Chair’s Remarks

1. Approval of Agenda – page 3
   That, the Agenda for the Public Session of the June 17, 2016 meeting of the Board of Governors be approved, as presented.

2. Approval of Minutes
   a. March 18, 2016 – page 4
      That, the Public Session Minutes of the March 18, 2016 meeting of the Board of Governors be approved, as presented.
   b. May 5, 2016 – page 10
      That, the Public Session Minutes of the May 5, 2016 meeting of the Board of Governors be approved, as presented.
   c. May 20, 2016 – page 12
      That, the Public Session Minutes of the May 20, 2016 meeting of the Board of Governors be approved, as presented.
   d. May 26, 2016 – page 15
      That, the Public Session Minutes of the May 26, 2016 meeting of the Board of Governors be approved, as presented.

3. Consent Agenda
   a. Removal of items from Consent Agenda
   b. Approval of Consent Agenda

   That, the motions on the consent agenda, except for those removed for placement on the regular agenda, be approved as presented.

4. Business Arising
   a. Update UNBC Sexual Assault Policy – B. Daigle – page 18

5. Human Resources Committee – Carolee Clyne, Chair
   a. Currently Advertised Faculty Positions – D. Ryan – page 19

6. Finance and Audit Committee – Sean Simmons, Chair
   b. Capital Projects Update – R. Knight – page 31
   c. Agreements, Scholarships, Bursaries & Awards – D. Ryan – page 32
   d. Routine Capital Year End Report – R. Knight – page 64
   e. Northern Sport Centre Ltd. Financials – R. Knight – page 72
   f. Endowment Investment Portfolio Update – R. Knight – page 76
   g. Northern Sport Centre Annual Report – R. Knight – page 82
   h. FTE Audit Report to March 31, 2016 – R. Knight – page 91
7. Governance Committee – Kathy Lewis, Chair  
   a. Institutional Accountability Plan (verbal) – D. Ryan & R. Knight– page 96

8. Office of Advancement and Communications – Daniel Weeks  
   a. Office of Advancement and Communications Report– page 97  
      (i) Fundraising Report  
      (ii) Communications with Stakeholders  
      (iii) Report on Government Relations

9. Office of Research – Geoff Payne  

10. President’s Report  
    a. Report on President’s Activities (verbal) – D. Weeks – page 102

11. Chancellor’s Report (verbal) – page 103

12. Other Business

BOARD OF GOVERNORS – PUBLIC SESSION

   Approved for Submission:

   [Signature]

   Heather Sanford  
   University Secretary

Members (voting):
Hon. James Moore (Chancellor), Daniel Weeks (President and Vice-Chancellor), Karin Beeler (Faculty Member - CASHS), Kathy Lewis (Faculty Member – CSAM) Katherine LaForge (Order in Council), Ryan Matheson (Order in Council – Alumni - CHAIR), Harry Nyce, Sr. (Order in Council), Sean Simmons (Order in Council), Simon Yu (Order in Council), Tracey Wolsey (Order in Council - Alumni), Julie Ziebart (Order in Council – VICE-CHAIR), Wendel Schwab (Undergraduate Student), Mamie Ifem (Graduate Student), Carolee Clyne (Employee)

UNBC Representatives (Non-Voting):
Dan Ryan (Interim Vice-President Academic and Provost), Robert Knight (Vice-President of Finance and Business Operations), Geoff Payne (Interim Vice-President Research), Barb Daigle (Director of Human Resources), Heather Sanford (University Secretary) Katherine Scouten (Development Manager), Colleen Smith (Director of Finance & Budgets)

Shari Hoff – Governance Officer and Recording Secretary  
Denise Nagy – Executive Assistant (Support)
AGENDA ITEM BRIEFING NOTE

Date: June 17, 2016

Agenda Item: 2. Approval of Agenda

Prepared For: □ In-Camera Session  □ Public Session

Purpose: □ Information  □ Discussion  □ Seeking Direction  □ Approval

Prepared By: Shari Hoff, Governance Officer, UNBC Board of Governors

Reviewed By: Heather Sanford, University Secretary and the President’s Executive Council

Material: Agenda for the Board Public Session of June 17, 2016 attached.

Issue:

Background:

Motion:

That, the Agenda for the Public Session of the June 17, 2016 meeting of the Board of Governors be approved as presented.

Recommendation Approved: □  Not Approved: □  Date:

Remarks/Next Steps:
AGENDA ITEM BRIEFING NOTE

Date: June 17, 2016

Agenda Item: 3.a. Approval of Minutes – Public Session March 18, 2016

Prepared For: □ In-Camera Session  □ Public Session

Purpose: □ Information  □ Discussion  □ Seeking Direction  □ Approval

Prepared By: Shari Hoff, Governance Officer, UNBC Board of Governors

Reviewed By:

Material: Public Session Minutes of the March 18, 2016 meeting attached.

Issue:

Background:

Motion:

That, the Public Session Minutes of the March 18, 2016 meeting of the Board of Governors be approved as presented.

Recommendation Approved: □ Not Approved: □ Date:

Remarks/Next Steps:
Date: June 17, 2016  
Agenda Item: 3.b. Approval of Minutes – Public Session May 5, 2016  
Prepared For: □ In-Camera Session  □ Public Session  
Purpose: □ Information  □ Discussion  □ Seeking Direction  □ Approval  
Prepared By: Shari Hoff, Governance Officer, UNBC Board of Governors  
Reviewed By:  

Material: Public Session Minutes of the May 5, 2016 meeting attached.

Issue:

Background:

Motion:

That, the Public Session Minutes of the May 5, 2016 meeting of the Board of Governors be approved as presented.

Recommendation Approved: □ Not Approved: □ Date: 

Remarks/Next Steps:
## Agenda Item Briefing Note

<table>
<thead>
<tr>
<th>Date:</th>
<th>June 17, 2016</th>
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<tbody>
<tr>
<td>Agenda Item:</td>
<td>3.c. Approval of Minutes – Public Session May 20, 2016</td>
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<td>Public Session</td>
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<tr>
<td>Purpose:</td>
<td>Approval</td>
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<tr>
<td>Prepared By:</td>
<td>Shari Hoff, Governance Officer, UNBC Board of Governors</td>
</tr>
<tr>
<td>Reviewed By:</td>
<td></td>
</tr>
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</table>

**Material:** Public Session Minutes of the May 20, 2016 meeting attached.

**Issue:**

**Background:**

**Motion:**

*That, the Public Session Minutes of the May 20, 2016 meeting of the Board of Governors be approved as presented.*

---

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

**Remarks/Next Steps:**
**AGENDA ITEM BRIEFING NOTE**

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<thead>
<tr>
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<tr>
<td>Agenda Item:</td>
<td>3.d. Approval of Minutes – Public Session May 26, 2016</td>
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<td>In-Camera Session [x] Public Session</td>
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<tr>
<td>Purpose:</td>
<td>Information [ ] Discussion [ ] Seeking Direction [ ] Approval [x]</td>
</tr>
<tr>
<td>Prepared By:</td>
<td>Shari Hoff, Governance Officer, UNBC Board of Governors</td>
</tr>
<tr>
<td>Reviewed By:</td>
<td></td>
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</tbody>
</table>

**Material:** Public Session Minutes of the May 26, 2016 meeting attached.

**Issue:**

**Background:**

**Motion:**

*That, the Public Session Minutes of the May 26, 2016 meeting of the Board of Governors be approved as presented.*

**Recommendation Approved:** [ ] **Not Approved:** [ ] **Date:**

**Remarks/Next Steps:**
AGENDA ITEM BRIEFING NOTE

Date: June 15, 2016
Agenda Item: 4.a. Update UNBC Sexual Assault Policy
Prepared For: □ In-Camera Session □ Public Session
Purpose: □ Information □ Discussion □ Seeking Direction □ Approval
Prepared By: Barb Daigle, Director of Human Resources
Reviewed By: Barb Daigle, Director of Human Resources

Material: No material.

Issue:

Background:

Motion:

Recommendation Approved: □ Not Approved: □ Date:

Remarks/Next Steps:
AGENDA ITEM BRIEFING NOTE

Date: June 6, 2016

Agenda Item: 5.a. Currently Advertised Faculty Positions

Prepared For: □ In-Camera Session  X Public Session

Purpose: □ Information  X Discussion  □ Seeking Direction  □ Approval

Prepared By: Joan Schneider, Coordinator Faculty Relations, Vice-President Academic and Provost

Reviewed By: Daniel A. J. Ryan, Interim Vice-President Academic and Provost

Material: Memorandum attached.

Issue:

Background:

Motion:

Recommendation Approved: □ Not Approved: □ Date:

Remarks/Next Steps:
MEMORANDUM

TO: Daniel Weeks, President and Vice-Chancellor
FROM: Daniel A. J. Ryan, Interim Vice-President Academic and Provost
DATE: June 6, 2016
RE: Currently Advertised Faculty Positions

COLLEGE OF ARTS, SOCIAL & HEALTH SCIENCES

School of Social Work
Assistant Professor
Posting: FASW12-16
Applications Received to Date: 10
Status: Shortlisting Applications

Type of Appointment: Tenure-track
Closing date: May 30, 2016
Preferred start date: January 1, 2017

School of Nursing
Assistant/Associate Professor
Posting: FANU21-16
Applications Received to Date: 8
Status: Failed Search

Type of Appointment: Tenure-track
Closing date: January 5, 2015
Preferred start date: July 1, 2015

COLLEGE OF SCIENCE & MANAGEMENT

School of Business (Informatics)
Assistant/Associate Professor
Posting: FABU08-15
Applications Received to Date: 25
Status: Successful Applicant

Type of Appointment: Tenure-track
Closing date: August 31, 2015
Preferred start date: September 1, 2016
NORTHERN MEDICAL PROGRAM

Assistant/Associate Professor (2 positions)
Posting: FANMP22-15
Applications Received to Date: 16
Status: Negotiating with candidates

Type of Appointment: Tenure-track
Closing date: January 31, 2016
Preferred start date: January 1, 2016

RESEARCH CHAIRS

Knowledge Mobilization Research Chair Professor
Posting: FAKMB13-16
Applications Received to Date: 2
Status: Short Listing

Type of Appointment: Term (3 Years)
Closing date: May 31, 2015
Preferred start date: July 1, 2015

GEOFFREY R WELLER LIBRARY

Data Services Librarian
Librarian I
Posting: FALI14-16
Applications Received to Date: 2
Status: Short Listing

Type of Appointment: Continuing
Closing date: May 31, 2015
Preferred start date: June 26, 2015
## AGENDA ITEM BRIEFING NOTE

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<tr>
<td>Agenda Item:</td>
<td>5.b. Harassment &amp; Discrimination Report</td>
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<tr>
<td>Prepared For:</td>
<td>[ ] In-Camera Session [x] Public Session</td>
</tr>
<tr>
<td>Purpose:</td>
<td>[x] Information [ ] Discussion [ ] Seeking Direction [ ] Approval</td>
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</tbody>
</table>
| Prepared By:     | Tina Fraser, Acting Harassment and Discrimination Advisor  
|                  | Barb Daigle, Human Resources Director |
| Reviewed By:     | Robert Knight, Vice-President Finance and Business Operations |

**Material:** Attached reports

**Issue:** n/a

**Background:** n/a

**Motion:**

*All motions being submitted will be reviewed by the Board of Governors Office to ensure wording is correct.

**Recommendation Approved:** [ ]  Not Approved: [ ]  Date: 

**Remarks/Next Steps:**
Outgoing Report of the Harassment and Discrimination Advisor

December 31, 2015

This report covers the period of Aug 1, 2015 – December 31, 2015. After serving a year as Acting H & D for Dr. Lela Zimmer, my role was extended until December 31st. This will be my out-going report.

Report from Dr. Tina Fraser

The total of informal inquiries/complaints received since the last reporting period involved 2 only and 1 formal remaining from the previous case. Both informal were inquiries or seeking for direction and/or redirection. The formal situation after an intervention, pursuit of mediation, and lengthy emails for solutions finally concluded with a positive stroke and agreement for how to move forward.

Over the last few months, the following events included:

- Residence Life Assistants Training (1 hour, Aug, 2015)
- Faculty & Student Information Session “roles and responsibilities of an H & D” (Sept, 2015)
- Meeting with Cormier Consulting (mediator)
- Introduction to new HR (Barb Daigle)
- Brief discussion with Sarah Elliot (collaboration)

I want to take this opportunity to thank faculty, staff and students for their patience in dealing with delicate situations and for maintaining professionalism. This is not an easy process and UNBC would like to recognize each case as unique and a top priority.

Sincerely,

[Signature]

Dr. Tina Fraser, PhD
Associate Professor
Acting Harassment and Discrimination Advisor (to Dec 31, 2015)
Report of the Harassment and Discrimination at UNBC
April 29, 2016

This report covers the period of January 01, 2016 – April 29, 2016. I, Barb Daigle, Director of Human Resources was named by the President as the Harassment and Discrimination Advisor to provide advice surrounding Harassment and Discrimination issues, including advising on policies and procedures, initiating appropriate inquiries, and attempting to diffuse and resolve complaints informally. This work is done through the office of Human Resources.

