



BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: Monday, May 7, 2018
TIME: 5:00 pm
LOCATION: Paul Building, Room 216
CAMPUS: Lansdowne Campus

BOARD MEMBERS:

Ron Rice, Chair
Mitchell Auger-Langejan
Tim Ayers
Sherri Bell, President
Stephen Chang
Cindy Choi
Stefan Fletcher
Bill Gyles
Laylee Rohani, Vice Chair
Al van Akker
Phil Venoit
Melanie Winter

ADMINISTRATION:

John Boraas, VP Education
Shane Busby, VP Administration
Deborah Huelscher, Chief Financial Officer
Barbara Severyn, Executive Director, Human Resources
Joan Yates, VP Student Experience

REGRETS:

Joanne Cumberland
Geoff Wilmshurst, VP Partnerships

BOARD ASSISTANT: Heather Martin

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

	PAGE
I CALL TO ORDER	
II APPROVAL OF THE AGENDA	
III BOARD MEMBER REPORTS	
1. Chair's Report [5 min] (Rice)	no attachment
2. President's Report [5 min] (Bell)	no attachment
3. Foundation [5 min] (Fletcher)	no attachment
4. Education Council [5 min] (Ayers/Venoit)	no attachment
5. Pacific Institution for Sport Excellence [5 min] (Chang)	no attachment
IV BOARD COMMITTEE REPORTS	
1. Executive Committee [5 min] (Rice)	no attachment

	PAGE
V APPROVAL OF THE MINUTES	
1. Minutes of the April 9, 2018 meeting [2 min] (Rice)	attachment 4
VI NEW BUSINESS	
1. Centre for Health and Wellness, Campus Plan, and Student Housing Update [10 min] (Bell, Busby)	no attachment
2. West Shore Update [10 min] (Bell)	no attachment
3. Sexual Violence and Misconduct Implementation Report [10 min] (Bell)	attachment 8
4. Camosun College Student Society (CCSS) Fee Levies [5 min] (Huelscher) *	attachment 11
5. CCSS Audited Financial Statements - Year Ending March 31, 2017 [5 min] (Huelscher)	attachment 13
VII ADJOURNMENT	
* Requires a decision. See Page 3 for the proposed motion.	attachment 3

CORRESPONDENCE [nil]



**BOARD OF GOVERNORS
Monday, May 7, 2018**

VI NEW BUSINESS

4. Camosun College Student Society (CCSS) Fee Levies

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING FEES FOR THE 2018-2019 ACADEMIC YEAR AND REMIT SAME TO THE CAMOSUN COLLEGE STUDENT SOCIETY:

CAMOSUN COLLEGE STUDENT SOCIETY LEVY	\$10.52 PER MONTH
BCFS/CFS LEVY	\$2.29 PER MONTH
HEALTH/DENTAL BENEFIT COVERAGE	\$131 PER YEAR (EACH)

AND

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

ATHLETICS LEVY	\$4.50 PER MONTH
BUILDING FUND LEVY	\$4.05 PER MONTH
CHILD CARE LEVY	\$1.10 PER MONTH
RECREATION LEVY	\$3.13 PER MONTH
RECYCLED PAPER LEVY	\$0.15 PER MONTH
UNIVERSAL BUS PASS (U-PASS)	\$20.25 PER MONTH
STUDENT REFUGEE PROGRAM	\$0.46 PER MONTH



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, April 9, 2018
TIME: 5:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Ron Rice, Chair
 Mitchell Auger-Langejan
 Tim Ayers
 Sherri Bell, President
 Cindy Choi
 Joanne Cumberland
 Stefan Fletcher
 Bill Gyles, via teleconference
 Laylee Rohani, Vice Chair
 Al van Akker

ADMINISTRATION:

John Boraas, VP Education
 Shane Busby, VP Administration
 Deborah Huelscher, Chief Financial Officer
 Barbara Severyn, Executive Director, Human Resources

REGRETS:

Stephen Chang
 Phil Venoit
 Geoff Wilmshurst, VP Partnerships
 Melanie Winter
 Joan Yates, VP Student Experience

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Ron Rice, Chair, called the meeting to order at 5:00 pm. Hereditary Chief Andy Thomas passed away on Saturday morning. Sherri Bell and Ron Rice will attend services on Thursday.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair's Report

Ron Rice, Chair, noted the lunch for the past chairs and presidents at the Dunlop House on February 7 was a great success. The Hospitality Management students did an amazing job. There was a cross section of presidents and chairs dating back to the 1970s. On February 14, Sherri Bell and Phil Venoit attended 'A Call to Action: United Nations Declaration on the Rights of Indigenous Peoples' lecture at the Lansdowne campus. Phil Venoit spoke at the Official opening of the Houle Electrical Shop on February 20.

