



BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: Monday, June 8, 2020
TIME: 5:00 pm
ONLINE: Teams

BOARD MEMBERS:

Laylee Rohani, Chair
Bijan Ahmadi
Sherri Bell, President
Monty Bryant, Vice Chair
Tanya Clarmont
Joanne Cumberland
Brenda McBain
Margie Parikh
Emily Rogers
Rob Smythe
Mike Stubbing
Al van Akker
Lindsay JD van Gerven
Phil Venoit

ADMINISTRATION:

John Boraas, VP Education
Heather Cummings, VP Student Experience
Deborah Huelscher, VP Administration & CFO
Rodney Porter, Exec. Dir., Communications & Marketing
Barbara Severyn, Exec. Dir., Human Resources
Geoff Wilmshurst, VP Partnerships

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

	PAGE
I CALL TO ORDER	
II APPROVAL OF THE AGENDA	
III BOARD MEMBER REPORTS	
1. Chair's Report [5 min] (Rohani)	no attachment
2. President's Report [5 min] (Bell)	no attachment
3. Foundation [5 min] (Bryant/Wilmshurst)	no attachment
4. Education Council [5 min] (Ahmadi/McBain)	
i) Minutes of the April 15, 2020 meeting	attachment 4
5. Pacific Institution for Sport Excellence [5 min] (Venoit)	no attachment

	PAGE
IV BOARD COMMITTEE REPORTS	
1. Audit Committee [5 min] (Rogers)	
i) Minutes of the May 26, 2020 Audit committee meeting	attachment 9
ii) Report from the June 1, 2020 Audit committee meeting	
a) Audited Financial statements for the Year Ending March 31, 2020 *	attachment 11
b) Appointment of the Auditor *	attachment 35
2. Executive Committee [5 min] (Rohani)	
i) Sexual Violence and Misconduct Policy – Revision [5 min] (Cummings) *	attachment 36
ii) Indigenization Policy [5 min] (Boraas) *	attachment 69
3. Finance Committee [10 min] (Stubbing)	
i) 2020/2021 Budget *	attachment 75
V APPROVAL OF THE MINUTES	
1. Minutes of the May 19, 2020 meeting [2 min] (Rohani)	attachment 76
VI NEW BUSINESS	
1. Election of the Chair Aug. 1, 2020 to Jul. 31, 2021 [5 min] (Huelscher)	no attachment
2. Bargaining Update [for info] (Severyn)	attachment 80
VII ADJOURNMENT	
* Requires a decision. See Page 3 for the proposed motions.	attachment 3

CORRESPONDENCE [nil]



**BOARD OF GOVERNORS
Regular Meeting**

MOTIONS

Monday, June 8, 2020

IV BOARD COMMITTEE REPORTS

1. Audit Committee

ii) a) Audited Financial statements for the Year Ending March 31, 2020

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2020 AS PRESENTED.

ii) b) Appointment of the Auditor

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS EXTEND THE APPOINTMENT OF KPMG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS FOR ONE YEAR, FOR THE REPORTING YEAR ENDING MARCH 31, 2021.

2. Executive Committee

1. SEXUAL VIOLENCE AND MISCONDUCT POLICY REVISION

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE 'SEXUAL VIOLENCE AND MISCONDUCT POLICY'.

2. INDIGENIZATION POLICY

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE INDIGENIZATION POLICY.

3. Finance Committee

1. 2020/2021 Budget

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2020/21 WITH TOTAL REVENUE AND TOTAL EXPENDITURE OF \$150,016,525 RESULTING IN A BALANCED BUDGET.



Approved Minutes

REGULAR MEETING

Wednesday, April 15, 2020

4:00 – 6:00 pm

Video Conference

Present

Voting Members

1. Andrea Kucherawy, Support Staff
2. Bijan Ahmadi, Faculty
3. Chris Avis, Faculty
4. Debbie Hlady, Administration
5. Fillette Umulisa, Student
6. Isabel Grondin, Faculty
7. Isaiah Jurkuch, Student
8. Jennifer LeVecque, Faculty
9. Janet Danks, Support Staff
10. John Boraas, Administration
11. Mark Fournier, Faculty
12. Robin Fast, Faculty
13. Ryan Russell, Faculty
14. Scott Harris, Administration
15. Richard Stride, Administration

Non-Voting Members

Brenda McBain, Board of Governors
 Connie Klassen, ICC Chair
 Melody Foreman, Permanent Secretary
 Peter Moroney, Education Policy & Planning
 Sherri Bell, President
 Todd Ormiston, Indigenization Representative

Regrets/Absent

Joshua Cameron, Student
 Paige Martin, Student
 Vivian Fayowski, Faculty

Guests

Christiaan Bernard, Director, Camosun International
 Cynthia Smith, Dean, Health & Human Services
 Eric Sehn, Dean, Trades & Technology
 Geoff Wilmshurst, Vice President Partnerships
 Ian Humphries Dean, Access

ITEM	PRESENTER
A. CALL TO ORDER AND DECLARATION OF QUORUM The regular meeting was called to order at 4:01 pm. Quorum was reached.	Bijan Ahmadi
B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY <i>Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html></i>	Bijan Ahmadi
C. ACCEPTANCE OF AGENDA	Bijan Ahmadi

ITEM	PRESENTER
The April 16, 2020 agenda was approved by unanimous consent.	
D. MINUTES FOR APPROVAL	Bijan Ahmadi
The minutes for February 19, 2020 were approved by unanimous consent.	
E. REPORTS	
1. Education Council Chair	Bijan Ahmadi
Bijan Ahmadi noted that a carryover meeting had been scheduled due to the March 20 EdCo meeting cancellation; however, the carryover meeting was not needed. Bijan announced that we have successfully acquired four new members for the 2020/2021 term who will be recognized at the June 17 th EdCo meeting (Faculty: Ruth Lyall, Ryan Russell, Blair Fisher Student: Puneet Kaur).	
2. VP Education	John Boraas
John Boraas reported that planning continues for the summer semester amid COVID-19. The College has been identified as an essential service that is important to the health of the community, but John acknowledged the tremendous amount of work by members of the campus community and thanked everyone for their efforts.	
Program Cancellation	
Indigenous Human Services Career Access	
Last intake: September 2016	
Motion:	
That Education Council Approve and Recommend to the Camosun College Board of Governors Cancellation of the Indigenous Human Services Career Access program.	
Moved by: Bijan Ahmadi	
Seconded by: Isabel Grondin	
Motion Carried	
3. Board Member	Brenda McBain
Brenda McBain reported that the Board of Governors met on April 15 at which time Sherri Bell explained and recognized the extraordinary efforts made by College faculty, staff, and executive team in the transition of both instruction and student support services to remote delivery. Sherri also informed the Board about a call received from the B.C. Premier thanking Camosun and Camosun Innovates, in particular, for their efforts in producing face shields for health care workers—an achievement in which all members of the Board were extremely proud. Also, the Camosun Foundation approved additional 200,000 for emergency student assistance funds on April 15. Brenda extended thanks on behalf of the Board to faculty, staff, and executive team for their efforts and to the students for their patience and dedication as we travel through these uncharted waters.	

ITEM	PRESENTER
F. COMMITTEE REPORTS	
Education Council Policy and Standards Committee	Peter Moroney
<p>Peter Moroney reported that on February 26, the committee met to review upcoming policy work. The committee also discussed issues that arose at the previous EdCo meeting regarding the Course Withdrawal policy and clarified and revised the policy accordingly. The committee also discussed and made some decisions regarding the Academic Integrity policy. On April 1, Scott Harris briefed the committee on plans for developing an Academic Calendar policy. The committee also reviewed the Academic Typology document, which will come to EdCo at an upcoming meeting. The committee also discussed options to move ahead with the Education Approvals policy changes in light of the Education Approvals Renewal Process underway. Pete also announced that Jennifer LeVecque is now a member of the Policy and Standards Committee.</p>	
G. INTEGRATED CURRICULUM COMMITTEE REPORT	
Connie Klassen	
Regular Curriculum for Approval	
<p>Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:</p>	
CO-OP: CDEV WPS & COOP WEP	
COOP WEP IDS4000 Fall2021 Cancel	
CDEV WPS IDS4001 Fall2021	
ARTS & SCIENCE: ART	
ART-176 IDS3894 Winter2021 Revision	
ACCESS: MATH	
MATH-059 IDS3888 Fall2021 CANCEL	
Motion:	
That Education Council approves changes to the curriculum as submitted:	
Moved by: Isabel Grondin	
Seconded by: Andrea Kucherawy	
Motion Carried	
Curriculum Under Review	
See ICC Monthly Report	
H. ITEMS FOR ACTION	
Duolingo for Camosun General College Admissions	
See Duolingo Exam for General College Admissions	
Motion:	

ITEM	PRESENTER
<p>That Education Council approve the use of the Duolingo English Test to satisfy the requirements of English Language proficiency with a minimum score of DET 105 for general admission and DET 115 to all PDD programs:</p> <p>Amendment (1st order): That Education Council approve the use of the Duolingo English Test to satisfy the requirements of English Language proficiency with a minimum score of DET 105 for general admission and DET 115 to BSFL, BAET, and PDD programs. DET minimum standards will be reviewed by May 2021:</p> <p>Amendment (2nd order): That Education Council approve the use of the Duolingo English Test to satisfy the requirements of English Language proficiency with a minimum score of DET 105 for general admission and DET 115 to all PDD and CSEE Baccalaureate programs. DET minimum standards will be reviewed by May 2021:</p> <p style="text-align: right;">Moved by: Bijan Ahmadi/Seconded by: Robin Fast</p> <p style="text-align: right;">Amended by: Bijan Ahmadi/Seconded by: Chris Avis</p> <p style="text-align: right;">Amended by: Bijan Ahmadi/Seconded by: Fillette Umulisa</p> <p style="text-align: right;">Motion Carried</p>	
<p>Course Withdrawals Policy</p> <p>See New DRAFT Policy (Marked-up Copy) (Clean Copy) Current Policy</p> <p>Motion: That Education Council approve revisions to the Course Withdrawals Policy as presented:</p> <p style="text-align: right;">Moved by: Bijan Ahmadi</p> <p style="text-align: right;">Seconded by: Filette Umulisa</p> <p style="text-align: right;">Motion Carried</p>	
<p>Academic Credit Model</p> <p>See Briefing Note DRAFT Standard and Procedure</p> <p>Motion: That Education Council approve revisions to the Academic Credits Standard and Procedure as presented:</p> <p style="text-align: right;">Moved by: Bijan Ahmadi</p> <p style="text-align: right;">Seconded by: Richard Stride</p> <p style="text-align: right;">Motion Carried</p>	
I. PRESENTATION AND DISCUSSION	
<p>Transition of Campus-based Delivery</p> <p>See Omnibus Submission to Education Council</p>	John Boraas

ITEM	PRESENTER
Student Petition: Pass/Fail Option for Winter 2020 Semester See Issue Paper: Student Petition Pass/Fail Option	John Boraas
J. ADJOURNMENT	Bijan Ahmadi
The meeting adjourned at 6:15 pm.	



BOARD OF GOVERNORS

AUDIT COMMITTEE MINUTES

MEETING: Tuesday, May 26, 2020
TIME: 4:00 pm
ONLINE: Teams

BOARD MEMBERS:

Emily Rogers, Chair
Monty Bryant
Laylee Rohani

RESOURCES:

Sherri Bell, President (ex officio)
Deborah Huelscher, VP Administration & CFO

GUEST: Ted Pennell, CIO

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

The meeting was called to order at 4:03pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III APPROVAL OF THE MINUTES

1. The minutes from the November 4, 2019, meeting were approved as presented.

IV UPDATE AND REQUEST FOR DELAYS

Emily Rogers, Chair, Audit Committee, noted it is her first Audit Committee meeting, and thanked Deborah Huelscher for her assistance. Deborah Huelscher, VP Administration and CFO, presented three requests for delays due to COVID-19.

1. Risk Register Delay

Normally, the Audit Committee reviews the risk register in May, and invites the whole board to attend. In December, each school and department updated their register and submitted it to Finance. Since then COVID-19 introduced a whole series of risks that are new. The schools and departments will be asked to do it again at the end of June. We will bring the risk register to the fall Audit Committee meeting and invite the whole board.

2. 2019/2020 HR Payroll Processes & Controls – Colleague

Deborah Huelscher, VP Administration and CFO, requested a delay for this project. Work began in January but it was put on a back burner due to COVID-19. Some of the work is still ongoing, and some will resume within the next few weeks. There will be an update at the Audit Committee meeting the fall.

3. Special Topic for Further Audit

Deborah Huelscher, VP Administration and CFO, requested a delay for the 2020/2021 project. The suggested topic is Camosun's response to the COVID-19 crisis. Once all the work is in place, an external auditor will review the process.

V 2018/2019 CYBER SECURITY AUDIT PRESENTATION

Ted Pennell, CIO, provided an overview of how the College is managing technology in the remote work and study environment mandated by COVID-19. He gave an update on KPMG's 2018/19 cyber security audit.

We are continuing to address the items on the KPMG security report, but progress is slower than anticipated as the focus of the last two and a half months has been on the transition to remote work and study. Work has been focused on the lines in the KPMG report that were identified as critical or high, such as hiring a cyber security manager and access controls.

The College managed the transition to working and studying remotely and online very quickly, and with the appropriate controls in place, and is doing well. It has been a significant change. The majority of IT functions and services are being done remotely. Teams has been instrumental for employees, and students are using Desire to Learn and Blackboard. We provided 150 laptops on loan to students.

The whole board will be invited to the fall Audit Committee meeting. The meeting will cover the risk register, the update on the payroll processes and controls audit, and the cyber security recommendations line-by-line written update. The cyber security update will be an annual report going forward.

VI ADJOURNMENT

The meeting adjourned at 4:32 p.m.

Financial Statements of

CAMOSUN COLLEGE

And Independent Auditors' Report thereon

Year ended March 31, 2020

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The financial statements have been prepared by management in accordance with Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia. The integrity and objectivity of these statements is management's responsibility. Management is also responsible for all of the notes to the financial statements, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. The significant accounting policies are summarized in note 2 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements.

The Camosun College Board of Governors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Audit and Finance committees. The Audit Committee reviews the external audited financial statements yearly and the Finance Committee reviews internal financial reports on a quarterly basis. The external auditor has full access to the Audit Committee, with and without management present.

KPMG conducts an independent examination, in accordance with Canadian auditing standards, and expresses an opinion on the financial statements. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of the examination and their opinion on the financial statements.

On behalf of Camosun College

Sherri Bell
President

Deborah Huelscher
*Vice President Administration and Chief
Financial Officer*

INDEPENDENT AUDITORS' REPORT

To the Board of Governors of Camosun College, and
To the Minister of Advanced Education, Skills and Training, Province of British Columbia

Opinion

We have audited the financial statements of Camosun College (the "Entity"), which comprise:

- the statement of financial position as at March 31, 2020
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net debt for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements as at and for the year ended March 31, 2020 of the Entity are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

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

Emphasis of Matter – Financial Reporting Framework

We draw attention to Note 2(a) to the financial statements which describes the applicable financial reporting framework and the significant differences between that financial reporting framework and Canadian public sector accounting standards.