Report from Barb Daigle:

10 inquiries/complaints were received in the above reporting period. Of these 10, 3 were requests for information and did not require further action. The remaining 7 inquiries were formal complaints that required additional steps to resolve. Out of these 7 remaining complaints, 6 were investigated and resolved, 1 is an ongoing investigation.

Detail surrounding the 7 inquiries below:

- 2 complaints were from students directed to a faculty member which were investigated and resolved
- 1 complaint was from a CUPE member directed to a faculty member which was investigated and resolved
- 1 complaint was from a third party contractor directed to a CUPE member which was investigated and resolved
- 1 complaint was from a CUPE member directed to a Manager which was investigated and resolved
- 1 complaint was from a faculty member directed to their leader, which has an investigation in process.
- 1 complaint was from a faculty member directed to a CUPE member which has been resolved

To date, Human Resources has invested in Harassment and Discrimination awareness by:

- Sending the Manager of Recruitment and Positive Work Environments to the Rubin Thomlinson’s Workplace Investigation Techniques and Report Writing Workshop
- Training Human Resource Managers in how to conduct investigations
- Developing a Positive Work Environments website (soft launched). This website contains policies, supporting links and provides students, staff, and faculty instructions on what to do when faced with Harassment and Discrimination.

Challenges surrounding Harassment and Discrimination:

1. Improving the Positive Work Environments website, focusing on Bullying, Harassment and Discrimination. This website will provide students, staff, and faculty with information on who
they can contact if an incident occurs and definitions surrounding Bullying, Harassment and Discrimination.

2. Reviewing all related policies.

3. Developing a communication plan surrounding the definitions of Harassment and Discrimination as there appears to be some misinterpretation regarding these terms.

Barb Daigle,
Director of Human Resources

May 2, 2016
Date
# AGENDA ITEM BRIEFING NOTE

Please ensure you use a briefing note for every agenda item from your office and/or department. If the item is recurring, or there’s no material, I still require a briefing note and indicate “no material”.

<table>
<thead>
<tr>
<th>Date:</th>
<th>June 1, 2016</th>
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<tbody>
<tr>
<td>Agenda Item:</td>
<td>6.a. Enrolment Report</td>
</tr>
<tr>
<td>Prepared For:</td>
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<td>Purpose:</td>
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<tr>
<td>Prepared By:</td>
<td>Brenda Sitter, Executive Assistant to the Vice-President Academic and Provost</td>
</tr>
<tr>
<td>Reviewed By:</td>
<td>Dan Ryan, Interim Vice-President Academic and Provost</td>
</tr>
</tbody>
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**Material:** Report attached.

**Issue:**

**Background:**

**Motion:**

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

**Remarks/Next Steps:**

UNBC Board of Governors – Agenda Item Briefing Note
June 1st Snapshot Summer FTE Summary 2016 vs. 2015
and Fall Applications 2016 vs. 2015

The following summary compares Summer 2016 Full Time Equivalents (FTE) and headcounts as of June 1, 2016 to Summer 2015 numbers. Fall 2016 application numbers are also compared to Fall 2015 numbers as of the June 1st snapshots.

Executive Summary:

Summer 2016 FTE Summary:

➢ Total FTE (excluding international fee paying FTE) down -3.4% (-23.7)
  • At 76.0% of estimated summer portion of ministry FTE targets
  • At 87.2% of Measure (M)
➢ Overall unique registrations down -2.8% (-41hc)
  • At 77.4% of estimated summer portion of head count needed to meet ministry FTE targets
  • At 96.7% of Measure (M)

Fall 2016 Application Summary:

➢ Total applications up 6.9% (197 h.c.) from Fall 2015
  • At 100.8% of Measure (M)
➢ Total admissions up 34.6% (476 h.c.) from Fall 2015
  • At 96.9% of Measure (M)
➢ Total registrations up 40.1% (152 h.c.) from Fall 2015
  • At 51.6% of Measure (M)
More detailed:

**Full Time Equivalents (FTE)**

- Undergraduate FTE down -2.7% (-8.1).
  - At 60.8% of estimated summer portion of ministry FTE targets.
  - At 89.4% of Measure (M).
- Graduate FTE down -5.8% (-24.7).
  - At 98.3% of estimated summer portion of ministry FTE targets.
  - At 83.2% of Measure (M).
- Continuing Studies FTE down -29.1% (-5.5).
  - At 58.5% of estimated summer portion of ministry FTE targets.
  - At 54.2% of Measure (M).

Included in above numbers:

- International (domestic tuition paying) FTE down -3.5% (-2.7).
  - At 88.7% of Measure (M).
- International (international tuition paying) FTE down -29.6% (-14.5).
  - At 54.7% of Measure (M).

Total FTE change with international tuition paying FTE removed is down -3.4% (-23.7).

**College breakdown (FTE)**

- CASHS
  - Overall FTE down -2.8% (-11.1)
  - Undergraduate up 4.9% (6.6)
  - Graduate down -6.9% (-17.7)
- CSAM
  - Overall FTE down -0.7% (-2.2)
  - Undergraduate up 4.2% (5.5)
  - Graduate down -4.5% (-7.7)

---

**Semester FTE**

(international tuition FTE included)

![Bar chart showing semester FTE for UG, GR, CS, and Total.]

**Summer 2016** □ **Summer 2015** □ **Measure** □ **Ministry Target**

**estimated portion of the ministry yearly annualized target needed to meet final FTE target**
Registrations (hc)

- Undergraduate registrations up 5.6% (42hc).
  - At 74.2% of estimated summer portion of head count needed to meet ministry FTE targets.
  - At 94.8% of Measure (M).
- Graduate registrations down -5.2% (-24hc).
  - At 97.1% of estimated summer portion of head count needed to meet ministry FTE targets.
  - At 81.7% of Measure (M).
- Continuing Studies registrations down -23.8% (-59hc).
  - At 59.7% of estimated summer portion of head count needed to meet ministry FTE targets.
  - At 196.9% of Measure (M).

Included in above numbers:
- International (domestic tuition paying) registrations down -1.3% (-1hc).
  - At 88.4% of Measure (M).
- International (international tuition paying) registrations down -2.1% (-2hc).
  - At 70.8% of Measure (M).
Total unique registration down -2.8% (-41hc).

College breakdown (hc)

- CASHS
  - Overall hc up 5.0% (31)
  - Undergraduate up 14.7% (48)
  - Graduate down -5.9% (-17)
- CSAM
  - Overall hc up 7.0% (34)
  - Undergraduate up 13.1% (41)
  - Graduate down -4.1% (-7)
Notes:

1. Measure (M) is a comparator number derived from the average of the last three years official final numbers for the semester being reported on. For example the Measure (M) for a summer 2011 FTE report would be based on the official numbers from the summer 2010, 2009 and 2008 terms.

2. Ministry targets are based on final year end annualized numbers; in order to come up with estimated term targets the ministry target was broken down based on the average split of FTE UNBC sees between summer, fall and winter terms. Further to this the estimated headcount targets were determined by using the average number of students it takes to generate 1FTE in a given semester and at a given student level.

3. International tuition group UG FTE are not included in the % of estimated ministry target calculations.

4. The ministry targets proved to UNBC includes a portion of “undesignated” FTEs; for the purpose of this report these “undesignated” FTE are used as the targets for continuing studies.
AGENDA ITEM BRIEFING NOTE

Date: June 17, 2016

Agenda Item: 6.b. Capital Project Update

Prepared For: ☒ Public Session

Purpose: ☒ Information ☐ Discussion ☐ Seeking Direction ☐ Approval

Prepared By: Shelley Rennick, Director, Facilities Management

Reviewed By: Robert Knight, Vice-President Finance and Business Operations

Update:

There are no substantial changes to the last report provided.

Recommendation Approved: ☐ Not Approved: ☐ Date:

Remarks/Next Steps:
AGENDA ITEM BRIEFING NOTE

Please ensure you use a briefing note for every agenda item from your office and/or department. If the item is recurring, or there's no material, I still require a briefing note and indicate "no material".

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<tr>
<th>Date:</th>
<th>May 31, 2016</th>
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<td>6.c. Agreements, Scholarships, Bursaries &amp; Awards</td>
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<td>□ In-Camera Session</td>
<td>☑ Public Session</td>
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<td>Purpose:</td>
<td>☑ Information</td>
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<tr>
<td>Prepared By:</td>
<td>Brenda Sitter, Executive Assistant to the Vice-President Academic and Provost</td>
</tr>
<tr>
<td>Reviewed By:</td>
<td>Dan Ryan, Interim Vice-President Academic and Provost</td>
</tr>
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</table>

Material: Material attached.

Issue:

Background:

In accordance with the Terms of Reference for the Finance and Audit Committee, these recommendations from Senate are being forwarded to that Committee for approval, and to the full Board for information.

Motion:

That, on behalf of the Board of Governors, the Finance and Audit Committee approves the establishment of Agreements, Scholarships, Bursaries and Awards, as recommended by the Senate, for the period of March – May, 2016

*All motions being submitted will be reviewed by the Board of Governors Office to ensure wording is correct.

Recommendation Approved: ☐ Not Approved: ☐ Date: ☐

Remarks/Next Steps:
SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the UNBC Alma Mater Award be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the UNBC Alma Mater Award commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: February 24, 2016

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160224.04

Moved by: Erasmus

Seconded by: Murphy

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: February 24, 2016

Date

Chair's Signature

For information of Senate.
AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: UNBC Alma Mater Award

Awards Guide Description/Intent: The intent of this award is to demonstrate ongoing support for the alumni community, and to encourage loyalty to UNBC for generations to come. UNBC graduates are also invited to support this legacy by making financial contributions to the award, which was established by Stacey Pickering, a proud UNBC graduate. She was also the first person to serve as the Alumni Relations Officer at UNBC and took a leadership role in developing alumni programing for the institution. Stacey established this award because she strongly believes moral and financial support from alumni is integral to the advancement of the University, and the best way to lead is by example.

Donor: Stacey and Rory Pickering

Value: $500

Number: One

Award Type: Award

Eligibility: Available to full time undergraduate or graduate students who are UNBC alumni or lineal descendants (children or grandchildren) of UNBC graduates.

Criteria: Satisfactory academic standing

Effective Date: Established 2016

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.
SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the van Adrichem Family Nisga'a Leadership Award be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the van Adrichem Family Nisga'a Leadership Award commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicine, Administrator - Development Awards

External Relations Contact: Jennifer Hicine, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: February 24, 2016

---

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160224.05

Moved by: Erasmus

Seconded by: Bankole

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: February 24, 2016

Date Chair's Signature

For information of Senate.
AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: van Adrichem Family Nisga’a Leadership Award

Awards Guide Description/Intent: Rob and Deb van Adrichem are both alumni of UNBC who believe in the University’s northern and regional mandate. This award supports students who are pursuing UNBC programming in the Nass Valley in conjunction with the Wlìp Wìlko’oskwhl Nisga’a Institute.

Donor: Rob and Deb van Adrichem and Family

Value: $500

Number: One

Award Type: Award

Eligibility: Available to a full or part time undergraduate or graduate student, registered with UNBC at the Wlìp Wìlko’oskwhl Nisga’a Institute (WWNI). First preference will be given to students who have demonstrated their leadership potential through educational achievement and/or involvement in local government or community organizations. Second preference will be given to a 1st or 2nd year student.

Criteria: Academic proficiency and/or demonstrated financial need.

Effective Date: Established 2016

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by WWNI Executive Director and the UNBC Awards Office.
SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the SCSB Annual Report be approved.

Effective Date: March 2016

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 23, 2016

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20160323.04
Moved by: Erasmus
Committee Decision: CARRIED

Seconded by: Dale
Attachments: 3 pages

Approved by SCSB: March 23, 2016
Date

Chair's Signature (Acting)

For information of Senate.
Senate Committee on Scholarships and Bursaries

Annual Report to Senate

March 23, 2016

OVERVIEW

Since the last annual report in March of 2015 the Senate Committee on Scholarships and Bursaries has met nine (9) times. During this time, and on behalf of Senate, the Committee has completed the following administrative tasks:

- Recommended to Senate the 2015/2016 general scholarships and bursaries fund expenditures
- Ratified nominations of 2015/2016 awards recipients
- Reviewed and approved eighteen Terms and Conditions for newly established awards
- Approved thirteen revisions to Terms and Conditions for existing awards
- Reviewed six student requests for scholarship deferrals/reinstatements

STATISTICAL SUMMARY – 2015/2016 Awards

<table>
<thead>
<tr>
<th>Award Type</th>
<th>Number</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor-Directed</td>
<td>619</td>
<td>$1,186,318</td>
</tr>
<tr>
<td>UNBC-Funded</td>
<td>265</td>
<td>$604,988</td>
</tr>
<tr>
<td>UNBC Scholars</td>
<td>111</td>
<td>$556,110</td>
</tr>
<tr>
<td>Graduate Tuition Awards</td>
<td>73</td>
<td>$267,025</td>
</tr>
<tr>
<td>Athletic Tuition Awards</td>
<td>20</td>
<td>$96,716</td>
</tr>
<tr>
<td>Youth in Care Tuition Waivers</td>
<td>2</td>
<td>$6,012</td>
</tr>
<tr>
<td>Canada Winter Games Tuition Waivers</td>
<td>8</td>
<td>$20,000</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>1098</strong></td>
<td><strong>$2,737,169</strong></td>
</tr>
</tbody>
</table>

* 8% increase in number from 2014/2015
** 14% increase in value from 2014/2015
<table>
<thead>
<tr>
<th>Student Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-declared Female Recipients</td>
<td>616</td>
</tr>
<tr>
<td>Self-declared Male Recipients</td>
<td>259</td>
</tr>
<tr>
<td>Self-declared Aboriginal Recipients</td>
<td>36</td>
</tr>
<tr>
<td>Northern Residents</td>
<td>602</td>
</tr>
<tr>
<td>Undergraduate Admission Awards</td>
<td>216</td>
</tr>
<tr>
<td>Athletic Awards</td>
<td>87</td>
</tr>
<tr>
<td>In-Course Undergraduate Awards</td>
<td>596</td>
</tr>
<tr>
<td>Graduate Awards</td>
<td>184    (includes only UNBC-administered awards)</td>
</tr>
<tr>
<td>NMP Awards</td>
<td>15</td>
</tr>
<tr>
<td>Multiple Recipients</td>
<td>223    (received more than one award)</td>
</tr>
<tr>
<td>Individual Recipients</td>
<td>875    (1098 awards – 223 multiple recipients)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award Category</th>
<th>Number</th>
<th>Value</th>
<th>Median Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs-based Awards</td>
<td>599</td>
<td>$418,875</td>
<td>$1,200</td>
</tr>
<tr>
<td>Merit-based Awards</td>
<td></td>
<td>$2,318,294</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

In addition to the $80,000 generated from endowment interest and donations, the University provided $221,025 from its operating budget as well as $396,674 from previous years’ tuition increases for the 2015/2016 academic year. It is anticipated that the funding levels for the General Scholarships and Bursaries Fund will remain stable for 2016/2017.

