



## BOARD OF GOVERNORS

### REGULAR MEETING AGENDA

**MEETING:** Monday, May 5, 2025  
**TIME:** 5:00 pm  
**LOCATION:** Paul 216, Lansdowne Campus  
**ONLINE:** Teams

**BOARD MEMBERS:**

Lindsay Kearns, Vice Chair  
 Bijan Ahmadi  
 Monty Bryant, Past Chair  
 Jeremy Burgess  
 Joanne Cumberland  
 Shane Hartman  
 Sean Leyland  
 Brenda McBain  
 Ruth Mojeed Ramirez  
 Prince Solanki  
 Mike Stubbing, Treasurer  
 Lane Trotter, President  
 Al van Akker

**ADMINISTRATION:**

John D’Agnolo, Exec. Dir., Human Resources  
 Deborah Huelscher, VP Administration & CFO  
 Jen Stone, Exec. Dir., Strategy, Planning & Transformation  
 Richard Stride, Acting Provost & VP Education & Innovation

**GUESTS:**

Peter Moroney, Dir., Education Planning & Policy  
 Evan Hilchey, Interim Associate VP Administration  
 Laura Mitchell, Director, Student Affairs  
 Stephanie Pedneault, Associate Director, Student Affairs  
 Ian Humphries, Dean, Arts and Access  
 Denise Aveyard, Human Resources Consultant

**REGRETS:** Tanya Clarmont, Chair; Rodney Porter,  
 Exec. Dir., Communications & Marketing

**EXECUTIVE ASSISTANT:** Naomi Poeschek

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] (Lindsay Kearns on behalf of Tanya Clarmont)	I	no attachment
2. President’s Report [5 min] (Lane Trotter)	I	attachment 5
3. Foundation [5 min] (Joanne Cumberland)	I	no attachment
4. Education Council [5 min] (Bijan Ahmadi/Monty Bryant)		
i) Minutes of the March 19, 2025 meeting	I	attachment 6
5. Pacific Institute for Sport Education [5 min] (Jeremy Burgess)	I	no attachment

**PAGE**

**IV. BOARD COMMITTEE REPORTS**

1. Executive Committee

- |  |          |               |    |
|--|----------|---------------|----|
| i) Report from the April 22, 2025, meeting [10 min] (Lindsay Kearns)                             | <b>I</b> | no attachment |    |
| ii) Policy updates   |          |               |    |
| a. Academic Misconduct policy – minor update [5 mins] (Richard Stride, Jen Stone, Peter Moroney) | <b>D</b> | attachment    | 12 |
| b. Facilities policy – minor update [5 mins] (Deborah Huelscher, Evan Hilchey)                   | <b>D</b> | attachment    | 22 |

**V. APPROVAL OF THE MINUTES**

- |  |          |            |    |
|--|----------|------------|----|
| Minutes of the April 14, 2025 meeting [2 min] (Lindsay Kearns) | <b>I</b> | attachment | 27 |
|--|----------|------------|----|

**VI. NEW BUSINESS**

- |   |          |               |    |
|---|----------|---------------|----|
| 1. Sexualized Violence Annual Report [10 mins] (Stephanie Pedneault, Laura Mitchell)          | <b>I</b> | attachment    | 31 |
| 2. Update on TRC response – preview of HR component [20 mins] (Ian Humphries, Denise Aveyard) | <b>I</b> | attachment    | 39 |
| 3. Camosun College Student Society (CCSS) Fee Levies [5 mins] (Deborah Huelscher)             | <b>D</b> | attachment    | 51 |
| 4. CCSS Audited Financial Statements [5 mins] (Deborah Huelscher)                             | <b>I</b> | attachment    | 53 |
| 5. Board Chair: Call for Nominations 2025/26 [5 mins] (Deborah Huelscher)                     | <b>A</b> | no attachment |    |

**VII. ADJOURNMENT**

- I** Information
- A** Advice
- D** Requires a decision. See page 3 for proposed motions.



**BOARD OF GOVERNORS**

**MOTIONS**

**Monday, May 5, 2025**

**IV. BOARD COMMITTEE REPORTS**

**1. Executive Committee**

**ii) Policy updates**

**a. Academic Misconduct policy**

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO THE E-2.5 STUDENT MISCONDUCT POLICY AS INDICATED.

**b. Facilities Policy**

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO THE O-3.2 USE OF COLLEGE FACILITIES AND GROUNDS POLICY AS INDICATED.

**VI. NEW BUSINESS**

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

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING FEES FOR THE 2025-2026 ACADEMIC YEAR AND REMIT SAME TO THE CAMOSUN COLLEGE STUDENT SOCIETY:

<b>CCSS</b>	<b>\$14.39/month</b>
<b>BCFS</b>	<b>\$2.82/month</b>
<b>CASA</b>	<b>\$.65/month</b>
<b>Health</b>	<b>\$159/year</b>
<b>Dental</b>	<b>\$159/year</b>
<b>Student Refugee Program</b>	<b>\$1.33/month</b>
<b>Virtual Health</b>	<b>\$37.00/year</b>

AND

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

<b>U-Pass</b>	<b>\$20.25/month</b>
<b>Childcare</b>	<b>\$1.37/month</b>

<b>Athletics</b>	<b>\$5.64/month</b>
<b>Recreation</b>	<b>\$3.93/month</b>
<b>Building Fund</b>	<b>\$5.10/month</b>
<b>Recycled Paper</b>	<b>\$0.17/month</b>



## Board of Governors

**SUBMITTED BY:** Lane Trotter, President  
**DATE:** May 5, 2025  
**TOPIC:** President's Report: April 15-May 5, 2025

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**Note: A verbal report will be provided for events from April 28<sup>th</sup> through May 5<sup>th</sup>, due to the publishing timeline of the Board meeting package.**

### **1. Meetings with External Community**

On April 15<sup>th</sup> I had interviews with Jeff Bell of the Times Colonist newspaper and with Jason D'Souza of the CBC All Points West radio show to discuss the college's budget situation and international student enrolments.

On April 17<sup>th</sup> I attended the on-line meeting of the BC College's Presidents.

On April 24<sup>th</sup> I had an on-line meeting with Ian Tostenson, CEO of the British Columbia Restaurant and Foodservices Association (BCRFA) and Peter de Bruyn, Provincial Chair of the BCRFA and Camosun's Culinary Arts Food and Beverage Manager, to discuss the critical need for workers in the food services industry.

### **2. Meetings with Internal Community**

On April 15<sup>th</sup> Richard Stride and I attended an in-person town hall meeting with the School of Business faculty and staff.

On April 23<sup>rd</sup> Richard Stride and I attended a virtual town hall meeting with the School of Science, Technology, Engineering and Mathematics faculty and staff.

On April 24<sup>th</sup>, I and the other members of the College Executive Team participated in the college's Virtual Town Hall meeting. The event focused on the recently passed 2025-26 budget, school restructuring and the work currently underway to address the need to ensure a balanced budget. The team answered pre-submitted and on-line questions from faculty and staff.



# APPROVED Minutes

## REGULAR MEETING

Wednesday, Mar 19, 2025

4:00 - 6:00 pm

P216, LACC 321, MS Teams

### Present

#### Voting Members

- |   |                                   |
|---|-----------------------------------|
| 1. Alexis Martfeld, Faculty                     | 10. Isabel Grondin, Faculty       |
| 2. Andrea Kucherawy, Support Staff (Vice-Chair) | 11. Ivy Bell, Student             |
| 3. Ayush Gujjar, Student                        | 12. Lois Fernyhough, Faculty      |
| 4. Bijan Ahmadi, Faculty (Chair)                | 13. Mark Fournier, Faculty        |
| 5. Blair Fisher, Faculty                        | 14. Nicholas Read, Faculty        |
| 6. Christina Flores, Student                    | 15. Scott Harris, Administration  |
| 7. Courtney Neidig, Faculty                     | 16. Steven Rumpel, Administration |
| 8. Derek Murray, Faculty                        | 17. Talhia Plourde, Student       |
| 9. Heather del Villano, Administration          | 18. Tia Primrose, Support Staff   |

#### Non-Voting Members

Christopher Avis, Interim ICC Chair	TBA, Indigenization Coordinator
Lane Trotter, President	

**Guests:** Peter Moroney, Director, Education Policy & Planning; Rob Thompson, Ombudsperson; Todd Ormiston, Director, Eyə? Sqā'lewen; Laura Mitchell, Director, Student Affairs; Levi Glass, Indigenous Special Projects Leader, Eyə? Sqā'lewen; Cuma Yilmaz, T&T Faculty

**Regrets/Absent:** Richard Stride, Monty Bryant, Michael Liu

ITEM	PRESENTER
<p><b>A. CALL TO ORDER AND DECLARATION OF QUORUM</b></p> <p>The regular meeting was called to order at 4:02 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 Ləkʷəŋən 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
<p><b>C. CHECK-IN</b> Bijan welcomed the Council to the meeting and invited members to share any noteworthy updates or exciting news related to their School, unit, or personal lives.</p>	<b>Bijan Ahmadi</b>
<p><b>D. ACCEPTANCE OF AGENDA</b> The agenda for <a href="#">Mar 19, 2025</a> was approved by unanimous consent.</p>	<b>Bijan Ahmadi</b>
<p><b>E. MINUTES FOR APPROVAL</b> The minutes for the <a href="#">Feb 19, 2025</a> meeting were approved by unanimous consent.</p>	<b>Bijan Ahmadi</b>
<b>F. REPORTS</b>	
<p><b>1. Education Council Chair</b>  Bijan recognized the guests attending the meeting. He informed Council members the nomination period for membership for the 2025-26 session of Education Council has closed. Information will be released once the appeals period has passed. He extended appreciation to returning and new members.  He encouraged the recruitment of more Council members, especially students, and emphasized the value of student voices and the importance of a full complement.</p>	<b>Bijan Ahmadi</b>
<p><b>2. Provost and VP Education and Innovation</b>  Bijan waived the report on Richard's behalf, who was away on vacation.</p>	<b>Bijan Ahmadi for Richard Stride</b>
<p><b>3. Board Member</b>  Lane reported on behalf of Monty, who was unable to attend. He informed Council that <a href="#">Pari Johnston</a>, head of Colleges and Institutes Canada (CICan), discussed the federal changes to the student immigration system. She highlighted CICan's ongoing work for colleges and institutes. It was announced that college degrees are now included in the postgraduate work permit (PGWP) process, allowing more students to qualify. He indicated there are plans to connect with Perry for additional updates to the college.  During the board committee reports, Mike Stubbing, Chair, Finance Committee, provided an update reminding board members of their fiduciary duties, including duty of loyalty and duty of care. He also provided an unofficial overview of the financial situation, with an official report expected on April 14th after the Finance Committee meeting on April 7th.  Lane informed Council that there was also a report from the Committee Chair for Cybersecurity, Lindsey Kearns. There was emphasis on the importance of keeping devices updated with the latest patches to prevent hacks. This relates to the measures that the College is taking to secure its systems against malicious actors. Lane reminded Council that the Cybersecurity Committee is</p>	<b>Lane Trotter for Dr. Monty Bryant</b>