Our opinion is not modified in respect of this matter.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of the financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.



- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Victoria, Canada

_____, 2020

CAMOSUN COLLEGE

Statement of Financial Position

Year ended March 31, 2020, with comparative information for 2019

	2020	2019
Financial assets		
Cash and cash equivalents (note 3)	\$ 24,281,284	\$ 49,161,824
Accounts receivable (note 4)		
Due from Government and other government organizations	2,756,049	5,357,788
Other	3,371,684	4,626,435
Inventories for resale (note 5)	1,127,182	1,194,451
	<u>31,536,199</u>	<u>60,340,498</u>
Liabilities		
Accounts payable and accrued liabilities (note 6):		
Due to government and other government organizations	2,325,148	2,147,908
Other	19,644,295	26,702,076
Employee future benefits (note 7)	2,459,832	2,251,106
Deferred contributions (note 8)	6,481,348	7,584,243
Deferred revenue (note 9)	4,540,142	6,036,743
Deferred capital contributions (note 10)	124,824,464	128,563,915
	<u>160,275,229</u>	<u>173,285,991</u>
Net debt	(128,739,030)	(112,945,493)
Non-financial assets		
Tangible capital assets (note 11)	151,188,623	135,298,155
Prepaid expenses	1,319,015	1,130,909
	<u>152,507,638</u>	<u>136,429,064</u>
Accumulated surplus	<u>\$ 23,768,608</u>	<u>\$ 23,483,571</u>
Contingent liabilities (note 12)		
Contractual obligations (note 14 (c))		
Subsequent events (note 17)		

See accompanying notes to financial statements.

On behalf of the Board:

Chair, Board of Governors

Chief Financial Officer and
Vice President Administration

CAMOSUN COLLEGE

Statement of Operations and Accumulated Surplus

Year ended March 31, 2020, with comparative figures for 2019

	Budget (note 16)	2020	2019
Revenue:			
Provincial grants:			
Ministry of Advanced Education	\$ 62,910,792	\$ 65,772,220	\$ 60,527,804
Other	7,452,304	6,351,441	6,383,813
Federal grants	750,000	734,048	715,355
Other grants	-	77,068	44,046
Tuition	49,206,370	47,984,353	46,663,741
Fees (other)	975,000	873,165	901,112
Other revenue	1,942,247	2,528,262	1,965,273
Amortization of deferred capital contributions	7,705,107	6,838,156	5,777,827
Rentals and leases	281,500	228,357	174,377
Investment income	500,000	784,109	837,250
Sales of goods and services:			
To the Province of BC	650,000	520,785	839,833
To Crown Corporations or government organizations	2,492,522	2,591,808	2,274,949
To other entities	11,071,741	12,276,491	12,819,119
	145,937,583	147,560,263	139,924,499
Expenses (note 13):			
Instruction and support	137,421,504	138,555,755	129,549,124
Ancillary operations	7,381,579	7,473,813	7,543,505
Applied research	1,134,500	1,245,658	1,297,087
	145,937,583	147,275,226	138,389,716
Annual surplus	-	285,037	1,534,783
Accumulated surplus, beginning of year	23,483,571	23,483,571	21,948,788
Accumulated surplus, end of year	\$ 23,483,571	\$ 23,768,608	\$ 23,483,571

See accompanying notes to financial statements.

CAMOSUN COLLEGE

Statement of Changes in Net Debt

Year ended March 31, 2020, with comparative information for 2019

	Budget (note 16)	2020	2019
Annual surplus	\$ -	\$ 285,037	\$ 1,534,783
Acquisition of tangible capital assets	(25,147,000)	(25,267,656)	(38,078,826)
Amortization of tangible capital assets	10,258,546	9,377,188	8,166,573
	(14,888,454)	(15,890,468)	(29,912,253)
Use (acquisition) of prepaid expenses	-	(188,106)	(577,628)
Increase in net debt	(14,888,454)	(15,793,537)	(28,955,098)
Net debt, beginning of year	(112,945,493)	(112,945,493)	(83,990,395)
Net debt, end of year	\$ (127,833,947)	\$ (128,739,030)	\$ (112,945,493)

See accompanying notes to financial statements.

CAMOSUN COLLEGE

Statement of Cash Flows

Year ended March 31, 2020, with comparative information for 2019

	2020	2019
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 285,037	\$ 1,534,783
Items not involving cash:		
Amortization of tangible capital assets	9,377,188	8,166,573
Revenue recognized from deferred capital contributions	(6,838,156)	(5,777,827)
Change in employee future benefits	208,726	108,026
Change in non-cash operating working capital:		
Decrease (increase) in accounts receivable	3,856,490	(3,271,706)
Increase in prepaid expenses	(188,106)	(577,628)
Increase in inventories for resale	67,269	26,269
Increase (decrease) in accounts payable and accrued liabilities	(6,880,541)	8,693,629
Increase (decrease) in deferred contributions	(1,102,895)	1,296,555
Decrease in deferred revenue	(1,496,601)	(9,596)
Net change in cash from operating activities	(2,711,589)	10,189,078
Capital activities:		
Cash used to acquire tangible capital assets	(25,267,656)	(38,078,826)
Net change in cash from capital activities	(25,267,656)	(38,078,826)
Financing activities:		
Capital contributions received	3,098,705	38,095,621
Net change in cash from financing activities	3,098,705	38,095,621
Net change in cash	(24,880,540)	10,205,873
Cash and cash equivalents, beginning of year	49,161,824	38,955,951
Cash and cash equivalents, end of year	\$ 24,281,284	\$ 49,161,824

See accompanying notes to financial statements.

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

1. Nature of operations:

Camosun College (the “College”) is a post-secondary educational institution funded by the Province of British Columbia (the “Province”) and incorporated under the College and Institute Act of British Columbia. The British Columbia Ministry of Advanced Education (the “Ministry”) provides the principal source of funding. The College is governed by a Board of Governors, the majority of which are appointed by the provincial government of British Columbia. The College is a registered charity and is therefore exempt from income taxes under section 149 of the *Income Tax Act*.

2. Significant accounting policies:

(a) Basis of accounting:

The financial statements have been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

The Budget Transparency and Accountability Act requires that the financial statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 257/2010 requires all tax-payer supported organizations in the Schools, Universities, Colleges and Hospitals sectors to adopt Canadian public sector accounting standards without any PS4200 elections.

Regulation 198/2011 requires that restricted contributions received or receivable for acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.

For British Columbia tax-payer supported organizations, these contributions include government transfers and externally restricted contributions.

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of Canadian public sector accounting standards which requires that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410 Government Transfers; and

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

2. Significant accounting policies:

(a) Basis of accounting (continued):

- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100 Restricted Assets and Revenues; and
- deferred contributions meet the liability criteria in accordance with PS3200 Liabilities.

As a result, revenue recognized in the statement of operations and certain related deferred capital contributions are recorded differently under Canadian Public Sector Accounting Standards.

(b) Inventories for resale:

Inventories held for resale, comprised of bookstore inventory, is recorded at the lower of average cost or net realizable value. Cost includes the original purchase cost, plus shipping and applicable duties. Net realizable value is the estimated selling price less any costs to sell.

(c) Tangible capital assets:

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset.

The cost, less residual value, of the tangible capital assets, excluding land, is amortized on a straight-line basis over their estimated useful lives as follows:

Category	Period
Buildings	20 to 40 years
College system software	10 years
Furniture, fixtures and equipment	5 years
Computers and software	3 years

Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the College's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write-downs are accounted for as expenses in the statement of operations.

Contributed capital assets are recorded at their fair market value on the date of donation, except in circumstances where fair value cannot be reasonably determined, in which case they are recognized at nominal value. Transfers of capital assets from related parties are recorded at carrying value.

On July 14, 1983 certain land was transferred to the College by order of the Lieutenant-Governor in Council. These assets have been recorded at a nominal value of \$1. Title to the assets is transferred subject to their continued use for educational purposes.

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

2. Significant accounting policies (continued):

(c) Tangible capital assets (continued):

Works of art and historic assets are not recognized in these financial statements.

Leases which transfer substantially all of the benefit and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Capital lease obligations are recorded at the present value of the minimum lease payments excluding executory costs. The discount rate used to determine the present value of the lease payments is the lower of the College's rate for incremental borrowing or the interest rate implicit in the lease. The maximum recorded value of the leased assets cannot exceed the leased property's fair value when determining the discount rate to be used.

(d) Employee future benefits:

(i) The College and its employees contribute to the College Pension Plan and the Municipal Pension Plan, which are multi-employer joint trustee plans. The plans are defined benefit plans providing a pension on retirement based on the member's age at retirement, length of service and earnings. As the assets and liabilities of the plans are not segregated by institution, the plans are accounted for as defined contribution plans and any contributions of the College to the plans are expensed as incurred.

(ii) Sick leave benefits are also available to certain College employees. The costs of these benefits is actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits. Actuarial gains and losses are amortized over the expected average remaining service life of the employees. Similarly, the cost and obligation of non-vesting sick leave benefits is actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, long-term inflation rates and discount rates.

(iii) Certain College employees are entitled to the continuation of health and dental benefits while on disability leave. The accrued benefit obligation for currently disabled employees was estimated by an actuarial valuation for accounting purposes at March 31, 2020.

(iv) The costs of insured benefits reflected in these statements are the employer's portion of the insurance premiums owed for coverage of employees during the period.

(e) Prepaid expenses:

Prepaid expenses include lease and contract payments that will be charged to expense over the periods the College is expected to benefit from them.

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

2. Significant accounting policies (continued):

(f) Revenue recognition:

Tuition and student fees and sales of inventory are reported as revenue at the time the services are provided or the products are delivered, and collection is reasonably assured. Revenue related to fees or services received in advance of the fee being earned or the service performed is deferred and recognized when the fee is earned or service performed.

Fee for services revenues and expenditures are recognized as activities are performed, using the percentage of completion method. Provision for all anticipated losses is made in the period in which they become evident.

Unrestricted contributions, donations and grants are recorded as revenue when receivable if the amounts can be estimated and collection is reasonably assured.

Restricted donations and grants are reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors. Under Restricted Contributions Regulation 198/2011, government transfers are reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors as follows:

- (i) Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or in the form of a depreciable tangible capital asset, in each case for use in providing services are recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.
- (ii) Contributions restricted for specific purposes other than for those to be held in perpetuity or for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contribution have been met.

(g) Expenses:

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

(h) Financial instruments:

Financial assets and financial liabilities are measured at cost or amortized cost, less any permanent impairment in value. The College does not hold any derivatives or equity investments that require fair value reporting and has not elected to record any other financial instruments at fair value.

A statement of remeasurement gains and losses is not presented as the College did not have remeasurement transactions to report.

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

2. Significant accounting policies (continued):

(h) Financial instruments (continued):

Financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations.

(i) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short term highly liquid investments that are readily convertible to known amounts of cash and are subject to insignificant risk of change in value. These short term investments generally have a maturity of three months or less at acquisition and are held for the purpose of meeting short term cash commitments rather than investing.

(j) Measurement uncertainty:

The preparation of the financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities and disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Key areas where management has made estimates and assumptions include those related to the determination of the useful lives of capital assets, amortization of related deferred capital contributions, determination of employee future benefits, and provisions for accounts receivable and contingencies. Where actual results differ from these estimates and assumptions, the impact is recorded in future periods when the differences become known.

3. Cash and cash equivalents:

Cash and cash equivalents includes cash and cash equivalents on deposit and amounts held under the Province of BC Central Deposit Program which pays interest at prime minus 1.5% and are redeemable on 3 days notice.

4. Accounts receivable:

(a) Due from government and other government organizations:

	2020	2019
Federal government	\$ 543,746	\$ 2,487,854
Provincial government	1,465,158	2,391,813
Other government organizations	747,145	478,121
	<u>\$ 2,756,049</u>	<u>\$ 5,357,788</u>

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

4. Accounts receivable:

(b) Due from other:

	2020	2019
Accounts receivable	\$ 3,831,246	\$ 5,070,367
Accrued interest	20,157	52,953
Allowance for doubtful accounts	(479,719)	(496,885)
	\$ 3,371,684	\$ 4,626,435

5. Inventories for resale:

Inventory is comprised of bookstore inventory for resale. During the year ended March 31, 2020 the College recognized \$2,938,457 (2019 - \$3,213,571) of expenses related to inventories in the statement of operations. This includes an amount of \$17,563 (2019 - \$23,900) resulting from the write-down of inventories.

6. Accounts payable and accrued liabilities:

(a) Due to government and other government organizations:

	2020	2019
Federal government	\$ 971,624	\$ 809,205
Provincial government	800,616	694,293
Other government organizations	552,908	644,410
	\$ 2,325,148	\$ 2,147,908

(b) Due to other:

	2020	2019
Trade payables and accrued liabilities	\$ 13,471,837	\$ 21,387,264
Accrued vacation pay and earned time off	5,036,017	4,527,762
Professional development	1,136,441	787,050
	\$ 19,644,295	\$ 26,702,076

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

7. Employee future benefits:

(a) Employee future benefits:

	2020	2019
Sick leave	\$ 1,678,334	\$ 1,569,856
Long-term disability health & dental benefits	781,498	681,250
Accrued benefit liability, end of year	\$ 2,459,832	\$ 2,251,106

(i) Certain employees of the College are entitled to sick leave benefits in accordance with the terms and conditions of their employment contracts. These include post-retirement benefits, benefits that are expected to be provided after employment but prior to retirement and which vest or accumulate during service; and compensated absence benefits, benefits paid during employment, including sick pay benefits that accumulate and are payable upon a future illness or injury-related absence. The benefit expense associated with the covered benefits attributed to the accounting period is included in the College's statement of operations and the accrued benefit liability for the benefits attributed to employee service to the accounting date are included in the College's statement of financial position. The accrued benefit obligation and the net periodic benefit costs were estimated by an actuarial valuation at the measurement date of December 31, 2019 and extrapolated to March 31, 2020.

	2020	2019
Accrued benefit obligation:		
Balance, beginning of the year	\$ 1,569,856	\$ 1,517,788
Current benefit cost	239,096	213,200
Benefits paid	(130,618)	(161,132)
Accrued benefit liability, end of year	1,678,334	1,569,856
Unamortized actuarial losses	190,054	80,450
Accrued benefit obligation, end of year	\$ 1,868,388	\$ 1,650,306

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

7. Employee future benefits (continued):

(a) Employee future benefits (continued):

(i) Continued:

The components of the net benefit expense for this item are as follows:

	2020	2019
Projected service cost	\$ 122,700	\$ 119,400
Interest expense	51,200	53,500
Recognition of net actuarial losses	65,196	40,300
	\$ 239,096	\$ 213,200

The significant actuarial assumptions adopted in measuring the College's accrued benefit obligations are as follows:

	2020	2019
Discount rates	3.00%	3.00%
Expected future inflation rates	2.00%	2.00%
Expected wage and salary increases	2.75%	2.75%

(ii) Certain employees of the College are entitled to the continuation of extended health and dental benefits in accordance with the terms and conditions of their employment contracts. Coverage is extended to disabled employees, their spouses and dependent children while on disability. Faculty and Exempt employees receive these benefits from their date of disability to the earlier of recovery from disability and return to work or age 65. Support staff receive these benefits from their date of disability to the earlier of recovery from disability and return to work or two years. The accrued benefit obligation for currently disabled employees was estimated by an actuarial valuation for accounting purposes as at March 31, 2020.

