

**BOARD OF GOVERNORS**

**PUBLIC SESSION AGENDA**

Thursday, June 26, 2025

Senate Chambers - Room 1079/Zoom

3:30 pm – 5:30 pm

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**Members** – Ibolya Agoston, Amanda Alexander, Allison Beswick, Darlene McIntosh, Joyce Henley, Jim Martin– VICE-CHAIR, Joel McKay - CHAIR, Trevor Morrison, Phil Mullins, Geoff Payne, Emily Roberts, Lina Shehata, Gregory Stewart, Todd Whitcombe

**Acknowledgement of Territory**

For thousands of years, Indigenous Peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands.

The Prince George campus is situated on the unceded traditional territory of the Lheidli T'enneh First Nation, part of the Dakelh (Carrier) peoples' territory.

**1. Chair's Remarks**

- Declarations of Conflict
- Correspondence Received

**2. Presentation:** Northern Hub for Health Research  
M. Barnes, Interim Associate Vice-President, Strategy and Outreach

**3. Approval of Agenda**

*That, the Agenda for the Public Session of June 26, 2025, of the Board of Governors be approved as presented.*

**4. Approval of Minutes**

**a. Public Session Minutes of May 29, 2025 – page 5**

*That, the Public Session Minutes of May 29, 2025, of the Board of Governors be approved as presented.*

**5. Report from the Closed Session of the Board (March and May)**

- Cyber-Security GAP Assessment Presentation and Update
- UNBC Land Trust - Approval of the Agreement to Lease (ATL)
- President's Recommendation for Tenure & Promotion
- Individual Market Differentials
- 2025 Collective Bargaining

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

**7. Board Motions/Discussions**

**a. University Advancement Advisory Board – page 9**

- i. **Structure and Purpose**
- ii. **Campaign Priorities and Enrolment Strategy**
- iii. **Term of Reference**

*That the Board of Governors approves of the changes to the UNBC University Advancement Advisory Board Term of Reference as presented.*

## **8. Reports of Committees and Related Motions**

- (i) **Audit and Risk Committee** – G. Stewart, Chair
  - a. **Information Security Policy** – C. Ross – **page 16**  
*That on the recommendation of the Audit and Risk Committee the Board of Governors approves the Information Security Policy as presented.*
  - b. **Data Governance, Privacy, and Information Security Report** - C. Ross - **page 25**
- (ii) **Finance and Investment Committee** – A. Beswick, Chair – **page 29**
  - a. **Scholarships, Bursaries and Awards** – P. Wood-Adams – **page 30**  
*That on the recommendation of the Finance and Investment, the Board of Governors approves the scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for the period February 2025 – May 2025, as presented.*
- (iii) **Governance and Human Resources Committee** – J. McKay, Chair – **page 75**
  - a. **Agreements and Memorandums of Understanding for Approval**
    - i. **Exchange Agreement – UNE Partnership Renewal** – B. Owen - **page 76**  
*That on the recommendation of the Governance and Human Resources Committee and the UNBC Senate, the Board of Governors approves that the following exchange agreements be renewed and approved under the previously agreed terms and conditions for a period of five (5) years as proposed.*
    - ii. **Federated Agreement – Wilp Wilxo'oskwhl Nisga'a Institute (WWN) and the University of Northern British Columbia**– G. Payne - **page 81**  
*That on the recommendation of the Governance and Human Resources Committee and the UNBC Senate, the Board of Governors approves of the Federated Agreement between the Wilp Wilxo'oskwhl Nisga'a Institute (WWN) and the University of Northern British Columbia as proposed.*
    - iii. **Memorandum of Understanding - Yamagata Prefectural University of Health Sciences and UNBC**–P. Woods-Adams- **page 94**  
*That on the recommendation of the Governance and Human Resources Committee and UNBC Senate, the Board of Governors approves the Memorandum of Understanding between Yamagata Prefectural University of Health Sciences and the University of Northern British Columbia as presented.*
    - iv. **Memorandum of Understanding – Aurora College and UNBC** - B. Owen- **page 99**  
*That on the recommendation of the Governance and Human Resources Committee and the UNBC Senate, the Board of Governors approves, the Memorandum of Understanding between Aurora College and the University of Northern British Columbia be approved as proposed.*
  - b. **Intentional Diversity Hiring Policy – Revised May 2025**– G. Payne - **page 110**  
*That on the recommendation of the Governance and Human Resources Committee, the Board of Governors approves the Intentional Diversity Hiring Policy as presented.*
  - c. **Naming of Physical Assets Policy**-P. Woods-Adams - **page 118**

*That on the recommendation of the Governance and Human Resources Committee, the Board of Governors approves the Naming of Physical Assets Policy as presented.*

**d. Naming of Physical Assets repeal – P. Woods-Adams- page 135**

*That on the recommendation of the Governance and Human Resources Committee, the Board of Governors repeals the Naming Policy as presented.*

**e. Appointment of Acting Registrar– B. Owen - page 139**

*That on the recommendation of the Governance and Human Resources Committee the Board of Governors approves the following positions as eligible to serve as “acting registrar” in the absence or incapacity of the Registrar. The order of appointment and division and distribution of responsibilities is at the discretion of the Registrar in the event of an anticipated absence, or at the discretion of the Vice-President Academic and Provost in the event of an unanticipated absence or incapacity:*

- Deputy Registrar
- Associate Registrar, International
- Assistant Registrar
- Director, Graduate
- University Secretary

**f. Annual Schedule of Board Meetings 2025 and Approval of the 2026 Schedule – K. Howitt – page 141**

*That on the recommendation of the Governance and Human Resources Committee, the Board of Governors the approves the Annual Schedule of Board Meetings for 2026 as presented.*

**g. Approval of Mandate Letter – J. McKay– page 143**

*That the Governance and Human Resources Committee recommends to the Board of Governors the approval of the signing of the 2025/2026 Minister Letter and further recommends that the Board authorize the Board Chair to sign the Minister Letter on behalf of the Board.*

**9. Primary Focus for September Meeting**

- Statement of Financial Information Submission
- Five Year Capital Plan
- Quarterly Financial Reports

**10. Mandatory and Standing Reports – Public Session**

**a. Report of the President – G. Payne**

- President's Annual Report on Management's Progress against Strategic Priorities (material to follow)
  - [UNBC Strategic Plan, READY](#)
- Senate Report – page 147

**b. Public Reports of the Vice-Presidents, written**

- Interim Vice-President Academic and Provost – B. Owen – page 148
- Vice-President, Finance and Administration – R. Somani – page 150
  - Climate Change Accountability Report – page 155
- Vice-President, Research and Innovation – P. Wood-Adams – page 167

**11.**

**Other Business**

- a. Annual Report on UNBC Harassment and Discrimination Policy for the period April 30, 2024 to May 01, 2025 – for information– G. Payne – **page 171**
- b. Schedule of Upcoming UNBC Events

For more UNBC events, please visit [www2.unbc.ca/events](http://www2.unbc.ca/events)

**12. Adjournment**



## BRIEFING NOTE FOR:

### UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES

|  |  |  |
|--|--|--|
| <b>Subject:</b>                                      | <b>University Advancement Advisory Board (UAAB)</b>  |  |
| <b>Finance &amp; Investment Committee</b>            | <b>Meeting Date: June 12, 2025</b>   | <b>Purpose:</b><br><input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input type="checkbox"/> Approval |
| <b>UNBC Board of Governors</b>                       | <b>Meeting Date: June 26, 2025</b>   | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input checked="" type="checkbox"/> Approval |
| <b>Submitted By:</b>                                 | Amanda Alexander, UAAB Chair   |  |
| <b>Please note other guests to be in attendance:</b> | Arletta Lucarelli - Executive Director, Office of the President  |  |
| <b>Appendices:</b>                                   | 1. University Advancement Advisory Board Term of Reference Terms of Reference<br>2. Current Membership |  |
| <b>Motion Number(s):</b>                             |  |  |

## 1.0 REPORT FROM THE CHAIR

As Chair of the University Advancement Advisory Board (UAAB), I would like to bring forward two items for discussion at the upcoming Board meeting on June 26, 2025.

This will also form the basis of my Chair's Report following the UAAB meeting scheduled for June 16, 2025.

### 1.1 UAAB Structure and Purpose

During recent UAAB discussions, a member raised thoughtful feedback regarding the current structure and purpose of UAAB. This feedback invites reflection on how the UAAB is positioned to provide meaningful strategic advice and support to the University. I recommend that we consider this input in a review of the UAAB Terms of Reference to ensure clarity of mandate, optimal composition, and alignment with the University's advancement goals.

I have been informed of Tom Steadman's resignation from the UAAB. I would like to express my sincere gratitude to Mr. Steadman for his valuable advice and the time he dedicated to preparing two proposals encouraging UNBC to sharpen its focus on the North—particularly on communities outside of Prince George.

## 1.2 Campaign Priorities and Enrolment Strategy

The University has set a financial goal for its upcoming campaign and has identified broad strategic priorities to guide this effort. These priorities are being presented to the UAAB for feedback and support. As a Board, we may wish to explore the alignment between these campaign priorities and the University's enrolment strategy. Specifically:

- Does the enrolment strategy identify key barriers and opportunities that could be addressed through philanthropic investment?

A thoughtful intersection between campaign planning and enrolment strategy will strengthen the University's case for support and ensure that advancement activities are closely tied to institutional priorities.

## 2.0 Proposed Changes to the University Advancement Advisory Board Term of Reference

### 2.1 Committee Support

The proposed change is to the committee support and membership of the University Advancement Advisory Board Terms of Reference. This reflects a change in the roles of the Committee and Recording Secretaries to the Manager, Campaign and Major Gifts and the Manager, Philanthropy and Engagement, respectively.

### 2.2 Additional Changes – to be discussed at full Board.

### 2.3 MOTION

#### **FOR BOARD:**

*That the Board of Governors approves of the UNBC University Advancement Advisory Board Term of Reference as presented.*

## Appendix II – Terms of Reference

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**University Advancement  
Advisory Board (UAAB)**

**Approving Authority:** Board of Governors  
**Effective Date:** January 27, 2023  
**Date of Last Review/Revision:** May 2025

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### Table of Contents

|    |  |   |
|----|--|---|
| 1. | MEMBERSHIP .....                       | 1 |
| 2. | MEETING FREQUENCY .....                | 1 |
| 3. | DUTIES AND RESPONSIBILITIES .....      | 2 |
| 4. | CONDUCT AND CONFLICT OF INTEREST ..... | 2 |
| 5. | REVIEWS .....                          | 3 |
| 6. | REPORTING .....                        | 3 |
| 7. | COMMITTEE SUPPORT .....                | 3 |

## 1. MEMBERSHIP

- 1.1 The membership of the University Advancement Advisory Board (UAAB) consists of the following:
  - Board of Governors OIC Member, appointed by the Chair of the Board of Governors (Chair of UAAB)
  - President and Vice-Chancellor
  - Senior administrator responsible for Advancement activities
  - A Member of the Alumni Council to be appointed by the Alumni Council
  - Minimum of seven and up to ten Members, who represent a diversity of regional, national, and international businesses and organizations with a demonstrated commitment to northern BC.
  - Manager, Campaign and Major Gifts (Committee Secretary, non-voting)
  - Manager, Philanthropy and Engagement (Recording Secretary, non-voting)
- 1.2 Other individuals may be invited by the UAAB Chair to attend all or any part of a meeting.
  - ~~Executive Director, Strategy and Staff (Committee Secretary)~~
  - ~~Development Officer (Recording Secretary)~~
- 1.3 Any member of the Board of Governors (Board) or UAAB may nominate an individual for membership on the UAAB by forwarding the name of the nominee and appropriate supporting information to the UAAB Committee Secretary.
- 1.4 UAAB members must be recommended to the Finance and Investment Committee, who recommend approval to the Board.
- 1.5 The term of appointment of members of UAAB is three years, renewable for an additional two terms up to a maximum of nine years.
- 1.6 In the event that a UAAB member is also a Board member and is removed from the Board, they will be removed from the UAAB.

## 2. MEETING FREQUENCY

- 2.1 UAAB meets at least three times annually. Additional meetings may be called by the Chair.

### **3. DUTIES AND RESPONSIBILITIES**

UAAB is established by the Board and is accountable to the Board through the UAAB Chair. UAAB advises and assists the Board in advancing the mission and reputation of the University through community and business relations, alumni engagement, fundraising, donor relations and stewardship, and government relations. The responsibilities of UAAB include the following:

- 3.1 provide introductions to further develop prospects in support of the strategic plan;
- 3.2 connect the University to regional, national and international individuals, businesses and organizations for the purpose of enhancing relationships, fundraising, fostering partnerships and positive connections to the University;
- 3.3 identify opportunities for the University related to fundraising, special project development, recruitment, and alumni relations;
- 3.4 provide guidance and support to ensure the University safeguards and enhances its reputation, identity, brand, and profile;
- 3.5 where appropriate, invite friends of the University to support advancement initiatives;
- 3.6 propose and evaluate fundraising initiatives;
- 3.7 provide advice on the stewardship of donors;
- 3.8 advise on the development of relevant policies; and
- 3.9 provide relevant reports for the University community and the Board.

### **4. CONDUCT AND CONFLICT OF INTEREST**

- 4.1 Given the high-profile role of the UAAB and the confidential nature of information that may be made available to the UAAB, members are required to agree to the terms of a Code of Conduct, which includes confidentiality and conflict of interest provisions.
- 4.2 Should an individual not do so independently, the Chair has the authority to

direct any member of the UAAB to recuse themselves 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 UAAB.

## **5. REVIEWS**

UAAB conducts an annual self-assessment of its performance against these Terms of Reference and reports its findings to the Finance and Investment Committee of the Board, and may recommend amendments to the Terms of Reference to that Committee.

## **6. REPORTING**

The UAAB provides relevant reports at a minimum twice annually to the Board through the Finance and Investment Committee.

## **7. COMMITTEE SUPPORT**

The ~~Executive Director, Strategy and Staff~~ Manager, Campaign and Major Gifts is the Committee Secretary, and the ~~Development Officer~~ Manager, Philanthropy and Engagement is the Recording Secretary and provides administrative support to UAAB.



## University Advancement Advisory Board (UAAB)

### MEMBERSHIP

*Updated June 2025*

| POSITION  | INCUMBENT                    | EXPIRY DATE                           |
|---|------------------------------|---------------------------------------|
| OIC Board Member (as Chair of UAAB)   | Amanda Alexander (Chair)     | NA                                    |
| President and Vice Chancellor   | Geoff Payne                  | N/A                                   |
| Senior administrator responsible for Advancement activities                               | Paula Wood-Adams             | N/A                                   |
| Alumni Council Representative   | Lynette Tremblay             | June 2026                             |
| Member  | Jason Fisher                 | June 2026                             |
| Member  | Selen Alpay                  | June 2026                             |
| <del>Member</del>   | <del>Noreen Rustad</del>     | <del>June 2026</del><br>Resigned 2025 |
| Member  | Vacant✦                      | June 2028                             |
| Member  | Andrew Robinson              | June 2026                             |
| <del>Member</del>   | <del>Tom Steadman</del>      | <del>June 2026</del><br>Resigned 2025 |
| Member  | Ryan Matheson                | June 2026                             |
| <del>Executive Director, Strategy and Staff (Committee Secretary)</del>                   | <del>Arietta Lucarelli</del> | <del>NA</del>                         |
| Manager, Campaign and Major Gifts (Committee Secretary) ✦                                 | Mindy Stroet                 | N/A                                   |
| <del>Development Officer Manager, Philanthropy and Engagement (Recording Secretary)</del> | <del>Tara Mayes</del>        | <del>NA</del>                         |

**Note:** The symbol "✦" denotes that an appointment by Board is pending.

**BRIEFING NOTE FOR:**
**UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES**

|  |  |  |
|--|--|--|
| <b>Subject:</b>                                      | <b>INFORMATION SECURITY POLICY</b>                               |  |
| <b>Audit &amp; Risk Committee</b>                    | <b>Meeting Date:</b> June 16, 2025                               | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input checked="" type="checkbox"/> Approval |
| <b>UNBC Board of Governors</b>                       | <b>Meeting Date:</b> June 27, 2025                               | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input checked="" type="checkbox"/> Approval |
| <b>Submitted By:</b>                                 | Christopher Ross, Chief Information Security and Privacy Officer |  |
| <b>Please note other guests to be in attendance:</b> | Kellie Howitt, University Secretary                              |  |
| <b>Appendices:</b>                                   | 1. INFORMATION SECURITY POLICY                                   |  |
| <b>Motion Number:</b>                                |  |  |

**1.0 MOTION/DISCUSSION/RECOMMENDATION**
**Audit and Risk Committee**

*That the Audit and Risk Committee recommends to the Board of Governors, the approval of the Information Security Policy as presented.*

**UNBC Board of Governors**

*That on the recommendation of the Audit and Risk Committee, the Board of Governors, approves the Information Security Policy as presented*

**2.0 BACKGROUND AND ANALYSIS**

UNBC's approach to Information Security directly impacts students and employees, and its commitment to strive for teaching, learning, and research excellence and impact. Therefore, the University takes a systematic approach to establishing, implementing, operating, monitoring, maintaining, reviewing, and improving its Information Security. UNBC leadership is committed to satisfying all the applicable requirements related to Information Security and to continually improving the Information Security Management System.

The purpose of this policy is to establish responsibilities at UNBC for developing and implementing a framework for managing the security of the University's information assets, in accordance with BC's Freedom of Information and Protection of Privacy Act (FIPPA), and the International Organization for Standardization's (ISO) standards on Information Security, Cyber Security, and privacy protection.

This policy applies to all data and information management systems in the custody or control of the University, and to all University Employees, Officers of the University, Volunteers, and Service Providers who have access to University Information Systems.



This policy does not apply to data collected, created, processed, or stored as part of research activities, or information management systems (IMS) for research data, if the data is not stored in a University IMS.

The Chief Information Security and Privacy Officer (CISPO) is responsible for identifying and assessing Information Security risks at UNBC, maintaining an Information Security Risk Registry and reporting annually to the Board of Governors on the progress of Information Security objectives that were identified in the Information Security Management System audit.

# Policy

## INFORMATION SECURITY POLICY

**Number:** IM 2

**Classification:** Information Management

**Approving Authority:** Board of Governors

**Designated Executive Officer:** President

**Effective Date:**

**Supersedes:** N/A

**Date of Last Review/Revision:** June 2025

**Mandated Review Date:** June 2031

**Associated Procedures:** [Insert the number and title of the policy's corresponding procedures].

### Table of Contents

|   |   |
|---|---|
| <b>Table of Contents</b> .....  | 1 |
| 1.0 BACKGROUND .....  | 2 |
| 2.0 PURPOSE.....  | 2 |
| 3.0 PRINCIPLES.....   | 2 |
| 4.0 SCOPE.....  | 2 |
| 5.0 DEFINITIONS .....   | 2 |
| 6.0 POLICY .....  | 3 |
| 6.1 Risk Identification and Assessment .....                                    | 3 |
| 6.2 Risk Treatment and Information Security Controls .....                      | 4 |
| 6.3 Competency Based Training.....  | 5 |
| 6.4 Monitoring and Auditing of Information Security Processes and Controls..... | 5 |
| 7.0 REPORTING.....  | 6 |
| 8.0 AUTHORITIES AND OFFICERS .....  | 6 |
| 9.0 RELEVANT LEGISLATION.....   | 6 |
| 10.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS .....                      | 6 |

## 1.0 BACKGROUND

UNBC's approach to Information Security directly impacts students and employees, and its commitment to strive for teaching, learning, and research excellence and impact. Therefore, the University takes a systematic approach to establishing, implementing, operating, monitoring, maintaining, reviewing, and improving its Information Security. UNBC leadership is committed to satisfying all of the applicable requirements related to Information Security and to continually improving the Information Security Management System.

## 2.0 PURPOSE

The purpose of this policy is to establish responsibilities at UNBC for developing and implementing a framework for managing the security of the University's information assets, in accordance with BC's *Freedom of Information and Protection of Privacy Act* (FIPPA), and the International Organization for Standardization's (ISO) standards on Information Security, Cyber Security, and privacy protection.

## 3.0 PRINCIPLES

The principle of preserving Confidentiality, Integrity and Availability of information must inform all UNBC's Information Security objectives.

## 4.0 SCOPE

- 4.1 This policy applies to all data and information management systems in the custody or control of the University, and to all University Employees, Officers of the University, Volunteers, and Service Providers who have access to University Information Systems.
- 4.2 This policy does not apply to data collected, created, processed, or stored as part of research activities, or information management systems (IMS) for research data, if the data is not stored in a University IMS.

## 5.0 DEFINITIONS

- 5.1 **Administrator** means an individual engaged in directing and overseeing a distinct program, unit, office, or department of the University (e.g., manager, director, dean, etc.).
- 5.2 **Availability** means ensuring timely and reliable access to and use of information.

- 5.3 **Confidentiality** means preserving authorized restrictions on information access and disclosure, including means for protecting personal privacy and proprietary information.
- 5.4 **Controls** are processes, policies, devices, practices, or other conditions and, or, actions that maintain and/or modify risk.
- 5.5 **Confidential Information** means any information that is not intended to be made available or disclosed to unauthorized individuals, entities, or processes.
- 5.6 **Cyber Security** is the prevention of damage to, protection of, and restoration of computers, electronic communications systems, electronic communications services, wire communication, and electronic communication, including information contained therein, to ensure its Availability, Integrity, Authentication, Confidentiality, and Nonrepudiation.
- 5.7 **Information Management System** is a framework of software that facilitates the collection, storage, organization, and distribution of information
- 5.8 **Information Security Management System** is a part of the overall information management system that utilizes a risk management approach used to establish, implement, operate, monitor, review, maintain, and improve Information Security.
- 5.9 **Information Security** is the preservation of Confidentiality, Integrity, and Availability of information.
- 5.10 **Information Security Incident** is a single or series of unwanted or unexpected Information Security events that have a significant probability of compromising business operations and threatening Information Security.
- 5.11 **Information System** is a set of applications, services, information technology assets, or other information-handling components.
- 5.12 **Integrity** means guarding against improper information modification or destruction and ensuring information non-repudiation and authenticity.
- 5.13 **Sensitive Information** is any information that needs to be protected from unavailability, unauthorized access, modification, or public disclosure because of potential adverse effects on an individual or UNBC.

## 6.0 POLICY

- 6.1 Risk Identification and Assessment

- 6.1.1 The Chief Information Security and Privacy Officer (CISPO) is responsible for identifying and assessing Information Security risks at UNBC, including, but not limited to, the following:
  - i. conducting Information Security Risk Assessments;
  - ii. cyber risk threat detection and response measures;
  - iii. investigating known or suspected Information Security Incidents; and
  - iv. identifying information assets and corresponding Information Security requirements.
- 6.1.2 All employees are responsible for reporting known or suspected Information Security threats (e.g. phishing, malware, compromised credentials) to the CISPO.
- 6.1.3 An Information Security assessment must be initiated prior to:
  - i. the implementation of any new Information System, or
  - ii. significant changes to the existing Information System that collects or processes Sensitive Information.
- 6.1.4 An Information Security assessment must be initiated after:
  - i. a change in the threat landscape (e.g. a new type of Information Security attack) has occurred;
  - ii. an audit of existing safeguards identified a deficit in the efficacy of existing safeguards; or
  - iii. the CISPO or designate determines that an Information Security risk assessment is required.
- 6.1.5 A completed Information Risk Assessment is classified as confidential and only shared with the Chief Information Officer (CIO), or designate, and UNBC employees involved in risk treatment and must include the following:
  - i. identification and description of Information Security risks associated with the loss of Confidentiality, Integrity, and Availability of information;
  - ii. an assessment of potential consequences and likelihood of failing to adequately preserve Confidentiality, Integrity, and/or Availability of information; and
  - iii. an evaluation of each identified Information Security risk and whether it satisfies risk acceptance criteria or must be prioritized for risk treatment.

## 6.2 Risk Treatment and Information Security Controls

- 6.2.1 The CIO or designate is responsible for:
  - i. the protection of Information Systems and other associated assets; and

- ii. the integration of the Information Security Management System requirements into UNBC's data processes.

6.2.2 All employees are responsible for supporting the Integrity of data within UNBC managed Information Systems and are responsible for applying Information Security in accordance with the Information Security Controls listed in the specific information assets Standards of Use, released by the CIO.

6.2.3 Once an Information Security risk assessment has been completed, the CIO or designate is responsible for selecting the appropriate Information Security risk treatment option including:

- i. deciding not to start or continue with the activity or initiative that gives rise to the risk; or
- ii. identifying technical, physical, or administrative Controls to manage the likelihood or severity of the Information Security risk.

6.2.4 As part of Information Security risk treatment, the CIO or designate is responsible for documenting:

- i. all necessary Controls;
- ii. justification for the inclusion of the Controls; and
- iii. the implementation status of the Controls.

### 6.3 Competency Based Training

6.3.1 Administrators are responsible for determining the requisite competencies individuals must have in order for them to access University Information Management Systems that their unit manages.

6.3.2 Administrators ensure that individuals have the appropriate education or training prior to accessing Information Systems they are responsible for managing, and, where necessary, provide training to ensure competency.

6.3.3 Administrators are responsible for retaining all relevant documentation of education or training.

### 6.4 Monitoring and Auditing of Information Security Processes and Controls

6.4.1 The CISPO is responsible for maintaining an Information Security Risk Registry, and routinely verifying the suitability and efficacy of safeguards and Controls used to treat the identified risks.

- 6.4.2 If the routine verification process identifies a deficit in the suitability or efficacy of safeguards and Controls, then the CISPO is responsible for re-initiating an Information Security risk assessment.
- 6.4.3 The Office of Data Governance, Privacy, and Information Security coordinates an external audit of UNBC's Information Security Management Systems every 3 years as part of a commitment to continual improvement.
- 6.4.4 In preparation of an external audit, the Office of Data Governance, Privacy, and Information Security is responsible for the following:
- i. soliciting feedback from the University community on the University's current information security program;
  - ii. defining the audit scope and criteria;
  - ii. selecting auditors who ensure an objective audit process; and
  - iii. ensuring that the results of the audit are shared with the Board of Governors.

## 7.0 REPORTING

The CISPO is responsible for reporting annually to the Board of Governors on the progress of Information Security objectives that were identified in the Information Security Management System audit.

## 8.0 AUTHORITIES AND OFFICERS

The authorities and officers for this policy are as follows:

Approving Authority: Board of Governors

Designated Executive Officer: President

Procedural Authority: President

Procedural Officer: Chief Information Security and Privacy Officer

## 9.0 RELEVANT LEGISLATION

- 9.1 [Freedom of Information and Protection of Privacy Act](#) (FOIPPA)

## 10.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

- 10.1 [Acceptable Use Policy](#)

- 10.2 [ISO/IEC 27001](#) Information security, cybersecurity and privacy protection Information security management systems – Requirements
- 10.3 [ISO/IEC 27002](#) Information security, cybersecurity and privacy protection - Information security controls
- 10.4 [ISO/IEC 27005](#) Information security, cybersecurity and privacy protection - Guidance on managing information security risks
- 10.5 [NIST Cybersecurity Framework \(CSF\) 2.0](#): Providing guidelines for managing cybersecurity risks, ensuring comprehensive protection across all device categories.
- 10.6 [NIST SP 800-53 Rev5](#): Security and Privacy Controls for Information Systems and Organizations
- 10.7 [Protection of Privacy Policy](#)
- 10.8 [Records Management Policy](#)



# 2024 Audit and Risk Report

Data Governance, Privacy, and Information Security

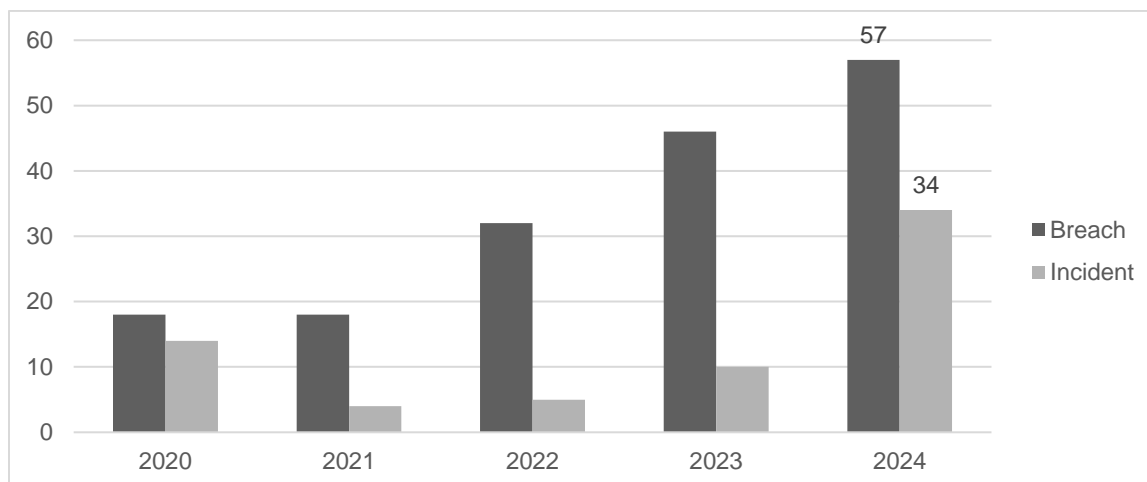
## 1 DATA PRIVACY

UNBC's collection, use, and disclosure of personal information must comply with the Freedom of Information and Protection of Privacy Act (FIPPA). Most of our activities to ensure compliance are in responding to breaches in data security, assessing initiatives for appropriate safeguards, and responding to requests for information.

