of personnel, consistency of investment style, discipline in portfolio construction, and record of service,
- the fees and expenses incurred in managing the Fund, and
- compliance with this Policy

The IAC shall take such steps as it deems appropriate to address any concerns which may arise from such monitoring.

11.2 The IAC or a representative appointed by the IAC shall meet at least once a year with each Manager to discuss investment performance, investment strategies, expected future performance and any changes in that Manager's organization, investment processes and professional staff.

### 11.3 Manager Performance Monitoring

11.3.1 The primary focus of performance assessment will normally be on a moving four-year basis, but performance over shorter time periods and the Manager's performance for other comparable accounts prior to appointment for the Fund may also be considered. The Manager will not necessarily be faulted for underperforming the agreed standard over short time periods. However, the IAC may conclude that significant short-term underperformance renders it unlikely that the performance standard can reasonably be achieved at an appropriate risk level over the remainder of a market cycle.

11.3.2 Managers' performance will be measured against applicable benchmarks and peer groups, as well as non-performance-based criteria, indices and comparator groups.

### 11.4 Investment Managers

11.4.1 Should the registration of an incumbent Manager be declined or revoked, the Manager shall immediately notify the Vice-President of Finance and [AdministrationBusiness Operations](#). The IAC shall discuss their course of action within 14 days of such notification.

11.4.2 Managers are engaged under the condition that they agree to be bound by the Code of Ethics and Standards of Professional Conduct of the CFA Institute. The CFA Institute is the industry association of investment professionals whose aim is to promote the highest ethical standards of professional conduct within the investment profession.

11.4.3 Managers shall provide written confirmation each December to the Vice-President of Finance and [AdministrationBusiness Operations](#) that they continue to meet the registration and the Code of Conduct requirements of sub-clauses 11.4.1 and 11.4.2.

11.4.4 A set of guidelines shall be established within which the Manager is expected to operate, including discretion limits, diversification, quality standards and performance expectations. These guidelines are set out in the IMA and the manager mandate statement.



- 11.4.5 Managers will be required to read this Policy and shall manage their portfolio in a manner that is compliant with it. At the end of each calendar quarter the Manager shall submit a letter of compliance to the Vice-President of Finance and ~~Administration~~~~Business Operations~~.
- 11.4.6 Managers will prepare and submit an Investment Management Strategy for each semi-annual meeting. The submission will address actions taken since the last presentation and those contemplated over the forthcoming year.
- 11.4.7 A Manager may make a written request to the Vice-President of Finance and ~~Administration~~~~Business Operations~~ for a change to the Policy as it affects their mandate. The IAC will review the area of concern with the advice of their Investment Consultant within four months of such a request.
- 11.4.8 A Manager shall notify the Vice-President of Finance and ~~Administration~~~~Business Operations~~ promptly in writing of any conflict of interest, direct or indirect, or a substantive change in investment philosophy, key personnel or corporate organisation.

## 12 Policy Review Meetings

- 12.1 This Policy shall be reviewed at least annually, and whenever a major change is necessary. Such review may be triggered by:
  - 12.1.1 a change in the expected projected expenditures of the Fund;
  - 12.1.2 a revision to the expected long-term trade-off between risk and reward on key asset classes;
  - 12.1.3 a shift in the financial objectives and risk tolerance of the Fund,
  - 12.1.4 shortcomings of the Policy that emerge in its practical operation; or
  - 12.1.5 modifications that are recommended to the IAC by a Manager.

The IAC shall recommend changes to this Policy as required.

## 13 Loans and Borrowing

- 13.1 No part of the Fund shall be loaned to any persons, partnership or association except as provided in this section.
- 13.2 The IAC may approve the lending of securities through the Fund's custodian, subject to applicable legislation and provided that a minimum, liquid, high quality collateral coverage as required by provincial regulations is maintained at all times. The IAC has decided that the Fund will not participate in security lending.
- 13.3 The assets of the Fund may not be pledged, hypothecated, or otherwise encumbered in any way except to the extent that temporary overdraft occurs in the normal course of business.
- 13.4 The IAC shall not borrow on behalf of the Fund except to a limited and temporary extent for the timely payment of Fund expenses or administrative costs.

## 14 Directed Brokerage

- 14.1 The IAC will not instruct its Managers to use directed commissions. This does not preclude a Manager from using soft dollars in a manner that is allowed by securities regulation and is consistent with the CFA policy on soft dollars.

## 15 Appendix I: Glossary

Any definitions listed in the following table apply to the document only with no implied or intended institutional-wide use.