The significant actuarial assumptions adopted in measuring the College's accrued benefit obligations are as follows:

	2020	2019
Discount rates	2.00%	2.45%
Medical trend	6.62%	6.75%
Dental trend	5.39%	5.46%

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

7. Employee future benefits (continued):

(b) Pension plans:

The College and its employees contribute to the College Pension Plan and Municipal Pension Plan, jointly trustee pension plans. The board of trustees for these plans represent plan members and employers and are responsible for the management of the pension plans including investment of the assets and administration of benefits. The pension plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at August 31, 2019, the College Pension Plan has about 15,000 active members from college senior administration and instructional staff and approximately 8,000 retired members. As at December 31, 2018, the Municipal Pension Plan has about 205,000 active members, including approximately 6,000 from colleges.

Every three years, an actuarial evaluation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the College Pension Plan as at August 31, 2018 indicated a \$303 million surplus for basic pension benefits on a going concern basis. The next valuation will be as at August 31, 2021, with results available in 2022.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

The College paid \$5,875,021 (2019 - \$5,569,434) for employer contributions for the College Pension Plan and \$1,892,709 (2019 - \$1,876,480) for the Municipal Pension Plan in fiscal 2020.

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

8. Deferred contributions:

Deferred contributions are comprised of funds restricted by the following sources:

	April 1, 2019	Receipts during year	Transferred to revenue	March 31, 2020
Provincial	\$ 7,172,473	\$ 11,813,079	\$ (12,847,673)	\$ 6,137,879
Federal	265,281	734,513	(733,883)	265,911
Other	146,489	120,637	(189,568)	77,558
	\$ 7,584,243	\$ 12,668,229	\$ (13,771,124)	\$ 6,481,348

9. Deferred revenue:

Deferred revenue includes tuition and contract fees received in advance of the related activity performed:

	2020	2019
Tuition fees	\$ 3,444,280	\$ 5,723,799
Contract fees	1,095,862	312,944
	\$ 4,540,142	\$ 6,036,743

10. Deferred capital contributions:

Continuity of deferred capital contributions is as follows:

March 31, 2020	Deferred	Unamortized	Total
Opening balance	\$ 13,564,975	\$ 114,998,940	\$ 128,563,915
Restricted contributions received	7,456,778	-	7,456,778
Contributions spent	(18,348,320)	18,348,320	-
Amounts amortized to revenue	-	(6,838,156)	(6,838,156)
Amounts recognized as revenue	-	(4,358,073)	(4,358,073)
	\$ 2,673,433	\$ 122,151,031	\$ 124,824,464
March 31, 2019	Deferred	Unamortized	Total
Opening balance	\$ 9,991,081	\$ 86,255,040	\$ 96,246,121
Restricted contributions received	41,437,876	-	41,437,876
Contributions spent	(37,863,982)	37,863,982	-
Amounts amortized to revenue	-	(5,777,827)	(5,777,827)
Amounts recognized as revenue	-	(3,342,255)	(3,342,255)
	\$ 13,564,975	\$ 114,998,940	\$ 128,563,915

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

11. Tangible capital assets:

Cost	March 31, 2019	Additions	Transfers/ Disposals	March 31, 2020
Land	\$ 14,484,612	\$ -	\$ -	\$ 14,484,612
Buildings	134,420,626	1,383,352	60,920,389	196,724,367
Assets under construction	47,791,697	15,996,961	(60,920,389)	2,868,269
Furniture, fixtures and equipment	16,531,612	6,569,178	(2,569,470)	20,531,320
Computers and software	5,914,554	1,318,165	(887,592)	6,345,127
	\$ 219,143,101	\$ 25,267,656	\$ (3,457,062)	\$ 240,953,695

Accumulated amortization	March 31, 2019	Disposals	Amortization Expense	March 31, 2020
Land	\$ -	\$ -	\$ -	\$ -
Buildings	69,508,618	-	4,916,048	74,424,666
Furniture, fixtures and equipment	9,413,222	(2,569,470)	2,973,735	9,817,487
Computers and software	4,923,106	(887,592)	1,487,405	5,522,919
	\$ 83,844,946	\$ (3,457,062)	\$ 9,377,188	\$ 89,765,072

	Net book value March 31, 2019	Net book value March 31, 2020
Land	\$ 14,484,612	\$ 14,484,612
Buildings	64,912,008	122,299,701
Assets under construction	47,791,697	2,868,269
Furniture, fixtures and equipment	7,118,390	10,713,833
Computers and software	991,448	822,208
	\$ 135,298,155	\$ 151,188,623

(a) Assets under construction:

The assets under construction include expenses for development and implementation of a renewal of the college's enterprise resource management system Colleague, with full go live expected January 2021. Construction of a new health building at the Interurban Campus completed during the year and was put into service Fall 2019, and amortization of this asset commenced at that time.

(b) Contributed tangible capital assets:

Contributed capital assets are recognized at fair market value at the date of contribution. The value of contributed capital assets received during the year is \$93,400 (2019 - nil).

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

12. Contingent liabilities:

(a) Collective bargaining:

The College is in collective bargaining negotiations with the Camosun College Faculty Association and CUPE local 2081 as at the financial statement date. The finalization of the bargaining process and ratification of the new collective bargaining agreements are anticipated to be completed by the fall of 2020. Negotiations may result in retroactive general wage increases for the bargaining unit members, however, the probability of this occurrence is undeterminable at the financial statement date. It is expected that any retroactive wage increases will be fully funded by the Ministry of Advanced Education and Skills Training upon the date of ratification of the new collective bargaining agreements. Recognition of the potential liability has not been included in the financial statements.

(b) Legal liabilities:

The College may, from time to time, be involved in legal proceedings, claims, and litigation that arise in the normal course of business. It is management's opinion that the aggregate amount of any potential liability is not expected to have a material adverse effect on the College's financial position or results.

13. Expenses by object:

The following is a summary of expenses by object:

	2020	2019
Salaries and benefits	\$ 114,452,454	\$ 107,039,620
Supplies and services	15,138,969	14,996,932
Costs of goods sold	3,339,416	3,422,619
Amortization	9,377,188	8,166,573
Minor repairs and maintenance	4,967,199	4,763,972
	\$ 147,275,226	\$ 138,389,716

14. Related party transactions:

(a) Other agency operations:

The College is related through common ownership to all Province of British Columbia ministries, agencies, Crown corporations, school districts, health authorities, hospital societies, universities and colleges that are included in the provincial government reporting entity. Transactions with these entities, unless disclosed otherwise, are recorded at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

14. Related party transactions (continued):

(a) Other agency operations (continued):

Included in accounts receivable at year end is \$1,465,158 (2019 - \$2,391,813) from the provincial government. During the year the College received grants in the amount of \$66,537,541 (2019 - \$65,279,613) from the provincial government and included \$67,765,589 (2019 - \$63,569,363) in revenue. \$3,752,867 (2019 - \$35,880,235) of the \$7,456,778 (2019 - \$41,437,876) of restricted capital contributions received during the year was from the provincial government.

(b) Camosun College Foundation:

The College has an economic interest in the Camosun College Foundation (the "Foundation"). The net assets and results of operations of the Foundation have not been included in these financial statements. The Foundation is a registered charity under the Income Tax Act. The Foundation is a separate society formed to provide scholarships and bursaries for students of the College and to raise funds for furthering the interest of the College. The College provides some financial support to the Foundation. During the year, financial support of \$749,472 (2019 - \$654,631) was provided to the Foundation.

For the year ended March 31, 2020, gift in kind donations from the Foundation to the College were \$135,642 of which \$93,400 was recorded as capital assets (2019 - \$47,870 of which nil was recorded as capital assets). Included in the College's accounts receivable at March 31, 2020 is \$404,466 (2019 - \$795,357) due from the Foundation.

(c) Pacific Institute for Sport Excellence Society:

The College has an economic interest in the Pacific Institute for Sport Excellence Society ("PISE"). The net assets and results of operations of PISE have not been included in these financial statements. PISE is a separate society formed to bring sport education and athlete development under one roof, incorporating health and wellness programs, high performance sport services, applied sport research and innovation and community programs. PISE has three founding members - Camosun College, Canadian Sport Institute and PacificSport Victoria - and is a registered charity under the Income Tax Act.

PISE's facilities, located at the Interurban campus, were completed in September 2008 at which time the College signed a long term lease and license agreement with PISE under which PISE will operate the facility for a 25 year term with a 29 year extension option at an annual rent of \$1 per year. At the same time, PISE has signed a long term sub lease with the College under similar terms under which the College will operate its sport education programs, recreation and athletics programs and teams and applied research activities at an annual cost of \$651,544.

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

14. Related party transactions (continued):

(c) Pacific Institute for Sport Excellence Society (continued):

At the date of occupancy, the related \$28 million cost of the capital assets under construction and associated deferred capital grants were removed from the College's financial statements. The College provides custodial, grounds, maintenance and other specialist facility services to PISE on a cost recovery basis under a service agreement. Fees and expenses for these services amounted to \$303,210 (2019 - \$302,985) during the year. Included in the College's accounts receivable at March 31, 2020 is \$5,027 (2019 - \$5,841) due from PISE. Included in the College's accounts payable at March 31, 2020 is \$8,065 (2019 - \$1,227) due to PISE.

15. Financial risk management:

It is management's opinion that the College is not exposed to significant interest, currency, liquidity or credit risks arising from its financial instruments. The carrying value of cash and cash equivalents, accounts receivable and accounts payables and accrued liabilities approximate fair value because of the short maturity of these instruments.

The insurance on College property is the responsibility of the Province, which paid \$185,140 (2019 - \$164,899) for premiums and fees on behalf of the College for the coverage. The premiums paid are not recorded in the financial transactions of the College or in these financial statements. All claims for loss are submitted to the Province for consideration for replacement. The College has no direct insurance coverage against loss of any of its capital assets.

16. Budget data:

Budget figures have been provided for comparative purposes and have been derived from the Multi Year Budget approved by the Board of Governors of the College on April 8, 2019. The budget is reflected in the statement of operations and the statement of changes in net debt. The chart below reconciles the approved budget to the budget figures reported in these financial statements.

Revenues:	
Operating budget	\$ 132,619,475
Capital budget	13,318,108
<u>Total revenues</u>	<u>145,937,583</u>
Expenses:	
Operating budget	127,566,036
Capital budget	18,371,547
<u>Total expenses</u>	<u>145,937,583</u>
<u>Annual surplus</u>	<u>\$ -</u>

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

17. Subsequent events:

In March 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization. This situation presents uncertainty over the College's future cash flows. Potential impacts on the College's operations could include future decreases in revenue, future increases in expenses, impairment of receivables, and delays in completing capital project work. As the situation is dynamic and the ultimate duration and magnitude of the impact on the economy are not known, an estimate of the financial effect on the College is not practicable at this time.



**BRIEFING NOTE
BOARD OF GOVERNORS**

SUBMITTED BY: Deborah Huelscher
DATE: June 8, 2020
TOPIC: Extension of Auditors 2020/21

For Information: _____ For Decision: X _____ For Discussion: _____

1. OVERVIEW

Section 55 of the College and Institute Act states that unless the Auditor General is appointed in accordance with the Auditor General Act as the auditor of an institution, the institution must appoint an auditor to audit the accounts of the institution at least once each year. KPMG was the successful proponent of the college’s last RFP for audit services and has now completed its 5th year as the College’s auditor in fiscal 2019/20.

The Audit Committee has responsibility to make a recommendation to the Board of Governors for the appointment of auditors. The College is proposing that the appointment of KPMG be extended for one year. This will provide continuity around key accounting treatments and judgments as we address some unique issues for the coming year:

- completion of the Colleague Renewal project, a multi-year project to upgrade and re-implement the college’s enterprise resource system
- the full extent of Covid-19 impact on our financial results is not known at this time, but working with auditors who understand our operations, as well as sector issues, will be beneficial

KPMG has provided a quote of \$33,000 for the annual audit, consistent with current market rates. The general terms and conditions of the current contract would continue through the period of extension.

2. OPTIONS

- a. Extend KPMG for one year
- b. Initiate a Request for Proposal for Audit Services

3. RECOMMENDATION AND OR MOTION

MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS EXTEND THE APPOINTMENT OF KMPG TO PERFORM THE AUDIT OF THE COLLEGE’S FINANCIAL STATEMENTS FOR ONE YEAR, FOR THE REPORTING YEAR ENDING MARCH 31, 2021.



BRIEFING NOTE
Board of Governors

SUBMITTED BY: Heather Cummings, Vice President Student Experience
DATE: June 8, 2020
TOPIC: Sexual Violence and Misconduct Policy

For Information:

For Decision: X

For Discussion:

1. OVERVIEW

In May of 2016, the Provincial Legislature passed the British Columbia (B.C.) *Sexual Violence and Misconduct Policy Act* (the "Act"). The Act required public post-secondary institutions in B.C. to establish and implement a sexual misconduct policy by May of 2017. They are to be reviewed every three years through community consultation including student engagement.

A review of the current policy *Sexual Violence and Misconduct* policy (E-2.9), began during the 2019/20 academic year. The review was based on feedback from Students for Consent Culture Canada, an external student group that graded campus sexual violence policies across Canada, as well as from students and employees who have had direct experience with the policy since its inception. With this information, several changes are proposed:

- Further clarification of Academic Considerations for Survivors and Respondents
- Definition and use of a Support Person clarified
- Revised definitions of Disclosure and Report to the College to ensure clear choices
- Added a timeline for investigative processes of 60 days with the exception of extraordinary circumstances which may extend the timeline
- Incorporated a trauma-informed approach into Investigations and overall support services
- Decision maker identified in the Investigation process is Director of Student Affairs
- Removal of language referring to false reports
- Added language that Claimants will not be questioned about past sexual behaviour during the investigation or when accessing support
- Added language that the College will not subject any individual who reports or discloses instances of sexual misconduct to disciplinary action for any alcohol or substance use that occurred at or near the time of the incident
- Clarification of Interim Measures
- Further defined the application and scope of the policy to reinforce that online and off campus incidents are considered when there is a substantial connection to the College
- Clarify the role of Student Support Manager, and the Office of Student Support (OSS)

The new policy was developed using a representative Working Group led by the Vice President Student Experience including the Office of Student Support, Campus Security, the Camosun College Student Society, Student Affairs, and the Schools. Proposed changes were vetted through the Camosun College Student Society Board of Directors as well as a student focus group. The updated policy was posted for feedback from students and employees on the Policies webpage. Lastly, feedback was invited through CamNews as well as a special student email.

3. FINANCIAL IMPLICATIONS

There are no foreseeable financial implications to implement this policy.

4. COMMUNICATIONS

The final policy will be communicated via College-wide email distribution lists including stakeholder groups. It will also be communicated through CamNews and student media. The policy will officially reside on the College [policy website](#).

5. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE 'SEXUAL VIOLENCE AND MISCONDUCT' POLICY.