### 1.1 PRIVACY BREACH INVESTIGATIONS

Figure 1 shows the increase in the number of reported breaches and incidents. In total there were 91 reported breaches and incidents. 2024 saw the addition of mandatory privacy training for all employees and the Employee Privacy Handbook. We are attributing the increase in reported breaches and incidents to the increase in staff awareness of what constitutes a privacy breach or information incident. If this assumption is correct, the number of breaches should stabilize over the next few years.

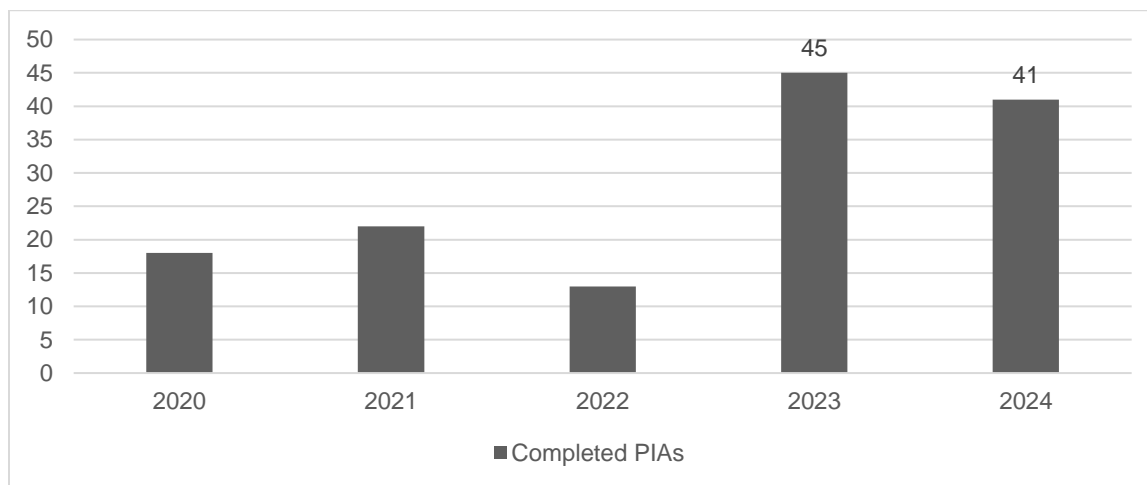
Figure 1: Number of Report Privacy Breaches and Information Incidents per year



## 1.2 PRIVACY IMPACT ASSESSMENTS

Figure 2 shows the number of privacy impact assessments completed for 2024. In total, 41 initiatives were authorized in 2024, a slight decrease from 2023. These assessments include a review of the data processing activities, assessment of vendor data security measures, an assessment of risk, and the determination of necessary contractual, administrative, operational, and technical safeguards. Going forward, the number of initiatives approved every year is expected to remain relatively consistent.

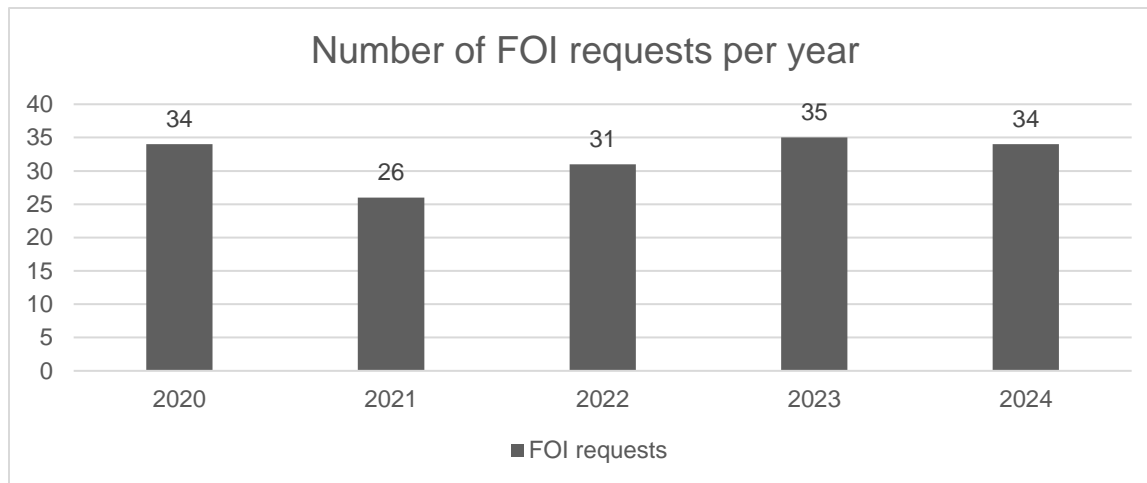
Figure 2: Number of Initiatives reviewed for FIPPA compliance



## 1.3 INFORMATION ACCESS REQUESTS

Figure 3 shows the number of access requests received in 2024. The total number of FOI requests that have been received and processed has been relatively consistent over the last five years. For 2024, 24 of the 34 requests from last year were received before July, indicating a significantly higher number of requests in the first half of the year.

Figure 3: Number of Access Requests per year



## 2 DATA GOVERNANCE

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The Records Management Policy was drafted and approved in 2024. Following the approval of the policy an operational framework was designed to guide the conduct of records inventories and the development of records retention schedules. The framework was applied to initiate the development of Human Resources' Records Retention Schedule. Insights gained during this initial application informed key adjustments to the framework for enhanced efficiency. Additionally, a review of existing practices in the use of Teams, with respect to records management, was conducted. Insights from this assessment are being used to inform the development of tools and guidance to support improved records management practices.

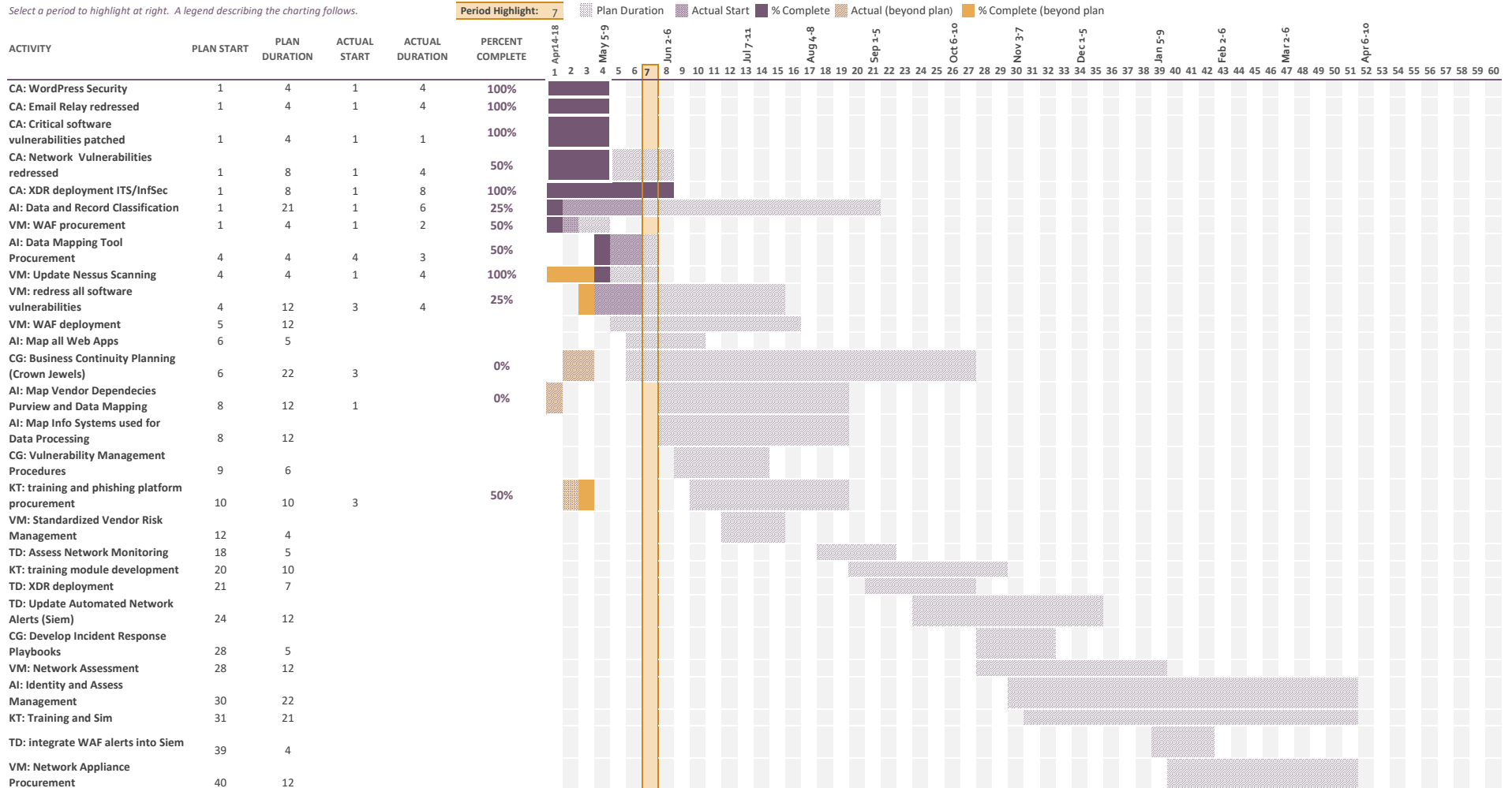
## 3 DATA SECURITY (CYBERSECURITY PLAN 2025/26)

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Unlike the preceding sections, this is not a retrospective of actions take but an update toward the goal of advancing UNBC's information security posture into a defensible position and qualifying for cyber-risk insurance by the end of the 2025-26 fiscal year. The Gant chart below shows the status of request objectives necessary for the aforementioned goal.

# Information Security Plan

Select a period to highlight at right. A legend describing the charting follows.



***Finance and Investment Committee Report to the UNBC Board of Governors***

**Submitted by: Allison Beswick**

**Dates of meetings since last report: May 23 and June 12, 2025**

**Topics reviewed and discussed:**

**1. Motions brought forward to the Board**

- a. Scholarships, Bursaries and Awards
- b. Motion from the Investment Advisory Committee
- c. University Advancement Advisory Board Term of Reference
- d. University Advancement Advisory Board Appointment
- e. UNBC Pension Trust
- f. UNBC Pension Trust Appointment
- g. Routine Capital 2024-25 Year End Report
- h. Endowment Portfolio-Annual Update

**BRIEFING NOTE FROM SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES**  
**UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES**

|   |   |  |  |
|---|---|--|--|
| <b>Subject:</b>                           | <b>Scholarships, Bursaries and Awards</b>   |  |  |
| <b>Finance &amp; Investment Committee</b> | <b>Meeting Date: June 12, 2025</b>  | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input checked="" type="checkbox"/> Approval |  |
| <b>UNBC Board of Governors</b>            | <b>Meeting Date: June 26, 2025</b>  | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input checked="" type="checkbox"/> Approval |  |
| <b>Submitted By:</b>                      | Paula Wood-Adams, Chair, Senate Committee on Scholarships and Bursaries, Vice President, Research & Innovation  |  |  |
| <b>Appendices:</b>                        | <p>NEW</p> <ol style="list-style-type: none"> <li>1. NEW Bioeconomy Award AGD</li> <li>2. NEW Judith Robertson Student Award AGD</li> <li>3. NEW UNBC International Merit Award AGD</li> <li>4. Mervin Holder Student Award AGD</li> <li>5. Administrative Procedures Tuition Waivers</li> <li>6. JNEW Raven International Scholarship AGD</li> <li>7. UNBC High School Engineering Design Prize AGD</li> <li>8. UNBC FBE Dinner Award AGD</li> <li>9. Thimbleberry Legacy Student Award AGD</li> <li>10. Heaney Donaldson Reconciliation Bursary AGD</li> <li>11. Auxiliary to UHNBC Book Bin Bonus Bursary AGD</li> <li>12. Judith A. Stein Award for Indigenous Health Care Student Learning AGD</li> <li>13. Talok Fisheries Donna MacIntyre Scholarship AGD</li> <li>14. Allison E. Nyce SAGE Lifetime Achievement Award AGD</li> </ol> <p>REVISED</p> <ol style="list-style-type: none"> <li>1. Deloitte Indigenous Bursary AGD</li> <li>2. Deloitte Indigenous Scholarship AGD</li> <li>3. Donaldson Heaney Bursary AGD</li> <li>4. Knights of Columbus Council # 8927 Bursary AGD</li> <li>5. President's Silver Anniversary Award AGD</li> </ol> <p>FOR INFORMATION – Annual Report 2025</p> |  |  |
| <b>Motion Number:</b>                     |   |  |  |

**1.0 MOTION**

**FOR FINANCE & INVESTMENT COMMITTEE:**

*That the Finance and Investment Committee recommends to the Board of Governors, the approval of the scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for the period February 2025 – May 2025, as presented.*

**FOR BOARD:**

*That on the recommendation of the Finance and Investment Committee, the Board of Governors, approves of the scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for the period of February 2025 to May 2025, as presented.*

## **2.0 SCHOLARSHIPS, BURSARIES AND AWARDS RECOMMENDED BY THE SENATE FOR THE PERIOD OF FEBRUARY 2025 TO MAY 2025**

### **NEW**

- NEW Bioeconomy Award AGD
- NEW Judith Robertson Student Award AGD
- NEW UNBC International Merit Award AGD
- Mervin Holder Student Award AGD
- Administrative Procedures Tuition Waivers
- JNEW Raven International Scholarship AGD
- UNBC High School Engineering Design Prize AGD
- UNBC FBE Dinner Award AGD
- Thimbleberry Legacy Student Award AGD
- Heaney Donaldson Reconciliation Bursary AGD
- Auxiliary to UHNBC Book Bin Bonus Bursary AGD
- Judith A. Stein Award for Indigenous Health Care Student Learning AGD
- Talok Fisheries Donna MacIntyre Scholarship AGD
- Allison E. Nyce SAGE Lifetime Achievement Award AGD

### **REVISED**

- Deloitte Indigenous Bursary AGD
- Deloitte Indigenous Scholarship AGD
- Donaldson Heaney Bursary AGD
- Knights of Columbus Council # 8927 Bursary AGD
- President's Silver Anniversary Award AGD

FOR INFORMATION – Annual Report 2025



Motion Number (assigned by SCSB): SCSB20250226.03

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

**PROPOSED MOTION**

**Motion:** That the new terms and conditions for the Bioeconomy Award be approved.

**Rationale:** To activate the Bioeconomy Award commencing in the 2025/2026 Academic Year.

**Proposed By:** Carolyn Chrobot, Development Officer – Community Engagement

**Research & Innovation Contact:** Carolyn Chrobot, Development Officer – Community Engagement

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

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

**Date to SCSB:** January 24, 2025

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20250226.03

**Moved by:** Kim Stathers

**Seconded by:** Neil Hanlon

**Committee Decision:** Carried

**Attachments:** 1 Page

**Approved by SCSB:** February 26<sup>th</sup> 2025  
Date

  
Chair's Signature

**For Information of Senate & Board**



## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Bioeconomy Award

**Awards Guide Description/Intent:** First held in Prince George in 2004, the Canadian Bioeconomy Conference and Exhibition began with a focus on bioenergy and the emerging wood pellet sector in north-central British Columbia. Since then, it has grown to cover the entire value chain of forest-based bioproducts – from the sustainable management of forests through to energy, wood products, and bio-based chemicals. It became the largest and longest-running event of its kind in Canada and its last conference, in 2021, set a record for attendance with more than 500 registrations from 15 countries.

This award has been created as a legacy to the Canadian Bioeconomy Conference and Exhibition to support and encourage UNBC students interested in bioenergy, the bioeconomy and the sustainability of forest resources.

**Donor:** Canadian Bioeconomy Conference and Exhibition

**Value:** \$1,500

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full-time undergraduate student enrolled in a Bachelor of Science (BSc) or Bachelor of Applied Science (BASc) Program who has completed 60 credit hours and is interested in bioenergy, the bioeconomy, or the sustainability of forest resources.

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

**Effective Date:** Endowed 2023

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



Motion Number (assigned by SCSB): SCSB20250226.04

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

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Judith Robertson Student Award be approved.

**Rationale:** To activate the Judith Robertson Student Award commencing the 2025-2026 Academic Year.

**Proposed By:** Carolyn Chrobot, Development Officer

**Research & Innovation Contact:** Carolyn Chrobot, Development Officer

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

**Indigenous Content:** No (Determined by the Development Officer)

**Date to SCSB:** February 5, 2025

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20250226.04

**Moved by:** Harpreet Kaur

**Seconded by:** Neil Hanlon

**Committee Decision:** Carried

**Attachments:** 1 Page

**Approved by SCSB:** February 26<sup>th</sup>, 2025  
Date

  
Chair's Signature

**For Information of Senate & Board**

**AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Judith Robertson Student Award

**Awards Guide Description/Intent:** Judith Robertson and her spouse David King have deep roots in the Prince George community. They continue to be involved in and support activities they are passionate about. With this award, Judith desires to support students interested in careers in the environmental sciences and mental health sectors.

**Donor:** Judith Robertson

**Value:** Two awards of \$3,000 each, and one award of \$4,000

**Number:** Three

**Award Type:** Award

**Eligibility:** Available to female full-time graduate or full-time third-year or fourth-year undergraduate students enrolled in Natural Resources and Environmental Studies or Health Sciences with a focus on mental health. First preference will be given to a student interested in the connection between environmental sciences and mental health.

**Criteria:** Demonstrated financial need and/or satisfactory academic standing

**Effective Date:** Endowed 2024

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the Awards and Financial Aid Office



Motion Number (assigned by SCSB): SCSB20250226.06

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

**PROPOSED MOTION**

**Motion:** That the terms and conditions for the UNBC International Merit Award be approved.

**Rationale:** This award is provided specifically to new international students, and is higher in value than the UNBC Merit Award for domestic students. The award will commence in the 2025/2026 Academic Year.

**Proposed By:** Linda Fehr, Coordinator Awards and Financial Aid

**Research & Innovation Contact:** N/A

**Faculty/Academic Department:** Awards and Financial Aid, Office of the Registrar

**First Nations Content:** No (as Determined by the AFA Office)

**Date to SCSB:** February 2025

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20250226.06

**Moved by:** Neil Hanlon

**Seconded by:** Harpreet Kaur

**Committee Decision:** Carried

**Attachments:** 1 Page

**Approved by SCSB:** February 26<sup>th</sup>, 2025  
**Date**

  
**Chair's Signature**

**For Information of Senate & Board**

**AWARDS GUIDE INFORMATION:**

**Award Category:** Early Entrance

**Award Name:** UNBC International Merit Award

**Donor:** The University of Northern British Columbia and the University President.

**Value:** \$3,500

**Number:** Ten

**Eligibility:** Available to full-time international undergraduate students entering UNBC directly from an international high school who are commencing a course of studies at UNBC for the first time.

Criteria: Academic proficiency.

Recipient Selection: SCSB upon recommendation by the Awards and Financial Aid Office.

Established 2025



Motion Number (assigned by SCSB SCSB20250326.03)

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

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the **Mervin Holder Student Award** Scholarship be approved.

**Rationale:** To activate the **Mervin Holder Student Award** commencing the 2025-2026 Academic Year.

**Proposed By:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

**Research & Innovation Contact:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

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

**Indigenous Content:** No

**Date to SCSB:** March 26, 2025

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20250326.03

**Moved by:** Shannon MacKay

**Committee Decision:** Carried

**Approved by SCSB:** March 26<sup>th</sup>, 2025

**Date**

**Seconded by:** Kim Stathers

**Attachments:** 1 Page

**Chair's Signature**

**For Information of Senate & Board**

**AWARDS GUIDE INFORMATION:**

**Award Category:** Entrance

**Award Name:** Mervin Holder Student Award

**Awards Guide Description/Intent:** Mervin Holder was a kind and generous man who lived his life in Prince George through hard work and the enjoyment of the people around him. As one of the 16,000 UNBC original petition signers, education was important to Mervin and his wife, Mabel, and together they encouraged others to learn, study and keep open minds to changing situations. This award, established in Mervin's honour, assists those who show promise in their field but require financial assistance to reach their goals and dreams. The donors are pleased to know that Mervin and Mabel's spirit will live on through this award.

**Donor:** Neal Cockshutt

**Value:** \$4,000

**Number:** 8/various

**Award Type:** Award

**Eligibility:** Available to a full-time undergraduate student enrolled in the Engineering Program who has completed less than 30 credit hours. First preference will be given to a mature student or a lone parent with full-time custody of their child.

**Criteria:** Academic proficiency, demonstrated financial need

**Effective Date:** Established 2025

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the Awards and Financial Aid Office



Motion Number (assigned by SCSB): SCSB20250326.05

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the proposed administrative procedures for student tuition waivers be approved.

**Rationale:** To establish a formal procedure for the tracking and administration of student tuition waivers.

**Proposed By:** Linda Fehr, Coordinator – Awards & Financial Aid

**External Relations Contact:** N/A

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

**Date:** March 26, 2025

#### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20250326.05

**Moved by:** Shannon MacKay

**Committee Decision:** Carried

**Seconded by:** Julius Bankole

**Attachments:** 1 Page

**Approved by SCSB:** March 26<sup>th</sup>, 2025

**Date**

  
**Chair's Signature**

**For Information of Senate & Board**



## **Administrative Procedures – Student Tuition Waivers**

### *Preamble*

*Over the past several years, there has been an increase in the number of tuition waiver programs being offered at UNBC by various departments and faculties, the intent being to recruit and/or retain students who may be planning on enrolling at the University.*

*While the intent to provide tuition waivers as an incentive to attend UNBC is welcome, there has been a disconnect in the way that the tuition waivers are administered and tracked. While some waivers have gone through the formal approval process via SCSB, others have not. It is proposed that all tuition waiver programs – except for UNBC Employee waivers - established at UNBC be vetted via SCSB as per the Terms of Reference of the committee (Appendix 1).*

*At UNBC an “Award” is defined as a “fellowship, scholarship, bursary prize or other monetary or non-monetary recognition assigned to a student”. [www.unbc.ca/financial-aid-awards-overview](http://www.unbc.ca/financial-aid-awards-overview). As a non-monetary gift, tuition waivers fall within the scope of this definition and therefore should be subject to the SCSB approval process.*

### **Procedures for Establishing Tuition Waiver Programs at UNBC**

1. The department/faculty wishing to establish a tuition waiver program will submit an approval request and motion form to the SCSB which will include the following information:
  - Purpose/intent of the tuition waiver
  - Value of the tuition waiver, the selection criteria, and any conditions for redeeming the waiver
  - The process by which recipients are selected and notified
  - The process by which recipients claim the waiver
  - The fund, account, and org. number that the waivers will be assigned to.
2. Once approved, the SCSB Secretary/Awards and Financial Aid Office will:
  - Forward the approval for information to the Senate and Board
  - Include information on the tuition waiver program in the on-line UNBC Scholarships, Bursaries and Awards Guide. This will allow students, faculty and staff to access the information on the tuition waiver, including instructions on how the waiver is claimed.
  - Notify the Finance department of the approval
3. The Finance Department will set up the necessary coding in their systems and initiate the application of the waivers to the student accounts upon request of the department or program responsible for administering the waiver.



Motion Number (assigned by SCSB): SCSB20250226.07

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the terms and conditions for the Raven International Scholarship be approved.

**Rationale:** This award is provided specifically to new international students, and is higher in value than the Raven Scholarship for domestic students. The award will commence in the 2025/2026 Academic Year.

**Proposed By:** Linda Fehr, Coordinator Awards and Financial Aid

**Research & Innovation Contact:** N/A

**Faculty/Academic Department:** Awards and Financial Aid, Office of the Registrar

**First Nations Content:** No (as Determined by the AFA Office)

**Date to SCSB:** February 2025

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20250226.07

**Moved by:** Neil Hanlon

**Seconded by:** Harpreet Kaur

**Committee Decision:** Carried

**Attachments:** 1 Page

**Approved by SCSB:** February 26<sup>th</sup>, 2025

**Date**

  
**Chair's Signature**

**For Information of Senate & Board**

**AWARDS GUIDE INFORMATION:**

**Award Category:** Early Entrance

**Award Name:** Raven International Scholarship

**Donor:** The University of Northern British Columbia and the University President.

**Value:** \$7,000

**Number:** Ten

**Eligibility:** Available to full-time international undergraduate students entering UNBC directly from an international high school who are commencing a course of studies at UNBC for the first time.

Criteria: Academic excellence.

Recipient Selection: SCSB upon recommendation by the Awards and Financial Aid Office.

Established 2025



Motion Number (assigned by SCSB): SCSB20250326.04

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

**PROPOSED MOTION**

**Motion:** That the new terms and conditions for the UNBC High School Engineering Design Prize be approved.

**Rationale:** To activate the UNBC High School Engineering Design Prize commencing in the 2025/2026 Academic Year.

**Proposed By:** Carolyn Chrobot, Development Officer – Community Engagement

**Research & Innovation Contact:** Carolyn Chrobot, Development Officer – Community Engagement

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

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

**Date to SCSB:** February 24, 2025

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20250326.04

**Moved by:** Shannon Mackay

**Committee Decision:** Carried

**Seconded by:** Kim Stathers

**Attachments:** 1 Page

**Approved by SCSB:** March 26<sup>th</sup>, 2025

**Date**

**Chair's Signature**

**For Approval of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** Early Entrance

**Award Name:** UNBC High School Engineering Design Prize

**Awards Guide Description/Intent:** The School of Engineering's annual High School Design Competition is an opportunity for regional students to apply math, physics, and teamwork skills to engineering challenges. This competition aims to energize students' enthusiasm for engineering problem-solving and to direct their attention to the cutting-edge engineering programs at UNBC. Winners of the competition will be awarded the UNBC High School Engineering Design Prize. This prize seeks to open pathways for domestic students in northern BC to pursue a degree in engineering at UNBC.

**Donor:** UNBC School of Engineering

**Value:** ~~Tuition waiver of \$1,000 for each student on the overall winning team, or tuition waiver of \$500 for each competitor.~~ \$500 tuition waiver for each competitor, while the overall winning team will each instead receive a \$1,000 tuition waiver.

**Number:** Various

**Award Type:** Award

**Eligibility:** The recipient must be a High School Design Competition team member or a member of the overall winning team in the competition. The recipient must use the waiver toward their UNBC education in an Engineering degree program.

**Criteria:** See above

**Note:** Competing students are limited to using a maximum of two tuition waivers total. The prize must be used within 3 years of the competition.

**Effective Date:** Established 2025

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the Awards and Financial Aid Office and the UNBC High School Engineering Competition Committee



Motion Number (assigned by SCSB): SCSB20250226.05

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the UNBC Faculty of Business and Economics Dinner Award be approved.