Sherri Bell, Steve Chang, Laylee Rohani and Ron attended the CPABC Annual Chinese New Year Celebration on February 22. It is a fundraiser to support the Camosun "CPA Award in Accounting", and Cindy Choi and her daughter were MC. On February 26, the BC Colleges presidents met at Camosun, and included the board chairs. Minister Melanie Mark and DM Shannon Baskerville

brought an update from Advanced Education, Skills and Training. The chairs also met separately to discuss key opportunities and issues.

On March 7, Sherri and Ron attended the Skills Canada Regional Competition lunch hosted by Trades and Technology at Interurban Campus. Later that day, Sherri and Ron attended the 2018 CCAA Men's Volleyball National Championship awards banquet at the Empress hotel. On March 23, Ron went to the Songhees Nation Food Sovereignty and Reconciliation at the Songhees Wellness Centre. The event was a partnership between the Songhees Nation, Camosun College's Hospitality Management, Anthropology, and Culinary Arts programs. All proceeds went to a scholarship for the Songhees Nation.

On March 28, Ron attended a Ministry and Songhees announcement and partnership signing. Funded by the Aboriginal Community-Based Training Partnerships program, it is a partnership between members of the Songhees Nation and Camosun College. They will mount 'Aboriginal Culinary Arts, Tourism and Hospitality Management', which will be a twelve-month applied program taught at the Songhees Wellness Centre. There will be two cohorts.

Board and Education Council elections take place from April 9 to 11. The board will have vacancies for the two student seats for the August 2018 to July 2019 term. The revised election rules posted in February dropped the requirement for the two students to be from different campuses.

2. President's Report

Sherri Bell, President, attended many of the events above with Ron Rice. The National Volleyball Championships were a huge success. The level of play at the games was amazing, and they had huge support from the many students, staff and community who attended. Camosun College came in fourth. Graham Matthews and his staff did an amazing job.

BC Colleges Day was on February 27 at the legislature. It was a day to celebrate BC colleges and their important role in the Province. The Colleges and Institutes Canada (CICan) 2018 conference begins on April 29 at the Victoria Conference Centre. Camosun College is hosting it jointly with CICan. If the board members wish to attend any of the events, they should contact Heather. Ron Rice and Joanne Cumberland will attend the whole conference.

Sherri hosted a lunch and tour of the College for the Farmers and Wilsons. Murray and Lynda Farmer were instrumental to the great success of the Trademark campaign. John and Samantha Wilson will lead the health building campaign. They shared ideas about what works well. The launch will be in the next month or two.

Sherri is Chair of the BC Council for International Education (BCCIE). They met in Vancouver last week, and will meet DM Shannon Baskerville later this month to learn more about Government's international education strategy. Sherri will meet with the Minister of Education Rob Fleming later this week on student housing, dual credit, and the future of skills in the Province.

3. Foundation

Sherri Bell noted the last meeting was on strategic planning and looking forward. They identified the areas they want to work on. The process they used was very efficient.

4. Education Council

Tim Ayers, Education Council Chair, noted the minutes from the January 24, 2018, meeting were included in the agenda package. Tim went over the highlights of the February 21, 2018, meeting, which did not achieve a quorum. The majority of the discussion was on policy.

5. Pacific Institute for Sport Excellence (PISE)

Sherri Bell, PISE Board of Directors, noted that at the last meeting they reported out on various aspects of the strategic plan.

IV BOARD COMMITTEE REPORTS**1. Executive Committee**

Ron Rice, Chair, Executive Committee, reported that the board self-evaluation results were included in the agenda package. The Executive members will check in with the board members individually to follow-up on the evaluation and discuss training requirements for the board. The one-on-one meetings will be complete by mid-May.

2. Finance Committee

- i) The minutes from the January 29, 2018, Finance Committee meeting were included in the agenda package.
- ii) Cindy Choi, Chair, Finance Committee, gave a report on the April 3, 2018, meeting. Almost all board members attended to discuss the proposed budget for 2018/2019. They reviewed the process for the development of the budget. The budget is \$139M and last year's was \$130M. The budget goals are to deliver as many FTEs as possible, high quality programming, to meet student and community needs, and to build capacity for priority investment in alignment with the Strategic Plan.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2018/19 WITH TOTAL REVENUE AND TOTAL EXPENDITURE OF \$139,020,652 RESULTING IN A BALANCED BUDGET.