**NEW DONOR-NAMED AWARDS ESTABLISHED IN 2015/2016**

<table>
<thead>
<tr>
<th>Name of Award</th>
<th>Number</th>
<th>Value</th>
<th>Total Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nordic Sport Leadership Award</td>
<td>1</td>
<td>$5,000 (renewable)</td>
<td>$20,000</td>
</tr>
<tr>
<td>Nordic Sport Leadership Award*</td>
<td>1</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Spectra Energy Bursaries</td>
<td>4</td>
<td>$1,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Chapter B PEO Sisterhood Bursary</td>
<td>1</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>President’s Silver Anniversary Award for Excellence in Leadership</td>
<td>2</td>
<td>$6,500 (renewable)</td>
<td>$46,000</td>
</tr>
<tr>
<td>UNBC Psychology Club Award</td>
<td>1</td>
<td>$750</td>
<td>$750</td>
</tr>
<tr>
<td>Jan Goodlad Memorial Scholarship *</td>
<td>1</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Ricci Dalton Awards</td>
<td>2</td>
<td>$500</td>
<td>$1,000</td>
</tr>
<tr>
<td>Earl Johnson Memorial Scholarship</td>
<td>1</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Master of Engineering in Integrated Wood Design Scholarship</td>
<td>3</td>
<td>$15,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Tom Dennett Memorial Scholarship</td>
<td>1</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Dr. Galt Wilson Northern Medical Programs Trust Residency Placement Award</td>
<td>3</td>
<td>$10,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Gwyn Morgan “Be an Engineer” Bursary</td>
<td>1</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>London Drugs Scholarship</td>
<td>2</td>
<td>$2,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Reuben Horwitz Memorial Bursary</td>
<td>2</td>
<td>$3,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Northern First Nations Health Partnership Community Health &amp; Wellness Awards</td>
<td>5</td>
<td>variable</td>
<td>$5,000</td>
</tr>
<tr>
<td>UNBC Leadership Awards (new and in-course)*</td>
<td>20</td>
<td>$2,500</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

Totals                                               | 42     | $216,250              |             |

*one-time only awards
<table>
<thead>
<tr>
<th>Name Of Award</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldyen Hamber Women’s Study Bursary</td>
<td>Program specific</td>
</tr>
<tr>
<td>Beta Sigma Phi Bursary</td>
<td>Specific membership</td>
</tr>
<tr>
<td>Bill Reid Award</td>
<td>Specific criteria</td>
</tr>
<tr>
<td>David A. Bradbury Bursary</td>
<td>Program specific</td>
</tr>
<tr>
<td>George W. Baldwin, Q.C. Graduate Scholarship</td>
<td>Program specific</td>
</tr>
<tr>
<td>Great West Life Graduate Scholarship in Disability Management</td>
<td>Program specific</td>
</tr>
<tr>
<td>Jessie Craig Bursary</td>
<td>Program specific</td>
</tr>
<tr>
<td>McCarthy Tetraullt Annual Scholarship</td>
<td>Program specific (NAP)</td>
</tr>
<tr>
<td>Miriam Matejova Award</td>
<td>Specific criteria</td>
</tr>
<tr>
<td>Nechako Chapter No. 40 Order of the Eastern Star Bursary</td>
<td>Specific membership</td>
</tr>
<tr>
<td>Northern BC Mining Research Award</td>
<td>Research specific – industry partnership</td>
</tr>
<tr>
<td>Over the Edge Scholarship</td>
<td>Affiliation with OTE</td>
</tr>
<tr>
<td>Peace/Williston Aquatic Research Award</td>
<td>Research in specific geographical area</td>
</tr>
<tr>
<td>Prince George Alzheimer’s Society Graduate Scholarship</td>
<td>Research specific</td>
</tr>
<tr>
<td>Rising Star Health Service Award</td>
<td>Criteria to be reviewed (NMP)</td>
</tr>
<tr>
<td>Simons Foundation Bursaries for Lone Parents</td>
<td>Enrolment in UNBC DayCare</td>
</tr>
<tr>
<td>Spruce Credit Union - Dene Bachand Memorial Bursary</td>
<td>Program specific</td>
</tr>
<tr>
<td>Van Adrichem Undergraduate Summer Research Bursary</td>
<td>Research Specific</td>
</tr>
</tbody>
</table>

Percentage of number of available awards not awarded in 2015/2016: **1.9%**
Percentage of value of available awards not awarded in 2015/2016: **1.4%**
SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Inspiring Women Among Us Award be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the Inspiring Women Among Us Award commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: April 27, 2016
AWARDS GUIDE INFORMATION:
Award Category: General
Award Name: Inspiring Women Among Us Award
Awards Guide Description/Intent: A UNBC degree has the power to change lives through education and experiences that being a student provides. A better job, more self-confidence, financial independence, greater engagement in the community, a positive peer group – all are direct impacts of engaging with professors, students and the opportunities that campus life provides while achieving a UNBC education. This award was established to assist women who are facing barriers in pursuing a UNBC degree.
Donor: Inspiring Women Among Us Committee and community donors
Value: $1,000
Number: One
Award Type: Award
Eligibility: Available to a full or part time undergraduate or graduate student who identifies as female and who is facing significant challenges and/or financial barriers.
Criteria: satisfactory academic standing.
Note: There is no application deadline, however all applicants must provide a statement outlining why they feel they are eligible for this award.
Effective Date: Established 2016
Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.
SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the CPA Education Foundation Awards be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the CPA Education Foundation Awards commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: April 27, 2016

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160427.04

Moved by: Jensen

Committee Decision: CARRIED

Seconded by: Bankole

Attachments: 1 Page

Approved by SCSB: April 27, 2016

Date

Chair's Signature

For information of Senate.
AWARDS GUIDE INFORMATION:
Award Category: In-course
Award Name: CPA Education Foundation Awards
Awards Guide Description/Intent: The Chartered Professional Accountants' Education Foundation would like to honour top business students from UNBC.
Donor: Chartered Professional Accountants' Education Foundation
Value: $500
Number: Two
Award Type: Award
Eligibility: Available to full time undergraduate students enrolled in his or her 3rd or 4th year in the School of Business BComm Program with a major in Accounting.
Criteria: The awards will be given to those students who have a standing that is at least in the top quartile of the class and have the highest standing in COMM 312.
Conditions: Applicants must indicate their intention to pursue the CPA designation.
Effective Date: Established 2016
Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.

AWARDS GUIDE INFORMATION:
Award Category: In-course
Award Name: CPA Education Foundation Awards
Awards Guide Description/Intent: The Chartered Professional Accountants' Education Foundation would like to honour top business students from UNBC.
Donor: Chartered Professional Accountants' Education Foundation
Value: $1,000
Number: One
Award Type: Award
Eligibility: Available to full time undergraduate students enrolled in his or her 4th year the School of Business BComm Program with a major in Accounting.
Criteria: Applicants must possess all pre-requisite course credits as defined by the CPA Western School of Business to be eligible to enter the CPA program. The awards will be given to those students who have a final program GPA at least in the top quartile of the graduating group and have the highest standing in COMM 411.
Conditions: Applicants must indicate their intention to pursue the CPA designation.
Effective Date: Established 2016
Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.
SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Jared Parker Memorial Scholarship be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the Jared Parker Memorial Scholarship commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: April 27, 2016

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160427.05

Moved by: Murphy

Committee Decision: CARRIED

Seconded by: Jensen

Attachments: 1 Page

Approved by SCSB: April 27, 2016

Date

Chair’s Signature

For information of Senate.
AWARDS GUIDE INFORMATION:

Award Category: Graduate

Award Name: Jared Parker Memorial Scholarship

Awards Guide Description/Intent: Jared Parker was born and raised in Prince George and was passionate about snowboarding, friends and family. Tragically Jared took his life at the age of 20, in 2015, after suffering from depression and anxiety. Friends and family of Jared have created this scholarship to leave a legacy honouring his life, and to support research around mental health, awareness, and stigmatization.

Donor: Family and Friends of Jared Parker

Value: $1,000

Number: One

Award Type: Scholarship

Eligibility: Available to a full or part time graduate student doing research in mental health or mental health awareness. First preference will be given to applicants doing research in mental health in youth.

Criteria: Academic excellence

Conditions: Applicants must provide a letter outlining information on his or her research.

Note: If there are multiple eligible applicants, preference will be given to students who have demonstrated financial need.

Effective Date: Endowed

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.
SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Matt Pearce Athletics Scholarship be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the Matt Pearce Athletics Scholarship commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: April 27, 2016

---

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160427.06

Moved by: Bankole

Committee Decision: CARRIED

Seconded by: Reimer

Attachments: 1 Page

Approved by SCSB: April 27, 2016

Date

Chair's Signature

For information of Senate.
AWARDS GUIDE INFORMATION:

Award Category: Athletic

Award Name: Matt Pearce Athletics Scholarship

Awards Guide Description/Intent: The Matt Pearce Athletics Scholarship was established to memorialize a man who had the drive to succeed as both an athlete and a scholar. Matt excelled in high school, varsity, and professional sport, earned Bachelor degrees in both Science and Education, and spent 18 years teaching and coaching Prince George. This award is given to varsity athletes at UNBC who demonstrate the same strong dedication to these two aspects of university life.

Donor: The UNBC Athletics supporters

Value: $1,000

Number: Two (Preference for one award to be given to a male varsity basketball player, one award to be given to a female varsity basketball player.)

Award Type: Scholarship

Eligibility: Available to a full time undergraduate student. First preference will be given to a resident of Northern British Columbia.

Criteria: Academic proficiency.

Effective Date: Established 2016

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the respective coaches of the UNBC Men’s and Women’s Varsity Basketball teams.
SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the dissolution of the Terms and Conditions for the following awards be approved:

1. Aidan Kelly Leadership Award
2. Annita Caswell Memorial Bursary
3. International Association for Impact Assessment – Western & Northern Canada Affiliate Scholarship
4. Spirit of the North – JDC West Nursing Award
5. Vancouver Airport Authority Annual Scholarship
6. Westcana Electric Inc. Award
7. CMA Award.

Effective Date: 2016-2017 Academic Year

Rationale: The donors' giving intentions have changed from when they first established the awards, and the donors are no longer funding the awards.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: April 27, 2016

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160427.07

Moved by: Smith            Seconded by: Murphy

Committee Decision: CARRIED

Attachments: 12 Pages

Approved by SCSB: April 27, 2016

For information of Senate.
AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Aiden Kelly Leadership Award

Awards Guide Description/Intent: Aiden Kelly is a proud graduate of UNBC and also a strong advocate of Northern BC and the benefits that the University helps bring to the community of Prince George.

Donor: Aiden Kelly

Value: $1,000

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate student with demonstrated community involvement and leadership as well as involvement in recreational activities.

Criteria: Satisfactory academic standing

Note: Applicants are requested to submit a letter of nomination from a third party confirming their leadership, community and recreational activities.

Effective Date: Established 2012

Recipient Selection: The UNBC Awards Office will forward the eligible applicants' letters of nomination to Aiden Kelly (names to be blacked out) for review. Selection will be made by the Senate Committee on Scholarships and Bursaries on recommendation from the UNBC Awards Office and Aiden Kelly.
Anita Caswell Memorial Bursary

For UNBC Students

Terms and Conditions

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA

University Advancement
March 2002, revised March 2009, revised May 2010
The University of Northern British Columbia (UNBC) is delighted to establish the Anjita Caswell Memorial Bursary with the Central Interior Logging Association. This document replaces previous undertakings and outlines the terms and conditions for the Anjita Caswell Memorial Bursary at the University of Northern British Columbia.