**Rationale:** To activate the UNBC Faculty of Business and Economics Dinner Award commencing the 2025-2026 Academic Year.

**Proposed By:** Carolyn Chrobot, Development Officer

**Research & Innovation Contact:** Carolyn Chrobot, Development Officer

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

**Indigenous Content:** No (Determined by the Development Officer)

**Date to SCSB:** January 24, 2025

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20250226.05

**Moved by:** Neil Hanlon

**Seconded by:** Maik Gehloff

**Committee Decision:** Carried

**Attachments:** 1 Page

**Approved by SCSB:** February 26<sup>th</sup>, 2025  
Date

  
Chair's Signature

**For Information of Senate & Board**

**AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** UNBC Faculty of Business and Economics Dinner Award

**Awards Guide Description/Intent:** The UNBC Faculty of Business and Economics is growing and as such, is promoting its program and supporting its students through a dinner that will feature a different keynote speaker annually. This award is funded in recognition of the annual speaker to promote successes in the program.

**Donor:** UNBC Faculty of Business and Economics

**Value:** \$1,000

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full-time or part-time graduate or undergraduate student enrolled in the Faculty of Business and Economics. First preference will be given to a first-generation student. Second preference will be given to an Indigenous student.

**Criteria:** Demonstrated financial need and/or academic proficiency

**Effective Date:** Established 2024

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the Awards and Financial Aid Office



Motion Number (assigned by SCSB): SCSB20250423.05

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the Thimbleberry Legacy Student Award be approved.

**Rationale:** To activate the Thimbleberry Legacy Student Award commencing the 2025-2026 Academic Year.

**Proposed By:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

**Research & Innovation Contact:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

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

**Indigenous Content:** No

**Date to SCSB:** March 19, 2025

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20250423.05

**Moved by:** Kim Stathers

**Seconded by:** Neil Hanlon

**Committee Decision:** Carried

**Attachments:** 1 Page

**Approved by SCSB:** April 23, 2025

**Date**

**Chair's Signature**

**For Information of Senate & Board**



**AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Thimbleberry Legacy Student Award

**Awards Guide Description/Intent:** Thimbleberry Magazine was a publication devoted to arts and culture in Northern BC, documenting our cultural life. Like UNBC's mandate, Thimbleberry was committed to serving all Northern BC's regions. With this award, the former Society wishes to carry on the magazine's name to support English Majors interested in creative writing.

**Donor:** Former Thimbleberry Society

**Value:** 1000

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full-time or part-time graduate or undergraduate student enrolled in the English Program. First preference will be given to a student interested in creative writing.

**Criteria:** Satisfactory academic standing

**Effective Date:** Established 2025

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the Awards and Financial Aid Office



Motion Number (assigned by SCSB): SCSB20250423.03

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the Heaney Donaldson Reconciliation Bursary be approved.

**Rationale:** To activate the Heaney Donaldson Reconciliation Bursary commencing the 2025-2026 Academic Year.

**Proposed By:** Carolyn Chrobot, Development Officer

**Research & Innovation Contact:** Carolyn Chrobot, Development Officer

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

**Indigenous Content:** Yes (Determined by the Development Officer)

**Date to SCSB:** January 31, 2025

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

SCII Motion Number: SCII202503.01

SCII Meeting Date: March 12, 2025

SCII Brief Summary of Committee Discussion:

Kaur gave a description of the award. Kranz asked about evaluation methods and criteria.

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20250423.03

**Moved by:** Neil Hanlon

**Seconded by:** Lizna Lakhani

**Committee Decision:** Carried

**Attachments:** 1 Page

**Approved by SCSB:** April 23, 2025

**Date**

**Chair's Signature**

**For Information of Senate & Board**

**AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Heaney Donaldson Reconciliation Bursary

**Awards Guide Description/Intent:** Nedinska and Lincoln are both UNBC Alumni and in the spirit of giving back, they have established this award to support non-Indigenous learners who are passionate about Indigenous reconciliation and who demonstrate initiative to educate themselves on Indigenous ways of knowing and being.

**Donor:** Nedinska Donaldson and Lincoln Heaney

**Value:** \$1,000

**Number:** One

**Award Type:** Bursary

**Eligibility:** Available to a full-time undergraduate non-Indigenous student who has completed a First Nations Studies course at UNBC and is passionate about Indigenous reconciliation.

**Criteria:** Demonstrated financial need, satisfactory academic standing

**Effective Date:** Established 2025

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



Motion Number (assigned by SCSB): SCSB20250514.03

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

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the **Auxiliary to UHNBC Book Bin Bonus Bursary** be approved.

**Rationale:** To activate the **Auxiliary to UHNBC Book Bin Bonus Bursary** commencing the 2025-2026 Academic Year.

**Proposed By:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

**Research & Innovation Contact:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

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

**Indigenous Content:** No

**Date to SCSB:** April 24, 2025

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20250514.03

**Moved by:** Shannon MacKay

**Seconded by:** Lizna Lakhani

**Committee Decision:** Carried

**Attachments:** 1 Page

**Approved by SCSB:** May 14, 2025

**Date**

  
**Chair's Signature**

**For Information of Senate & Board**

**AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Auxiliary to UHNBC Book Bin Bonus Bursary

**Awards Guide Description/Intent:** The Auxiliary is a volunteer group at the University Hospital of Northern BC committed to providing financial assistance to the hospital. Approximately 30,000 volunteer hours are performed each year in twenty-three service areas. The two main sources of funds are derived from the gift and thrift shops.

**Donor:** Auxiliary to University Hospital of Northern British Columbia

**Value:** \$1,000

**Number:** Two

**Award Type:** Bursary

**Eligibility:** Available to a full-time graduate student enrolled in the Nursing Program (BScN) who has completed 60 credit hours. The recipient must be a resident of Northern British Columbia.

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

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

**Effective Date:** Established 2025

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the Awards and Financial Aid Office



Motion Number (assigned by SCSB): SCSB20250514.04

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the Judith A. Stein Award for Indigenous Health Care Student Learning be approved.

**Rationale:** To activate the Judith A. Stein Award for Indigenous Health Care Student Learning commencing the 2025-2026 Academic Year.

**Proposed By:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

**Research & Innovation Contact:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

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

**Indigenous Content:** Yes

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

SCII Motion Number: SCII202505.06

SCII Meeting Date: May 13, 2025

SCII Brief Summary of Committee Discussion: Amendment in Award Guides Description to read "Indigenous (First Nations, Métis, and Inuit)" and to replace the period between the sentences in the Eligibility section with a semicolon for clarity that the award favours a female Indigenous student.

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20250514.04

**Moved by:** Shannon MacKay

**Committee Decision:** Carried.

**Approved by SCSB:** May 14<sup>th</sup> 2025  
Date

**Seconded by:** Lizna Lakhani

**Attachments:** 1 Page

  
Chair's Signature

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Judith A. Stein Award for Indigenous Health Care Student Learning

**Awards Guide Description/Intent:** This award is intended to support academically proficient female Indigenous (First Nations, Métis, or Inuit) students studying health care at UNBC. It recognizes students who have shown academic proficiency, fostering the development of future leaders in their respective fields.

**Donor:** Judith A. Stein First Nations Wellbeing Trust Fund held at Vancouver Foundation

**Value:** \$1,000

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full-time undergraduate or graduate female student enrolled in health care programs; First preference will be given to an Indigenous (First Nations, Métis, or Inuit) student.

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

**Note:** This award is renewable for up to three years, subject to the recipient maintaining the criteria of academic proficiency for this award.

**Effective Date:** Established 2025

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the Awards and Financial Aid Office



Motion Number (assigned by SCSB): SCSB20250514.05

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the **Talok Fisheries, Donna MacIntyre Scholarship** be approved.

**Rationale:** To activate the **Talok Fisheries, Donna MacIntyre Scholarship** commencing the 2025-2026 Academic Year.

**Proposed By:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

**Research & Innovation Contact:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

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

**Indigenous Content:** Yes

**Date to SCSB:**  
SCII Motion Number: SCII202505.07  
SCII Meeting Date: May 13, 2025  
SCII Brief Summary of Committee Discussion:  
Amendment that the Eligibility read, "status First Nations" as opposed to "full-status Indigenous given that C1 and C2 classifications of Indian Status (aka if someone is 'full' status) will cause difficulties down the line.  
Additionally, under Note, the wording, "it may be renewed for the same recipient in their 2nd, 3rd, or 4th year..." should be replaced with "In subsequent years of study" to avoid confusion, shame, or prejudice that students in years beyond 4<sup>th</sup> may face.  
Further, SCII suggests that the program eligibility be examined as UNBC offers both a Wildland Conservation and recreation and a Conservation Science and Practice degrees. SCII also recommends that Canadian spelling and proof reading be done to conform to UNBC standards and ensure professionalism and clarity.

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20250514.05

**Moved by:** Shannon MacKay

**Seconded by:** Lizna Lakhani

**Committee Decision:** Carried.

**Attachments:** 1 Page

**Approved by SCSB:** \_\_\_\_\_ May 14<sup>th</sup>, 2025  
Date

  
Chair's Signature

**For Information of Senate & Board**



## **AWARDS GUIDE INFORMATION:**

**Award Category:** Entrance

**Award Name:** Talok Fisheries, Donna MacIntyre Scholarship

**Awards Guide Description/Intent:** Donna MacIntyre was a passionate leader who brought together her love for science and business, earning degrees in biology and business administration. She played a key role in salmon conservation and was known as the “Mother” of Talok Fisheries in the Lake Babine Nation. This scholarship was created to honor her legacy by supporting students who share her dedication to community, leadership, and protecting the environment

**Donor:** Talok Fisheries LP

**Value:** \$2,500

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full-time or part-time undergraduate First Nation full-status Indigenous student enrolled in a Biology, Wildland Conservation and Recreation, or Conservation Science and Practice, or Wildlife & Fisheries program. First preference will be given to Lake Babine Nation members.

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

**Note:** The scholarship should be awarded to a different student each year. If no new eligible applicants are available, it may be renewed for the same recipient in their subsequent 2nd, 3rd, or 4th-year of study, subject to the recipient maintaining the criteria of satisfactory academic standing for this award.

**Effective Date:** Established 2025

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the Awards and Financial Aid Office



Motion Number (assigned by SCSB): SCSB20250514.06

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new terms and conditions for the Allison E. Nyce SAGE Lifetime Achievement Award be approved.

**Rationale:** To activate the Allison E. Nyce SAGE Lifetime Achievement Award commencing in the 2025/2026 Academic Year.

**Proposed By:** Carolyn Chrobot, Development Officer – Community Engagement

**Research & Innovation Contact:** Carolyn Chrobot, Development Officer – Community Engagement

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

**First Nations Content:** Yes (as Determined by the Development Officer)

**Date to SCSB:** January 31, 2025

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

SCII Motion Number: SCII202503.02

SCII Meeting Date: March 12, 2025, revision May 13, 2025

SCII Brief Summary of Committee Discussion: March 12, 2025: Fraser gave a description of the award. Harding asked about award timelines. Fraser said SCII is the first step. Brown and Kranz asked about terminology changes.

Fraser and McVea explained terminology requirements given scope and provincial terminology. May 13, 2025:

Clarification of “aboriginal” to mean international and Canadian Indigenous in TOR as per

SCSB. (Indigenous/Aboriginal (Métis, First Nations, Inuit, Māori, Sami, etc.))

Amendment: Clarification of “aboriginal” to mean international and Canadian Indigenous in TOR as per SCSB. New wording: (Indigenous/Aboriginal (Métis, First Nations, Inuit, Māori, Sami, etc.))

\*\* This change is to reflect the wishes of SCSB and to reflect the wishes of Māori and Pacific people, as well as some other Indigenous peoples, in how they wish to be referred to.

#### **TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20250514.06

**Moved by:** Shannon MacKay

**Seconded by:** Lizna Lakhani

**Committee Decision:** Carried.

**Attachments:** 1 Page

**Approved by SCSB:** \_\_\_\_\_ May 14<sup>th</sup>, 2025

**Date**

**Chair's Signature**

**For Approval of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Allison E. Nyce SAGE Lifetime Achievement Award

**Awards Guide Description/Intent:** This award has three interwoven perspectives. First, Allison E. Nyce was the first Master of Arts student to be involved with the Supporting Aboriginal Graduate Enhancement (SAGE, 2005). Secondly, this award is significant because Allison, through her matriarch and Tsimshian side, belongs to the Killer Whale Clan (her ancient heritage). Her Killer Whale Clan was referred to as the “Gisbutwada”. Thirdly, this award also represents her international relationship with the Māori/Polynesian people of Aotearoa, New Zealand. The connection here is the whalebone (Tāonga), a sacred gift that holds significant power or prestige (Mana) used by high-ranking chiefs (Rangatira). Finally, Allison was an educator and a visionary leader who believed in higher learning, leadership, and transformation.

**Donor:** Family and Friends of Allison E. Nyce

**Value:** \$1,000

**Number:** Two, \$500 to a graduate student and \$500 to an undergraduate student

**Award Type:** Award

**Eligibility:** Available to full-time or part-time graduate and undergraduate Indigenous/Aboriginal (First Nations, Métis, Inuit, Māori, Sami etc.) students enrolled in any program.

**Criteria:** Demonstrated financial need, satisfactory academic standing

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

**Effective Date:** Established 2025

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the Awards and Financial Aid Office



Motion Number (assigned by SCSB): SCSB20250514.07

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the revised Terms and Conditions for the **Deloitte Indigenous Bursary** be approved.

**Rationale:** To revise the **Deloitte Indigenous Bursary** commencing the 2025-2026 Academic Year.

**Proposed By:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

**Research & Innovation Contact:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

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

**Indigenous Content:** Yes

**Date to SCSB:** May 13 2025

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

SCII Motion Number: SCII202505.05

SCII Meeting Date: May 13, 2025

SCII Brief Summary of Committee Discussion: Approved as proposed.

#### TO BE COMPLETED AFTER SCSB MEETING

**Brief Summary of Committee Debate:**

**Motion No.:** SCSB20250514.07

**Moved by:** Lizna Lakhani

**Seconded by:** Shannon MacKay

**Committee Decision:** Carried

**Attachments:** 1 Page

**Approved by SCSB:** May 14<sup>th</sup>, 2025

**Date**

**Chair's Signature**

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Deloitte Indigenous 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 Indigenous (First Nations, Métis, Inuit) undergraduate students.

Deloitte Canada has been committed to working with Indigenous leaders, communities, and organizations for over 30 years. By investing time and professional skills, Deloitte aims to break down barriers, such as access to education and employment, to build an inclusive and sustainable future for all.

**Donor:** Deloitte

**Value:** \$1000

**Number:** Two

**Award Type:** Bursary

**Eligibility:** Available to a full-time ~~Indigenous (First Nations, Métis, Inuit)~~ undergraduate student who has completed a minimum of 30 credit hours with a declared major in Finance. First preference will be given to Indigenous (First Nations, Métis, Inuit) students. Second preference will be given to students who participate in extracurricular activities, including leadership roles, and community service. ~~in Business Administration, Public Administration, Accounting, Finance, Economics, Information Technology, Human Resources or Communications and Marketing.~~

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

**Effective Date:** Endowed 1997, revised 2023<sup>5</sup>

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



Motion Number (assigned by SCSB): SCSB20250514.08

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

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the **Deloitte Indigenous Scholarship** be approved.

**Rationale:** To revise the **Deloitte Indigenous Scholarship** commencing the 2025-2026 Academic Year.

**Proposed By:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

**Research & Innovation Contact:** Harpreet Kaur, Scholarships, awards, and Internal Grants Officer, Office of Research, and Innovation

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

**Indigenous Content:** Yes

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

SCII Motion Number: SCII202505.05

SCII Meeting Date: May 13, 2025

SCII Brief Summary of Committee Discussion: Approved as proposed.

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20250514.08

**Moved by:** Julius Bankole

**Committee Decision:** Carried.

**Seconded by:** Shannon MacKay

**Attachments:** 1 Page

**Date Approved by SCSB:** May 14<sup>th</sup> 2025

**Chair's Signature**

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Deloitte Indigenous 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 Indigenous (First Nations, Métis, Inuit) undergraduate students.

Deloitte Canada has been committed to working with Indigenous leaders, communities, and organizations for over 30 years. By investing time and professional skills, Deloitte aims to break down barriers, such as access to education and employment, to build an inclusive and sustainable future for all.

**Donor:** Deloitte

**Value:** \$2,000

**Number:** Two

**Award Type:** Scholarship

**Eligibility:** Available to a full-time ~~Indigenous (First Nations, Métis, Inuit)~~ undergraduate student who has completed a minimum of 30 credit hours with a declared major in Finance. First preference will be given to Indigenous (First Nations, Métis, Inuit) students. Second preference will be given to students who participate in extracurricular activities, including leadership roles, and community service. ~~in Business Administration, Public Administration, Accounting, Finance, Economics, Information Technology, Human Resources or Communications and Marketing.~~

**Criteria:** ~~Academic Excellence~~ Academic proficiency

**Effective Date:** Endowed 1993, revised 2023<sup>35</sup>

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



Motion Number (assigned by SCSB): SCSB20250226.08

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the revised Terms and Conditions for the Donaldson Heaney Bursary be approved.

**Rationale:** To revise the Donaldson Heaney Bursary commencing the 2025-2026 Academic Year.

**Proposed By:** Carolyn Chrobot, Development Officer

**Research & Innovation Contact:** Carolyn Chrobot, Development Officer

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

**Indigenous Content:** No (Determined by the Development Officer)

**Date to SCSB:** January 31, 2025

### TO BE COMPLETED AFTER SCSB MEETING

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

**Motion No.:** SCSB20250226.08

**Moved by:** Harpreet Kaur

**Seconded by:** Maik Gehloff

**Committee Decision:** Carried

**Attachments:** 1 Page

**Approved by SCSB:** February 26<sup>th</sup>, 2025  
Date

  
Chair's Signature

**For Information of Senate & Board**



## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Donaldson Heaney Bursary

**Awards Guide Description/Intent:** Nedinska and Lincoln are both UNBC Alumni who balanced studies while raising a young family. They value post-secondary education and have established this award to support a student who is supporting a family.

**Donor:** Nedinska Donaldson and Lincoln Heaney

**Value:** ~~\$500~~1,000

**Number:** One

**Award Type:** Bursary

**Eligibility:** Available to a full-time undergraduate student enrolled ~~in their 2nd, 3rd or 4th year of studies~~ in the BA Program with a Major in Political Science who has completed 30 credit hours. First preference will be given to a student ~~with~~ who has a dependent.

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

**Note:** ~~If there are no eligible applicants, two awards of \$500 each will be available to full-time undergraduate students enrolled in their 2nd, 3rd or 4th year of studies in the BA Program with a Major in Political Science.~~

**Effective Date:** Established 2017, revised 2025

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



Motion Number (assigned by SCSB): SCSB20250226.10

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

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Knights of Columbus Council #8927 Bursary be approved.

**Rationale:** To revise the Knights of Columbus Council #8927 Bursary commencing the 2025-2026 Academic Year.

**Proposed By:** Carolyn Chrobot, Development Officer

**Research & Innovation Contact:** Carolyn Chrobot, Development Officer

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

**Indigenous Content:** No (Determined by the Development Officer)

**Date to SCSB:** January 27, 2025

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20250226.10

**Moved by:** Maik Gehloff

**Seconded by:** Neil Hanlon

**Committee Decision:** Carried

**Attachments:** 1 Page

**Approved by SCSB:** February 26<sup>th</sup>, 2025  
**Date**

  
**Chair's Signature**

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Knights of Columbus Council #8927 Bursary

**Awards Guide Description/Intent:** The Knights of Columbus, Council #8927 are proud to provide annually donate one \$1,000 bursary to support a University of Northern British Columbia student who is a Canadian citizen, Permanent Resident of Canada, or a Landed Immigrant to a full time University of Northern British Columbia student in any program of study.

**Donor:** Knights of Columbus Council #8927

**Value:** \$1,000

**Number:** One

**Award Type:** Bursary

**Eligibility:** Available to a full-time undergraduate student enrolled in ~~in~~ any program of study. The successful award recipient must be a Canadian citizen, Permanent Resident of Canada, or a Landed Immigrant.

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

**Effective Date:** Established 2001, Revised 2020, 2024, 2025

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



Motion Number (assigned by SCSB): SCSB20250226.11

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

**PROPOSED MOTION**

**Motion:** That the revised terms and conditions for the President's Silver Anniversary Award for Excellence in Leadership be approved.

**Rationale:** To revise the award name and amount in commemoration of UNBC's 35<sup>th</sup> anniversary. The award will commence in the 2025/2026 Academic Year.

**Proposed By:** Linda Fehr, Coordinator Awards and Financial Aid

**Research & Innovation Contact:** N/A

**Faculty/Academic Department:** Awards and Financial Aid, Office of the Registrar

**First Nations Content:** No (as Determined by the AFA Office)

**Date to SCSB:** February 2025

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20250226.11

**Moved by:** Maik Gehloff


**Seconded by:** Neil Hanlon

**Committee Decision:** Carried

**Attachments:** 1 Page

**Approved by SCSB:** \_\_\_\_\_ February 26<sup>th</sup>, 2025 \_\_\_\_\_

**Date**



**Chair's Signature**

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** Early Entrance

**Award Name:** President's ~~Silver~~ 35<sup>th</sup> Anniversary Award for Excellence in Leadership

**Awards Guide Description/Intent:** This prestigious undergraduate award recognizes and rewards excellence through leadership in civic, athletic, philanthropic, and environmental fields. Recipients will have experience in leadership upon admission to UNBC and continuing on through their campus life through contributions to student life, undergraduate research, community outreach or other endeavors. With the President's contribution, this is ~~now~~ one of the highest value internally funded awards made by UNBC.

**Donor:** The University of Northern British Columbia and the University President.

**Value:** ~~\$6,000~~, 7,000 (\$3,500 over two semesters). This award is renewable at ~~\$5,500~~ \$6,000 for up to three additional consecutive years.

**Number:** Two

**Eligibility:** Available to full-time undergraduate students commencing a course of studies at UNBC for the first time.

**Criteria:** Demonstrated leadership and satisfactory academic standing.

**Application Instructions:** Complete the "UNBC Leadership (new undergraduates)" Online Awards Application Form and have two referees submit a reference letter via awards@unbc.ca. Referees are third parties who can attest to your strong leadership abilities in the classroom and/or community.

**Notes:** i) The same reference letters can be used to support other UNBC awards so referees only need to submit them once via awards@unbc.ca. ii) This award is renewable subject to the recipient maintaining an annual GPA of at least 2.00 and engaging in ongoing leadership activities. Prior to renewal, the recipient will be asked to provide verification of such activities via awards@unbc.ca.

**Recipient Selection:** SCSB upon recommendation by the UNBC ~~Recruitment~~ Future Students Office.

Established 2015, Revised 2025



Motion Number (assigned by SCSB): SCSB20250326.07

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

**PROPOSED MOTION**

**Motion:** That the 2024-2025 SCSB Annual Report be approved.

**Rationale:** The annual report is due to be submitted to Senate in April.

**Proposed By:** Linda Fehr, Coordinator – Awards & Financial Aid

**External Relations Contact:** N/A

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

**Date:** March 26, 2025

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20250326.07

**Moved by:** Shannon MacKay

**Seconded by:** Julius Bankole

**Committee Decision:** Carried

**Attachments:** 4 Pages

**Approved by SCSB:** March 26<sup>th</sup>, 2025

**Date**

  
**Chair's Signature**

**For Information of Senate & Board**

## Senate Committee on Scholarships and Bursaries

### Annual Report to Senate

March 26, 2025

#### OVERVIEW

Since the last annual report in March of 2024 the Senate Committee on Scholarships and Bursaries has met nine (9) times. During these meetings, and on behalf of Senate, the Committee has completed the following administrative tasks:

- Recommended to Senate the 2024/2025 general scholarships and bursaries fund expenditures.
- Ratified nominations of 2024/2025 awards recipients
- Reviewed and approved twenty three Terms and Conditions for sixty six newly established awards.
- Approved seventeen revisions to Terms and Conditions for existing awards.
- Reviewed four student requests for scholarship deferrals/reinstatements.
- Revised award administrative policies with respect to the deferral of awards.
- Recommended a new administrative policy regarding the establishment of tuition waivers.