CARRIED

V APPROVAL OF THE MINUTES

The minutes of the February 5, 2018 meeting were approved as distributed.

VI NEW BUSINESS**1. Additional Government Funding and New Programs Update**

John Boraas, VP Education, reported two new programs were approved in the last few months: Diploma in Massage Therapy and Bachelor of Sports Management. The Government funded 20 FTEs in Engineering Graphics Technician Certificate and 20 FTEs in 'Digital Literacy' Diploma with Certificate Exit. The seats will be annualized over two years. The College received one-time funding this year for 16 seats in Health Care Assistant to be delivered on Saltspring Island, 32 seats in Health Care Assistant part-time, and 28 seats in Mental Health and Addictions. In 2019 the College will receive one-time funding for 28 seats in Health Care Assistant and 12 seats in Health Care Assistant (Indigenous). In 2020 there will be funding for 16 seats in Health Care Assistant.

New program and service funding includes Culinary Arts in Partnership with Songhees Nation - \$565K Red Seal Certification, services for students with disabilities \$75K, and support for Cooperative Education \$75K.

2. Centre for Health and Wellness Update

Shane Busby, VP Administration, advised approval for the extension of the schedule has been received from Government. The teams are working overtime to maintain the schedule. It has been very challenging finding carpenters and other skilled tradespeople. All the packages have been tendered. The second floor has been poured, and the third is underway. Value engineering processes will save hundreds of thousands of dollars. The completion date is expected to be September 2019, with substantial completion by next summer. The entry of students will be graduated as there is flexibility.

3. Camosun College Campus Plan and Student Housing

Shane Busby noted the Master Campus Plan (MCP) is a long-range plan that optimizes all elements of physical space and guides future actions. It will guide the five-year capital plan the College submits to Government each year. Thinkspace and Stantec will work together on the plan, which will be ready by next spring. The plan will address the move back and forth between the campuses following the completion of the Centre for Health and Wellness.

The Scion group developed a comprehensive demand analysis for types of student housing and student preferences. Inverleith Consulting is working on the business case for student housing at the College. Government has set \$450M aside in loan funding. Camosun is in a good position to apply as we are approaching the end of the documentation process. Next steps include completing the business case and options analysis, the finances and cash flow analysis, positioning with the Government, the visioning process, and the site analysis. The board will make the decision about moving forward based on the business case.

VII ADJOURNMENT

The meeting was adjourned at 6:33 pm.

Ron Rice, Chair

Date

Heather Martin, Recorder



REPORT TO THE BOARD OF GOVERNORS

SUBMITTED BY: Sherri Bell, President
TO: Camosun College Board of Governors
DATE: May 7, 2018
TOPIC: Annual Report to Board
Sexual Violence and Misconduct Policy Implementation Report

For Information: X

For Decision:

For Discussion:

OVERVIEW

In May 2017, the board approved the policy entitled Sexualized Violence and Misconduct.

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 post-secondary institutes and community partners.

Accountability for the policy rests with the College president as per both the provincial legislation and our own policy, and as such, I provide this report on an annual basis to the board. Specifically, the board approved 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*

POLICY IMPLEMENTATION

To implement the policy, the VP Student Experience office has developed guidelines for faculty and staff to help manage disclosures and accommodations. Key to supporting this is the role of the Student Support Manager who implements processes and supports to address specific student cases and concerns. The Student Support Manager works extremely closely, using a case management approach with College personnel, including staff in Safety and Security; the College's Safety Net; the Ombudsperson; Counseling, deans, faculty and executive members, namely the VP Education and the Executive Director Human Resources; as well as external agencies including police and VIHA. Implementation of the policy is offered in a collaborative model. The Human Resources department is involved when cases include employees.

1. Student engagement and consultation:

To establish the policy and ensure that the implementation included high levels of awareness, an extensive consultation process was developed that included students. Over a nine-month period, students were actively engaged in the policy work including:

- A student group met eight times to advise policy developers.
- A working group which included students (4) and staff developed policy
- A small group of students described their experiences to developers.