Annual Returns	This is the rate of return for the 12-month period ending on the report date.
Annualized Returns	The rate of return that the portfolio received each year for a given period.
Asset Mix	The process of dividing investments into different asset classes, such as stocks, bonds, alternative assets, and cash in order to optimize the risk/return tradeoff in a portfolio. This is based on factors including investment time horizon, liquidity needs, risk tolerance, specific goals and situations, and legal and tax considerations.
Consumer Price Index (CPI)	A Statistics Canada index of retail prices for goods and services. Increases in the CPI are also referred to as increases in the cost of living and are directly correlated to increases in inflation.
Custodian	A financial institution, usually a bank or trust company, which holds an investment portfolio's securities and cash in safekeeping.
Derivatives	A financial instrument whose value is dependent on the performance of an underlying instrument or asset typically a commodity, bond or equity. They are also available on currencies, interest rates, and equity indices. Futures and options are examples of derivatives.
FTSE <a href="#">TMX</a> —Canada Universe Bond Index	An index maintained by FTSE <a href="#">TMX</a> Global Debt Capital Markets (formerly PC-Bond/DEX) that tracks the performance of most marketable, domestically issued, Canadian bonds with terms to maturity of more than one year. This index is comprised of Canada's, provincial, municipal and AAA through BBB rated corporate issuers.
Endowment Fund	The endowment fund is made up of numerous segregated endowment accounts. Asset accounts which donors have specified that the principal is to be held in perpetuity. The principal is unexpendable and is invested to produce earnings that are generally available for use as specified by the donor.
Expendable Fund	Asset accounts whose principal and earnings are used for a specific purpose.
Investment portfolio	A collection of investments all owned by the same individual or organization.
Long Term Investment Funds	Asset accounts that can be invested for the long term before the spending of principal and earnings.
Operating Funds	Cash required to cover operating expenses.
Proxy	A written authorization given by a shareholder to another individual, usually the company's management, in order to cash his/her vote at a shareholder meeting or at some other point in time.
Rate of Return	The percentage change in the value of an asset, including interest and dividends, over an evaluation period.
Real Return	The nominal rate of return on an investment adjusted for inflation. If the nominal rate of return on an investment is 8% and inflation is 2%, the real return is 6%.
Risk	The possibility of loss and/or the uncertainty of future returns.
Risk Tolerance	An individual's or organization's ability to handle declines in the value of their portfolio.
S&P/TSX Composite Index	An index maintained by the Standard & Poor's (S&P) /Toronto Stock Exchange (TSX) Canadian Index Policy Committee that measures the return on the largest companies that trade on the Toronto Stock Exchange. The index is float-weighted and calculated on a total return basis with dividends reinvested.
MSCI World Index	A free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of developed markets. The MSCI World Index is maintained by MSCI Inc., formerly Morgan Stanley Capital International.

MSCI All Country World Index	A free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of both developed markets and emerging markets countries across particular regions. The MSCI All Country World Index is maintained by MSCI Inc., formerly Morgan Stanley Capital International.
Spending Rate	The amount of endowment spending divided by the overall endowment value.
Synthetic	A synthetic investment simulates the return of an actual investment, but the return is actually created by using a combination of financial instruments, such as options contracts or an equity index and debt securities, rather than a single conventional investment.
Target Rate of Return	This is the long term annualized rate of return goal.

**16 Appendix II: Statement of Investment Beliefs**

Investment Belief	Policy Implication
<p><u><i>Risk and Return</i></u></p> <p>There is a relationship between risk and return. Specifically:</p> <ul style="list-style-type: none"> <li>Seeking higher returns generally requires taking on higher risk. These risk and return relationships are more predictable over the longer term.</li> <li>Equity investments will provide greater returns than fixed income investments, although with greater short-term volatility.</li> <li>The long term strategic asset allocation decision is the most important factor in determining investment risk and return.</li> </ul>	<ul style="list-style-type: none"> <li>Asset mix will be the key driver towards the Fund meeting its objectives. Eliminating risk is generally not possible or desirable for funds that require growth. Belief in an equity premium over bonds is based on longer term trends. As this equity premium may not be realized in the near term, an understanding of the impact of disappointing results relative to key risk measures for the Fund is central to setting asset mix.</li> </ul>
<p><u><i>Diversification</i></u></p> <ul style="list-style-type: none"> <li>Diversification within and across asset classes can reduce risk over the long term without compromising expected returns and is a prerequisite to prudent fund management.</li> </ul>	<ul style="list-style-type: none"> <li>Asset mix should be purposefully allocated across investments that provide distinct risk and return characteristics in various economic environments, which when combined provide an efficient risk/return profile. Emphasizing diversification throughout the portfolio is also a recognition that it is very difficult to predict which asset classes, countries and sectors will outperform in any given period. Seeking out new asset classes, including non-traditional asset classes, is consistent with the focus on diversification.</li> </ul>
<p><u><i>Currency Hedging</i></u></p> <ul style="list-style-type: none"> <li>With respect to investments in foreign public equities, foreign currency exposure can provide diversification benefits and will generally reduce the risk associated with these investments.</li> <li>With respect to investments in less volatile asset classes like real estate, infrastructure and private debt, foreign currency exposures will generally increase the risk associated with these investments.</li> </ul>	<ul style="list-style-type: none"> <li>Exposure to foreign currencies arising from public equity investments should generally not be hedged.</li> <li>The risk reduction benefits of hedging foreign currency exposures arising from real estate, infrastructure, and private debt should be weighed against the associated costs.</li> </ul>
<p><u><i>Tactical Asset Allocation</i></u></p> <ul style="list-style-type: none"> <li>Market timing is not seen as an effective strategy for generating consistent returns.</li> </ul>	<ul style="list-style-type: none"> <li>A disciplined rebalancing protocol around the strategic asset mix should be adopted to ensure that portfolio risk does not drift materially above or below the intended level.</li> </ul>