ITEM	PRESENTER
<p>one of the actions the Board took to make sure the College is on top of cyber issues.</p> <p>There was one new business item that was discussed: reopening board meetings to the public, rather than exclusively on Teams. The board passed a motion, and further details will be presented at the next board meeting.</p>	
<b>G. COMMITTEE REPORTS</b>	
<p><b>Education Council Policy and Standards Committee</b></p> <p>Pete reported that the committee did not meet in February, and that the next meeting is on March 28. An early draft of the renewed EDI policy will be reviewed. Consultations have been ongoing with significant involvement from Tehmina, the director. Pete indicated that guests are welcome to join the consultation.</p> <p>Pete reminded Council that the search for members of the EdCo appeals panel is ongoing, focusing on students and faculty. Laura Mitchell is actively reaching out to identify potential student members. The goal is to establish a standing committee with a pool of individuals for timely appeal responses.</p>	<b>Peter Moroney</b>
<b>H. INTEGRATED CURRICULUM COMMITTEE REPORT</b>	
<b>Regular Curriculum for Approval</b>	
Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:	
T&T – COMPUTER SCIENCE/MECHANICAL ENGINEERING	
<a href="#">COMP 132</a>	
<a href="#">COMP 139</a>	
<a href="#">COMP 146</a>	
<a href="#">COMP 152</a>	
<a href="#">COMP 245</a>	
<a href="#">COMP 246</a>	
<a href="#">COMP 271</a>	
<a href="#">ENGR 155</a>	
<a href="#">ENGR 255</a>	
<a href="#">ICS 113</a>	
<a href="#">ICS 118</a>	
<a href="#">ICS 120</a>	
<a href="#">ICS 125</a>	
<a href="#">ICS 126</a>	
<a href="#">ICS 128</a>	
<a href="#">ICS 199</a>	
<a href="#">ICS 200</a>	
<a href="#">ICS 211</a>	

ITEM	PRESENTER
<a href="#">ICS 212</a>	
<a href="#">ICS 214</a>	
<a href="#">ICS 215</a>	
<a href="#">ICS 221</a>	
<a href="#">ICS 223</a>	
<a href="#">ICS 224</a>	
<a href="#">ICS 226</a>	
<a href="#">ICS 228</a>	
<a href="#">ICS 280</a>	
<a href="#">ICS 290</a>	
<a href="#">TECN 210</a>	
<a href="#">TECN 290</a>	
<p><b>Motion:</b> That Education Council approves changes to the curriculum as submitted:</p> <p style="text-align: right;"><b>Moved by: Lois Fernyhough</b> <b>Seconded by: Derek Murray</b> <b>Motion Carried</b></p>	
<p><b>I. FOR ADVICE – STUDENT MISCONDUCT POLICY</b></p>	<p><b>Peter Moroney</b> <b>Laura Mitchell</b></p>
<p>Pete and Laura provided an overview of this board-approved policy being presented to EdCo for advice. This policy, initially introduced years ago, now includes the following clause: Breach of Other College Policies. This addresses conduct that violates other college policies involving student behavior, safety, or the rights and well-being of others, unless fully addressed through another policy or process.</p> <p>The policy aims to fill gaps identified in older operational policies, ensuring a fair and consistent approach to student conduct across the college. It provides a unified appeals process, avoiding the need to specify appeals in every individual policy.</p> <p>Laura indicated that the policy ensures students have the right to appeal through this unified process. This consistency is crucial, especially with the imminent opening of West Shore and the development of student housing on campus. The goal is to minimize gaps or duplications in discipline and appeals during this period of rapid change.</p> <p>Pete informed Council that the intent is to proceed with this in a timely manner. An overall review of this policy will begin soon, with Laura and Rashed collaborating on it. This review will provide an opportunity to revisit various aspects of the policy. It is hoped to rename it to the 'Student Conduct Policy,' and he anticipates that more enlightened approaches will emerge from this review.</p>	

ITEM	PRESENTER
<p>Pete and Laura responded to questions from Council and will take the following feedback to the Board:</p> <ul style="list-style-type: none"> <li>• The wording, although potentially redundant, would have value.</li> <li>• The name, although potentially problematic, is something that needs to be addressed in the future.</li> </ul>	
<p><b>J. FOR DISCUSSION – FRAMEWORK FOR SELECTION OF INDIGENOUS VOTING MEMBER</b></p>	<p><b>Bijan Ahmadi</b> <b>Todd Ormiston</b> <b>Levi Glass</b></p>
<p>Bijan reminded Council members that the conversation regarding the framework for selection of an Indigenous voting member has been ongoing for the past year. He noted that this conversation began 10 years ago, initiated by Janice Simcoe and Corrine Michel, and received support from the Council. Bijan provided an overview of the consultation process with the Indigenous Advisory Committee and based on their advice, approached S,HIWEK (Leadership Council) to develop a framework for the proposed process for nomination of an Indigenous voting member on Education Council at Camosun College. This framework was provided to EdCo for review after the February meeting. Bijan informed the Council that EdCo is currently at the discussion stage and emphasized that any changes will be made within the bylaws of the Education Council, with the required 30-day notice for bylaw amendments.</p>	
<p>Council members provided feedback, with Bijan, Todd, and Levi responding to the varied suggestions and concerns, including those surrounding voting membership ratios/seats and tokenism. Bijan emphasized that the plan that's being brought forward is not out of his fruition, not out of his goals or the goals of our administration, but the Indigenous Advisory Council, who's brought forward what they consider the best way to recognize a value voice within the College.</p>	
<p>Bijan summarized the discussion for members, indicating that there is a strong desire to move forward in recognizing and valuing Indigenous voices. He noted that there are concerns that have been raised about ratios and the intentions of the Act, of which were addressed. He believes we are operating in good faith within its framework and noted that the 30-year-old Act is outdated and does not reflect current times. On members' request he agreed Council must advance this issue to the Ministry to ensure that the Act is updated, and Indigenous voices are codified in law. Bijan brought a motion to the floor, noting that some members had voiced concerns about the change in proportion of faculty to Council.</p>	
<p><b>Motion:</b> That Education Council charges Policy and Standards to develop the appropriate bylaw language to support and define a new member as described by the proposal brought forward by S,HIWEK.</p> <p style="text-align: right;"><b>Moved by: Bijan Ahmadi</b> <b>Seconded by: Mark Fournier</b> <b>Motion Carried</b></p>	
<p>Abstain: Blair Fisher, Alexis Martfeld</p>	

ITEM	PRESENTER
<b>K. FOR DISCUSSION – RECORDING OF EDUCATION COUNCIL MEETINGS</b>	<b>Bijan Ahmadi</b>
<p>Bijan reminded Council members of the briefing note and opened the floor for thoughts on EdCo’s reporting process.</p>	
<p>Points were raised regarding:</p>	
<ul style="list-style-type: none"> <li>• Consent</li> <li>• The recordings provide transparency and accessibility; viewable to constituent groups to see how they are being represented</li> <li>• Not opening avenues for members not to attend meetings</li> <li>• Noting that not all members participate in the open mic session and recording meetings for the public domain could make that even more true</li> <li>• The purpose and articulation of the recordings (for minutes taking only and then deleted)</li> <li>• Education Councils throughout British Columbia have articulated that the role of notetaker at the table greatly benefits by having access to a recording for their use, for the purpose of taking accurate and complete minutes</li> <li>• Notification of recording could be put on the agenda</li> <li>• Articulating/structuring the purpose of the recording</li> </ul>	
<p>Bijan floored the motion:</p>	
<p><b>Motion:</b> That Education Council charges Policy and Standards to develop appropriate Bylaw language to support the recording of meetings for the purpose of note taking and articulates how we obtain consent:</p> <p style="text-align: right;"><b>Moved by: Bijan Ahmadi</b> <b>Seconded by: Blair Fisher</b> <b>Motion Carried</b></p>	
<b>L. PRESENTATION – OMBUDSPERSON ANNUAL REPORT</b>	<b>Rob Thompson</b>
<p>Item tabled until the April meeting.</p>	
<b>M. ADJOURNMENT</b>	<b>Bijan Ahmadi</b>
<p>The meeting adjourned at 6:05 pm.</p>	



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

**SUBMITTED BY:** Richard Stride, Acting Provost and Vice President, Education and Innovation  
**DATE:** May 5, 2025  
**TOPIC:** Student Misconduct Policy (E-2.5).

For Information:

For Decision: X

For Discussion:

**1. Overview**

The Board of Governors approved the new Student Misconduct Policy in 2022 after significant college-wide consultation. The policy was separated from student academic misconduct to ensure clear expectation and processes for resolution and discipline of non-academic conduct.

Administration is recommending to the Board Executive approval for a minor revision to the Student Misconduct Policy (E-2.5), specifically regarding the addition of the following clause:

**(3) Misconduct towards the College, including,**

- (g) **Breach of Other College Policies:** This includes conduct that violates another College policy if it involves student behaviour, safety, or the rights and well-being of others, unless it has been fully addressed through another policy or process.

**2. Rationale:**

The specific clause is recommended to be included in the policy to ensure a fair, consistent, and comprehensive approach to student behavior at Camosun College. The addition of this clause ensures violations of other College policies related to student conduct, safety, or the rights and well-being of others are appropriately addressed when no other disciplinary or appeal process exists. Without this addition, there is ambiguity about addressing misconduct under policies not designed for non-academic issues.

**3. Consultation Steps Taken**

Consultation with the following individuals and bodies has taken place:

- Acting Associate Vice President, Education & Innovation
- Associate Vice President, Administration Services
- Education Policy and Planning
- Director, Student Affairs
- Education Council – provided advice to change name of policy in next full review with consultation

**4. Options**

- A. Do not update the Student Misconduct Policy (E-2.5).
- B. Endorse the addition of the clause.

**5. Recommendation and or Motion**

**MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO THE E-2.5 STUDENT MISCONDUCT POLICY AS INDICATED.



<b>POLICY TITLE</b>	<b>Student Misconduct Policy</b>
<b>POLICY NUMBER</b>	E-2.5
<b>APPROVAL DATE</b>	October 27, 2003
<b>APPROVAL BODY</b>	Board of Governors
<b>LAST UPDATE OR AMENDMENT OR REVIEW DATE</b>	September 21, 2020 – update when approved
<b>NEXT REVIEW DATE</b>	2025
<b>POLICY HOLDER</b>	Provost and Vice President Education & Innovation
<b>RESPONSIBLE OPERATIONAL LEADER</b>	Director Student Affairs
<b>SUPPORTING DOCUMENTS</b>	Student Misconduct Procedure Appeal of Student Suspension

## STUDENT MISCONDUCT

### PURPOSE AND/OR RATIONALE

All persons are expected to conduct themselves in a respectful way at Camosun College (“Camosun” or the “College”). This Student Conduct Policy (the “Policy”) outlines Camosun’s expectations of all students.