#### STATISTICAL SUMMARY – 2024/2025

| <b>Award Type</b>                              | <b>Number</b> | <b>Value</b>            |
|--|---------------|-------------------------|
| Donor-Directed                                 | 797           | \$2,854,513.77          |
| UNBC General Fund (not including waivers)      | 198           | \$ 416,266.63           |
| UNBC Scholars Waivers                          | 100           | \$ 540,781.17           |
| Graduate Tuition Waivers                       | 79            | \$ 346,839.53           |
| Athletic Tuition Waivers                       | 43            | \$ 248,394.25           |
| Provincial/Youth in Care Tuition Waivers       | 20            | \$ 76,740.85            |
| School District 57 Waivers (matching)          | 6             | \$ 8,000.00             |
| Canada 150th Anniv. Intn'l Scholarship Waivers | 9             | \$ 11,000.00            |
| <b>Totals</b>                                  | <b>*1246</b>  | <b>\$4,078,269.57**</b> |

|   |
|---|
| * 5% <b>increase</b> in number from 2023/2024 |
| ** 2% <b>increase</b> in value from 2023/2024 |

| <b>Student Data</b>                      | <b>Number</b> | <b>% of Recipients</b> | <b>Notes:</b>                      |
|--|---------------|------------------------|------------------------------------|
| Self-declared Female Recipients          | 559           | 66%                    |                                    |
| Self-declared Male Recipients            | 266           | 31%                    |                                    |
| Undeclared Gender/nonbinary              | 21            | 2%                     |                                    |
| Self-declared Indigenous Recipients      | 97            | 11%                    |                                    |
| International Recipients                 | 141           | 16%                    |                                    |
| Northern Residents                       | 486           | 57%                    |                                    |
| Undergraduate Entrance Recipients        | 119           | 14%                    |                                    |
| General Awards Recipients                | 264           | 31%                    | (all student types)                |
| In-Course Undergraduate Award Recipients | 471           | 56%                    |                                    |
| Graduate Award Recipients                | 177           | 21%                    | (UNBC-administered)                |
| Athletic Award Recipients                | 109           | 13%                    |                                    |
| Number of individual recipients          | 846           |                        | (students with one or more awards) |

| <b>Award Category</b> | <b>Number</b> | <b>Value</b>   | <b>Median Value</b> |
|-----------------------|---------------|----------------|---------------------|
| Needs-based Awards    | 426           | \$ 947,418.51  | \$1,750             |
| Merit-based Awards    | 820           | \$3,130,851.06 | \$2,500             |

#### **NEW DONOR-NAMED AWARDS ESTABLISHED IN 2024/2025**

| <b>Name of Award</b>                           | <b>Number</b> | <b>Value</b> | <b>Total</b> |
|--|---------------|--------------|--------------|
| Bursary for Rural and Remote Youth             | 5             | \$5,000      | \$25,000     |
| UNBC Emergency Financial Aid Bursary           | 1             | \$1,000      | \$1,000      |
| Engineers & Geoscientists of BC Scholarship    | 3             | \$2,500      | \$7,500      |
| Chuck and Marc Bock Health Award               | 1             | \$2,500      | \$2,500      |
| CIM North Central Branch Award                 | 1             | \$1,000      | \$1,000      |
| Tom Covello Civil Engineering Memorial Award   | 1             | \$8,000      | \$8,000      |
| Assoc. Women in Finance and Wells Fargo Award  | 1             | \$3,500      | \$3,500      |
| Dr. Vince Budac Memorial Award                 | 1             | \$1,000      | \$1,000      |
| Dorothy Friesen Scholarship for Women          | 1             | \$3,000      | \$3,000      |
| Elizabeth Annue McQuarrie Siddal Nursing Award | 8             | \$5,250      | \$42,000     |
| Coast Hotel Sustainability Award               | 1             | \$1,000      | \$1,000      |
| Dr. Jim Campbell Memorial Award                | 1             | \$1,000      | \$ 1,000     |



|   |           |         |                  |
|---|-----------|---------|------------------|
| Selen and Anita Alpay Leadership Award              | 4         | \$1,000 | \$4,000          |
| Natural Resources and Environment Award             | 1         | \$1,000 | \$1,000          |
| Bioeconomy Award                                    | 1         | \$1,500 | \$1,500          |
| Judith Robertson Student Award                      | 2         | \$3,000 | \$6,000          |
| Judith Robertson Student Award                      | 1         | \$4,000 | \$4,000          |
| UNBC Faculty of Business and Economics Dinner Award | 1         | \$1,000 | \$1,000          |
| Allison E. Nyce SAGE Lifetime Achievement Award     | 2         | \$500   | \$1,000          |
| Raven International Scholarship                     | 10        | \$7,000 | \$70,000         |
| UNBC International Merit Award                      | 10        | \$3,500 | \$35,000         |
| High School Engineering Design Prize                | 1         | \$1,000 | \$1,000          |
| Mervin Holder Student Award                         | 8         | \$4,000 | \$32,000         |
| <b>TOTALS</b>                                       | <b>66</b> |         | <b>\$253,000</b> |

#### **UNAWARDED DONOR-NAMED SCHOLARSHIPS AND BURSARIES 2024/2025**

| <b>Name Of Award</b>  | <b>Reason</b>                                      | <b>Total Value</b> | <b># Times Not Awarded (past Five Years including this year)</b> |
|---|--|--------------------|--|
| Arne & Lesley Carlson Graduate Scholarship (1)                        | Program specific                                   | \$1,750            | 3  |
| UNBC Master of Engineering Award(1)                                   | No domestic applicants                             | \$4,200            | 1  |
| Simons Foundation International Scholarship (2)                       | No eligible exchange students                      | \$5,000            | 3  |
| Planning Institute of BC Scholarship (1)                              | Specific criteria, GPA and membership requirements | \$3,000            | 2  |
| Insurance Corporation of BC Bursary (1)                               | Program specific, driving record requirements      | \$2,500            | 1  |
| Geoffrey R. Weller Scholarship (1)                                    | Study abroad program, GPA, program specific        | \$2,000            | 5  |
| Northern Nations Community Award (1)                                  | Program specific                                   | \$2,500            | 4  |
| McGeachy Charitable Foundation – Vanderhoof Community Scholarship (1) | Donor did not nominate a recipient                 | \$3,000            | 2  |

|  |   |                   |   |
|--|---|-------------------|---|
| Ryan-Sanford Cadet Service Scholarship (1)                     | Affiliation specific                          | \$1,000           | 3 |
| Deloitte Indigenous Scholarship (2)                            | Program specific                              | \$4,000           | 1 |
| Deloitte Indigenous Bursary (2)                                | Program specific                              | \$3,000           | 1 |
| Associated Canadian Travelers and Auxiliary Bursary (1)        | Specific Criteria, GPA requirements           | \$1,500           | 2 |
| William Dow Ferry Scholarship (1)                              | Program and GPA specific                      | \$4,000           | 1 |
| Patrick Lloyd Graduate Scholarship (1)                         | Specific research area                        | \$2,000           | 1 |
| Nechako Chapter No. 40 – Order of the Eastern Star Bursary (1) | Affiliation specific                          | \$1,000           | 5 |
| Bear and Tori Scholarship (1)                                  | Program specific, career goals (veterinarian) | \$1,500           | 1 |
| BCSAW Northern Branch Bursary (2)                              | Program specific, membership requirements     | \$2,000           | 1 |
| Chemistry Award of Excellence (1)                              | Specific major, GPA requirements              | \$2,000           | 1 |
| Keith Gordon & Ted Williams Scholarship (1)                    | Program specific, GPA, Cum. Hr. requirements  | \$1,000           | 1 |
| David Hoy Annual Schol. (1)                                    | Specific geographical location                | \$1,000           | 1 |
| <b>TOTALS</b>  | <b>24 Awards*</b>                             | <b>\$47,950**</b> |   |

\*Percentage of *number* of available awards not awarded 2024/2025: 1 . 8 %

\*\*Percentage of *value* of available awards not awarded 2024/2025: 1 . 2 %

### **DISSOLVED AWARDS 2024/2025**

The following awards were dissolved in 2024/2025:

| <b>Award Description</b>                   | <b>Amount</b>      | <b>Inactive Date</b> | <b>Reason</b>      |
|--|--------------------|----------------------|--------------------|
| Northern BC Mining Research Award          | \$5000.00          | 8/26/24              | Requested by donor |
| Bea Dezell Bursary                         | \$2000.00          | 8/26/24              | Requested by ORI   |
| Fort St. John and Area Future Leader Award | \$2000.00          | 4/15/24              | Requested by ORI   |
| EGBC Northern Branch Matchin Scholarship   | \$1000.00          | 5/16/2024            | Requested by ORI   |
| Mr. Berry Bursary                          | \$1000.00          | 4/15/24              | Requested by ORI   |
| Kristopher McKay Award                     | \$1,000.00         | 4/15/24              | Requested by ORI   |
| <b>Total Number</b>                        | <b>6</b>           |                      |                    |
| <b>Total Value:</b>                        | <b>\$12,000.00</b> |                      |                    |
|  |                    |                      |                    |
|  |                    |                      |                    |
|  |                    |                      |                    |
|  |                    |                      |                    |

**Governance and Human Resources Committee  
Report to the UNBC Board of Governors**

**Submitted by: Joel McKay**

**Date(s) of meetings since last report: May 15, May 28 and June 12, 2025**

**Topics reviewed and recommendations made:**

**1. Governance**

- Reviewed board agendas May 15, 28 and June 12 and itinerary
- Reviewed annual schedule of board meetings
- Recommendations to the Board:
  - Memorandum of Understanding between Tohoku University Graduate School of Medicine and UNBC
  - Memorandum of Understanding (MOU) formalizes the partnership between the UNBC and the City of Prince Rupert
  - Exchange Agreement-UNE partnership Renewal
  - Federated Agreement between Wilp Wilxo'oskwhl Nisga'a Institute and UNBC
  - Memorandum of Understanding between Yamagata Prefectural University of Health Sciences and the University of Northern British Columbia
  - Memorandum of Understanding between Aurora College and the University of Northern British Columbia
  - UNBC Global Engagement: Ready for Student Success Plan 2025-2029
  - Intentional Diversity Hiring Policy
  - Naming of Physical Assets Policy
  - Naming of Physical Assets Repeal
  - Approval of the 2026 Board Meetings Schedule
- Governance Report – Action Items for 2025

**2. Human Resources**

- Executive Compensation Disclosure
- Update on Collective Bargaining Plan
- Recommendation Appointment of Acting Registrar
- Annual BOG Report on Harassment & Discrimination
- UNBC Internal Board Review
- Board Chair and Vice Chair Nominations

Motion Number (assigned by  
Steering Committee of Senate): S-202502.22

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

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

**Effective Date:** Upon signing of both parties

**Rationale:** The following exchange agreement has lapsed and the partner has been a long-term exchange partner of UNBC.

**Motion proposed by:** Amy Beyer

**Academic Program:** n/a

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

**Faculty:** n/a

**Faculty Council / Committee Motion Number:** n/a

**Faculty Council / Committee Approval Date:** n/a

**Attachment Pages (if applicable):** 4 pages

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF 202502.24

**Moved by:** Allan Kranz

**Seconded by:** Emily MacIise

**Committee Decision:** CARRIED

**Approved by SCAAF:** February 12, 2025  
**Date**

  
**Chair's Signature**

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

**An Agreement of Cooperation Between  
the University of New England, Australia  
and  
the University of Northern British Columbia, Canada**

**I. Preamble**

The University of New England and the University of Northern British Columbia (UNBC) enter into this agreement in order to promote collegial relations and academic cooperation between the two institutions. Each university will make every effort to foster cooperation in the following areas, based upon the principles of equality and reciprocity:

- a) the exchange of students;
- b) the exchange of faculty for the purpose of teaching, research and other scholarly activity;
- c) the conduct of cooperative and comparative research programs, with both sides having equal access to the results of such work;
- d) the exchange of information, including scientific and scholarly publications, bibliographic and reference materials, teaching aids, and curricula;
- d) joint participation in scientific conferences, symposia and congresses;
- e) and other mutually agreeable undertakings.

The 'home institution' is the institution in which the student is originally enrolled. The 'host institution' is the institution to which the exchange student is attached for the duration of the exchange.

**II. Scientific and Faculty Exchanges**

In order to facilitate inter-institutional research and scholarly activity, contribute to faculty development, examine joint research interests and enhance student education, each university agrees to welcome visiting faculty members and research fellows from the other institution. While neither institution is obliged to provide financial support for such visitors, each agrees to make every effort to furnish visiting faculty with access to university facilities (office space, reasonable secretarial support and library privileges) provided that such facilities are available. If such facilities are not available, the host institution must inform the partner institution prior to agreeing to receive any visiting faculty.

In the event that visiting faculty/scholars/researchers are invited to teach a regularly scheduled course, this will be subject to a separate agreement being entered into.

**III. Student Exchange Program**

**A. Nomination and Selection of Student Participants**

Each university may nominate up to two **(2) students** annually at the undergraduate or graduate level to spend an academic year at the other university or up to four (4) students annually at the undergraduate or graduate level to spend an academic semester/trimester at the other university. Exchanges will be guided by the general principle of reciprocity - one student for one student. While it is not requisite that an equal number of students be exchanged in a given year, an overall balance will be sought through the duration of the agreement.

In the event that there are insufficient exchange places available at either university, the other university may send student(s) under the respective Study Abroad programmes. These are administered by:

- The Associate Registrar – International at UNBC and
- The Study Abroad and Exchange Officer at The University of New England

The selection of student participants is the responsibility of the home institution. The method of selection will be determined by each party to the agreement applying the following criteria in a general way: (a) academic excellence; and (b) an evaluation of the students' reasons for wishing to pursue the course of study made available through the exchange program.

Admission requirements and nomination procedures shall be determined by the host institutions.

The host institution has sole discretion to reject any candidates not considered suitable. In such a case, the home institution may submit additional applications for consideration.

**Some programs are unavailable for exchange and study abroad students and both institutions will inform each other of current restricted programs.**

## **B. Academic Program and Student Life**

Each of the University of New England or UNBC students who participate in the exchange shall pursue an academic program which is developed in consultation with and approved by his/her respective institution, and which is not in conflict with the regulations of the host university. Credit will not be granted unless the student has received prior written approval to enrol in a particular course of study. The approved program of study may not be varied without written permission of the student's home university. (This approval can be obtained from the student's academic advisor and a copy must be forwarded to the Registrar's Office or equivalent).

Each student will take courses regularly offered at the host university and will have all the rights and privileges enjoyed by other students on that campus. Students participating in an exchange program will be subject to the rules, regulations and discipline of the host institution in which they are enrolled. It is further agreed that the two universities will provide each other with adequate information on the performance of participants. Participating students will continue as candidates for degrees of their home institution and will not be candidates for degrees of the host institution.

Each party to this agreement agrees to provide appropriate advisory and other academic services to exchange students. Each institution also agrees to work toward the integration of exchange students into student life. Each university will appoint an administrator or coordinator for this program who will serve as a contact person for the students while they are at the host institution.

## **C. Fees and Expenses**

Students participating in this exchange shall be liable for such tuition, fees and charges as required by their home institution or country. No additional fees will be required of exchange students at the host university except incidental payments associated with some services, student union/society fees, medical insurance, books, materials, recreation, and the like. Travel arrangements, expenses and the acquisition of all necessary student visas, residence permits, health insurance and the like are the responsibility of each exchange student. All participating students are required to have adequate health insurance coverage and provide proof of this to the host institution.

Exchange students who elect to stay in on-campus housing will pay the cost of accommodation in student residence for the duration of their exchange to the host institution. For students who are granted a place in the university residence (and remain in good standing), housing will be available for the full period of the exchange from the suggested date of arrival for incoming participants at the host university through the end of the last examination period, including breaks between academic sessions but excluding summer vacations unless a

student has enrolled in courses over the summer period. In all cases, the period for which accommodation is to be provided should be based upon the academic calendar in effect at the host university during the exchange period.

The quality of accommodation provided shall match or exceed that normally available to regular students at the host university.

#### **IV. Duration and Administration of the Agreement**

The terms and conditions of this agreement will remain in effect for five (5) years, subject to annual review and modification by agreement of both universities. Each university will appoint an administrator or coordinator for this exchange program. It will be the responsibility of these two individuals to develop an annual protocol to this agreement, spelling out what academic exchanges will take place between the institutions for the ensuing year. A contact person will also be designated to facilitate cooperative research by providing information on common research interests, funding sources and so on.

Either university may terminate the agreement by providing the other university with written notice at least six (6) months prior to the suggested date of termination. If either party terminates this agreement, each party agrees to carry out any obligations and responsibilities assumed prior to the termination date.

#### **V. Foreign interference**

1. UNE has reporting obligations under the Australia's Foreign Relations (State and Territory Arrangements) Act 2020 (Cth) and undertakes its activities in accordance with the Guidelines to Counter Foreign Interference in the Australian University Sector.
2. The Partner Institution:
  - (a) will provide every assistance to UNE to fulfil its reporting obligations under the *Australia's Foreign Relations (State and Territory Arrangements) Act 2020 (Cth)*; and
  - (b) warrants that all information provided to UNE is true and complete.
3. UNE may terminate this Agreement with immediate effect if, in its absolute discretion, it considers the Partner Institution has breached clause 2.

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Dr. Geoffrey Payne



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Mr Bryn Griffiths

President & Vice Chancellor

Date: \_\_\_\_\_

For The University of Northern BC

Executive Principle – Brand Partnerships and  
Business Development

Date: 23-10-2024

For the University of New England



Motion Number (assigned by  
Steering Committee of Senate): SCAAF202503.06

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the Federated Agreement between WWN and UNBC be approved as proposed.

**Effective Date:** Upon signing of the agreement

**Rationale:** UNBC and WWN established a federated agreement in July 1994 and over the past 30 years have collaborated successfully as partners to deliver academic programs to serve people in northwestern British Columbia. UNBC and WWN leadership have prepared a renewed agreement to ensure this valuable relationship continues for the next 30 years.

**Motion proposed by:** Bill Owen

**Academic Program:** NA

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

**Faculty(ies):** NA

**Faculty Council / Committee Motion Number(s):** NA

**Faculty Council / Committee Approval Date(s):** NA

**Attachment Pages (if applicable):** 12 pages

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF 202503.06

**Moved by:** Todd Whitcombe

**Seconded by:** Kriston Rennie

**Committee Decision:** CARRIED

**Approved by SCAAF:** March 12, 2025  
**Date**

  
**Chair's Signature**

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

# Federated Agreement, 2025

Established July 1994

**Wilp Wilxo'oskwhl Nisga'a Institute**



**University of Northern British Columbia**



**FEDERATED AGREEMENT**

**BETWEEN:**

The University of Northern British Columbia (hereinafter called "UNBC")

**OF THE FIRST PART**

**AND:**

The Wilp Wilxo'oskwhl Nisga'a Institute (hereinafter called "WWN")

**OF THE SECOND PART**

**NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:**

## DEFINITIONS

In this Agreement:

“Board of Directors” means the Board of Governors of WWN and specifically one person appointed by Nisga'a Lisims Government as Chair, and one person appointed by each of the founding Nisga'a communities of Gingolx, Laxgalts'ap, Gitwinksihlkw, and New Aiyansh;

“Board of Governors” means the Board of Governors of UNBC;

“Nisga'a Final Agreement” means the Nisga'a Final Agreement between Canada, British Columbia and the Nisga'a Nation;

“Party” means a party to this Agreement;

“Senate” means the Senate of UNBC;

“UNBC” is the University of Northern British Columbia established under Bill 40, the University of Northern British Columbia Act and governed by the BC University Act;

“UNBC Student” means a student admitted into a UNBC program and taking WWN courses at a WWN operated campus;

“WWN” means Wilp Wilxo'oskwhl Nisga'a Society established in 1993 as a Nisga'a Post Secondary Institution within the meaning of paragraph 103 of the Nisga'a Government Chapter of the Nisga'a Final Agreement and as defined in the *Wilp Wilxo'oskwhl Nisga'a Institute Act, 2004*; and

“WWN Student” means a student registered through WWN and taking UNBC courses at a WWN operated campus.

**1) PURPOSES**

- a) To continue the first UNBC WWN Federated Agreement established in July 1994.
- b) To further the UNBC northern, regional, and Indigenous post-secondary mandates.
- c) To recognize and include Nisga'a academic scholarship and to establish inter-institutional dialogue to further human knowledge and understanding.
- d) To broaden the educational offerings and to facilitate learning at WWN.
- e) To broaden educational offerings and to facilitate learning of UNBC Students at a WWN campus.
- f) To enhance the benefits of education and research primarily for Nisga'a people.
- g) To make facilities and knowledge available for the study of Nisga'a language and culture.
- h) To establish WWN as a university, offering a range of academic educational opportunities consistent with 2 (g) below.
- i) To assist Nisga'a citizens to establish self-determination in post-secondary education with standards comparable to provincial standards in respect of:
  - i) institutional organizational structure and accountability;
  - ii) tuition and fee schedules;
  - iii) admission policies;
  - iv) instructor qualifications and certification, curriculum standards sufficient to permit transfers of students between provincial post-secondary institutions; and
  - v) requirements for degrees, diplomas, or certificates.

## 2) GENERAL

- a) In accordance with the University Act, UNBC may confer and award degrees to students registered at WWN in degree programs approved by Senate, and where the courses are taught by UNBC or WWN.
- b) This Agreement will supersede previous Federated Agreements between WWN and UNBC.
- c) A student who graduates through WWN will be conferred a UNBC academic credential, knowing that the academic standards of teaching, course content, and examinations for WWN's degree programs and courses meet or exceed those of UNBC.
- d) UNBC shall have the right to set academic standards in full consultation with WWN through such procedures as approved from time to time by Senate.
- e) The mechanism outlined in 3(e) serves the needs of planning and academic accountability to Senate will be established in keeping with 37 (1) (w) of the University Act.
- f) In respect of 37 (1) (u) of the University Act it is recognized that Senate will be asked to approve of the terms and conditions of this Agreement.
- g) WWN established by the Wilp Wilxo'oskwhl Nisga'a Institute Act, 2004, as an independent post secondary institute within the meaning of Paragraph 103 of the Nisga'a Government Chapter of the Nisga'a Final Agreement.
- h) All financial arrangements will be deemed to be Agreements between the Board of Directors (WWN) and the Board of Governors (UNBC).
- i) Where UNBC provides funds to WWN, the Board of Directors (WWN) will be responsible to the Board of Governors (UNBC) for the expenditure of those funds.

- j) All WWN students registered in degree programs are UNBC students with all of the rights and privileges of UNBC students except as those rights and privileges are modified by approved WWN policies.
- k) Through common experience in the implementation of the WWN/UNBC Federated Agreement, both institutions recognize the value of consultation and establish it as a fundamental principle of all elements of this Agreement.
- l) Section 35 (2)(j) of the University Act allows for the WWN Board of Directors to elect a sitting member to Senate.
- m) While it is recognized that WWN may develop separate policies in various areas, where no policies are in place, established UNBC Senate policies shall apply.

### **3) COURSES AND PROGRAMS OF STUDY**

- a) WWN may plan and develop courses and programs of study for consideration and approval of Senate.
- b) WWN may plan and develop courses and programs of study in Nisga'a language and culture for consideration and approval by UNBC.
- c) Nisga'a language and culture courses will only be taught at WWN.
- d) WWN may establish its own deadlines and course timetables.
- e) Consultation and joint planning, course, and program approval will be facilitated through appropriate mechanisms at the UNBC Program, Department or School, Faculty, and Senate levels.
- f) WWN will establish a regular program review process. The criteria and process for review will be established in consultation with program reviews of UNBC Programs, Departments or Schools, and Faculties.

#### 4) **FACULTY**

- a) All faculty teaching university courses at WWN will be selected by WWN and must be approved by the UNBC Provost and Vice-President, Academic through the relevant Department or Program Chair and Dean of Faculty.
- b) All staff and faculty employed at WWN will be employees of WWN and will be the sole responsibility of WWN. Staff and faculty of WWN are not employees of UNBC, and the terms of conditions of their employment will be set by WWN.
- c) WWN will establish means for evaluation of WWN faculty in consultation with UNBC.
- d) WWN will establish policies governing working conditions, rates of pay, tenure and promotion for WWN faculty and staff.
- e) WWN will be the final authority in the approval of faculty to teach Nisga'a language and culture courses.
- f) WWN may engage UNBC faculty as part time instructors at WWN.

#### 5) **STUDENTS**

- a) WWN Board of Directors in consultation with UNBC will have the right to determine all tuition and fees.
- b) WWN will collect fees and tuition from WWN and UNBC students taking WWN programs and courses.
- c) In respect of section 37 (1) (c) of the University Act, admission requirements are set by Senate. It is recognized that WWN may request exceptional admission requirements.



- d) WWN will be responsible for the application of all UNBC policies related to student life, student discipline, and student services of WWN students.
- e) Until WWN establishes policies equivalent to UNBC student policies, WWN Students will follow UNBC policies for undergraduate and graduate UNBC students and including international students
- f) UNBC policies and procedures concerning continuance, probation, suspension, and dismissal of students will apply to WWN students. Exceptions require Senate approval.
- g) Until WWN establishes policies equivalent to UNBC student policies, WWN Students will follow the UNBC academic appeals process.
- h) WWN students will be given access to all UNBC online services.
- i) UNBC students will be given access to all WWN online services.
- j) WWN may establish library services for WWN students beyond those normally provided to UNBC students at Regional Campuses.
- k) WWN students and UNBC students will have reciprocal library privileges.
- l) WWN will, in cooperation with UNBC, create and maintain its own registrar function.
- m) WWN will provide the UNBC Registrar with regular and detailed reports as required.
- n) UNBC, in collaboration with WWN, will provide annual lists and degree audit of students expected to graduate in that year.
- o) UNBC Student Association fees will not be charged to WWN students.
- p) WWN students may establish a WWN Student's Association and set fees for membership in consultation with the Board of Directors.
- q) WWN may seek inclusion in UNBC international agreements.

- r) WWN will be free to establish separate international agreements and will notify UNBC of any such arrangements.
- s) WWN Students will be eligible for all UNBC international exchange programs and UNBC will notify WWN as new agreements are added.

## **6) PUBLIC PROFILE**

- a) For the duration of this Agreement, WWN will have the right but not the obligation to use the official UNBC logo in all its documents including electronic materials.
- b) WWN will abide by all UNBC policies when using the UNBC logo.
- c) For the duration of this Agreement, UNBC will have the right, but not the obligation to use the official WWN logo in all its documents including electronic materials.
- d) UNBC will abide by all WWN policies when using the WWN logo.

## **7) FUNDRAISING**

- a) WWN may raise funds independent of UNBC, however, where the funds raised relate to UNBC activities, the amounts will be reported to UNBC.
- b) UNBC may raise funds independent of WWN, however, where the funds raised relate to the university component of WWN activities, the amount will be reported to WWN.
- c) UNBC and WWN will seek opportunities for joint fundraising and will establish a joint committee for these purposes.
- d) Where either UNBC or WWN intends to make a major proposal for funds relating to areas of joint activity, they will undertake to advise each other of such solicitations.

- e) All funds raised under 7(c) will be received and held by UNBC or as determined by agreement between UNBC and WWN.
- f) WWN will not raise monies as an affiliate of UNBC as if it were raising funds for UNBC.

**8) FINANCIAL**

- a) WWN will keep its own accounts and provide annual audited financial reports to UNBC.
- b) Where specific financial arrangements are created between UNBC and WWN, a separate agreement will be struck for each such arrangement.
- c) UNBC will allow Federal departments and Provincial ministries to flow through funds to WWN.
- d) Monies provided to UNBC to support WWN activities will be forwarded to WWN or spent in a manner consistent with specific arrangements between WWN and UNBC.

**9) UNITED NATIONS DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLES**

- a) This Agreement commits WWN and UNBC to implement all relevant Articles of the 2007 United Nations Declaration the Rights of Indigenous Peoples, and specifically those calling for change in education, research, health and well-being, and Indigenous language and culture.
- b) This Agreement commits WWN and UNBC to implement all relevant sections of the 2019 BC United Nations Declaration on Rights of Indigenous Peoples Act, and specifically those calling for change in education, research, health and well-being, and Indigenous language and culture.

**10) TRUTH AND RECONCILIATION COMMISSION CALLS TO ACTION**

- a) This Agreement commits WWN and UNBC to implement all relevant 2015 Truth and Reconciliation Calls to Action and specifically those calling for change in education, research, health and well-being, and Indigenous language and culture.

#### **11) MISSING AND MURDERED INDIGENOUS WOMEN AND GIRLS CALLS FOR JUSTICE**

- a) This Agreement commits WWN and UNBC to implement all relevant 2016 Missing and Murdered Indigenous Women and Girls National Inquiry Calls for Justice, and specifically those calling for change in education, research, health and well-being, and Indigenous language and culture.

#### **12) REVIEW OF AGREEMENT**

- a) This Agreement will remain in effect until October 1, 2055.
- b) The Agreement may be reopened at any time by agreement of both parties.
- c) In any case, one year prior to maturity, by October 1, 2054, each party will serve notice of intent to renegotiate or discontinue the Agreement.
- d) WWN and UNBC will each name three members to a review committee whose terms of reference will include interpretation and clarification of the agreement and resolution of any points of dispute.

Signed by the Parties to the WWN UNBC Federated Agreement and dated for reference this 19<sup>th</sup>  
day of September 2025.

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Dr. Deanna L.E. Nyce, President  
Wilp Wilxo'oskwhl Nisga'a Institute

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Witnessed by Jean Clayton,  
WWN Director for Gitlaxt'aamiks

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Arthur Azak, Chair  
Wilp Wilxo'oskwhl Nisga'a Institute

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Witnessed by Sally Nyce,  
WWN Director for Gitwinksihlkw

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Dr. Geoff Payne, President  
University of Northern British Columbia

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Witnessed by Bobby Clark,  
WWN Director for Laxgalts'ap

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Joel McKay, Board Chair  
University of Northern British Columbia

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Witnessed by Henry Stephens,  
WWN Director for Gingolx

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That on the recommendation of the Senate Committee on Academic Affairs, the UNBC Senate approves the Memorandum of Understanding between Yamagata Prefectural University of Health Sciences and the University of Northern British Columbia as presented.

**Effective Date:** Upon signing of the agreement

**Rationale:** The University of Northern British Columbia (UNBC) and Yamagata Prefectural University of Health Sciences share a common challenge: addressing the health and social impacts of an aging population in rural and northern communities. By establishing a formal partnership, both institutions can collaborate on research, knowledge exchange, and innovative solutions to support aging populations, leveraging their respective regional expertise.

International partnerships are crucial for enhancing global perspectives in health sciences education, research, and practice. A partnership with Yamagata Prefectural University of Health Sciences will create opportunities for student and faculty exchanges, enabling experiential learning, cultural competency development, and collaborative research. This aligns with UNBC's student-first approach by providing enriched learning experiences, expanding career pathways, and fostering a global outlook in healthcare education.

Furthermore, this collaboration supports UNBC's recruitment and retention efforts by positioning the university as an institution committed to international engagement, attracting students and faculty seeking global learning opportunities. Strengthening such partnerships also reinforces UNBC's commitment to community-responsive education, ensuring students and researchers are equipped to address pressing demographic shifts in both Canada and Japan.

**Motion proposed by:** Mark Barnes

**Academic Program:** NA

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

**Faculty(ies):** NA

**Faculty Council / Committee Motion Number(s):** NA

**Faculty Council / Committee Approval Date(s):** NA

**Attachment Pages (if applicable):** 3 pages

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

**Brief Summary of Committee Debate:**

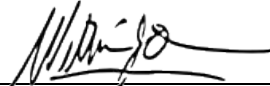
**Motion No.:** SCAAF 202503.07

**Moved by:** Ronald Camp II

**Seconded by:** Nicole Neufeld

**Committee Decision:** CARRIED

**Approved by SCAAF:** March 12, 2025  
**Date**

  
**Chair's Signature**

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

## MEMORANDUM OF UNDERSTANDING

### ACADEMIC EXCHANGES

between

Yamagata Prefectural University of Health Sciences (“YPUHS”)

and

University of Northern British Columbia (“UNBC”)

(Each a “Party”, collectively known as the “Parties”)

This Memorandum of Understanding (“MOU”) is made as of the [DATE] of [MONTH], [YEAR].