Liquidity

- In general, higher risk-adjusted returns can be achieved by holding less liquid investments.
  - A long investment horizon permits a higher allocation to less liquid investments.
  - The Fund's very long investment horizon suggests a higher than average allocation to less liquid investments.
- However, the Fund must retain sufficient liquidity to ensure stable funding for its annual disbursements.

Active vs. Passive

- Markets are efficient to varying degrees, and short term deviations from long term fundamentals can occur. Skilled managers can provide higher returns and/or reduced risk relative to passive exposure to the market.
  - Broader, less constrained mandates afford greater opportunities for managers with skill and conviction to add value.
  - Active management should be adopted in most asset classes. However, the benefits of active management should be weighed against the incremental costs relative to passive exposure.
  - Constraints on active managers should be limited to those needed to ensure appropriate risk exposure.
- Global (ACWI) mandates are preferred over combinations of US, International and Emerging Markets equity mandates.

Monitoring

- Proper monitoring of investment managers is an important and complex process requiring more than simply reviewing investment returns.
- Even highly skilled managers will have periods of underperformance.
- Risk levels vary significantly between investment managers.
- Investment Managers should be monitored regularly for changes in ownership, investment process and key investment personnel, and for investment performance against relevant peer groups and indices.
- Investment performance should be evaluated over a reasonably long time frame (at least 4 years) and should be reviewed with an understanding of the manager's style biases and how these relate to the market environment.
- In evaluating and selecting investment managers, consideration should be given not only to the level of returns, but also to the amount of risk taken to achieve those returns. For this purpose, absolute risk is of greater importance than tracking error. For equity managers, the primary measure of risk is the volatility of overall fund returns. Tracking error versus the relevant index is of secondary importance.

Fees and Expenses

- Fees and expenses can have a significant influence on the long term financial health of the Fund.
- Fees and expenses need to be effectively managed so that a greater proportion of investment returns passes through to the Fund.

Environmental, Social, and Governance (ESG)

- Companies that ignore environmental, social, and governance (ESG) factors expose themselves to risks that can adversely impact long term financial performance.
- Existing and prospective new managers will be are required encouraged to integrate ESG considerations into their investment process, and will be required to provide annual regular updates on their ESG exposures and practices.
- Existing and prospective new managers will be encouraged to be signatories to UNPRI
- When evaluating companies for potential investment, investment managers should include an assessment of the potential risks and opportunities arising from ESG factors.
- In evaluating and selecting new investment managers or retaining existing managers, consideration will be given to whether and how ESG factors are integrated into the manager's investment process and to their resulting ESG exposures.
- Security selection decisions will be made by investment managers hired to manage a portion of the portfolio, as they possess the necessary expertise and information.

**17 Appendix III: Investment Management Roles Matrix**

## UNBC Endowment Management Areas - Levels of Management

Areas	UNBC Board	F <del>I</del> AC	IAC	Staff	Consultants	Inv Managers
1. Objectives						
a. Draft investment policy			*	*	*	
b. Recommend investment policy to F <del>I</del> AC			*			
c. Approve and make recommendations to Board		*				
d. Approve investment policy	*					
2. Payout Policy						
a. Recommend spending rate			*			
b. Approve payout policy	*	*				
3. Asset allocation						
a. Recommend asset class			*			
b. Recommend asset mix			*			*
c. Recommend asset rebalancing			*			*
d. Approve asset strategy	*	*				
4. Manager Selection						
a. Recommend investment structure			*			
b. Recommend investment managers			*			
c. Approve investment managers	*	*				
5. Risk Management						
a. Search for risk in investment process			*	*	*	*
6. Costs						
a. Determine if we can get the same results at a lower cost?			*	*	*	
7. Responsibilities						
a. Administer endowments				*		
b. Account for endowment transactions				*		