The Policy provides a framework, supported by principles and procedures, to address and resolve conduct issues. Its procedures include both an informal and formal resolution process.

This Policy is in addition to students’ rights and responsibilities under other Camosun policies, directives and associated procedures, and under the laws of local, provincial and federal governments.

### POLICY APPLICATION, SCOPE, AND/OR LIMITS

This Policy applies to:

- All students enrolled in the College or engaged in College related activities;
- Students’ conduct in any organized College-related activity, and/or [Work Integrated Learning](#) opportunity beyond campuses and partnership sites. This includes, but is not limited to, work shadowing, field schools, field trips, field placements, practicums, community placements, culture camps, College-based clinical placements, off-site course deliveries, service learning projects, student exchange, and study abroad opportunities;



- Students' conduct off campus, including by electronic media, which negatively impacts the College or its community, or which adversely affects the rights of a member of the College community to use and enjoy the College's learning and working environments and facilities or which adversely affects the health and safety of a member of the College community;
- Students from other institutions undertaking studies on College property;
- A person on leave under the Involuntary Health and Safety Leave of Absence Policy is not considered a Student for the purposes of this Policy.

Students' are responsible under this Policy for the conduct of their invited guests.

The Office of Student Support leads the institutional application of this Policy and works in collaboration with Campus Security.

The application of this Policy is independent of any criminal or civil proceedings which may arise from the same conduct. The processes under this Policy may, in the discretion of the Office of Student Support, be suspended when criminal proceedings are underway.

The College recognizes that students may have certain legal rights to freedom of expression. The Policy does not seek to unreasonably limit any rights provided by law. This Policy and its associated Procedures will be applied in relation to unacceptable student conduct recognizing that right.

Incidents of sexual violence and misconduct are addressed separately under the College's [Sexual Violence Policy](#). Where conduct is subject to investigation or proceedings under the Sexual Violence Policy, this Policy does not apply.

Students who are also employees of the College may, in addition to consequences under this Policy and Procedures, be subject to processes and consequences under employment related policies including the [Standards of Conduct Policy](#) and the [Respectful Workplace Policy](#).

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

Incidents of academic misconduct or violations of academic integrity are addressed separately under the College's Academic Integrity Policy.

## DEFINITIONS

1. **Allegation:** Information brought to the attention of the Office of Student Support that, if true, concerns non-academic conduct that may be a violation of this Policy. Where available, Allegations should be supported by particulars and details of the conduct of concern.
2. **Appeal:** A request by the Student for a review of an Outcome of the Student Misconduct Process. An Appeal will be considered in accordance with the Procedures under this Policy. Except in relation to



appeals of suspension decisions made by the President, an appeal, absent extraordinary circumstances, will only be considered if:

- a. A substantial procedural error has been made in the process;
  - b. Evidence, not reasonably available at the time the Outcome was determined is available and the new evidence may change the Outcome;
  - c. The Outcome imposed is unreasonable or excessive in all the circumstances.
3. **Balance of Probability:** Whether on the available evidence an event is more likely than not to have occurred.
  4. **Complainant:** A person who brings forward an Allegation.
  5. **Director:** The Director of Student Affairs. The Director is responsible for the management of the Student Conduct Policy's Procedures. The Director may delegate their responsibility under this Policy to a Designate.
  6. **Designate:** An individual formally delegated authority to act on behalf another discharging responsibilities under this Policy.
  7. **Employee:** A person who employed by the College, including but not limited to faculty, staff, sessional instructors, and security personnel, and includes Contractors contracted to work at the College.
  8. **Guest:** A person who is visiting a Student on campus. Students are responsible for the conduct of their guests while on campus.
  9. **Informal Process:** A consensual process to resolve Allegations concerning Student Conduct. An informal process will involve the Office of Student Support and/or Campus Security and may involve any other party impacted by the alleged misconduct. The specifics of the Informal Process will depend upon the circumstances of the Allegation and will be structured with a view to achieving a mutually acceptable resolution of the Allegation. An Outcome of the informal process that is agreed to resolves the Allegation may not be appealed.
  10. **Interim Measure:** A temporary measure implemented by the Office of Student Support, Campus Security or President pending an Investigation, Informal Resolution, or Outcome. An Interim Measure except a Suspension is not appealable.
  11. **Investigation:** The process of collecting and assessing information to determine if an Allegation is substantiated on the Balance of Probabilities.
  12. **Leave of Absence:** An approved, temporary separation/withdrawal of the student from the College. A [Leave of Absence](#) may occur for any reason approved by the College including medical or mental health reasons.



- 13. Minor Misconduct:** Conduct that breaches the Student's express or implied obligations under this Policy that is not Major Misconduct.
- 14. Major Misconduct:** Conduct that breaches the student's express or implied obligations under this Policy of a serious nature, as determined by the Office of Student Support, including but not limited to conduct that is offensive, threatening, aggressive, harassing, or violent, misconduct towards property (such as vandalism or destruction of property), and repeated incidents of Minor Misconduct.
- 15. Multiple Proceedings:** Refers to instances when student conduct implicates two or more College policies. In such circumstances, the College officials responsible for the administration of each policy will meet to determine how to proceed. The Student will be advised of the process to be followed.
- 16. Natural Justice:** In this Policy refers to the rules of law that ensure a fair process, including that the Student is made aware of the Allegations and is given a fair opportunity to respond, with a decision rendered by an unbiased decision maker based on the evidence.
- 17. Ombudsperson:** An impartial, independent office which provides a safe, confidential place for students to discuss concerns, complaints and disputes and to consider options. The office advocates for fairness and equity rather than for a particular person or outcome.
- 18. Outcome:** The consequence either agreed upon, or imposed as a result of a finding of a violation of this Policy. Outcomes may include, but are not limited to warnings, restitution, requirement to enter a behaviour contract, removal from course/program and suspension. If an Outcome results in a loss of College credit, suspension from a program, temporary suspension from the College, or permanent suspension from the College, a notation may be made on the Student's record. On application to the Provost and Vice President Education & Innovation, such notations may be removed after two years.
- 19. President:** The President appointed pursuant to the College and Institute Act. Only the President of the College may suspend a Student from the College for misconduct.
- 20. Procedural Fairness:** In this Policy refers to the manner in which the Procedures under this Policy are implemented, and includes the right to know the Allegations and be provided the opportunity to respond to the Allegations and the evidence in support of the Allegations, and to have a decision made by an impartial decision maker. As used in this Policy, Procedural Fairness includes the right to have a Support Person during the Student Misconduct Process.
- 21. Record:** The record is the comprehensive set of all information related to the student, including academic history, biographical information. All notations related to this policy are placed on the official student record by the Registrar's Office.



- 22. Restitution:** Reimbursement for damage to or loss of property. Restitution may be part of a resolution of an Informal Process, or an Outcome of the Student Misconduct Process. Restitution may be payable to the College or a person experiencing loss or damage as a result of Student Misconduct.
- 23. Student:** A person who has been accepted to and has registered for a course or program offered by the College. A person is considered a Student under this Policy from the time of registration until that person has completed the course without registering for another course, or until that person has graduated from a program, including the period while actually engaged in the course or program, the period between registration and the commencement of the academic term, and the period between terms (including summer). Where an Allegation is made against a person who was a Student at the time of the alleged misconduct, the College may, in its discretion, conduct an Investigation.
- 24. Student Misconduct Process:** The process set out in this Policy and Procedures for addressing Student Conduct issues not resolved pursuant to an Informal Process.
- 25. Student Support Manager:** A designated College employee who is responsible for: receiving concerns, complaints or reports of non-academic student misconduct. Student Support Managers will coordinate supports for students impacted by incidents of non-academic student misconduct and may initiate investigations of non-academic student misconduct via an informal or formal process as appropriate to the situation.
- 26. Support Person:** A person who acts as a resource throughout an Investigation, an Informal Process and/or the Student Misconduct Process. The College recommends a support person who is someone the Student feels comfortable with knowing the details of the Allegations and who can assist a student in understanding the Policy and Procedures and help a student identify questions that they may have throughout an Investigation, Informal Process or the Student Misconduct Process. The support person does not act as advocate for the Student.
- 27. Suspension:** Includes removal of a student from any class, course, or program. The removal from receipt of a College service or withdrawal from participation in a College activity, when imposed as part of an Outcome, are not considered Suspensions under this Policy.

## PRINCIPLES

1. Students are at the centre of Camosun's educational mission. Creating and maintaining a safe, respectful, secure, and supportive learning environment for students is the responsibility of all members of the College community.
2. All members of the College community have a responsibility to act in manners consistent with the College's educational mission. Students have the right to learn in a safe environment, free from harassment, violence, intimidation, bullying, hazing, and coercion, whether the conduct occurs in person or through the use of technology. Students have obligations not to engage in conduct that



causes harm to persons or property that violates College policies and Procedures, or that otherwise contravenes federal, provincial or local laws.

3. Any conduct on the part of a Student that has, or might reasonably be seen to have, a negative effect on the College or the College community, or that affects the health, safety, rights or property of the College or the College community may be subject to discipline under this Policy.
4. The College recognizes that conflict between members of its learning community may arise. Whenever possible, students are encouraged to engage in informal conflict resolution to foster a culture of effective conflict management that emphasizes honest discussion and collaborative problem solving. The College will strive to facilitate informal conflict resolution. When informal conflict resolution is not possible, is unsuccessful, or is otherwise inappropriate, complaints and allegations may be dealt with through the formal Student Misconduct Process.
5. The College will conduct a timely investigation into allegations of misconduct that could, if substantiated, constitute a violation of this Policy. All investigations are conducted in a fair and equitable manner, consistent with the principles of procedural fairness and natural justice, and having regard to the nature and seriousness of the conduct at issue.
6. Where the Student Misconduct Process determines that misconduct has occurred, the outcome of that process will take into account all the circumstances of the misconduct and the circumstances of the Student engaging in the misconduct. The College recognizes that, where appropriate, a Student Misconduct Process outcome that is educational, developmental or restorative, may be preferable to, or imposed in conjunction with, a punitive outcome.
7. A Student Misconduct Process outcome may be appealed by a Student in accordance with the Procedures under this Policy.
8. Allegations, Informal Processes, Investigations, the Student Misconduct Process and Outcomes will all be treated by the College as confidential, and only disclosed insofar as permitted by the British Columbia Freedom of Information and Protection of Privacy Act, and as necessary to ensure procedural fairness and natural justice in relation to any Allegation. All parties and witnesses will be asked to and are expected to keep such information confidential (except that a Student alleged to have engaged in misconduct may confidentially share information with a support person). Breaches of confidentiality by a Student or employee may result in disciplinary sanctions.
9. No individual making or responding to an Allegation under this Policy, or participating in an appeal of an Outcome shall be subject to reprisal or threat of reprisal for making or defending the allegation, or for participating in the appeal. Reprisals and threats of reprisal may be subject to discipline under this or other College policy.