**WHEREAS** UNBC is a publicly funded research university legislated by the province of British Columbia, Canada;

**WHEREAS** YPUHS is a publicly funded university for advanced education, practice, and research, legislated by the Yamagata prefecture in Japan;

**WHEREAS** UNBC has established a relationship with YPUHS and the Parties intend to collaborate in furtherance of their common goal to promote academic relations and further mutual Objectives between the Parties as defined in section 1 of this MOU.

**NOW THEREFORE**, in consideration of the premises and mutual covenants herein contained, the Parties hereby agree as follows:

#### 1. OBJECTIVES

This MOU is a commitment between the Parties to promote international co-operation and collaboration in academic affairs and research in the ways (“Objectives”):

- a) exchange of faculty members, research staffs and undergraduate & postgraduate students;
- b) mutual course credits recognition and core courses co-establishments in both universities;
- c) recruitment of international students from YPUHS with preferential terms;
- d) exchange of academic materials and publications in the fields of interest of both parties;
- e) joint research labs, projects, conferences, seminars and symposium.



2. Both Parties understand that all financial arrangements will be negotiated in each specific case and determined by both parties, and will depend on the availability of funds. Efforts shall be made by both Parties to find financial resources for carrying out the Objectives.
3. This MOU is not intended to be a legally binding document. Therefore, it will not diminish the full autonomy of either Party, nor will any constraints be imposed by either upon the other in carrying out this MOU.
4. This MOU is valid for five years, subject to review in three years, and shall be extended upon written mutual agreement for a mutually agreeable period.
5. This MOU will remain in effect until such time when one or both Parties give proper notification of the intent to terminate or to modify the institutional relationship.
6. Both Parties acknowledge equal opportunity and do not discriminate on the basis of race, gender, age, ethnicity, religion, or national origin.
7. Each Party is independent of the other. Nothing in this MOU makes the relationship between YPUHS and UNBC one of partnership, joint venture, or employment. Neither Party shall have the authority to make commitments that bind the other Party, or to otherwise act on behalf of the other Party.

#### 8. MOU CONTACTS

Operational points of contact for this MOU are:

**Mark Barnes**

Associate Vice-President, Strategy and Outreach  
University of Northern British Columbia  
3333 University Way  
Prince George, BC V2N 4Z9  
[Mark.barnes@unbc.ca](mailto:Mark.barnes@unbc.ca)

**Toshiaki Sato**

Director(要確認), Strategy and Outreach  
Yamagata Prefectural University of Health Sciences  
260 Kamiyanagi  
Yamagata, 9902212  
[tsato@yachts.ac.jp](mailto:tsato@yachts.ac.jp)

9. This MOU is effective when representatives of both parties affix their signatures below.

[SIGNATURE PAGE FOLLOWS]

**IN AGREEMENT** the Parties have executed this MOU as of the Effective Date.

**YAMAGATA PREFECTURAL UNIVERSITY OF  
HEALTH SCIENCES**

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**

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Masahiro Kohzuki  
President

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Geoff Payne  
President & Vice Chancellor

Motion Number (assigned by  
Steering Committee of Senate): SCAAF202505.23

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the MOU between Aurora College and the University of Northern British Columbia be approved as proposed.

**Effective Date:** Upon approval and execution of the MOU.

**Rationale:** Aurora College and UNBC are entering into this agreement to establish a working relationship wherein UNBC degree programs (Bachelor of Education; Bachelor of Social Work) may be offered in partnership with Aurora College to students in the Northwest Territories, while Aurora College works towards degree-granting status of their own offerings of these programs. The MOU sets out the working relationship to begin collaborative work to develop and ultimately deliver UNBC programs at Aurora College. Supplementary Agreements to the MOU that set out the operational requirements, processes, and terms of delivery for each program and for shared student services will be required to move forward with program delivery.

**Motion proposed by:** Margot Parkes

**Academic Program:** Bachelor of Education and Bachelor of Social Work

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

**Faculty:** Faculty of Human and Health Sciences

**Faculty Council / Committee Motion Number:**

**Faculty Council / Committee Approval Date:**

**Attachment Pages (if applicable):** 5 pages

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF 202505.23

**Moved by:** Allan Kranz

**Seconded by:** Todd Whitcombe

**Committee Decision:** CARRIED

**Approved by SCAAF:** 05-14-2025  
Date

  
Chair's Signature

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

## MEMORANDUM OF UNDERSTANDING

Dated the \_\_\_\_ day of \_\_\_\_, 202\_\_

BETWEEN:

AURORA COLLEGE

P.O. Box 1290

50 Conibear Crescent

Fort Smith NT X0E 0P0

(Hereinafter referred to as "Aurora College")

AND

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

3333 University Way

Prince George BC V2N 4Z9

(Hereinafter referred to as "UNBC")

WHEREAS:

Aurora College is a corporate body established under the Public Colleges Act, R.S.N.W.T. 1988, c.A-7, and continued under the Aurora College Act, R.S.N.W.T. 1988, c.A-7.

University of Northern British Columbia is a corporate body established under Bill 40, the University of Northern British Columbia Act and governed by the British Columbia University Act.

Each of which is an Institution and collectively the Institutions.

### **1. Goals, Purpose, and Principles of the MOU, the Relationship of the Institutions, and Academic Units:**

- a. As parties to this Memorandum of Understanding (MOU), Aurora College and UNBC hereby affirm their intent to collaborate on the development and delivery at Aurora College of the UNBC Bachelor of Education and Bachelor of Social Work degree programs as outlined in the UNBC Undergraduate Academic Calendar.
- b. Details of the implementation of any activity resulting from this MOU shall be negotiated between the two Institutions, and will be outlined in a Supplementary Agreement(s) between the Institutions. No program delivery shall commence without a signed Supplementary Agreement in place.
- c. Aurora College can promote the intention to deliver these programs beginning immediately, with the intention for first delivery to take place no earlier than the September 2027 semester. Until such time that Aurora College is able to grant their own baccalaureate degrees, graduates of these programs will receive UNBC degrees.

- d. The Institutions recognize that Aurora College is actively seeking degree granting status, and in time intends to transition to delivery of their own baccalaureate degrees. The Institutions will work together to ensure a smooth transition that supports active students completing UNBC degrees at the same time that Aurora College degree programs begin implementation. The transition plan will be outlined in a Supplementary Agreement between the Institutions.
- e. UNBC commits to sharing programmatic information, course curricula, pedagogical and content materials, and to providing support for Aurora College faculty and staff for the implementation and ongoing delivery of the UNBC programs. This includes UNBC's collaboration on the Aurora College General Studies program to ensure that required and elective courses will allow students to achieve the admission requirements for the Bachelor of Education and Bachelor of Social Work degree programs.
- f. Aurora College bears the cost of delivery of the programs, including hiring of faculty and staff and operational costs to support program delivery. Any financial obligations from Aurora College to UNBC to support the delivery of these programs will be detailed in relevant Supplementary Agreement(s).

## 2. Responsibility for Program Curriculum and Course Delivery

- a. **Program Curriculum:** Any UNBC program offered at Aurora College sites will follow the UNBC Senate and Board of Governors approved curriculum and graduation requirements. UNBC Program Chairs will have responsibility for ensuring that program delivery is consistent with the standard and expectations of the University, and any appropriate regulatory or accreditation bodies. UNBC Program Chairs will review and approve course syllabi to ensure consistency with curricular expectations and learning outcomes. Program leads from Aurora College will be invited to serve as external members on relevant Academic Unit meetings and committees, and as guests at relevant Faculty Council(s).
- b. **Course Delivery:** Aurora College will be responsible for the delivery of the curriculum for UNBC baccalaureate programs offered at Aurora College sites, as agreed to via Supplementary Agreement(s) to this MOU.
- c. **Intellectual Property:** The Institutions recognize that this collaboration may result in the use of existing and/or development of new, various types of intellectual property. The Institutions are committed to working in good faith to develop fair principles for dealing with intellectual property, including ownership, use, publication, and confidentiality. The principles will be developed in accordance with the Institutions' respective policies and collective agreements and will be incorporated into the Supplementary Agreement(s).
- d. Other program-specific considerations for curriculum and course delivery, including regulatory or accreditation standards, will be detailed in Supplementary Agreement(s).

## 3. Aurora College Faculty Considerations

- a. **Aurora College Faculty Recruitment:** Aurora College will be responsible for faculty recruitment for the program in accordance with the recruitment and selection procedure set out by Aurora College. Faculty members teaching UNBC courses will: (a) meet standards consistent with the standards of the UNBC Faculty Association Collective Agreement and any appropriate regulatory or accreditation bodies; and (b) be acceptable to the University, acting reasonably.

- b. **Aurora College Faculty Remuneration and Union:** Aurora College will pay and be the employer of Aurora College faculty members teaching in UNBC baccalaureate programs delivered by Aurora College in accordance with the Aurora College faculty collective agreement and relevant Aurora College policy.
- c. **University Teaching Member Remuneration and Union:** UNBC will pay and be the employer of any UNBC Teaching Members that may in the course of their regular or overload appointments teach a course made available to students in the UNBC baccalaureate programs offered at Aurora College sites, in accordance with the UNBC Faculty Association Collective Agreement and relevant UNBC policy.
- d. **Evaluation of Teaching and Courses:** Aurora College will oversee the quality of the instruction in the program in accordance with its customary review of instruction per Aurora College collective bargaining agreements. If concerns arise with respect to the quality of the instruction by any Aurora College faculty members, Aurora College will resolve such concerns in a timely manner in accordance with its normal procedures, and shall keep relevant UNBC Program Chairs and Deans and Aurora College Deans fully informed as to the nature of the concerns and the steps taken to resolve them. Course evaluations may occur in accordance with Aurora College and/or UNBC policy, and the results of such evaluation may be shared between the Institutions.

#### 4. **Student Considerations**

- a. The Institutions agree to work collaboratively to recruit, admit, register, support, and confer degrees to students in UNBC degree programs delivered by Aurora College.
- b. Students will be considered UNBC students for the duration of their enrollment in UNBC baccalaureate programs delivered by Aurora College, and will have access to UNBC supports and services in addition to the appropriate Aurora College supports and services. As UNBC students, UNBC policies and regulations apply to students taking these programs, in addition to any further requirements from Aurora College while attending courses delivered by that Institution. The details of shared services for students in UNBC baccalaureate programs delivered by Aurora College will be outlined in a Supplementary Agreement for Shared Services.
- c. The UNBC Office of the Registrar reserves the right to establish process and procedure related to the delivery of UNBC programs by Aurora College, including but not limited to:
  - i. **Student Admissions:** Potential students will be advised on the requirements for admission into UNBC programs, and student recruitment, application, and admissions shall be consistent with UNBC policies and regulations. Applications will be made directly to UNBC for admission into UNBC programs delivered at Aurora College, and application fees will be paid to UNBC.
  - ii. **Student Registration and Tuition:** Students will register for UNBC courses scheduled through the UNBC Office of the Registrar. Courses delivered by Aurora College will be scheduled in collaboration with UNBC and delivered by Aurora College faculty; students in these courses will pay tuition and associated student fees directly to Aurora College. If applicable, students who register in elective coursework offered by UNBC and available online will pay tuition and associated student fees for UNBC-delivered courses directly to UNBC.
  - iii. **Granting of Credential:** UNBC shall confer degrees to students who meet graduation requirements and apply to graduate to UNBC. It is recognized that it is the prerogative of

the UNBC Senate to determine the requirements for the degrees that it grants, and to determine who has satisfied the requirements for such a degree. Students will apply directly to UNBC for graduation, and may choose to participate in either or both of Aurora College's annual graduation ceremony and UNBC's annual convocation.

## **5. Miscellaneous Provisions**

- a. The Institutions shall designate a liaison office for this MOU and for any Supplementary Agreements. For Aurora College, the liaison office shall be the Office of the Vice President Education & Training. For UNBC, the liaison office shall be the Office of the Vice President Academic & Provost. Any notice associated with this MOU and any Supplemental Agreements must be given in writing. A notice may be delivered to a representative of the Institution by hand or email, directed to the representative listed below. Any notice delivered before 4:00 PM Pacific time shall be deemed to have been given on that business day, and after 4:00 PM Pacific time shall be deemed to have been given on the next business day.

Aurora College: Nora Houlahan, Interim Vice-President Education & Training, via

NHoulahan@auroracollege.ca

UNBC: Megan Caldwell, Administrative Manager, FHHS, via FHHS@unbc.ca

- b. This MOU reflects the commitment of the Institutions to collaborate on the development and delivery at Aurora College of the UNBC Bachelor of Education and Bachelor of Social Work degree programs as outlined in the UNBC Undergraduate Academic Calendar, effective upon signature of authorized officials.
- c. This MOU is in effect until such time as Aurora College has attained degree-granting status, and triggers termination of the MOU as under clause 5.g below.
- d. The terms of this MOU will be reviewed annually to ensure that the goals, purposes, and principles are still in effect and may be updated from time-to-time.
- e. Supplementary Agreement(s) to this MOU will be for set terms, subject to renewal upon agreement of both Institutions and subject to any other terms contained therein.
- f. This MOU may be amended by mutual written agreement between the Institutions.
- g. This MOU may be terminated at any time by any of the Institutions, provided that notice of termination is provided by the notifying Institutions to the other Institutions at least ninety (90) days in advance of the date on which termination is intended to become effective. Any termination of the MOU shall not have effect on any arrangement in place at the time that the notice is provided, where the arrangement arises from any Supplementary Agreement(s) resulting from this MOU. Supplementary Agreements may only be terminated in accordance with the terms contained therein.

IN WITNESS WHEREOF the Institutions hereto have executed the Memorandum of Understanding as of the date first written above.

**Aurora College**

Per: \_\_\_\_\_  
Dr. Angela James  
President  
Aurora College

Per: \_\_\_\_\_  
Dr. Nora Houlahan  
Interim Vice President Education &  
Training  
Aurora College

**University of Northern British Columbia**

Per: \_\_\_\_\_  
Dr. Geoff Payne  
President & Vice Chancellor  
University of Northern British  
Columbia

Per: \_\_\_\_\_  
Dr. Bill Owen  
Interim Vice President Academic &  
Provost  
University of Northern British  
Columbia



## MEMORANDUM OF UNDERSTANDING

Dated the \_\_\_\_ day of \_\_\_\_, 202\_\_

BETWEEN:

AURORA COLLEGE

P.O. Box 1290

50 Conibear Crescent

Fort Smith NT X0E 0P0

(Hereinafter referred to as "Aurora College")

AND

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

3333 University Way

Prince George BC V2N 4Z9

(Hereinafter referred to as "UNBC")

WHEREAS:

Aurora College is a corporate body established under the Public Colleges Act, R.S.N.W.T. 1988, c.A-7, and continued under the Aurora College Act, R.S.N.W.T. 1988, c.A-7.

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Aurora College: Nora Houlahan, Interim Vice-President Education & Training, via

[NHoulahan@auroracollege.ca](mailto:NHoulahan@auroracollege.ca)

UNBC: Megan Caldwell, Administrative Manager, FHHS, via [FHHS@unbc.ca](mailto:FHHS@unbc.ca)

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- f. This MOU may be amended by mutual written agreement between the Institutions.
- g. This MOU may be terminated at any time by any of the Institutions, provided that notice of termination is provided by the notifying Institutions to the other Institutions at least ninety (90) days in advance of the date on which termination is intended to become effective. Any termination of the MOU shall not have effect on any arrangement in place at the time that the notice is provided, where the arrangement arises from any Supplementary Agreement(s) resulting from this MOU. Supplementary Agreements may only be terminated in accordance with the terms contained therein.

IN WITNESS WHEREOF the Institutions hereto have executed the Memorandum of Understanding as of the date first written above.

**Aurora College**

Per: \_\_\_\_\_  
Angela James  
President  
Aurora College

Per: \_\_\_\_\_  
Nora Houlahan  
Interim Vice President Education &  
Training  
Aurora College

**University of Northern British Columbia**

Per: \_\_\_\_\_  
Dr. Geoff Payne  
President & Vice Chancellor  
University of Northern British  
Columbia

Per: \_\_\_\_\_  
Dr. Bill Owen  
Interim Vice President Academic &  
Provost  
University of Northern British  
Columbia

## BRIEFING NOTE FOR:

### UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES

|  |   |  |
|--|---|--|
| <b>Subject:</b>                                      | <b>Intentional Diversity Hiring Policy</b>                    |  |
| <b>Audit &amp; Risk Committee</b>                    | <b>Meeting Date:</b>  | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input type="checkbox"/> Approval            |
| <b>Finance &amp; Investment Committee</b>            | <b>Meeting Date:</b>  | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input type="checkbox"/> Approval            |
| <b>Governance &amp; Human Resources Committee</b>    | <b>Meeting Date: June 12, 2025</b>                            | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input checked="" type="checkbox"/> Approval |
| <b>UNBC Board of Governors</b>                       | <b>Meeting Date: June 26, 2025</b>                            | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input checked="" type="checkbox"/> Approval |
| <b>Submitted By:</b>                                 | Geoff Payne, President and Vice Chancellor                    |  |
| <b>Please note other guests to be in attendance:</b> | Arleta Lucarelli, Executive Director, Office of the President |  |
| <b>Appendices:</b>                                   | Intentional Diversity Hiring Policy – Draft Revised May 2025  |  |
| <b>Motion Number:</b>                                |   |  |

## 1.0 MOTION/DISCUSSION/RECOMMENDATION

**For Governance and Human Resources** *That the Governance and Human Resources Committee, recommends to the Board of Governors the approval of the Intentional Diversity Hiring Policy as presented. That on the recommendations of the Governance and Human Resources Committee, the Board of Governors the approves the Intentional Diversity Hiring Policy as presented.*

**Effective Date:** Upon Approval of the Board of Governors

### **For Board of Governors**

*That the Governance and Human Resources Committee, recommends to the Board of Governors the approval of the Intentional Diversity Hiring Policy as presented.*

**Effective Date:** Upon Approval of the Board of Governors

## 2.0 BACKGROUND AND ANALYSIS

In response to feedback submitted by the UNBC Faculty Association regarding the *Intentional Diversity Hiring Policy* (“the *Policy*”), President Payne approved a limited review of the *Policy* in November 2023.

Due to personnel changes within the equity, diversity, and inclusion portfolio, consultation opportunities—particularly those requiring specific disciplinary and subject-matter expertise—were delayed. The review process concluded in March 2025, following a final round of consultation focused on gathering feedback on the proposed revisions.

Revisions to the *Policy* are marked in the document: underlined text indicates additions, and while ~~strike through~~ text denotes deletions. The revisions:

- Clarified the definition of designated groups.
- Clarified that, where this *Policy* conflicts with any applicable collective agreement, the provisions of the collective agreement will prevail.
- Reinforced that UNBC will always hire the best-qualified candidate. However, where candidates are equally qualified, preference may be given to candidates from designated groups.
- Introduced a requirement to declare the use of the *Policy* at the outset—prior to the posting of a position.
- Added the distinction between two hiring categories:
  1. Preferential Hire
  2. Limited Hire

### **3.0 LENS OF RECONCILIATION:**

The *Policy* enables UNBC to prioritize Indigenous candidates in hiring processes for positions where Indigenous knowledge and/or lived experience, for example, are identified as essential qualifications.

### **4.0 CONCLUSION**

This *Policy* reaffirms the University of Northern British Columbia’s commitment to equity, diversity, and inclusion through the intentional recruitment and appointment of individuals from Designated Groups. By implementing intentional diversity hiring practices in alignment with applicable legislation and collective agreements, UNBC strengthens its ability to serve its academic mission and broader community. The University remains committed to fair, transparent, and accountable hiring practices that reflect and support the identities and lived experiences of its students, faculty, and staff.

# Policy

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## Intentional Diversity Hire Policy

**Number:** HR 2  
**Classification:** Human Resources  
**Approving Authority:** Board of Governors  
**Designated Executive Officer:** President  
**Effective Date:** March 30, 2023  
**Supersedes:** N/A  
**Date of Last Review/Revision:** May 2025  
**Mandated Review Date:** March 2030

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**Associated Procedures:** [Insert the number and title of the policy's corresponding procedures].

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## Table of Contents

|      |  |   |
|------|--|---|
| 1.0  | BACKGROUND .....                                     | 2 |
| 2.0  | PURPOSE .....  | 2 |
| 3.0  | PRINCIPLES .....                                     | 2 |
| 4.0  | SCOPE .....  | 3 |
| 5.0  | DEFINITIONS .....                                    | 3 |
| 6.0  | POLICY.....  | 4 |
| 7.0  | REPORTING .....                                      | 5 |
| 8.0  | AUTHORITIES AND OFFICERS .....                       | 6 |
| 9.0  | RELEVANT LEGISLATION .....                           | 6 |
| 10.0 | RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS..... | 6 |



## 1.0 BACKGROUND

The University of Northern British Columbia (UNBC) is committed to matters of employment equity in the hiring, promotion and retention of individuals ~~whose identities have been historically underrepresented and underserved~~ within the Designated Groups. In order to address the historic and contemporary inequity that certain identities face, the University may conduct intentional searches to enhance employment equity, in accordance with current BC labour laws, the BC Human Rights legislation, and all applicable collective agreements.

## 2.0 PURPOSE

- 2.1 The purpose of this policy is to provide for the use of Intentional Diversity Hiring practices to foster equity and diversity. Intentional Diversity Hiring practices assist the ~~University~~ to achieve diverse and equitable representation in the workplace, and to recruit employees whose identities enrich the ways in which we accomplish the academic mission and serve our community.
- 2.2 The objective of employment equity is a workplace in which ~~historically underrepresented and underserved~~ the Designated Groups ~~members of~~ are fairly represented throughout UNBC's workforce.

## 3.0 PRINCIPLES

- 3.1 UNBC continues to hire the best-qualified candidates and make employment decisions based on job qualifications and performance criteria, such as skills, knowledge, and abilities. By seeking out candidates who have ~~traditionally been or continue to be~~ systemically marginalized and disqualified on the basis of identity, UNBC ensures candidates bring forward the value of personal lived experience to their positions as well as meeting the level of excellence noted above. This enhances the University's ability to deliver the best services to its community.
- 3.2 Employment equity requires that UNBC minimizes barriers and addresses all forms of discrimination. In this way, the pool of excellent candidates increases substantially.
- 3.3 The best-qualified person shall always be recommended for hire. However, where the qualifications and performance criteria such as skills, knowledge, and abilities of the leading candidates for appointment are substantially equal, and one or more is from the Designated Groups, the most qualified candidate from a Designated Group shall be deemed the best qualified and shall be recommended for hire.

[Insert date approved]

## 4.0 SCOPE

This policy applies to any hiring of faculty, staff, exempt employees, and administrators for situations described in section 6.1.

Where the application of this policy would conflict with the provisions of any applicable collective agreement, the applicable collective agreement provision will apply.

## 5.0 DEFINITIONS

- 5.1 **Designated Groups** mean women, Aboriginal peoples, persons with disabilities, and members of visible minorities, as set out in the Canadian *Employment Equity Act*, SC 1995, c. 44, as amended from time to time; and Black people and people of colour ("IBPOC") and members of the 2SLGBTQ+ community.

Under the *Employment Equity Act*, Aboriginal peoples means persons who are Indians, Inuit or Métis; and members of visible minorities means persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour.

~~**Designated group** refers to the definition outlined in the Canadian Employment Act (women, Indigenous persons, person with disabilities, and members of 'visible minorities'. This includes but is not limited to individuals with disabilities; indigenous people, Black people and people of colour ("IBPOC") and members of the 2SLGBTQ+ community.~~

- 5.2 **Intentional Diversity Hiring** means a job competition that is intentional in hiring to one or more of the four Designated Groups, in accordance with the *BC Human Rights Code* and following the process set out in the Policy.

~~5.2.1 applications from members of the designated group(s) are considered first;~~

~~5.2.2 only qualified applicants from the designated group(s) are short-listed and assessed for the vacancy; and~~

~~5.2.3 if no applicants from the designated groups are successful after the assessment process, applicants who are not members of the designated group(s) may be short-listed and assessed in accordance with regular selection processes.~~

- 5.3 **Under-Represented Group** means individuals or groups with insufficient or inadequate representation in various aspects of university life, often determined

[Insert date approved]

~~when compared to their proportional composition in Canadian society, but in the university setting, other considerations may also override strictly proportional representation. Human Resources and the Office of Equity Affairs are accountable if an intentional diversity hire to help improve under representation is in question or challenged.~~

**Intentional Diversity Hiring** means a job competition that is intentional in hiring to one or more of the Designated Groups, in accordance with the *BC Human Rights Code*, under one of two hiring streams: (1) Preferential Hire; and (2) Limited Hire. This means:

**5.2.1 Preferential Hire:**

- any applicant may apply;
- only qualified applicants from the Designated Group(s) are short-listed and assessed first for the vacancy; and
- if no applicants from the Designated Group(s) are successful after the assessment process, applicants who are not members of the Designated Group(s) may be short-listed and assessed in accordance with regular selection processes.

**5.2.2 Limited Hire:**

- only applicants from the Designated Group(s) may apply;
- only qualified applicants from the Designated Group(s) are short-listed and assessed for the vacancy; and
- if no applicants from the Designated Groups are successful after the assessment process, the position is considered a 'failed search' and the job must be reposted or left unfilled.

## 6.0 POLICY

**6.2** Intentional Diversity Hiring may be used when one or more of the following situations exist:

- 6.2.1 when a Designated Group is under-represented in the relevant unit, occupation, or program;
- 6.2.2 where a new or existing program has not yet received the required, special expertise or knowledge of members of a Designated Group;
- 6.2.3 where the University has committed to external funding programs that reflect specific matters of equity and diversity in programming and/or staffing practice; or

[Insert date approved]

6.2.4 where it is desirable to hire ~~e~~Designated ~~g~~Group members to better reflect and affirm the identities of students, faculty, and staff.

6.3 In order to achieve the University's equity and diversity goals, President or Vice-President approval is required for any position and may be contingent on Intentional Diversity Hiring being conducted.

~~6.3 Consultation by the selection committee chair with the appropriate union (when applicable), Human Resources and the Office of Equity Affairs must occur prior to posting a preferential hire or before applying to the BC Office of the Human Rights Commissioner for any Intentional Diversity Hiring special programs.~~

6.4 In consultation with Human Resources and the Office of Equity and Inclusion, the selection committee chair, with their exempt supervisor, will seek approval with the appropriate Vice President and applicable union. This consultation and approval must occur prior to posting an intentional hire.

6.5 Human Resources and the Office of Equity and Inclusion are responsible for applying to the BC Office of the Human Rights Commissioner for special program approval prior to any Intentional Diversity Hiring practice, if required.

6.6 This process may be modified to comply with applicable collective agreement provisions, including any requirements to prefer internal qualified applicants.

## 7.0 REPORTING

~~7.1 UNBC must submit a report on all Intentional Diversity Hiring to the BC Office of the Human Rights Commissioner.~~

~~7.2 The responsible Dean or Director must develop a report on all Intentional Diversity Hiring and submit it to Human Resources.~~

~~7.3 Human Resources and the Office of Equity Affairs is responsible for submitting the report to the BC Office of the Human Rights Commissioner on behalf of UNBC.~~

7.1. Where a Special Program Designation approval is sought and received, Human Resources and the Office of Equity and Inclusion are responsible for working with the Dean or Director for preparing and submitting the required reports to the BC Office of the Human Rights Commissioner.

[Insert date approved]

## 8.0 AUTHORITIES AND OFFICERS

[Required] The authorities and officers for this policy are as follows:

Approving Authority: Board of Governors

Designated Executive Officer: President

Procedural Authority: President

Procedural Officer: Associate Vice-President, Equity, Diversity and Inclusion

## 9.0 RELEVANT LEGISLATION

~~9.1 — *Canadian Employment Equity Act*~~

~~9.2 — *BC Human Rights Code*~~

9.1 — Federal *Employment Equity Act*, S.C. 1995, c. 44, as amended from time to time.

