



## BOARD OF GOVERNORS

### REGULAR MEETING AGENDA

**MEETING:** Monday, May 6, 2024  
**TIME:** 5:00 pm  
**LOCATION:** Paul 216, Lansdowne Campus  
**ONLINE:** Teams

**BOARD MEMBERS:**

Tanya Clarmont, Chair  
 Bijan Ahmadi  
 Monty Bryant, Past Chair  
 Jeremy Burgess  
 Joanne Cumberland  
 Shane Hartman  
 Lindsay Kearns  
 Brenda McBain  
 Ruth Mojeed Ramirez  
 Mike Stubbing  
 Lane Trotter, President  
 Al van Akker

**ADMINISTRATION:**

John Boraas, Provost & VP Education & Innovation  
 John D’Agnolo, Exec. Dir., Human Resources  
 Deborah Huelscher, VP Administration & CFO  
 Jody Kitts, Director, Advancement and Alumni Engagement  
 Rodney Porter, Exec. Dir., Communications & Marketing  
 Jen Stone, Exec. Dir., Strategy, Planning & Transformation  
 Richard Stride, Acting VP Enrolment & Community Engagement

**GUESTS:** Evan Hilchey, Exec. Dir., Administration Services  
 Laura Mitchell, Director, Student Affairs  
 Stephanie Pedneault, Student Support Manager

**EXECUTIVE ASSISTANT:** Heather Martin

**REGRETS:** Logan Hudson  
 Jagjeet Singh

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

	I, A, D	Page
<b>I. CALL TO ORDER</b>		
<b>II. APPROVAL OF THE AGENDA</b>		
<b>III. BOARD MEMBER REPORTS</b>		
1. Chair’s Report [5 min] (Tanya Clarmont)	I	no attachment
2. President’s Report [5 min] (Lane Trotter)	I	attachment 5
3. Foundation [5 min] (Jody Kitts/Joanne Cumberland/Richard Stride)	I	no attachment
4. Education Council [5 min] (Bijan Ahmadi/Monty Bryant)	I	
i) Minutes of the March 20, 2024, meeting		attachment 6
5. Pacific Institute for Sport Education [5 min] (Brenda McBain)	I	no attachment

**PAGE**

**IV. BOARD COMMITTEE REPORTS**

- 1. Cybersecurity Sub-Committee [10 min] (Lindsay Kearns)
  - i) Report from the April 22, 2024, meeting I no attachment
  - a) Cybersecurity Sub-Committee Terms of Reference Revision D attachment 11
- 2. Executive Committee
  - i) Report from the April 22, 2024, meeting [5 min] (Tanya Clarmont) I no attachment
  - ii) G-2.7 Protected Disclosure Policy [10 min] (Deborah Huelscher, Evan Hilchey) D attachment 14

**V. APPROVAL OF THE MINUTES**

- Minutes of the April 8, 2024, meeting [2 min] (Tanya Clarmont) I attachment 28

**VI. NEW BUSINESS**

- 1. Sexual Violence Policy Implementation Report [10 min] (Laura Mitchell, Stephanie Pedneault) I attachment 33
- 2. Camosun College Student Society (CCSS) Fee Levies [5 mins] (Deborah Huelscher) D attachment 41
- 3. CCSS Audited Financial Statements [5 mins] (Deborah Huelscher) I attachment 43
- 4. Camosun College Branding Tagline [10 min] (Rodney Porter) I no attachment
- 5. Indigenization at the Board Table [10 min] (Tanya Clarmont) I no attachment
- 6. Board Chair: Call for Nominations 2024/25 [5 min] (Deborah Huelscher) A no attachment

**VII. ADJOURNMENT**

- I Information
- A Advice
- D Requires a decision. See Page 3 for the proposed motions. attachment 3



**BOARD OF GOVERNORS**

**Regular Meeting**

**MOTIONS**

**Monday, May 6, 2024**

**IV BOARD COMMITTEE REPORTS**

**1. Cybersecurity Sub-Committee**

**i. Cybersecurity Sub-Committee Terms of Reference Revision**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO 'G-1.9.1 CYBERSECURITY SUB-COMMITTEE TERMS OF REFERENCE' UNDER 'COMMITTEE OPERATION' TO STATE THAT THE COMMITTEE WILL MEET ONCE A TERM INSTEAD OF FOUR TIMES A YEAR.

**2. Executive Committee**

**ii. G-2.7 Protected Disclosure Policy**

**MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED NEW POLICY 'G-2.7 PROTECTED DISCLOSURE' WHICH WILL GO INTO EFFECT JUNE 1, 2024.

**VI NEW BUSINESS**

**2. Camosun College Student Society (CCSS) Fee Levies**

**MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING FEES FOR THE 2024-2025 ACADEMIC YEAR AND REMIT SAME TO THE CAMOSUN COLLEGE STUDENT SOCIETY:

CCSS	\$14.03/month
BCFS	\$2.75/month
CASA	\$.63/month
Health	\$153/year
Dental	\$153/year
Student Refugee Program	\$1.30/month
Virtual Health	\$36.00/year

**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	\$1.34/month
Athletics	\$5.50/month
Recreation	\$3.83/month
Building Fund	\$4.97/month
Recycled Paper	\$0.17/month



## Board of Governors

**SUBMITTED BY:** Lane Trotter, President  
**DATE:** May 6, 2024  
**TOPIC:** President's Report: April 4 – May 6, 2024

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**Note: A verbal report will be provided for events from April 23, due to the publishing timeline of the Board meeting package.**

### 1. Meetings with External Community

On April 5<sup>th</sup> Camosun Instructor Patrick Jones and I met with Minister Rob Fleming to discuss the potential for Electric Vehicle Heavy Duty Technician training at Camosun.

On April 11<sup>th</sup> I met with Ron Rice, Executive Director of the Victoria Native Friendship Centre.

On April 18<sup>th</sup> I attended the BC College's Presidents meeting which was held on-line. The meeting included continued discussion regarding international education.

### 2. Special Events

On April 4<sup>th</sup> I attended the Camosun Chargers Awards Ceremony and had the honor of presenting the President's Cup Award to Taya Carsten, a member of Chargers Women's Basketball team. Taya is in the third year of the Kinesiology program and finished last semester on the Deans List with a perfect 9.0 GPA while registered in five courses.

On April 9<sup>th</sup> I attended the Greater Victoria Chamber of Commerce CEO Breakfast at UVic.

On April 16<sup>th</sup> I attended the Greater Victoria Chamber of Commerce AGM.

On April 18<sup>th</sup> I attended the Camosun Comic Arts Festival which showcased the creations of the very talented graduating students in our Comics and Graphic Novels program.

On April 19<sup>th</sup> I attended the Co-Op/Work-Integrated Learning Student and Employer of the Year Awards Ceremony.



# APPROVED Minutes

## REGULAR MEETING

Wednesday, Mar 20, 2024

4:00 - 6:00 pm

P216, LACC 321, MS Teams

### Present

#### Voting Members

- |   |                                  |
|---|----------------------------------|
| 1. Alexis Martfeld, Faculty                     | 10. John Boraas, Administration  |
| 2. Andrea Kucherawy, Support Staff (Vice-Chair) | 11. Lois Fernyhough, Faculty     |
| 3. Bijan Ahmadi, Faculty (Chair)                | 12. Mark Fournier, Faculty       |
| 4. Blair Fisher, Faculty                        | 13. Navreet Singh Sidhu, Student |
| 5. Derek Murray, Faculty                        | 14. Nicholas Read, Faculty       |
| 6. Edgar Nelson, Faculty                        | 15. Ritika, Student              |
| 7. Heather Del Villano, Administration          | 16. Scott Harris, Administration |
| 8. Isabel Grondin, Faculty                      | 17. Tia Primrose, Support Staff  |
| 9. Ivy Bell, Student                            |                                  |

#### Non-Voting Members

- |  |                                 |
|--|---------------------------------|
| Christopher Avis, Interim ICC Chair        | Lane Trotter, President         |
| Peter Moroney, Education Policy & Planning | TBA, Indigenization Coordinator |
| Dr. Monty Bryant, Board of Governors       |                                 |

### Guests:

**Regrets/Absent:** Richard Doucet, Eyē? Sqâ'lewen; Steven Rumpel; Ryan Russell

ITEM	PRESENTER
<p><b>A. CALL TO ORDER AND DECLARATION OF QUORUM</b></p> <p>The regular meeting was called to order at 4:04 pm. Quorum was reached.</p>	Bijan Ahmadi
<p><b>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</b></p> <p><i>Camosun College campuses are located on the traditional territories of the Lək'wəḡən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i></p>	Bijan Ahmadi

ITEM	PRESENTER
<b>C. CHECK-IN</b> Bijan welcomed the Council to the meeting and provided members an opportunity to share any School, unit, or personal updates that they had.	Bijan Ahmadi
<b>D. ACCEPTANCE OF AGENDA</b> The agenda for <a href="#">Mar 20, 2024</a> was approved by unanimous consent.	Bijan Ahmadi
<b>E. MINUTES FOR APPROVAL</b> The minutes for the <a href="#">Feb 21, 2024</a> meeting were approved by unanimous consent.	Bijan Ahmadi
<b>F. REPORTS</b>	
<b>1. Education Council Chair</b> Bijan reminded members that the nomination period for Education Council’s 2024-25 session closes today. He encouraged those interested in returning and/or those who know someone who would be interested to get their nominations submitted.	Bijan Ahmadi
<b>2. Provost and VP Education and Innovation</b> John reported that it has been an exciting and fulfilling month. There are a range of projects underway, especially in partnership with the Registrar’s Office and some of the Student Experience areas. New programming ideas for Arts & Science, among others, are being looked at. Everything is currently a work in progress with no results to identify. He also acknowledged and is excited about the Walls Optional workshop that Chris Avis is organizing.	John Boraas
<b>3. Board Member</b> Monty informed the council that Ian Humphries presented the Truth and Reconciliation report. He outlined seven partly completed and ongoing projects: three hiring and process actions - recruitment and selection; Indigenous language learning opportunities for employees; TELFIN TFE WILNEW – over 600 people have completed; plan is under development for revitalization of the Camas fields at Lansdowne; working with local Nations for on and off campus sweat lodge sites; carving tent for a carver in residence for house posts; Library - Indigenizing Citations Guide.	Dr. Monty Bryant
<b>G. COMMITTEE REPORTS</b>	
<b>Education Council Policy and Standards Committee</b> Pete reported that there was no committee meeting in March, and the next meeting is scheduled for April 5. He extended an invitation to anyone who wishes to attend as a guest. There are several items in the works, however nothing is ready to be brought to Policy and Standards. Pete reported to the council that administrative changes were made to the Learning Outcomes Standard, which are updates regarding standardizing punctuation of Learning Outcomes to bring them	Peter Moroney