6. SUPPORTING DOCUMENTATION:

- i. Sexual Violence and Misconduct Policy with Tracked Changes
- ii. Sexual Violence and Misconduct Policy Final



POLICY TITLE	[Insert Policy Title Here]
POLICY NUMBER	E-2.9
APPROVAL DATE	June 2020
APPROVAL BODY	Board of Governor
REPLACES (IF APPLICABLE)	
LAST UPDATE OR AMENDMENT OR REVIEW DATE	March 6, 2017
NEXT REVIEW DATE	June 2023
HOLDER	Vice President Student Experience
RESPONSIBLE OPERATIONAL LEADER	Director Student Affairs
SUPPORTING DOCUMENTS	

SEXUAL VIOLENCE AND MISCONDUCT

1.0 PURPOSE AND/OR RATIONALE

The purpose of the Sexual Violence and Misconduct Policy (the “Policy”) is to clearly communicate Camosun College’s (“Camosun” or the “College”) commitment to prevent and respond to sexual violence and sexual misconduct through:

- a) Establishing an environment where sexual violence and misconduct are not tolerated
- b) Building and nurturing a culture of consent
- c) Identifying clear and consistent support for people who have been impacted by sexual violence or misconduct
- d) Using clear, appropriate and fair processes for handling complaints of sexual violence and misconduct
- e) Providing education, training and awareness to the College Community about prevention and response to sexual violence and misconduct.

2.0 POLICY APPLICATION, SCOPE, AND/OR LIMITS

2.1 For the purposes of this Policy, the term “Sexual Misconduct” includes both sexual violence and sexual misconduct.

2.2 This Policy applies to Sexual Misconduct by or against a Student of Camosun. This Policy also applies to reports of Sexual Misconduct from former Students where the alleged misconduct occurred when



the former Student were enrolled as a Student at the College. This Policy applies to Sexual Misconduct that is alleged to have occurred at any Camosun location, to have a real or substantial connection to the College, to have occurred during online College activities or at College-related functions, whether or not on College property.

The College may accept Reports about sexual misconduct from individuals who are applicants for admission to the College, in circumstances where the alleged sexual misconduct arose directly from the application process.

2.3 This Policy does not apply to employees who have experienced Sexual Misconduct in the workplace or who require support regarding Sexual Misconduct not involving Students. Such matters should be reported to the Executive Director of Human Resources. Students who are also employees of the College may make a Report under this Policy. The College may, however, determine that another process is more appropriate in the circumstances.

2.4 This Policy is not intended to supersede or interfere with collective agreements or applicable laws. This Policy is independent of any criminal or civil proceedings involving conduct that is the subject of a Report. The College will make a determination of violation of this Policy based on the Balance of Probabilities. The processes under this Policy may be suspended in the event of a criminal investigation or proceeding.

DEFINITIONS

Balance of Probabilities: Whether on the available evidence an event is more likely than not to have occurred.

Complainant: An individual who has disclosed Sexual Misconduct and made a Report to the College.

Consent: An active, direct, voluntary, unimpaired and conscious choice and agreement to engage in sexual activity. Consent requires the willing agreement to engage in specific sexual behaviour, and requires that an individual is able to freely choose whether to engage in such behaviour or not, communicated by affirmative words and/or actions indicating willingness to participate in that activity. In considering whether consent was given, the College recognizes the following statements:

- Silence or non-communication is not consent;
- An individual is incapable of giving consent if they are asleep, unconscious or otherwise unable to communicate;
- An individual who has been threatened or coerced is not consenting to engaging in sexual / sexualized activity;
- An individual who is drugged is unable to consent;



- An individual is unable to give consent if they are impaired by alcohol and/or drugs;
- Consent given in the past does not imply consent for future sexual activity; and
- Consent can be withdrawn at any time.

It is the responsibility of the initiator of sexual activity to obtain consent at all stages of sexual engagement.

Disclosure: For the purposes of this Policy, “Disclosure” means making known information pertaining to sexual misconduct as defined in this Policy. A disclosure will not result in an investigation by the College, unless there is an immediate or compelling threat to the safety of the individual or other members of the College community.

Director: Director of Student Affairs

Employee: Any person who works at the College or is contracted to work at the College, including but not limited to faculty, staff, sessional instructors, and security personnel.

Interim Measure: A temporary measure implemented by the Office of Student Support or President pending an Investigation or Outcome. An Interim Measure except a Suspension is not appealable.

Investigation: An information gathering process in response to a Report, as described in section 4.3 of this Policy. An Investigation is undertaken to determine whether Sexual Misconduct contrary to this Policy occurred. An Investigation may include, but is not limited to: witness interviews, collection and review of written statements, notes, logs, papers, digital and print records, and any other relevant material.

Investigator: An internal or external person who conducts an Investigation.

Natural Justice: The principles of law that ensure fairness and due process to a Respondent. Natural Justice includes that the Respondent is made aware of the allegations against them and given a fair opportunity to respond, that the decision is based only on the evidence received and that the decision-maker is unbiased;

No-Contact Undertaking: A promise to the College from a Respondent to refrain from contacting another person or persons.

No Report: When an individual who has experienced Sexual Misconduct chooses not make a Report to College or Report to Police. An individual who has experienced Sexual Misconduct and does not choose to make a Report is still able to access supports, including but not limited, to counseling and academic consideration supports.



Outcome: The determination following an Investigation, which may include a consequence. For a list of possible outcomes see [E-2.5](#).

Procedural Fairness: The principles of law concerned with the procedures used by a decision-maker, rather than the actual outcome reached. It includes an absence of bias, providing a Respondent with fair notice of the allegations and an investigation, and giving them a reasonable opportunity to respond.

Report or Report to College: A formal allegation of Sexual Misconduct against a person. A Report should include all relevant particulars, where available, including a record of times, dates, nature of any incidents, and names of potential witnesses. A Report may initiate an Investigation under section 4.3 of this Policy.

Report to Police: A complaint of Sexual Misconduct made by an individual to the police.

Respondent: An individual against whom a Report has been made.

Sexual Misconduct: A broad term encompassing unwanted or unwelcomed conduct of a sexual nature. This includes sexual violence and any sexual act that is committed, threatened or attempted against an individual without their consent, regardless of whether the act is physical or psychological in nature, including, without limitation: sexual assault, sexual harassment, sexual exploitation, stalking, stealthing, indecent exposure, voyeurism, and non-consensual posting of sexually explicit pictures or video or the threat or attempt to do any such act. Sexual Misconduct is an act of violence wherein power and control are abused in a sexualized manner.

Sexual Misconduct can include, but is not limited to:

- **Sexual Assault:** any form of sexual contact without consent.
- **Acquaintance sexual assault:** sexual contact without consent that is forced, manipulated, or coerced by a partner, friend or acquaintance.
- **Drug-facilitated sexual assault:** is the intentional use of alcohol and/or drugs by a person to control, over-power or subdue another for the purposes of Sexual Assault
- **Sexual Harassment:** unwanted remarks, behaviours, or communications of a sexual nature and/or a course of unwanted remarks, behaviours or communications based on gender – whether directed towards an individual or group – where an individual responsible for the remarks, behaviours or communications knows, or ought to reasonably know, that these are unwanted. It may include, but is not limited to:
 - Sexual solicitations, advances, remarks, suggestive comments and gestures (including songs and chants);



- the inappropriate display of sexually suggestive or sexualized pictures, posters, objects or graffiti;
 - non-consensual posting of explicit, sexual, or sexualized pictures or video on the Internet or otherwise;
 - sexual comments and slurs on any form of social media;
 - expressions of gender bias which may include remarks that discriminate, denigrate and/or create a poisoned learning environment; and
 - sexual or sexualized conduct that interferes with an individual's dignity or privacy such as voyeurism and exhibitionism.
- **Stalking** is a form of criminal harassment involving behaviours that generally occurs on more than one occasion and which collectively instil fear in an individual/group or threaten an individual's/group's safety or mental health. Stalking can also include threats of harm to an individual's/group's friends and/or family. These behaviours include, but are not limited to: non-consensual communications (face to face, phone, email, social media); threatening or obscene gestures; surveillance; sending unsolicited gifts; "creeping" via social media/cyber stalking; and uttering threats
 - **Stealthing** is a form of sexual assault in which a condom is removed by one partner during a sexual encounter without knowledge or consent of the other partner.

Sexualize: To make sexual; attribute sex or a sex role to.

Student: A "Student" is a person who has been accepted to and has registered for a course or program offered by the College. A person is considered a Student under this Policy from the time of registration until that person has completed the course without registering for another course, or until that person has graduated from a program, including the period while actually engaged in the course or program, the period between registration and the commencement of the academic term, and the period between terms (including summer). A person on leave under the Involuntary Health and Safety Leave of Absence Policy is not considered a Student for the purposes of this Policy. Where a Report is made against a person who was a Student at the time of the alleged Sexual Misconduct, the College may, in its discretion, conduct an Investigation.

Student Support Manager: A designated College employee, usually within the Office of Student Support, who is responsible for: coordinating immediate supports for the individual making a Disclosure whether or not a Report is made, notifying the individual making a Disclosure of their reporting options, receiving Report(s), and liaising with additional community support services where appropriate.

Support Person: A person who acts as an emotional resource throughout all steps in the process for either the Complainant or Respondent. A Support Person should be someone a student feels



comfortable with knowing the details of the incident or situation, as well as someone a student feels comfortable with being present as they recount sometimes explicit details. A Support Person should be someone who can assist a student in understanding the College's policies and procedures and help a student identify questions that they may have throughout institutional processes. The Support Person does not act as an advocate for the student.

Threat Assessment This Policy does not limit the College's right or obligation to implement threat assessment protocols to assess whether an individual's behaviour poses a risk to self or other members of the College community.

3.0 PRINCIPLES

- 3.1 Camosun is committed to providing an environment where Sexual Misconduct is not tolerated and where a culture of consent and respect is expected and demonstrated by all members of the College Community.
- 3.2 Camosun will continue to build strong, consultative and collaborative relationships with Students in supporting and implementing the College's prevention of and response to Sexual Misconduct.
- 3.3 Camosun will provide educational and training opportunities regarding Sexual Misconduct and will communicate related procedures and supports to build awareness and to encourage the reporting of any Sexual Misconduct, to prevent the occurrence of Sexual Misconduct and to build a culture of consent across the College Community.
- 3.4 Camosun acknowledges that an individual who experiences Sexual Misconduct is not to blame.
- 3.5 Camosun will treat those making Disclosures with compassion, dignity and respect.
- 3.6 Camosun will treat all Disclosures and Reports confidentially, and will respect the privacy of both Complainant and Respondent.
- 3.7 Camosun will make available timely supports for those who have been affected by Sexual Misconduct.
- 3.8 Camosun will provide individuals making Disclosures with information about reporting options available to them, both within and outside of the College.
- 3.9 Camosun will address Reports in a timely and fair way. Camosun will establish clear Procedures for making and responding to Reports. An Investigator appointed by Camosun will endeavor to complete an Investigation within 60 days of receipt of the Report. If during the course of the Investigation the



Investigator believes this timeline cannot be met, the Investigator will inform the Complainant, the Respondent, and appropriate College representative as soon as possible.

3.10 Camosun will respond to all Reports in a manner that respects natural justice and procedural fairness and that reflects the Camosun's responsibility for the safety and security of the College Community.

3.11 Camosun supports the right of Complainants and Respondents to be informed of processes and decisions relating to Reports, Investigations and Outcomes, except where precluded by law.

3.12 Camosun acknowledges the systemic, gender-based nature of Sexual Misconduct. Camosun supports policies and processes that provide support for individuals and groups that are at greater risk for Sexual Misconduct, such as those that experience historic or ongoing oppression (e.g. colonization, racism, classism, sexism, homophobia, transphobia, ableism, etc.). Camosun commits to ongoing reflection and capacity building to ensure its policies, processes and practices support all students who experience Sexual Misconduct.

3.13 The Board of Governors will receive an annual report from the President on Camosun's implementation of this Policy.

4.0 POLICY STATEMENTS

4.1 SEXUAL MISCONDUCT

- Anyone who has experienced Sexual Misconduct is encouraged to make a Disclosure, seek support and become informed on reporting options.
- Anyone who has witnessed Sexual Misconduct is encouraged to report their observations to an appropriate College Official (i.e., A Student Support Manager).
- A Student who has experienced or witnessed Sexual Misconduct may, but is not limited to some or all of:
 - seeking support and/or academic considerations;
 - making a Report to the College;
 - making a Report to Police.
- A Student Support Manager will support Students navigating post-Disclosure options and supports.
- The Department of Student Affairs will maintain up-to-date guidelines for all College employees to ensure this Policy is implemented appropriately.
- If a person experiencing or witnessing Sexual Misconduct chooses not to make a Disclosure or Report, they may still access support and accommodation services through the College, such as



counselling, medical attention, and/or academic considerations, where required and reasonably possible.

4.2 Commitments to Support and Academic Consideration

- Support and/or academic consideration is available to Complainants, Respondents and witnesses involved in sexual misconduct Reports.
- Those who have experienced Sexual Misconduct may access supports, and/or academic considerations regardless of when or where Sexual Misconduct occurred, or by whom, where required and reasonably possible. In general, support and academic considerations will be coordinated by the Student Support Manager.
- The College may require additional information before providing, or in order to provide consideration of support requests.
- Support and academic considerations may involve interim measures.
- The College may impose a no contact direction or require a No Contact Undertaking to facilitate the provision of interim measures of support.
- A person experiencing Sexual Misconduct has the right to determine what, when and how much they choose to disclose about an experience of Sexual Misconduct. If a Report is made, a person alleging Sexual Misconduct may be required to provide greater information to ensure the Respondent is treated fairly.
- The College will not subject individuals to questions regarding their past sexual history.
- A person experiencing Sexual Misconduct has the right to decide whether to make a Report to College or Report to Police.
- Any person who makes a Disclosure or Report of Sexual Misconduct will not be subject to disciplinary action for any alcohol or substance use that occurred at or near the time of the incident(s).

4.3 Disclosures and Reports to College

4.3.1 Disclosures of Sexual Misconduct

A Student who has experienced Sexual Misconduct may make a Disclosure by confiding in a Student Support Manager from the Office of Student Support or another member of the College Community. A Disclosure is not the same as a Report. A Disclosure does not normally initiate an Investigation unless required by law, or pursuant to a collective agreement or other College Policy. A Student making a Disclosure will be provided with resolution options and will not be required or pressured to make a Report.

The Office of Student Support will work with individuals making Disclosures to determine appropriate support and/or academic considerations. The types and forms of support and accommodation made available will be determined on a case-by-case basis.



The College may be required to take further action on Disclosures to ensure the safety of the individual and/or the College Community, which may result in release of information received in the disclosure.

4.3.2 Reporting Sexual Misconduct to the College

4.3.2.1 Reports

A Student who has experienced Sexual Misconduct may make a Report by contacting a Student Support Manager in the Office of Student Support. A Report may be made in writing by e-mail or letter or in-person to the Office of Student Support.

E-mail: oss@camosun.ca

Web: camosun.ca/oss

Phone: 250-370-3841 or 250-270-3046

A Report to the College may be made at any time.

Upon receipt of a Report, the matter will be referred to the Director of Student Affairs to determine whether the subject matter of the Report falls within this Policy, and whether to initiate an Investigation.

The Office of Student Support will provide the Complainant with information about what to expect, possibility of academic considerations, supports available, privacy considerations and anticipated timelines for an Investigation.

4.3.2.2 Management of Sexual Misconduct Reports

- Sexual Misconduct towards a Student by a Student
 - Where the Complainant and Respondent are both Students, the Report process will be managed through the Office of Student Support
- Sexual Misconduct towards a Student by an Employee
 - Where the Complainant is a Student and the Respondent is an Employee, the Report will be provided both to the Office of Student Support and with the Executive Director, Human Resources.
 - In these instances, the Student Support Manager will facilitate coordination with Human Resources to ensure adherence to the appropriate procedures and contractual obligations contained in human resource policies and collective agreements, where applicable.

4.3.2.3 Interim Measures



- In some cases it may be necessary to implement Interim Measures prior to the conclusion of an Investigation or determination of an Outcome. Interim Measures are temporary measures put in place to ensure the safety and protection of the parties, the community, and the integrity of the process during the Investigation and decision-making process.
- Interim measures are non- disciplinary and will have no bearing on the consideration of the merits of the Report.

4.3.2.4 Investigation

i. Timeliness:

The College will make every reasonable effort to ensure Reports are dealt with in a timely way without compromising fairness for all parties. The College will endeavor to have Investigations concluded in 60 days from time the investigator receives a Report.

ii. Transparency:

- a. Parties will be advised of their rights and responsibilities related to the Report and Investigation
- b. Parties will be advised what to expect from the process
- c. Parties will be kept informed about the process
- d. Parties will receive regular updates on the progress of a Report
- e. Where possible, reasons will be provided for any final decision made with respect to a Report.

iii. Fairness:

Any Investigation will be conducted based on the principles of natural justice and procedural fairness. Any determination will be based on the Balance of Probabilities and determined by an impartial decision maker.

Where applicable, the process will be conducted consistent with the terms of any relevant collective agreement.

iv. Trauma Informed Approach:

The Investigation/decision making process will be conducted using a trauma informed approach, recognizing the impact of sexual violence on a person.

v. Right to Support through the Investigation and Decision Making Process

The Office of Student Support will connect Complainants and Respondents with a Support Person throughout the Investigation and decision-making process. Support for Complainants and Student Respondents will be facilitated by the Office of Student Support. Support for employees who are Respondents will be facilitated by Human Resources, consistent with any relevant collective agreement provisions. Complainants and Respondents have the right to identify an alternate Support Person to accompany them to any meetings or proceedings related to the Report or Investigation. The College



publishes Guidelines with respect to Support Persons. See: <http://camosun.ca/services/student-support/documents/college-support-person.pdf>

4.3.3 Making a Report to Police

A person may make a Report to Police by contacting the RCMP or local police detachment.

The Student Support Manager from the Office of Student Support may facilitate such a Report to Police.

The College will cooperate with any criminal investigation. The College may suspend its Investigation pending the conclusion of a criminal investigation or process.

4.4 Right to Withdraw Report

- A Complainant may withdraw a Report at any time. The College understands that individuals who have experienced or been affected by Sexual Misconduct may wish to control if and how their experience will be responded to by police and/or the College. A person who has experienced Sexual Misconduct may choose not to request an Investigation or to request that an Investigation not occur. In certain circumstances however, if the College believes that the safety of other members of the College Community is at risk, the College may initiate or continue an Investigation and/or inform the police of a matter, even when the Complainant has exercised their right to withdraw a Report.

4.5 Management of Information

- Students have the right to access their own personal information pursuant to the Freedom of Information and Protection of Privacy Act (FIPPA). If a Student would like access to their personal information they can request this from the Student Support Manager at any time.
- Student information will be collected, used and disclosed as required or permitted by the Freedom of Information and Protection of Privacy Act.

4.6 Confidentiality

- The privacy and confidentiality of all members of the College Community involved in any Disclosure and/or Report of Sexual Misconduct, including an Investigation of a Report, will be protected to the fullest extent possible.
- Where required by fairness or other circumstances permitted by law, the College may disclose information provided in confidence. This includes:
 - When an individual is identified as being at imminent risk of harming self and/or others
 - When there are reasonable grounds to believe that members of the College Community or wider community may be at risk of harm
 - When necessary to ensure procedural fairness
 - When a disclosure is required by law and/or other College policies



- Persons will be notified by the Student Support Manager, in accordance with privacy legislation and applicable laws and policies, if their personal information will be disclosed in grievance or arbitration processes. .

4.7 Protected Disclosure

- Retaliation, threats of retaliation, or reprisals against a Complainant, witness or other individual for:
 - Having taken action under this Policy;
 - Having participated in or co-operated in a Disclosure, Report or Investigation under this Policy; or
 - Having been associated with someone who has pursued rights under this Policy will not be tolerated.

4.8 Student Consultation

- The College will consult with students every three years regarding the implementation, application and review of this Policy.
- Students will be encouraged to participate in education, training and awareness for this Policy, and will be involved in the development of these opportunities.

4.9 Education, Training and Awareness

- The College will establish education, training and awareness opportunities for the College Community regarding Sexual Misconduct Policies and Procedures, prevention and response.
- Education will include training on this Policy, the prevention of Sexual Misconduct and responding to Sexual Misconduct, with content tailored to the audience and relevant to their roles and responsibilities in relation to this Policy.
- Communication materials will be accessible to the College Community in a variety of formats.

4.10 Annual Reporting

- The President of the College will provide an annual update to the Board of Governors pertaining to the implementation of this Policy, including but not limited to:
 - Student engagement and consultation
 - Prevention, communication and awareness strategies
 - Response
- The Office of Student Support will make an annual update available to the College Community.



RELATED LEGISLATED REFERENCES

- Sexual Violence and Misconduct Policy Act
- Criminal Code of Canada
- Freedom of Information and Protection of Privacy Act
- Human Rights Code

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- Student Conduct Policy <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf>
- Course Withdrawal <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf>
- Medical/Compassionate Withdrawals <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf>
- Records Management Policy <http://camosun.ca/about/policies/operations/o-6-information-management/o-6.2.pdf>
- Standard of Conduct <http://camosun.ca/about/policies/operations/o-5-human-resources/o-5.11.pdf>
- Respectful Workplace <http://camosun.ca/about/policies/operations/o-5-human-resources/o-5.10.pdf>



POLICY TITLE	<u>Tracked Changes – SVM Policy</u>
POLICY NUMBER	E-2.9
APPROVAL DATE	June 2020
APPROVAL BODY	Board of Governor
REPLACES (IF APPLICABLE)	
LAST UPDATE OR AMENDMENT OR REVIEW DATE	March 6, 2017
NEXT REVIEW DATE	June 2023
HOLDER	Vice President Student Experience
RESPONSIBLE OPERATIONAL LEADER	Director Student Affairs
SUPPORTING DOCUMENTS	

SEXUAL VIOLENCE AND MISCONDUCT

1.0 PURPOSE AND/OR RATIONALE

The purpose of the Sexual Violence and Misconduct Policy ([the “Policy”](#)) ~~policy~~ is to clearly communicate Camosun College’s ([“Camosun” or the “College”](#)) commitment to prevent and respond to sexual violence and sexual misconduct through:

- a) Establishing an environment where sexual violence and misconduct are not tolerated
- b) Building and nurturing a culture of consent
- c) Identifying clear and consistent support for people who have been impacted by sexual violence or misconduct
- d) Using clear, appropriate and fair processes for handling complaints of sexual violence and misconduct
- e) Providing education, training and awareness to the College Community about prevention and response to sexual violence and misconduct.

2.0 POLICY APPLICATION, SCOPE, AND/OR LIMITS

[2.1 For the purposes of this Policy, the term “Sexual Misconduct” includes both sexual violence and sexual misconduct.](#)

[2.2 This Policy applies to Sexual Misconduct by or against a Student of Camosun. This Policy also applies to reports of Sexual Misconduct from former Students where the alleged misconduct occurred when](#)



the former Student were enrolled as a Student at the College. This Policy applies to Sexual Misconduct that is alleged to have occurred at any Camosun location, to have a real or substantial connection to the College, to have occurred during online College activities or at College-related functions, whether or not on College property.

~~— This policy applies to any/all sexual misconduct involving a student* (see Key Definition of Student) of Camosun College. The College may accept Reports about sexual misconduct from individuals who are applicants for admission to the College, in circumstances where the alleged sexual misconduct arose directly from the application process, and from former students in circumstances where the alleged misconduct occurred at a time where they were enrolled as a student at the College.~~

2.3 This Policy does not apply to eEmployees who have experienced sSexual mMisconduct in the workplace or who require support regarding sSexual mMisconduct not involving without sStudents involvement, Such matters should be reported refer to the Executive Director of Human Resources, and the Respectful Workplace policy and procedures and/or applicable collective agreement provisions. Students who are also employees of the College may proceed make a Report under this Ppolicy. The College may, however, determine, unless it is determined by the College that another process is more appropriate it is inappropriate to do so in the circumstances.

~~2.1 For the purposes of this policy sexual misconduct will refer to sexualized violence and sexual misconduct.~~

~~2.2 This policy applies to sexual misconduct that is alleged to have been conducted at any Camosun location, having a real or substantial connection to the College, online College activities or College-related functions, whether or not the conduct occurred on College property.~~

~~2.3.2.4 This pPolicy is not intended to supersede or interfere with collective agreements or applicable prevailing laws. This Ppolicy is independent of separate from any criminal or civil proceedings involving conduct that is the subject of a Report. The College is responsible for determining whether a member of the College Community has violated this policy, and is not responsible for determining violations of criminal or civil law. The College will make a determination of violation of this Ppolicy based on at the Bbalance of Pprobabilities (See Key Definitions), not standards of criminal law. The processes under this pPolicy may be suspended when in the event of a criminal investigation or proceedings are underway; however, the College will continue to provide support to members of the College Community as described in this policy.~~

DEFINITIONS

Balance of Probabilities: Whether on the available evidence an event is more likely than not to have occurred.



Complainant: An individual who has disclosed ~~that sexual misconduct has occurred~~ and ~~chooses to submit~~ made a Report to the College ~~based on the options outlined in this policy.~~

Consent: An active, direct, voluntary, unimpaired and conscious choice and agreement to engage in sexual activity.

~~It is the responsibility of the initiator of sexual activity to obtain consent at all stages of sexual engagement.~~

Consent ~~requires is an ongoing act of the~~ willingly agree ~~menting~~ menting to engage in specific sexual behaviour, and requires that an individual is able to freely choose whether to engage in such behaviour or not between two options: yes and no, communicated by ~~. There must be an understandable exchange of affirmative words and/or actions that indicat~~ ing ~~es~~ ing willingness to participate in ~~mutually agreed upon sexual/sexualized that~~ activity. In considering whether consent was given, the College recognizes the following statements ~~It is also imperative that everyone involved understands the following:~~

- Silence or non-communication ~~must never be interpreted as is not~~ is not consent;
- An individual is incapable of giving consent if they are asleep, unconscious or otherwise unable to communicate;
- ~~An individual in a state of diminished judgement cannot consent;~~
- An individual who has been threatened or coerced, ~~and therefore is not agreeing voluntarily,~~ is not consenting to engaging in sexual / sexualized activity;
- An individual who is drugged is unable to consent;
- An individual is unable to give consent ~~if when~~ they are impaired ~~from by~~ by alcohol and/or drugs;
- ~~The fact that e~~ Consent was given in the past ~~to a sexual relationship~~ does not ~~mean that imply~~ imply consent ~~is deemed to exist for all for~~ for future sexual activity; and
- ~~An individual can withdraw e~~ Consent can be withdrawn at any time ~~during the course of a sexual encounter.~~

~~It is the responsibility of the initiator of sexual activity to obtain consent at all stages of sexual engagement.~~

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Disclosure: For the purposes of this Policy, “Disclosure” means making known information pertaining to sexual misconduct as defined in this Policy. A disclosure will not result in an investigation by the College, unless there is an immediate or compelling threat to the safety of the individual or other members of the College community. required by law or pursuant to a collective agreement or other College policy.

Director: Director of Student Affairs



Employee: Any person who works at the College or is contracted to work at the College, including but not limited to faculty, staff, sessional instructors, and security personnel.

Interim Measure: A temporary measure implemented by the Office of Student Support or President pending an Investigation or Outcome. An Interim Measure except a Suspension is not appealable.

Investigation: An information gathering process in response to a ~~complaint~~ Report, as described in section 4.3 of this Policy. An investigation is undertaken to determine ~~the nature and circumstances of alleged whether wrongdoing~~ Sexual Misconduct contrary to this Policy occurred, ~~matters of credibility, to make findings of fact, and to inform whether a breach of this policy has occurred.~~ The ~~An~~ investigation process may include, but is not limited to: witness interviews, collection and review of written statements, notes, logs, papers, digital and print records, and any other relevant material.

Investigator: An internal or external person who conducts an Investigation.

Natural Justice: ~~is a~~ The principles of law that ensure fairness and due process to a Respondent. Natural Justice includes that underpins the processes, practices and outcomes of a response to a complaint. Key elements of a process grounded in natural justice include that the Respondent is made aware of the allegations against them and is given a fair opportunity to respond, that the decision is based only on the evidence received and that the decision-maker is unbiased; Whoever is adjudicating the evidence must not be biased on either the side of the respondent or the complainant. The outcomes from any process will be in balance with the nature of the misconduct and in keeping with the principles of procedural fairness.

No-Contact Undertaking: A promise to the College from a Respondent to This is an agreement, mutually undertaken by two or more people, to refrain from contacting one another person or persons based on specific and transparent conditions.

No Report: When an individual who has experienced ~~s~~ Sexual ~~m~~ Misconduct ~~and~~ chooses not make a ~~to~~ Report to the College or Report to Police ~~to proceed with any other reporting option.~~ An individual who has experienced ~~s~~ Sexual ~~m~~ Misconduct and does not choose to formally submit a complaint or make a Report ~~within the scope of the options presented in this policy~~ is still able to access supports, including but not limited, to counseling and academic consideration supports.

Outcome: The determination following an Investigation, which may include a consequence. For a list of possible outcomes see E-2.5.



Procedural Fairness: ~~The principles of law is~~ concerned with the procedures used by a decision-maker, rather than the actual outcome reached. It includes an absence of bias, providing a ~~r~~Respondent with fair notice of the allegations and an investigation, and giving them a reasonable opportunity to respond.

Report or Report to College: ~~Report to College:~~ ~~For the purposes of this policy, a~~ formal allegation of Sexual Misconduct ~~Report to the College~~ against a person. A Report should include all relevant particulars, where available, including ~~(which includes statement of facts including a record of times, dates, nature of any incidents, and names of potential witnesses relating to sexual misconduct as defined in this policy)~~ may be filed by an individual who has experienced sexual misconduct. A Report may ~~This process is non-criminal in nature and may initiate an investigation that will be overseen by the College, as set out in under section 4.3 of this Ppolicy.~~

Report to Police: ~~A complaint of Sexual Misconduct made by an individual to the police. When an individual who has experienced sexual misconduct makes a police statement, which may be followed by a criminal investigation.~~

Respondent: An individual against whom a ~~Report n~~ allegation of sexual misconduct has been made.

Sexual: ~~An act of or relating to sex; for example: penetration, touching, etc.~~

Sexual Misconduct: ~~Sexual Misconduct is a~~ broad term ~~used to~~ encompassing unwanted or unwelcomed conduct of a ~~sexualized or~~ sexual nature. This includes sexualized violence and any sexual act that is committed, threatened or attempted against an individual without their consent, regardless of whether the act is physical or psychological in nature. ~~This includes, including,~~ without limitation: sexual assault, sexual harassment, sexual exploitation, stalking, stealthing, indecent exposure, voyeurism, and non-consensual posting of sexually explicit pictures or video ~~or the threat or attempt to do any such act.~~ ~~Sexual Misconduct is an act of violence wherein power and control are abused in a sexualized manner.~~

~~Reference to an individual applies regardless of gender, sexual orientation or gender identity.~~

Sexual Misconduct can include, but is not limited to:

- **Sexual Assault:** ~~is~~ any form of sexual ~~or sexualized~~ contact without consent ~~from all parties.~~
- **Acquaintance sexual assault:** ~~is~~ sexual ~~or sexualized~~ contact without consent that is forced, manipulated, or coerced by a partner, friend or acquaintance.
- **Drug-facilitated sexual assault:** ~~is~~ the intentional use of alcohol and/or drugs ~~(prescription and non-prescription)~~ by a respondent person to control, over-power or subdue a complainant nother for the purposes of ~~s~~Sexual ~~a~~Assault



- **Sexual Harassment:** ~~is a course of~~ unwanted remarks, behaviours, or communications of a sexual nature and/or a course of unwanted remarks, behaviours or communications based on gender – whether directed towards an individual or group – where an individual responsible for the remarks, behaviours or communications knows, or ought to reasonably know, that these are unwanted. It may includes, but is not limited to:
 - Sexual/~~sexualized~~ solicitations, advances, remarks, suggestive comments and gestures (including songs and chants);
 - the inappropriate display of sexually suggestive or sexualized pictures, posters, objects or graffiti;
 - non-consensual posting of explicit, sexual, or sexualized pictures or video [on the Internet or otherwise](#);
 - sexual comments and slurs on any form of social media;
 - expressions of gender bias which may include remarks that discriminate, denigrate and/or create a poisoned learning environment
 - physical contact of a sexual/~~sexualized~~ nature; and
 - sexual or sexualized conduct that interferes with an individual's dignity or privacy such as voyeurism and exhibitionism.

- **Stalking** is a form of criminal harassment involving behaviours that generally occurs on more than one occasion and which collectively instil fear in an individual/group or threaten an individual's/group's safety or mental health. Stalking can also include threats of harm to an individual's/group's friends and/or family. These behaviours include, but are not limited to: non-consensual communications (face to face, phone, email, social media); threatening or obscene gestures; surveillance; sending unsolicited gifts; "creeping" via social media/cyber stalking; and uttering threats

- **Stealth** is a form of sexual assault in which a condom is removed by one partner during a sexual encounter without knowledge or consent of the other partner.

Sexualize: To make sexual; attribute sex or a sex role to.

Student: A "Student" is a person who has been accepted to and has registered for a course or program offered by the College. A person is considered a Student under this Policy from the time of registration until that person has completed the course without registering for another course, or until that person has graduated from a program, including the period while actually engaged in the course or program, the period between registration and the commencement of the academic term, and the period between terms (including summer). A person on leave under the Involuntary Health and Safety Leave of Absence



Policy is not considered a Student for the purposes of this Policy. Where a Report is made against a person who was a Student at the time of the alleged Sexual Misconduct, the College may, in its discretion, conduct an Investigation.

For the purposes of this policy, a "Student" is an individual who is registered in a course or program at the college and remains active until that person has completed, successfully or unsuccessfully, the course or has graduated from the program. This includes periods of enrollment during their academic term, before courses begin (following registration) and during planned periods in between terms of actual enrolment as well as students on placements/internships/co-operative education. This does not include a student on leave through application of the Involuntary Health and Safety Leave of Absence Policy. Notwithstanding the foregoing, where a complaint has been made against an individual for behaviour that is alleged to have occurred while the individual was student, the individual will be deemed to be a student for the purposes of the policy only until the complaint and appeal processes have been completed.

Student Support Manager: In relation to this policy, a Student Support Manager is a designated College employee, usually within the Office of Student Support, who is responsible for: coordinating immediate supports for the individual making a Disclosure whether or not a Report is made, notifying the individual making a Disclosure of their reporting options, receiving Report(s), and liaising with additional community support services where appropriate. individual within the College who will assess and triage all disclosures at the College, whether or not the individual who has experienced or witnessed sexual / sexualized misconduct chooses to submit a Report. The Student Support Manager will be responsible for: coordinating immediate supports for the individual who disclosed, notifying the individual who disclosed of their reporting options, receiving Report(s), and liaising with additional community support services where appropriate.

Support Person: A person who acts as an emotional resource throughout all steps in the process for either the eComplainant or rRespondent. A Support person should be someone a student feels comfortable with knowing the details of the incident or situation, as well as someone a student feels comfortable with being present as they recount sometimes explicit details. A Support person should be someone who can assist a student in understanding the College's policies and procedures and help a student identify questions that they may have throughout institutional processes. The Support person does not act as an advocate for the student.

Threat Assessment This Policy does not limit the College's right or obligation to implement threat assessment protocols to assess whether an individual's behaviour poses a risk to self or other members of the College community.



3.0 PRINCIPLES

3.1 Camosun ~~College~~ is committed to providing an environment where ~~s~~Sexual ~~m~~Misconduct is not tolerated and where a culture of consent and respect is expected and demonstrated by all members of the College Community.

3.2 Camosun ~~College~~ will continue to build strong, consultative and collaborative relationships with ~~s~~Students in supporting and implementing the College's prevention of and response to ~~s~~Sexual ~~m~~Misconduct.

3.3 Camosun ~~College~~ will provide educational and training opportunities regarding ~~s~~Sexual ~~m~~Misconduct and will communicate related procedures and supports ~~with the intent~~ to build awareness and to encourage the reporting of any ~~Sexual Misconducts such incidents,~~ to prevent ~~the occurrence incidents~~ of ~~s~~Sexual ~~m~~Misconduct and to build a culture of consent across the College Community.

3.4 Camosun acknowledges that ~~-an individual who experiences Sexual Misconduct is not to blame.~~

3.5 Camosun will treat those making Disclosures with compassion, dignity and respect.

3.6 Camosun will treat all Disclosures and Reports confidentially, and will respect the privacy of both Complainant and Respondent.

3.7 Camosun will make available timely supports for those who have been affected by Sexual Misconduct.
~~3.3-~~

~~The College will support disclosures with compassion, dignity and respect. This will include a focus on individuals' (complainant and respondent) and the College Community's right to safety and privacy~~

3.8 ~~;~~ Camosun will provide individuals making Disclosures with ~~access to~~ information about all available reporting options available to them, both within and outside of the College.

3.9 Camosun will address Reports in a timely and fair way. Camosun will establish clear Procedures for making and responding to Reports. An Investigator appointed by Camosun will endeavor to complete an Investigation within 60 days of receipt of the Report. If during the course of the Investigation the Investigator believes this timeline cannot be met, the Investigator will inform the Complainant, the Respondent, and appropriate College representative as soon as possible.



3.10 Camosun will respond to all Reports in a manner that respects natural justice and procedural fairness and that reflects the Camosun’s responsibility for the safety and security of the College Community.

~~3.4 ; and the right to be informed of the decisions and processes that affect them, except where precluded by law~~

~~3.5 Camosun College will make available timely supports for those who have been affected by sexual misconduct, and will provide prompt and equitable methods of risk assessment, investigation and resolution. Except in exceptional circumstances, the investigator will endeavor to complete an investigation within 60 days of receipt of the Report. If during the course of the Investigation the Investigator believes this timeline cannot be met, the Investigator will inform the Complainant, the Respondent, and appropriate College representative as soon as possible.~~

~~3.6 The College expects that all responses to a disclosure of sexual misconduct will uphold the College’s responsibility for natural justice and adherence to the principles of procedural fairness.~~

~~3.7 The College expects that all responses to a disclosure of sexual misconduct will uphold the College’s responsibility for the safety and security of its community.~~

3.11 Camosun supports the right of Complainants and Respondents to be informed of processes and decisions relating to Reports, Investigations and Outcomes, except where precluded by law.

~~3.8 The College acknowledges that sexual misconduct is an act of violence wherein power and control are enacted in a sexualized manner. An individual who has experienced sexual misconduct is never to blame.~~

3.12 Camosun College acknowledges the systemic, gender-based nature of sSexual mMisconduct. The College Camosun understands the critical requirement for supports policies and processes that to ensure provide supports for individuals and groups that are at greater risk for Sexual Misconduct, such as those that experience historic or ongoing facing intersecting forms of oppression (e.g. colonization, racism, classism, sexism, homophobia, transphobia, ableism, etc.), as they are at greater risk for sexual misconduct. The College Camosun commits to ongoing reflection and capacity building to ensure itsour policies, processes and practices support all students who have experienced sSexual mMisconduct.

3.93.13 The Board of Governors will receive an annual report from the President on Camosun’s implementation of this Policy.



~~3.10 — The Board of Governors will receive an annual report from the President on the College's implementation of the Sexual Violence and Misconduct Policy.~~

~~3.11 — The College will provide clear policy and guidelines associated with options for filing a Report and responding to a Report~~

4.0 POLICY STATEMENTS

4.1 SEXUAL MISCONDUCT

- ~~Anyone who has experienced or witnessed Sexual Misconduct is encouraged to make a Disclosure disclose their experience, seek support and become informed on reporting options.~~
- ~~Anyone who has witnessed Sexual Misconduct is encouraged to report their observations to an appropriate College Official (i.e., A Student Support Manager).~~
- ~~Options for A Students who have experienced or witnessed Sexual Misconduct may, but is include but are not limited to some or all of:~~
 - ~~seeking support and/or academic considerations options;~~
 - ~~making a Report to the institution College;~~
 - ~~making a Report to the Police.~~

~~The above options for reporting and disclosure are not mutually exclusive, as an individual who has experienced or witnessed sexual misconduct may choose to pursue more than one option.~~

- ~~The College's Student Support Manager will support students navigating post-disclosure options and supports.~~
- ~~The Department of Student Affairs will maintain up-to-date guidelines for all College employees to ensure this Policy is implemented appropriately.~~
- ~~If a person experiencing or witnessing Sexual Misconduct chooses not to make a Disclosure or Report, decision is made by the individual who has experienced or witnessed sexual misconduct to make no Report(s), the individual is they may still able to access a wide range of support and accommodation services through the College, such as counselling, medical attention, and/or academic considerations, where required and reasonably possible. See Section 4.2 for more information on the College's commitment to student support and academic considerations.~~
- ~~The above options for reporting and disclosure are not mutually exclusive, as an individual who has experienced or witnessed sexual misconduct may choose to pursue more than one option.~~

4.2 Commitments to Support and Academic Consideration



- Support and/or academic consideration is available to ~~any member of the College Community who has been impacted by Sexual Misconduct including Complainants, Respondents and witnesses~~ those who have experienced or witnessed sexual misconduct as well respondents involved in sexual misconduct Reports.
- ~~Survivors~~ Those who have experienced Sexual Misconduct may access supports, and/or academic considerations regardless of when or, where Sexual Misconduct occurred, or by whom, where required and reasonably possible. ~~or who was responsible for their experience or witnessing of an incident of sexual misconduct. In general, support and academic considerations will be coordinated by the Student Support Manager.~~
- ~~The College will provide academic and non-academic supports or academic considerations where required and reasonably possible. The College may require additional information before providing, or in order to provide to provide consideration of and/or support requests.~~
- Support and academic considerations may involve ~~interim measures involving support and accommodation may be implemented, as described in section 4.4 of this policy.~~
- The College may impose a no contact direction or require a No Contact Undertaking to facilitate the provision of interim measures of support.
- ~~The College will not subject any individual who reports or discloses instances of sexual misconduct to disciplinary action for any alcohol or substance use that occurred at or near the time of the incident(s).~~
- ~~The College will not subject individuals to questions regarding their past sexual history.~~
- A person experiencing Sexual Misconduct has the right to ~~Survivors have the right to~~ determine what, when and how much they choose to disclose about an experience of Sexual Misconduct. If a Report is made, a person alleging Sexual Misconduct may be required to provide greater information to ensure the Respondent is treated fairly.
- A person experiencing Sexual Misconduct has the right to decide whether to make a Report to College or Report to Police.
- ~~In general, support and consider~~
- Any person who makes a Disclosure or Report of Sexual Misconduct will not subject to disciplinary action for any alcohol or substance use that occurred at or near the time of the incident(s).
- ~~rations will be coordinated by the Student Support Manager.~~
- ~~Survivors have the right to decide whether to report to the College or to the police~~
- ~~In some situations, support or considerations may include no contact undertaking requirements.~~



- ~~Interim measures involving support and accommodation may be implemented, as described in section 4.4 of this policy.~~

4.3 Disclosures and Reports to ~~the~~ College

~~4.3.1~~ 4.3.1 Disclosures of Sexual Misconduct ~~DISCLOSURES OF SEXUALIZED VIOLENCE AND MISCONDUCT~~

A ~~member of the College Community~~ Student who has experienced Sexualized Violence and Misconduct may ~~make a Disclosure~~ choose to disclose the experience by confiding in a Student Support Manager ~~from the Office of Student Support~~ or another member of the College Community. ~~This is a Disclosure.~~ A Disclosure is not the same as a Report ~~under section 4.3 of this policy~~. A Disclosure ~~normally~~ does not ~~normally~~ initiate an ~~investigation~~ unless required by law, or pursuant to a collective agreement or other College Policy or other process. ~~Survivors~~ A Student making a Disclosure will be provided with resolution options and will not be required or pressured to make a Report.

~~A Student making a Disclosure need only to disclose their experience to seek support and will not be required or pressured to make a Report or complaint.~~

The Office of Student Support will work with individuals making Disclosures ~~survivors into~~ determining their appropriate support and/or academic considerations. ~~Each survivor's needs will be different, and~~ ~~The types and forms of support and accommodation made available will be~~ determined on ~~tailored to the survivor's needs on~~ a case-by-case basis.

The College may be required to take further action on ~~disclosures received~~ to ensure the safety of the individual and/or the College Community, which may result in release of information received in the disclosure. ~~See Section 4.3 of this policy for more information.~~

~~A disclosure will not result in an investigation by the College, unless required by law or pursuant to a collective agreement or other College policy.~~

4.3.2 Reporting Sexual Misconduct to the College ~~REPORTING SEXUALIZED VIOLENCE AND MISCONDUCT TO THE COLLEGE~~

4.3.2.1 Reports



A member of the College Community Student who has experienced Sexualized Violence and Misconduct may choose to make a Report the experience by contacting a Student Support Manager in the Office of Student Support in an effort to enact an investigative process. A Report may be made in writing by e-mail or letter or in-person to the Office of Student Support.

To make a Report of sexual misconduct, the complainant should contact The Office of Student Support

E-mail: oss@camosun.ca

Web: camosun.ca/oss

Phone: 250-370-3841 or 250-270-3046

The complainant may file a Report in writing via e-mail or letter or may request an in-person meeting to make their Report.

A Report to the College may be made n individual who has experienced or witnessed sexual misconduct, as defined within this policy, may report sexualized violence and misconduct to the College at any time.

Upon receipt of a Sexualized Violence and Misconduct Report, the matter will be referred to the Director of Student Affairs to will determine whether the subject matter of the Report falls within this Policy, and whether to initiate an investigation and/or resolution process is required.

The Office of Student Support College will provide the Complainant with information about what to expect, possibility of academic considerations, supports available, privacy considerations and anticipated associated timelines for an the reporting and investigation process.

4.3.2.2

Management of the Sexualized Violence and Misconduct Reports process

- Sexual Misconduct Between towards a Student and by a Student
 - In the case where the Complainant is a student and the Respondent is a are both Students, the Report process will be managed through the Office of Student Support
 - Reports in this situation can be filed with the Student Support Manager in the Office of Student Support.
- Sexual Misconduct towards between a Student and by an Employee
 - Where the Complainant is Reports involving a Student and the Respondent is an Employee, the Report will be provided both to the Office of Student Support are filed simultaneously with the Student Support Manager and with the Executive Director, Human Resources.
 - In these instances, the Student Support Manager will facilitate coordination with Human Resources to ensure adherence to the appropriate procedures and contractual



obligations contained in human resource policies and collective agreements, where applicable.

⊖

- ⊖ ~~4.3.2.3 Note: All Reports regarding misconduct between two employees will be managed solely by Human Resources, under the Respectful Workplace Policy, Standards of Conduct Policy and the respective collective agreements of the employees involved, where applicable~~

Interim Measures

- In some cases it may be necessary to implement ~~i~~Interim ~~m~~Measures ~~that are appropriate in the circumstances~~ prior to the conclusion of an ~~i~~Investigation or ~~resolution process~~~~determination of an Outcome~~. Interim ~~M~~measures are temporary measures put in place to ensure the safety and protection of the parties, the community, and the integrity of the process during the ~~i~~Investigation and decision-making process. ~~above~~.
- Interim measures ~~will be~~are non-disciplinary and will have no bearing on the consideration of the merits of the ~~i~~Report~~Investigation~~.

4.3.2.4 INVESTIGATION

Investigation

i. ~~Timeliness of the process:~~

~~This is a difficult process and for many survivors it is an important component of achieving healing and/or closure. The College will make e~~Every reasonable effort to ensure Reports are dealt with in a timely way ~~will be made to expedite the process~~ without compromising ~~appropriate procedural~~ fairness for all parties. ~~Where possible and appropriate, t~~The College will endeavor to have ~~i~~Investigations concluded in 60 days from time ~~the investigator has received~~ at the Report.

ii. ~~Transparency of the process:~~

- a. Parties will be advised of their rights and responsibilities related to the Report and Investigation process
- b. Parties will be advised ~~know~~ what to expect from the process
- c. Parties will be kept informed about the process ~~and outcome~~
- d. Parties will receive regular updates on the progress of their case ~~a Report, estimated timeframes and any delays related to the resolution of their case (types and frequency of these updates will be determined through discussion with each complainant)~~
- e. Where possible, rReasons will be provided for any final decision made ~~throughout the process~~ with respect to a Report.

iii. ~~Fairness of the process:~~



~~If an Any iInvestigation is commenced by the College, the investigation process and the outcomes will be based on the balance of probabilities, and the will be conducted based on the principles of natural justice and procedural fairness will be applied throughout any investigation process. Any determination will be based on the Bbalance of Pprobabilities and determined by an impartial decision maker.~~

~~The process will be conducted in a trauma informed and impartial way and is intended to ensure fairness for all parties involved.~~

Where applicable, the process will be conducted consistent with the terms of any relevant collective agreement.

iv. Trauma Informed Approach:

~~The iInvestigation/decision making process willto be conducted using a trauma informed approach, recognizing the impact of sexual violence on a person. All persons involved in facilitating these processes will do so with an understanding of impacts of trauma and the impact of identities on how an individual experiences sexual misconduct.~~

vi. Right to Support through the Investigation and Decision Making Process

The Office of Student Ssupport will connect Complainants and Respondents with a Ssupport pPerson throughout the iInvestigation and decision-making process by the college. Support for student eComplainants and Sstudent rRespondents will be facilitated by the Office of Student Support. Support for employees who are Rrespondents will be facilitated by Human Resources, consistent with any existing-relevant collective agreement provisions. Complainants and rRespondents also have the right to identify an alternate sSupport pPerson or representative of their choosing to accompany them to any meetings or proceedings related to the handling of their caseReport or Investigation. The College publishes Guidelines with respect to Support pPersons. may include a friend, family member, colleague, etc. See definition of support person See: <http://camosun.ca/services/student-support/documents/college-support-person.pdf>

4.4.3.3 Making a Report to Policey

~~A n individual person may make a Report to Police report sexual misconduct through the criminal justice system by contacting the RCMP or local police detachment.~~

~~If an individual chooses this option, tThe Student Support Manager from the Office of Student Support College can help may facilitate such a rReport to Ppolice.~~

The College will cooperate with any criminal investigation. The College may suspend its own iInvestigation pending the conclusion of a criminal investigation or process.

~~The individual will still have access to immediate supports and academic/non-academic supports and considerations through the College, where required and reasonably possible.~~



4.4 Right to Withdraw a Report

- A Complainant ~~has the right to may~~ withdraw a Report at any ~~stage of the processtime~~. The College understands that individuals who have experienced or been affected by Sexual Misconduct may wish to control if and how their experience will be responded to by police and/or the College. A person who has experienced Sexual Misconduct may choose not to request an investigation ~~or to request that an Investigation not occur.~~ ~~and has the right not to participate in any investigation that may occur.~~ In certain circumstances however, if the College believes that the safety of other members of the College Community is at risk, the College may ~~be required to~~ initiate or continue an internal investigation and/or inform the police of ~~the need for a criminal investigation a matter,~~ even when the survivor-Complainant has exercised their right to withdraw a Report.

4.5 Management of Information

- Students have the right to access their own personal information pursuant to the Freedom of Information and Protection of Privacy Act (FOIPPA). If a student would like access to their personal information they can request this from the Student Support Manager at any time. ~~Documentation gathered as part of a threat assessment is not subject to information requests.~~
- Student information will be collected, used and disclosed as required or permitted by ~~maintained within the legislated privacy requirements of~~ the Freedom of Information and Protection of Privacy Act.

4.6 Confidentiality

- The privacy and confidentiality of all members of the College Community involved in any Disclosure and/or Report ~~process of~~ Sexual Misconduct, including an investigation of a Report, will be protected to the fullest extent possible.
- ~~Where required by fairness or other circumstances permitted by law, the College may disclose information provided in confidence. This includes: in alignment with the principles outlined herein, there may be limits to confidentiality.~~
- ~~Circumstances that may require the College to breach confidentiality and disclose information received regarding a potential breach of this policy include but are not limited to:~~
 - When an individual is identified as being at imminent risk of harming self and/or others
 - When there are reasonable grounds to believe that members of the College Community or wider community may be at risk of harm
 - When necessary to ensure procedural fairness ~~for all parties involved~~
 - ~~When a disclosure involves a minor as is~~ required by law
 - ~~When notification and/or action is required by law~~ and/or other College policies



- ~~Students~~ Persons will be notified by the Student Support Manager, in accordance with privacy legislation and applicable laws and policies, if their personal information will be disclosed in grievance or arbitration processes. ~~in accordance with privacy legislation and applicable laws and policies.~~
- ~~If confidentiality is an issue and an employee is involved, the Student Support Manager will facilitate appropriate notification to the employee in coordination with Human Resources.~~

4.7 Protected Disclosure

- ~~It is a direct contradiction to College values and principles of this policy for anyone to~~ Retaliate, threats of retaliation, or reprisals against a Complainant, witness or other individual for ~~retaliate, engage in reprisals or threaten to retaliate against an individual that has made a complaint, a witness or other individual for:~~
 - Having taken action pursued options under this Policy ~~or relevant provincial or federal legislation;~~
 - Having participated in or co-operated in a complaint, Disclosure, Report or Investigation under this Policy; or
 - Having been associated with someone who has pursued rights under this Policy will not be tolerated.

4.8 Student Consultation

- The College will consult with students every three years regarding the implementation, application and review of this Policy.
- Students will be encouraged to participate in education, training and awareness for this Policy, and will be involved in the development of these opportunities.

4.9 Education, Training and Awareness

- The College will establish education, training and awareness opportunities for the College Community regarding Sexual Misconduct Policies and Procedures, prevention and response.
- Education will include training on this Policy, the prevention of Sexual Misconduct and responding to Sexual Misconduct, with content tailored to the audience and relevant to their roles and responsibilities in relation to this Policy.
- Communication materials will be accessible to the College Community in a variety of formats.



4.110-Annual Reporting

- The President of [Camosun the](#) College will provide an annual update to the Board of Governors pertaining to the implementation of this [pP](#)Policy, including but not limited to:
 - Student engagement and consultation
 - Prevention, communication and awareness strategies
 - Response
- The [O](#)office of Student Support will make an annual update available to the [C](#)college [e](#)Community.

RELATED LEGISLATED REFERENCES

- Sexualized Violence and Misconduct Policy Act
- Criminal Code of Canada
- Freedom of Information and Protection of Privacy Act
- [Workers Compensation Act](#)
- Human Rights Code

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- Student Conduct Policy <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf>
- Course Withdrawal <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf>
- Medical/Compassionate Withdrawals <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf>
- Records Management Policy <http://camosun.ca/about/policies/operations/o-6-information-management/o-6.2.pdf>
- Standard of Conduct <http://camosun.ca/about/policies/operations/o-5-human-resources/o-5.11.pdf>
- Respectful Workplace <http://camosun.ca/about/policies/operations/o-5-human-resources/o-5.10.pdf>



**BRIEFING NOTE
Board of Governors**

SUBMITTED BY: John Boraas, Vice President, Education
DATE: Monday, June 8, 2020
TOPIC: Indigenization Policy

FOR DECISION X

1. OVERVIEW

The College is presenting the Indigenization policy to the Board of Governors for approval. The purpose of this policy is to articulate the commitment and vision of Camosun College in its ongoing work of Indigenization across and within all areas of the College.

The Indigenization policy includes:

- An articulation of what Indigenization means at Camosun;
- A list of definitions for key terms;
- Eight principles that commit the College to advancing Indigenization in accordance with international, national, and local perspectives, responses, and teachings.

Policy Development Process and Engagement

Initial work toward an Indigenization policy began with the previous Director of Education Policy and Planning (Steven Rumpel) and Education Policy Specialist (Katie Shaw). This included consultation and collaboration with Eyē? Sqā'lewen and local Indigenous community leaders. In 2018, the newly approved Equity, Diversity, and Inclusion (EDI) policy further highlighted the need to support the implementation of College-wide Indigenization, which re-established the need for an Indigenization policy.

Peter Moroney and Rashed Al-Haque (the current Director of Education Policy and Planning and Education Policy specialist, respectively) began collaborating with Eyē? Sqā'lewen and other Indigenous faculty members and staff to draft the Indigenization policy. This draft was informed by previous work, the data gathered through the EDI policy development process, and scholarly literature on Indigenizing higher education teaching and learning. As part of the engagement process, a draft policy was presented at a College-wide town hall in fall 2019 for vetting and feedback gathering. The policy was also presented to the Education Leadership Team (ELT), vetted by faculty members and staff in EdCo's Policy and Standards Committee, reviewed by the Indigenous Advisory Council, and underwent a legal review.

The draft policy was posted online in May 2020 for College-wide consultation and vetted by various members of the College, including collective bargaining units.

The draft policy was endorsed by Education Council on May 20th, 2020 to go to the Board of Governors for approval.

2. OPTIONS

- Do not approve the policy and suggest revisions for a later approval.
- Approve the Indigenization policy.

3. FINANCIAL IMPLICATIONS

There are no immediate financial implications for the Indigenization policy. However, the College may need to invest financial and/or personnel resources to ensure that the College continues to support its existing Indigenization-related activities and initiatives.

4. COMMUNICATIONS

Upon approval, news will be circulated to the College via CamNews. There will be a link to the policy in CamNews that will invite College employees to read the policy document.

5. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE INDIGENIZATION POLICY.

6. SUPPORTING DOCUMENTATION

The proposed Indigenization policy is attached.

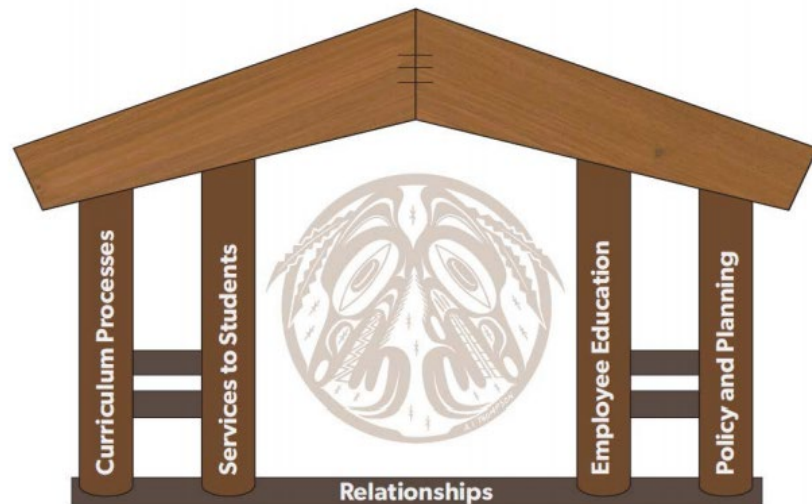


POLICY TITLE	Indigenization
POLICY NUMBER	G-2.2
APPROVAL DATE	TBD
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE	N/A
NEXT REVIEW DATE	TBD
POLICY HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	President
SUPPORTING DOCUMENTS	E-3.2.5 E-Research Guidelines: Research Involving Aboriginal Peoples

INDIGENIZATION

PURPOSE

Indigenization incorporates the values, principles, and teachings of Na'tsa'maht – a Lekwungen term meaning “unity or working together as one.” The purpose of this policy is to articulate the commitment and vision of Camosun College in its ongoing work of Indigenization across and within all areas of the College.



The College seeks to support positive transformation through relevant learning and action, form respectful and reciprocal relationships, alongside other practices of reconciliation. Indigenization enables the College to act on these goals, in its work with Indigenous and non-Indigenous learners, employees, partners, and communities.

Indigenization is rooted in its relationship to the Land, the Water and the Natural World, in particular, the traditional territories of the Lekwungen and WSÁNEĆ Peoples. Indigenization serves to affirm the strength, beauty, and goodness of Indigenous worldviews and people, educate about the detrimental



ongoing impacts of colonization, acknowledge contemporary realities of Indigenous Peoples, and move forward towards Indigenous self-determination and healthy relationships between Indigenous and non-Indigenous peoples.

POLICY APPLICATION, SCOPE, AND/OR LIMITS

This policy applies equally to all persons associated with Camosun College: employees, students and other learners, and members of Camosun College Board of Governors, while engaged in College activities, including with long standing and emergent community partnerships.

DEFINITIONS

1. **Indigenization:** Indigenization is the process by which Indigenous ways of knowing, being, doing and relating are incorporated into educational, organizational, cultural and social structures of the institution. Indigenization encourages a deliberate bringing together of Indigenous knowledge systems and approaches with Western knowledge systems and approaches within post-secondary education.
2. **Self-Determination:** Self-determination of Indigenous Peoples and communities is articulated in Article 3 and 4 of the United Nations Declaration on the Rights of Indigenous Peoples. It is a right to freely identify, exercise, and participate in economic, social, and cultural resurgence and enrichment. Self-determination for Indigenous students acknowledges their right to be who they are and see themselves reflected in their education.
3. **Cultural Resurgence:** Cultural resurgence is a process that enables Indigenous Peoples to retrieve and renew traditional teachings and practices in contemporary contexts to honour and celebrate cultural identities.
4. **Colonization:** Colonization is an intentional process in which Indigenous ways of knowing, being, doing and relating are disrupted by deliberate systemic actions of settlers and emergent settler-governments. Within post-secondary education, colonization privileges settler thought and processes as legitimate and superior. In doing so, colonization displaces other knowledge systems.
5. **Decolonization:** Decolonization is the process of deconstructing colonial ideologies of the superiority and privilege of settler thought and processes. Decolonization involves rethinking settler biases and assumptions and actively undoing colonial practices to re-establish relationships with Indigenous ways of being, knowing, and doing.
6. **Reconciliation:** Reconciliation enables non-Indigenous learners to know those things that have been hidden from them about our shared history and enables Indigenous people to reaffirm their sense of identity and agency. Reconciliation seeks to redress past and contemporary



wrongs done to Indigenous Peoples through colonization. Reconciliation, through individual and collective action, makes amends and improves relationships between Indigenous and non-Indigenous people to create a better future for all.

7. **The 4Rs of Indigenous Education:** The 4Rs – respect, relevance, reciprocity, and responsibility – are a set of principles that need to be embedded in the development and delivery of post-secondary education to Indigenous students.¹
8. **Indigenous Knowledges:** Indigenous knowledges are systems that emerge from and express Indigenous relationship and interconnections to specific lands, cultures, and communities. There are multiple Indigenous knowledges across the Land and Waters.

PRINCIPLES

Camosun College’s leadership, employees, Indigenous partners and students acknowledge and recognize that Indigenization is influenced by relationships external to the college at the international, national and regional levels. As such this policy affirms the following principles:

1. Camosun College respects the teachings of local Indigenous Peoples on whose traditional territories we work and learn.
2. Camosun College seeks to weave the principles of the 4Rs of Indigenous education with all learners.
3. Camosun College is a signatory to Colleges and Institutes Canada’s [Indigenous Education Protocol](#) and commits to enacting its seven principles.
4. Camosun College commits to the spirit of the [Truth and Reconciliation Commission’s Calls to Action](#) and continues to move forward in meaningful and authentic ways to address historic and systemic injustices against Indigenous Peoples, and supports Indigenous self-determination and cultural resurgence.
5. Camosun College supports the principles of [United Nations Declaration of Rights for Indigenous Peoples](#) and in particular Article 15.1 that “Indigenous Peoples have the right to dignity and



¹ Kirkness, V. J. and R. Barnhardt (2001). First Nations and Higher Education: The Four R's - Respect, Relevance, Reciprocity, Responsibility. In R. Hayhoe and J. Pan. (Eds.) *Knowledge Across Cultures: A Contribution to Dialogue Among Civilizations*. Hong Kong: Comparative Education Research Centre, The University of Hong Kong.



diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education and public information.”

6. Camosun College respects, engages with, and protects Indigenous knowledge.
7. Camosun College seeks to advance the goals of Indigenization by incorporating the values of Indigenization into the educational, organizational, cultural and social structures of the college in all off and on-campus programming and services. Ultimately, Camosun is indigenizing to make a welcoming and relevant space for Indigenous learners, and to prepare non-Indigenous students, graduates and employees to better understand, live alongside of, and work with and learn from Indigenous Peoples.
8. Camosun College will provide supports to employees on how to Indigenize their practices.

RELATED LEGISLATED REFERENCES

- [Constitution Acts – Section 35](#)
- [Indian Act](#)
- [Bill 41 – 2019: Declaration on the Rights of Indigenous Peoples Act](#)

RELATED NON-LEGISLATED REFERENCES

- [Aboriginal Post-Secondary Education and Training Policy Framework and Action Plan: 2020 Vision for the Future](#)
- [Colleges and Institute Canada \(CICan\): Indigenous Education Protocol for Colleges and Institutes](#)
- [TCPS 2 \(2018\) – Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada](#)
- [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2018\)](#)
- [Truth and Reconciliation Commission of Canada: Calls to Action](#)
- [United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#)

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [E-3.2 Ethical Conduct for Research Involving Human Subjects](#)
- [Equity, Diversity, and Inclusion Policy](#)
- [Indigenization Initiative](#)



**BRIEFING NOTE
BOARD OF GOVERNORS**

SUBMITTED BY: Deborah Huelscher
DATE: June 8, 2020
TOPIC: Operating Budget 2020-21

For Information: _____ For Decision: X _____ For Discussion: _____

1. OVERVIEW

All members who were in attendance at the special Board Finance committee meeting on May 19, 2020, received a comprehensive review of the balanced consolidated (operating and capital) budget for the 2020/2021 fiscal year as proposed by college Administration. As well, there was opportunity for the Board to ask questions and engage in dialogue.

2. OPTIONS

- Approve the balanced consolidated budget for 2020/2021 as proposed. After meeting with the whole board, the Finance committee has recommended that the board approve the consolidated balanced budget as proposed by Administration.
- Do not approve the balanced and consolidated budget for 2020/2021 as proposed, and request changes (by motion).

3. COMMUNICATIONS

Communication of the approved budget, and updates as required, will continue throughout the year in CamNews announcements.

4. RECOMMENDATION AND OR MOTION

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE’S BUDGET FOR THE FISCAL YEAR 2020/21 WITH TOTAL REVENUE AND TOTAL EXPENDITURE OF \$150,016,525 RESULTING IN A BALANCED BUDGET.



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Tuesday, May 19, 2020
TIME: 6:00 pm
ONLINE: Teams

BOARD MEMBERS:

Laylee Rohani, Chair
Bijan Ahmadi
Sherri Bell, President
Monty Bryant, Vice Chair
Tanya Clarmont
Joanne Cumberland
Brenda McBain
Margie Parikh
Emily Rogers
Rob Smythe
Mike Stubbing
Al van Akker
Lindsay JD van Gerven
Phil Venoit

ADMINISTRATION:

John Boraas, VP Education
Heather Cummings, VP Student Experience
Deborah Huelscher, VP Administration & CFO
Rodney Porter, Exec. Director, Communications & Marketing
Barbara Severyn, Exec. Director, Human Resources
Geoff Wilmshurst, VP Partnerships

GUEST: Evan Hilchey, Director, Student Affairs

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Laylee Rohani, Chair, called the meeting to order at 6:15 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair’s Report

Laylee Rohani, Chair, welcomed the group with best wishes for their health and safety. The Board received several written COVID-19 updates from Sherri Bell, in addition to the CamNews. Thank you for keeping us in the loop. Sherri Bell and Laylee met several times virtually for planning.

2. President’s Report

Sherri Bell, President, reported the College Executive Team (CET) meets every day at 8:30am. They are working on the budget. CET is also focused on finding ways for students who were not able to complete the winter semester, to finish their studies. They are looking at ways for small

groups, such as the dental students, to come on campus safely. Work is underway on planning for the fall semester.

The Erasing Barriers fund was created by our Foundation. To date, 1300 students have applied. We have processed \$235K so far which helps just under 1000 students. The funds came from the Government and the Foundation. The work is ongoing. International student enrolment is at 635, compared to 748 at this time last year. Domestic enrolment is at 2480, and was 2820 last year. It is a drop of 15%. We do not yet know what the enrolment numbers will be.

The Government gave post-secondary institutions five very general bullets in the 'Go Forward' plan to guide the opening of the campus. They have an occupational health and safety team working on clarifying the details. We hope to receive the detailed guidelines within two weeks. It will tell us how many students can be on campus, and how much space is needed for them. It will guide us on what kind of health checks and cleaning regimens will be needed. John Boraas, VP Education, and the deans are working on fall programming. The programs that can be delivered online, will be. We will finalise ways to deliver safely the hands-on courses once we get the guidelines from Government.

3. Foundation

Monty Bryant, Foundation Liaison, noted the Governance Committee met last week and drafted their Code of Conduct. It will go to the AGM on May 28 for approval. Geoff Wilmshurst, Vice President Partnerships, noted the Foundation Finance committee meets with the Royal Bank every two weeks. The funds are in amazingly good condition, and are monitored very carefully.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the February 19, 2020, meeting were included in the agenda package. Bijan went over the highlights of the April 15 meeting, which included the approval of the Duolingo English test.

5. Pacific Institute for Sport Excellence (PISE)

Phil Venoit, PISE Board of Directors member, noted PISE next meets on Thursday, May 21.

IV BOARD COMMITTEE REPORTS

1. Executive Committee

Laylee Rohani, Chair, Executive Committee, reported the Executive met virtually on May 11 using Teams. We made recommendations to the Board on the new 'Academic Accommodation for Students with Disabilities' policy, as well as a revision to the 'Admission' policy. They are coming up next on the agenda. We received a detailed update on the current COVID-19 situation at the College. The Executive reviewed the annual Board self-evaluation. Please make sure to fill the online survey out and return it to Heather. An Executive member will contact each of you soon to arrange a confidential one-on-one evaluation interview. We reviewed and approved the Board of Governors' schedule for 2020-2021.

i) Academic Accommodation for Students with Disabilities Policy

Heather Cummings, VP Student Experience, advised this is a stand-alone policy to articulate standards and principles to accommodate students with disabilities. We moved responsibility for the policy over to the VP Student Experience from the VP Education. The procedures are not included within the policy as they change frequently, but they will be available.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE POLICY “ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES”.

CARRIED

ii) Admission Policy – Revision

John Boraas, VP Education, advised the policy revision is in response to the shut-down of our usual English language assessment methods for our international students, TOEFL and IELTS, due to COVID-19. Duolingo is an online testing capability that makes use of cameras and algorithms to eliminate cheating. It is still operating at present.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CHANGE TO THE ADMISSION POLICY TO INCLUDE DUOLINGO RESULTS AS PART OF THE COLLEGE’S ADMISSIONS PATHWAYS.

CARRIED

2. Finance Committee

- i) The minutes from the January 27, 2020, Finance Committee meeting were included in the agenda package.
- ii) Mike Stubbing, Chair, Finance Committee, gave a report on the May 19, 2020, meeting. The committee voted to recommend the budget be approved for 2020/2021 for \$150,016,525 of total revenue and total expenditure resulting in a balanced budget.

V APPROVAL OF THE MINUTES

The minutes of the April 14, 2020 meeting were approved as distributed.

VI NEW BUSINESS**1. Sexual Violence & Misconduct Policy Implementation Report**

Sherri Bell, President, noted she reports to the board annually pertaining to the implementation of the policy on: student engagement and consultation; prevention, communication and awareness strategies; and response. The current policy is under review, as it is required by the legislation to have a review every three years. Evan Hilchey, Director, Student Affairs, is conducting the review. The policy is currently posted on the website to collect feedback. Evan Hilchey advised the review process has involved consultation with a variety of stakeholders, such as students, faculty, and staff. They are in process of broad college wide consultation.

2. Camosun College Student Society (CCSS) Fee Levies

Deborah Huelscher, VP Administration and CFO, advised the College & Institute Act (C&IA) requires the CCSS to direct the college to collect and remit all the CCSS levies. The students approve them by referendum. They have a 2% rise based on inflation.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING FEES FOR THE 2020-2021 ACADEMIC YEAR AND REMIT SAME TO THE CAMOSUN COLLEGE STUDENT SOCIETY:

CCSS	\$12.05/month
BCFS	\$2.38/month
CASA	\$0.44/month
Health	\$136/year
Dental	\$136/year
Student Refugee Program	\$0.48/month

AND

DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING LEVIES TO BE COLLECTED AND DISTRIBUTED BY COLLEGE ADMINISTRATION AS PER THE EXISTING ARRANGEMENTS AND UNDERSTANDINGS:

U-Pass	\$20.25/month
Childcare	\$1.16/month
Athletics	\$4.73/month
Recreation	\$3.29/month
Building Fund	\$4.26/month
Recycled Paper	\$0.15/month

CARRIED**3. CCSS Audited Financial Statements – Year Ending March 31, 2019**

Deborah Huelscher advised the College & Institute Act (C&IA) requires the CCSS to inform the board each year of their audited financial statements. The audit is clean, and the CCSS is in a good position. It is consistent with previous years.

4. Bargaining Update

The bargaining update was received for information.

VII ADJOURNMENT

The meeting was adjourned at 7pm.

 Laylee Rohani, Chair

 Date

 Heather Martin, Recorder



**BOARD OF GOVERNORS
BRIEFING NOTE**

SUBMITTED BY: Barbara J. Severyn, Executive Director of Human Resources
DATE: June 8, 2020
TOPIC: BARGAINING UPDATE

For Information: X

For Decision:

For Discussion:

ISSUE

The terms and conditions of employment for unionized employees at Camosun College are governed by three collective agreements that expired in 2019. The collective agreement between Camosun College and the British Columbia Government Employees' Union was renewed for the term of April 1, 2019 to March 31, 2022 and the final step in ratification of the Canadian Union of Public Employees, Local 2081, collective agreement for the term of July 1, 2019 – June 30, 2022 occurred today, June 2, 2020. Contract negotiations will continue between Camosun College and the Camosun College Faculty Association until a tentative agreement is reached and the memorandum of settlement is ratified.

Background:

A Briefing Note dated November 14, 2018, provided the Board with background information regarding Government's bargaining mandate; how proposals are developed and bargaining committees formed; the strategic roles of the Board, College Executive Team (CET) and Local Bargaining Committees; as well as bargaining progress to date. Board updates will continue to be regularly provided until bargaining has concluded for all the Unions at Camosun College.

British Columbia Government Employees' Union (BCGEU) Common and Local Agreement: The BCGEU Common and Local agreements were ratified by the parties' respective principals on May 3, 2019.

Federation of Post-Secondary Educators of BC (FPSE) and Camosun College Faculty Association (CCFA)
 -- Common and Local Agreements: The FPSE Template Table reached a tentative agreement with respect to the FPSE Common Agreement on May 1, 2020. Face-to-face local bargaining was paused as a result of COVID-19; however, negotiations between the College and the Union have recently commenced in an alternate format. Both the common and the local tentative agreements will form a package that will be sent to the Board for ratification.

Canadian Union of Public Employees, Local No. 2081 (CUPE): Effective June 2, 2020, the CUPE Collective Agreement has been ratified by all parties (CUPE membership, Camosun College Board of Governors as well as the PSEA Board of Directors). Effective immediately, the College will begin implementation of the Collective Agreement between Camosun College and CUPE Support Staff Local 2081 for the term of July 1, 2019 to to June 30, 2022.