## PROHIBITED STUDENT CONDUCT

The following is a non-exhaustive list that provides examples of misconduct that may be addressed under this Policy. Conduct not specifically set out below may also be subject to proceedings under this Policy:

### 1. Misconduct against Persons, including:

- a. **Assault and Threatening Conduct** This includes physically aggressive behaviour, assault, intimidation, and threats (whether made verbally, in writing, or electronically, such as through social media) directed at or impacting on a member or members of the College community. **Examples:** Punching or hitting another person; unwanted contact with or stalking of another person; communicating an explicit or implicit threat, verbally, by action or through electronic means (e.g. text and social media) towards a person or group.
- b. **Endangering the Health, Safety or Well-Being of Others** This includes conduct that potentially or actually endangers the safety, health or well-being of any person in the course of any College related activity. **Examples:** Tampering with fire access doors or discharging fire extinguishers; unsafe operation of a motor vehicle.
- c. **Discrimination** Includes engaging in conduct that discriminates against any person on grounds set out in the British Columbia Human Rights Code, including race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age. **Examples:** Making racialized or inappropriate comments, homophobic or transphobic comments or actions.
- d. **Harassment** Includes engaging in harassing behaviour, such as conduct that is unwelcome or that reasonably ought to be known to be unwelcome, and that would be expected to cause another person to feel demeaned, intimidated or harassed, or that otherwise creates a hostile or offensive environment. **Examples:** Unwanted attention, repeated unwanted contact, homophobic or transphobic comments or actions.
- e. **Disrespectful or Demeaning Conduct** This includes any statement, publication, notice, sign, symbol, emblem or other representation which gives a member of the College community reasonable cause to believe that he or she has suffered hatred or contempt. **Examples:** Racist or misogynistic language, cartoons, photos, symbols, etc., which expose a person or a group or class of persons to hatred or contempt.



## 2. **Misconduct Against Property, including**

- a. **Theft or Attempted Theft** This includes any actual or attempted misappropriation of the property of the College or a member of the College community. **Examples:** Theft of library resources; theft of personal property such as a knapsack or purse.
- b. **Vandalism/Intentional Damage of College or personal property** This includes any intentional altering of, or damage to, any resource or property belonging to Camosun or to property of any member of the College community. **Examples:** Damaging library books; defacing College buildings; or damaging vehicles.

## 3. **Misconduct towards the College, including**

- a. **Failure to Comply with Lawful Directions of College Employees** This includes any failure to comply with a reasonable request or directive of any College employee authorized to make that request or directive, issued in order to protect the interests of the College or the rights, privileges or safety of any member of the College community. **Examples:** Failure to leave a building during a fire alarm; refusal to remove a vehicle parked in a fire lane; failure to vacate a College service or instructional area when directed.
- b. **Disruptive Conduct/Disorderly Conduct** This includes any conduct that interferes with the provision of College services or instruction or that interferes with the right of any member of the College community to carry out their legitimate activities or to speak or to associate with others. **Examples:** Verbal outbursts, impairment due to alcohol or drugs, physical gestures, fighting, actions or interruptions which limit or interfere with the provision of College services or instructional activities; disturbances of any College related or on-campus activity.
- c. **Unauthorized Entry or Presence** This includes any unauthorized entering, remaining in, or allowing others to have access to areas of the College. **Examples:** To enter, or allow others to gain entry to, computer laboratories outside of authorized times and conditions; or unauthorized presence in any College office or area.
- d. **False Information or Identifiers** This includes falsification, alteration or misuse of personal identification, electronic identification, records or documents. **Examples:** Using the identification, password or computer account other than the Student's own.
- e. **Misuse of College Technology** This includes unauthorized access to or use of computing equipment, facilities, networks or systems, interference with data, such as destroying, altering, or rendering inoperable any stored information, including data, computer programs or equipment.



f. **Making False, Frivolous or Vexatious Complaints** This includes any complaint pursuant to this or any other College policy that is intentionally made by a person who knows it is false, frivolous or vexatious. *Examples:* Alleging a theft of personal property that is untrue; alleging an assault that did not occur; alleging harassment without any reasonable foundation for the allegation.

g. **Breach of Other College Policies** This includes conduct that violates another College policy if it involves student behaviour, safety, or the rights and well-being of others, unless it has been fully addressed through another policy or process.

h. **Aiding or Abetting the Breach of College Policy** This includes encouraging, aiding or conspiring with another to engage in conduct that would, if committed by the Student, be a breach of this Policy.

i. **Violating Federal, Provincial or Local Laws** This includes any conduct that violates the laws of any applicable authority in a way that has a negative impact on the College or College community. *Examples:* Violations of B.C. Liquor Control Act; possession, use or sale of illegal drugs.

## RELATED LEGISLATED REFERENCES

- [British Columbia College and Institute Act](#)

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

- [0-6-1 Protection of Privacy](#)
- [0-6-2 Records Management](#)
- [G-1.3 Board Decision Making Policy](#)
- [E-2.5.1 Student Misconduct Process](#)
- [E-2.9 Sexual Violence Policy](#)
- [E-1.13 Academic Integrity Policy](#)
- [Camosun College Support Person](#)
- [G-1.7.1 Appeal of Suspension from College Process](#)

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

**SUBMITTED BY:** Deborah Huelscher, VP Administration and CFO  
**DATE:** May 5, 2025  
**TOPIC:** Use of College Facilities and Grounds Policy (O-3.2)

For Information: \_\_\_\_\_ For Decision: X \_\_\_\_\_ For Discussion: \_\_\_\_\_

**1. Overview**

In Fall 2024, legal advice was sought to inform potential updates to the Use of College Facilities Policy (O-3.2), specifically in relation to the following two questions:

- Whether Camosun College needs to make any changes to its policies to be able to respond to, or trespass, protest encampments; and
- What steps should Camosun College take to prepare for a protest encampment?

Advice received suggested minor edits including, but not limited to:

- Make it explicit in the “Scope/Limits” section that “all buildings and grounds” includes **all outdoor and indoor spaces owned or leased by the college**; and
- Add “*and grounds*” after the references to “facilities” where appropriate; and
- Add in language prohibiting encampments after paragraph 7 of the “Principles & Limitations” section.

Based upon the legal advice received, along with the consultations that took place, updates to the policy are recommended as attached and aim to make it clear that:

- The policy applies to all outdoor space on campus, and
- The use of Camosun’s outdoor campus grounds by a protest tent encampment would require the same approval from the Centralized Booking office as any other booking.

**2. Consultation Steps Taken**

Consultation with the following individuals has taken place:

- Vice President, Administration & CFO
- Associate Vice President, Administration Services
- Executive Director, Facilities Services & Campus Development
- Director, Facilities Operations
- Director, Educational Policy & Planning
- Associate Director, Policy Development

**3. Options**

- A. Do not update the Use of College Facilities Policy (O-3.2)
- B. Accept the updated Use of College Facilities Policy (O-3.2)

**4. Recommendation and or Motion**

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO THE O-3.2 USE OF COLLEGE FACILITIES AND GROUNDS POLICY AS INDICATED.



Policy:	O-3.2
Approved By:	College Executive Team
Approval Date:	June 2003
Amendment Date:	
Policy Holder:	VP Administration

## USE OF COLLEGE FACILITIES AND GROUNDS

### Purpose / Rationale

The purpose of this policy is to outline the responsibility for the effective maintenance, security, safety and economic operation of college buildings, grounds and structures and to ensure that all buildings, grounds and structures are used in accordance with College directives for the use of space. establish consistent principles and guidelines under which Camosun College will use its own facilities and will make its facilities available to non-College users. The rationale for permitting the use of College facilities, grounds and structures to non-College users is to provide for community events in a facility and an environment conducive to freedom of enquiry.

### Scope / Limits

This policy applies to the use by the College and by the general public of all the College's owned or leased space, grounds, structures or other types of property located on or off the Capital Regional District campuses, facilities, including all buildings and grounds.

### Principles & Limitations

1. All College facilities, grounds, and structures belong to the College and, therefore, the primary purpose for the use of College facilities, grounds, and structures is to meet the College's educational and operational objectives.
2. The College permits the use of its facilities, grounds, and structures by organizations, associations, (including the CCSS) community groups, individuals and commercial enterprises provided such use does not conflict with the College's Mission and Values and:
  - a) does not cause interference with the orderly functioning of the College or infringe on the rights or privileges of others; these rights include the right to peaceful pursuit of campus activities and to enjoy the rule of law;
  - b) does not promote hatred or discrimination against, or expose to contempt, any person or group of persons as applicable under legislation or law;
  - c) does not advertise, promote or operate programs or services that are in competition with College programs, and does not compete with College activities including commercial activities such as the bookstore, or otherwise conflict with current contracts or agreements; and
  - d) does not directly or indirectly contravene provisions of any law, statute, regulation, by-law, enactment, policy, or otherwise, of Canada, of the Province of British Columbia, the Municipality of Saanich, the Capital Regional District, the District of Oak Bay, and of Camosun College. This includes the *Criminal Code of Canada*, the Controlled Drugs and Substances Act, the *Human Rights Act* Code of British Columbia, the *Freedom of Information and Protection of Privacy Act*, the Trespass Act and other laws of general application.
3. Approval must be sought for use of College facilities and grounds facilities, grounds, and structures through the Centralized Booking office.
4. The College reserves the right to refuse or cancel the use of its facilities facilities, grounds, and structures when:
  - a) the use is in conflict with this policy;
  - b) the use is not suitable for the requested facility;
  - c) the proposed activities are not as described when booked;

Use of College Facilities and Grounds: O-3.2

Page 1 of 4

- d) the activity may be unlawful or present a risk to public safety or persons using the facility; or
  - e) operational circumstances or an emergency that an emergency occurs that prevents the College from proceeding with the booking.
5. Users of College facilities, grounds, and structures will be responsible for all conduct related to, and occurring as a result of, their activities and will be held financially responsible for any damages that may be incurred as a result of their activity.
  6. All fees collected for use of College facilities, grounds, and structures will flow to general revenue and will be collected by way of appropriate controls. A fee schedule has been will be established for the use of facilities, grounds and structures.
  7. Use of College facilities, grounds, and structures by outside groups does not imply endorsement by the College of any activity, behaviour, belief or product.
  8. No alteration to the College facilities, grounds or structures including, without limitation: the erection of structures, or any modifications to gardens, trees, lawns, trails, pathways or hard surface areas, may be made without prior approval from the Facilities Services Office.
  9. Tents or other temporary shelters may not be erected on or in College grounds or facilities without prior approval from the Facilities Services Office.
  10. No person shall occupy a facility or an approved tent or shelter overnight without prior approval from the Facilities Services Office.