c. Communicate with managers			*	*	*	
d. Determine confidence in managers			*			
e. Determine if returns will meet payout			*	*	*	*
f. Provide investment advice			*		*	
g. Provide investment education				*	*	*
h. Provide portfolio update						*
i. Provide portfolio strategic direction						*
j. Measure portfolio performance					*	
k. Review portfolio manager(s) performance					*	
l. Monitor performance of custodians				*	*	*
m. Monitor compliance with investment policy			*	*	*	*
n. Report to major donors				*		
o. Report to the board		*	*	*		
p. Approve report(s)	*	*				



18 Appendix IV: Investment Advisory Committee – Terms of Reference

1. **The Investment Advisory Committee** (the IAC) is a standing committee of the Finance and ~~Investment Audit~~ Committee (the ~~F~~IAC) of the Board of Governors.
2. **Chair** - the IAC will be convened and chaired by the President, or by the Vice-President Finance and ~~Administration Business Operations~~, and will meet at least two (2) times a year. Additional meetings may be called on an as-needed basis at the discretion of the Chair.

3. Membership

Ex-Officio Members (6)	External Members (5)	Resource (Non-Voting)
President  VP Finance & <del>Administration Business Operations</del>  VP Research & <del>Innovations Graduate Programs</del>  <del>VP Advancement</del>  Chair- Board of Governors  Chair <del>Finance &amp; Investment Committee</del> AC  <del>Associate VP Financial Services</del>	External Members are appointed by the Board of Governors on recommendation of the <del>F</del> IAC. External members are nominated and appointed based on their relevant and proven investment expertise and knowledge of investment concepts and activities applicable to public sector organizations	<del>Associate VP Finance</del>  <del>M</del> Manager Treasury Service – Committee Secretary   Governance Officer (recording)

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4. **Term** - *Ex-Officio* Members sit by virtue of their office, and their Term on the IAC is dependent on their incumbency in that office. The Term for External Members is three (3) -years. There is no limitation on the number of renewal terms an external member may serve, but the ~~F~~IAC will develop, update and consider an Investment Advisory Committee Competency Matrix in recommending renewals and appointments to the Board.
5. **Code of Conduct and Conflict of Interest** – Given the confidential nature of information that may be made available to the IAC, Members will be required to sign a Code of Conduct, which will include Confidentiality and Conflict of Interest provisions. Current form of the Code is attached here as Schedule A.

The Chair of the IAC has the authority to direct any member of the IAC to recuse him or herself from a meeting, or discussion within a meeting, should the Chair believe that such member has a real or potential conflict of interest with respect to any subject or material to be reviewed or addressed by the IAC.

6. **Quorum** – Quorum is a majority of the current voting members, and must include 2 External Members and 1 of either the Chair of the Board of Governors or the Chair of the FIAC.
7. **Mandate** - The IAC makes recommendations to the FIAC, which the FIAC, in accordance with its authority may accept, reject or recommend on to the Board of Governors for approval:

The IAC will:

- Review UNBC's Investment Policies and practices and recommend revisions and adjustments as needed
- Review reports on investment related risk assessments or asset / liability studies and recommend revisions or adjustments to policies and practices as appropriate
- Receive information on performance, at least annually
- Provide advice to the President and Board of Governors on investment strategies, and asset mix
- Investigate, raise and address responsible investment concerns

Specifically, the IAC will:

- a) Review University Policy(s) and related guidelines applicable to the investment by the University of endowment funds and other long term investment funds, including expenditure practices and policies and, recommend as needed or advisable revisions;
  - b) Oversee the selection process for Investment Managers and recommend the appointment of investment management;
  - c) At least twice annually review the investment performance of the Investment Manager, and seek professional outside assessment of the University's investment performance as deemed appropriate or required, and;
  - d) At least once annually submit a written report to the FIAC.
8. **Administrative Responsibility** – The Treasury Services Manager acts as Committee Secretary, and will ensure that meetings are called as required, that terms and vacancies are monitored, agendas and meeting materials are prepared, and orientation is provided to new Committee Members.

The Board Governance Officer (Office of the University Secretariat) will serve as recording secretary and will support the Treasury Services Manager in scheduling and preparation of meeting agendas and materials. The Governance Officer will ensure that a current Membership list, including terms of appointment, is kept up to date.