9.2 — *BC Human Rights Code*, R.S.B.C. 1996, c. 210, as amended from time to time.

## 10.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

**BRIEFING NOTE FOR:**
**UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES**

|  |  |  |
|--|--|--|
| <b>Subject:</b>                                      | <b>Naming of Physical Assets Policy</b>  |  |
| <b>Audit &amp; Risk Committee</b>                    | <b>Meeting Date:</b>   | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input type="checkbox"/> Approval            |
| <b>Finance &amp; Investment Committee</b>            | <b>Meeting Date:</b>   | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input type="checkbox"/> Approval            |
| <b>Governance &amp; Human Resources Committee</b>    | <b>Meeting Date:</b><br>June 12, 2025  | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input checked="" type="checkbox"/> Approval |
| <b>UNBC Board of Governors</b>                       | <b>Meeting Date:</b><br>June 26, 2025  | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input checked="" type="checkbox"/> Approval |
| <b>Submitted By:</b>                                 | Paula Wood-Adams, Vice President, Research & Innovation  |  |
| <b>Please note other guests to be in attendance:</b> |  |  |
| <b>Appendices:</b>                                   | Naming of Physical Assets Policy (draft – for approval)<br>Naming of Physical Assets Procedures (draft – for information)<br>Naming Policy (1998 – for repeal) |  |
| <b>Motion Number:</b>                                |  |  |

**1.0 MOTION/DISCUSSION/RECOMMENDATION**
**For Governance and Human Resources:**

*That the Governance and Human Resources Committee recommends to the Board of Governors the approval of the Naming of Physical Assets Policy as presented.*

*That the Governance and Human Resources Committee recommends to the Board of Governors the repeal of the Naming Policy as presented.*

**For the Board:**

*That on the recommendation of the Governance and Human Resources Committee, the Board of Governors approves the Naming of Physical Assets Policy as presented.*

*That on the recommendation of the Governance and Human Resources Committee, the Board of Governors repeals the Naming Policy as presented.*

## **2.0 BACKGROUND AND ANALYSIS**

UNBC's current *Naming Policy* was approved by the Board of Governors in 1998. Since it has been 27 years since the Policy was updated, substantial changes are required to align with current processes, organizational structure, Indigenous inclusion and legislative requirements under the BC Ministry of Citizens' Services [Naming Privileges Policy](#). As a result, the attached *Naming of Physical Assets Policy* and *Naming of Physical Assets Procedures* were developed.

Under BC's *University Act*, the *Naming of Physical Assets Policy* required consultation with Senate before moving ahead to the Board of Governors for approval.

- 2.1 [Section 27 \(1\)](#) of BC's *University Act* states the management, administration and control of the property, revenue, business and affairs of the university are vested in the board of governors.
- 2.2 Without limiting section 27(1) of BC's *University Act*, or the general powers conferred on the board by the Act, [section 27\(2\)\(d\)](#) states that the board has the power, in consultation with the senate, to maintain and keep in proper order and condition the real property of the university, to erect and maintain the buildings and structures on it that in the opinion of the board are necessary and advisable, and to make rules respecting the management, government and control of the real property, buildings and structures.

Both the Senate Committee on Honorary Degrees and Others Forms of Special Recognition and the Senate Committee on Indigenous Initiatives were consulted as part of this process before consultation with Senate.

Both the Policy and Procedures have been reviewed by the units involved, posted to the UNBC Policy website for broader University community feedback, and sent to UNBC's union executives for feedback.

Once the Policy is approved by the Board, the President is authorized to approve the associated Procedures. The Procedures are included for information.

# Policy

## NAMING OF PHYSICAL ASSETS POLICY

**Number:** BP 1

**Classification:** Buildings and Properties

**Approving Authority:** Board of Governors

**Designated Executive Officer:** President

**Effective Date:**

**Supersedes:** Naming Policy (1998)

**Date of Last Review/Revision:** July 2024

**Mandated Review Date:** July 2031

**Associated Procedures:** Naming of Physical Assets Procedures

## Table of Contents

|       |   |   |
|-------|---|---|
| 1.0   | BACKGROUND .....                                  | 3 |
| 2.0   | PURPOSE .....                                     | 3 |
| 2.0   | PRINCIPLES .....                                  | 3 |
| 3.0   | SCOPE .....                                       | 3 |
| 4.0   | DEFINITIONS .....                                 | 4 |
| 5.0   | POLICY .....                                      | 4 |
| 5.1   | General .....                                     | 4 |
| 5.2   | Naming Classifications.....                       | 5 |
| 5.3   | Approval of Physical Asset Naming Proposals ..... | 5 |
| 5.3.1 | Functional Purposes .....                         | 5 |
| 5.3.2 | Honorific Purposes .....                          | 5 |
| 5.3.3 | Bestowed Names .....                              | 6 |
| 5.3.4 | Recognition of Philanthropic Support .....        | 6 |
| 5.3.5 | Time-Limited Naming .....                         | 7 |
| 5.3.6 | Renaming Physical Assets .....                    | 7 |



|     |  |   |
|-----|--|---|
| 5.4 | Renaming or Revoking the Name of a Physical Asset..... | 8 |
| 5.5 | Confidentiality .....                                  | 8 |
| 5.6 | Signage.....   | 8 |
| 5.7 | Management of Related Records .....                    | 8 |
| 6.0 | REPORTING .....  | 8 |
| 7.0 | AUTHORITIES AND OFFICERS .....                         | 9 |
| 8.0 | RELEVANT LEGISLATION.....                              | 9 |
| 9.0 | RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS.....   | 9 |

FOR APPROVAL

## 1.0 BACKGROUND

- 1.1 [Section 27 \(1\)](#) of BC's *University Act* states the management, administration and control of the property, revenue, business and affairs of the university are vested in the board of governors.
- 1.2 Without limiting section 27(1) of BC's *University Act*, or the general powers conferred on the board by the Act, [section 27\(2\)\(d\)](#) states that the board has the power, in consultation with the senate, to maintain and keep in proper order and condition the real property of the university, to erect and maintain the buildings and structures on it that in the opinion of the board are necessary and advisable, and to make rules respecting the management, government and control of the real property, buildings and structures.

## 2.0 PURPOSE

The purpose of this policy is to set out the standards and principles for decisions regarding the naming of University Physical Assets.

## 2.0 PRINCIPLES

- 2.1 The University is committed to upholding the principles outlined in the *Indigenous Equity and Inclusion Policy* and in creating culturally safe spaces.
- 2.2 UNBC reserves the right to name rooms, buildings, roads or other Physical Assets in honour of individuals or corporations who have made a significant contribution to the University, financial or otherwise.
- 2.3 Naming of Physical Assets must be in accordance with applicable legislation and other University policies.
- 2.4 The names of Physical Assets must align with the strategic direction, vision, mission, and values of the University and preserve the University's integrity.
- 2.5 Naming is normally to be for the useful life of the Physical Asset unless it is Time-Limited.

## 3.0 SCOPE

This policy applies to the naming of all Physical Assets University-wide.

## 4.0 DEFINITIONS

- 4.1 **Bestowed** means a name given to the University by one or more regional Indigenous communities, and these communities have consented for the University to use that name.
- 4.2 **Functional** means the actual purpose for which a Physical Asset is designed for, or the specific function to which it is suited.
- 4.3 **Honorific** means bestowing honour or respect in recognition of individuals who have made substantial or long-term contributions to the University. An honorific naming may also be granted in recognition of a concept, word, value, or place that aligns with and reflects the University's mission, vision and values or the history of the lands on which the University stands.
- 4.4 **Philanthropic** means the act of philanthropy which results in gifts to the University which have real or in-kind monetary value.
- 4.5 **Physical Assets** include, but are not limited to, all or portions of buildings or facilities, rooms, physical structures, halls, laboratories, foyers, meeting rooms, lounges, atria, recreation areas, athletic facilities, and residences. Physical assets also include major pieces of equipment, roads, parking lots, walkways, fields, gardens, monuments and other physical resources that the university may wish to name from time to time.
- 4.6 **Time-Limited** means naming of a Physical Asset that has a fixed term for a defined and agreed-to period of time, which may be shorter than the actual life span of the Physical Asset.

## 5.0 POLICY

### 5.1 General

- 5.1.1 UNBC conducts all naming activities in compliance with the BC Ministry of Citizens' Services [Naming Privileges Policy](#).
- 5.1.2 Naming recommendations may originate from any member of the University community.

- 5.1.3 No member of the University can make a commitment regarding the naming of a Physical Asset until the proposal is approved by the requisite approval authority.
- 5.1.4 The University follows transparent and consistent processes in the naming of its Physical Assets, and the names given to Physical Assets must be compatible with the strategic direction, vision, mission, and values of the university and shall preserve the university's integrity.
- 5.1.5 All Physical Asset Naming Proposals must be submitted to the Office of Research and Innovation and the Facilities Management Department, and receive appropriate approvals in accordance with the procedures associated with this Policy prior to implementation.
- 5.1.6 Individuals negotiating on behalf of the University are responsible for advising potential donors that any agreement to name a Physical Asset is conditional pending approval by the Board of Governors (Board).

## 5.2 Naming Classifications

The University may name Physical Assets:

- 5.2.1 for Functional purposes;
- 5.2.2 for Honorific purposes;
- 5.2.3 with a name Bestowed by a local Indigenous community;
- 5.2.4 in recognition of Philanthropic support; or
- 5.2.5 for Time-Limited purposes in recognition of sponsorship or other support.

## 5.3 Approval of Physical Asset Naming Proposals

### 5.3.1 Functional Purposes

- i. The Facilities Management Department is responsible for confirming the functional purpose of a physical asset.
- ii. The President, in consultation with the members of the President's Executive Council, has the authority to approve the naming of a Physical Asset where the name is solely functional.

### 5.3.2 Honorific Purposes

- i. For Honorific purposes, using the names of individuals is reserved to honour individuals who have made exceptional and long-lasting contributions to the development or status of the University, including in memoriam when appropriate.

- ii. The President, after consultation with Senate, may recommend that the Board approves the naming of a Physical Asset for Honorific purposes.
- iii. On receipt of the recommendation from the President, the Board may or may not approve.

#### 5.3.3 Bestowed Names

- i. The President, after consultation with Senate, may recommend that the Board approves the decision to request a Bestowed Name.
- ii. On receipt of the recommendation from the President, the Board may or may not approve the recommendation.
- iii. The University does not have the authority to choose the Bestowed name.
- iv. Upon approval to request a Bestowed Name, the University approaches a local Indigenous community or communities in accordance with the procedures and following proper protocol to request a Bestowed name for a Physical Asset.

#### 5.3.4 Recognition of Philanthropic Support

- i. The naming of a Physical Asset in recognition of Philanthropic support is reserved to honour substantial contributions to the development or status of the University made through gifts.
- ii. Naming in honour of benefactors is in addition to other forms of donor recognition including, but not limited to, letters of thanks, ceremonies, plaques, and recognition gifts.
- iii. The University's preference is to name Physical Assets after individuals, but naming after organizations may be considered.
- iv. The President, after consultation with Senate, may recommend that the Board approves the naming of a Physical Asset for Philanthropic purposes when a gift or bequest is made to the University that:
  - a. represents all or a significant portion of the cost;
  - b. is central to the completion of the Physical Asset; or
  - c. could be recognized through the re-naming of an existing Physical Asset.
- v. On receipt of the recommendation from the President, the Board may or may not approve the recommendation.
- vi. Gifts the University receive are recognized in accordance with written agreements made with the donor(s) subject to the required approvals as per the associated procedures.
- vii. Funding requirements for naming a Physical Asset for Philanthropic purposes are established by the Office of Research and Innovation and prior to submission to the President for approval.

#### 5.3.5 Time-Limited Naming

- i. Proposals for naming a Physical Asset for Time-Limited purposes must ensure prospects, and their business practices, align with the University's mission, vision and values.
- ii. Time-limited names that imply the University's endorsement of a commercial product are not approved. This does not preclude opportunities with companies that manufacture or distribute commercial products.
- iv. The President, after consultation with Senate, may recommend that the Board approve the naming of a Physical Asset for Time-Limited purposes.
- v. On receipt of the recommendation from the President, the Board may or may not approve the recommendation.

#### 5.3.6 Renaming Physical Assets

- i. The University only considers renaming Physical Assets that have been named for Honorific or Philanthropic purposes under exceptional circumstances, including the following:
  - a. the primary use of the Physical Asset has changed;
  - b. the Physical Asset will no longer be used;
  - c. the Physical Asset has been substantially altered;
  - d. subsequent circumstances pertaining to an individual or organization that has been recognized through naming, contradicts the University's mission, vision or values, or brings its reputation into disrepute; and/or
  - e. other exceptional circumstances occur where re-naming or revoking a name is warranted.
- ii. The University may re-name Physical Assets named for Time-Limited purposes at the expiration of the term, or in the event of revocation or mutually agreed cancellation.
- iii. The President, in consultation with Senate, may recommend the Board approves the re-naming of Physical Assets for Honorific, Philanthropic, or Time-Limited purposes in accordance with the associated procedures.
- iv. On receipt of the recommendation from the President, the Board may or may not approve the recommendation.
- v. When appropriate, individuals or organizations named previously on the Physical Asset are recognized.
- vi. When there is a proposal to rename a Physical Asset, reasonable efforts are made in advance to inform the original namesake or next-of-kin, as appropriate.
- vii. A proposal to re-name or add an additional name to a Physical Asset must adhere to the same principles and process set out in this policy and its associated procedures.

#### 5.4 Renaming or Revoking the Name of a Physical Asset

- 5.4.1 The President, after consultation with Senate, may recommend that the Board renames or revokes the name of a physical asset.
- 5.4.2 On receipt of the recommendation from the President, the Board may or may not approve the recommendation.

#### 5.5 Confidentiality

- 5.5.1 All naming request proposals must remain confidential until the naming is publicly announced by the University. Everyone involved in the process is responsible for maintaining confidentiality until such time.
- 5.5.2 The Office of Research and Innovation makes a public announcement only after the final approval of the proposed name.

#### 5.6 Signage

- 5.6.1 Signage recognizing the naming of a Physical Asset must be of uniform design and in accordance with University policies and graphic standards.
- 5.6.2 Signage or other types of recognition must not impact the quality, integrity, or safety of any area, facility, property or land.
- 5.6.3 Signage associated with a name in an Indigenous language must include the name in the appropriate Indigenous language(s) and must be developed in collaboration with the appropriate nation/Indigenous group.
- 5.6.4 Signage associated with naming of a Physical Asset may include an organization's logo if appropriate, as part of the design.

#### 5.7 Management of Related Records

- 5.7.1 The Office of University Governance is responsible for keeping all records related to Physical Asset naming proposals and decisions.
- 5.7.2 The Facilities Management Department is responsible for maintaining an inventory of all named Physical Assets.
- 5.7.3 The Office of Research and Innovation is responsible for maintaining a copy of all gift and sponsorship agreements involving naming recognition.

### 6.0 REPORTING

N/A

## 7.0 AUTHORITIES AND OFFICERS

The authorities and officers for this policy are as follows:

Approving Authority: Board of Governors

Designated Executive Officer: President

Procedural Authority: President

Procedural Officer: Vice-President, Research and Innovation and Director, Facilities Management and Capital Planning, and Associate Vice-President, Indigenous

## 8.0 RELEVANT LEGISLATION

[BC University Act](#)

## 9.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

9.1 Fundraising and Gift Acceptance Policy and Procedures

9.2 [BC Ministry of Citizens' Services Naming Privileges Policy](#)

9.3 Indigenous Equity and Inclusion Policy and Procedures



# Procedures

## NAMING OF PHYSICAL ASSETS PROCEDURES

**Number:** BP 1.1

**Classification:** Buildings and Properties

**Procedural Authority:** President

**Procedural Officer:** Vice-President, Research and Innovation; Director, Facilities Management and Capital Planning; and Associate Vice-President, Indigenous

**Effective Date:**

**Supersedes:** Naming Policy (1998)

**Date of Last Review/Revision:** November 2023

**Mandated Review Date:** November 2030

**Parent Policy:** Naming of Physical Assets

## Table of Contents

|     |  |   |
|-----|--|---|
| 1.0 | PURPOSE.....   | 2 |
| 2.0 | PROCEDURES.....  | 2 |
| 2.1 | Physical Asset Naming Proposal Development.....                                  | 2 |
| 2.2 | Submission and Review of Physical Asset Naming Proposals .....                   | 3 |
| 2.3 | BC Government's Ministry of Citizens' Services Naming Privileges Policy...       | 4 |
| 2.4 | Approval of Physical Asset Naming, Renaming and Revoking the Name Proposals..... | 4 |
| 2.5 | Steps Following Approval .....   | 5 |
| 2.6 | Renaming or Revoking Names of Physical Assets.....                               | 6 |

## 1.0 PURPOSE

The purpose of these procedures is to

- 1.1 ensure that requests for naming physical assets are consistently proposed, appropriately reviewed and approved; and
- 1.2 provide direction on the re-naming or revocation of the name of a University physical asset.

## 2.0 PROCEDURES

### 2.1 Physical Asset Naming Proposal Development

2.1.1 All Physical Asset Naming Proposals must include the following:

- i. the physical asset to be named and the proposed name;
- ii. the classification of naming in accordance with the *Naming of Physical Assets Policy*;
- iii. the reason(s) for the request and a description of the naming recommendation;
- iv. the background information for the organization, individual, place or other proposed to be named, in accordance with section 2.4 of the *Naming of Physical Assets Policy*;
- v. the proposed term of naming recognition in accordance with section 2.5 of the *Naming of Physical Assets Policy*;
- vi. other conditions, concerns or potential/existing impacts;
- vii. a letter of support from the administrative head of the unit if the proposal is associated with an academic or administrative unit: and
- viii. any other information deemed relevant by the proponent.

2.1.2 Proposals for Bestowing a name in an Indigenous language on a Physical Asset include a request for a name but do not include a specific name.

2.1.3 Opportunities for naming for Philanthropic purposes and time-limited purposes are developed by the Office of Research and Innovation in collaboration with relevant units.

- i. The Vice-President, Research and Innovation may make a recommendation to proceed to secure external contributions.
- ii. Once a commitment for external funding has been secured, the Office of Research and Innovation, in collaboration with relevant units, creates and submits a Physical Asset Naming Proposal as outlined in sub-section 2.2 of these Procedures.

- iii. Time-limited related proposals must include clear terms on exclusivity or non-exclusivity and planned signage, and may include the logo of an organization.

## 2.2 Submission and Review of Physical Asset Naming Proposals

- 2.2.1 All Physical Asset Naming Proposals must be first submitted to the Vice-President, Research and Innovation and the Director, Facilities Management and Capital Planning.
  - i. The Vice-President, Research and Innovation and Director, Facilities Management and Capital Planning, or their designates, are responsible for coordinating the progression of the proposals as outlined in these Procedures.
  - ii. The Facilities Management Department must complete an initial assessment regarding associated costs, including upkeep and replacement. The completed assessment must be included as part of the proposal moving forward.
- 2.2.2 For Functional purpose proposals, the Facilities Management Department must confirm the functional purpose of a physical asset prior to the proposal moving ahead for review.
- 2.2.3 Once the initial assessment is complete, the Vice-President, Research and Innovation and Director, Facilities Management and Capital Planning, or their designates
  - i. forward the proposal to the Associate Vice-President, Indigenous if it is for a name in an Indigenous language or of an Indigenous person. The Associate Vice-President, Indigenous is responsible for the following:
    - a. consulting with local Indigenous communities and community members they consider appropriate;
    - b. compiling feedback and recommendations; and
    - c. working with the Vice-President, Research and Innovation and the Director, Facilities Management and Capital Planning in moving the proposal forward as outlined in 2.2.3 ii and onwards in these Procedures.
  - ii. consult with unit leads that are responsible for the following, where appropriate, which is not an exhaustive list:
    - a. Indigenous initiatives
    - b. business services
    - c. communications
    - d. marketing
    - e. research and innovation
    - f. advancement

- g. faculties
- h. undergraduate and graduate student societies
- i. alumni council

2.2.3 The Vice-President, Research and Innovation and Director, Facilities Management and Capital Planning compile the feedback and review the proposal, facilities' initial cost assessment and the feedback with the members of the President's Executive Council (PEC).

2.2.4 Members of PEC review the proposal and make recommendations to the President. If further consultations are recommended, the Vice-President, Research and Innovation and the Director, Facilities Management and Capital Planning, or their designates, must coordinate.

2.2.5 If the President decides to move the proposal through the approval process, the Vice-President, Research and Innovation and the Vice-President, Finance and Administration ensure adequate funding is in place to cover the costs associated with the proposal.

## 2.3 BC Government's Ministry of Citizens' Services Naming Privileges Policy

2.3.1 While Physical Asset Naming Proposals are moving through UNBC's internal consultation and approval process, the Office of Research and Innovation simultaneously ensures that any necessary approvals regarding naming have been granted in accordance with the BC Government's Ministry of Citizens' Services [Naming Privileges Policy](#).

2.3.2 No public announcements can be made until the proposal is approved by the Board and the BC Government's Ministry of Citizens' Services.

## 2.4 Approval of Physical Asset Naming, Renaming and Revoking the Name Proposals

### 2.4.1 Functional Purposes

- i. After consultation with PEC, the President may decide to approve the naming of a Physical Asset where the name is solely functional.
- ii. The Office of the President forwards the President's decision and all related records as outlined in section 5.6 of the Policy.

### 2.4.2 All Other Proposals

- i. After consultation with PEC, the President may decide to move the Proposal forward and submits the proposal to the Office of University Governance.
- ii. The President presents the Proposal to the Board of Governors Governance Committee (Governance Committee) for consideration.
- iii. If the Governance Committee recommends proceeding with the proposal, the Governance Committee requests that the President, as Chair of Senate, present the proposal
  - a. to the Senate Committee on Indigenous Initiatives (SCII) (or equivalent Senate Committee designated with this responsibility) in strict confidence in a closed meeting and that the President solicit feedback on Bestowed naming related proposals; or
  - b. to the Senate Committee on Honorary Degrees and Other Forms of Special Recognition (SCHDSR) in strict confidence in a closed meeting and that the President solicit feedback on Honorific, Philanthropic, and Time Limited related proposals.
- iv. If the SCHDSR supports the proposal, the President, as Chair of Senate, proceeds the proposal and the SCHDSR's feedback to Senate in strict confidence in a closed meeting.
- v. If the SCHDSR does not support the proposal, the President provides the Governance Committee with the feedback.
- vi. The Governance Committee receives Senate feedback and may or may not decide to recommend the Proposal to the full Board of Governors.
- vii. The Board may or may not approve the recommendation.

## 2.5 Steps Following Approval

2.5.1 All agreements for honorific, philanthropic and time-limited naming purposes must include language that enables the naming to be revoked as per section 5.5 of the Naming of Physical Assets Policy.

### 2.5.2 Bestowed Name

- i. The Associate Vice-President, Indigenous approaches one or more local Indigenous communities, according to appropriate protocol, and requests a Bestowed name for the Physical Asset.
- ii. If the community Bestows a name, then the Associate Vice-President, Indigenous advises the President of the name and how it must be implemented.
- iii. The Bestowed name is not subject to any further approvals at the University once Bestowed by the community/ies.

- iv. The President reports back to the Board on the approved name.
- v. The vice-president responsible for advancement and Director, Facilities Management and Capital Planning are responsible for working with the Associate Vice-President, Indigenous and their team in implementing the proposal.

## 2.6 Renaming or Revoking Names of Physical Assets

- 2.6.1 In the case of time-limited naming, re-naming may take place at the expiration of the term, or in the event of revocation, or mutually agreed cancellation.
- 2.6.2 Administrative costs associated with the re-naming are covered by the gift or sponsorship agreement.
- 2.6.3 If a physical asset is demolished or replaced, or where the occupancy or use changes and the former name is no longer appropriate, then a request for a new name may be considered as outlined in the *Naming of Physical Assets Policy* and these Procedures.
- 2.6.4 When possible, the University contacts the namesake, next-of-kin, or other appropriate contact person to inform them of the decision to demolish, replace, or change the use of a physical asset before the change takes place.
- 2.6.5 The vice-president responsible for advancement oversees communication regarding the revocation of a philanthropic, honorific or time-limited naming.

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**SUBJECT: NAMING****1. Purpose**

- 1.1\_ UNBC reserves the right to name scholarships, bursaries, fellowships, professorships, rooms, buildings, roads or other such items in honour of individuals or corporations who have made a significant contribution to the University, financial or otherwise, or in such other manner as may from time to time be deemed to be appropriate.
- 1.2 Naming in honour of benefactors shall be in recognition of substantial donations or bequests made to UNBC in accordance with the terms and conditions of the UNBC Donor Recognition Policy and Procedures.
- 1.3 Naming in recognition of service to the University will be exceptional and will be an honour extended only to those considered to be the most deserving of recognition.
- 1.4 Naming for other purposes, except functional designations (e.g., Residence 1, the Library), shall be as determined to be appropriate by the University Senate and Board of Governors.

**2. Scope**

This policy is applicable university-wide.

**3. Authority**

The Development Office, Registrar and President, are responsible for the administration of this policy. The ultimate authority for the policy rests with the Board of Governors.

**4. Naming in Honour of Benefactors**

- 4.1 Naming will be in addition to other forms of donor recognition including letters of thanks, ceremonies, plaques, donor club memberships, recognition gifts, etc.
- 4.2 The Development Office, acting within the parameters established and maintained by the University Advancement Committee and the Board, will recommend to the President or his/her designate for approval the naming of scholarships, professorships, rooms, buildings or other such items where a donation or bequest of sufficient value has been made to the University, and where the donor or his/her delegate agrees.
- 4.3 The Development Office will actively work with donors to ensure that the names selected for items designated for naming are appropriate and in keeping with the stature and profile of UNBC.
- 4.4 The President, or such an officer of the University as the President may designate, shall evaluate and approve recommendations for naming made by the Development Office.
- 4.5 Where there is uncertainty regarding a proposal for naming, either within the Development Office or on the part of the President or her/his delegate, the matter will be referred to the University Advancement Committee for advice.
- 4.6 The schedule of minimum donations for purposes of naming (see Appendix 1) must be followed unless exemption is specifically granted by the Board of Governors on the recommendation of the President. The schedule shall be reviewed annually by the Development Office, based on comparisons with similar schedules for comparable

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Canadian universities, revised from time to time by the University Advancement Committee, and submitted to the Board for information.

## **5. Naming in Recognition of Exceptional Service**

- 5.1 Naming will be for the purpose of honouring former faculty or staff members, former Chancellors, Board members or other volunteer members of the University community, or such other persons who have either made exceptional contributions to the development and status of the University, or for whom the University deems it appropriate to recognize in memoriam.
- 5.2 Proposals for the honorific naming of scholarships, professorships, rooms, buildings or other such items shall be directed to the President (Chair of Senate) or Registrar (Secretary of Senate) for referral to the Senate Committee on Honorary Degrees & Other Forms of Special Recognition.
- 5.3 Prior to referring proposals to the Senate Committee, the President or Registrar shall seek the written opinion of the Development Office as to whether the item proposed for naming has a high potential for donation and if it should be reserved for donor recognition.
- 5.4 The President or Registrar shall refer the proposal for honorific naming to the Senate Committee on Honorary Degrees & Other Forms of Special Recognition for recommendation to Senate. Only positive recommendations shall be forwarded to Senate.
- 5.5 Senate shall consider recommendations on honorific naming in closed sessions and make recommendations to the Board of Governors. Only positive recommendations shall be forwarded to the Board.
- 5.6 The Board shall determine the honorific naming at its discretion based on the originating proposal and the recommendation of Senate.

## **6. Naming for Other Purposes**

- 6.1 Naming will be for purposes of distinguishing a scholarship, professorship, room, building or road or other such item in other than a purely functional description, but not for recognition of a donor or in honour of an individual, group or corporation.
- 6.2 Proposals for naming shall be directed to the President (Chair of Senate) or the Registrar (Secretary of Senate) for referral to the Senate Committee on Organization and Rules.
- 6.3 Prior to referring proposals to the Senate Committee, the President or Registrar shall seek the written opinion of the Development Office as to whether the item proposed for naming has a high potential for donation and if it should be reserved for donor recognition.
- 6.4 The President or Registrar shall refer the proposal for naming to the Senate Committee on Organization and Rules for recommendation to Senate. Positive recommendations shall be forwarded to Senate for resolution: negative decisions shall be forwarded to Senate for information.
- 6.5 Senate shall consider recommendations on naming in open sessions and make recommendations to the Board of Governors. Only positive recommendations shall be forwarded to the Board.
- 6.6 The Board shall determine the naming at its discretion based on the originating proposal and the recommendation of Senate.