#### **G.A.** ALLOCATION OF FACILITY AND GROUND USE (PRIORITY USE)

Allocation of facilities-facilities, grounds and structures will be prioritized as follows:

1. Camosun College education programming and College administrative, services and support space.;
2. Academic support activities (professional development courses, College sponsored meetings, official College functions, etc.);;
3. Non-academic activities (Camosun College Student Society activities, clubs or teams sponsored through Athletics and Recreation or the Student Society, meetings organized by and for employees or employee groups, etc.);;
4. Non-college use (i.e., community and conference).

#### **D.B.** DISPLAYS & RETAIL MERCHANDIZING

1. Limited public areas are available at each campus for displays and/or retail sales. Requests for displays and/or retail sales will be considered based on the following:
  - a) Information-only displays by registered non-profit Societies or groups
  - b) Information-only displays by non-College service providers or others
  - c) Pre-authorized sales as a fundraiser
  - d) Sale of goods or services by College students
  - e) Sale of goods or services by non-College students/commercial retailers
2. For retailing merchandise, samples or descriptions must be submitted to the College with the booking request. The College will assess the appropriateness of the merchandise based on the following criteria:
  - a) Conflict with current vendor contracts and College services including the College's bookstore
  - b) Submission of copies of applicable Business License and Tax Certificate (GST and PST)
  - c) Benefit to Camosun students
  - d) Legitimacy of the product
  - e) Source of material or manufacture

#### **E.C.** RENTAL FEES

Rental fees will be established as follows:

1. Rates will vary according to size of area, rooms, tables, and according to type of use.

**Use of College Facilities and Grounds: O-3.2**

2. A standard rate will be offered to community or non-profit groups.
3. A surcharge rate will be established for commercial enterprises and for those organizations that charge admission to their activity.
4. Full payment will be required for each booking, at the time of booking.
5. At the discretion of the College, in exceptional circumstances these guidelines may be modified and the fees may be waived.

#### **F.D.** BOOKINGS

##### **1. Booking Facilities**

- a) All Facility bookings are made through the Centralized Booking Office. ~~(Procedures & forms to be developed by them and link to be provided to office and or electronic point of contact)~~
- b) The College will ordinarily supply and set-up tables and chairs. When available, equipment, furniture, catering, and physical set-up requests will be considered and, if approved, made available to the user for a charge. The College will require the user to pay for any additional expenses the College incurs, such as audio-visual or required security services. Requests will be made through the Centralized Booking Office, which will direct the requests to the appropriate department.
- c) All normal licensing requirements, such as liquor and SOCAN licenses, must be obtained and paid for by the user and a copy provided to the Centralized Booking Office.
- d) Camosun College supplied security guard(s) may be required at the user's expense for all events. Security guard(s) will be required at the user's expense at all events where alcohol is served.
- ~~d)e~~ Portable washrooms, at a ratio of one per every 50 persons attending, will be required at outside events such as group barbecues or beer gardens.

##### **2. Insurance**

Non-College users at their cost may be required, at the College's discretion, to obtain public liability and property damage insurance, in connection with the user's use of college facilities.

##### **3. Indemnity**

Non-College users will be required to indemnify the College in connection with their use of the College's facilities.

##### **4. Refund & Cancellation**

- a) At the time of booking, the College reserves the right to require 100% of the rental fees to secure the booking.
- b) If notice of cancellation is received two full weekdays (Monday through Friday) before the event, the College will refund the rental fee.
- c) No refund will be will be given if notice of cancellation is less than three-two full weekdays (Monday through Friday).
- d) Any expenses that have been incurred by the College on behalf of the user will be charged back to the user.
- e) Where the College cancels a booking, the user will be given as much notice as possible and the full rental fee will be reimbursed.

#### **G.E.** CONDUCT AND CARE

1. Boisterous or nuisance persons will be requested and required to leave the Campus.
2. ~~Facilities~~ Building, grounds, structures and equipment will be used only for the activities for which they have been designated.
3. No marking devices may be used on surfaces not intended for such marking.
4. College ~~facilities~~ buildings, grounds, and structures will be left clean and in an organized fashion. At the end of each day, any tables and chairs used should be returned to their original location and all displays and material removed. All garbage generated by the event must be disposed of

immediately following the event.

- 5. Sound levels from musical instruments or recorded music must be kept to a reasonable level.
- 6. Publicly displaying posters, materials, or objects in College windows is not permitted.

**J.F. PUBLICITY**

- 1. All publicity is the responsibility of the user unless otherwise arranged with and agreed to by the College.
- 2. The College's logo is copyrighted and may not be used without the written consent of the College.
- 3. No signage may be posted on the painted walls or doorsurfaces or covering existing information.

**K.G. LINKS TO RELATED POLICIES**

- [G-2.3 Corporate Relations E-](#)
- [3.4 Copyright](#)
- [O-3.5 Commercial Activity](#)
- [O-5.10 Respectful Workplace O-](#)
- [5.11 Standards of Conduct](#)
- [Camosun College Standard Operating Procedure for Postering on Campus](#)

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**RELATED LEGISLATED REFERENCES**

- [Criminal Code](#)
- [Controlled Drugs and Substances Act](#)
- [Human Rights Code](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Trespass Act](#)



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, April 14, 2025  
**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  
 Sean Leyland  
 Lindsay Kearns  
 Brenda McBain  
 Prince Solanki  
 Mike Stubbing  
 Lane Trotter, President  
 Al van Akker

#### ADMINISTRATION:

John D’Agnolo, Exec. Dir., Human Resources  
 Deborah Huelscher, VP Administration & CFO  
 Jen Stone, Exec. Dir., Strategy, Planning & Transformation  
 Richard Stride, Acting Provost & VP Education & Innovation

**REGRETS:** Shane Hartman, Ruth Mojeed Ramirez, Rodney Porter, Exec. Dir., Communications & Marketing

**EXECUTIVE ASSISTANT:** Naomi Poeschek

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The meeting was opened with the Acknowledgement of the Territory.

#### 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 all regular Board meetings are open to the public and welcomed the guests on Teams. Tanya and Lane Trotter met several times for planning and updates.

The March 25 edition of CamNews featured a “Camosun Story” on Natasha Parrish, Education Developer for Indigenization with the Centre for Excellence in Teaching and Learning (CETL). The article highlights Natasha’s work in supporting Indigenization, Anti-Racism and Decolonization learning opportunities and initiatives at the College.

On March 27, the Indigenous Education and Community Connections (IECC) Spring Awards ceremony was held, recognizing 49 student award recipients. Jeremy Burgess brought greetings on behalf of the Board of Governors. Jeremy noted the sense of humor, community, learning and growth that was evident at the event. He was honored to attend to celebrate the students and their achievements.

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

Lane Trotter, President, acknowledged colleagues and guests joining the meeting online and in the Wilna Thomas building. Lane reported that on April 11 he attended a session with College and Institutes Canada (CICan) leadership and other BC CICan members to give input into defining the CICan of the future. Also on April 11, he attended the Co-Op Awards Ceremony at the Interurban campus.

Richard Stride, Acting Provost & VP Education and Innovation shared that four students, currently enrolled in Camosun's HR Management program, took first place at the 2025 HRC West Competition. Other competing schools included the University of Alberta and Vancouver Island University. The HR faculty member who coached the students was in attendance to support them.

## **3. Foundation**

Joanne Cumberland, Foundation Liaison, noted that the Foundation Board hasn't met since the last Board of Governors meeting.

## **4. Education Council**

Bijan Ahmadi, Education Council Chair, noted the minutes from the February 19, 2025, meeting were included in the agenda package. Bijan went over the highlights of the March 19, 2025, meeting, which included passing updates to curriculum in Computer Science/Mechanical Engineering within Trades & Technology, as well as reviewing an adjustment to the Student Misconduct Policy. The framework for adding an Indigenous voice and voting member to EdCo was discussed and will go forward for approval at the May meeting. Additional discussion was had regarding the recording of EdCo Teams meetings – changes are needed to EdCo's standards to develop more structure around this issue.

Bijan responded to the question of how the Indigenous representative would be selected, noting that Eyē? Sqâ'lewen would form a selection committee to select the appropriate person. The selected nominee would go forward to Education Council for formal ratification.

## **5. Pacific Institute for Sport Education (PISE)**

Jeremy Burgess, PISE Board of Directors, noted that the PISE Board hasn't met since the last Board of Governors meeting.

# **IV BOARD COMMITTEE REPORTS**

## **1. Executive Committee**

### **i) Report from the March 31, 2025, meeting**

Tanya Clarmont, Chair, Executive Committee, noted that the committee met on March 31. We received a financial update from Deborah Huelscher, VP Administration & CFO, in preparation for the April 7 Finance Committee meeting and budget review. We received an update from John D'Agnolo, Executive Director, Human Resources, regarding the CCFA's notice to commence bargaining, received on March 6, 2025.

We discussed a request from the CCSS regarding the proposed changes to the Board of Governor's Operating Policy. The Executive Committee has requested that Administration complete additional work on the policy framework and bring it back to the April Executive Committee meeting.

We discussed a process for the return of in-person attendance for members of the public at Board meetings. The committee's recommendation is the next item on the agenda. We approved the agendas for today's meetings.

**a. Recommendation on public attendance at Board meetings**

Tanya summarized the process that was shared in the Board agenda package. Suggestions from Board members included consideration of holding a Board meeting in a larger venue, such as Wilna Thomas, once a year, as well as posting the Board meeting Teams link on the Camosun website rather than the public having to go through the EA for the link.

Tanya responded to a question regarding the use of a lottery system only, noting that the most accessible way for the public was through random selection; not wanting to say that one person is more deserving over another person.

Mike Stubbing suggested this process be added to the Executive Committee calendar for review at the end of the year.

After the discussion, there was consensus with the process recommended by the Board Executive for in-person attendance at the May 5, 2025, meeting.

**2. Finance Committee**

- i) The minutes from the January 27, 2025, meeting were included in the agenda package.
- ii) Mike Stubbing, Chair, Finance Committee gave a report on the April 7, 2025, Finance Committee meeting.

**a. Budget 2025/2026**

Mike noted that the primary objective of today's report is to vote on the budget for the fiscal year April 1, 2025, to March 31, 2026. Prior to today's vote, the whole Board had the opportunity to ask questions and get clarifications at the April 7 meeting.

Mike reminded Board members of their responsibilities set out as law in the College and Institute Act, specifically citing sections 19(1)(b), 19(5)(a), 31(1.1) and 33.

Mike summarized the 2024-2025 budget, acknowledging budget reviews through the first three quarters of the year still showed the budget in a surplus position. An

extremely quick shift from surplus to deficit occurred in the fourth quarter. A dramatic decrease in international registration occurred in Fall 2024 as further changes were legislated. The 2025-2026 budget is the year for us to adjust to operate on a reduced budget going forward. It is important for the Board to free up time for the College Executive Team to enact the needed cost reduction strategies in order to maintain the College's reduced revenue. Any delay along the way affects the deficit.

Mike thanked Deborah and her team for their work in producing a reasonable budget reflective of our new reality. They did an exceptional job.