<b>Agenda Item:</b>	8.b. Agreements, Scholarships, Bursaries and Awards – M. Dale
<b>Material:</b>	Agreements, Scholarships, Bursaries and Awards as recommended and approved by the UNBC Senate for November 2021.
<b>Motion:</b>	<i>That, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for November 2021, as presented.</i>

Motion Number (assigned by  
Steering Committee of Senate): S-202111.13

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the following exchange agreements be renewed and approved under the previously agreed upon terms and conditions for a period of five (5) years as proposed:

- Swedish University of Agricultural Sciences

**Effective Date:** Upon the completion of signing by both parties

**Rationale:** The following exchange agreements have either lapsed, or will shortly lapse.

**Motion proposed by:** Bjorn Petersen, Manager International Operations

**Academic Program:** Not applicable

**Implications for Other Programs / Faculties?** None

**Faculty:** Not applicable

**Faculty Council / Committee Motion Number:** Not applicable

**Faculty Council / Committee Approval Date:** Not applicable

**Attachment Pages (if applicable):** 1 pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF202111.12

**Moved by:** R. Foo

**Seconded by:** L. Troc

**Committee Decision:** CARRIED

**Approved by SCAAF:** November 10, 2021  
Date

  
Chair's Signature

**For recommendation to** ✓, **or information of** \_\_\_\_\_ **Senate.**

Renewal  
of  
**Agreement of Cooperation  
between**

**University of Northern British Columbia, Canada  
and  
Swedish University of Agricultural Sciences**

The original agreement was signed by

Dr. Daniel Weeks  
President and Vice Chancellor  
University of Northern British Columbia  
In **November 30, 2016**

and

Dr. Peter Högberg  
Vice-Chancellor  
Swedish University of Agricultural Sciences (SLU)  
In **23/08/2016**

**This renewal of agreement shall be signed to confirm the extension of a period of five (5) years of above mentioned original agreement maintaining all its conditions.**

University of Northern British Columbia

Swedish University of Agricultural  
Sciences

Dr. Geoffrey Payne  
Interim President and Vice Chancellor

Prof. Karin Holmgren  
Deputy Vice-Chancellor

Date.....

Date.....



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

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the Glenda Brommeland Memorial Award be approved.

**Rationale:** To activate the Glenda Brommeland Memorial Award commencing the 2023-2024 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** September 23, 2021

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20211027.03

**Moved by:** Zogas

**Committee Decision:** CARRIED

**Seconded by:** Gehloff

**Attachments:** 1 Page

**Approved by SCSB:** October 27, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Glenda Brommeland Memorial Award

**Awards Guide Description/Intent:** This award has been established in loving memory of Glenda Brommeland. Glenda was born in 1943 and passed away in 2021 at the age of 78. She was a fiercely independent woman and an incredible mother, aunt, grandma, great-grandma and so much more to so many. Glenda's wit, humor and sass will leave a large void in this world. Her presence, kindness and generosity will never be forgotten.

Never one to sit still when there was work to be done, Glenda spent countless hours volunteering for the Fraternal Order of the Eagles, RCMP Community Policing, BC Tel Pioneers and Girl Guides of Canada--just to mention a few. She was a long time employee at BC Tel (Telus) until her retirement in 2003. Following that, Glenda worked for the Prince George Council of Seniors, Meals on Wheels, Elder Abuse Prevention, PG Community Response Network and many other programs that benefitted her community.

Glenda was a Founder of UNBC. In 1988, she was one of 16,000 who joined the public campaign for a university in the North which led to establishing UNBC. This award has been created to support UNBC students who give back to their community and would greatly benefit from financial support.

**Donor:** Family and friends of Glenda Brommeland

**Value:** \$1,000

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full-time undergraduate student with demonstrated volunteerism and community involvement. First preference will be given to a student from Prince George who is in greatest need of financial support.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Effective Date:** Endowed 2021

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



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

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the Miss Pacific Fisher Bursary be approved.

**Rationale:** To activate the Miss Pacific Fisher Bursary commencing the 2022-2023 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** September 23, 2021

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20211027.04

**Moved by:** Palmer

**Committee Decision:** CARRIED

**Seconded by:** Bankole

**Attachments:** 1 Page

**Approved by SCSB:** October 27, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**



**AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Miss Pacific Fisher Bursary

**Awards Guide Description/Intent:** The Donor has a passion for the ocean, having spent most of his life as a fisher. This Bursary has been established to support students with a connection to the Commercial Fishing Industry.

**Donor:** Miss Pacific Charitable Gift Fund

**Value:** \$10,000

**Number:** Three

**Award Type:** Bursary

**Eligibility:** Available to a full-time or part-time undergraduate or graduate student who has a connection to the Commercial Fishing Industry. First preference will be given to a student who is a fisher or former fisher. Second preference will be given to a student who has an immediate family member (spouse, parent, grandparent, child or grandchild) who is a fisher or former fisher.