**CALENDAR INFORMATION:**

**Award Category:** In-course  
**Award Name:** Anjita Caswell Memorial Bursary  
**Calendar Description/Intent:** Anjita Caswell was a twenty-five year employee at the main office of the Central Interior Logging Association (CILA). She embraced the values of the organization and was committed to the members it served. As office manager, she kept operations running smoothly, providing service and a ‘family’ environment to the CILA membership. CILA represents some 200 independent logging and log-hauling contractors and suppliers in central and northern BC. Since 1966, the Association has worked to improve the business climate of its members through representation on issues of safety, environment, forestry and transportation policy at Federal, Provincial and Regional levels as well as liaison with industry groups and other forest sector stakeholders. Our website is located at www.cila.ca.  
**Donor:** Central Interior Logging Association  
**Value:** $1,000  
**Number:** One  
**Placement in which Calendar:** Undergraduate  
**Award Type:** Bursary  
**Eligibility:** Available to a full time undergraduate student with a declared major in Forestry who has completed a minimum of 60 credit hours and who is a resident of Northern British Columbia. First preference will be given to students within the service area of CILA which includes: the Yukon border in the north to 100 Mile House in the south; Hazelton in the west to the Alberta border in the east.  
**Criteria:** Academic proficiency and demonstrated financial need.  
**Application Instructions:** Fill out all sections of the Awards Application form.  
**Effective Date:** Established 2002  
**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.

**ANNUAL AWARDS PARTNERSHIP ARRANGEMENTS:**

The Central Interior Logging Association will:  
- Provide the award funds in the amount of $1,000 to the University by March 31 of the year that the award is to be provided.
- Inform UNBC in writing on or before 31st of December in the year prior to your intended withdrawal of the award(s). This provides UNBC time to withdraw advertising of the award(s) in the Academic Calendar for the upcoming new year.

UNBC will:
- Provide a charitable tax receipt in the amount of the gifts provided by the Donor(s) in the year the University receives the donations.
- Promote and advertise the Annita Caswell Memorial Bursary in all appropriate external and internal publications.
- Encourage students receiving the award to contact the donor(s) and thank them for their support.
- Provide an annual update on the student recipient(s) by the University President or designate.
- Provide recognition to Central Interior Logging Association as outlined in the Donor Recognition Brochure (http://www.unbc.ca/giving/recognition_programs.html).

Representatives of the Central Interior Logging Association and the University may meet from time to time to review the terms of this agreement to ensure both parties continue to be satisfied with the partnership. It is understood that the funds of the donation were obtained in a rightful manner and are otherwise unencumbered.

The agreement will commence upon signing of the document. Signed in agreement on behalf of:

______________________________
Maryanne Arcand, Executive Director  
Central Interior Logging Association

______________________________
George Iwama, President & Vice-Chancellor  
University of Northern British Columbia

Date

FOR OFFICE USE ONLY

Reviewed by the Financial Aid and Awards Officer and Dean of ____________:

Linda Fehr, Financial Aid and Awards Officer

______________________________
______________________________, Dean of ____________

Copies to:
Financial Aid and Awards Office
Manager of Treasury Services
Office of University Advancement (2)
AWARDS GUIDE INFORMATION:

Award Category: Graduate

Award Name: International Association for Impact Assessment – Western & Northern Canada Affiliate Scholarship

Awards Guide Description/Intent: This scholarship is intended to help support a Masters’ or PhD student at UNBC whose research covers an aspect of environmental impact assessment in Northern or Western Canada.

Donor: International Association for Impact Assessment – Western & Northern Canada Affiliate

Value: $2,500

Number: One

Award Type: Scholarship

Eligibility: Available to a full or part time graduate student enrolled in a program leading to a Master’s degree or PhD in Natural Resources & Environmental Studies. The student will have completed the first year of their program and have a demonstrated interest and aptitude in any sector in the field of impact assessment. The student must be working on predicting, evaluating, managing, assessing or monitoring the impacts of human activities on ecosystems and people in Northern (referring to lands north of the 60th parallel) or Western Canada, in order to assist in decision making about economic developments. First preference will be give to students from the Yukon, Northwest Territories or Nunavut. Second preference will be given to students who have been living and/or working in the Yukon or North West Territories or Nunavut. Preference will be given to full-time Master’s students.

Criteria: Academic proficiency.

Conditions: Student is unable to receive this award more than once.

Application Instructions: Fill out all sections of the Awards Application form and attach your Resume and an abstract of your research.

Effective Date: Established 2011

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the Dean of Graduate Programs.
AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Spirit of the North – JDC West Nursing Award

Awards Guide Description/Intent: This award was established to support a nursing student in furthering his or her education and achieving his or her career goals.

Donor: UNBC JDC West Team

Value: $5,000

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate student enrolled in the School of Nursing (BScN Program). Student must have demonstrated community involvement. First preference will be given to a resident of Northern British Columbia. If there are no qualified undergraduate applicants, the award may be available to a graduate student.

Criteria: Academic proficiency

Effective Date: Established 2013

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.
Vancouver Airport Authority Annual Scholarship

For UNBC Students

Terms and Conditions

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA

UNBC

External Relations
April 1996, revised March 2011, revised April 2012
Terms and Conditions for the
Vancouver Airport Authority Annual Scholarship
at the University of Northern British Columbia

The University of Northern British Columbia (UNBC) is delighted to continue the Vancouver Airport Authority Annual Scholarship with the Vancouver Airport Authority. This document replaces previous terms and conditions for the Vancouver Airport Authority Annual Scholarship at the University of Northern British Columbia.

AWARDS GUIDE INFORMATION:

Award Category: In-course
Award Name: Vancouver Airport Authority Annual Scholarship
Awards Guide Description/Intent: Vancouver Airport Authority has established this annual scholarship to reward those students from British Columbia who have achieved academic excellence. Through the establishment of this scholarship, the Airport Authority offers its support to British Columbia students.
Donor: Vancouver Airport Authority
Value: $2,000
Number: One
Placement in which Calendar: Undergraduate

Award Type: Scholarship

Eligibility: Available to a full time undergraduate student enrolled in and have a major course of study in International Business; Marketing; Environmental Planning; Geography; International Studies; Women's Studies; Outdoor Recreation and Conservation; or Nature-Based Tourism Management who has completed 60 credit hours. First preference will be given to residents of British Columbia by virtue of birth or uninterrupted residence for four years immediately preceding the commencement of current studies at UNBC. The candidate will be a Canadian Citizen. Preference will be given to students with demonstrated community involvement through voluntary or other activities.

Criteria: Academic excellence.

Application Instructions: Fill out all sections of the Awards Application form and attach two letters of reference; one from an individual who is familiar with your academic background and one from an individual who is familiar with your work or volunteer background. You must also submit a short essay (not more than 500 words) outlining your academic goals, career aspirations, and interest in the Airport Authority Scholarship.

Effective Date: Established 1998

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

ANNUAL AWARDS PARTNERSHIP ARRANGEMENTS:

Vancouver Airport Authority will:

• Provide the award funds in the amount of $2,000 to the University by March 31 of the year that the award is to be provided.
Vancouver Airport Authority Annual Scholarship

- Inform UNBC in writing on or before 31st of December in the year prior to your intended withdrawal of the award(s). This provides UNBC time to withdraw advertising of the award(s) in the Academic Calendar for the upcoming year.

UNBC will:

- Provide a charitable tax receipt in the amount of the gifts provided by the Donor(s) in the year the University receives the donations.
- Promote and advertise the Vancouver Airport Authority Annual Scholarship in all appropriate UNBC materials and publications.
- Ensure student recipients provide a letter to the Donor(s) thanking them for their support.
- Provide an annual update on the student recipient(s).
- Provide recognition to Vancouver Airport Authority as outlined in the Donor Recognition Program (http://www.unbc.ca/giving/recognition_programs.html).

Representatives of Vancouver Airport Authority and the University may meet from time to time to review the terms of this agreement to ensure both parties continue to be satisfied with the partnership. It is understood that the funds of the donation were obtained in a rightful manner and are otherwise unencumbered.

The agreement will commence upon signing of the document. Signed in agreement on behalf of:

__________________________
SIGNATORY
Vancouver Airport Authority

__________________________
George Iwama, President & Vice-Chancellor
University of Northern British Columbia

__________________________
Date
FOR OFFICE USE ONLY

Reviewed by the Financial Aid and Awards Officer and Dean of ____________:

Linda Fehr, Financial Aid and Awards Officer

______________________________

______________________________, Dean of _______________

Copies to:
Financial Aid and Awards Office
Manager of Treasury Services
Office of External Relations (2)

First award available in the September semester of 2011.
AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Westcana Electric Inc. Award

Awards Guide Description/Intent: Westcana Electric is a Prince George-based electrical company that is a leader in developing and providing environmentally friendly lighting and electrical systems. Westcana has established this award to support students conducting projects on renewable sources of energy.

Donor: Westcana Electric Inc.

Value: $4,000

Number: One

Award Type: Award

Eligibility: Available to a full or part time graduate or undergraduate student who has completed 60 credit hours and is doing a project on renewable sources of energy, with a preference given to a project on renewable sources of electricity. First preference will be given to an undergraduate student.

Criteria: Satisfactory academic standing.

Application Instructions: Fill out all sections of the Awards Application form and attach your Resume and a letter outlining your project.

Effective Date: Established 2011

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the Chair of the Environmental Programs and verification by the UNBC Awards Office.
Detailed Award Information

Welcome to the UNBC Scholarship Bursary and Awards Guide

Use this guide to review a listing of scholarships bursaries and awards offered at UNBC the selection criteria and application periods for the academic year.

* Additional information regarding the awards criteria program award amount and application instructions is available by clicking on each award name.

* The information in this guide is subject to change and the availability of funds.

Information and instructions for applying for UNBC Awards is available on the Awards and Financial Web page.

Award Detail Information

Name: CMA Award
Description: In-Course Undergraduate Awards
Type: Recipient selection is made by the Awards Office/SCSB
Selection Process: On-line Application
Application Method: Awards and Financial Aid Office
Apply To:
Award Criteria: Scholarships are awarded annually by the Certified Management Accountants Society of BC honouring top business students from UNBC.
Donor: The Certified Management Accountants Society of BC
Value: $1,000 credit towards CMA student fees
Number: Up to five
Eligibility: These continuing education tuition awards will be granted to graduating students who will continue their education in pursuit of the CMA professional accounting designation.
Criteria: Applicants must possess all 15 prerequisite course credits as defined by CMA to be eligible to write the Society's Entrance Examination. The scholarships will be awarded to those students who have a final program GPA in the top quartile of the graduating group and have the highest GPAs in COMM 312/411.
Conditions: Awarded upon enrollment in the Certified Management Accountant professional accounting program.
Application Instructions: Submit a letter stating your intention of pursuing a CMA designation to the Awards Office.
Note: Awarded in the Spring.
Established 1996

Accept Applications?: Yes
Application Requires Additional Documentation?: Yes

Applications Accepted: Oct 15, 2015 to Mar 01, 2016
Code: 0461

Applies to Programs
Program Name
Bachelor of Commerce

Return to Award List

RELEASE: 8.4
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SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Miriam Matejova Award be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To revise the Miriam Matejova Award commencing the 2016-2017 Academic Year with alterations to the Eligibility section as follows:

Eligibility: Available to a full time undergraduate student who is a permanent resident or naturalized Canadian citizen who has completed high school or other secondary school outside of Canada and the United States. Recipient must not have First preference will be given to applicants who have not commenced any schooling in Canada or the United States prior to UNBC, including elementary or secondary. First Second preference will be given to a student enrolled in the Global and International Studies Program. Second Third preference will be given to a female student.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: May 4, 2016

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160511.04

Moved by: Beeler
Committee Decision: CARRIED

Seconded by: Murphy
Attachment: 1 Page

Approved by SCSB: May 11, 2016

Date

Chair's Signature

For information of Senate.
AWARDS GUIDE INFORMATION:
Award Category: Entrance
Award Name: Miriam Matejova Award

Awards Guide Description/Intent: Miriam Matejova is a UNBC alumnus with an Honours degree in International Studies (2009). As a permanent resident of Canada with no prior Canadian schooling, she had difficulties receiving funding in the first year of her studies – despite her high academic achievements outside of Canada. Since then, she has received many academic and leadership awards from UNBC and wishes to help someone who may be in a similar situation achieve his/her dreams.

Donor: Miriam Matejova and Don Munton

Value: approx. $1700

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate student who is a permanent resident or naturalized Canadian citizen who has completed high school or other secondary school outside of Canada and the United States. Recipient must not have First preference will be given to applicants who have not commenced any schooling in Canada or the United States prior to UNBC, including elementary or secondary. First Second preference will be given to a student enrolled in the Global and International Studies Program. Second Third preference will be given to a female student.

Criteria: Academic excellence and demonstrated financial need.

Conditions: Upon acceptance of the award, the recipient must write a creative letter/story (minimum 1 page) describing why he/she came to Canada (and where from) and why he/she selected UNBC and the particular program he/she is enrolled in. The letter should also include the recipient's future plans, hopes and dreams.