Board members presented questions about the budget and the processes involved in cost reduction strategies. Main areas of focus were on reduced course offerings and student supports; effects on students' ability to graduate; dependence on international student tuition and how to address it; where the college is at with the workforce adjustment process; and asking for increased communication with students.

Monty Bryant commended the College Executive Team, noting they are a small group who have worked collaboratively to minimize the effect to students.

**MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2025/26 WITH TOTAL REVENUE OF \$171,955,297 AND TOTAL EXPENDITURE OF \$171,955,297 RESULTING IN A BALANCED BUDGET.

CARRIED

**V APPROVAL OF THE MINUTES**

The minutes of the February 3 and March 3, 2025, meetings were approved with minor edits to the February 3 minutes.

**VI NEW BUSINESS**

**VII ADJOURNMENT**

The meeting was adjourned at 6:05 pm.

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**Tanya Clarmont, Chair**

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**Date**

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**Naomi Poeschek, Executive Assistant**

## REPORT TO THE BOARD OF GOVERNORS

**SUBMITTED BY:** Lane Trotter, President  
**TO:** Camosun College Board of Governors  
**DATE:** May 5, 2025  
**TOPIC:** Annual Report to Board: Sexual Violence Policy Implementation Report

For Information: X

For Decision:

For Discussion:

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### 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, and as such, the President, Camosun College will provide this report on an annual basis to the board. Specifically, the board approved *Sexual Violence* 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 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 support 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.
- Through our tabling events, we invited students to complete the provincial Student Perceptions of Sexualized Violence survey. This was an opportunity to hear from our students' voices regarding the resources available, training opportunities, campus culture, disclosure and

reporting options related to sexual violence. This important information from student perspectives helps us understand what the needs are within our community and provides important feedback that will be used in the upcoming 2026 Sexual Violence Policy review.

- In addition, the Office of Student Support:
  - Hired an Operations Assistant focused on increasing student engagement with sexualized violence prevention efforts and policy engagement.
  - Hired a Student Support Specialist increasing Camosun's capacity to engage with students around sexual violence prevention and response
  - Maintains regular engagement with Camosun College Student Society and the Office of the Ombudsperson regarding student feedback on our services and 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:

**Safer Campuses for Everyone:** OSS has continued to promote the Safer Campuses for Everyone course, a self-paced online training available to all students on D2L covering the meaning and impact of sexual violence, reasons why sexual violence happens, the importance of consent in all relationships, how to intervene to prevent sexual violence, how to find support, and how to support someone else who has experienced sexual violence.

**Social Media:** Raising awareness of the Office of Student Support and the accessibility of sexual violence supports at Camosun, bystander intervention strategies, understanding gender-based violence, and prevention of technology-based harm.

**In-Person Presentations Promoting Camosun's Sexual Violence Prevention and Response Efforts:**

Throughout the year, we have delivered in-person presentations at the Chargers Student-Athlete Orientation, International Student Orientation Presentations, New Employee Welcome Event, Camosun Service Fair, Nursing Program Orientation, and through In-Class Visits. Each presentation aimed to engage and educate the Camosun community on sexual violence prevention and response, fostering a culture of care and safety across campus.

**Direct Student Engagement Events:** Bringing consent conversations to life across campus through meaningful, creative, and engaging events that fostered space for reflection, education, and community care. OSS created the 'Consent Frog Kissing Booth' to invite students to interact with consent in a playful and approachable way.

**Valentine's Day: Self-Care Tin Giveaway:** Students created self-care tins, including lip balm, affirmation cards, condoms, and tea, while engaging with Safer Campuses for Everyone messaging. This was a thoughtful blend of love, care, and consent education. Through our tabling events, we also handed out affirmation cards and invited students to complete the Student Perceptions of Sexualized Violence survey. This was an opportunity to hear from our students' voices.

**International Women's Day: Blooming Solidarity, Ending Gender-Based Violence:** In partnership with campus unions and committees, we distributed over 800 flowers and 100+ packs of local seeds, encouraging students, faculty, and staff to learn about gender-based violence and celebrate gender equity.

**16 Days of Activism Against Gender-Based Violence:** Through interactive tabling and consent-themed bracelet-making, we invited students into meaningful reflection and conversations. We closed the campaign by honoring lives lost with the White Ribbon Polytechnique Montréal Vigil.

**Consent Awareness Week:** Over 150 students and faculty attended our Consent Drag Brunch featuring local performers (including both a current Camosun student and Camosun alumni), with 11 community partners showing up with support and resources. Our FRIES Giveaway brought fun to consent education, with over 100 students participating in trivia-based conversations. Donuts were given to students who completed the Safer Campuses for Everyone course, leading to a 194.44% increase in completions from last year. Meanwhile, our social media campaign amplified Camosun's commitment to ending sexual and gender-based violence, ensuring these conversations stayed visible and accessible.

**Safer Spaces training:** Partnership with 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.

**Ongoing collaboration:** Recognizing that all Camosun community members have a role to play in sexual and gender-based violence prevention, the OSS has invested in meaningful partnerships with various Camosun departments and partners including:

- Camosun College Student Society
- Camosun Chargers Athletics teams
- Camosun International
- Academic leadership
- Camosun Learning Services

- Camosun Makerspace
- Women & Gender Equity Committee
- Equity Diversity and Inclusion Office
- Library Services

#### **Ongoing support and education for Camosun staff and faculty**

- 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 have included:
  - 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
- Saanich Police Department’s Community Engagement Division
- Good Night Out Vancouver/Victoria
- The Foundry
- Island Community Mental Health
- The Men’s Therapy Centre
- Restorative Justice Victoria
- Canadian Association of College and University Student Services (CACUSS) Communities of Practice

#### **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 information known that pertains 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. They would also receive information on victim service support available through the Victoria Sexual Assault Centre.

### Disclosure statistics

The disclosure statistics below reflect those made to the Office of Student Support from April 1, 2024 – March 31, 2025. 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, 2024 – March 31, 2025						
	Student	Staff	Faculty	Community Member	Unknown	Total
Survivors	38	<5	<5	<5	<5	41
Alleged respondents	21	<5	<5	12	<5	41
<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, non-consensual sexualized conversations, suggestive comments, persistent communication, and sexual advances (experienced both in-person and via technology) along with significant percentage of survivors disclosing they’d experienced a physically harmful and/or violent sexual assault (both recent and historical); in some instances this included drug-facilitated sexual assault. Unknown numbers reflect cases where information on the kind of sexual violence was not disclosed.

Types of Incidents: April 1, 2024 - March 31, 2025	
Sexual Assault	15
Sexual Harassment	18
Stalking	<5
Intimate Partner Violence	<5
Unknown	<5
Total	41
<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, Office of Student Support staff 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
- 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 who have received a disclosure and encouragement to access their professional and personal support systems
- Facilitate internal referrals through Camosun services and supports
- Comprehensive case management of internal college referrals, services and supports
- Ensuring academic concessions are in place as necessary for all parties involved
- Ongoing education support for respondents to ensure folks who have been found to have caused harm have capacity to engage safely in Camosun community
- Supporting survivors with *Sexual Violence* policy (E-2.9) reporting options
- Informing and supporting survivors with reporting to law enforcement
- Implementing 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 Counselling Services, 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, particularly when students are engaged in lengthy and intensive legal process.

**NEXT STEPS**

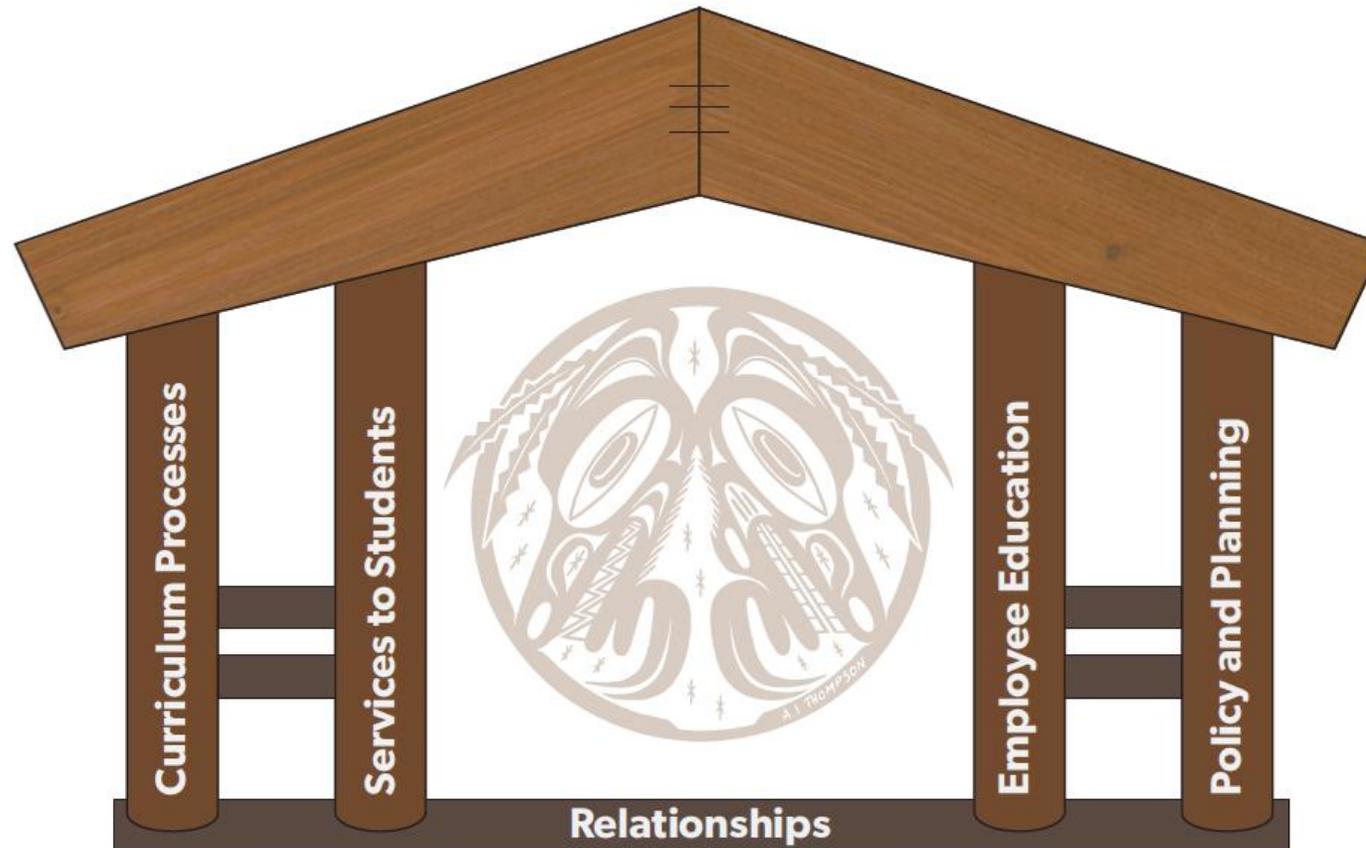
In the upcoming academic year, our focus will be to:

- Implement learnings from upcoming provincial Student Perceptions of Sexual Violence Survey report to respond to articulated needs of students.
- Continue to develop consistent sexual and gender-based violence prevention initiatives meeting just-in-time educational needs of students.
- Continue development and implementation of trauma-informed sexualized violence disclosure training for faculty and staff.
- Explore informal and alternate resolution options outside of formal reporting process that meets the needs of survivors and the college community by engaging individuals alleged to have caused harm in awareness raising, education and accountability process.
- Continue to recognize the risks inherent in sexual violence response and support work related vicarious trauma and the need to cultivate employee and team-oriented best practices for staff wellbeing and sustainability.
- Engage in consultation and planning for impact of college housing on sexual violence prevention and response resources and impacts on future policy and process review.
- 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, law enforcement, and Community Learning Partnerships).