- Direct consultation through thirteen focus groups, class discussions, open forums which engaged approximately 150 students in total
- In the Student Experience survey, students were asked about their awareness of the policy.
- Six student Open House sessions to review key areas of the policy and operational Guidelines

Since the approval of the policy, the following has been undertaken:

- The launch and implementation of student run consent workshops. We have developed these in conjunction with students who facilitate the workshops. Five workshops have run on both campuses from February 2017 – April 2018.
- The Camosun College Student Society (CCSS) was represented through the Pride portfolio in the production of an awareness video, posted on the new web page.
- The CCSS has been consulted extensively and has endorsed the College's policy.

2. Prevention, communication and awareness strategies:

An annual communications plan has included the following:

- A comprehensive web landing page <http://camosun.ca/services/sexual-violence/index.html> that includes a primer on how to support survivors and extensive information for the college community including all resources available
- Extensive guidelines that provide approaches for varying scenarios
- Visits by the Student Support Manager to each school and chairs group
- Media interviews with the Nexus and with external media including CTV and CBC radio
- Briefing meetings with the Camosun College Faculty Association (CCFA); Counselling department, CCSS, and the Education Leadership Team (ELT)
- One on one meetings with all deans and school leadership
- Information rack cards and wallet cards distributed to over 400 college staff and faculty
- Meetings hosted with each school leadership team by the VP Education and the VP Student Experience

3. Response:

The following highlight our response activities:

- Direct referral to the Victoria Sexual Assault center
- Liaison with Saanich Police
- Forensic psychological evaluation as part of an investigation
- Establishment and adherence to Student Behavioral contracts
- Mediation and conflict resolution processes
- Security and Student services formal collaboration and protocols
- Security escorts for vulnerable students
- Liaison with local school districts
- Digital threat assessment training for both Security and Student Services staff
- Liaison and cooperation with Canada Border Services
- Attendance by Security staff at regular police force meetings
- Specialised external counselling
- Specialized tutorial support for accommodations
- Weekly monitoring of vulnerable students by school leadership and the Student Support Manager
- Investigation support through Human Resources
- Collaboration with Community Living BC
- Engagement and involvement of parents for student supports

WHAT WE HAVE LEARNED AND NEXT STEPS

For the next 12 months, our focus will be on continuing to communicate to the College community in order to further build awareness of the policy and to highlight what specific actions are required by staff if confronting a disclosure of sexualized violence. This will include formal bystander training as well as disclosure training.

We have also learned that there is an ongoing need to engage in dialogue on gender issues and to encourage active communication to ensure awareness of what the College community will not tolerate.

Sexual violence and misconduct issues require considerable sensitivity and time on the part of staff to address the issues in a way that is effective and which keeps students on their education track. Resources to address sexual misconduct include appropriate time and professional expertise.



Standing up for student rights since 1990

Local 17 of the British Columbia Federation of Students

April 08, 2018

Ron Rice, Chair
Camosun College Board of Governors
3100 Foul Bay Rd.
Victoria, B.C. V8P 5J2

RE: Student Society Fee Levies 2018-2019

Dear Mr. Rice:

As required by the College and Institutes Act, the Camosun College Student Society is informing the Board of Governors that its 2016-2017 audit and more current un-audited statements are currently available to members and will also be presented to CCSS members at their Annual General Meeting on April 13th. 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 student levies for the 2018-2019 academic year is as follows:

Levy	2018 - 2019	Current 2017 - 2018
CCSS	\$10.52/month	\$10.30/month
BCFS/CFS	\$2.29/month	\$2.25/month
U-Pass	\$20.25/month	\$20.25/month
Health	\$131/year	\$127/year
Dental	\$131/year	\$127/year
Childcare	\$1.10/month	\$1.08/month
Athletics	\$4.50/month	\$4.41/month
Recreation	\$3.13/month	\$3.07/month
Building Fund	\$4.05/month	\$3.97/month
Recycled Paper	\$0.15	\$0.15/month
Student Refugee Program	\$0.46/month	\$0.45/month

The CCSS levy has been increased by inflation in accordance with CCSS bylaws. The British Columbia Federation of Students and Canadian Federation of Students levies are governed by the bylaws of those organizations and have increased by CPI as well. The U-Pass levy is tied to the cost of the BC Transit adult monthly bus pass and is governed by the agreement that was approved by referendum in April 2001. The Health/Dental fee is governed by the terms of a referendum passed in 1999 and has slightly increased this year. .