ITEM	PRESENTER
in line with the Standard. Andrea will distribute the updated documents to the council by email.	
<b>H. INTEGRATED CURRICULUM COMMITTEE REPORT</b>	Christopher Avis
<b>Regular Curriculum for Approval</b>	
Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:	
CO-OP & APPLIED LEARNING (OMNIBUS REVISIONS):	
<a href="#">CDEV WPS - Workplace Preparation Skills</a>	
<a href="#">CIVE 104 - Work Term 1</a>	
<a href="#">CIVE 204 - Work Term 2</a>	
<a href="#">CIVE 304 - Work Term 3</a>	
<a href="#">KIN 102 - Internship</a>	
<a href="#">KIN 102P - Parallel Internship</a>	
<a href="#">KIN 402 - Internship</a>	
<a href="#">KIN 402P - Parallel Internship</a>	
<a href="#">SPMA 102 - Internship</a>	
<a href="#">SPMA 102P - Parallel Internship</a>	
<a href="#">SPMA 402 - Internship</a>	
<a href="#">SPMA 402P - Parallel Internship</a>	
<a href="#">COMP 104 - Work Term 1</a>	
<a href="#">COMP 204 - Work Term 2</a>	
<a href="#">COMP 304 - Work Term 3</a>	
<a href="#">CSNT 104 - Work Term 1</a>	
<a href="#">CSNT 204 - Work Term 2</a>	
<a href="#">ECET 104 - Work Term 1</a>	
<a href="#">ECET 204 - Work Term 2</a>	
<a href="#">ECET 304 - Work Term 3</a>	
<a href="#">ENGR 104 - Work Term 1</a>	
<a href="#">ENGR 204 - Work Term 2</a>	
<a href="#">ICS 104 - Work Term 1</a>	
<a href="#">ICS 204 - Work Term 2</a>	
<a href="#">ICS 304 - Work Term 3</a>	
<a href="#">MENG 104 - Work Term 1</a>	
<a href="#">MENG 204 - Work Term 2</a>	
<a href="#">MENG 304 - Work Term 3</a>	
<a href="#">ENVR 101 - Co-operative Work Experience 1</a>	
<a href="#">ENVR 201 - Co-operative Work Experience 2</a>	
<a href="#">BUS 101 - Co-operative Work Experience 1</a>	
<a href="#">BUS 102 - Internship Work Experience 1</a>	
<a href="#">BUS 201 - Co-operative Work Experience 2</a>	
<a href="#">BUS 202 - Internship Work Experience 2</a>	
<a href="#">BUS 301 - Co-operative Work Experience 3</a>	
<a href="#">BUS 401 - Co-operative Work Experience 4</a>	
<a href="#">CMNS 102 - Internship Work Experience 1</a>	



ITEM	PRESENTER
<a href="#">HMGT 101 - Co-operative Work Experience</a>	
<a href="#">HMGT 102 - Internship Work Experience</a>	
<a href="#">TMGT 401 - Internship Work Experience</a>	
<a href="#">ART 101 - Cooperative Work Experience 1</a>	
<a href="#">CRIM 102 - Internship Work Experience</a>	
<a href="#">CHEM 290 - Laboratory Internship</a>	
<a href="#">CHEM 291 - Co-operative Work Experience 1</a>	
<a href="#">ASDG 101 - Co-operative Work Experience 1</a>	
<a href="#">ASDG 102 - Internship Work Experience 1</a>	
<a href="#">ASDG 201 - Co-operative Work Experience 2</a>	
<a href="#">ASDG 202 - Internship Work Experience 2</a>	
<a href="#">ASDP 101 - Co-operative Work Experience 1</a>	
<a href="#">ASDP 102 - Internship Work Experience 1</a>	
<a href="#">ASDP 201 - Co-operative Work Experience 2</a>	
<a href="#">ASDP 202 - Internship Work Experience 2</a>	
T&T: ELECTRONICS & COMPUTER ENGINEERING	
<a href="#">CSNT 110</a>	
<a href="#">CSNT 111</a>	
<a href="#">CSNT 132</a>	
<a href="#">CSNT 160</a>	
HHS: CONTINUING CARE	
<a href="#">Health Care Assistant (Certificate)</a>	
<a href="#">Health Care Assistant - ESL (Certificate)</a>	
<a href="#">Health Care Assistant - Indigenous (Certificate)</a>	
<a href="#">HCA 110</a>	
<a href="#">HCA 120</a>	
<a href="#">HCA 130</a>	
<a href="#">HCA 140</a>	
<a href="#">HCA 150</a>	
<a href="#">HCA 154</a>	
<a href="#">HCA 161</a>	
<a href="#">HCA 162</a>	
<a href="#">HCA 171</a>	
<a href="#">HCA 172</a>	
<a href="#">HCA 173</a>	
<a href="#">HCA 174 (Cancellation)</a>	
BUS: HOSPITALITY TOUR & GOLF MANAGEMENT	
<a href="#">Hospitality Management (Diploma)</a>	

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ITEM	PRESENTER
<p><b>Motion:</b> That Education Council approves changes to the curriculum as submitted:</p> <p style="text-align: right;"><b>Moved by: Andrea Kucherawy</b> <b>Seconded by: Blair Fisher</b> <b>Motion Carried</b></p>	
<b>I. ADJOURNMENT</b>	<b>Bijan Ahmadi</b>
The meeting adjourned at 4:38 pm.	

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**BRIEFING NOTE**  
**Board of Governors**

**Cybersecurity Sub-Committee**

**SUBMITTED BY:** Lindsay Kearns, Chair, Cybersecurity Sub-Committee  
**DATE:** May 6, 2024  
**TOPIC:** G-1.9.1 Cybersecurity Sub-Committee Terms of Reference – Meeting Frequency

For Information:

For Decision: X

For Advice:

**1. OVERVIEW**

The Board of Governors approved the Cybersecurity Sub-Committee Terms of Reference on November 6, 2023.

Under ‘Committee Operation,’ the Terms of Reference indicate the committee will meet four times a year. It states the Chief Information Officer (CIO) will provide quarterly reports which will be relayed to the Board members. The Risk and Audit Committee, which includes the whole Board, receives an annual cybersecurity report from the CIO in fall.

The proposal is to revise the Terms of Reference to state ‘The committee will meet once a term’ instead of ‘The committee will meet four times a year.’ The change would recognize that because we do not meet over the summer, and we are trying to fit four meetings into nine months; and the Board already receives an annual cybersecurity report at the Risk and Audit Committee meeting in the fall.

If the committee supports the recommendation, the revised Terms of Reference will go to the Board of Governors for approval. If approved, the schedule will be adjusted accordingly.

**2. OPTIONS**

- Approve the revision to the Cybersecurity Sub-Committee Terms of Reference to meet once a term instead of quarterly.
- Do not approve the revision to the Cybersecurity Sub-Committee Terms of Reference to meet once a term.

**3. RECOMMENDATION AND OR MOTION**

**MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO ‘G-1.9.1 CYBERSECURITY SUB-COMMITTEE TERMS OF REFERENCE’ UNDER ‘COMMITTEE OPERATION’ TO STATE THAT THE COMMITTEE WILL MEET ONCE A TERM INSTEAD OF FOUR TIMES A YEAR.

**4. SUPPORTING DOCUMENTATION:**

G-1.9.1 Cybersecurity Sub-Committee Terms of Reference



POLICY TITLE	Cybersecurity Sub-Committee Terms of Reference
POLICY NUMBER	G-1.9.1
APPROVAL DATE	November 6, 2023
APPROVAL BODY	Board of Governor
REPLACES (IF APPLICABLE)	n/a
LAST UPDATE OR AMENDMENT OR REVIEW DATE	
NEXT REVIEW DATE	November, 2028
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Board Vice-Chair
SUPPORTING DOCUMENTS	

## CYBERSECURITY SUB-COMMITTEE TERMS OF REFERENCE

### TERMS OF REFERENCE

The Cybersecurity Sub-Committee is a sub-committee of the Board of Governors Risk and Audit Committee. They are responsible for assisting the Board of Governors in fulfilling its enterprise risk management oversight by monitoring the college's cybersecurity risk mitigation policies and strategies. The Sub-Committee will provide quarterly reports and recommendations to the Board, which will include recommendations on regular training in cybersecurity risk management.

### DEFINITIONS

- Cybersecurity** is the practice of protection of critical systems and data from cyberattacks, ransomware and other information technology threats.
- Enterprise risk management (ERM)** (including cybersecurity risk management) protects systems and data. ERM uses technology, processes, and practices to:
  - Identify assets and threats.
  - Determine the likelihood of threats materializing.
  - Determine the potential impacts.
  - Document current mitigation strategies.
  - Identify and implement mitigation strategies to manage residual risk (risk that remains after measures are in place).
  - Monitor risk and mitigation strategies.

### GUIDING PRINCIPLE

The Board of Governors oversees cybersecurity risk management by holding management accountable for identifying and mitigating risks. The Auditor General of BC has set the requirements for public post-secondary institutions for cybersecurity risk management including training for the Board.



## ROLE

The role of the Cybersecurity Sub-Committee is of oversight.

- The Sub-Committee will ensure the Board is aware of the cybersecurity mitigation strategies that are in place by providing quarterly updates to the Board.
- The Sub-Committee will ensure the Board members have adequate regular training in the oversight of managing cybersecurity.

## MEMBERSHIP

1. The Cybersecurity Sub-Committee will consist of no fewer than four appointed Board members appointed by the Risk and Audit Committee Chair. The Risk and Audit Committee Chair will chair the Sub-Committee. The College President will be an *ex-officio* non-voting member of the committee. The Chief Information Officer (CIO) and the VP Administration & Chief Financial Officer (CFO) will attend as resources. Non-Board members with expertise will be invited at the discretion of the Sub-Committee Chair.
2. All membership appointments will be for one year. Re-appointments are permitted.

## COMMITTEE OPERATION

The committee will meet at **least once per term four times a year**, coordinating with the Executive Committee's schedule. An annual schedule will be drawn up prior to the commencement of each academic year (September). Extra meetings may be added.

~~The committee will receive quarterly reports at from the Chief Information Officer and relay the reports to the Board of Governors with recommendations, including for training.~~

The committee will receive **quarterly** reports **at each meeting** from the Chief Information Officer and will relay the reports to the Board of Governors with recommendations, including for training. **The Chief Information Officer will continue the practice of providing an annual cybersecurity report directly to the whole Board at the fall Risk and Audit Committee meeting.**

The majority of the members of the committee will constitute a quorum.

Administrative support will be provided by the Executive Assistant to the Board.

Committee members will be expected to attend all meetings, including extra meetings.

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

- [G-1.9 Risk and Audit Committee Terms of Reference](#)
- [0-2.1 College-Wide Risk Management](#)



## BRIEFING NOTE

**SUBMITTED BY:** Deborah Huelscher, VP Administration & CFO  
**DATE:** May 6, 2024  
**TOPIC:** PIDA Requirements - Protected Disclosure Policy G-2.7

For Information:

For Decision: **X**

For Advice:

### 1. OVERVIEW

The *Public Interest Disclosure Act* (“PIDA”) is BC’s “whistleblower” legislation, which came into force December 1, 2019. PIDA has the effect of protecting a Camosun employee or former employee who wishes to report serious wrongdoings (the “Wrongdoings”) in good faith.

As per PIDA, Wrongdoings include:

- A serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada.
- An act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions.
- A serious misuse of public funds or public assets.
- Gross or systemic mismanagement.
- Knowingly directing or counselling a person to commit one or more of the wrongdoings described above.

Post-secondary institutions must have a mechanism in place by June 1, 2024 to allow the following:

- An employee/former employee to report an allegation while having their privacy protected; and
- A mechanism for investigating the allegation of Wrongdoing through having a Designated Officer who is responsible for receiving and investigating disclosures of suspected Wrongdoing including Reprisals and taking appropriate action.
- A reporting process that includes annual statistics such as the number of investigations started, number of disclosures made, description of Wrongdoing or corrective actions taken. All reporting must protect the identify of those involved, in accordance with the BC Freedom of Information and Protection of Privacy Act (FIPPA).

Upon approval by the Board May 6, 2024, the college will initiate activity to implement the policy, including:

- Communications including CamNews and other messaging.
- Presentation to Senior Leadership Council.
- Employee training.

### 2. OPTIONS

Camosun College has a statutory requirement to comply with the Freedom of Information and Protection of Privacy Act and the British Columbia’s Public Interest Disclosure Act. The above-mentioned documents, reporting options, and training meet these requirements.

**3. FINANCIAL IMPLICATIONS**

There are no anticipated additional costs associated with meeting the statutory requirements.