**Note:** This award is not for recreational or sport fishers. Applicants must include detail on their application outlining their connection to the Commercial Fishing Industry.

**Criteria:** Satisfactory academic standing.

**Effective Date:** Established 2021

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



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

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the Pat McLeod Bursary be approved.

**Rationale:** To activate the Pat McLeod Bursary commencing the 2022-2023 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** September 23, 2021

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20211027.05

**Moved by:** Gehloff

**Seconded by:** Zogas

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** October 27, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**

**AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Pat McLeod Bursary

**Awards Guide Description/Intent:** Patricia (Pat) McLeod is a Founder of UNBC. In 1988, she was one of 16,000 who joined the public campaign for a university in the North which lead to establishing UNBC. This award has been established to support UNBC students pursuing a degree related to the environment who would greatly benefit from financial support.

**Donor:** Patricia (Pat) McLeod

**Value:** \$2,000

**Number:** Two

**Award Type:** Bursary

**Eligibility:** Available to a full-time undergraduate student enrolled in the Faculty of Environment who has completed 30 credit hours. First preference will be given to a student in great need of financial support.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Effective Date:** Endowed 2021

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



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

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the Pretivm Award be approved.

**Rationale:** To activate the Pretivm Award commencing the 2021-2022 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** September 23, 2021

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20211027.06

**Moved by:** Palmer

**Committee Decision:** CARRIED

**Seconded by:** Gehloff

**Attachments:** 1 Page

**Approved by SCSB:** October 27, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Pretium Award

**Awards Guide Description/Intent:** Pretium Resources Inc. ("Pretium") headquartered in Vancouver has been a corporate citizen of Northern British Columbia since it was first formed in 2010 to advance the Brucejack Mine project located approx. 65km north of Stewart. As Brucejack grew in scope, so did the need for supplies, services and employees, which has benefitted the communities in the region. Pretium is committed to hiring locally for all positions whenever possible, and work directly with community employment coordinators to connect locals with job opportunities at the Brucejack Mine and its office in Smithers. Terrace, Smithers, Stewart, New Hazelton, and other surrounding communities are integral to the success of Pretium and contribute significantly to employment at the Brucejack Mine. The total mine site workforce includes approximately 1,300 people (including employees and contractors) working on rotation in management, trades, logistics, underground mining, milling and a spectrum of mine and camp support roles.

This award has been established to support students pursuing a degree in Natural Resources, Environmental Studies, Human Resources, Computer Science or Engineering Programs.

**Donor:** Pretium Resources Inc.

**Value:** \$5,000

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full-time undergraduate or graduate student enrolled in a Natural Resources, Environmental Studies, Human Resources, Computer Science or Engineering Program. Undergraduate students must have completed 60 credit hours. First preference will be given to a resident of Northern British Columbia.

**Criteria:** Demonstrated financial need and academic proficiency.

**Effective Date:** Established 2021

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



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

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the Pretivm Indigenous Award be approved.

**Rationale:** To activate the Pretivm Indigenous Award commencing the 2021-2022 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations  
**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations  
**Faculty/Academic Department:** N/A

**First Nations Content:** Yes (Determined by the Development Officer)  
**Date to SCSB:** September 23, 2021

**\*SCFNAP Vetting Process:** (Section to be completed by SCFNAP Committee Recording Secretary)

SCFNAP Motion Number: SCFNAP202110.03

SCFNAP Meeting Date: October 14, 2021

SCFNAP Brief Summary of Committee Discussion: CARRIED

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20211027.07

**Moved by:** Zhou

**Seconded by:** Palmer

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** October 27, 2021  
**Date**

  
**Chair's Signature**

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Pretium Indigenous Award

**Awards Guide Description/Intent:** Pretium Resources Inc. ("Pretium") headquartered in Vancouver has been a corporate citizen of Northern British Columbia since it was first formed in 2010 to advance the Brucejack Mine project located approx. 65km north of Stewart. As Brucejack grew in scope, so did the need for supplies, services and employees, which has benefitted the communities in the region. Pretium is committed to hiring locally for all positions whenever possible, and work directly with community employment coordinators to connect locals with job opportunities at the Brucejack Mine and its office in Smithers. Terrace, Smithers, Stewart, New Hazelton, and other surrounding communities are integral to the success of Pretium and contribute significantly to employment at the Brucejack Mine. The total mine site workforce includes approximately 1,300 people (including employees and contractors) working on rotation in management, trades, logistics, underground mining, milling and a spectrum of mine and camp support roles.