## **7. Renaming**

- 7.1 When name recognition has been extended for a gift received, it will be honoured in accordance with the agreement



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that was entered into. In the event of changed circumstance, the University reserves the right to change the form of name recognition in consultation with the donor or the donor's survivors.

- 7.2 When name recognition has been extended in recognition of exceptional service or for other purposes, the Board of Governors at its sole discretion can change or remove the name recognition.

FOR REPEAL

## APPENDIX 1

### Schedule of Minimum Donations for Naming

|      |  |         |             |
|------|--|---------|-------------|
| 8.   | Scholarships, Bursaries, Prizes and Awards |         |             |
| 8.1_ | Annual Contribution                        |         |             |
|      | Scholarship/Bursary                        |         | 1,000       |
|      | Research Award                             |         | 1,000       |
|      | Prize                                      |         | 200         |
| 1.2  | Endowment                                  |         |             |
|      | Scholarship/Bursary                        | 20,000  |             |
|      | Research Award                             |         | 20,000      |
|      | Prize                                      |         | 4,000       |
| 9.   | Chairs, Professorships, Fellowships        |         |             |
| 2.1  | Annual Contribution                        |         |             |
|      | Graduate Student Fellowship                | 2,500   |             |
|      | Faculty Fellowship                         | 10,000  |             |
|      | Professorship                              |         | 50,000      |
| 2.2  | Endowment                                  |         |             |
|      | Graduate Student Fellowship                | 50,000  |             |
|      | Faculty Fellowship                         | 200,000 |             |
|      | Professorship                              |         | 1,000,000   |
|      | Chair                                      |         | 2,000,000   |
| 10.  | Library, Science Equipment etc.            |         |             |
| 3.1  | Endowment                                  |         |             |
|      | Library Fund                               |         | 10,000      |
|      | Equipment Grant                            |         | *20,000     |
| 11.  | Buildings and Facilities                   |         |             |
| 4.1  | Major Gift                                 |         |             |
|      | Office, Reading, Science Room              |         | 20,000      |
|      | Seminar Room                               |         | 50,000      |
|      | Conference, Classroom Laboratory           |         | 100,000     |
|      | Entrance Way, Foyer, Hallway, Roadway      |         | 500,000     |
|      | Small Building or Facility                 |         | **1,000,000 |
|      | Mid-Sized Building or Facility             |         | **2,000,000 |
|      | Large Building or Facility                 |         | **5,000,000 |

- Equipment grants must cover at least 50% of the cost of equipment

\*\* For a building or major facility to be named after a donor, the donation must cover at least 33% of the cost of the building or facility. Examples of small, mid-sized and large, high profile buildings are the Daycare Centre, Library Reading Room, and Conference Centre respectively.

## BRIEFING NOTE FOR:

### UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES

|  |   |  |  |
|--|---|--|--|
| <b>Subject:</b>                                      | <b>Appointment of Acting Registrar</b>  |  |  |
| <b>Audit &amp; Risk Committee</b>                    | <b>Meeting Date:</b>  | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input type="checkbox"/> Approval            |  |
| <b>Finance &amp; Investment Committee</b>            | <b>Meeting Date:</b>  | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input type="checkbox"/> Approval            |  |
| <b>Governance &amp; Human Resources Committee</b>    | <b>Meeting Date: June 12, 2025</b>  | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input checked="" type="checkbox"/> Approval |  |
| <b>UNBC Board of Governors</b>                       | <b>Meeting Date: June 26, 2025</b>  | <b>Purpose:</b><br><input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction<br><input checked="" type="checkbox"/> Approval |  |
| <b>Submitted By:</b>                                 | Bill Owen, Interim Vice-President Academic and Provost<br>Kimberly Read, University Registrar |  |  |
| <b>Please note other guests to be in attendance:</b> |   |  |  |
| <b>Appendices:</b>                                   |   |  |  |
| <b>Motion Number:</b>                                |   |  |  |

## 1.0 MOTION/DISCUSSION/RECOMMENDATION

### Appointment of Acting Registrar

*That on the Governance and Human Resources Committee recommends to the Board of Governors the following positions as eligible to serve as “acting registrar” in the absence or incapacity of the Registrar. The order of appointment and division and distribution of responsibilities is at the discretion of the Registrar in the event of an anticipated absence, or at the discretion of the Vice-President Academic and Provost in the event of an unanticipated absence or incapacity:*

- Deputy Registrar
- Associate Registrar, International
- Assistant Registrar
- Director, Graduate
- University Secretary

*This motion supersedes **2018BP11.23.05**.*

## 2.0 BACKGROUND AND ANALYSIS

The *University Act of British Columbia* provides at Part 11:

### Registrar

- 64** (1) There must be a registrar, who must keep the records and perform the duties that the board or senate may require.  
(2) The registrar is the secretary of convocation, the senate and of each of the faculties, but has no right to vote as such.

### Acting registrar

- 65** If the registrar is unable to act or is absent, the board may appoint an acting registrar, who must perform the duties of the registrar and has all the powers of the registrar.

This motion proposes to change the positions that are eligible to serve as “acting registrar” in the absence or incapacity of the Registrar. This motion would supersede motion **2018BP11.23.05** that was previously approved by the Board.

MOTION: 2018BP11.23.05 (B. Ward-Burkitt / K. Reimer)

*That, on the recommendation of the Governance Committee, the Board of Governance appoints the following positions as eligible to serve as “acting registrar” in the absence or incapacity of the Registrar. The order of appointment and division and distribution of responsibilities is at the discretion of the Registrar in the event of an anticipated absence, or at the discretion of the Provost and Vice-President Academic in the event of an unanticipated absence or incapacity:*

*Associate Registrar Records and Systems*

*Associate Registrar Enrolment*

*University Secretary*

This appointment remains in effect until changed by motion of the Board.

CARRIED (Consent Agenda)

The new list of eligible positions includes:

- Deputy Registrar
- Associate Registrar, International
- Assistant Registrar
- Director, Graduate
- University Secretary

This updated list expands the pool of eligible positions who could serve as Acting Registrar and reflects the current roles and responsibilities in the office.

| UNBC Board of Governors – 2025 Meeting Dates   |   |
|--|---|
| Type of Board Meeting  | Board Meetings  |
| <u>Special Board Meeting</u><br><u>Joint Board and Senate Dinner Session</u>   | Thursday, January 30, 2025<br>3:00 – 5:30 p.m.;<br>(Dinner 5:30 -8:00 pm) |
| <u>Regular Quarterly Board Meeting</u>   | Thursday, March 13, 2025<br>3:00 p.m. – 7:30 p.m.                         |
| <u>Special Meeting:</u><br>Approval of Financial Statements<br><br>Audit and Risk Committee meeting to receive<br>Audit Findings Report from Audit<br>Representatives (May 23, 2025) | Thursday, May 29, 2025<br>9:00 a.m. – 11:00 a.m.                          |
| <u>Regular Quarterly Board Meeting</u>   | Thursday, June 26, 2025<br>3:00 – 7:30 p.m.                               |
| <u>Regular Quarterly Board Meeting</u><br><u>(Regional – Wilp Wilxo'oskwhl Nisga', Nass Valley)</u>  | Friday, September 19, 2025<br>8:30 – 3:00 p.m.                            |
| <u>Regular Quarterly Board Meeting</u>   | Thursday, November 27, 2025<br>3:00 – 7:30 p.m.                           |

## UNBC Board of Governors – 2026 Meeting Dates

| Type of Board Meeting  | Event   | Board Meetings                                    |
|--|---|---|
| <u>Special Board Meeting</u><br><u>Joint Board and Senate Dinner Session</u>   | Thursday, January 29, 2026<br>5:30 – 8:00 p.m.                              | Thursday, January 29, 2026<br>3:00 – 5:30 p.m.    |
| <u>Regular Quarterly Board Meeting</u>   |   | Thursday, March 12, 2026<br>3:00 p.m. – 7:30 p.m. |
| <u>Special Meeting:</u><br>Approval of Financial Statements<br><br>Audit and Risk Committee meeting to receive<br>Audit Findings Report from Audit<br>Representatives (May 23, 2026) |   | Thursday, May 28, 2026<br>9:00 a.m. – 11:00 a.m.  |
| <u>Regular Quarterly Board Meeting</u>   |   | Thursday, June 25, 2026<br>3:00 – 7:30 p.m.       |
| <u>Regular Quarterly Board Meeting</u><br>(Regional – )  | Board Dinner Reception:<br>Thursday, September 17, 2025<br>5:00 – 7:00 p.m. | Friday, September 18, 2026<br>8:30 – 3:00 p.m.    |
| <u>Regular Quarterly Board Meeting</u>   |   | Thursday, November 26, 2026<br>3:00 – 7:30 p.m.   |



June 10, 2025  
Our Ref. 146198

Joel McKay  
Board Chair  
University of Northern British Columbia  
3333 University Way  
Prince George, BC V2N 4Z9

Email Address: [jmckay@unbc.ca](mailto:jmckay@unbc.ca)

Dear Joel McKay:

On behalf of Premier Eby and Executive Council, I would like to extend my thanks to you and your board members for your organization's leadership, dedication, and expertise in which you serve the people of British Columbia.

Public sector organizations—including Crown corporations, Health Authorities and Post-Secondary Institutions—support British Columbians by delivering vital public services and are accountable to the public through their Minister responsible. Your continued leadership in advancing and preserving the public interest strengthens trust in public institutions.

This mandate letter, which I am sending in my capacity as Minister responsible for post-secondary education, communicates our government's priorities for the entire public sector and provides specific direction and expectations of your organization for the duration of Government's term.

Government's priority is to make a tangible difference in people's lives through growing the economy, creating good paying jobs, strengthening health care and making our communities and neighbourhoods safer for British Columbians. British Columbians expect public sector organizations to deliver responsible, quality services equitably in all regions across the province. This includes strategic stewardship in planning, operations, financial, risk, and human resource management including information security and privacy protection. Providing equitable service requires due consideration of the diverse needs of local communities with specific attention to the unique needs of rural, remote and First Nation communities.

.../2

In the current economic and fiscal context including the threat of U.S. tariffs and other global economic challenges affecting British Columbian families, your organization is to work with ministry staff to review all existing programs and initiatives to ensure programs remain relevant, efficient, sustainable, grow the economy, and help keep costs low for British Columbians. Public sector organizations are expected to adhere to the principles of: cost consciousness, accountability, appropriate compensation, service, and integrity. This includes following the spirit and intent of core government fiscal management practices to make all efforts to achieve administrative and operating efficiencies while delivering core programs and services.

Strategic stewardship requires public sector organizations keep up-to-date systems and implement effective cybersecurity practices, including maintaining information management and cybersecurity policies, guidelines, and standards; assessing enterprise risk for high-value information and services, including confidential and sensitive data; and continuously evaluating and updating security practices to align with industry standards. The [Office of the Chief Information Officer](#) within the Ministry of Citizens Services is available to support and offer guidance to your organization in any of these areas including communication protocols with core government.

As required by the *Climate Change Accountability Act*, you must ensure your organization implements plans and strategies for minimizing greenhouse gas emissions and managing climate risk. Your organization is expected to work with my ministry to report out on these plans and activities as required by legislation. Public sector organizations will continue to take action on climate change, a commitment that remains foundational and key to a healthy and prosperous BC for future generations.

Underlying all this work is our partnership with Indigenous peoples and our commitment to advancing reconciliation. I expect your organization to comply with the *Declaration on the Rights of Indigenous Peoples Act*, including implementing existing commitments made under it. I expect your organization to work in partnership with First Nations rights-holders.

Public sector organizations must also adhere to government direction provided through the [Public Sector Employers' Council Secretariat](#) (PSEC) with respect to public sector compensation and bargaining mandates. Your organization's compensation decisions must be consistent with policy direction provided through PSEC. Please coordinate closely with PSEC before finalizing compensation decisions for existing CEOs or Presidents and Vice Presidents and in the recruitment of new CEOs or Presidents. PSEC consultation is also encouraged prior to hiring for Vice President positions.



The Crown Agencies Secretariat (CAS) in the Ministry of Finance supports public sector organizations to operate effectively, in the public interest, and aligned with government's strategic direction and priorities. Within CAS, the [Crown Agencies and Board Resourcing Office](#) will continue to support your board on recruitment, appointments and professional development by ensuring board composition and governance reflects the diversity of our province.

I expect you to ensure the important priorities and areas of focus listed in this letter are incorporated into the practices of your organization and as you develop plans to address the following priorities:

- Work with the Ministry to explore and implement strategies that support efficiency and service optimization, reduce expenses, generate revenues and help ensure long-term financial sustainability of the sector while enhancing access to high quality learning opportunities.
- The post-secondary education system is critical to supporting a prosperous, diverse and growing economy and a strong, secure British Columbia. I expect that your institution's policies and programs ensure that post-secondary education and training in British Columbia remains relevant and accessible.
- I expect your institution to develop and implement strategies that ensure safety, protection, and fair treatment on campuses for all students, staff, and faculty.
- Underlying our work is a continued commitment to lasting and meaningful Reconciliation with Indigenous partners by supporting opportunities for First Nations self-determination in the post-secondary sector leading to greater access to relevant programs for Indigenous learners.

As Board Chair you are required, upon resolution of your board, to sign this letter to acknowledge this direction from government to your institution. The signed letter is to be posted publicly on your institution's website by June 23, 2025.

I look forward to continuing to work with you and your board colleagues to ensure the sustainable delivery of the services the public relies on.

Sincerely,



Honourable Anne Kang  
Minister of Post-Secondary Education and Future Skills

Distribution list to follow

pc: Honourable David Eby, KC  
Premier  
[Premier@gov.bc.ca](mailto:Premier@gov.bc.ca)

Shannon Salter, Deputy Minister to the Premier, Cabinet Secretary and Head of the BC  
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Kellie Howitt, Senior Governance Officer  
University of Northern British Columbia  
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Joel McKay  
Chair, University of Northern British Columbia  
Date:

## REPORT TO:

### UNBC BOARD OF GOVERNORS

|                                |                                       |
|--------------------------------|---------------------------------------|
| <b>Subject:</b>                | <b>UNBC Senate Report</b>             |
| <b>UNBC Board of Governors</b> | <b>Meeting Date:</b> June 18, 2025    |
| <b>Submitted By:</b>           | Geoff Payne, Chair of Senate          |
| <b>Prepared By:</b>            | Alexandra Parent, Recording Secretary |

## REPORT:

- Regular Senate meetings were held on March 26 and May 28, 2025
- Two special meetings were held on May 1 and May 7
- Quorum was not met in April.
- Senate continues its usual business of course revisions, approvals and other academic and calendar updates
- Recommendation of a renewal of our Federated Agreement with Wilp Wilxo'oskwhl Nisga'a Institute
- Recommendations of several Memorandums of Understanding
- Recommendations for new and revised scholarships, awards and bursaries
- Recommendation of the UNBC Global Engagement: Ready for Student Success Plan 2025-2029
- Approval of May 2025 graduate and undergraduate students
- Approvals of Professor Emeriti
- Approvals of the 2024-2025 UNBC Senate Student Leadership Award Candidates
- Approval of the Governor General's Gold Medal, Governor General's Silver Medal and Lieutenant Governor's Medal for Inclusion, Democracy and Reconciliation
- Approval of READY Roadmap: Academic Plan 2025-2031
- Approval of UNBC READY: Research Roadmap 2025-2030
- Approval of administrative procedures for tuition waivers
- Approval of changes to the Terms of Reference for the Senate Committee on Student Appeals
- Approval of changes to the Terms of Reference for the Senate Committee on Scholarships and Bursaries
- Approval of changes to the Senate Handbook regarding quorum
- Approval of a calendar motion on Formative Assessment Prior to Academic Withdrawal
- Presentation on the *UNBC Budget 2025/26 and Protections for 2026-29*
- Received the Program Reviews for Political Science
- Received the Research Ethic Board Annual Report
- Received and discussed a report on Enrolment:
- Verbal reports and discussions on regional activities and planning
- Updates from the President, Interim Provost and Registrar

Our next regular meetings of Senate are on **June 25 and August 27 2025**.

Dr. Bill Owen, Interim Vice-President Academic and Provost  
Report to the Board of Governors  
March-May 2025

The Vice President Academic and Provost Office's primary role is to oversee comprehensive strategic planning and development of academic matters in collaboration with academic units, governance, administrative, research, finance and other service areas of the University. The Office of the Provost ensures that the needs of students, faculty and staff are met, and that UNBC delivers excellence in academic programs and research initiatives.

### **Ready Roadmap: Academic Plan 2025-2031**

In developing a refresh of the 2017 Academic Action Plan and aligning it with the 2023 Strategic Plan, Ready, we heard from voices across the UNBC community including a wide variety of students, staff, faculty, and alumni about the need to focus on the core foundations of UNBC's mandate to the region; to focus on curriculum renewal and pedagogical innovation; to focus on fulfilling student learning journeys. With this renewed focus, we must work in a coordinated manner to enhance our "Student First" approach and fulfill the vision our Founders had for our students.

As we look forward, the *Ready Roadmap: Academic Plan 2025-2031* addresses the following priorities:

- Driving Strategic Enrolment Growth and Impact
- Empowering Indigenous Voices & Knowledge at UNBC
- Transforming Curriculum and Pioneering Pedagogical Innovation
- Building a Bold and Inclusive Regional Strategy
- Expanding Global Impact through International Strategy
- Optimizing Resource Allocation for Maximum Academic Impact
- Empowering Lifelong Learning and Enhancing the Role of Continuing Studies
- Championing Faculty Excellence and Development

Focusing on these core commitments to students and the community will ensure UNBC continues to lead as an institution of academic and regional excellence.

### **Report on Regional Activities**

The Regional Council co-chaired by Mark Dale and Davina Banner-Lukaris, has been engaging with various UNBC departments to assess institutional readiness for developing a robust and inclusive regional strategy, as outlined in the *READY Roadmap: 2025–2031 Academic Plan*. The Council's report will be submitted to the VPAP Office in late June and will help shape the university's approach to regional engagement.

### **2024-2025 Year in Review – Council of Deans**

The Deans and University Librarian have been busy this past fiscal year championing student and faculty initiatives that support student academic success, student research and faculty development.

Strategic Cross-Faculty Initiatives:

A competition for one-time strategic initiative funding was held in the spring of 2024. The call focused on projects that addressed UNBC's strategic goals and priorities. Specific attention was made toward

projects that involved and/or impacted more than one program and/or faculty, engaged students and faculty, and those that raised awareness of teaching activities and outcomes.

#### Fulfilling Student Learning Journeys:

Through a number of initiatives, the COD has focused on UNBC's Foundational Goal of fulfilling student learning journeys. The initiatives focused on first-year experience and knowledge mobilization of student research.

#### First-Year Experience:

To support undergraduate student experience and retention, the Council has funded a First Year Experience Coordinator within Student Success and the First Year Experience Program pilot. The pilot involves evaluating the implementation of Saint Mary's University (SMU) "Spark" First -Year Experience (FYE) program at UNBC.

#### Knowledge Mobilization:

Initiated the Student Knowledge Dissemination and Mobilization Fund. This opportunity supported students in co-creation, dissemination and mobilization of their research.

#### Indigenization in Action Speaker Series:

Indigenization in Action: Tools for the Classroom, is an eight-part speaker series featuring indigenous academics from a variety of academic disciplines talking about their work to indigenize the academy. In particular, the organizers have striven to invite guest speakers that currently research and work in science, technology engineering and math (stem). The series was available to faculty, students, staff and the general public.

#### Regional:

The COD partnered with the community development institute to better understand the needs and knowledge gaps of communities across northern BC. Our environmental scan will be ready in 2025 and will help optimize UNBC's service to the north.

### **Strategic Academic Priorities 2025-26**

As UNBC enters our 35<sup>th</sup> anniversary year, the Office of the Provost and Vice President Academic remains committed to strategic initiatives that strengthen enrollment through targeted retention strategies. In alignment with READY and the READY Roadmap: Academic Plan, our priorities for the 2025-26 academic year focus on three key areas:

1. Driving strategic enrolment growth and impact
2. Building a bold and inclusive regional strategy
3. Transforming curriculum and pioneering pedagogical innovation

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

**Submitted by: Rahim Somani, Vice President, Finance and Administration (VPFA)**

**Meeting Date: June 26, 2025**

### **1.0 Preamble**

- 1.1 The VPFA portfolio continues to advance its transformation in alignment with UNBC's strategic priorities and student-first, people-centered approach. This report highlights progress across key aspects of the portfolio, reflecting the dedication of our teams. I thank them for their continued commitment to service excellence and innovation.

### **2.0 Organizational Redesign and Shared Services**

- 2.1 UNBC's Finance and Administration portfolio continues its transformation toward a more integrated, user-centered model. The Office of Shared Services (OSS) has been formally established with the appointment of Christie Ray as Founding Director, and Phase One implementation is underway, consolidating key user-facing services across Finance, HR, IT, and Physical Services to improve service delivery, efficiency, and collaboration. As part of this phase, process mapping and workflow documentation are underway to establish a baseline for identifying and achieving future improvements.
- 2.2 Key leadership appointments have been finalized, including David Claus (Director, Sustainable Facilities and Ancillary Services), Jennifer Dawson (Director, Human Resources), Dan Kusz (Associate Director, Ancillary Services), Sailesh Manik (Manager, Contracts and Supply Chain Management), and Mindy Gobbi (Manager, Office of Equity and Inclusion). Recruitment is underway for two OSS roles: Manager, Integrated Services and Talent Acquisition Lead. Planning is also progressing on the Shared Services Hub and digital infrastructure (TDX) to support integrated service delivery.
- 2.3 The new VPFA Leadership Framework has been launched to support alignment, accountability, and continuous improvement across the portfolio. Engagement efforts, team sessions, resource sharing via "VPFA Pulse," and campus-wide communications have built strong momentum for change.

### **3.0 Strategic Redesign and Deficit Mitigation**

- 3.1 In June 2025, UNBC completed an internal review titled *Transforming for Sustainability: Strategic Redesign of Finance and Administration*. Building on previous assessments, the report outlines the structural, financial, and functional transformation of the VPFA portfolio. The redesign supports UNBC's commitment to delivering lean, high-quality services aligned with the Ready strategic plan and Student-First approach. Key outcomes include streamlined management layers, the establishment of Shared Services, and the launch of a new leadership framework. The redesign has already generated over \$1.1M in annualized savings, with additional efficiencies identified for future implementation.

- 3.2 UNBC has submitted its Deficit Mitigation Strategy to the Ministry, outlining measures to limit the projected 2025–26 shortfall to \$2.5M and return to a balanced budget in future years. The strategy emphasizes fiscal discipline and alignment through vacancy management, shared services integration, academic and service optimization, and revenue diversification. Key initiatives include expanding cost-recovery programs and micro-credentials, advancing the Land Trust initiative, and realigning resources to institutional priorities, all supported by strengthened financial oversight and governance.

#### **4.0 Financial Stewardship and Audit**

- 4.1 UNBC has successfully completed its annual audit and received a clean opinion from KPMG. The auditors recognized the University's significant progress in financial systems, human capacity, and year-end processes, particularly the timely and accurate preparation of financial statements, demonstrating strong stewardship and operational maturity.
- 4.2 Summer 2025 tuition revenue totaled \$3.3M, 17.5% below the \$4.0M target and 20% lower than last year. While Summer represents only 13 to 15 percent of annual tuition, three scenarios have been modeled to assess fiscal risk. Projections range from a \$4.6M shortfall if current trends persist, to a more modest \$0.8M gap if Fall and Winter meet targets. A mid-range projection, based on 2023–24 trends, suggests a \$2.8M shortfall. Fall and Winter enrolments will be critical to meeting the \$26.4M tuition budget.

#### **5.0 Risk Management and Policy Development**

- 5.1 UNBC continues to strengthen its risk posture through proactive mitigation and capacity-building. The University currently monitors 23 institutional risks: 7 major, 13 moderate, and 3 minor, with no critical risks identified. Most mitigation actions remain on track for completion by Fall 2025. Notable progress includes the completion of network penetration testing and a gap analysis to inform UNBC's multi-year Information Security Strategy, alongside expanded academic outreach through initiatives like Adventures in Healthcare.
- 5.2 To enhance institutional awareness and engagement, ERM launched its first campus-wide training session, *The ABCs of Risk Management*, engaging over 150 participants, and introduced the *RiskWatch* newsletter to foster a culture of risk-informed decision-making. Emerging financial risks tied to macroeconomic uncertainty are being addressed through prudent planning and alignment with the Ready plan. Risk assessment workshops and development of an updated enterprise risk register are underway, with implementation planned by June 2026.
- 5.3 The revised Honoraria Policy is nearing finalization following community feedback. Development of an Indigenous Procurement Strategy is underway. Additional policy reviews in progress include Capital Asset Management, Fraud Prevention, Purchasing, Spending Authority, and Student Accounts Receivable Billing and Collection.

#### **6.0 Capital Planning**

- 6.1 All contract awards under Motion 2024BC03.28.09 were completed on schedule, within budget, and in accordance with UNBC procurement policies:

- Family Nurse Practitioners Expansion (PSFS: \$4.15M): \$1.94M to IDL Projects.
  - Student Housing Business Case and Functional Planning (Interim Ancillary Loan: \$1.4M): \$529K spent to date, including \$422K to Public Architecture.
  - Library Roof Replacement: Area 1 (PSFS: \$1.08M): \$152K to IDL Projects; \$266K to Admiral Roofing.
  - QRRC Lab Expansion (BCSRIF: \$2.53M): Procurement process substantially complete; contractor negotiations underway.
- 6.2 Routine Capital funding for 2025–26 has been confirmed, and beginning in 2026–27, UNBC’s annual allocation is expected to increase by \$0.4M in recognition of its strong track record in delivering capital projects efficiently and to a high standard. An additional \$3M in supplementary funding has also been approved to support infrastructure priorities, including hybrid classrooms, roofing upgrades, core network improvements, and accessibility initiatives.
- 6.3 Facilities Management continues to collaborate with Supply Chain Management to strengthen long-term procurement frameworks that support service excellence and operational efficiency.
- 6.4 UNBC has initiated a collaborative planning process with the College of New Caledonia (CNC) to advance a shared student housing model in Quesnel and Prince George. In Quesnel, CNC will include a facility in its Five-Year Capital Plan with dedicated beds for UNBC students. In Prince George, UNBC’s shovel-ready residence project would allocate beds to CNC students. This partnership strengthens demand projections and enhances project viability without changing UNBC’s design or bed count. The joint approach reflects regional collaboration and provides greater flexibility in meeting student housing needs.

## **7.0 Digital Infrastructure and Technology**

- 7.1 UNBC continues to advance its digital infrastructure. A diverse internet routing connection through Kamloops is now operational, significantly enhancing network reliability and reducing outage risk. Multi-Factor Authentication (MFA) coverage has reached 64% of systems, with all new platforms required to comply. Microsoft Copilot is now available to the campus community, and Disaster Recovery Planning is underway. UNBC remains on track to launch its first Banner test instance in the AWS cloud by October 2025. Communications for the Fall rollout of PayMyTuition will begin this summer.

## **8.0 Sustainability and Energy Management**

- 8.1 UNBC launched its Sustainability Strategic Plan 2025–2035 during Green Week, building on the previous Green Strategy to guide climate leadership, civic engagement, operations, and academics over the next decade. The Sustainability Office engaged over 1,200 participants through 32 events and supported eight student positions in hands-on roles across waste, food systems, transportation, and outreach.



- 8.2 The FY2025 Strategic Energy Management Plan highlights sustained leadership in campus sustainability. Since 2010, the University has reduced GHG emissions by 70%, secured \$2.6M in external funding, and saved \$10.5M in utility costs through energy efficiency projects. Looking ahead, the plan outlines efforts to expand low-carbon electrification and achieve an 85% GHG reduction by 2035, surpassing provincial targets and reinforcing a culture of conservation and innovation.

## **9.0 Equity, Diversity, Inclusion, and Accessibility (EDIA)**

- 9.1 UNBC continues to advance its EDIA commitments through strategic initiatives and cross-campus collaboration. Accessibility efforts include nearing completion of 70% of the 2024 Accessibility Plan initiatives, implementation of the Accessibility Compliance Portal, and planning for accessible parking and snow clearing. Programming has expanded to include training on ableism and emergency preparedness, and \$0.5M in capital funds have been secured to support accessible infrastructure improvements.
- 9.2 On the inclusion front, the *Magnifying Black Voices* mentorship program has entered its next implementation cycle, with mentors and mentees selected and the 2025–26 calendar finalized. The EDIA Educational Framework curriculum is in development, with a soft launch planned for Summer 2025. Informed by the Equity and Engagement Survey, the Catalyst Group is finalizing a leadership training plan. Engagement efforts continue through heritage observances, inclusive programming, and progress on initiatives such as the *Count Us In* survey, EDIA research excellence marketing, and student engagement.

## **10.0 Human Resources**

- 10.1 An applicant tracking system is on track for rollout in Fall 2025, and the Sun Life integration project remains underway. A new HR Advisor, Organizational Development, has been hired to lead the development of a comprehensive orientation and onboarding framework. The implementation of Banner Document Management for HR records continues.

## **11.0 Land Trust Initiative**

- 11.1 Phase 1 of the Land Trust initiative continues to progress, with the conceptual plan, substantially completed Class C cost estimates, and statutory right-of-way survey for site servicing now complete. Engagement with the City of Prince George remains ongoing to align project scope and regulatory considerations. A follow-up consultation with Lheidli T'enneh Chief and Council is scheduled for July to confirm support and incorporate feedback. This work will inform the financial analysis for the full business case, targeted for submission in Fall/Winter, pending Ministry confirmation on the reverter clause.

## **12.0 Conclusion**

- 12.1 UNBC's Finance and Administration portfolio continues to build capacity and momentum through strategic redesign, collaborative partnerships, and strong fiscal stewardship. With planning for the building blocks of key systems and services underway, the portfolio is well-positioned to support the University's mission and respond to emerging needs. A continued focus on integration, effectiveness, and inclusive engagement will be critical in navigating fiscal pressures and sustaining institutional transformation.

## **APPENDIX A**

# 2024 PSO Climate Change Accountability Report







# 2024

## **Climate Change Accountability Report** **Table of Contents**

|  |             |
|--|-------------|
| Declaration Statement                        | <b>4</b>    |
| Emission Reductions: Actions & Plans         | <b>5-7</b>  |
| 2024 GHG Emissions and Offsets Summary Table | <b>8</b>    |
| Retirement of Offsets                        | <b>8</b>    |
| Climate Risk Management                      | <b>9</b>    |
| Other Sustainability Initiatives             | <b>9-10</b> |
| Success Stories                              | <b>10</b>   |
| Executive Sign-off                           | <b>11</b>   |

## Declaration Statement

This PSO Climate Change Accountability Report for the period January 1, 2024 to December 31, 2024 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2024 to minimize our GHG emissions, and our plans to continue reducing emissions in 2025 and beyond.

By June 30, 2025, the University of Northern British Columbia's final 2024 Climate Change Accountability Report will be posted to our website at [www.unbc.ca](http://www.unbc.ca)

## Emission Reductions: Actions & Plans

### Stationary Sources

#### Actions Taken to Minimize Emissions

Stationary energy use in buildings is the most significant contributor of emissions at UNBC. In 2024, stationary sources contributed more than 98% of total emissions. As in previous years, UNBC continued to implement measures in 2024 to reduce emissions from stationary sources. One of the most impactful actions undertaken in 2024 was the continuation of the Continuous Optimization program. Undertaken in partnership with BC Hydro, the Continuous Optimization program involves investigating existing building systems to identify and implement opportunities for energy savings. The first round of the program took place between 2013 and 2017, tackling nine of the largest buildings at the Prince George campus. All nine buildings have now gone through a second round of the program. The most recent building assessed was the Dr. Donald Rix Northern Health Sciences Centre. A total of four existing measures were reconfirmed and two new significant measures implemented, including controls optimization and improved equipment scheduling. In total, from these low cost optimization measures, it is expected that the electricity savings for this building will be approximately 178,000 kWh per year with fuel savings over 500 GJ per year, ultimately leading to an emissions reduction of approximately 27 tonnes of CO<sub>2</sub>e per year.



**Figure 1:**  
**NSC Basketball Courts Fixtures**



**Figure 2:**  
**Server Room Cooling Coil**

In the pursuit of increasing energy efficiency and reducing emissions, various other actions were taken in 2024. Major lighting upgrades were completed for both the Northern Sport Centre (Figure 1) and the Teaching Laboratory building. The basketball court lights and squash court lights in the Northern Sport Centre were upgraded to LED fixtures. The fixtures for the basketball courts were also networked so that they could be programmed for different scenarios. These upgrades resulted in total electricity savings of approximately 149,000 kWh per year. Similarly, in the Teaching Laboratory, old fluorescent tube fixtures were upgraded to LED fixtures with occupancy sensors. This was done across all the labs and classrooms, for total electricity savings of approximately 117,000 kWh per year.

In addition, a cooling coil project was completed in the server room to offset the use of aging air conditioning units that had high power consumption (Figure 2). The coil is supplied with chilled water from the district cooling system and is used when the ambient outside air temperature is too high for free cooling. The existing two district cooling centrifugal chillers were also outfitted with new variable speed drives known as Adaptive Frequency Drives (AFDs) to provide better energy efficiency and help prolong equipment life. These measures resulted in total electricity savings of approximately 88,000 kWh per year.



Another continued focus in 2024 has been managing the availability of the Bioenergy Plant after major maintenance challenges in recent years. Since it began operating in 2011, the Bioenergy Plant at UNBC (Figure 3) has been the most important factor in reducing emissions, supplying up to 85% of the peak heating demand of the Prince George campus, which otherwise would be supplied by combustion of natural gas. Through both the Bioenergy Plant and the smaller pellet boiler that supplies heat to a number of small buildings through the winter, UNBC has been able to reduce its annual emissions by approximately 55% in 2024 compared to the 2007 baseline level. Unfortunately, due to various operational and maintenance challenges, the Bioenergy Plant's availability in 2024 decreased compared to 2023, and this contributed to a change in the emissions reduction from 70% to 55%. Our efforts helped to minimize the impact and we will continue to focus on improving the Bioenergy Plant's uptime and thereby reducing natural gas emissions.



**Figure 3:**  
**Bioenergy Plant**

### **Plans to Continue Reducing Emissions**

UNBC has already proven it is able to meet and even exceed the province's 2040 GHG emissions reduction target of 60% from the 2007 baseline. However, to meet UNBC's own target of 85% reduction by 2035 and thereby also the province's target of 80% reduction by 2050, further action is required.

In 2025, we are planning to complete a major project to install an adiabatic fluid cooler for the district cooling system that will partially offset usage of the refrigerant based, energy intensive centrifugal chillers. Peak electricity consumption at UNBC occurs during the cooling season because of these chillers, and the new system will help to reduce electrical demand and thereby also reduce purchased electricity emissions.

Additional energy savings projects being planned in 2025 include a major LED lighting upgrade for the Teaching and Learning Centre that will update all areas that still have original fluorescent lighting. In addition, as part of upgrades to the district cooling system, variable speed drives will be installed on the main chilled water pumps, which will significantly reduce energy consumption.

In 2025, we are planning to improve efficiency in the district heating system by upgrading the connection between the Bioenergy Plant and Power Plant. In addition, as part of the ongoing initiative to upgrade our heat exchanger systems, multiple system upgrades are being planned, including for the Research Laboratory building. These upgrades will provide several energy efficiency improvements, thereby reducing energy usage and emissions.

UNBC continues to investigate various low carbon electrification opportunities to further displace the use of fossil fuels. This includes the potential conversion of domestic water heating from natural gas boilers to electrically powered heat pumps at the Northern Sport Centre (NSC). The NSC is not connected to the bioenergy district heating system and currently relies only on natural gas for its heating needs, thus providing a potential opportunity for low carbon electrification.

Continued planning and implementation of maintenance activities for the Bioenergy Plant will help to ensure its reliable operation, thereby limiting the use of natural gas for heating. Efforts in the last few years have been successful in significantly improving the operation of the plant after major maintenance issues, and this is intended to continue in the coming years.



## Mobile Sources

### Actions Taken to Minimize Emissions

Mobile emissions in 2024 represented approximately 1% of total emissions. In support of the adoption of zero emission fleet vehicles, UNBC added two important battery electric vehicles in 2024 to its fleet. This included a Ford Lightning truck (Figure 4) to replace the aging heavy-duty truck used by the Facilities Department. In addition, a Subaru Solterra was procured for Parking and Security Services, who had been looking for a permanent replacement for their previous vehicle that had reached its end of life. These vehicles were identified as suitable replacements and have proven to be very successful in their application thus far. More than 60% of the on-road administrative fleet is now composed of battery electric vehicles.



Figure 4:

### UNBC Facilities Electric Vehicle

A charging station hub was also added in 2024 to the outside of the Power Plant for dedicated overnight charging for Facilities electric vehicles. It is composed of a few Level 1 charging outlets and one Level 2 charger for the Ford Lightning. There are also three public Level 2 charging stations installed at UNBC. The charging stations are freely accessible and users only have to pay for parking. These chargers support the use of electric vehicles in and outside the university community.

### Plans to Continue Reducing Emissions

In 2025, a new BC Hydro charging hub will be installed at the UNBC Northern Sport Centre. This will include four DC fast charging ports and four Level 2 charging ports in the initial phase, with the potential for future expansion. This will provide additional fast and reliable charging options on campus for the university community and visitors.

As fleet vehicles are replaced, UNBC will continue to review alternative zero emissions options where feasible in order to further reduce fleet emissions. However, it should be noted that the majority of fleet vehicles are research vehicles that tend to travel to remote locations and typically need to be able to store and tow heavy equipment, as well handle rough terrain. The improvement of charging infrastructure in remote areas and increased availability of affordable zero emission vehicles that can meet these requirements will be important to enable this transition. The Facilities Department is also looking into electric versions of maintenance equipment, such as utility vehicles, where feasible, to replace existing equipment that reach their end of life.

## Paper Consumption

### Actions Taken to Minimize Emissions

In 2024, paper emissions accounted for only 0.2% of total emissions. At 19.8 tonnes of CO<sub>2</sub>e, this represented a 75% reduction from the high point of 79.8 tonnes in 2011. This is due to a decrease in the overall use of paper and an increase in the amount of recycled and alternative fibre content in paper that is purchased, which continued in 2024. All of the paper procured by UNBC in 2024 was from alternative fibre sources (waste fibre generated from sugar cane processing).

The continued transition from paper to digital workflows at UNBC, such as the introduction of a digital leave form system, has contributed to reducing paper emissions. In addition, the increased use of virtual instead of in-person meetings has also reduced the usage of paper materials for meetings. Tools such as PaperCut for printing also provide a mechanism for all individual users to monitor their paper usage and limit unnecessary printing.

### Plans to Continue Reducing Emissions

UNBC will continue to prioritize the procurement of paper with recycled content and from alternative fibre sources, with the aim of reducing the overall emissions intensity of paper consumption. In addition to procurement practices, paper consumption will also continue to be reduced through the ongoing transition from paper-based to digital workflows.

## 2024 GHG Emissions and Offsets Summary Table

### University of Northern British Columbia 2024 GHG Emissions and Offsets Summary

| GHG Emissions for the Period January 1 - December 31, 2024                     |          |
|--|----------|
| Total BioCO <sub>2</sub>   | 6,695    |
| Total Emissions (tCO <sub>2</sub> e)   | 9,103    |
| Total Offsets (tCO <sub>2</sub> e)   | 2,408    |
| Adjustments to Offset Required GHG Emissions Reported in Prior Years           |          |
| Total Offsets Adjustment (tCO <sub>2</sub> e)                                  | 0        |
| Grand Total Offsets for the 2024 Reporting Year:                               |          |
| Grand Total Offsets (tCO <sub>2</sub> e) to be Retired for 2024 Reporting Year | 2,408    |
| Offset Investment (\$)   | \$60,200 |

## Retirement of Offsets

In accordance with the requirements of the Climate Change Accountability Act and Carbon Neutral Government Regulation, University of Northern British Columbia (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2024 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Energy and Climate Solutions (the Ministry) ensuring that these offsets are retired on the Organization's behalf, the Organization will pay within 30 days, the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

## Climate Risk Management

The Facilities department continues to work on projects that were prioritized during a risk assessment process that included climate related risks, such as wildfires, disruptions to campus water supply, and potential situations that would require campus evacuation. Various actions were identified, including the replacement of critical underground domestic water valves, and the ongoing work on wildfire risk mitigation in the forested areas of the Prince George campus. UNBC has also partnered with the City of Prince George on flooding risks related to Shane Lake dam and the Shane Creek watershed.

Forest management to mitigate wildfire risks is an ongoing and constant priority for the university, which has only been further emphasized in the wake of more frequent and severe wildfires in recent years. To prepare for wildfire smoke, the Facilities department has reviewed outdoor air flushing programming and capabilities. Additional spare air filters are also secured each fire season due to more frequent replacements being required.

Severe heat waves are another climate risk identified for UNBC. Start-up prep and maintenance of the chilled water system has taken on additional importance. Localized individual AC units have also received similar attention to ensure they are functioning well. Additionally, mechanical cooling is included in the specification for all new buildings, largely as a provision for current and future climate change impacts. The rising peak summer temperatures will also inform the replacement or upgrade of the existing cooling towers. As has been observed in recent years, preparing for and reacting to increasingly severe climate events does incur additional costs, including in the form of increased utility costs (e.g. high electricity use for chillers during a heat wave) and increased maintenance costs (e.g. cost of additional spare filters due to wildfire smoke). The upcoming completion of the aforementioned adiabatic fluid cooler project will also improve cooling system resiliency.

Recent years have also shown the value of having back-up systems. For example, when the Bioenergy Plant had unplanned prolonged shutdowns due to maintenance issues in 2019 and 2020, existing natural gas boilers were used to maintain heating on campus. Similarly, in the event of power outages, diesel generators automatically start up to power emergency circuits. A new above ground diesel storage system has been installed to replace the old underground tanks. The diesel can be used for both electricity generation, and in the main boilers in lieu of natural gas if the gas supply is interrupted.

The two most recently constructed UNBC buildings have both been Passive House certified, and all future new buildings are expected to meet the same standard. This strategy will be beneficial for the university's resilience to a changing climate. Passive House buildings are more resilient to both higher and lower temperature extremes. They require less energy to operate and are slower to lose or gain heat in the case of a power outage. The Facilities Management Building, a Passive House certified building completed in 2021, is intended to act as an emergency control centre for the campus since it is the most resilient building. As a longer term measure, UNBC will also investigate adopting the same Passive House strategies in potential retrofits of other existing buildings.

## Other Sustainability Initiatives

There are a number of ongoing initiatives at UNBC that support sustainability, including the following:

- The renewed Sustainability Office has completed a number of key actions such as implementing a composting program, and establishing a Sustainability Advisory Council aimed at bolstering our initiatives in academic programming, research, and operations. The Council also helped to develop a 10-year Sustainability Strategic Plan (2025-2035).
- UNBC has been part of BC Hydro's Energy Management program since 2010. Through this program, BC Hydro helps to fund the Energy Manager position as well as a variety of energy conservation projects and campaigns. This includes the Energy Wise Network program, through which UNBC organizes an energy conservation campaign every year for students, staff, and faculty.
- The Facilities department continues to provide tours to interested visitors of the Bioenergy Plant and pellet boiler, as well as more recently the new Passive House certified buildings. In addition, the Energy Manager or Facilities Director will provide guest lectures or collaborate with the academic departments for research or coursework.

- UNBC established a recycling program in 1992, which today includes an in-house recycling centre to collect and compact its recyclables, allowing for comprehensive collection of materials. UNBC also offers recycling receptacles for batteries as well as a drop-off bin for recyclable electronics. Additionally, during demolition on renovation projects, the Facilities team preserves as much reusable material like furniture, insulation, and lighting as possible so that it can be reused where needed in the future.
- UNBC maintains a Green Fund that provides seed grants for innovative research, education, and civic engagement projects that promote sustainability at UNBC. The program was started in 2009 through a levy on parking fees. It has funded over \$150,000 worth of projects.
- The Energy Conservation Revolving Loan Fund is maintained by the Energy Manager and provides funds to implement energy efficiency projects. Energy cost savings are used to repay the loan and fund future energy projects. The fund was created in 2012 when \$250,000 was made available for energy project funding. To date, projects worth a total of \$3 million have been funded.
- To promote cycling to campus, UNBC offers secure covered bike storage, six stand-alone high-security bike lockers, a bike repair station, shower facilities, and lockers for cyclists. In addition, all UNBC undergraduate and graduate students participate in the U-Pass transit program, which offers a discounted rate for unlimited access to public transit. For those commuting by car, UNBC also supports a carpooling program with a discounted parking permit.
- In partnership with the Feed BC program, UNBC Food Services supports local agriculture and food businesses through local food production, procurement, and active student engagement.
- As an additional sustainability benefit of the Bioenergy Plant, bio-ash resulting from the process is collected and used for soil amendment at a local farm, thereby diverting the ash from simply being landfilled.

## Success Stories

The major lighting upgrades completed in 2024 in the Teaching Laboratory building and Northern Sport Centre, have resulted in significant improvements in energy efficiency, thereby reducing emissions from purchased electricity. In addition, occupants of these buildings now have much improved lighting. It also means that maintenance disruptions and costs are reduced, especially for the basketball courts where the fixtures are suspended at very high elevations and thus require special procedures and equipment to access.

2024 also marked a turning point for our pellet boiler system (Figure 5), which experienced a major mechanical failure earlier in the year. While the system was down for a large portion of 2024, this downtime provided an opportunity to reassess and redesign the system. After implementing a series of improvements, the boiler is now operating with better efficiency. The upgraded system produces more heat output, thus offsetting natural gas usage and its related emissions. This project is a good example of the actions being taken throughout the year to improve the efficiency and performance of systems on campus, which ultimately results in the reduction of GHG emissions.



**Figure 5:**  
**UNBC Pellet Plant**

Executive Sign-off



Signature

Rahim Somani

Name (please print)

June 2, 2025

Date

Vice-President, Finance and Administration

Title



If you have an idea of how UNBC can further reduce its GHG emissions or if you have a success story to share, please contact [energy@unbc.ca](mailto:energy@unbc.ca) or [sustainability@unbc.ca](mailto:sustainability@unbc.ca)



# **UNBC BOARD OF GOVERNORS REPORT:**

## **Vice-President Research and Innovation – June 2025**

### **PM Wood-Adams**

#### **Message from the VPRI**

As summer begins, we are pleased to have worked on some very important goals this academic year:

1. Producing our strategic research plan.
2. Designing and implementing a new organizational structure for the research, innovation and outreach sector that allows for (i) effective and consistent service for researchers, program chairs and leadership/executives, (ii) completion of large projects driven by external timelines, and (iii), rapid response to unexpected opportunities and urgent situations.
3. Building a culture of innovation and entrepreneurship at UNBC.
4. Enhancing the development and success of early career researchers by creating targeted support systems, resources, and opportunities that foster growth, networking, external visibility and career advancement.
5. Developing and implementing a strategic communications and brand positioning plan that increases positive media coverage, grows social media engagement, and enhances the university's thought leadership through national or international speaking engagements by UNBC leadership.
6. Formalizing new high-impact partnerships with international universities, government, industry, and Indigenous organizations that directly support student experiential learning, faculty research, and institutional growth.

Best wishes for an enjoyable and productive summer!

#### **Research**

##### **Strategic Planning**

UNBC Ready: Research Roadmap (2025-2030), our strategic research plan, has been renewed in 2025. Planning was led by Dr. Davina Banner-Lukaris, Interim Associate Vice-President, Research Operations.

##### **Major Initiative - Canada Foundation for Innovation - Northern Hub for Health Research**

Following the submission of the grant applications to CFI and BCKDF for the funds to build the Northern Hub for Health Research, we are now performing an economic feasibility and impact study of a potential life sciences industry in the North built around the NHHR. We have received a grant from the provincial government in collaboration with the City of Prince George to do this project.

## **Research Funding**

The ORI has had a busy spring period, with many new grant applications being processed and submitted. In this reporting period (February 1, 2025-April 30, 2025), \$23.5M in external funding applications were submitted. Successful external research grants total \$5.5M for the year-to-date (Jan. 1, 2025 to Apr. 30, 2025).

The UNBC RSIG (Quarter 1) competition is complete; 6 applications were funded. Also, 12 Graduate Student Travel Awards were funded. Of the 9 BCREF 2025 applications received, 4 were fully successful, and 1 project received partial funding, with a total budget of \$86,500. For USRA 2025, we had 16 allocations. A total of 19 applications were successful, including 3 from Indigenous students, which are in addition to the standard allocation. For ISRA 2025, we received one application, which was successful.

CFI JELF/BCKDF - Wenbo Zheng's proposal was approved and fully funded by both funders.

## **Research Events**

The ORI held a "Research at UNBC" Orientation Session on February 6, 2025

## **Research Operations**

### ***Research Ethics Board (REB) – Human***

The UNBC REB has maintained a high level of service to the UNBC community and have been actively engaged in new research ethics initiatives at the provincial and national level, including accessing education on the integration of a new centralized approval system for clinical trials. Dr. Susan Burke returns to their role as Vice Chair of the UNBC REB, following the completion of their sabbatical leave. All older UNBC REB applications have now been migrated to the Romeo Platform.

### ***Laboratory Safety and Animal Care***

The lab clean-up initiative is underway, with events planned over the summer to allow for disposal, recycling, or resale of unused or old equipment. The team continues to work with Risk and Safety to address any lab safety concerns or issues. Regular inspections of labs have been undertaken, along with an inventory of chemicals.

Full compliance with animal care standards noted in the monthly veterinarian report. The renovation of a new Fish Lab is underway, with completion expected by end of summer 2025.

## **Innovation and Entrepreneurship**

Entrepreneurship at UNBC is rooted in collaboration, inclusion, and regional impact. UNBC recently hosted the Northern Regional Round Table for an Inclusive Entrepreneurial Future, in partnership with WeBC and the Black Entrepreneurship Knowledge Hub (BEKH). This event brought together students, faculty, entrepreneurs, and community leaders to co-create strategies that build a more inclusive entrepreneurial ecosystem. There were more than 60 attendees. Roundtable feedback highlights the potential for UNBC to be the nexus for regional entrepreneurial development, establishing its role as a central coordinating entity with strong community support.



UNBC is also a proud partner in SFU's Invention to Innovation (i2I) program and is leading the development of a Northern Strategy to expand access to innovation pathways across the region. UNBC students and faculty can access i2I programming on translating innovation to impact. An Info session for the i2I skills training program saw 17 people attend (15 students and 2 faculty); Local i2I student and faculty (Dr. Kalindi Morgan) alumni were on hand to share knowledge. The attendance at these two events demonstrates an appetite for entrepreneurship training that we are working to expand and adapt to the northern context.

UNBC's Spark Lab for Innovation and Entrepreneurship, which supports students and researchers in transforming ideas into real-world impact, continues to grow its activities especially with community partners.

## **Advancement/External Relations**

### ***Alumni Relations***

We have been busy!

In April, the President hosted an alumni event in Vancouver. It was great to engage with a number of alumni during this event. We are working on a strategy to ensure that as senior leadership and P&E team members travel, we reach out to alumni. We have also recently re-enacted the UNBC Alumni page on LinkedIn to stay connected.

In collaboration with the Career Centre, we hosted three more Industry Nights at the end of February (Science & Tech, Research and Entrepreneurship). These events include alumni as panelists and give students, industry and alumni an opportunity to network. We are in the early planning stages to host similar events over the 2025/2026 school year. We are also working in partnership with Student Life to develop a mentorship program.

Development of the alumni engagement strategy is currently in the consultation phase and the final document is scheduled for completion in Fall 2025. The next Alumni Council meeting is set for June 24th, 2025.

### ***Philanthropy***

Between Feb 1, 2025 and April 30, 2025, 517 donor gifts were processed comprising a total of nearly \$570,000. One planned Legacy Estate gift has been increased, and a new one is in the works

We continue to evaluate our internal processes to ensure that we are meeting the needs of our donors and prospective partners while continuing to support the University. We worked with a consultant to conduct a database review of our donor database. The report was received in mid-May and speaks about how well our database has been set up and points to some further efficiencies that we can implement. Our team will be reviewing this report in the next quarter to evaluate potential adjustments.

### ***Community Engagement***

The team continues to be actively involved in the community. Staff are regular attendees of the Winston's Breakfast Group and Rotary. We have also attended community events and conferences to build relationships on behalf of the University including: Minerals North Conference, TrueNorth Development Forum, NorthCAN Reception. We continue to inform our

external partners and donors through our quarterly Donor Impact Newsletter. The next version is slated to go out in June.

### ***Marketing and Communications***

Our team said goodbye to long-term UNBC employee, Matt Wood, who leaves as Director of Communication and Marketing. Marketing and Communications were actively engaged in the design and development of the UNBC Ready: Academic Plan and the UNBC Ready: Research Plan. Strong coverage of the recent UNBC convocation was provided, including a high level of social media presence.

### ***Youth and Student Engagement***

Our team spearheaded the development and organization of the Local Pathways to Learning event March 15, 2025, in collaboration with the Lheidli T'enneh Nation and several internal UNBC departments, creating opportunities for Indigenous youth to explore local education and career pathways. We supported the Central Interior Exhibition March 8, 2025. Students who met at our UNBC Spark Discovery Program in July 2024, went on to win several awards: Gold Medal, Computing and Information Technology (Level 1) Grand Award, Royal Astronomical Society of Canada - PG Centre Award and BC Game Developers Innovation Award. We also delivered 5 workshops during spring break, including 2 remote sessions specifically designed for underserved communities and 2 in-person workshops in Kamloops, BC for the Gathering Our Voices, Indigenous Youth Conference.

The planning for summer Active Minds camps is well underway. We have successfully hired 10 UNBC students full-time for May-August to support the delivery of our summer camps, helping to expand UNBC's engagement across the region.

## **Future Outlook**

Over the next reporting period, our sector will be: implementing a research chairs initiative to fill 4 CRC chairs, preparing 5 Royal Society of Canada nominations, launching UNBC Ready: Research Roadmap, cleaning laboratories and completing revised chemical and equipment inventories, traveling to Calgary for donor meetings, alumni meetings, the Global Energy Show and the Western Fundraising Conference as well as completing two more strategies. We welcome Liz Bennett – Development Officer, Annual Giving to the sector.

**REPORT TO:**

**UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES**

|   |   |
|---|---|
| <b>Subject:</b>                                   | <b>Annual BOG Report on Harassment &amp; Discrimination</b>   |
| <b>Governance &amp; Human Resources Committee</b> | <b>Meeting Date: June 12, 2025</b>  |
| <b>Submitted By:</b>                              | Rahim Somani, Vice President, Finance & Administration  |
| <b>Appendices:</b>                                | <ol style="list-style-type: none"> <li>1. Report of Complaints (Harassment &amp; Discrimination, RIWP) 2025</li> <li>2. Supplemental Information on Complaints and Investigations<br/>(only included in G&amp;HR Committee report)</li> </ol> |

## Complaints/Investigations at UNBC

**May 1, 2025**

This report covers the period of May 1, 2024, to April 30, 2025.

**Report from the Director of Human Resources and the Vice Provost Faculty Relations:**

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

**Details surrounding new complaints about the period referenced above:**

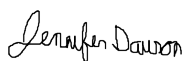
The following have been resolved:

- 2 various parties directed to Faculty members
- 3 various parties directed to UNBC staff

The following are in process:

- 0 various party directed to Faculty members
- 2 various party directed to UNBC staff

Jennifer Dawson



Director, Human Resources

Dr. Bill Owen



Interim Vice-President Academic and  
Provost