The Camosun College Student Society requests that the Board of Governors direct the collection and remittance of all proposed CCSS levies for the 2018-2019 academic year. We specifically request that the CCSS, BCFS/CFS, 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.

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 2016-2017 Audited Financial Statements

FINANCIAL STATEMENTS

**CAMOSUN COLLEGE STUDENT
SOCIETY**

March 31, 2017

***TWM* TOMPKINS, WOZNY, MILLER & CO.**
Chartered Professional Accountants

A partnership of incorporated professionals.

INDEPENDENT AUDITOR'S REPORT

To the Members of
Camosun College Student Society

Report on the Financial Statements

We have audited the accompanying financial statements of Camosun College Student Society, which comprise the statement of financial position as at March 31, 2017, and the statements of operations, changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Society's preparation and fair presentation of the financial statements 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Camosun College Student Society as at March 31, 2017 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.

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, Miller & Co.

Vancouver, Canada
September 11, 2017

Chartered Professional Accountants

STATEMENT OF FINANCIAL POSITION

As at March 31

	2017					2016	
	Operating Fund	Capital Asset Fund	Building Fund	Health & Dental Fund	Student Refugee Fund	Other Funds	Total
	\$	\$	\$	\$	\$	\$	\$
ASSETS							
Current assets							
Cash and cash equivalents [note 3]	1,198,060	—	—	1,068,103	4,955	252,790	2,523,908
Accounts receivable [note 4]	64,876	—	245,439	771,538	—	—	1,081,853
Prepaid expenses	6,388	—	—	—	—	—	6,388
Total current assets	1,269,324	—	245,439	1,839,641	4,955	252,790	3,612,149
Funds held by Camosun College [note 5]	—	—	3,041,131	—	—	—	3,041,131
Capital assets [note 6]	—	38,891	—	—	—	—	38,891
	1,269,324	38,891	3,286,570	1,839,641	4,955	252,790	6,692,171
LIABILITIES AND FUND BALANCES							
Current liabilities							
Accounts payable and accruals [note 7]	181,829	—	—	—	—	28,559	210,388
Deferred revenue	—	—	—	859,180	—	—	859,180
Interfund payable (receivable)	(27,323)	—	27,323	—	—	—	—
	154,506	—	27,323	859,180	—	28,559	1,069,568
Fund balances							
Invested in capital assets	—	38,891	—	—	—	—	38,891
Internally restricted	—	—	3,259,247	980,461	4,955	224,231	4,468,894
Unrestricted	1,114,818	—	—	—	—	—	1,114,818
Total fund balances	1,114,818	38,891	3,259,247	980,461	4,955	224,231	5,622,603
	1,269,324	38,891	3,286,570	1,839,641	4,955	252,790	5,947,477

See accompanying notes to the financial statements

On behalf of the Board



Wyatt Matthews

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

Year ended March 31

	2017						2016	
	Operating Fund	Capital Asset Fund	Building Fund	Health & Dental Fund	Student Refugee Fund	Other Funds	Total	Total
	\$	\$	\$	\$	\$	\$	\$	\$
REVENUES								
Student levy	524,872	—	308,371	1,413,492	28,989	321,888	2,597,612	2,760,050
Interest and other	13,583	—	122,148	14,476	—	—	150,207	141,015
Fundraising	—	—	—	—	—	22,879	22,879	23,245
Handbook advertising	3,433	—	—	—	—	—	3,433	5,624
	541,888	—	430,519	1,427,968	28,989	344,767	2,774,131	2,929,934
						[Schedule 1]		
EXPENSES								
Health and dental premiums	—	—	—	1,024,636	—	—	1,024,636	880,636
Wages and benefits	317,279	—	—	179,070	—	100,550	596,899	521,226
Donations - Ombudsperson	20,000	—	—	—	—	—	20,000	3,098
- Daycare	6,800	—	—	—	—	—	6,800	6,800
- Other	47,162	—	—	29,172	4,000	—	116,345	56,140
Nexus expense	—	—	—	—	—	117,818	117,818	110,076
Office, postage, supplies and other	34,258	—	—	3,307	16,034	49,966	103,565	83,822
Special events	9,503	—	—	2,043	—	24,246	35,792	29,375
Travel and conferences	24,114	—	—	4,847	—	4,554	33,515	31,217
Handbook and printing	23,077	—	—	4,471	—	3,649	31,197	33,820
Professional	10,544	—	17,984	5	—	—	28,533	27,275
Amortization	—	10,751	—	—	—	—	10,751	11,816
	492,737	10,751	17,984	1,247,551	20,034	336,794	2,125,851	1,795,301
Excess revenue (expenses) for the year	49,151	(10,751)	412,535	180,417	8,955	7,973	648,280	1,134,633
Fund balances, beginning of year	1,120,782	34,326	2,846,712	800,044	(4,000)	176,459	4,974,323	3,839,690
Purchase of capital assets	(13,765)	15,316	—	—	—	(1,551)	—	—
Transfer to other funds	(50,000)	—	—	—	—	50,000	—	—
Transfer of excess surplus in other funds	8,650	—	—	—	—	(8,650)	—	—
Fund balances, end of year	1,114,818	38,891	3,259,247	980,461	4,955	224,231	5,622,603	4,974,323