Effective Date: Established 2012

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

Date: June 17, 2016


Prepared For: □ In-Camera Session    X Public Session

Purpose:    X Information    □ Discussion    □ Seeking Direction    □ Approval

Prepared By: Shelley Rennick, Director Facilities Management

Reviewed By: Robert Knight, Vice-President Finance & Business Operations

Material: Please see the attached report

Issue: n/a

Background: See attached report

Motion: n/a

Recommendation Approved: □ Not Approved: □ Date:

Remarks/Next Steps:
To: Board of Governors
From: Shelley Rennick
Date: June 3, 2016
RE: Routine Capital Year End Report

Background:

Routine Capital funding has been changing these past few years both with respect to dollar amounts as well as rules and reporting requirements. Unfortunately this has not been a smooth transition due to the timing of the funding notification during the year and the different pots of money available, some of which have to be separately applied for and some delivered to us in a lump sum. This makes planning extremely difficult, particularly as the Universities are not allowed to carry forward any unexpended funds from year to year.

The other major change in the last few years is the focus on the building FCI (Facility Condition Index) and the Ministry’s desire to support projects that reduce the FCI. The FCI is calculated by dividing the maintenance requirements by the current replacement value (CRV) of the building.

Major building components are known to reach the end of their useful life after 25 years. Eleven of our 20 buildings will reach that age in the next 2 – 3 years or have already surpassed that age.

Funding:

Routine Capital funding is now broken down into 4 categories, Major (> $250k), Minor (< $250k), Carbon Neutral Capital Program (CNCP – based on Carbon Offsets), and Emergent funds. The Minor Capital funding is distributed in a lump sum in June of each year based on a Ministry funding formula, the remainder must be separately applied for.

Various sources suggest as a rule of thumb that expenditures on deferred maintenance should be about 1.5% of the CRV. Our current CRV is $387,149,609 for the buildings alone. This does not take into consideration all the utility infrastructure, roads, etc.
To meet the upcoming DM needs, annual funding should be in the neighborhood of $5,807,244.

**2015/16 Report:**

The detailed project costs are attached for your information. In summary, UNBC received a total of $885,556 broken down as follows:

<table>
<thead>
<tr>
<th>UNBC Routine Capital Funding</th>
<th>Province</th>
<th>UNBC *</th>
<th>Project Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>$589,303</td>
<td>$91,364</td>
<td>$680,667</td>
</tr>
<tr>
<td>Minor</td>
<td>$241,653</td>
<td>$6,837</td>
<td>$248,490</td>
</tr>
<tr>
<td>CNCP</td>
<td>$ 54,600</td>
<td>$23,163</td>
<td>$ 77,763</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$885,556</strong></td>
<td><strong>$121,364</strong></td>
<td><strong>$1,006,920</strong></td>
</tr>
</tbody>
</table>

* UNBC funding came from a combination of BCHydro rebates, the Revolving Loan, centrally managed funds and department labour transfers.

Funding was received very sporadically and unexpectedly this year.

- May 11/15 $241,653
- May 11/15 $ 54,600
- Aug. 26/15 $144,000
- Oct. 30/15 $119,000
- Jan. 28/16 $111,303
- Mar. 1/16  $215,000

**Future Outlook:**

It remains to be seen whether the Ministry will continue to require the institutions contribute a percentage of the total project cost (part way through the year we were told we needed to contribute 5%) toward the projects. Initial indications are that that won’t be required of UNBC in 2016/17 but we have not received the funding letter as yet.

The Universities have been working very hard with the Ministry to try to streamline all these processes, stabilize the funding, and minimize reporting requirements. One of the topics we have discussed is the need to plan these major maintenance projects in advance as the buildings age. We have been somewhat successful in this regard in that we are
hoping to receive notification in the coming days regarding the funding envelopes for the next 3 years.

Initial indications are that UNBC will receive funding as follows:

<table>
<thead>
<tr>
<th></th>
<th>2016/17</th>
<th>2017/18</th>
<th>2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>$128,000</td>
<td>$103,000</td>
<td>$103,000</td>
</tr>
<tr>
<td>Major</td>
<td>$803,000</td>
<td>$920,000</td>
<td>$1,047,000</td>
</tr>
<tr>
<td>CNCP</td>
<td>$65,000</td>
<td>$65,000</td>
<td>$65,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$996,000</td>
<td>$1,088,000</td>
<td>$1,215,000</td>
</tr>
</tbody>
</table>

If these are indeed the funding envelopes we receive planning and staffing will be much easier going forward.

Regards,

Shelley Rennick
## Major Maintenance and Rehabilitation (M&R) Project List - 2015/16

### PSU Priority No.
<table>
<thead>
<tr>
<th>Region</th>
<th>Institution</th>
<th>Campus Name/City</th>
<th>Building Name/ID</th>
<th>Project Title</th>
<th>Project Category</th>
<th>Project Description</th>
<th>Provincial contribution</th>
<th>Institution/other contribution</th>
<th>Total project budget</th>
<th>Provincial cashflow forecast 15/16</th>
<th>Provincial cashflow forecast 16/17</th>
<th>Total Provincial cashflow forecast outgoing years</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>BMO</td>
<td>0.50</td>
<td>Office / Administration</td>
<td>Boiler Replacement</td>
<td>Boiler Upgrades</td>
<td>Replacement of the hot water boiler used for perimeter heating.</td>
<td>65,378</td>
<td>0</td>
<td>65,378</td>
<td>65,378</td>
<td>0</td>
</tr>
<tr>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>Power Plant</td>
<td>0.15</td>
<td>Site Infrastructure</td>
<td>Distinct Heating System - Redundancy Isolation</td>
<td>HVAC Upgrades</td>
<td>Upgrade the majority of the campus heating system to improve operational safety and save on operating costs. This project is estimated to save 172,000 kWh of electricity yearly.</td>
<td>47,973</td>
<td>0</td>
<td>47,973</td>
<td>47,973</td>
<td>0</td>
</tr>
<tr>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>Campus</td>
<td>N/A</td>
<td>Site Infrastructure</td>
<td>Expanded Street Lighting Upgrade</td>
<td>Electrical Upgrades</td>
<td>Replace exterior lighting along building perimeter to improve operating efficiency</td>
<td>63,812</td>
<td>45,160</td>
<td>108,971</td>
<td>63,812</td>
<td>0</td>
</tr>
<tr>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>Research Lab</td>
<td>0.28</td>
<td>Research</td>
<td>Secondary Distribution Pump Upgrade</td>
<td>HVAC Upgrades</td>
<td>Upgrade the fibro optic plant with single mode fibre on diverse physical paths to provide network redundancy and required backbone speeds of 10Gbps and higher</td>
<td>21,410</td>
<td>0</td>
<td>21,410</td>
<td>21,410</td>
<td>0</td>
</tr>
<tr>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>Campus</td>
<td>N/A</td>
<td>IM / IT</td>
<td>IM/IT Infrastructure</td>
<td>UVIT Infrastructure</td>
<td>Upgrade the majority of the campus street lighting to improve peoples safety and save on operating costs.</td>
<td>114,899</td>
<td>40,000</td>
<td>154,899</td>
<td>114,899</td>
<td>0</td>
</tr>
<tr>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>Research Lab</td>
<td>0.39</td>
<td>Research</td>
<td>Bio II Level Lab Upgrade</td>
<td>Health and Safety</td>
<td>Address code and safety requirements surrounding the current level of biological research being undertaken</td>
<td>21,568</td>
<td>6,204</td>
<td>27,772</td>
<td>21,568</td>
<td>0</td>
</tr>
<tr>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>Agora</td>
<td>0.33</td>
<td>Classrooms</td>
<td>Fall Mitigation Project</td>
<td>Health and Safety</td>
<td>Install handrail along perimeter of green roof to mitigate fall potential</td>
<td>60,736</td>
<td>0</td>
<td>60,736</td>
<td>60,736</td>
<td>0</td>
</tr>
<tr>
<td>Northern Central</td>
<td>UNBC</td>
<td>Terrace</td>
<td>Terrace</td>
<td>0.36</td>
<td>Multiple Use</td>
<td>Exterior Lighting Upgrade</td>
<td>Electrical Upgrades</td>
<td>Replace exterior lighting along building perimeter to improve operating efficiency</td>
<td>7,522</td>
<td>0</td>
<td>7,522</td>
<td>7,522</td>
<td>0</td>
</tr>
<tr>
<td>Northern Central</td>
<td>UNBC</td>
<td>Terrace</td>
<td>Research Lab</td>
<td>0.28</td>
<td>Classrooms</td>
<td>Flooring Replacement</td>
<td>Interior Finish/Work/Finish</td>
<td>Replace flooring in Bentley Centre presentation rooms</td>
<td>17,476</td>
<td>0</td>
<td>17,476</td>
<td>17,476</td>
<td>0</td>
</tr>
</tbody>
</table>

**NOTE:**

In Primary Use field, when selecting Multiple or Other, please specify which programs are conducted and which one is main program in the Comments field.

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The Ministry of Advanced Education

Capital Asset Management

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G:\BOG\BOARD OF GOVERNORS\2016\Finance & Audit Committee\June 15, 2016\5.d.UNBC-final-accountability-reports

Sept. 2014
## Minor Maintenance and Rehabilitation (M&R) Project List - 2015/16

<table>
<thead>
<tr>
<th>PSI Priority No.</th>
<th>Region</th>
<th>Institution</th>
<th>Campus Name/City</th>
<th>Building FCI (per VFA audit)</th>
<th>Primary Use</th>
<th>Project Title</th>
<th>Project Category</th>
<th>Project Description</th>
<th>Provincial contribution</th>
<th>Institution/other contribution</th>
<th>Total project budget</th>
<th>Provincial cashflow forecast 15/16</th>
<th>Provincial cashflow forecast 16/17</th>
<th>Total Provincial cashflow forecast outgoing years</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>0.15 Utility Plant</td>
<td>Utility Plant</td>
<td>Chiller #1 Rebuild and testing for #2</td>
<td>MPUC Upgrades</td>
<td>Central plant chillers provide air conditioning to the entire Prince George campus. Project involved rebuild of Chiller #1 and testing of Chiller #2 to ensure reliable and efficient operation.</td>
<td>33,692</td>
<td>0</td>
<td>33,692</td>
<td>33,692</td>
<td>0</td>
<td>0</td>
<td>SOA</td>
</tr>
<tr>
<td>2</td>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>0.23 Multiple Use</td>
<td>Multiple Use</td>
<td>Stairwell tread replacement</td>
<td>Interior Finishes/Wayfinding</td>
<td>Install continuous side treads on main student stairwell into campus. Improves safety by including contrast strip, tactile warning and eliminating tripping hazard.</td>
<td>16,784</td>
<td>210</td>
<td>16,994</td>
<td>16,784</td>
<td>0</td>
<td>0</td>
<td>SOA</td>
</tr>
<tr>
<td>3</td>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>0.20 Office / Administration</td>
<td>Multiple Use</td>
<td>Third floor carpet replacement</td>
<td>Interior Finishes/Wayfinding</td>
<td>Replace worn carpet in faculty and administration offices on the third floor of the Admin building</td>
<td>22,583</td>
<td>0</td>
<td>22,583</td>
<td>22,583</td>
<td>0</td>
<td>0</td>
<td>SOA</td>
</tr>
<tr>
<td>4</td>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>0.39 Research Lab</td>
<td>Research</td>
<td>Emergency Shower and Eyewash Upgrades/Repairs</td>
<td>Health and Safety</td>
<td>Improved piping and flow control valving to ensure appropriate flow and temperature for emergency showers and eyewash stations</td>
<td>16,853</td>
<td>2161.62</td>
<td>19,015</td>
<td>16,853</td>
<td>0</td>
<td>0</td>
<td>EFT</td>
</tr>
<tr>
<td>5</td>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>0.20 Office / Administration</td>
<td>Multiple Use</td>
<td>Replace Admin Server Room UPS Batteries</td>
<td>NAIT Infrastructure</td>
<td>Uninterruptible power supply for main campus server/data centre required battery upgrade</td>
<td>59,609</td>
<td>0</td>
<td>59,609</td>
<td>59,609</td>
<td>0</td>
<td>0</td>
<td>EFT</td>
</tr>
<tr>
<td>6</td>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>0.33 Multiple Use</td>
<td>Multiple Use</td>
<td>Roof and Skylight Rehabilitation</td>
<td>Roof Repairs</td>
<td>Condition assessment and pre-emptive rehabilitation of roof membrane, membrane beneath 'green' roof, and architectural skylight feature.</td>
<td>18,533</td>
<td>1935.28</td>
<td>18,468</td>
<td>16,533</td>
<td>0</td>
<td>0</td>
<td>EFT</td>
</tr>
<tr>
<td>7</td>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>0.20 Office / Administration</td>
<td>Multiple Use</td>
<td>Project Management</td>
<td>Other (Please show in Comments)</td>
<td>Project management services for all projects funded through these programs</td>
<td>13,312</td>
<td>0</td>
<td>13,312</td>
<td>13,312</td>
<td>0</td>
<td>0</td>
<td>EFT</td>
</tr>
<tr>
<td>8</td>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>0.20 Office / Administration</td>
<td>Multiple Use</td>
<td>Roof leaks</td>
<td>Roof Repairs</td>
<td>Repairs and minor patching to various flat roofs on campus</td>
<td>13,672</td>
<td>934.73</td>
<td>14,607</td>
<td>13,672</td>
<td>0</td>
<td>0</td>
<td>EFT</td>
</tr>
<tr>
<td>9</td>
<td>Northern Central</td>
<td>UNBC</td>
<td>Prince George</td>
<td>0.20 Office / Administration</td>
<td>Multiple Use</td>
<td>Flooring replacements</td>
<td>Interior Finishes/Wayfinding</td>
<td>Replace worn carpet in specific areas on campus</td>
<td>48,616</td>
<td>1595.71</td>
<td>50,211</td>
<td>48,616</td>
<td>0</td>
<td>0</td>
<td>EFT</td>
</tr>
</tbody>
</table>