This award has been established to support Indigenous students pursuing a degree at UNBC.

**Donor:** Pretium Resources Inc.

**Value:** \$8,500

**Number:** One

**Award Type:** Award

**Eligibility:** Available to an Indigenous full-time undergraduate or graduate student. Undergraduate students must have completed 60 credit hours. First preference will be given to a resident of Northern British Columbia.

**Criteria:** Demonstrated financial need and academic proficiency.

**Effective Date:** Established 2021

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



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

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the Pretivm Women's Award be approved.

**Rationale:** To activate the Pretivm Women's Award commencing the 2021-2022 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** September 23, 2021

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20211027.08

**Moved by:** Zogas

**Seconded by:** Gehloff

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** October 27, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**



## **AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Pretium Women's Award

**Awards Guide Description/Intent:** Pretium Resources Inc. ("Pretium") headquartered in Vancouver has been a corporate citizen of Northern British Columbia since it was first formed in 2010 to advance the Brucejack Mine project located approx. 65km north of Stewart. As Brucejack grew in scope, so did the need for supplies, services and employees, which has benefitted the communities in the region. Pretium is committed to hiring locally for all positions whenever possible, and work directly with community employment coordinators to connect locals with job opportunities at the Brucejack Mine and its office in Smithers. Terrace, Smithers, Stewart, New Hazelton, and other surrounding communities are integral to the success of Pretium and contribute significantly to employment at the Brucejack Mine. The total mine site workforce includes approximately 1,300 people (including employees and contractors) working on rotation in management, trades, logistics, underground mining, milling and a spectrum of mine and camp support roles.

This award has been established to support students pursuing a degree in Natural Resources, Environmental Studies, Human Resources, Computer Science or Engineering Programs.

**Donor:** Pretium Resources Inc.

**Value:** \$5,000

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full-time undergraduate or graduate student who identifies as female and is enrolled in a Natural Resources, Environmental Studies, Human Resources, Computer Science or Engineering Program. Undergraduate students must have completed 60 credit hours. First preference will be given to a resident of Northern British Columbia.

**Criteria:** Demonstrated financial need and academic proficiency.

**Effective Date:** Established 2021

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



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

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the School of Engineering Bursary be approved.

**Rationale:** To activate the School of Engineering Bursary commencing the 2022-2023 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** October 14, 2021

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20211027.09

**Moved by:** Gehloff

**Seconded by:** Hanlon

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** October 27, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**

**AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** School of Engineering Bursary

**Awards Guide Description/Intent:** The UNBC School of Engineering has established this award to support students facing financial barriers while pursuing an education in engineering.

**Donor:** UNBC School of Engineering

**Value:** Variable

**Number:** Variable

**Award Type:** Bursary

**Eligibility:** Available to full-time undergraduate or graduate students enrolled in an Engineering Program. First preference will be given to students with the greatest financial need.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Note:** An effort will be made to disburse the awards to students in each of the Engineering Programs and years of study.

**Effective Date:** Established 2021

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



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

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the School of Engineering Scholarship be approved.

**Rationale:** To activate the School of Engineering Scholarship commencing the 2022-2023 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** October 14, 2021

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20211027.10

**Moved by:** Gehloff

**Seconded by:** Hanlon

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** October 27, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**

**AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** School of Engineering Scholarship

**Awards Guide Description/Intent:** The UNBC School of Engineering has established this award to recognize exceptional students pursuing an education in engineering.

**Donor:** UNBC School of Engineering

**Value:** Variable

**Number:** Variable

**Award Type:** Scholarship

**Eligibility:** Available to full-time undergraduate or graduate students enrolled in an Engineering Program.

**Criteria:** Academic excellence, overcoming adversity and demonstrating leadership.

**Application Instructions:** Students must submit an essay to the Awards Office that describes how they have overcome adversity and include information on their past and present academic and non-academic leadership roles.

**Note:** An effort will be made to disburse awards to students in each of the Engineering Programs and years of study.

**Effective Date:** Established 2021

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



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

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the Timberwolves Athletic Award be approved.

**Rationale:** To activate the Timberwolves Athletic Award commencing the 2022-2023 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** September 23, 2021

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20211027.11

**Moved by:** Zogas

**Committee Decision:** CARRIED

**Seconded by:** Hanlon

**Attachments:** 1 Page

**Approved by SCSB:** October 27, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**

**AWARDS GUIDE INFORMATION:**

**Award Category:** Athletic

**Award Name:** Timberwolves Athletic Award

**Awards Guide Description/Intent:** Generous supporters of UNBC Athletics have created this fund to help and encourage UNBC varsity athletes in their athletic careers and pursuit of education.