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

	2017						2016	
	Operating Fund	Capital Asset Fund	Building Fund	Health & Dental Fund	Student Refugee Fund	Other Funds	Total	Total
	\$	\$	\$	\$	\$	\$	\$	\$
OPERATING ACTIVITIES								
Excess of revenue (expense) for the year	49,151	(10,751)	412,535	180,417	8,955	7,973	648,280	1,134,633
Add item not affecting cash								
Amortization of capital assets	—	10,751	—	—	—	—	10,751	11,816
Changes in non-cash working capital items								
Accounts receivable	(33,491)	—	(218,658)	146,927	—	—	(105,222)	(693,467)
Prepaid expenses	(316)	—	—	—	—	—	(316)	(2,642)
Accounts payable and accruals	80,979	—	(117,038)	(84,965)	—	6,299	(114,725)	119,289
Deferred revenue	—	—	—	211,139	—	—	211,139	54,792
Cash provided by operating activities	96,323	—	76,839	453,518	8,955	14,272	649,907	624,421
INVESTING ACTIVITIES								
Purchase of capital assets	(13,765)	—	—	—	—	(1,551)	(15,316)	(2,129)
Inter-fund transfer	(68,674)	—	27,324	—	(4,000)	45,350	—	—
Cash provided by (used in) investing activities	(82,439)	—	27,324	—	(4,000)	43,799	(15,316)	(2,129)
Increase in cash during the year	13,884	—	104,163	453,518	4,955	58,071	634,591	622,292
Cash, beginning of year	1,184,176	—	2,936,968	614,585	—	194,719	4,930,448	4,308,156
Cash, end of year	1,198,060	—	3,041,131	1,068,103	4,955	252,790	5,565,039	4,930,448
Cash is represented as follows:								
Cash and cash equivalents	1,198,060	—	—	1,068,103	4,955	252,790	2,523,908	1,993,480
Funds held by Camosun College	—	—	3,041,131	—	—	—	3,041,131	2,936,968
	1,198,060	—	3,041,131	1,068,103	4,955	252,790	5,565,039	4,930,448

See accompanying notes to the financial statements

NOTES TO FINANCIAL STATEMENTS

March 31, 2017

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.

NOTES TO FINANCIAL STATEMENTS

March 31, 2017

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 \$254 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 \$117,818 [2016: \$110,076] towards publication of the Nexus.

NOTES TO FINANCIAL STATEMENTS

March 31, 2017

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Fund Accounting (cont'd)

ii) Clubs Fund

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

iii) Events Fund

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

iv) Walk Safer Fund

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

v) Contingencies for Future Employment Benefits Fund

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

vi) First Nations Student Association Fund

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

vii) Pride Fund

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

NOTES TO FINANCIAL STATEMENTS

March 31, 2017

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, 2017

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, 2017

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

	2017	2016
	\$	\$
Cash	582,508	617,896
Term deposits	1,941,090	1,375,274
Credit Union shares	10	10
Floats	300	300
	2,523,908	1,993,480

The term deposits are readily convertible into cash and have interest rates between 1.00% to 2.70%.