# SLC Update –TRC Response Phase 2

April 9, 2025

Four Corner Post-Model of Indigenization



# Indigenization & Reconciliation Task Force

- Academic Advising
- Camosun Innovates
- Centre for Accessible Learning
- Centre for Equity, Diversity & Inclusion
- Centre for Excellence in Teaching & Learning
- Centre for Sport & Exercise Education
- Co-operative Education & Career Services
- Education Policy and Planning
- Eyē? Sqâ'lewen
- Facilities
- Human Resources
- Library
- Marketing & Communications
- Registrar's Office
- School of Arts and Access
- School of Business
- School of Health Sciences and Human Services
- School of Science, Technology, Engineering, and Mathematics
- School of Trades, Industry, and Professional Studies

# SLC Update –TRC Response Phase 2

- 39 actions completed in [Phase 1](#)
- 23 actions in Phase 2
  - Policy & Planning (10)
  - Curriculum Development & Delivery (7)
  - Services to Students (4)
  - Employee Education (2)
- 7 actions have the foundation complete
  - 7 actions on track for F2025, 9 ongoing

# Action Item #2

**Implement the following 3 hiring process actions and support them through the development of a [Recruitment & Selection toolkit](#) for workplace leaders**

- i. Exempt job postings to give preference to candidates who, at the interview stage, demonstrate an understanding of the TRC's Calls to Action and UNDRIP as they inform change in the workplace.
- ii. Ensure all exempt interviews include opportunities to explore candidates' knowledge of Indigenization and Truth and Reconciliation and capacity to act in their potential role at Camosun in ways that align with and strengthen the college's commitment to Indigenization and Reconciliation.
- iii. Ensure applicants for preferential and limited hires who identify as Indigenous have the opportunity both to describe how they self-identify, and to demonstrate their Indigenous understandings and lived experience as Indigenous people.

# Exempt Job Postings

- I. Exempt job postings changed to give preference to candidates who, at the interview stage, demonstrate an understanding of the TRC's Calls to Action and UNDRIP as they inform change in the workplace.

Language is being added to all exempt job postings:

***Preference may be given to candidates who, at the interview stage, demonstrate an understanding of the TRC's 94 Calls to Action and UNDRIP as they inform change in the workplace.***

# Repository of interview questions

- II. Ensure all exempt interviews include opportunities to explore candidates' knowledge of Indigenization and Truth and Reconciliation and capacity to act in their potential role at Camosun in ways that align with and strengthen the college's commitment to Indigenization and Reconciliation.

*Repository of [Indigenous-focused interview questions](#) can assist with assessing how applicants are able to articulate their Indigenous knowledge, experience, and expertise.*

One to two questions is recommended. Additional questions may be appropriate for more Indigenous-focused roles

# Selecting Indigenous employees

- III. Ensure applicants for preferential and limited hires who identify as Indigenous have the opportunity both to describe how they self-identify, and to demonstrate their Indigenous understandings and lived experience as Indigenous people.

***Hiring panels for Indigenous Preferential and Limited Hires (IPLH), can draw upon insights from a [Selecting and Retaining Indigenous Employees guide](#) authored by Janice Simcoe.***

Guide includes flags or reasons to question or further explore claims of Indigenous identity, as well as a screening grid for candidates, sample interview questions, and a guide to assessing the responses.

Preferential hiring in place for BSN, ELC, CRIM, SOCW, CLP, IECC.

Limited hiring in place for Indigenous Counsellor, Indigenous Advisor, etc.

# Action Item #2 – Next Steps

1. Communication to HRCs, advising them to ensure new language is included in exempt job postings and directing them to the new Indigenous hiring web page
2. Communication to non-exempt supervisors, advising them to add language to exempt postings and directing them to the new Indigenous hiring web page
3. Continue to work on incorporating the language into exempt postings and PeopleAdmin templates

# Action #11 - TELFIN TFE WILNEW

**As an act of reconciliation and Indigenization, invite all new hires to complete a course in Understanding Indigenous Peoples - TELFIN TFE WILNEW (TTW) and to gain a certificate of completion**

As a first step towards all employees having this knowledge, Camosun will require all **exempt** workplace leaders (as role models), to complete all aspects and requirements of TELFIN TFE WILNEW within their first year of employment. Any exceptions are to be requested through work place leaders.

# Addition to New Hire Email

**For exempt staff only** - As an act of reconciliation and Indigenization, all exempt new hires at Camosun are required to complete all aspects of TELFIN TFE WILNEW (TTW) training and are encouraged to complete it within their first year of employment. This award-winning, blended delivery course provides insight into an Indigenous world view, describes the impact of colonization and how it affects students attending the College today, and guides participants in the development of new teaching and learning methods. Visit the [TELFIN TFE WILNEW page](#) for course information and registration. Non-exempt employees are encouraged to complete this training to broaden their knowledge of Indigenization and its association with Camosun College.

# Accountability

- Workplace leaders will ensure their employees complete the course. CETL to forward completion lists to John D'Agnolo annually to facilitate HR follow-up as needed.

# Action Item #11 – Next Steps

1. Communication to WPLs, notifying them of required TTW training for exempt staff, directing them to the new Indigenous hiring web page, and advising them to incorporate language into new exempt job postings
2. Communication to Exempt staff, notifying them of required TTW training for exempt staff
3. Once the above communications have gone out, HR will implement the new Welcome email language



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

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

April 16, 2025

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

**RE: Student Society Fee Levies 2025-2026**

Dear Ms. Clarmont:

As required by the College and Institutes Act, the Camosun College Student Society is informing the Board of Governors that its 2023-2024 audit as well as more recent un-audited statements were presented to CCSS members at their Annual General Meeting on April 4th, 2025. 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 2025-2026 academic year is as follows:

Levy	New 2025 – 2026 Fees	Current 2024 – 2025 Fees
CCSS	\$14.39/month	\$14.03/month
BCFS	\$2.82/month	\$2.75/month
CASA	\$0.65/month	\$0.63/month
U-Pass	\$20.25/month	\$20.25/month
Health	\$159.00/year	\$153.00/year
Dental	\$159.00/year	\$153.00/year
Childcare	\$1.37/month	\$1.34/month
Athletics	\$5.64/month	\$5.50/month
Recreation	\$3.93/month	\$3.83/month
Building Fund	\$5.10/month	\$4.97/month
Recycled Paper	\$0.17/month	\$0.17/month
Student Refugee Program	\$1.33/month	\$1.30/month
Virtual Health App	\$37.00/year	\$36.00/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.

The Camosun College Student Society requests that the Board of Governors direct the collection and remittance of all proposed CCSS levies for the 2025-2026 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 that reads "Michel Turcotte". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michel Turcotte  
Executive Director

Enclosure: CCSS 2023-2024 Audited Financial Statements

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

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**FINANCIAL STATEMENTS**

**CAMOSUN COLLEGE STUDENT  
SOCIETY**

**March 31, 2024**



## 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, 2024, 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, 2024, 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

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- 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  
November 18, 2024

Chartered Professional Accountants



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

**STATEMENT OF FINANCIAL POSITION**

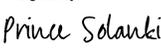
As at March 31

	2024						2023	
	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 <i>[note 3]</i>	873,416	—	—	3,578,315	15,650	461,460	4,928,841	4,347,571
Accounts receivable <i>[note 4]</i>	230,850	—	87,964	1,582,882	—	—	1,901,696	1,296,018
Prepaid expenses	11,160	—	—	—	—	—	11,160	19,674
Interfund receivable (payable)	488,429	—	(86,241)	(402,188)	—	—	—	—
<b>Total current assets</b>	<b>1,603,855</b>	<b>—</b>	<b>1,723</b>	<b>4,759,009</b>	<b>15,650</b>	<b>461,460</b>	<b>6,841,697</b>	<b>5,663,263</b>
Funds held by Camosun College <i>[note 5]</i>	—	—	6,918,988	—	—	—	6,918,988	6,206,785
Capital assets <i>[note 6]</i>	—	53,527	—	—	—	—	53,527	59,571
	<b>1,603,855</b>	<b>53,527</b>	<b>6,920,711</b>	<b>4,759,009</b>	<b>15,650</b>	<b>461,460</b>	<b>13,814,212</b>	<b>11,929,619</b>
<b>LIABILITIES AND FUND BALANCES</b>								
<b>Current liabilities</b>								
Accounts payable and accruals <i>[note 7]</i>	218,473	—	—	—	—	43,287	261,760	239,992
Deferred revenue	—	—	—	1,188,036	—	—	1,188,036	1,103,381
	<b>218,473</b>	<b>—</b>	<b>—</b>	<b>1,188,036</b>	<b>—</b>	<b>43,287</b>	<b>1,449,796</b>	<b>1,343,373</b>
<b>Fund balances</b>								
Invested in capital assets	—	53,527	—	—	—	—	53,527	59,571
Internally restricted	—	—	6,920,711	3,570,973	15,650	418,173	10,925,507	9,258,039
Unrestricted	1,385,382	—	—	—	—	—	1,385,382	1,268,636
<b>Total fund balances</b>	<b>1,385,382</b>	<b>53,527</b>	<b>6,920,711</b>	<b>3,570,973</b>	<b>15,650</b>	<b>418,173</b>	<b>12,364,416</b>	<b>10,586,246</b>
	<b>1,603,855</b>	<b>53,527</b>	<b>6,920,711</b>	<b>4,759,009</b>	<b>15,650</b>	<b>461,460</b>	<b>13,814,212</b>	<b>11,929,619</b>

See accompanying notes to the financial statements

On behalf of the Board:

Signed by:  
  
 BA39AB6926B344A...

Signed by:  
  
 B90F955BC624479...