*NOTE: In Primary Use field, when selecting **Multiple** or **Other**, please specify which programs are conducted and which one is main program in the Comments field.*
## Upgrade & Renovation (U&R) Project List - 2015/16

<table>
<thead>
<tr>
<th>PSI Priority No.</th>
<th>Region</th>
<th>Institution</th>
<th>Campus Name/City</th>
<th>Building Name/ID</th>
<th>Building FCI (per VFA audit)</th>
<th>Primary Use*</th>
<th>Project Title</th>
<th>Project Description</th>
<th>Provincial contribution</th>
<th>Institution/other contribution</th>
<th>Total Project Budget</th>
<th>Provincial Cashflow Forecast 15/16</th>
<th>Provincial Cashflow Forecast 16/17</th>
<th>Total Provincial Cashflow Forecast Outgoing Years</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
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<td>3</td>
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</tr>
</tbody>
</table>

*NOTE:
In Primary Use field, when selecting Multiple or Other, please specify which programs are conducted and which one is main program in the Comments field.
# Carbon Neutral Capital Program (CNCP) Project List -2015/16CNCP

<table>
<thead>
<tr>
<th>Region</th>
<th>Institution</th>
<th>Campus Name/City</th>
<th>Building Name/ID</th>
<th>Building FCI (per VFA audit)</th>
<th>Primary Use*</th>
<th>Project Title</th>
<th>Project Description</th>
<th>Provincial contribution</th>
<th>Institution/other contribution</th>
<th>Total project budget</th>
<th>Provincial cashflow forecast 15/16</th>
<th>Provincial cashflow forecast 16/17</th>
<th>Total Provincial cashflow forecast outgoing years</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNBC</td>
<td>Northern</td>
<td>Prince George</td>
<td>Conference Centre</td>
<td>0.23</td>
<td>Multiple</td>
<td>Centre/NUSC Air Handler Hot Water Conversion</td>
<td>Conversion of direct-fired natural gas air handler to hot water district heating system supplied primarily by bioenergy.</td>
<td>9900</td>
<td>2689</td>
<td>12858</td>
<td>9900</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Street Lighting Retrofit</td>
<td>Retrofit existing street lights from High Pressure Sodium fixtures to high efficiency LED fixtures.</td>
<td>44700</td>
<td>20474</td>
<td>65174</td>
<td>44700</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: In Primary Use field, when selecting Multiple or Other, please specify which programs are conducted and which one is main program in the Comments field.

The Conference Centre/NUSC contains offices, meeting rooms, a lecture theatre, a restaurant, a coffee shop, and an event space.
**AGENDA ITEM BRIEFING NOTE**

<table>
<thead>
<tr>
<th>Date:</th>
<th>June 17, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda Item:</td>
<td>6.e.Northern Sports Centre Ltd. Financials</td>
</tr>
<tr>
<td>Prepared For:</td>
<td>□ In-Camera Session</td>
</tr>
<tr>
<td>Purpose:</td>
<td>X Information</td>
</tr>
<tr>
<td>Prepared By:</td>
<td>Colleen Smith, Director Finance &amp; Budgets</td>
</tr>
<tr>
<td>Reviewed By:</td>
<td>Robert Knight, Vice-President Finance &amp; Business Operations</td>
</tr>
</tbody>
</table>

**Material:** Please see the attached report

**Issue:** n/a

**Background:** See attached report

**Motion:** n/a

---

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

**Remarks/Next Steps:**
NORTHERN SPORT CENTRE LIMITED

BALANCE SHEET

AS AT MARCH 31, 2016

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$ 6,521</td>
<td>$ 6,615</td>
</tr>
<tr>
<td>Prepaid expense</td>
<td>5,004</td>
<td>4,821</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$ 11,525</td>
<td>$ 11,436</td>
</tr>
<tr>
<td><strong>LIABILITIES &amp; SHAREHOLDERS EQUITY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account payable</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>SHAREHOLDERS EQUITY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Share capital</td>
<td>$ 1</td>
<td>$ 1</td>
</tr>
<tr>
<td>Retained earnings</td>
<td>11,524</td>
<td>11,435</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES &amp; SHAREHOLDERS EQUITY</strong></td>
<td>$ 11,525</td>
<td>$ 11,435</td>
</tr>
</tbody>
</table>

Prepared for Management Purposes
NORTHERN SPORT CENTRE LIMITED

INCOME STATEMENT AND RETAINED EARNINGS

FOR THE YEAR ENDED MARCH 31, 2016

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSC contribution</td>
<td>$12,537</td>
<td>$13,524</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$12,537</td>
<td>$13,524</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directors remuneration &amp; expenses</td>
<td>1,000</td>
<td>4,000</td>
</tr>
<tr>
<td>Legal fees</td>
<td>1,537</td>
<td>259</td>
</tr>
<tr>
<td>Insurance</td>
<td>9,817</td>
<td>9,861</td>
</tr>
<tr>
<td>Bank fees</td>
<td>94</td>
<td>103</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$12,448</td>
<td>$14,223</td>
</tr>
<tr>
<td><strong>NET INCOME</strong></td>
<td>$89</td>
<td>$(699)</td>
</tr>
</tbody>
</table>

Retained Earnings, beginning

|                      |       |       |
| Retained Earnings, beginning | $11,435 | $12,134 |

**RETAINED EARNINGS, ENDING**

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$11,524</td>
<td>$11,435</td>
</tr>
</tbody>
</table>

Prepared for Management Purposes
NORTHERN SPORT CENTRE LIMITED

INCOME STATEMENT AND RETAINED EARNINGS

FOR THE YEAR ENDED MARCH 31, 2016

PRO-FORMA

<table>
<thead>
<tr>
<th></th>
<th>BUDGET 2016</th>
<th>ACTUAL 2016</th>
<th>ACTUAL 2015</th>
<th>ACTUAL 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Northern Sport Centre</td>
<td>$11,000</td>
<td>$12,537</td>
<td>$13,524</td>
<td>$16,541</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$11,000</td>
<td>$12,537</td>
<td>$13,524</td>
<td>$16,541</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directors remuneration &amp; expenses</td>
<td>-</td>
<td>1,000</td>
<td>4,000</td>
<td>4,000</td>
</tr>
<tr>
<td>Legal fees</td>
<td>600</td>
<td>1,537</td>
<td>259</td>
<td>541</td>
</tr>
<tr>
<td>Insurance</td>
<td>10,000</td>
<td>9,817</td>
<td>9,861</td>
<td>13,012</td>
</tr>
<tr>
<td>Bank fees</td>
<td>100</td>
<td>94</td>
<td>103</td>
<td>92</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>10,700</td>
<td>12,448</td>
<td>14,223</td>
<td>17,645</td>
</tr>
<tr>
<td><strong>NET INCOME</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$300</td>
<td>$89</td>
<td>$(699)</td>
<td>$(1,104)</td>
</tr>
</tbody>
</table>

Retained Earnings, beginning  
$11,524  $11,435  $12,104  $10,200

RETAINED EARNINGS, ENDING  
$11,824  $11,524  $11,435  $12,134

Prepared for Management Purposes
### AGENDA ITEM BRIEFING NOTE

<table>
<thead>
<tr>
<th>Date:</th>
<th>June 17, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda Item:</td>
<td>6.f.Endowment Investment Portfolio Update</td>
</tr>
<tr>
<td>Prepared For:</td>
<td>In-Camera Session, Public Session</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Information, Discussion, Seeking Direction, Approval</td>
</tr>
<tr>
<td>Prepared By:</td>
<td>Colleen Smith, Director Finance and Budgets</td>
</tr>
<tr>
<td>Reviewed By:</td>
<td>Robert Knight, Vice-President Finance and Business Operations</td>
</tr>
</tbody>
</table>

**Material:** Please see attached report

**Issue:** n/a

**Background:** See attached report

**Motion:** n/a
EXECUTIVE SUMMARY:

This report is to provide some background on the UNBC Endowment Investment Portfolio and to update the Board on the status, performance, and any changes in investment structure or investment policy. The rate of return and performance results as well as fund balance and asset mix information is based on information to fiscal year end March 31, 2015. The one year return to March 31, 2016 was -0.9% and the four year annualized return was 9.5%. The endowment fund market value balance at March 31, 2016 was $70.3 million, including the Northern Medical Programs Trust (NMPT) of $9.2 million.

ENDOWMENT INVESTMENT FUND

The Endowment Investment Fund is a result of years of philanthropy where donors have provided gifts to benefit specific areas of UNBC’s activities in perpetuity. Some of these gifts have been augmented by Provincial match funding. Investment returns from the endowment are used to fund activities, to fund capital maintenance, and to cover management expenses. The endowment composition of the major areas of activity support is as follows:

<table>
<thead>
<tr>
<th>Endowment - Activities</th>
<th>Market Value @ Mar 31, 2016</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Awards</td>
<td>$21,103,250</td>
<td>30.0%</td>
</tr>
<tr>
<td>Library</td>
<td>1,961,615</td>
<td>2.8%</td>
</tr>
<tr>
<td>Program support</td>
<td>4,004,382</td>
<td>5.7%</td>
</tr>
<tr>
<td>Northern Medical Programs Trust</td>
<td>9,217,519</td>
<td>13.1%</td>
</tr>
<tr>
<td>Research</td>
<td>33,996,741</td>
<td>48.4%</td>
</tr>
<tr>
<td><strong>Total Endowments</strong></td>
<td><strong>$70,283,507</strong></td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
</table>

Individual endowments are governed by the terms and conditions of the donor agreement. The endowment fund market value at March 31, 2015 was $72,149,146. Donations in 2015/2016 totaled $811,259, including donations to the NMPT.

LEGAL FRAMEWORK FOR INVESTMENT MANAGEMENT OF ENDOWMENT

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

INVESTMENT COMMITTEE

The Investment Committee is a sub-committee of the Finance and Audit Committee of the Board of Governors. It is made up of four (4) internal, six (6) external, and two (2) ex-officio members. Some of the functions carried out by the Committee include:
1. Setting endowment objectives and policies  
2. Setting spending policy  
3. Determining asset allocation  
4. Selecting investment managers  
5. Identifying and examining risks  
6. Evaluating investment costs  
7. Examining roles and responsibilities  

**INVESTMENT MANAGERS**

The Investment Committee had examined various asset classes, asset mixes, investment managers and styles in determining the investment portfolio. Six investment managers are employed in carry out investing activities of the portfolio. Gryphon Investment Counsel Inc. and Letko Brosseau & Associates Inc. manage investing in bonds, Canadian and global equities with offsetting investment styles (growth and value) in institutional pooled balanced funds. Wellington Financial, Trez Capital, and Clairvest Group, and Bentall Kennedy manage limited partnership (LP) investments. Trez Capital also manages an open-ended mutual fund unit trust. Bentall Kennedy was added to the portfolio in 2016. The composition of the portfolio is designed to maximize returns given a moderate level of risk. Preservation of the capital value of the endowments is one of the most important investment objectives.

At March 31, 2016, the endowment portfolio consisted of the following:

<table>
<thead>
<tr>
<th>Investment Manager</th>
<th>%</th>
<th>Mandate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gryphon Investment Counsel Inc</td>
<td>40.2%</td>
<td>Fixed income, Cdn &amp; Global Equities</td>
</tr>
<tr>
<td>Letko Brosseau &amp; Associates Inc</td>
<td>45.7%</td>
<td>Fixed income, Cdn &amp; Global Equities</td>
</tr>
<tr>
<td>Wellington Financial</td>
<td>3.5%</td>
<td>Fixed income – Private Debt</td>
</tr>
<tr>
<td>Trez Capital Inc &amp; Trez Capital LP</td>
<td>6.8%</td>
<td>Fixed income - Mortgages</td>
</tr>
<tr>
<td>Clairvest Group</td>
<td>1.1%</td>
<td>Private Equities</td>
</tr>
<tr>
<td>Bentall Kennedy</td>
<td>2.7%</td>
<td>Real Estate</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100.0%</td>
<td></td>
</tr>
</tbody>
</table>

Note that in April 2016, the relationship with Gryphon Investment Counsel Inc and Letko Brosseau & Associates Inc was terminated and the responsibility for fixed income, Canadian and global equities was transferred to Burgundy Asset Management Ltd.