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

NOTES TO FINANCIAL STATEMENTS

March 31, 2017

4. ACCOUNTS RECEIVABLE

	2017	2016
	\$	\$
Operating Fund		
Camosun College	55,145	19,173
Interest	4,567	2,664
Other	5,164	9,548
	<u>64,876</u>	<u>31,385</u>
Building Fund		
Camosun College	245,439	26,781
Health & Dental Fund		
Camosun College	767,363	915,426
Interest	4,175	3,039
	<u>771,538</u>	<u>918,465</u>
Allowance for doubtful account	—	—
	<u>1,081,853</u>	<u>976,631</u>

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
	\$	\$	\$
2017			
Computers	42,412	37,795	4,617
Office equipment	62,984	48,521	14,463
Other equipment	40,579	20,768	19,811
	<u>145,975</u>	<u>107,084</u>	<u>38,891</u>
2016			
Computers	37,489	34,313	3,176
Office equipment	59,245	45,372	13,873
Other equipment	33,925	16,648	17,277
	<u>130,659</u>	<u>96,333</u>	<u>34,326</u>

Camosun College Student Society

Incorporated under the Society Act of B.C.

NOTES TO FINANCIAL STATEMENTS

March 31, 2017

7. ACCOUNTS PAYABLE AND ACCRUALS

	2017	2016
	\$	\$
Operating Fund		
Operations	41,906	10,092
Camosun College	107,644	87,469
Wages and vacation	32,279	3,290
	181,829	100,851
Building Fund		
Camosun College	—	117,037
	—	117,037
Heath & Dental Fund		
Operations	—	84,965
	—	84,965
Nexus Fund		
Operations	28,559	22,260
	28,559	22,260
	210,388	325,113

8. RELATED PARTY TRANSACTIONS

For the year ending March 31, 2017, the Society paid stipends and honorariums to executive board members and other elected personnel in the amount of \$51,113 [2016 - \$57,136].

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, 2017.

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.

NOTES TO FINANCIAL STATEMENTS

March 31, 2017

9. FINANCIAL INSTRUMENTS (CONT'D)

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. COMPARATIVE FIGURES

Certain prior year's comparative figures have been reclassified where necessary to conform to the current year's presentation.

STATEMENT OF OPERATIONS - OTHER FUNDS

Year ended March 31

	2017											2016		
	Nexus	Clubs	Events	Walk Safer	Contingencies in Future Benefits	First Nations Student Association	Students with Disabilities	Women's Centre	Sustainability	International Students	Food Bank	Human Resources	Total	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
REVENUES														
Student levy	117,818	90,996	47,064	25,842	—	10,640	1,663	13,300	1,500	1,000	10,640	—	321,888	303,133
Fundraising	—	4,000	8,915	—	—	—	—	—	—	—	9,964	—	22,879	23,245
	117,818	94,996	55,979	25,842	—	10,640	1,663	13,300	1,500	1,000	20,604	—	344,767	326,378
EXPENSES														
Office, postage, supplies and other	117,818	5,470	36,196	2,125	—	—	—	428	—	—	5,747	—	167,784	183,864
Wages and benefits	—	50,698	2,825	24,991	11,815	490	—	6,500	50	—	3,181	—	100,550	88,049
Donations - Other	—	19,908	105	297	—	4,696	—	1,483	—	—	9,522	—	36,011	9,116
Special events	—	4,950	12,027	815	—	3,500	759	—	904	1,291	—	—	24,246	19,053
Travel and conferences	—	1,330	—	1,888	—	500	22	530	—	—	284	—	4,554	3,151
Handbook and printing	—	1,369	429	1,032	—	—	—	—	—	—	819	—	3,649	474
Professional fees	—	—	—	—	—	—	—	—	—	—	—	—	—	702
	117,818	83,725	51,582	31,148	11,815	9,186	781	8,941	954	1,291	19,553	—	336,794	304,409
Excess revenue for the year	—	11,271	4,397	(5,306)	(11,815)	1,454	644	4,359	546	(291)	1,051	—	7,973	21,969
Fund balances, beginning of year	—	82,095	37,189	6,433	39,758	1,000	984	1,000	1,000	1,000	5,000	—	176,459	153,564
	—	93,366	41,586	1,127	27,943	2,454	1,628	5,359	1,546	709	6,051	—	184,432	175,533
Transfer of excess surplus to operation	—	—	—	—	—	(1,454)	(628)	(4,359)	(546)	—	—	—	(8,650)	(8,945)
Transfer from operations	—	—	—	—	—	—	—	—	—	—	—	—	50,000	12,000
Purchase of capital assets	—	—	—	(1,551)	—	—	—	—	—	—	—	—	(1,551)	(2,129)
Fund balances, end of year	—	93,366	41,586	(424)	27,943	1,000	1,000	1,000	1,000	709	6,051	50,000	224,231	176,459

See accompanying notes to the financial statements