**Donor:** Generous supporters of UNBC Athletics

**Value:** Variable

**Number:** Variable

**Award Type:** Award

**Eligibility:** Available to a full-time undergraduate student who is a current member of a UNBC varsity athletics team.

**Criteria:** Satisfactory academic standing.

**Effective Date:** Endowed 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Athletics Department.



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

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the revised Terms and Conditions for the BC Psychological Association Gold Medal Award with a name change to BC Psychological Association Award be approved.

**Rationale:** To revise the BC Psychological Association Gold Medal Award commencing the 2022-2023 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** October 7, 2021

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20211027.12

**Moved by:** Zogas

**Seconded by:** Palmer

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** October 27, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**



## **AWARDS GUIDE INFORMATION:**

**Award Category:** Graduate

**Award Name:** BC Psychological Association ~~Gold Medal~~ Award

**Awards Guide Description/Intent:** The BC Psychological Association (BCPA) provides leadership for the advancement and promotion of the profession and science of psychology in the service of their membership and the people of British Columbia. This award gold medal, gift of the British Columbia Psychological Association, is offered for has been established to recognize outstanding achievement of a Master's or Doctoral student in the study of psychology. ~~It is awarded on the recommendation of the Department of Psychology in conjunction with the Graduate Programs Office.~~

**Donor:** BC Psychological Association

**Value:** ~~Medal,~~ Award Certificate and Continuing Education Workshop Gift Certificate (valued at approximately ~~\$180~~\$130-\$150)

**Number:** One

**Award Type:** ~~Medal~~Award

**Eligibility:** Available to a full-time or part-time graduate student enrolled in the Psychology Program. First preference will be given to a student who demonstrates an interest in pursuing a career as a Psychologist. Second preference will be given to a student who is graduating from the Program.

**Criteria:** Academic excellence.

**Application Instructions:** ~~Complete the Community Involvement section of the online Awards Application.~~

**Note:** Preference will be given to applicants with outstanding community involvement.

**Effective Date:** Established 2008, revised 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the ~~Psychology Program Faculty in conjunction with the Department of Graduate Studies Office of Research and Innovation.~~



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

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the revised Terms and Conditions for the Deloitte & Touche Bursary with a name change to Deloitte Bursary be approved.

**Rationale:** To revise the Deloitte & Touche Bursary commencing the 2022-2023 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** September 28, 2021

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20211027.13

**Moved by:** Gehloff

**Seconded by:** Palmer

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** October 27, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Deloitte & Touche Bursary

**Awards Guide Description/Intent:** Deloitte is the brand under which tens of thousands of dedicated professionals in independent firms throughout the world collaborate to provide audit, consulting, financial advisory, risk management, tax, and related services to clients. Deloitte has established this award to support students pursuing~~Available to a full-time student who has completed at a minimum of 30 credit hours towards~~ a Bachelor of Commerce degree with a declared major in Accounting.

**Donor:** Deloitte & Touche Chartered Accountants

**Value:** \$~~875~~1,000

**Number:** Two

**Award Type:** Bursary

**Eligibility:** Available to a full-time undergraduate student who has completed ~~at~~ a minimum of 30 credit hours towards a Bachelor of Commerce degree with a declared major in Accounting.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Application Instructions:** ~~Complete the Financial Need section of the Awards Application form.~~

**Effective Date:** Endowed 1997, Revised 2021

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



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

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the revised Terms and Conditions for the Deloitte & Touche Scholarship with a name change to Deloitte Scholarship be approved.

**Rationale:** To revise the Deloitte & Touche Scholarship commencing the 2022-2023 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** September 28, 2021

#### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20211027.14

**Moved by:** Zogas

**Seconded by:** Bankole

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** October 27, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Deloitte & Touche Scholarship

**Awards Guide Description/Intent:** Deloitte is the brand under which tens of thousands of dedicated professionals in independent firms throughout the world collaborate to provide audit, consulting, financial advisory, risk management, tax, and related services to clients. Deloitte has established this award to support students pursuing The partners of Deloitte & Touche Chartered Accountants are pleased to provide this award to students interested in a career in accounting.

**Donor:** Deloitte & Touche Chartered Accountants

**Value:** \$9001,100

**Number:** Three

**Award Type:** Bursary

**Eligibility:** Available to a full-time undergraduate student who has completed ~~at~~ a minimum of 30 credit hours towards a Bachelor of Commerce degree with a declared major in Accounting.

**Criteria:** Academic excellence.

**Application Instructions:** ~~Complete the Awards Application form.~~

**Effective Date:** Endowed 1993, Revised 2021

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