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

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

### Description

<table>
<thead>
<tr>
<th>Description</th>
<th>1 Year</th>
<th>2 Year</th>
<th>3 Year</th>
<th>4 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annualized Return (Mar 31)</td>
<td>-0.9%</td>
<td>4.4%</td>
<td>9.3%</td>
<td>9.5%</td>
</tr>
</tbody>
</table>

### Annual Rates of Return – (Pre-fee)

<table>
<thead>
<tr>
<th>Annual Return (Mar 31)</th>
<th>%</th>
<th>Benchmark</th>
<th>Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>-0.9%</td>
<td>-0.1%</td>
<td>-1.3%</td>
</tr>
<tr>
<td>2015</td>
<td>10.0%</td>
<td>12.4%</td>
<td>11.7%</td>
</tr>
<tr>
<td>2014</td>
<td>19.9%</td>
<td>13.8%</td>
<td>15.4%</td>
</tr>
<tr>
<td>2013</td>
<td>10.0%</td>
<td>8.0%</td>
<td>8.5%</td>
</tr>
<tr>
<td>2012</td>
<td>-2.3%</td>
<td>1.4%</td>
<td>1.0%</td>
</tr>
<tr>
<td>2011</td>
<td>10.1%</td>
<td>10.9%</td>
<td>11.0%</td>
</tr>
<tr>
<td>2010</td>
<td>24.3%</td>
<td>20.70%</td>
<td>21.80%</td>
</tr>
<tr>
<td>2009</td>
<td>-16.7%</td>
<td>-16.80%</td>
<td>-15.50%</td>
</tr>
<tr>
<td>2008</td>
<td>-2.3%</td>
<td>-0.90%</td>
<td>-1.10%</td>
</tr>
<tr>
<td>2007</td>
<td>13.2%</td>
<td>9.70%</td>
<td>10.0%</td>
</tr>
<tr>
<td>2006</td>
<td>15.2%</td>
<td>15.1%</td>
<td>13.9%</td>
</tr>
<tr>
<td>2005</td>
<td>7.9%</td>
<td>7.4%</td>
<td>8.1%</td>
</tr>
<tr>
<td>2004</td>
<td>24.3%</td>
<td>23.6%</td>
<td>23.0%</td>
</tr>
<tr>
<td>2003</td>
<td>-11.6%</td>
<td>-11.0%</td>
<td>-9.9%</td>
</tr>
</tbody>
</table>

Source: Ellement Consulting, 2003 - 2016

Annual rates of return fluctuate but annualized return is the key measure for the determination of sustainable spending.
Performance measurement is provided by an independent consultant, Ellement Consulting (formerly API Asset Performance Inc.), as to the rates-of-returns and fund performances to their respective fund universes. Investment risk is also evaluated based on risk versus return.

In terms of the portfolio performance among the balanced fund universe, the fund’s one year return of -0.9% ranks 44th percentile (ranking 44th out of 100) and the four year annualized return of 9.5% ranks 26th percentile. In 2014/15, the annual return for the portfolio ranked 78th percentile. The four year moving annualized return of 9.5% outperformed the median portfolio performance of 8.8%. Long term investing is the focus.

ENDOWMENT SPENDING

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

1. Sustainable spending
2. Intergenerational equity

Sustainable spending:

The 2015/2016 spending rate was 3.5% of the market value of the endowment based on a 3 year rolling average. Long term investment returns are estimated to be between 5% - 8% and inflation 1% - 3%, a spending rate of 3.5% is sustainable. In theory, the endowment’s long term returns should support spending of 3.5% for awards, capitalization for inflation to preserve the purchasing power of the endowment (capital maintenance), and 0.5% for administration expenses. Spending may encroach on capital from time to time as shown on the table below (see fiscal years 2003 and 2009).
Intergenerational equity:

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

The appropriateness of the spending rate is continuously being monitored given long term investment return expectations.
AGENDA ITEM BRIEFING NOTE

Date: June 17, 2016

Agenda Item: 6.g. Northern Sports Centre Ltd. Annual Report

Prepared For: ☑️ In-Camera Session ☑️ Public Session

Purpose: ☑️ Information ☐ Discussion ☐ Seeking Direction ☐ Approval

Prepared By: Aaron LeBlanc, Director Ancillary Services

Reviewed By: Robert Knight, Vice-President Finance and Business Operations

Material: Please see attached report

Issue: n/a

Background: See attached report

Motion: n/a

Recommendation Approved: ☐ Not Approved: ☐ Date:

Remarks/Next Steps:

Page | 1
NORTHERN SPORT CENTRE

VISION

- A facility that fills a gap in the regional, community, and the University sport and recreation delivery system.
- We will provide a sport & recreational facility for the City of Prince George & the University of Northern British Columbia.
- We will foster sport development together with regional & community development & pride and will become a regional sport centre.

VISION

- We will encourage the integration of education, sport, health, & wellness for Northern British Columbia, recognizing athletes’ desires to train while pursuing their education.
- We will enhance & complement the existing competitive & recreational sport facilities of the City of Prince George.
- We will enhance the region’s national profile & help draw & retain student athletes to the area.
- We will contribute to Tourism in the community & region by hosting major tournaments & championships.
A Welcoming Place

NSCL OPERATING PRINCIPLES

To ensure that the NSC meets the needs of its two major stakeholders we will strive to accommodate six specific areas:

1. Use by CPG & user groups affiliated with or designated by the CPG.

2. Use by UNBC and user groups affiliated with or designated by UNBC.

3. Athlete training.

4. Provide a mix of structured & casual leisure opportunities.

5. Provide opportunities for investment by the private sector & non-profit societies.

6. Cost recovery of the NSC.

BOARD OF DIRECTORS

Don Bassermann – Chair
Geoff Payne – Vice Chair
Walter Babicz – President
Robert Knight – Vice President
Arctica Cunningham - NUGSS
Aaron LeBlanc – Treasurer

Kathleen Soltis – Secretary
Michael McMullan
Jim Martin
OPERATING MODEL

- Full and part-time regular staff.
- Key tenants include UNBC Athletics and PacificSport Northern BC.

- Timberwolves basketball games attract large audiences.
- Facility serves a wide demographic: pre-schools, 1-12 grades from various schools, youth & adult sports organizations.
- University students, adults & seniors pursuing high performance & recreational activities including track & fitness areas.

PROGRAMMING SERVICES

- More than 26 hours per week of free drop in classes and recreation activities.
- Registered programming: 350+ participants per week across a variety of programs.
- Childminding services free for members.
- Personal Training services.

Mandate

- Aid our members and the community in successfully achieving their goals by providing various fitness and recreational services.

GROUP FITNESS PROGRAMMING
NORTHERN SPORT CENTRE

BOOKING SERVICES

- Multi-sport facility unlike any other in Prince George with generous bookable space including an indoor soccer field and three gymnasiums.

Mandate:
- To promote equitable access to the facility that will assist sustainable organization growth for local sport organizations.
- Increase sporting opportunities for the community and region.

KEY USER GROUPS

- UNBC Athletics – varsity & intramurals
- City of Prince George
- Pacific Sport North
- British Columbia Indoor Soccer League
- Prince George Youth Soccer Association
- School District 57
- Prince George Youth Volleyball Association
- Prince George Minor Basketball Association

FIELD HOUSE – LSO’S

GYMNASIUM - LSOs
FACILITY RENTAL RATES

<table>
<thead>
<tr>
<th>AREA</th>
<th>AVERAGE</th>
<th>NORTHERN SPORTS CENTRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fields</td>
<td>$160.32 / Hour</td>
<td>$70.80 / Hour^2</td>
</tr>
<tr>
<td>Gyms</td>
<td>$ 54.25 / Hour</td>
<td>$47.94 / Hour^3</td>
</tr>
</tbody>
</table>

^1Average: Compiled from similar Canadian based facilities.
^2This is an average rate of the majority of the NSC user groups.
^3This is an average rate of the majority of the NSC user groups.

The contribution from the City has a direct result on Facility Rental Rates for qualifying sport and community groups, and on PacificSport North High Performance Training Centre.

The contribution from UNBC provides usage of the space for Athletics and Recreation programs, NSC Programming, as well as student fitness memberships.

MEMBER SERVICES

- Offering memberships that include access to essential fitness services: various strength training areas, cardio equipment and fitness classes.

Mandate

- Continually look for opportunities to increase memberships at the NSC.
- Create engagement opportunities with members and the community.

Serious Exercising
**NORTHERN SPORT CENTRE**

**TOTAL ACTIVE MEMBERS (Not including UNBC students)**

- April 2013: 3,390
- April 2014: 3,798
- April 2015: 4,229
- April 2016: 4,338

---

**NORTHERN SPORT CENTRE**

**TOTAL DAILY VISITS**

<table>
<thead>
<tr>
<th>Period</th>
<th>Visits</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2009 to March 2010</td>
<td>137,334</td>
</tr>
<tr>
<td>April 2010 to March 2011</td>
<td>159,230</td>
</tr>
<tr>
<td>April 2011 to March 2012</td>
<td>276,230</td>
</tr>
<tr>
<td>April 2012 to March 2013</td>
<td>219,760</td>
</tr>
<tr>
<td>April 2014 to March 2015</td>
<td>228,742</td>
</tr>
<tr>
<td>April 2015 to March 2016</td>
<td>233,891</td>
</tr>
</tbody>
</table>

---

**THE ELEVATED TRACK**

---

**NORTHERN SPORT CENTRE**

**EVENT SERVICES**

- Currently focusing resources to capitalize on event procurement and event hosting.
- **Mandate**
  - To identify and attract events which compliments the NSC facility and services in a positive and beneficial way through increased business and revenue.
  - To become an integral part of the City’s goals for Sport and Event.
  - To develop sustainable partnerships that lend to the overall growth of sport in the region.
MARKETING SERVICES

- Continue to improve internal & external communication with current & future members.
- Launch of online member services, summer 2016.

Mandate
- Develop, implement and maintain a strategically focused marketing strategy that grows all business at the NSC while ensuring the NSC brand is preserved.

| 2016 SUMMER ACTIVITY GUIDE |

| NORTHERN SPORT CENTRE |
| --- | --- | --- | --- | --- | --- |
| **REVENUE (000's)** | 2012 | 2013 | 2014 | 2015 | 2016 |
| City of Prince George Contribution | 300 | 300 | 300 | 300 | 300 |
| Recreation Class Fee | 107 | 96 | 63 | 107 | 100 |
| Facilities Rental | 240 | 272 | 301 | 192 | 300 |
| Memberships | 955 | 1,102 | 1,099 | 1,290 | 1,250 |
| Other | 167 | 119 | 113 | 122 | 105 |
| **TOTAL REVENUES** | 1,768 | 1,888 | 1,877 | 2,011 | 2,055 |

| **EXPENSES (000's)** | 2012 | 2013 | 2014 | 2015 | 2016 |
| Labour & Benefits | 518 | 617 | 791 | 852 | 851 |
| Operating Expenses, Capital, and Other | 1,304 | 1,532 | 1,354 | 1,346 | 1,302 |
| Transfer - UNBC Contribution | -300 | -300 | -300 | -300 | -300 |
| Transfer - TO NSC RESERVE | 247 | 39 | 32 | 114 | 203 |
| **TOTAL EXPENSES and TRANSFERS** | 1,768 | 1,888 | 1,877 | 2,012 | 2,055 |
| **BALANCE (000's)** | -- | -- | -- | -- | -- |
# NORTHERN SPORT CENTRE

## Capital Reserves Report

<table>
<thead>
<tr>
<th>Year</th>
<th>Planned Projects</th>
<th>Actual Projected</th>
<th>Add (Deduct)</th>
<th>Final Opening Balance, April 1, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015/16</td>
<td>$(696,462)</td>
<td>$(631,000)</td>
<td>$46,076</td>
<td>$1,124,342</td>
</tr>
<tr>
<td>2016/17</td>
<td>$0</td>
<td>$(307,000)</td>
<td>$202,900</td>
<td>$799,634</td>
</tr>
<tr>
<td>2017/18</td>
<td>$(300,000)</td>
<td>$0</td>
<td>$230,000</td>
<td>$1,029,634</td>
</tr>
<tr>
<td>2018/19</td>
<td>$(300,000)</td>
<td>$0</td>
<td>$230,000</td>
<td>$959,634</td>
</tr>
</tbody>
</table>

**Notes:**
- Preliminary opening balance, April 1, 2015: 1,078,266
- Final opening balance, April 1, 2015: 1,124,342
- Planned projects:
  - 2015/16: $(696,462)
  - 2016/17: $(307,000)
  - 2017/18: $(300,000)
  - 2018/19: $(300,000)

**Projected 2015/16 contribution from NSC Operating Surplus:**
- 2015/16: $168,854
- 2016/17: $202,900
- 2017/18: $230,000
- 2018/19: $230,000

**Estimated opening balance, April 1, 2017:** $799,634

**Estimated opening balance, April 1, 2018:** $1,029,634

**Estimated opening balance, April 1, 2019:** $959,634
AGENDA ITEM BRIEFING NOTE

<table>
<thead>
<tr>
<th>Date:</th>
<th>June 17, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda Item:</td>
<td>6.h.FTE Audit Report to March 31, 2016</td>
</tr>
<tr>
<td>Prepared For:</td>
<td>☑ In-Camera Session  ☑ Public Session</td>
</tr>
<tr>
<td>Purpose:</td>
<td>☑ Information  ☑ Discussion  ☑ Seeking Direction  ☑ Approval</td>
</tr>
<tr>
<td>Prepared By:</td>
<td>Colleen Smith, Director Finance and Budgets</td>
</tr>
<tr>
<td>Reviewed By:</td>
<td>Robert Knight, Vice-President Finance and Business Operations</td>
</tr>
</tbody>
</table>

**Material:** Please see attached report

**Issue:** n/a

**Background:** See attached report

**Motion:** n/a

---

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

**Remarks/Next Steps:**
Student Full Time Equivalent (FTE) Enrollment Report of

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Year ended March 31, 2016
INDEPENDENT AUDITORS' REPORT

To the Board of Governors of the University of Northern British Columbia

We have audited the student Full-Time Equivalent (FTE) Enrollment Report of the University of Northern British Columbia (the “University”) for the year ended March 31, 2016, in accordance with the British Columbia Ministry of Advanced Education Student FTE Enrollment Reporting Manual. This report is the responsibility of the University's management. Our responsibility is to express an opinion on this report based on our audit.