**4. PROTECTED DISCLOSURE POLICY G-2.7**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED NEW POLICY 'G-2.7 PROTECTED DISCLOSURE' WHICH WILL GO INTO EFFECT JUNE 1, 2024.

**5. SUPPORTING DOCUMENTATION:**

- Protected Disclosure Policy G-2.7
- Protected Disclosure Procedures G-2.7.1
- Protected Disclosure Form G-2.7.2



POLICY TITLE	Protected Disclosure
POLICY NUMBER	G-2.7
APPROVAL DATE	TBD
APPROVAL BODY	Board of Governor
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
NEXT REVIEW DATE	2028
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Vice President, Administration & CFO
SUPPORTING DOCUMENTS	G-2.7.1 Protected Disclosure Procedures G-2.7.2 Protected Disclosure Form

## PROTECTED DISCLOSURE

### PURPOSE AND/OR RATIONALE

The [Public Interest Disclosure Act](#) (PIDA) protects an Employee who in good faith requests Advice about making, or makes, a Disclosure of Wrongdoing, as defined under PIDA, or who makes a complaint about Reprisal. PIDA also protects Employees and contractors, who in good faith cooperate with an investigation under PIDA. As a public institution, Camosun is committed to its obligations under PIDA.

The purpose of this Policy, and related procedures, is to communicate processes that comply with PIDA for:

- Ensuring Employees who seek advice and/or make Disclosures in good faith about suspected Wrongdoing or unlawful conduct may do so without fear of Reprisal;
- Allowing Camosun to manage and investigate Disclosures and report on the outcomes of those investigations;
- Protecting individuals who seek Advice about making a Disclosure, make good faith Disclosures, or participate in Investigations, from Reprisal; and
- Protecting the rights of individuals against whom allegations have been made.

### POLICY APPLICATION, SCOPE, AND LIMITS

This policy applies to the reporting of suspected or confirmed instances of Wrongdoing and/or Reprisal, as defined within PIDA.

This policy applies to Camosun Employees and to former Employees who were employed by Camosun when Wrongdoing occurred or was discovered. This policy does not displace other mechanisms set out in Camosun Policies for addressing and enforcing standards of conduct, disputes, complaints or grievances, including issues of discrimination, bullying and harassment, occupational health and safety or disputes over employment matters or under collective agreements.





If there are concerns about whether certain conduct amounts to Wrongdoing or Reprisal, advice should be sought to determine if the misconduct is, in fact, within the scope of this policy.

This policy does not apply to members of the public, volunteers, or to students.

Nothing in this policy relieves Camosun employees from the responsibility of addressing Wrongdoing in accordance with good management practices and existing policies and procedures. Employees are expected to utilize appropriate Camosun policies that address employee conduct unless the applicable policies are ineffective or inappropriate in the circumstance.

Nothing in this policy will limit or amend the provisions of any collective agreement or terms of employment between Camosun and its employees.

## DEFINITIONS

1. **Advice:** means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this policy or PIDA
2. **Board:** Camosun College Board of Governors
3. **College:** Camosun College
4. **Designated Officer:** The Designated Officer responsible for receiving and investigating disclosures of suspected Wrongdoing, including Reprisals and taking appropriate action. The Vice President, Administration & CFO is the Designated Officer, except where allegations of Wrongdoing involve the President, Vice President, Administration & CFO, members of the Board, or Board Chair. In those cases:
  - a) The President is the Designated Officer for allegations involving the Vice President, Administration & CFO.
  - b) The Board Chair is the Designated Officer for allegations involving the President or a Board member.
  - c) The Vice Chair or, if the Vice Chair is not available, the Chair of Board Finance Committee is the Designated Officer for allegations involving the Board Chair.
5. **Discloser:** means an Employee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal.
6. **Disclosure:** The communication of information reporting suspected Wrongdoing.
7. **Employee:** refers to a past and present employees of Camosun or to a member of a class of persons prescribed by regulation.
8. **FIPPA:** means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;
9. **Good Faith:** Good Faith includes but is not limited to: honesty, sincerity of intention, acting with integrity, and fair conduct. Good Faith is absent of the intent to act malicious, vexatious, or to take unfair advantage for personal benefit.
10. **Investigation:** means an investigation undertaken by Camosun under this policy or by the Ombudsperson under PIDA
11. **PIDA:** means the *Personal Information Disclosure Act* of British Columbia, and all regulations thereto;
12. **Personal Information:** has the same meaning set out in FIPPA, namely “recorded information about an identifiable individual other than contact information”, and includes any information from which the identity of a Discloser or any person who is accused of Wrongdoing or



participates in an Investigation can be deduced or inferred;

**13. Procedure:** means Camosun's Protected Disclosure Procedures associated with this policy;

**14. Reprisal:**

- a) In respect of an Employee: the imposition of, and any threats to impose, a disciplinary measure, a demotion, a termination of employment, or any measure that adversely affects the employee's employment or working conditions because they made a Disclosure or sought Advice or made a complaint about a Reprisal.
- b) In respect of a contractor, terminating a contract or agreement, withholding a payment that is due and payable under a contract or agreement, or refusing to enter into a subsequent contract or agreement.

**15. Workplace Leader:** an existing Camosun College employee who has direct reports and acts in a supervisory capacity to other existing college employees.

**16. Wrongdoing:** refers to:

- a) a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- b) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- c) a serious misuse of public funds or public assets;
- d) gross or systematic mismanagement;
- e) knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

## PRINCIPLES

1. Camosun is committed to maintaining the highest standards of ethical conduct and promotes a culture of honest, transparent, and accountable behaviour in which Employees are encouraged to disclose Wrongdoing, including receipt of complaint, investigation, and responding to Disclosures. The College is also committed to providing information and training about PIDA, this policy, and its associated supporting documents.
2. Workplace Leaders who receive a Disclosure must provide the Disclosure to the Designated Officer.
3. Disclosure of Wrongdoing must be made in good faith, based on a reasonable belief that Wrongdoing has, or is about to occur, and must be disclosed in accordance with this policy and its associated supporting documents.
4. Camosun will investigate Disclosures it receives under this policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.
5. Camosun will not commit or tolerate Reprisals against any Employee who seeks Advice, makes a Disclosure in good faith or participates in an Investigation. Camosun will not commit or tolerate Reprisals against any contractor who participates in an Investigation. Employees or contractors may make written complaints about Reprisals to the [BC Ombudsperson](#). The BC Ombudsperson will review, assess, and investigate the matter.



## **PRIVACY AND CONFIDENTIALITY**

Personal Information collected, used or shared in the course of receiving or responding to a Disclosure, a referral, a request for Advice, a complaint of a Reprisal or an Investigation will be treated as confidential and will be used and disclosed as described in this policy and its associated supporting documents, PIDA, or as otherwise permitted or required under FIPPA and other applicable laws.

## **REPORTING**

Each year, the President, or a delegate of the President, shall prepare, in accordance with the requirements of PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this policy will comply with the requirements of FIPPA.

## **RESPONSIBILITY**

The President is responsible for the administration of this policy and shall ensure that training and awareness is available to all Employees.

In the event that the President is unable or unavailable to perform their duties under this policy, the President may delegate their authority in writing to the Vice President, Administration & CFO.

## **CONSEQUENCES FOR NON-COMPLIANCE**

An Employee found to have engaged in Wrongdoing, Reprisal, intentional disclosure of inaccurate information, or other breach of this policy may be subject to disciplinary action, up to and including termination of employment.

An Employee who does not protect confidentiality and privacy as required by this policy and procedures and applicable law may be subject to disciplinary action, up to and including termination of employment.

An Employee who makes a disclosure in good faith will not be subject to disciplinary action, regardless of the outcome of an Investigation. This protection however does not apply to an Employee's disclosure about their own Wrongdoing.

## **RELATED LEGISLATED REFERENCES**

- [BC Public Interest Disclosure Act](#)
- [College and Institute Act](#)
- [Criminal Code of Canada](#)
- [Emergency and Disaster Management Act](#)
- [Freedom of Information and Protection of Privacy Act](#)

## **LINK TO PROVINCIAL RESOURCES**

- [BC Ombudsperson](#)



### **LINKS TO RELATED CAMOSUN POLICIES AND DIRECTIVES**

- G-2.7.1 Protected Disclosure Procedures
- G-2.7.2 Protected Disclosure Form
- [O-3. 6 Occupational Health and Safety](#)
- [O-5. 10 Respectful Workplace](#)
- [O-5. 11 Standards of Conduct](#)
- [O-6. 1 Protection of Privacy](#)

### **OTHER RELEVANT DOCUMENTS**

- Collective Agreements: BCGEU, CCFA, CUPE
- Common Agreements: BCGEU, FPSE (CCFA)
- Terms and Conditions of Employment for Exempt Employees

# POLICY SUPPORTING DOCUMENT

DOCUMENT TITLE	Protected Disclosure Procedures
DOCUMENT NUMBER	G-2.7.1
NAME OF POLICY THE DOCUMENT SUPPORTS	G-2.7 Protected Disclosure
TYPE OF DOCUMENT	Guidelines, Procedures, & Responsibilities
APPROVAL DATE	TBD
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Vice President, Administration & CFO

## PROTECTED DISCLOSURE PROCEDURES

### PURPOSE

This document provides an overview of the procedures involved in reporting, assessing, investigating, and following up on instances of Wrongdoing, as outlined in Camosun's Protected Disclosure Policy.

### DEFINITIONS

Capitalized terms in this Procedure have the meanings set out in the Protected Disclosure policy, and the following additional terms shall have the following meanings:

1. **Disclosure Form:** means the form attached to this Procedure.
2. **BC Ombudsperson:** means the Ombudsperson of British Columbia.
3. **Policy:** means Camosun's Protected Disclosure policy.
4. **Protection Official** means:
  - a. in respect of a health-related matter, the provincial health officer under the *Public Health Act*,
  - b. in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or
  - c. in any other case, an appropriate police force.
5. **Referral:** refers to a referral of allegations of Wrongdoing received from the BC Ombudsperson or another government institution for investigation by Camosun in accordance with PIDA.
6. **Respondent:** means a person against whom allegations of Wrongdoing or a complaint of a Reprisal is made.
7. **Imminent Risk:** arises when an Employee reasonably believes that a matter constitutes an urgent risk of a substantial and specific danger to the life, health or safety of persons or to the environment, as defined in section 16 of [PIDA](#).

## PROCEDURES FOR MAKING DISCLOSURES

1. An Employee who, in good faith, reasonably believes that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:
  - a. the Employee's Workplace Leader;
  - b. a Designated Officer;
  - c. the BC Ombudsperson.
2. A Disclosure should be submitted in writing using the *Protected Disclosure Form* either via mail or electronically.
3. A Disclosure may be submitted to Camosun on an anonymous basis, but must contain sufficient information to permit Camosun to conduct a full and fair Investigation into the Wrongdoing. If a Disclosure does not contain sufficient detail to permit Investigation, Camosun may take no action with respect to the Disclosure. If someone makes an anonymous Disclosure without providing their contact information, it may not be possible for the College to provide status updates on the Investigation or other notices. Notices and updates may be sent at the discretion of the Designated Officer.
4. A Discloser who is considering making a Disclosure may seek Advice from their Workplace Leader, Designated Officer, union representative, or a lawyer.
5. In the event that an allegation relates to a college employee (who may or may not be the Discloser's Workplace Leader), it is best to seek Advice from the Designated Officer.
6. Any Workplace Leader who receives a Disclosure or Referral and reasonably believes that the allegations of Wrongdoing relate to their own acts or omissions must refer the allegations of Wrongdoing to the Designated Officer.
7. To make a disclosure in the case of environmental matters, disclosures can be made to the provincial administrator as defined in section 1(1) of the [Emergency and Disaster Management Act](#).

## PROCEDURES FOR DISCLOSING IMMINENT RISK

1. PIDA permits Employees to make public disclosures if the Employee reasonably believes that a matter poses an Imminent Risk. An Imminent Risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

## POLICY SUPPORTING DOCUMENT CAMOSUN COLLEGE

2. Before making a public disclosure of an Imminent Risk, the Employee must consult with the relevant Protection Official (public health officer, Emergency Management BC, or police). [For specific procedures, see S.16 \(2\) of PIDA.](#)
3. If a Designated Officer or the BC Ombudsperson reasonably believes that a matter constitutes an Imminent Risk after receiving information under PIDA, the Designated Officer or the BC Ombudsperson may report the information to a relevant Protection Official.

### REFERRAL OF DISCLOSURE TO DESIGNATED OFFICER

Each Workplace Leader who receives a Disclosure or Referral under this Policy must promptly share it and all materials supplied, to the Designated Officer as follows:

1. Unless the allegations concern alleged Wrongdoing by the President, Vice President, Administration & CFO the President, members of the Board, or the Board Chair, the Disclosure or Referral shall first be referred to the Vice President, Administration & CFO, who may delegate their duties under the Policy and this Procedure to any other Designated Officer. See definition of *Designated Officer* in the Protected Disclosure Policy.
2. If the allegations concern Wrongdoing by all of the Designated Officers listed in Protected Disclosure Policy, then the Workplace Leader may refer the Disclosure or Referral to the BC Ombudsperson.

### RESPONSIBILITIES OF THE DESIGNATED OFFICER

The Designated Officer is responsible to:

1. Receive and respond to any Disclosure, Referral or request for Advice;
2. Receive and respond to reports made by Employees about Imminent Risks;
3. If the Designated Officer reasonably believes that an Imminent Risk exists, the Designated Officer may make a report to the relevant Protection Official;
4. Review allegations of Wrongdoing in a Disclosure or Referral and determine if they fall within the scope of PIDA or the Policy;
5. Refer disclosures or allegations falling outside the scope of PIDA or this Policy to the appropriate authority or dispute resolution process, as applicable;
6. If a Disclosure relates to Wrongdoing at another ministry, government body or office subject to PIDA, refer the Disclosure to that institution;

POLICY SUPPORTING DOCUMENT  CAMOSUN  
COLLEGE

7. Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;
8. If appropriate, initiate an Investigation into allegations of Wrongdoing;
9. Assess the risk of any Reprisal to the Discloser, and take appropriate action, if any, to mitigate that risk;
10. Manage communications with the Discloser and Respondent;
11. Notify the Discloser and Respondent of the outcome of the Investigation;
12. Ensure that all Personal Information received by Camosun related to the Disclosure, Referral, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and PIDA.

### **RESPONSIBILITIES OF EMPLOYEES**

All Employees are responsible to:

1. Make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;
2. Refrain from engaging in Reprisals and report all Reprisals in accordance with this Procedure and PIDA;
3. Maintain the confidentiality of Personal Information received in connection with a Disclosure, Referral, request for Advice or Investigation in accordance with the Protected Disclosure policy, this Procedure and PIDA;
4. Provide cooperation with investigations by Camosun or the BC Ombudsperson;
5. Seek appropriate advice if uncertain about whether to make a Disclosure or a public disclosure of an Imminent Risk; and
6. Comply with the requirements of PIDA and Camosun College's Protected Disclosure Policy, associated Supporting Documents.



## INVESTIGATIONS

1. Every person involved in receiving, reviewing and investigating Disclosures, Referrals or complaints of Reprisals must carry out those functions in as expeditious, fair and proportionate manner as appropriate in the circumstances and as required under PIDA.
2. Camosun shall seek to complete all Investigations in a timely manner upon receipt of a Disclosure, or Referral or a complaint of Reprisals, but the Designated Officer may shorten or extend this time depending on the nature and complexity of the allegations.
3. The Designated Officer may expand the scope of any Investigation beyond the allegations set out in the Disclosure or Referral to ensure that any potential Wrongdoing discovered during an Investigation is investigated.
4. All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation.
5. The Designated Officer may request assistance from the BC Ombudsperson regarding a Disclosure or Referral or refer allegations of Wrongdoing in whole or in part to the BC Ombudsperson, provided that notice of the Referral is provided to the applicable Discloser.
6. The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
  - a. the Disclosure or Referral does not provide adequate details of the Wrongdoing;
  - b. the Disclosure or Referral is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure or Referral under the Protected Disclosure policy or PIDA, or does not deal with Wrongdoing;
  - c. the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure or Referral;
  - d. the Disclosure relates solely to a public policy decision;
  - e. the allegations are already being or have been appropriately investigated by the BC Ombudsperson, Camosun or other appropriate authority;
  - f. the Investigation may compromise another investigation; or
  - g. PIDA otherwise requires or permits Camosun to suspend or stop the Investigation.
7. Subject to Camosun's obligations under FIPPA, the Discloser and any other appropriate persons are provided with a summary of the Designated Officer's findings, including:
  - a. notice of any finding of Wrongdoing,
  - b. a summary of the reasons supporting any finding of Wrongdoing;
  - c. any recommendations to address findings of Wrongdoing.

## POLICY SUPPORTING DOCUMENT

8. If a Disclosure is made directly to the BC Ombudsperson, the BC Ombudsperson may investigate and provide a copy of the investigation report to Camosun College. The BC Ombudsperson may request that Camosun notify them of the steps it has taken or proposed to take to follow up on the recommendations identified in the report within 30 days.
9. The obligations to provide notice to a Discloser under this Policy do not apply to a Discloser who submits their Disclosure anonymously. However, such notices may be provided, at the discretion of the Designated Officer, if the Discloser provides contact information.

### REPRISALS

1. Camosun will not tolerate Reprisals against Employees who make Disclosures or Employees or contractors who participate in an Investigation or other proceeding under this Policy or PIDA.
2. Any Employee who believes that they have been the subject of a Reprisal may make a complaint to the BC Ombudsperson, who may investigate in accordance with the procedures set out in PIDA.
3. Employees who engage in any Reprisals shall be subject to disciplinary action up to and including dismissal.

### ANNUAL REPORT

1. Each year, the President or their delegate must prepare a report on all Disclosures of Wrongdoing that have been made in that year, including Disclosures made to the BC Ombudsperson, if a Designated Officer of Camosun has been notified about the Disclosures or Investigations. That report must include:
  - a. the number of Disclosures received, including Referrals of Disclosures and the number acted on and not acted on;
  - b. the number of Investigations commenced as a result of a Disclosure
  - c. in the case of an Investigation that results in a finding of Wrongdoing:
    - i. a description of the Wrongdoing,
    - ii. any recommendations, including those made by the BC Ombudsperson, and
    - iii. any corrective action taken in relation to the Wrongdoing or the reasons why no corrective action was taken; and
  - d. any other information required by PIDA or its regulations.
2. That report must not include any material that would:
  - a. unreasonably invade a person's privacy;
  - b. reveal the identity of a Discloser, or
  - c. reveal the identify of an individual who was the subject of an Investigation.

## PRIVACY AND CONFIDENTIALITY

1. Personal Information collected, used or shared in the course of receiving or responding to a Disclosure, a Referral, a request for Advice, a complaint of a Reprisal or an Investigation will be treated as confidential and will be used and disclosed as described in this policy and its associated supporting documents, PIDA, or as otherwise permitted or required under FIPPA and other applicable laws.
2. Any person who, in their capacity as an Employee of Camosun, receives information about the identity of a Discloser, shall maintain the identity of the Discloser in confidence, and may only use or share that information for the purposes described in this Policy or PIDA, except with the consent of the Discloser or as authorized or required by PIDA or other applicable laws.
3. Camosun shall ensure there are reasonable security measures in place to protect all Personal Information that Camosun collects or uses in the course of receiving or responding to a Disclosure, a request for Advice, a Referral or complaint of a Reprisal or conducting an Investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared by its Employees internally or externally on a need to know basis.

## RELATED LEGISLATED REFERENCES

- [BC Public Interest Disclosure Act](#)
- [College and Institute Act](#)
- [Criminal Code of Canada](#)
- [Emergency and Disaster Management Act](#)
- [Freedom of Information and Protection of Privacy Act](#)

## LINK TO PROVINCIAL RESOURCES

- [BC Ombudsperson](#)

## LINKS TO RELATED CAMOSUN POLICIES AND DIRECTIVES

- G-2.7 Protected Disclosure Policy
- G-2.7.2 Protected Disclosure Form
- [O-3. 6 Occupational Health and Safety](#)
- [O-5. 10 Respectful Workplace](#)
- [O-5. 11 Standards of Conduct](#)
- [O-6. 1 Protection of Privacy](#)

## OTHER RELEVANT DOCUMENTS

- Collective Agreements: BCGEU, CCFA, CUPE
- Common Agreements: BCGEU, FPSE (CCFA)
- Terms and Conditions of Employment for Exempt Employees



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, April 8, 2024  
**TIME:** 5:00 pm  
**LOCATION:** Paul 216, Lansdowne Campus  
**ONLINE:** Teams

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#### BOARD MEMBERS:

Tanya Clarmont, Chair  
 Bijan Ahmadi  
 Monty Bryant, Past Chair  
 Jeremy Burgess  
 Joanne Cumberland  
 Shane Hartman  
 Logan Hudson  
 Lindsay Kearns  
 Ruth Mojeed Ramirez  
 Jagjeet Singh  
 Mike Stubbing  
 Lane Trotter, President  
 Al van Akker

#### ADMINISTRATION:

John Boraas, Provost & VP Education & Innovation  
 John D'Agnolo, Exec. Dir., Human Resources  
 Deborah Huelscher, VP Administration & CFO  
 Jody Kitts, Director, Advancement and Alumni Engagement  
 Rodney Porter, Exec. Dir., Communications & Marketing  
 Jen Stone, Exec. Dir., Strategy, Planning & Transformation

#### GUESTS:

Levi Glass, Indigenous Coordinator, IECC  
 Scott Harris, Registrar  
 Todd Ormiston, Exec. Dir., Eyē? Sqâ'lewen: IECC  
 Alisha Parks, Indigenous Research & Special Projects Assistant,  
 IECC

**REGRETS:** Brenda McBain  
 Richard Stride, Acting VP Enrolment &  
 Community Engagement

**EXECUTIVE ASSISTANT:** Heather Martin

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#### I CALL TO ORDER

Tanya Clarmont, Chair, called the meeting to order at 5:00 pm.

#### II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

#### III BOARD MEMBER REPORTS

##### 1. Chair's Report

Tanya Clarmont, Chair, noted that today we are welcoming guest Sandra Bannikoff, A&S, on Teams. Lane Trotter and Tanya met several times for planning and updates.

On March 6, the Board presented the 'Award for Innovative College Partnerships – 2024' to Josai International University. It was a great joy to meet and talk with them.

- Josai International University is Camosun's oldest international student exchange partner, as it began in 1990.
- It is the first time the award has gone to an international partner.

- Camosun students have benefited from the opportunity to study at Josai, and the reciprocal exchange of knowledge and culture has been pivotal in nurturing the relationship between the two institutions.
- The JIU President Dr. Kenji Sugibayashi, his wife Hiromi, and Dean Maria Ichiyama, attended in person to receive the award.
- We were honoured to present JIU with a paddle, specially hand-made by Camosun's Indigenous Peoples in Trades Training department, with the inscription "Hands - Doing good work together".
- 60 to 70 guests joined in the celebration. It was a wonderful, festive occasion.
- President Sugibayashi sent thank you letters to Lane and Tanya, and they are included in the agenda package.

On March 8, Tanya had an introductory meeting online with the new Minister of Post-Secondary Education & Future Skills, Lisa Beare. Minister Beare acknowledged the good work being done at Camosun, including the Strategic Plan.

## **2. President's Report**

Al van Akker provided a report on his trip to Germany from February 17 to March 2. The trip was through the German Apprenticeship Training Exchange (GATE). Al's first introduction to GATE was through the four German students who came to Camosun last May. It was paid for by Global Skills Opportunity – Employment and Social Development Canada, and the Joachim Herz Foundation.

Al went to Regensburg with ten Fine Furniture and Carpentry program students and instructor Sandra Carr. It was the first time that Camosun Trades students have participated in this type of exchange. They were hosted by Städtische Berufsschule II. They explored Regensburg which is a UNESCO world heritage site. They saw timber framing that is used for the bulk of their buildings. The host explained apprenticeship in Germany. The decision to take a vocational or academic route is made in high school when the students are 13 or 14 years old. They went on a number of industry visits, including to a company that makes particle board and cladding. They visited the Meister school which offers a highly advanced extra level of qualification in Germany and saw their joinery shop. They were told the most important thing is that they must engage with heart, hands and head in your trade. It was a very successful trip.

## **3. Foundation**

Jody Kitts, Director, Advancement & Alumni Engagement, reported that to-date in 2024 \$488,000 has been raised. On March 7, the Foundation Board held its second Strategic Planning meeting. Jody thanked Jen Stone and Rashed Al Haque for presenting. On March 9, we hosted a VIP Brunch for Chargers alumni and supporters in conjunction with the CCAA Men's Volleyball Nationals. Approximately 50 people attended the event, which was organized by the Hospitality Management students who did an exceptional job. We raised \$22,000 in sponsorship for the Nationals Tournament. On April 3 we held the second annual Dental Connections event with the Dental Program, raising \$24,000. In addition to their continued work with philanthropic donors, the team's sponsorship priorities are the S'TENISTOLW Conference and Enactus. We placed first in the Enactus regional competition.

**4. Education Council**

Bijan Ahmadi, Education Council Chair, noted the minutes from the February 21, 2024, meeting were included in the agenda package. There were significant changes to the Bachelor of Science Nursing Program which is offered in partnership with Selkirk, College of the Rockies, Aurora and Camosun, and UVIC. Students complete five and a half semesters at Camosun, then finish at UVIC. We approved a major revision to the program that supported student mental health, shifted skill development into earlier terms, and strengthened the inclusion of Indigenous learning and perspectives into the program content. All the partners were prepared to make the changes this fall, but UVIC and one other partner did not meet the deadline, so the curriculum changes will take place in Fall 2025. This does not impact the changes to the Practical Nursing Bridge programs (which was approved in 2018 and is now being implemented) as even students who bridge this year will be able to start in the BSN under the new framework next year.

Bijan went over the highlights of the March 20, 2024, meeting, which included minor changes to Co-op. Elections are underway for the faculty and student positions on Education Council. The Education by-laws are due for review. We are working on including a voting Indigenous member.

**5. Pacific Institute for Sport Education (PISE) (nil)****IV BOARD COMMITTEE REPORTS****1. Executive Committee**

Tanya Clarmont, Chair, Executive Committee, noted they met on March 11. The Board annual self-evaluation online survey will go out to the members on May 1. In addition to the online survey, the Board Executive members will contact members for a one-on-one interview between May 8 and 22. We received an update on the process for determining the new college branding tagline. Rodney Porter will update the Board on the results in May. In May, Tanya will present a review of the Decolonization and Indigenization and Reconciliation in the context of a post-secondary institution definitions and terminology. The Board annual schedule has been approved and sent out to the members.

**i) President Search Committee Process - Revision**

Tanya Clarmont noted the Executive recommended a revision to the President Search Committee process. They recommend the Executive Director, Eyē? Sqā'lewen, or a representative from the Department be added to the Search Committee.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO THE PRESIDENT SEARCH PROCESS WHICH CONSISTS OF THE ADDITION OF THE EXECUTIVE DIRECTOR, EYĒ? SQĀ'LEWEN, OR A REPRESENTATIVE FROM THE DEPARTMENT, TO THE PRESIDENT SEARCH COMMITTEE.**

**CARRIED**

**2. Finance Committee**

i) Mike Stubbing, Chair, noted the minutes from the January 29, 2024, meeting were included in the agenda package. The focus was on the IRCC cap on international students. We reviewed the third quarter results and the projection for year-end. The final numbers

are not in, but we expect a \$3.3M surplus. We are rebuilding the \$12M spent from the reserves during COVID.

ii) Mike Stubbing gave a report on the April 2, 2024, Finance Committee meeting. We met for one and half hours and all Board members were in attendance. We are budgeting for a small surplus of \$1M or 1% of total revenue surplus in 2024/25. It is the first time we have ever budgeted for a surplus. It has a dual purpose: to replenish our reserves; and to invest in areas that were cut back.

#### **MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2024/25 WITH TOTAL REVENUE OF \$178,615,965 AND TOTAL EXPENDITURE OF \$176,983,490 RESULTING IN A SURPLUS BUDGET OF \$1,632,475.  
CARRIED**

#### **V APPROVAL OF THE MINUTES**

The minutes of the March 4, 2024, meeting were approved as distributed.

#### **VI NEW BUSINESS**

##### **1. Domestic Recruitment Strategies**

Scott Harris, Registrar, provided an overview of domestic recruitment strategies. Current activities include building the foundation for domestic recruitment; the annual admissions cycle; pathway advising; increased prospect outreach activities; increased stakeholder outreach activities; and the brand awareness campaign. There is investment in the capacity, tools, data needed, terminology and understanding.

The numbers are increasing: +23 high school visits in Surrey and the Fraser Valley; +3 recruitment fairs in Surrey and Chilliwack; CRD high school visits increased 35.3%; applications (YTD) for 2024S up 3.2%; course registrations (YTD) for 2024S up 4.2%; applications (YTD) for 2024F down 1.4% (but it is still early); and invites (YTD) for 2024F up 15.0%.

Opportunities coming up are mature learner programming; applicant surveying; guided pathways; and next-gen admissions. Future activities include relationship management (CRM); open studies; fall open house on Nov. 2, 2024; student ambassadors; and welcome centres.

##### **2. Indigenous Action Plan – Three Year**

Todd Ormiston, Executive Director, Eyē? Sqā'lewen: The Centre for Indigenous Education & Community Connections (IECC), presented the Indigenous Action Plan. The plan had been built as an internal document to guide the centre for the next three to five years.

Levi Glass, Indigenization Coordinator, IECC, honored the work of Rodney Porter, Jen Stone, Lane Trotter, John Boraas, and Paul Maher on the Plan. The Plan is for 2023 to 2028 to align with the Strategic Plan. We need to honour the people from the past, and the ancestors. He acknowledged Janice Simcoe and the Indigenous Advisory Council, who helped guide the document. He acknowledged Elder Skip Dick, who shared that it is exciting that Indigenous students are choosing to go to school.

Alisha Parks, Indigenous Research & Special Projects Assistant, IECC, honoured the work of Carlie Chase who worked with them since February 2023 on the strategic planning sessions.

The plan begins with Territorial acknowledgement of the land we are on, then a message from Todd Ormiston. The graphics for Our Ways of Being are meaningful, as it is a Camus bloom to reflect our values and ways of being: respect, generosity, relationality, belonging, responsibility, and Mastery. Our plan aligns with the Strategic Plan 'Honouring Indigenous Resurgence'. It is an important concept to ensure the next generation has opportunities. There are two parts to Indigenization: to thrive not just survive; and to create awareness and understanding of who we are. Our priorities are centered on students; learning, service, capacity and visibility. The quadrants are depicted on a medicine wheel. Each priority has goals and activities listed.

The closing message weaves in the Truth and Reconciliation calls to action as well as the principles of UNDRIP, as well as the previous Indigenous plan. It honours what was put forward in the past to help us walk in a good way in the future on a path to self-determination. Tanya Clarmont, Chair, expressed appreciation for the plan and acknowledged the commitment and hard work that went into the plan and the excellent quality.

## VII ADJOURNMENT

The meeting was adjourned at 6:53 pm.

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**Tanya Clarmont, Chair**

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**Date**

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**Heather Martin, Executive Assistant**



## REPORT TO THE BOARD OF GOVERNORS

**SUBMITTED BY:** Lane Trotter, President  
**TO:** Camosun College Board of Governors  
**DATE:** May 6, 2024  
**TOPIC:** Annual Report to Board Sexual Violence and Misconduct Policy Implementation Report

For Information: X

For Decision:

For Discussion:

### BACKGROUND

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.

Policies are required to address sexual misconduct and violence including sexual misconduct prevention, responses to sexual misconduct, and detail procedures for reporting and responding to sexual misconduct involving a student.

### CAMOSUN CONTEXT

In May 2017, the Camosun College Board of Governors approved the policy entitled *Sexual Violence and Misconduct* (E-2.9).

The policy included extensive input in the development stage from over 200 members of the Camosun community as well as external support from agencies, other postsecondary institutes, and community partners.

Accountability for the policy rests with the President, Camosun College as per both the provincial legislation and Camosun’s policy. As such, the President will provide this report on an annual basis to the board. Specifically, the board-approved *Sexual Violence and Misconduct* policy (E-2.9) indicates that:

*The President of Camosun 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 (including statistics on Disclosures and Reports to the College)*

Camosun College is committed to creating and maintaining a healthy learning and working environment in which sexual violence and misconduct is not tolerated. The college understands that sexual violence prevention requires creating safe, respectful, and trauma-informed spaces for all students (including both those who have been harmed and those accused of causing harm) to seek support and to understand the options available under the *College’s Sexual Violence* policy (E.2-9).

Camosun also understands the necessity of transparency and accountability in the work of trauma— informed and survivor centered sexual violence prevention and response. Transparency in our work builds trust with those who may seek support, education, and information from us (both survivors and those identified to have caused harm) and can support a survivor’s sense of safety and well-being.

## **Limitations to Camosun’s ability to count and report on sexualized violence statistics**

In reporting sexualized violence statistics, Camosun is committed to sharing as much information as possible without breaching privacy legislation and/or causing undo harm by sharing potentially identifying information of those who have sought support and placed their trust in the College. While we recognize the value and desire for a more detailed intersectional analysis of the social locations of the survivors/complainants and person who has caused harm/respondents (e.g., age, race, ability, sexual orientation, etc.), we are unable to collect this type of data for several reasons.

- A survivor-centered and trauma-informed approach means only collecting information from individuals required to provide support and options. Survivors should not be obligated to share more personal or demographic information than they are comfortable with or choose to and it is important that our response work respects this.
- As demographic data can only be collected voluntarily, incomplete data sets can lead to skewed results that convey a picture of only those who felt most comfortable sharing demographic information
- Disaggregating data by demographic groups (e.g., Indigenous and/or Indigenous and having a disability) may result in breaches to individual’s anonymity and confidentiality as individuals may be identifiable because of the relatively small overall numbers. In line with privacy legislation, Camosun does not report on disaggregated demographic categories where there are fewer than five data points.
- There is established pre-existing literature that identifies individuals and groups who experience intersecting oppression in relation to sexualized violence. For example, Indigenous women, girls, and Two-Spirit people who, due to their social location, simultaneously experience the impacts of sexism, racism, and in some cases, homophobia and/or transphobia impacting both their increased risk of sexual violence but also the accessibility of effective support resources.

It is important to note this report only includes data when the number of incidences is greater than five to prevent inadvertently identifying individuals.

## **POLICY IMPLEMENTATION**

### **STUDENT ENGAGEMENT AND CONSULTATION**

- To ensure important levels of awareness of the Sexual Violence Policy throughout the Camosun community and to ensure the policy meets the needs of Camosun students, an extensive consultation process inclusive of students was implemented during the creation of the original policy and throughout subsequent policy revisions
- These revisions have taken place in-line with provincial legislation requirements that all BC post-secondary institution sexual violence and misconduct policies are reviewed every 3 years with the most recent review and updates to the *Sexual Violence Policy* (E-2.9) occurring in 2023
- This review involved assessing students’ perception and understanding of current policy and areas of improvement in clarity, awareness and supports available via:
  - A policy working group involving both staff and members of the Camosun College Student Society
  - Online student Sexual Violence and Misconduct Policy perception survey

- in-person Sexual Violence and Misconduct Policy student consultation sessions held on both campuses
- Tabling promotion of online survey and in-person sessions

In addition, Student Affairs:

- Hired two student workers focused on increasing student engagement with sexualized violence prevention efforts and policy engagement
- Maintains regular engagement with Camosun College Student Society and the Office of the Ombudsperson regarding student feedback on the policy

## PREVENTION, COMMUNICATION, AND AWARENESS STRATEGIES

As sexualized violence is a systemic societal concern, Camosun recognizes that sexual violence prevention and education requires a holistic approach and must be addressed through campus wide prevention efforts, providing meaningful on- and off-campus support options, formal disclosing and/or reporting mechanisms, and response procedures that are survivor-centered and trauma-informed in both theory and application. Camosun's educational approach looks to develop a comprehensive strategy composed of educational and engagement components that equip students, faculty and staff with the awareness, knowledge and skills required to make social change at Camosun and beyond. The end goal is an environment where sexual violence is not tolerated, and a culture of consent and respect is expected and demonstrated by all members of the College community.

In-line with the *Sexual Violence* policy (E-2.9), the goal of the education plan is to provide education, training, and awareness to the College Community to:

- Ensure members of our community know where to refer students who have been impacted by sexualized violence
- Increase the amount and quality of information and education to prevent sexual violence;
- Educate members of our community that the college accepts anonymous disclosures of sexualized violence
- Reduce trauma for people who have been harmed
- Improve responsiveness and quality of service for survivors
- Strengthen the capacity and support for staff whose positions support prevention or response to sexual violence on our campuses

Strategies implemented over the last year have included:

- Year-round learning opportunities for students (and supporters) on topic of sexualized violence prevention
  - Continued promotion of *Safer Campuses for Everyone* - self-paced online training available to all students covering the meaning and impact of sexual violence, reasons why sexual violence happens, importance of consent in all relationships, how to intervene to prevent sexual violence, and how to find support or how to support someone else who has experienced sexual violence
  - Social media educational campaigns focused on – raising awareness of the Office of Student Support and the accessibility of sexual violence supports at Camosun, bystander intervention, consent in your mother language, and student mental health and wellbeing

- Direct student engagement tabling events including Lunar New Year Office of Student Support crafting promotion, consent based Valentines table, consent themed beaded phone charm making, International Women’s Day Event
- Monthly Consent Workshop with creative opportunities for students to make a personalized consent message jewelry
- Implementation of *Bringing in a Bystander Intervention* training
- *Safer Spaces* training – partnership between community non-profit Good Night Out and Camosun’s Hospitality Management program – educating hospitality students how to prevent and respond to sexual harassment in the hospitality sector
- Inclusion of sexualized violence prevention education embedded in Welcome and Orientation activities
  - Sexualized violence prevention and response information included in Orientation and Transitions newsletters to students
  - Online student outreach times hosted by Student Workers aimed at connecting with students virtually and referring them to appropriate Student Affairs services and supports including Office of Student Support
  - Office of Student Support sexualized violence prevention CamFest/Welcome Week tabling
  - Athletics department - Chargers’ student-athlete orientation
  - International Orientation presentations
  - New Employee Welcome Event
- Sexualized Violence Awareness Week - September 18 – 22, 2023
  - This year’s event was built around a Community Fair Day with local Victoria-based social service providers complimented by educational social media content designed to create awareness around sexualized and gender-based violence prevention and support options on campus
  - Faculty, staff and students were invited to engage in workshops related to understanding the role of a prosocial bystander and how to respond well to someone disclosing an experience of sexual violence
- Ongoing collaboration with various college stakeholders on sexual and gender-based violence prevention planning and initiatives
  - Camosun College Student Society representatives
  - Camosun Chargers Athletics teams
  - Camosun International
  - Regular engagement with various schools including monthly meetings with all Associate Deans including updates on sexual violence prevention and response educational opportunities for faculty, staff and students
  - Camosun Learning Services
  - Camosun Makerspace
- Ongoing support and education offered to Camosun staff and faculty on sexual and gender-based violence
  - Regular one-to one consultation with faculty and staff to assist with responding to disclosures, appropriate referrals, safety planning, supporting students, fostering a

- culture of consent, and increasing awareness about sexualized and gender-based violence
  - Engagement and presentation to schools and administrative units to build partnerships and increase awareness of sexualized violence prevention efforts and student safety:
    - Office of the Registrar, Deans, Directors, Chairs, Schools, Centre for Accessible Learning, Camosun International and Indigenous Education and Community Connections
- Engagement with local community partners to enhance awareness of services and ensure strong appropriate collaboration in support of student and community safety and well-being:
  - Victoria Sexual Assault Centre
  - Victoria Women’s Transition House
  - Good Night Out Vancouver/Victoria
  - The Foundry
  - Island Community Mental Health
  - The Men’s Therapy Centre
  - Restorative Justice Victoria
- Participation in development of best-practices for sexualized violence reporting for BC post-secondary institutions
  - Provincial working group on a strategy for the collection of statistics on Sexual Violence and Misconduct cases in BC post-secondary institutions headed by representatives from BC PSI’s and Ministry of Advanced Education and Skills Training

## RESPONSE

When a student comes forward to a member of the college to share their experience of sexualized violence, under the *Sexual Violence* policy (E.2-9) a student can choose from the following choices, in seeking a response or resolution to their situation:

- Disclosure
  - For the purposes of the policy, “disclosure” means making known information pertaining to sexual violence as defined in the 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.
- Report to the College
  - A formal allegation of sexual violence 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 the policy.
- Report to the police
  - A complaint of sexual violence made by an individual to the police. A student choosing to pursue this option may receive assistance from the Office of Student Support, the Counselling Department, or Campus Security.

## Disclosure statistics

The disclosure statistics below reflect those made to the Office of Student Support from April 1, 2023 – March 31, 2024. These numbers do not include those made only to Camosun’s Counselling Services. The timing of when the incidents being disclosed occurred can vary from recent (within the previous days or weeks) to months or years prior.

Most disclosures were made by Camosun students, with a small number coming from individuals who are not members of the Camosun community but who communicated to the college that a member of the Camosun community was alleged to have perpetuated sexualized violence.

Disclosures: April 1, 2023 – March 31, 2024						
	Student	Staff	Faculty	Community Member	Unknown	Total
Survivors	36	<5	<5	<5	<5	40
Alleged respondents	28	<5	<5	7	<5	40
<p><i>Notes: “Community Member” indicates an individual who is not a Camosun student, staff, or faculty member. Disclosures from Community members alleging harm caused by a Camosun student, staff, or faculty are tracked to assist the college in determining any need to assess risk within our community. Not all individuals who disclose indicate the identity of the alleged respondent involved. “&lt;5” indicates the number of data points in that category does not meet the threshold to report on without potentially compromising the confidentiality of those involved. The Office of Student Support provides support to students regardless of the level of information provided.</i></p>						

## Report statistics

The number of Reports made to the college does not meet the threshold to report on without potentially compromising the confidentiality of those involved.

## Types of incidents

Disclosures included both notable percentages of sexual harassment including unwanted sexualized attention in the form of sexualized looks, comments, and persistent reach outs, messages, and come-ons (experienced both in-person and via technology) along with significant percentage of survivors disclosing experiencing physically harmful and/or violent sexual assault (both recent and historical). Unknown numbers reflect cases where information on the kind of sexual violence was not disclosed.

Types of Incidents: April 1, 2023 - March 31, 2024	
Sexual Assault	10
Sexual Harassment	13
Stalking	6
Intimate Partner Violence	6
Unknown	5

Total	40
<i>Notes: Not all individuals who disclose indicate the nature of the incident. The Office of Student Support provides support to students regardless of the level of information provided.</i>	

Regardless of whether a student chooses to make a disclosure or proceed with a reporting option, Student Support Managers can and will provide an array of support options in cases when a student has been impacted by sexualized violence including:

- Safe, private, trauma-informed support conversations offered to survivors and respondents
  - Opportunities to connect with support by phone, virtually or in-person with option to connect anonymously via anonymous weekly drop-in virtual sessions to increase comfort and sense of safety seeking support
- Safety planning support provided to decrease ongoing risk of harm to all parties involved
- Referrals to appropriate community resources such as the Victoria Sexual Assault Centre, Men's Therapy Centre, The Foundry, British Columbia Crime Victim Assistance Program and Mental Health Services
- Referrals to Camosun Human Resources for information and follow-up for staff and faculty
- Guidance and support for staff and faculty through receiving a disclosure and accessing their professional and personal support systems
- Facilitate internal referrals through Camosun services and supports
- Comprehensive case management of internal college referrals, services and supports
- Ensure academic concessions are in place as necessary for all parties involved
- Support survivors with *Sexual Violence* policy (E-2.9) reporting options
- Inform and support survivors with reporting to law enforcement
- Implement behavioural agreements ensuring safety and appropriate conduct is clear and followed
- Security-led discussions with students regarding no-contact requests and communication expectations
- Mental health referrals including high-risk self-harm situations and consultation with Camosun Behavior Intervention Team (BIT) and the Vancouver Island Integrated Mobile Crisis Response Team (IMCRT)
- Addiction counselling referrals and interim harm reduction safety plans

The number of hours of work involved in supporting and responding to a sexual violence disclosure or report can vary greatly. Each situation can vary from a few hours to hundreds of hours per case resulting in thousands of hours per year. The number of hours of response work are often based on the complexity of the situation, number of individuals impacted, unique impacts to individuals and communities, and survivor and respondent wants and needs for support. The work to provide appropriate trauma-informed support on a single case can span weeks, months, and in several instances years.

## **NEXT STEPS**

In the upcoming academic year, our focus will be to:

- Continue to develop consistent sexual and gender-based violence prevention initiatives meeting just-in-time educational needs of students
  - Continue regular consent and bystander intervention programming
  - Continued promotion of D2L Safer Campuses for Everyone course moving towards piloting this as a required course for new students
  - Increased creative and art-based student engagement opportunities based around the topic of consent
  - Partner with external agencies to deliver specialized trainings (E.g., technology facilitated sexualized violence and intimate partner violence, rejection resiliency)
- Continue development and implementation of trauma-informed sexualized violence disclosure training for faculty and staff
- Continue offering a weekly virtual drop-in support session for students where they can anonymously disclose incidence of sexual or gender-based violence and seek support and resolution options
- Continue to provide year-round sexual violence prevention engagement opportunities, including our annual Sexualized Violence Awareness Week – seeking student voice and input
- Continue to establish and maintain strong partnerships with community agencies to enhance communities of support and care for students (e.g., Foundry, Integrated Mobile Crisis Response Team, Victoria Sexual Assault Support Centre, and Community Learning Partnerships)





***Standing up for student rights since 1990***

***Local 17 of the British Columbia Federation of Students***

April 18, 2024

Ms. Tanya Clarmont, Chair  
Camosun College Board of Governors  
3100 Foul Bay Rd.  
Victoria, B.C. V8P 5J2

**RE: Student Society Fee Levies 2024-2025**

Dear Ms. Clarmont:

As required by the College and Institutes Act, the Camosun College Student Society is informing the Board of Governors that its 2022-2023 audit and more recent un-audited statements were presented to CCSS members at their Annual General Meeting on April 11th, 2024. The CCSS is required by the College and Institutes Act to request that the Board of Governors direct the collection and remittance of all CCSS related fee levies.

The schedule of proposed CCSS student levies for the 2024-2025 academic year is as follows:

Levy	New 2024 – 2025 Fees	Current 2023 – 2024 Fees
CCSS	\$14.03/month	\$13.50/month
BCFS	\$2.75/month	\$2.65/month
CASA	\$0.63/month	\$0.49/month
U-Pass	\$20.25/month	\$20.25/month
Health	\$153.00/year	\$147.00/year
Dental	\$153.00/year	\$147.00/year
Childcare	\$1.34/month	\$1.29/month
Athletics	\$5.50/month	\$5.29/month
Recreation	\$3.83/month	\$3.69/month
Building Fund	\$4.97/month	\$4.78/month
Recycled Paper	\$0.17/month	\$0.16/month
Student Refugee Program	\$1.30/month	\$1.25/month
Virtual Health App	\$36.00/year	\$35.00/year

Most CCSS levies have been increased by CPI in accordance with CCSS bylaws. The British Columbia Federation of Students levy is governed by the bylaws of that organization and has increased by the national CPI. The U-Pass levy is tied to the cost of the BC Transit adult monthly bus pass and is governed by the CCSS/Camosun College agreement with the Victoria Regional Transit Commission which was approved by a student referendum in April 2001. The Health/Dental fees are governed by the

terms of a referendum passed in 1999 and have also slightly increased. There was one successful referendum during the October 2023 Elections to increase the Canadian Alliance of Student Associations fee levy by 12 cents per month and that change has been reflected in the proposed fee schedule.

The Camosun College Student Society requests that the Board of Governors direct the collection and remittance of all proposed CCSS levies for the 2024-2025 academic year. We specifically request that the CCSS, BCFS, CASA, Student Refugee Program, and Health & Dental levies be collected and remitted directly to the student society. We also request that the U-PASS, Child Care, Athletics, Recreation, Building Fund, and Recycled Paper levies be collected and distributed as per the existing arrangements and understandings between Camosun College and the Student Society.

Yours truly,

A handwritten signature in blue ink, appearing to read "Michel Turcotte". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michel Turcotte  
Executive Director

Enclosure: CCSS 2022-2023 Audited Financial Statements

[www.twmca.com](http://www.twmca.com)

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**FINANCIAL STATEMENTS**

**CAMOSUN COLLEGE STUDENT  
SOCIETY**

**March 31, 2023**

Limited Liability Partnership



**Tompkins Wozny**  
Chartered Professional Accountants

## INDEPENDENT AUDITOR'S REPORT

To the Members of  
Camosun College Student Society

### *Opinion*

We have audited the financial statements of Camosun College Student Society (the Society), which comprise the statement of financial position as at March 31, 2023, and the statements of operations, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society 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 audit opinion.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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 Society'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 Society or to cease operations, or has no realistic alternative but to do so.

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

### *Auditor's 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 auditor's 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 these 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 Society'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 Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's 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 auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.



## INDEPENDENT AUDITOR'S REPORT

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We 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.

### Report on Other Legal and Regulatory Requirements

As required by the British Columbia Societies Act, we report that the accounting principles used in these financial statements have been applied on a basis consistent with that of the preceding year.

*Tompkins Wozny LLP*

Vancouver, Canada  
October 16, 2023

Chartered Professional Accountants



**Camosun College Student Society**  
Incorporated under the Society Act of B.C.


**STATEMENT OF FINANCIAL POSITION**

As at March 31

	2023						2022	
	Operating Fund \$	Capital Asset Fund \$	Building Fund \$	Health & Dental Fund \$	Student Refugee Fund \$	Other Funds \$	Total \$	Total \$
<b>ASSETS</b>								
<b>Current assets</b>								
Cash and cash equivalents [note 3]	700,730	—	—	3,204,905	(363)	442,299	4,347,571	4,339,896
Accounts receivable [note 4]	325,655	—	(28,626)	998,989	—	—	1,296,018	804,812
Prepaid expenses	19,674	—	—	—	—	—	19,674	4,992
Interfund receivable (payable)	427,438	—	(40,000)	(387,438)	—	—	—	—
<b>Total current assets</b>	<b>1,473,497</b>	<b>—</b>	<b>(68,626)</b>	<b>3,816,456</b>	<b>(363)</b>	<b>442,299</b>	<b>5,663,263</b>	<b>5,149,700</b>
Funds held by Camosun College [note 5]	—	—	6,206,785	—	—	—	6,206,785	6,058,048
Capital assets [note 6]	—	59,571	—	—	—	—	59,571	63,992
	<b>1,473,497</b>	<b>59,571</b>	<b>6,138,159</b>	<b>3,816,456</b>	<b>(363)</b>	<b>442,299</b>	<b>11,929,619</b>	<b>11,271,740</b>
<b>LIABILITIES AND FUND BALANCES</b>								
<b>Current liabilities</b>								
Accounts payable and accruals [note 7]	204,861	—	—	—	—	35,131	239,992	214,189
Deferred revenue	—	—	—	1,103,381	—	—	1,103,381	972,843
	<b>204,861</b>	<b>—</b>	<b>—</b>	<b>1,103,381</b>	<b>—</b>	<b>35,131</b>	<b>1,343,373</b>	<b>1,187,032</b>
<b>Fund balances</b>								
Invested in capital assets	—	59,571	—	—	—	—	59,571	63,992
Internally restricted	—	—	6,138,159	2,713,075	(363)	407,168	9,258,039	8,831,157
Unrestricted	1,268,636	—	—	—	—	—	1,268,636	1,189,559
<b>Total fund balances</b>	<b>1,268,636</b>	<b>59,571</b>	<b>6,138,159</b>	<b>2,713,075</b>	<b>(363)</b>	<b>407,168</b>	<b>10,586,246</b>	<b>10,084,708</b>
	<b>1,473,497</b>	<b>59,571</b>	<b>6,138,159</b>	<b>3,816,456</b>	<b>(363)</b>	<b>442,299</b>	<b>11,929,619</b>	<b>11,271,740</b>

See accompanying notes to the financial statements

On behalf of the Board:

  
JAGJEET SINGH  
EXTERNAL EXECUTIVE

  
Elva Gutierrez  
Women's Director



**Camosen College Student Society**  
Incorporated under the Society Act of B.C.

**STATEMENT OF CASH FLOWS**

Year ended March 31

	2023						2022	
	Operating Fund	Capital Asset Fund	Building Fund	Health & Dental Fund	Student Refugee Fund	Other Funds	Total	
	\$	\$	\$	\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>								
Excess of revenue (expense) for the year	67,315	(16,582)	89,495	374,676	(7,043)	(6,323)	501,538	981,567
Add items not affecting cash								
Amortization of capital assets	—	16,582	—	—	—	—	16,582	19,607
Changes in non-cash working capital items								
Accounts receivable	(223,977)	—	49,242	(316,471)	—	—	(491,206)	(51,123)
Prepaid expenses	(14,682)	—	—	—	—	—	(14,682)	(1,212)
Accounts payable and accruals	24,243	—	—	—	—	1,560	25,803	26,465
Interfund receivable (payable), no specific terms	(47,680)	—	10,000	37,680	—	—	—	—
Deferred revenue	—	—	—	130,538	—	—	130,538	152,449
<b>Cash provided (used) by operating activities</b>	<b>(194,781)</b>	<b>—</b>	<b>148,737</b>	<b>226,423</b>	<b>(7,043)</b>	<b>(4,763)</b>	<b>168,573</b>	<b>1,127,753</b>
<b>INVESTING ACTIVITIES</b>								
Purchase of capital assets	(12,161)	—	—	—	—	—	(12,161)	(32,561)
Inter-fund transfer	23,923	—	—	—	—	(23,923)	—	—
<b>Cash used in investing activities</b>	<b>11,762</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>(23,923)</b>	<b>(12,161)</b>	<b>(32,561)</b>
<b>Increase (decrease) in cash during the year</b>	<b>(183,019)</b>	<b>—</b>	<b>148,737</b>	<b>226,423</b>	<b>(7,043)</b>	<b>(28,686)</b>	<b>156,412</b>	<b>1,095,192</b>
Cash, beginning of year	883,749	—	6,058,048	2,978,482	6,680	470,985	10,397,944	9,302,752
<b>Cash, end of year</b>	<b>700,730</b>	<b>—</b>	<b>6,206,785</b>	<b>3,204,905</b>	<b>(363)</b>	<b>442,299</b>	<b>10,554,356</b>	<b>10,397,944</b>
<b>Cash is represented as follows:</b>								
Cash and cash equivalents	700,730	—	—	3,204,905	(363)	442,299	4,347,571	4,339,896
Funds held by Camosun College	—	—	6,206,785	—	—	—	6,206,785	6,058,048
	<b>700,730</b>	<b>—</b>	<b>6,206,785</b>	<b>3,204,905</b>	<b>(363)</b>	<b>442,299</b>	<b>10,554,356</b>	<b>10,397,944</b>

See accompanying notes to the financial statements



## NOTES TO FINANCIAL STATEMENTS

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March 31, 2023

### 1. PURPOSE OF THE ORGANIZATION

Camosun College Student Society (the "Society") is a not-for-profit organization incorporated pursuant to the Society Act of British Columbia that provides support services and advocacy representation to the student membership. The Society is exempt from income taxes.

The purposes of the Society is to organize students on a democratic basis for the advancement of students' interests; to develop a sense of community among students and other constituent groups of Camosun College; to promote and represent students' interests in relation to Camosun College; to create, organize and promote services or programs which enrich the educational, social, cultural and recreational environment at Camosun College; and, to seek to ensure that Camosun College programs are accessible to everyone.

### 2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

#### **Use of Estimates**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the amounts of revenues and expenses reported during the year. Significant areas requiring the use of management estimates relate to the determination of net recoverable value of assets, in particular as it relates to the useful lives of capital assets, accrued liabilities and deferred revenue. Actual results could differ from these estimates.

#### **Fund Accounting**

The Society follows fund accounting using the deferral method of accounting for contributions. The major funds are described below.

##### *Operating Fund*

Revenues and expenses related to program delivery and administrative activities are reported in the general fund. This fund represents unrestricted resources.

The following funds are all internally restricted for the following purposes:

##### *Capital Asset Fund*

The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to the Society's capital assets.



**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2023

**2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)****Fund Accounting (Cont'd)***Building Fund*

The Building Fund was established in 1992 with the goal of creating the capital necessary to fund the construction of its own space. In 2005, the construction of student space became a priority and members voted to establish a building fund levy in April 2006.

The College collects funds through a student levy on behalf of the Society and remits the collected funds directly to the Camosun College Foundation where they are held in trust until such time as they are required for building development.

*Health & Dental Fund*

The members of the Society have agreed to contribute up to \$278 per year for the purpose of offering both a health plan and dental plan for undergraduate students.

*Student Refugee Fund*

The Society's Student Refugee program is run in collaboration with the Camosun WUSC (World University of Canada) Committee and the Camosun College. Its purpose is to sponsor one student refugee per academic year and help with pursuing their educational goals.

*Internally Restricted Net Assets in the Operating Fund*

The Society has several internally restricted funds as outlined in the Statements of Operations and Changes in Funds Balances. These funds include Nexus, Clubs, Events, Walk Safer, Contingencies in Future Benefits, First Nations Student Association, Pride, Students with Disabilities, Women's Centre, Sustainability, and the International Students Fund.

In accordance with the operating reserve policy, each of the groups carry forward up to \$1,000 of their budget surplus per year, except Events, Clubs, Walk Safer and the Fund for Contingencies in Future Employee Benefits.

*i) Nexus Fund*

The Nexus is the student newspaper. The purpose of the Nexus Publishing Society is to publish informative, analytical, and entertaining materials with focus on issues affecting students. Students paid \$122,952 [2022: \$122,257] towards publication of the Nexus.



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**NOTES TO FINANCIAL STATEMENTS**

March 31, 2023

**2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)****Fund Accounting (Cont'd)***ii) Clubs Fund*

Club funding is provided by a student levy so that students can start a club. The board passed a motion that all funds received would be spent on clubs; therefore the Clubs' surplus is carried forward without restriction. Examples of clubs include Japanese Conversation, Psychology, and Toastmasters.

*iii) Events Fund*

The Events fund is primarily used for funding CamFest, but includes other Society special events. CamFest is an event to welcome students to the campuses and have handbooks, hot beverages, and information to help orient students.

*iv) Walk Safer Fund*

Walk Safer is a student run safety service that is available on both Lansdowne and Interurban Campuses, where students can be walked or transported by golf cart to their classes, vehicles or other locations at night. The capital fund was established to purchase and maintain golf carts when needed. Walk Safer can carry-over up to \$5,000 to top up the program's capital fund.

*v) Contingencies for Future Employment Benefits Fund*

The Fund for Contingencies in Future Employee Benefits have been set aside to cover seldom used but obligatory employee contingencies such as employee childcare, non-continual expenses would otherwise cause an adverse impact on the Society's annual budget.

*vi) First Nations Student Association Fund*

The First Nations Student Association (FNSA) is run by and for Aboriginal students at Camosun College. FNSA was formed to address the specific concerns of Aboriginal students, and to provide a comfortable place for students to go. FNSA's mandate is to meet the social, cultural, and recreational needs of Aboriginal students.

*vii) Pride Fund*

The Pride Centre is dedicated to providing and creating a safe and supportive environment for members of the Gay, Lesbian, Bisexual, Transgendered, Two-Spirited and Queer (GLBT2Q) community and their allies on campus. The Pride Centre offers individuals an opportunity to take an active role in creating a healthy, involved, and fun community on campus.

## NOTES TO FINANCIAL STATEMENTS

March 31, 2023

### 2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

#### **Fund Accounting (Cont'd)**

##### *viii) Students' with Disabilities Fund*

The Student's with Disabilities director acts as an advocate for those affected by both physical and mental health concerns. The director provides a listening ear and acts as a confidant for discussion of personal issues.

##### *ix) Women's Centre Fund*

The Women's Centre exists at both Lansdowne and Interurban campus and provides a safe space, resources, and activities specifically to enhance the lives of women on campus.

##### *x) Sustainability Fund*

Camosun Students for Sustainability exists to foster awareness of environmental issues and is an advocate for implementing change to improve the environment.

##### *xi) International Fund*

International Student Director is an advocate, provided by the Society, to voice and act on the issues of international students. The International Student Director's mission is to help enable International students understand Canadian culture as well as help promote cultural awareness.

##### *xii) Food Bank Fund*

The Society maintains a food bank as an emergency resource for food and some basic necessities, for students at both Lansdowne and Interurban campuses.

##### *xiii) Human Resources Fund*

The Human Resources Fund provides for external consultancy, advisory and record keeping services.

#### **Revenue Recognition**

The Society follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and the collection is reasonably assured. Contributions for externally restricted purposes are recognized as revenue in the year in which the related expenses are incurred.

Student activity fees are recognized as revenue according to the academic terms and funds they relate to.



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## NOTES TO FINANCIAL STATEMENTS

March 31, 2023

### 2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

#### Revenue Recognition (Cont'd)

The Health Plan levies are recognized as revenue over the term of the plan coverage.

Revenue from all other sources is recognized when the service is provided or when the respective goods are sold to the customer.

Interest income is recognized in accordance with the terms of the underlying investment which is generally with the passage of time.

#### Contributed Services

Volunteers contribute their time to assist the Society in carrying out its activities. Due to the difficulty in determining the fair value of such services, the value of the donated services is not recognized in these financial statements.

#### Measurement of Financial Instruments

The Society initially measures its financial assets and financial liabilities at fair value. The Society subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, term deposits, and accounts receivable. Financial liabilities measured at amortized cost include accounts payable and accruals.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

#### Cash and Cash Equivalents

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the year-end and highly liquid term deposits.

The Society's statement of cash flows is prepared on a net cash basis and cash flows from operating activities are reported using the indirect method.



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**NOTES TO FINANCIAL STATEMENTS**

March 31, 2023

**2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**Capital Assets**

Purchased capital assets are recorded at cost and amortization expense is recorded in the Capital Asset Fund.

Amortization is provided over the assets' estimated useful lives as follows:

- Computers 3 years straight-line
- Office equipment 20% per year, declining basis
- Other equipment 20% per year, declining basis

Amortization for equipment acquired during the year is recorded at one-half of the indicated rates.

**Use of Premises**

The use of the Society's current office space is provided, at no cost, by way of agreement with Camosun College.

**3. CASH AND CASH EQUIVALENTS**

	2023	2022
	\$	\$
Cash	3,347,259	4,339,586
Term deposits	1,000,000	—
Credit Union shares	10	10
Floats	300	300
	<b>4,347,569</b>	<b>4,339,896</b>

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**NOTES TO FINANCIAL STATEMENTS**

March 31, 2023

**4. ACCOUNTS RECEIVABLE**

	2023	2022
	\$	\$
<b>Operating Fund</b>		
Camosun College	289,372	98,133
Interest	18,850	—
Other	17,433	3,545
	<b>325,655</b>	<b>101,678</b>
<b>Building Fund</b>		
Camosun College	(28,626)	20,616
<b>Health &amp; Dental Fund</b>		
Camosun College	998,989	682,518
Interest	—	—
	<b>998,989</b>	<b>682,518</b>
Allowance for doubtful account	—	—
	<b>1,296,018</b>	<b>804,812</b>

**5. FUNDS HELD BY CAMOSUN COLLEGE**

The Camosun College Student Union Society Building Fund was established in 1992 with the goal of creating the capital necessary to fund the construction of its own space. The College collects funds through a student levy on behalf of the Society. The College remits the collected funds directly to the Camosun College Foundation, where they are held in trust until such time as they are required for building development.

**6. CAPITAL ASSETS**

	Cost	Accumulated Amortization	Net Book Value
	\$	\$	\$
<b>2023</b>			
Computers	32,980	27,934	5,046
Office equipment	77,691	49,811	27,880
Other equipment	72,283	45,638	26,645
	<b>182,954</b>	<b>123,383</b>	<b>59,571</b>
<b>2022</b>			
Computers	40,936	34,193	6,743
Office equipment	67,995	44,053	23,942
Other equipment	72,283	38,976	33,307
	<b>181,214</b>	<b>117,222</b>	<b>63,992</b>

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**NOTES TO FINANCIAL STATEMENTS**

March 31, 2023

**7. ACCOUNTS PAYABLE AND ACCRUALS**

	2023	2022
	\$	\$
<b>Operating Fund</b>		
Operations	52,865	68,254
Camosun College	—	10,727
Wages and vacation	151,996	101,637
	<b>204,861</b>	<b>180,618</b>
<b>Nexus Fund</b>		
Operations	35,131	33,571
	<b>35,131</b>	<b>33,571</b>
	<b>239,992</b>	<b>214,189</b>

**8. RELATED PARTY TRANSACTIONS**

For the year ending March 31, 2023, the Society paid stipends and honorariums to executive board members and other elected personnel in the amount of \$137,125 [2022 - \$105,654] and is included in wages and benefits expense.

The amount above includes payments made to the following elected directors during the year:

	2023	2022
	\$	\$
External Executives	34,531	24,813
Student Wellness & Accessibility	6,309	6,811
Pride Directors	5,905	6,277
Lansdowne Executives	7,492	12,985
Interurban Executives	16,882	7,937
Finance Executives	19,728	12,228
Woman's Directors	9,032	7,174
International Directors	5,346	9,355
Sustainability Directors	9,327	8,364
FNSA Directors	—	—
Indigenous Directors	13,666	6,365
Directors at Large	8,907	3,345
	<b>137,125</b>	<b>105,654</b>

**9. FINANCIAL INSTRUMENTS**

The Society is exposed to various risks through its financial instruments. The following analysis presents the Society's exposures to significant risk as at March 31, 2023.



**Camosun College Student Society**  
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## NOTES TO FINANCIAL STATEMENTS

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March 31, 2023

### 9. FINANCIAL INSTRUMENTS (CONT'D)

#### **Credit Risk**

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

The Society is exposed to credit risk with respect to its cash, term deposits and accounts receivable. The Society assesses, on a continuous basis, accounts receivable on the basis of amounts it is virtually certain to receive. The Society's cash and investments are invested with a large financial institution.

#### **Liquidity Risk**

Liquidity risk is the risk of being unable to meet cash requirements or fund obligations as they become due. It stems from the possibility of a delay in realizing the fair value of financial instruments.

The Society manages its liquidity risk by constantly monitoring forecasted and actual cash flows and financial liability maturities, and by holding assets that can be readily converted into cash.

#### **Interest Rate Risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society is exposed to interest rate risk on its cash and term deposits.



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Schedule 1

## STATEMENT OF OPERATIONS - OTHER FUNDS

Year ended March 31

	2023														2022	
	Nexus \$	Clubs \$	Events \$	Walk Safer \$	Contingencies in Future Benefits \$	First Nations Student Association \$	Pride \$	Student Wellness & Access \$	Women's Centre \$	Sustain- ability \$	International Students \$	Food Bank \$	Human Resources \$	CASA, Advocacy & Campaigns Trust \$	Total \$	Total \$
<b>REVENUES</b>																
Student levy	122,952	97,183	49,231	49,231	—	10,640	1,425	1,663	13,300	1,500	1,000	10,640	—	—	358,765	354,334
Fundraising and other	—	—	13,835	18,500	—	56	—	—	—	—	—	6,529	—	31,876	70,796	82,887
	122,952	97,183	63,066	67,731	—	10,696	1,425	1,663	13,300	1,500	1,000	17,169	—	31,876	429,561	437,221
<b>EXPENSES</b>																
Office, postage, supplies and other	122,952	7,897	64,124	5,620	—	3,500	567	—	149	336	143	21,483	9,005	29,739	265,515	258,165
Wages and benefits	—	66,738	—	53,176	4,698	—	—	—	—	—	—	—	—	—	124,612	125,460
Donations - Other	—	14,538	400	676	—	578	—	—	—	—	—	253	—	—	16,445	13,153
Special events	—	—	15,496	600	—	6,110	—	—	—	233	189	—	—	—	22,628	16,069
Travel and conferences	—	23	1,556	785	—	48	250	—	250	—	—	552	—	319	3,783	1,280
Handbook and printing	—	—	2,901	—	—	—	—	—	—	—	—	—	—	—	2,901	499
	122,952	89,196	84,477	60,857	4,698	10,236	817	—	399	569	332	22,288	9,005	30,058	435,884	414,626
year	—	7,987	(21,411)	6,874	(4,698)	460	608	1,663	12,901	931	668	(5,119)	(9,005)	1,818	(6,323)	22,595
Fund balances, beginning of year	—	146,623	86,626	35,921	18,216	1,000	1,000	1,000	1,000	1,000	1,000	8,817	50,000	85,211	437,414	433,732
	—	154,610	65,215	42,795	13,518	1,460	1,608	2,663	13,901	1,931	1,668	3,698	40,995	87,029	431,091	456,327
Transfer of excess surplus to operations	—	—	—	(6,692)	—	(460)	(608)	(1,663)	(12,901)	(931)	(668)	—	—	—	(23,923)	(18,913)
<b>Fund balances, end of year</b>	—	154,610	65,215	36,103	13,518	1,000	1,000	1,000	1,000	1,000	1,000	3,698	40,995	87,029	407,168	437,414

See accompanying notes to the financial statements