**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**STATEMENT OF OPERATIONS  
AND CHANGES IN FUND BALANCES**

Year ended March 31

	2024						2023	
	Operating Fund	Capital Asset Fund	Building Fund	Health & Dental Fund	Student Refugee Fund	Other Funds	Total	Total
	\$	\$	\$	\$	\$	\$	\$	\$
<b>REVENUES</b>	<i>[Schedule 1]</i>							
Student levy	706,740	—	320,348	2,717,851	89,045	434,743	4,268,727	3,318,906
Interest and other	60,516	—	483,437	179,761	624	600	724,938	22,133
Fundraising	—	—	—	—	—	47,201	47,201	67,187
Student Services Fee	52,469	—	—	—	—	—	52,469	56,103
Handbook advertising	11,491	—	—	—	—	—	11,491	10,010
	<b>831,216</b>	<b>—</b>	<b>803,785</b>	<b>2,897,612</b>	<b>89,669</b>	<b>482,544</b>	<b>5,104,826</b>	<b>3,474,339</b>
<b>EXPENSES</b>								
Health and dental premiums	—	—	—	1,543,062	—	—	1,543,062	1,306,969
Wages and benefits	525,575	—	—	372,045	10,533	158,454	1,066,607	917,524
Office, postage, supplies and other	67,756	—	—	32,397	53,271	67,837	221,261	225,672
Donations - Other	28,780	—	—	72,213	—	6,566	107,559	159,329
- Ombudsperson	36,434	—	—	—	—	—	36,434	20,000
- Daycare	7,800	—	—	—	—	—	7,800	7,800
Nexus expense	—	—	—	—	—	136,531	136,531	122,952
Professional	10,379	—	21,233	—	—	—	31,612	50,048
Special events	(13,518)	—	—	5,945	—	49,443	41,870	50,284
Handbook and printing	33,165	—	—	12,059	—	170	45,394	37,401
Amortization	—	15,122	—	—	—	—	15,122	16,582
Travel and conferences	51,876	—	—	1,993	9,852	9,683	73,404	58,240
	<b>748,247</b>	<b>15,122</b>	<b>21,233</b>	<b>2,039,714</b>	<b>73,656</b>	<b>428,684</b>	<b>3,326,656</b>	<b>2,972,801</b>
<b>Excess revenue (expenses) for the year</b>	<b>82,969</b>	<b>(15,122)</b>	<b>782,552</b>	<b>857,898</b>	<b>16,013</b>	<b>53,860</b>	<b>1,778,170</b>	<b>501,538</b>
Fund balances, beginning of year	1,268,636	59,571	6,138,159	2,713,075	(363)	407,168	10,586,246	10,084,708
Purchase of capital assets	(9,078)	9,078	—	—	—	—	—	—
Transfer of excess surplus in other funds	42,855	—	—	—	—	(42,855)	—	—
<b>Fund balances, end of year</b>	<b>1,385,382</b>	<b>53,527</b>	<b>6,920,711</b>	<b>3,570,973</b>	<b>15,650</b>	<b>418,173</b>	<b>12,364,416</b>	<b>10,586,246</b>

See accompanying notes to the financial statements

**Camosen College Student Society**

Incorporated under the Society Act of B.C.

**STATEMENT OF CASH FLOWS**

Year ended March 31

	2024						2023	
	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	82,969	(15,122)	782,552	857,898	16,013	53,860	1,778,170	501,538
Add items not affecting cash								
Amortization of capital assets	—	15,122	—	—	—	—	15,122	16,582
Changes in non-cash working capital items								
Accounts receivable	94,805	—	(116,590)	(583,893)	—	—	(605,678)	(491,206)
Prepaid expenses	8,514	—	—	—	—	—	8,514	(14,682)
Accounts payable and accruals	13,612	—	—	—	—	8,156	21,768	25,803
Interfund receivable (payable), no specific terms	(60,991)	—	46,241	14,750	—	—	—	—
Deferred revenue	—	—	—	84,655	—	—	84,655	130,538
<b>Cash provided (used) by operating activities</b>	<b>138,909</b>	<b>—</b>	<b>712,203</b>	<b>373,410</b>	<b>16,013</b>	<b>62,016</b>	<b>1,302,551</b>	<b>168,573</b>
<b>INVESTING ACTIVITIES</b>								
Purchase of capital assets	(9,078)	—	—	—	—	—	(9,078)	(12,161)
Inter-fund transfer	42,855	—	—	—	—	(42,855)	—	—
<b>Cash used in investing activities</b>	<b>33,777</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>(42,855)</b>	<b>(9,078)</b>	<b>(12,161)</b>
<b>Increase (decrease) in cash during the year</b>	<b>172,686</b>	<b>—</b>	<b>712,203</b>	<b>373,410</b>	<b>16,013</b>	<b>19,161</b>	<b>1,293,473</b>	<b>156,412</b>
Cash, beginning of year	700,730	—	6,206,785	3,204,905	(363)	442,299	10,554,356	10,397,944
<b>Cash, end of year</b>	<b>873,416</b>	<b>—</b>	<b>6,918,988</b>	<b>3,578,315</b>	<b>15,650</b>	<b>461,460</b>	<b>11,847,829</b>	<b>10,554,356</b>
<b>Cash is represented as follows:</b>								
Cash and cash equivalents	873,416	—	—	3,578,315	15,650	461,460	4,928,841	4,347,571
Funds held by Camosun College	—	—	6,918,988	—	—	—	6,918,988	6,206,785
	<b>873,416</b>	<b>—</b>	<b>6,918,988</b>	<b>3,578,315</b>	<b>15,650</b>	<b>461,460</b>	<b>11,847,829</b>	<b>10,554,356</b>

*See accompanying notes to the financial statements*

**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2024

**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, 2024

**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 \$136,531 [2023: \$122,952] towards publication of the Nexus.



**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2024

**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.

**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2024

**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.

**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2024

**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.

**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2024

**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**

	2024	2023
	\$	\$
Cash	4,410,281	3,347,261
Term deposits	518,250	1,000,000
Credit Union shares	10	10
Floats	300	300
	<b>4,928,841</b>	<b>4,347,571</b>

**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2024

**4. ACCOUNTS RECEIVABLE**

	2024	2023
	\$	\$
<b>Operating Fund</b>		
Camosun College	217,622	289,372
Interest	12,078	18,850
Other	1,150	17,433
	<b>230,850</b>	<b>325,655</b>
<b>Building Fund</b>		
Camosun College	87,964	(28,626)
<b>Health &amp; Dental Fund</b>		
Camosun College	1,582,882	998,989
Interest	—	—
	<b>1,582,882</b>	<b>998,989</b>
Allowance for doubtful account	—	—
	<b>1,901,696</b>	<b>1,296,018</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>2024</b>			
Computers	33,714	29,737	3,977
Office equipment	76,460	54,275	22,185
Other equipment	79,003	51,638	27,365
	<b>189,177</b>	<b>135,650</b>	<b>53,527</b>
<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>

**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2024

**7. ACCOUNTS PAYABLE AND ACCRUALS**

	2024	2023
	\$	\$
<b>Operating Fund</b>		
Operations	98,727	52,865
Camosun College	583	—
Wages and vacation	119,163	151,996
	<b>218,473</b>	<b>204,861</b>
<b>Nexus Fund</b>		
Operations	43,287	35,131
	<b>43,287</b>	<b>35,131</b>
	<b>261,760</b>	<b>239,992</b>

**8. RELATED PARTY TRANSACTIONS**

For the year ending March 31, 2024, the Society paid stipends and honorariums to executive board members and other elected personnel in the amount of \$110,058 [2023 - \$137,125] and is included in wages and benefits expense.

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

	2024	2023
	\$	\$
External Executives	29,175	34,531
Student Wellness & Accessibility	10,779	6,309
Pride Directors	14,837	5,905
Lansdowne Executives	15,016	7,492
Interurban Executives	4,287	16,882
Finance Executives	8,516	19,728
Woman's Directors	6,816	9,032
International Directors	1,901	5,346
Sustainability Directors	7,332	9,327
Indigenous Directors	—	13,666
Directors at Large	11,399	8,907
	<b>110,058</b>	<b>137,125</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, 2024.

**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2024

**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.

**10. SALARIES AND BENEFITS**

Pursuant to the British Columbia Societies Act, the Society is required to disclose wages and benefits paid to employees and contractors in the amount of \$75,000 or more during the fiscal year. During the year, there were five employees [2023 - none] earning over \$75,000 with a total remuneration of \$562,803 [2023 - none] which is included in salaries and benefits.

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

**STATEMENT OF OPERATIONS - OTHER FUNDS**

Year ended March 31

	2024													2023		
	Nexus	Clubs	Events	Walk Safer	Contingencies in Future Benefits	Indigenous 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	136,531	104,963	54,559	54,559	—	10,640	1,425	1,663	13,300	1,500	1,000	10,640	—	43,963	434,743	358,765
Fundraising and other	—	—	12,920	18,500	—	—	—	—	—	—	—	16,381	—	—	47,801	70,796
	<b>136,531</b>	<b>104,963</b>	<b>67,479</b>	<b>73,059</b>	<b>—</b>	<b>10,640</b>	<b>1,425</b>	<b>1,663</b>	<b>13,300</b>	<b>1,500</b>	<b>1,000</b>	<b>27,021</b>	<b>—</b>	<b>43,963</b>	<b>482,544</b>	<b>429,561</b>
<b>EXPENSES</b>																
Office, postage, supplies and other	136,531	5,228	6,694	4,116	—	—	—	114	338	46	76	22,537	—	28,688	204,368	265,515
Wages and benefits	—	98,049	885	55,078	4,442	—	—	—	—	—	—	—	—	—	158,454	124,612
Donations - Other	—	4,617	59	—	—	—	—	—	—	—	—	1,890	—	—	6,566	16,445
Special events	—	193	42,665	—	—	5,923	251	—	154	—	—	257	—	—	49,443	22,628
Travel and conferences	—	—	239	31	—	—	—	—	325	—	—	305	—	8,783	9,683	3,783
Handbook and printing	—	170	—	—	—	—	—	—	—	—	—	—	—	—	170	2,901
	<b>136,531</b>	<b>108,257</b>	<b>50,542</b>	<b>59,225</b>	<b>4,442</b>	<b>5,923</b>	<b>251</b>	<b>114</b>	<b>817</b>	<b>46</b>	<b>76</b>	<b>24,989</b>	<b>—</b>	<b>37,471</b>	<b>428,684</b>	<b>435,884</b>
Excess revenue (expenses) for the year	—	(3,294)	16,937	13,834	(4,442)	4,717	1,174	1,549	12,483	1,454	924	2,032	—	6,492	53,860	(6,323)
Fund balances, beginning of year	—	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
	—	151,316	82,152	49,937	9,076	5,717	2,174	2,549	13,483	2,454	1,924	5,730	40,995	93,521	461,028	431,091
Transfer of excess surplus to operations	—	—	(6,720)	(13,834)	—	(4,717)	(1,174)	(1,549)	(12,483)	(1,454)	(924)	—	—	—	(42,855)	(23,923)
<b>Fund balances, end of year</b>	<b>—</b>	<b>151,316</b>	<b>75,432</b>	<b>36,103</b>	<b>9,076</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>5,730</b>	<b>40,995</b>	<b>93,521</b>	<b>418,173</b>	<b>407,168</b>

See accompanying notes to the financial statements