We conducted our audit in accordance with the standards for assurance engagements established by the Canadian Institute of Chartered Professional Accountants. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the report is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the report. An audit also includes assessing the procedures by which the enrolment report was prepared and significant estimates made by management as well as evaluating the overall report presentation.

In our opinion, the Full-Time Equivalent (FTE) Enrollment Report presents fairly, in all material respects, the full-time equivalent enrollment at the University for the year ended March 31, 2016, in accordance with the British Columbia Ministry of Advanced Education Student FTE Enrollment Manual referred to above.

Chartered Professional Accountants

Prince George, Canada
May 13, 2016
## 2015/16 Final FTE Report
### University of Northern British Columbia

**Post-Secondary Finance**

**Contact:** Dr. Daniel Weeks, President and Vice-Chancellor  
**Phone Number:** 250-960-5601  
**Email:** daniel.weeks@unbc.ca

### Table: Ministry Code, CIP Code, Program Name, Target Funded FTEs, Actual FTEs

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Blueprint Baseline</th>
<th>Target Funded FTEs</th>
<th>Actual FTEs</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 51.3801 Bachelor of Science in Nursing</td>
<td>231</td>
<td>30</td>
<td>231</td>
<td></td>
</tr>
<tr>
<td>NURS 51.3805 Nurse Practitioner</td>
<td>10</td>
<td>24</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>NURS 51.3810 Masters in Nursing</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>NURS 51.3811 Rural Nursing with Remote Certification</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>HLTH 51.000 Other Graduate Level Health Science</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>AVED 1414 Bachelor of Applied Science in Environmental Engineering</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>AVED 5203 Bachelor of Commerce (Major in Accounting)</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>AVED 5206 Bachelor of Commerce (Major in Finance)</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AVED 5208 Bachelor of Commerce (Major in General Business)</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>AVED 5210 Bachelor of Commerce (Major in Human Resources)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>AVED 5214 Bachelor of Commerce (Major in Marketing)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>AVED 5122 Bachelor of Health Science</td>
<td>24</td>
<td>24</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>AVED 2601 Bachelor of Science (Major in Biomedical Studies)</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AVED 2602 Bachelor of Science (Major in Biochemistry &amp; Molecular Biology)</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>AVED 2601 Bachelor of Science (Major in Biology)</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AVED 1107 Bachelor of Science (Major in Comp. Science)</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>AVED 4201 Bachelor of Science (Major in Psychology)</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>AVED 4407 Bachelor of Social Work</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>AVED 0305 BSc in Natural Resources Management (Major in Forest Ecology and Mng)</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>GRAD 0502 Master of Arts in First Nations Studies</td>
<td>6</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>GRAD 1310 Master of Education (Special Education Specialization)</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>GRAD 1311 Masters of Education (Counselling Specialization)</td>
<td>14</td>
<td>14</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>GRAD 4407 Masters of Social Work</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>AVED 0301 Bachelor of Science (Major in Environmental Science)</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>AVED 5112 PhD Health Sciences</td>
<td>9</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>AVED 0301 PhD Natural Resources &amp; Environmental Studies</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AVED Multiple AVED Undergraduate Balance Not Targeted</td>
<td>126</td>
<td>126</td>
<td>126</td>
<td></td>
</tr>
<tr>
<td>AVED Multiple AVED Graduate Balance</td>
<td>126</td>
<td>126</td>
<td>126</td>
<td></td>
</tr>
<tr>
<td>AVED Multiple AVED Underdesignated</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td></td>
</tr>
</tbody>
</table>

### Summary Table: FTE Summary by Program Grouping

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Target</th>
<th>Actual</th>
<th>Utilization</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS</td>
<td>342</td>
<td>260</td>
<td>75.9%</td>
</tr>
<tr>
<td>HLTH</td>
<td>21</td>
<td>23</td>
<td>107.4%</td>
</tr>
<tr>
<td>UNGRD</td>
<td>2,670</td>
<td>1,811</td>
<td>67.8%</td>
</tr>
<tr>
<td>GRAD</td>
<td>394</td>
<td>397</td>
<td>100.0%</td>
</tr>
<tr>
<td>Undesignated</td>
<td>28</td>
<td>47</td>
<td>167.1%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>4,285</td>
<td>2,818</td>
<td>66.8%</td>
</tr>
</tbody>
</table>

### Summary Table: FTE Summary

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Target</th>
<th>Actual</th>
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</tr>
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<tbody>
<tr>
<td>NURS</td>
<td>231</td>
<td>30</td>
<td></td>
</tr>
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<td>21</td>
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<tr>
<td>GRAD</td>
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<td>397</td>
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</tr>
<tr>
<td>Undesignated</td>
<td>28</td>
<td>47</td>
<td>167.1%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>3,485</td>
<td>2,818</td>
<td>66.8%</td>
</tr>
</tbody>
</table>
1. **International Enrolments**

   This report includes enrolments for International Students. These enrolments, calculated based on course credits or class hours, are shown separately as they are not counted towards the target established by the Ministry.
AGENDA ITEM BRIEFING NOTE

Date: June 15, 2016

Agenda Item: 7.a. Institutional Accountability Plan

Prepared For: [ ] In-Camera Session [X] Public Session

Purpose: [X] Information [ ] Discussion [ ] Seeking Direction [ ] Approval

Prepared By: Daniel Ryan, Interim Vice-President Academic & Provost and Robert Knight, Vice President Finance and Business Operation

Reviewed By: 


Issue:

Background:

Motion:

Recommendation Approved: [ ] Not Approved: [ ] Date:

Remarks/Next Steps:
8. Office of University Advancement – Public Session

Purpose: ___ Information  ___ Discussion

Prepared by:  K Scouten/M Wood
Reviewed by:  D Weeks

1. Fundraising:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Giving</td>
<td>Donor Count</td>
</tr>
<tr>
<td>Student Awards</td>
<td>$434,641</td>
<td>276</td>
</tr>
<tr>
<td>General</td>
<td>$358,749</td>
<td>197</td>
</tr>
<tr>
<td>Athletics</td>
<td>$160,486</td>
<td>272</td>
</tr>
<tr>
<td>Northern Medical Program Trust</td>
<td>$299,959</td>
<td>637</td>
</tr>
<tr>
<td>First Nations</td>
<td>$21,605</td>
<td>7</td>
</tr>
<tr>
<td>Library</td>
<td>$44,235</td>
<td>26</td>
</tr>
<tr>
<td>Green Initiatives</td>
<td>$402,131</td>
<td>10</td>
</tr>
<tr>
<td>General Research</td>
<td>$85,285</td>
<td>9</td>
</tr>
<tr>
<td>Area of Greatest Need</td>
<td>$41,956</td>
<td>120</td>
</tr>
<tr>
<td>Gift in Kind</td>
<td>$83,166</td>
<td>61</td>
</tr>
<tr>
<td>Office of Research</td>
<td>$28,661</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>$1,960,874</td>
<td>1616</td>
</tr>
</tbody>
</table>
### Giving by Constituency

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Giving</td>
<td>Donor Count</td>
</tr>
<tr>
<td>Association / Organization</td>
<td>$98,821</td>
<td>45</td>
</tr>
<tr>
<td>Business / Corporation</td>
<td>$1,035,494</td>
<td>214</td>
</tr>
<tr>
<td>Foundations</td>
<td>$301,533</td>
<td>11</td>
</tr>
<tr>
<td>Government</td>
<td>$24,114</td>
<td>8</td>
</tr>
<tr>
<td>Individuals (non-UNBC)</td>
<td>$360,586</td>
<td>845</td>
</tr>
<tr>
<td>UNBC Individuals</td>
<td>$85,492</td>
<td>136</td>
</tr>
<tr>
<td>Alumni</td>
<td>$56,834</td>
<td>195</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,960,874</strong></td>
<td><strong>1454</strong></td>
</tr>
</tbody>
</table>

a. Fiscal 16 year end giving closed at $2.23m. The totals for April 2016 ($120,315) is approximately the same as for April 2015 ($124,315)
b. Fundraising initiatives of note: 2016 Class Gift met participation goal and recognized in Convocation speeches by both Valedictorians and President. Athletics Golf Tournament raised just under last year’s total. Chancellor’s Dinner ‘soft ask’ raised funds for Chancellor Iona Campagnolo Scholarship. 2016 Spring Solicitation with ask from Sean Simmons generating good response.
c. Thank you to the board members that have become donors or continue their giving, at this time of year.
d. Planning continues for Northern Leadership campaign

### 2. Communication with Stakeholders

a. Update for Spring 2016 delivered.
b. Supported and participated in Prince George and regional convocations.
c. Improvements to University website well underway, including a move to a site featuring responsive design and that features greater functionality for mobile devices. New analytical software is also providing greater quality assurance regarding broken links, misspellings, etc.

### 3. Government and Political Relations: Verbal
**Date:** June 17, 2016  
**Agenda Item:** 9.a. Office of Research Report  
**Prepared For:** ☒ Public Session  
**Purpose:** ☒ Information ☐ Discussion ☐ Seeking Direction ☐ Approval  
**Prepared By:** Dr. Geoff Payne, Interim Vice-President Research  
**Reviewed By:**  

**Material:** Materials provided.

**Issue:**

**Background:**

**Motion:**

---

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

**Remarks/Next Steps:**
Overview:

Building upon my report to the Board in March 2016, I will briefly highlight some new areas as we continue the progress to achieve our research mission.

Highlights:

- A team of UNBC researchers have received $389,908 from Canada Foundation for Innovation's John R. Evans Leaders Fund to study local mushrooms as a potential cancer and diabetes prevention or treatment. Along with project leader Dr. Chow Lee, the team also includes co-principal investigators Dr. Kerry Reimer, Dr. Keith Egger, Dr. Hugues Massicotte, and Dr. Tina Bott.

- On April 18th, representatives from Northern Health, Genome BC, First Nations Health Authority and the BC Cancer Agency were on hand with Shirley Bond, MLA for Prince George-Valemount to announce the first biobank of its kind in the province is coming to northern BC. Led by Dr. Nadine Caron, the Northern Biobank Initiative Phase 2 will improve access for B.C.'s northern population to participate in, and reap the benefits of clinical research. UNBC is the lead academic institution for the $1.25 million project.

- On April 26th, a review committee completed the internal adjudication process for the CFI – Innovation Fund applications. The Office of Research received an increase in applications this year when compared to previous years, which is an encouraging sign on research engagement at UNBC.

- To deliver on my commitment to provide opportunities for communication around UNBC research, I hosted a Research Town Hall on May 5th. I presented an overview of the Indirect Costs of Research and Overhead, which was followed by a question period. It was held in Senate chambers and was attended by close to 30 people.

- On May 11th, the opening of the Field Education Centre at UNBC's Aleza Lake Research Forest was announced. The Aleza Field Education Centre is a 1,200 square-foot interpretive centre of log and timber construction, designed to host field courses, meetings, retreats, training, and community events.

- To best manage the current research support services at UNBC, and prepare for the increase in activity in other areas of our research mission, I have decided that the Office of Research needed an Assistant Director of Research. This position is to provide support to my office, but also provide leadership in supporting the research community here at UNBC. I am very pleased that Mark Barnes has been appointed to the role of Assistant Director of Research effective May 30th. Mark is from Prince George and is a two-time alumni receiving both his B.Sc. and M.Sc. from UNBC. Mark
left UNBC for a short time while he undertook a number of leadership positions within the BC Cancer Agency prior to his return to UNBC.
### Date:
June 17, 2016

### Agenda Item:
10. President’s Report

### Prepared For:
| In-Camera Session | Public Session |

### Purpose:
| Information | Discussion | Seeking Direction | Approval |

### Prepared By:
Daniel Weeks, UNBC President and Vice-Chancellor

### Reviewed By:

---

**Material:** Verbal Report.

**Issue:**

**Background:**

**Motion:**

---

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

**Remarks/Next Steps:**
AGENDA ITEM BRIEFING NOTE

Date:       June 17, 2016
Agenda Item: 11. Chancellor’s Report

Prepared For:  □ In-Camera Session  □ Public Session
Purpose:      □ Information  □ Discussion  □ Seeking Direction  □ Approval
Prepared By: Hon. James Moore, UNBC Chancellor
Reviewed By:         


Issue:

Background:

Motion:

Recommendation Approved: □  Not Approved: □  Date:

Remarks/Next Steps: