



## BOARD OF GOVERNORS

### REGULAR MEETING AGENDA

**MEETING:** Monday, May 15, 2023  
**TIME:** 5:00 pm  
**LOCATION:** Paul 216, Lansdowne Campus  
**ONLINE:** Teams

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**BOARD MEMBERS:**

Monty Bryant, Chair  
Bijan Ahmadi  
Greg Atkins  
Tanya Clarmont, Vice Chair  
Joanne Cumberland  
Kyle Jones  
Lindsay Kearns  
Brenda McBain  
Brent Palmer  
Ruth Mojeed Ramirez  
Mike Stubbing  
Lane Trotter, President  
Al van Akker  
Karen Young

**ADMINISTRATION:**

John Boraas, VP Education  
Heather Cummings, VP Student Experience  
Evan Hilchey, A/Interim Exec. Dir., Human Resources  
Deborah Huelscher, VP Administration & CFO  
Rodney Porter, Exec. Dir., Communications & Marketing  
Jen Stone, Exec. Dir., Strategy, Planning & Transformation  
Geoff Wilmshurst, VP Partnerships

**GUESTS:** Clifton Dildy, A/Interim Director, Student Affairs  
Todd Ormiston, Exec. Dir., CIECC  
Natasha-Faye Parrish, Education Developer, CETL

**REGRETS:** nil

**EXECUTIVE ASSISTANT:** Heather Martin

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Camosun College campuses are located on the Traditional Territories of the Lekwungen and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

	<b>PAGE</b>
<b>I CALL TO ORDER</b>	
<b>II APPROVAL OF THE AGENDA</b>	
<b>III SPECIAL PRESENTATION</b>	
1. New Zealand Cohort [10 min] (Todd Ormiston)	no attachment
2. Indigenization at the Board Table [10 min] (Natasha-Faye Parrish)	no attachment

	<b>PAGE</b>
<b>IV BOARD MEMBER REPORTS</b>	
1. Chair’s Report [5 min] (Monty Bryant)	no attachment
2. President’s Report [5 min] (Lane Trotter)	attachment 5
3. Foundation [5 min] (Geoff Wilmshurst/Joanne Cumberland)	no attachment
4. Education Council [5 min] (Bijan Ahmadi/Karen Young)	
i) Minutes of the March 15, 2023, meeting	attachment 6
5. Pacific Institute for Sport Education [5 min] (Lindsay Kearns)	no attachment
<b>V BOARD COMMITTEE REPORTS</b>	
1. Executive Committee [5 min] (Monty Bryant)	no attachment
2. Governance Policy Review Committee [30 min] (Monty Bryant)	
i) Minutes from the March 9, 2023, meeting	attachment 11
ii) Report from the April 18, 2023, meeting	attachment 13
a.) G-1.9 Audit Committee *	attachment 15
b.) G-1.7 Executive Committee *	attachment 19
c.) G-1.5 Finance Committee *	attachment 25
d.) G-1.7.2 Termination of the President’s Contract *	attachment 29
e.) G-1.7.1 Process for Student Appeal of Suspension from College *	attachment 31
<b>VI APPROVAL OF THE MINUTES</b>	
1. Minutes of the April 11, 2023, meeting [2 min] (Monty Bryant)	attachment 38
<b>VII NEW BUSINESS</b>	
1. Sexual Violence & Misconduct Policy Implementation Report [5 min] (Lane Trotter, Clifton Dildy)	attachment 42
2. Camosun College Student Society (CCSS) Fee Levies [5 mins] (Deborah Huelscher) *	attachment 49
3. CCSS Audited Financial Statements - Year Ending March 31, 2022 [5 min] (Deborah Huelscher)	attachment 51
4. Board Chair - Call for Nominations 2023/24 [5 min] (Deborah Huelscher)	no attachment
<b>VIII ADJOURNMENT</b>	
* Requires a decision. See Page 3 for the proposed motions.	attachment 3



**BOARD OF GOVERNORS**

**Regular Meeting - MOTIONS**

**Monday, May 15, 2023**

**IV BOARD COMMITTEE REPORTS**

**2. Governance Policy Review Committee**

**ii) Report from the April 18, 2023, Meeting**

**a.) G-1.9 Audit Committee Terms of Reference**

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO 'G-1.9 AUDIT COMMITTEE TERMS OF REFERENCE' AS INDICATED.

**b.) G-1.7 Executive Committee Terms of Reference**

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO 'G-1.7 EXECUTIVE COMMITTEE TERMS OF REFERENCE' AS INDICATED.

**c.) G-1.5 Finance Committee Terms of Reference**

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO 'G-1.5 FINANCE COMMITTEE TERMS OF REFERENCE' AS INDICATED.

**d.) G-1.7.2 Termination of the President's Contract**

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT THE NEW SUPPORTING DOCUMENT 'G-1.7.2 TERMINATION OF THE PRESIDENT'S CONTRACT'.

**e.) G-1.7.1 Process for Appeal of Suspension from College**

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT THE REVISIONS TO 'G-1.7.1 PROCESS FOR APPEAL OF SUSPENSION FROM COLLEGE' AS INDICATED.

MOTIONS continued...

**VI NEW BUSINESS**

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

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING FEES FOR THE 2023-2024 ACADEMIC YEAR AND REMIT SAME TO THE CAMOSUN COLLEGE STUDENT SOCIETY:

CCSS	\$13.50/month
BCFS	\$2.65/month
CASA	\$0.49/month
Health	\$147/year
Dental	\$147/year
Student Refugee Program	\$1.25/month
Virtual Health	\$35/year

AND

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

U-Pass	\$20.25/month
Childcare	\$1.29/month
Athletics	\$5.29/month
Recreation	\$3.69/month
Building Fund	\$4.78/month
Recycled Paper	\$0.16/month



## Board of Governors

**SUBMITTED BY:** Lane Trotter, President  
**DATE:** May 15, 2023  
**TOPIC:** President's Report: April 12 – May 15, 2023

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**Note: A verbal report will be provided for events from May 4<sup>th</sup> through 15<sup>th</sup>, due to the publishing timeline of the Board meeting package.**

### 1. Meetings with External Community

On April 13<sup>th</sup>, I participated in a Chamber of Commerce Podcast, along with UVic President Kevin Hall and hosted by Chamber CEO Bruce Williams. These podcasts are a great opportunity to showcase Camosun's Co-op program and share stories of our students.

On May 3<sup>rd</sup>, Geoff Wilmshurst, VP Partnerships and I met with Parliamentary Secretary Bob D'Eith at Interurban to share information regarding our proposed film studio.

### 2. Meetings with Internal Community

On April 18<sup>th</sup>, I met with CCFA President Lynelle Yutani for an informal catch-up.

On April 20<sup>th</sup>, I met with CUPE 2081 President Keith Todd and CUPE 2081 Labour Relations Officer Erynne Grant for an informal catch-up.

On April 20<sup>th</sup> I attended the Camosun Comic Arts Festival in the Wilna Thomas building.

On April 26<sup>th</sup> I had an informal meeting with faculty of the Social Sciences Department.

### 3. Special Events

On April 12<sup>th</sup> Monty Bryant and I had the honour and delight of welcoming former President Sherri Bell back to the college for the naming of the Sherri Bell Hall in the Wilna Thomas building. It was a wonderful event and a fitting tribute to Sherri.

On April 17<sup>th</sup>, Monty Bryant and I were joined by several Board members and college Executive staff for the Post-Secondary Board Governance Workshop in Vancouver.

On May 1<sup>st</sup> I attended the screening of a documentary about Elder May Sam. The event, which was held at the W̱SÁNEĆ School Board, was well attended and was a lovely tribute to a very special member of Camosun's community. Eye? Sq?'lewen students Caius Bell-Desjarlais and Katie Manomie were involved in the documentary production.



# APPROVED Minutes

## REGULAR MEETING

Wednesday, Mar 15, 2023

4:00 – 6:00 pm

P216, LACC 321, MS Teams

### Present

#### Voting Members

- |   |                                    |
|---|------------------------------------|
| 1. Andrea Kucherawy, Support Staff (Vice-Chair) | 10. John Boraas, Administration    |
| 2. Bijan Ahmadi, Faculty (Chair)                | 11. Julia Grav, Faculty            |
| 3. Blair Fisher, Faculty                        | 12. Lois Fernyhough, Faculty       |
| 4. Brian Coey, Faculty                          | 13. Mark Fournier, Faculty         |
| 5. Debbie Hlady, Administration                 | 14. Richard Stride, Administration |
| 6. Edgar Nelson, Faculty                        | 15. Ryan Russell, Faculty          |
| 7. Emily Schudel, Faculty                       | 16. Scott Harris, Administration   |
| 8. Ignacio Dinamarca, Student                   | 17. Tia Primrose, Support Staff    |
| 9. Ezra Kiedaisch, Student                      |                                    |

#### Non-Voting Members

- |  |                                 |
|--|---------------------------------|
| Connie Klassen, ICC Chair                  | Lane Trotter, President         |
| Peter Moroney, Education Policy & Planning | TBA, Indigenization Coordinator |
| Karen Young, Board of Governors            |                                 |

### Guests:

Rashed Al-Haque, Education Policy Specialist; Steven Rumpel, Business, Associate Dean; Nicholas Read, Business, Applied Business Technology Chair; Patricia Gaudreault, Business, Faculty

**Regrets/Absent:** Lane Trotter, President; TBA/Indigenization Coordinator; Emily Schudel, Faculty; Ezra Kiedaisch, Student.

ITEM	PRESENTER
<p><b>A. CALL TO ORDER AND DECLARATION OF QUORUM</b></p> <p>The regular meeting was called to order at 4:03 pm. Quorum was reached.</p>	<p><b>Bijan Ahmadi</b></p>
<p><b>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</b></p> <p><i>Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who</i></p>	<p><b>Bijan Ahmadi</b></p>

ITEM	PRESENTER
<p>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;</p>	
<p><b>C. CHECK-IN</b> Bijan welcomed the Council and guests and provided members an opportunity to share any School, unit, or personal updates that they had.</p>	<b>Bijan Ahmadi</b>
<p><b>D. ACCEPTANCE OF AGENDA</b> The agenda for <a href="#">Mar 15, 2023</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 15, 2023</a> meeting were approved by unanimous consent.</p>	<b>Bijan Ahmadi</b>
<b>F. REPORTS</b>	
<p><b>1. Education Council Chair</b> Bijan informed Council that the planning of the EdCo retreat in May for EdCo and ICC members is underway and will be held in the Wilna Thomas Hall. A draft agenda for this event will hopefully be ready to share at the meeting next month. He reminded Council that the nominations for Education Council and Board of Governors have closed and encouraged members to vote in April.</p>	<b>Bijan Ahmadi</b>
<p><b>2. VP Education</b> Bijan informed Council that John was called away to a provincial meeting and will be joining the meeting later. There was nothing to report on his behalf.</p>	<b>John Boraas</b>
<p><b>3. Board Member</b> Karen reported that the Board met with Camosun Foundation on Feb 28 and that since the pandemic they have been able to increase the amount raised for bursaries and scholarships. covering regular business. The Board had their regular meeting on March 6.  Work on Indigenization of the Board continues; Natasha-Faye Parrish presented on Coast Salish 101 where members learned about the local Indigenous communities and territories.</p>	<b>Karen Young</b>
<b>G. COMMITTEE REPORTS</b>	
<p><b>Education Council Policy and Standards Committee</b> Pete reported that the Committee met on March 6. They welcomed fourth year BAET student, Nina Tajbakhsh, as a member to the committee. The first draft of the Academic Concessions policy was reviewed. This will also go through a college wide consultation while undergoing further review by P&amp;S over the coming months. The committee will also be looking at the difference between “standards” and “policy” during April’s meeting. This includes the Learning Outcomes Standard which is being redeveloped by the Curriculum Development and Program Renewal team in CETL. This will come to P&amp;S and eventually EdCo.</p>	<b>Peter Moroney</b>

ITEM	PRESENTER
<b>H. INTEGRATED CURRICULUM COMMITTEE REPORT</b>	<b>Connie Klassen</b>
<b>Curriculum for Presentation and Approval</b>	Steven Rumpel Nicholas Read Patricia Gaudreault
Whereas: The Integrated Curriculum Committee has reviewed the following curriculum and has not met the minimum 80% consensus requirement to recommend approval;	
Whereas: The developers have presented their curriculum to Education Council;	
BUS: LEGAL ADMINISTRATIVE PROFESSIONAL CERTIFICATE	
<a href="#">Legal Administrative Professional Certificate</a>	
<a href="#">LGL 157</a>	
<a href="#">LGL 158</a>	
<b>Motion:</b>	
That Education Council approves changes to the curriculum as submitted:	
	<b>Moved by: Bijan Ahmadi</b>
	<b>Seconded by: Julia Grav</b>
<b>Be it so moved that the following statement be incorporated into the curriculum</b>	
<b>approval motion:</b> Recognizing that this program contains a unique non-course program completion requirement, it is considered for approval without precedence while the college works to develop standards around such requirements that are not related to accreditation, regulatory, medical, or legal requirements.	
	<b>Moved by: Scott Harris</b>
	<b>Seconded by: Blair Fisher</b>
	<b>Motion Carried</b>
<b>Motion:</b>	
That Education Council recognizes that this program contains a unique non-course program completion requirement and approves the curriculum submission without precedence while the college works to develop standards around such requirements that are not related to accreditation, regulatory, medical, or legal requirements. Be it so moved that Education Council approves the curriculum as submitted:	
	<b>Moved by: Bijan Ahmadi</b>
	<b>Seconded by: Julia Grav</b>
	<b>Motion Carried</b>



ITEM	PRESENTER
<p><b>Regular Curriculum for Approval</b></p> <p>Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:</p> <p>BUS: ACCOUNTING</p> <p><a href="#">ACCT 211</a></p> <p>HHS: COMMUNITY FAMILY CHILD STUDIES</p> <p><a href="#">Community Family and Child Studies Diploma</a></p> <p><a href="#">CFCS 110</a></p> <p><a href="#">CFCS 114</a></p> <p><a href="#">CFCS 120</a></p> <p><a href="#">CFCS 121</a></p> <p><a href="#">CFCS 140</a></p> <p><a href="#">CFCS 141</a></p> <p><a href="#">CFCS 160</a></p> <p><a href="#">CFCS 210</a></p> <p><a href="#">CFCS 214</a></p> <p><a href="#">CFCS 230</a></p> <p><a href="#">CFCS 231</a></p> <p><a href="#">CFCS 240</a></p> <p><a href="#">CFCS 241</a></p> <p><a href="#">CFCS 250</a></p>	<p><b>Connie Klassen</b></p>
<p><b>Motion:</b> That Education Council approves changes to the curriculum as submitted:</p> <p style="text-align: right;"><b>Moved by: Brian Coey</b> <b>Seconded by: Lois Fernyhough</b> <b>Motion Carried</b></p>	
<p>Whereas: The Integrated Curriculum Committee has reviewed and had full consensus to recommend approval of the following curriculum;</p> <p>Whereas: Subsequent to that recommendation for approval an Error in MHA 126 was noted regarding correction of course prerequisites;</p>	
<p>HHS: COMMUNITY FAMILY CHILD STUDIES</p> <p><a href="#">Mental Health and Addictions (Cert)</a></p> <p><a href="#">MHA 115</a></p> <p><a href="#">MHA 120</a></p> <p><a href="#">MHA 125</a></p>	

ITEM	PRESENTER
<p><a href="#">MHA 126</a> <a href="#">MHA 135</a></p> <p><b>Motion:</b> That Education Council approves changes to the curriculum as submitted and with the noted correction to MHA 126:</p> <p style="text-align: right;"><b>Moved by: Bijan Ahmadi</b> <b>Seconded by: Julia Grav</b> <b>Motion Carried</b></p>	
<b>J. Item for Presentation and Endorsement</b>	
<p><b>Policy for Presentation and Endorsement - <a href="#">Admission Policy</a></b></p> <p>Rashed presented information regarding the removal of specific English Language testing requirements and cut-off scores (which will be added to an RO website), and other minor revisions in the principles of this policy. He sought Council’s advice and endorsement.</p> <p><b>Motion:</b> That Education Council endorses the Admission Policy going forward to the Board of Governors for approval.</p> <p style="text-align: right;"><b>Moved by: Blair Fisher</b> <b>Seconded by: Lois Fernyhough</b> <b>Motion Carried</b></p>	<b>Peter Moroney</b> <b>Rashed Al-Haque</b>
<b>K. Motion for Approval</b>	
<p><b>Due to time constraints, this policy motion will be brought forward to the April meeting.</b></p> <p><b>Policy Revision for Approval - <a href="#">Grade Review and Appeals Policy</a></b></p> <p><b>Motion:</b> That Education Council approves the Grade Review and Appeals Policy.</p> <p style="text-align: right;"><b>Moved by:</b> <b>Seconded by:</b></p>	<b>Peter Moroney</b> <b>Rashed Al-Haque</b>
<b>K. ADJOURNMENT</b>	<b>Bijan Ahmadi</b>
The meeting adjourned at 5:53 pm.	



**BOARD OF GOVERNORS**

**GOVERNANCE POLICY REVIEW COMMITTEE**

**MINUTES**

**MEETING:** Thursday, March 9, 2023  
**TIME:** 3:00 pm  
**LOCATION:** LACC 251 J, Interurban Campus

**BOARD MEMBERS:**

Monty Bryant, Chair  
Joanne Cumberland  
Brenda McBain  
Lane Trotter, President (ex-officio)

**REGRETS:** nil

**EXECUTIVE ASSISTANT:** Heather Martin

**1. Review of the January 16, 2023, Meeting Minutes**

The minutes of the January 16, 2023, Board Governance Policy Review Committee meeting were approved as distributed.

**2. Interrelationships of the Committees**

Susan Arnold, lawyer, asked for direction regarding reviewing the Terms of Reference for the three standing committees, the Governance Policy Review committee, and the Operations By-Law as a group due to their interrelationships. Susan will look at them together to ensure the reporting relationships to the Board are clear and explicit, and there are no overlaps. Heather will send them to Susan as a group with today’s revisions and will ask her to identify and make recommendations on the gaps. Standing Committees and Ad Hoc committees report directly to the Board and make recommendations not decisions. The only exception is the Appeals Committee. The Governance Policy Review Committee makes recommendations directly to the Board not Executive Committee, so this can be clarified in the Terms of Reference.

The following addition will be made to the Operations By-Law section D #2 on Ad Hoc committees: ‘Ad Hoc committees report directly to the Board’.

Once Susan’s final review is complete the Governance Policy Review Committee will look at the policy and Terms of reference again.

**3. G-1.7.1 Appeal of Suspension from College Process**

The title will be changed to ‘Process for Appeal of Suspension from College’. In the Executive Committee Terms of Reference, the group that hears appeals (Executive Committee plus one student Board member) will be renamed the ‘Student Appeal of Suspension Committee’.

Under 'On receipt of the appeal package', #2, add 'The Chair must determine whether there is a basis for an appeal, as it would put the committee prematurely into the process and they must remain unbiased.' They make the decision, not the Board. The Board approves the Executive Committee Terms of Reference, so have approved this process.

Discussion ensued on whether an in-person hearing should be made available and if the student should be allowed to decide between writing or in-person. Susan Arnold will be asked for clarification on the legal issues such as to whether we would leave ourselves open to liability if we don't allow an in-person hearing. The discussion will continue at the April 18 meeting.

#### **4. G-1.7.2 Termination of the President's Contract**

'G-1.7.2 Termination of the President's Contract' is a supporting document to the Executive Committee Terms of Reference. Susan Arnold deleted most of the draft process on Termination of the President's Contract. The holder of the policy cannot be the President, so Susan will be asked for input. There needs to be a process to guide the Board on what to do, such as hire a lawyer and an external investigator, and a process for progressive discipline. The President gets no payout for dismissal for cause, and for no cause the amount is based on time served and that is determined by government and is aligned with provincial law. Susan Arnold will be invited to the April 18 meeting for further discussion.

A line will be added 'Prior to any decision being made, the Board will seek outside human resources and legal advice'. The lines Susan recommended be removed will be removed. It will then go back to Susan Arnold.

#### **5. G-1.8 Board Out-Of-Pocket Expenses Review**

The Out-of-Pocket Expense policy will be forwarded to the April 18 meeting.

The meeting adjourned at 4:35 pm.



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

**SUBMITTED BY:** Monty Bryant, Chair and Lane Trotter, President

**DATE:** May 15, 2023

**TOPIC:** Board Governance Policy - Approvals

For Information:

For Decision: X

For Discussion:

**1. OVERVIEW**

The Board Governance Policy Review Committee has met monthly. We followed legal advice to ensure each of the policies and policy supporting documents are in alignment with the College and Institute Act. We held fulsome discussions and incorporated feedback from the Education Policy department. Updates have gone to the Board monthly via the inclusion of the meeting minutes in the Board agenda packages. Today we are presenting the following policies and policy supporting documents for the Board's approval or acceptance.

- a.) **G-1.9 Audit Committee Terms of Reference**
- b.) **G-1.7 Executive Committee Terms of Reference**
- c.) **G-1.5 Finance Committee Terms of Reference**
- d.) **G-1.7.2 Termination of the President's Contract** (supporting document - acceptance)
- e.) **G-1.7.1 Process for Appeal of Suspension from College** (supporting document - acceptance)

**2. COMMUNICATIONS**

Policy changes are communicated via CamNews and are posted on the public website.

**a.) G-1.9 Audit Committee Terms of Reference**

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO 'G-1.9 AUDIT COMMITTEE TERMS OF REFERENCE' AS INDICATED.

**b.) G-1.7 Executive Committee Terms of Reference**

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO 'G-1.7 EXECUTIVE COMMITTEE TERMS OF REFERENCE' AS INDICATED.

**c.) G-1.5 Finance Committee Terms of Reference**

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO 'G-1.5 FINANCE COMMITTEE TERMS OF REFERENCE' AS INDICATED.

**d.) G-1.7.2 Termination of the President's Contract**

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT THE NEW SUPPORTING DOCUMENT 'G-1.7.2 TERMINATION OF THE PRESIDENT'S CONTRACT'.

**e.) G-1.7.1 Process for Appeal of Suspension from College**

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT THE REVISIONS TO 'G-1.7.1 PROCESS FOR APPEAL OF SUSPENSION FROM COLLEGE' AS INDICATED.

**4. SUPPORTING DOCUMENTATION:**

Attached.



POLICY TITLE	Audit Committee Terms of Reference
POLICY NUMBER	G-1.9
APPROVAL DATE	November 5, 2007
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	March 2023
NEXT REVIEW DATE	2028
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Board Vice-Chair
SUPPORTING DOCUMENTS	N/A

## AUDIT COMMITTEE TERMS OF REFERENCE

### PURPOSE

A standing committee of the Board of Governors, the Board Audit Committee is responsible for assisting the Board in fulfilling its financial accountability and oversight responsibilities by reviewing:

- i. Financial statements that will be provided to the Government and other stakeholders;
- ii. The systems of internal controls established by management and the Board;
- iii. All audit processes.

The Audit Committee also provides enterprise risk management oversight.

### ROLE

The Audit Committee makes recommendations and/or delivers reports to the Board of Governors in the following areas:

#### 1. Recommendation to Board of Governors for Approval

- a) Appointment of auditors;
- b) Annual audited financial statements;
- c) Non-audit work contracted to the auditors.

#### 2. Provision of Information to Board of Governors

- a) Reports from auditors and administration on internal control issues and other matters.
- b) Reports to the Board on enterprise risk management at the oversight level.



## MEMBERSHIP

1. The Audit Committee will consist of no fewer than three appointed Board members appointed by the Board Chair. The Vice Chair of the Board shall be appointed the Chair of the Audit Committee. Audit Committee members must be financially literate (i.e. have the ability to read and understand a set of financial statements). At least one member of the Committee must have a strong financial background, preferably a designation as a Chartered Public Accountant (CPA). The College President will be an *ex-officio* non-voting member of the committee.
2. With the exception of the President, Audit Committee members must be independent (i.e. must be free from any conflict of interest and have no material connection to the College with the exception of their duties as members of the Board).
3. The membership of the Audit Committee may be increased at the discretion of the Board Chair.
4. All membership appointments will be for one year. Re-appointments are permitted.

## COMMITTEE OPERATION

1. The Committee will normally meet a minimum of two (2) times a year. An annual schedule will be drawn up prior to the commencement of each Fall term.
2. Extraordinary meetings may be held at the discretion of the Chair of the Audit Committee following consultation with the Board Chair.
3. The Committee will have the opportunity to meet with the auditors without the presence of College management.
4. The majority of the members of the Committee will constitute a quorum.
5. The Chief Financial Officer (CFO) is a resource to the Committee and will attend meetings or arrange to have a delegate attend as required.
6. The Committee has the authority to engage external resources if necessary, on approval of the Audit Committee Chair.
7. Other College staff may be invited to attend as resources to provide information periodically.
8. Resource personnel provide advice and support but are not members of the Committee.
9. Administrative support will be provided by the Executive Assistant to the Board.
10. Committee members will be expected to attend all meetings, including extraordinary meetings.
11. Members are required to advise the Committee of their inability to attend a meeting by contacting the Executive Assistant to the Board.
12. The Committee cannot make commitments on behalf of the Board unless it is specifically authorized by the Board to do so.





<b>Policy:</b>	<b>G-1.9</b>
<b>Approved By:</b>	<b>Board of Governors</b>
<b>Approval Date:</b>	<b>November 5, 2007</b>
<b>Amendment Date:</b>	<b>October 6, 2008 December 5, 2011 February 15, 2017</b>
<b>Policy Holder:</b>	<b>President</b>

## AUDIT COMMITTEE TERMS OF REFERENCE

### Terms of Reference

A standing committee of the Board of Governors, the Board Audit Committee is responsible for assisting the Board in fulfilling its financial accountability and oversight responsibilities by reviewing: i) financial statements that will be provided to the Government and other stakeholders, ii) the systems of internal controls established by management and the Board, iii) all audit processes. The Audit Committee provides enterprise risk management oversight.

### Role

The Audit Committee makes recommendations and/or delivers reports to the Board of Governors in the following areas:

#### **1. Recommendation to Board of Governors for Approval**

- a) Appointment of auditors;
- b) Annual audited financial statements;
- c) Non-audit work contracted to the auditors.

#### **2. Provision of Information to Board of Governors**

- a) Reports from auditors and administration on internal control issues and other matters.
- b) Reports to the board on enterprise risk management at the oversight level.

### Membership

1. The Audit Committee will consist of no fewer than three appointed Board members, and such additional representation as required, appointed by the Board Chair. Audit Committee members must be independent (i.e. must be free from any conflict of interest and have no material connection to the college with the exception of their duties as Governors of the college) and financially literate (i.e. have the ability to read and understand a set of financial statements.) At least one member of the committee should have a financial designation or relevant financial management expertise. The membership may be increased at the discretion of the Board Chair.
2. All membership appointments will be for one year. Re-appointments are permitted.

## Committee Operation

1. The committee will normally meet a minimum of two times a year. An annual schedule will be drawn up prior to the commencement of each academic year (September).
2. Extraordinary meetings may be held at the discretion of the Chair following consultation with the Board Chair.
3. The committee will have the opportunity to meet with the auditors without the presence of college management.
4. The majority of the members of the committee will constitute a quorum.
5. The President and CFO will be resources to the committee and will attend meetings or arrange to have a delegate attend as required.
6. Administrative support will be provided by the Executive Assistant to the Board.
7. Committee members will be expected to attend all meetings, including extraordinary meetings.



POLICY TITLE	Board Executive Committee Terms of Reference
POLICY NUMBER	Number: G-1.7
APPROVAL DATE	December 13, 2004
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	December 2, 2019
NEXT REVIEW DATE	2028
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Board Chair
SUPPORTING DOCUMENTS	<ul style="list-style-type: none"> <li>• <a href="#">G-1.7.1 Appeal of Suspension from College Process</a></li> <li>• <a href="#">G-1.7.2 Termination of the President Procedure TBA</a></li> </ul>

## BOARD EXECUTIVE COMMITTEE TERMS OF REFERENCE

### TERMS OF REFERENCE

The Executive Committee deals with matters relating to the Board's role as an employer, student appeals of suspension by the President, and emergency situations. The Executive Committee will also receive policy proposals and direction from the Board and will establish ad hoc committees, as needed, to make recommendations to the Board on the development, approval, and revision of policies that are within the authority of the Board. The Executive Committee of the Board will be responsible for student appeals of suspension on behalf of the Board and such decisions will be final.

### SPECIFIC ROLES

The Executive Committee is responsible for:

1. Organizing the annual Board orientation and providing training on governance roles and responsibilities.
2. With the exception of the President, participating on the Student Appeal of Suspension Committee.
3. Seeking and receiving advice from Education Council in accordance with s. 23 of the *College and Institute Act*
4. Making recommendations to the Board on:
  - a) The employment of the President, including the selection process; the President's contract; the President's goals; and the performance review of the President.
  - b) The compensation framework and terms of employment for the exempt staff;
  - c) Bargaining and ratification of collective agreements;



- d) With the exception of Board governance policies, Board policy and joint Board/Education Policy
5. Approves the Board agenda.

## MEMBERSHIP

The Committee consists of the Board Chair, the Vice-Chair, the past Chair (who is a continuing Board member), and the Chairs of the Finance and Audit Standing Committees. The President will be a non-voting member of the Committee. Other members of the Board may be added, as needed, to the membership at the discretion of the Chair, or the Vice Chair or designate of the Chair when acting on behalf of the Chair. Only Board members appointed under s. 9(1)(a) of the *College and Institute Act* are eligible to be members of the Executive Committee.

## COMMITTEE OPERATION

1. The Committee will meet prior to Board meetings and at the call of the Board Chair, on such notice as may be appropriate in the circumstance. In the event of an emergency, the Committee may meet remotely or in person, or by such other means as may be determined by the Committee.
2. The Executive Committee will act on behalf of the Board in emergency situations when a quorum of the Board is not available, and will report to the Board on its actions.
3. Administrative support will be provided by the Executive Assistant to the Board.
4. A quorum for the Committee will be a majority of the voting members holding office.

## RELATED LEGISLATED REFERENCES

- [College & Institute Act, Section 59 \(5\)](#)

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

- [G-1.7.1 Appeal of Suspension from College Process](#)
- [G-1.7.2 Termination of the President Procedure TBA](#)
- [G-1.3 Board Operations By-Law](#)



<b>Policy:</b>	<b>G-1.7</b>
<b>Approved By:</b>	<b>Board of Governors</b>
<b>Approval Date:</b>	<b>December 13, 2004</b>
<b>Amendment Date:</b>	<b>December 4, 2006 June 8, 2009 December 2, 2019</b>
<b>Policy Holder:</b>	<b>President</b>

## **BOARD EXECUTIVE COMMITTEE**

### **TERMS OF REFERENCE**

#### **Terms of Reference**

The Executive Committee is to deal with matters relating to the board's role as an employer, with student appeals, and with emergency situations. The Executive Committee will also receive policy proposals and direction from the Board and will establish ad hoc committees, as needed, to make recommendations to the Board on the development, approval, and revision of policies that are within the authority of the Board. The Executive Committee of the Board will be responsible for student appeals of suspension on behalf of the Board and such decisions will be final.

#### **Specific Roles**

The Executive Committee will make recommendations to the Board on the following:

1. The employment of the President including:
  - a) the selection process;
  - b) the President's contract;
  - c) the President's goals; and
  - d) the performance review of the President.
2. The compensation framework and terms of employment for the Exempt group.
3. Bargaining and ratification of collective agreements.
4. Board policy and joint Board/Education Council policy.

The Executive Committee will act on behalf of the Board in emergency situations when a quorum of the Board is not available, and will subsequently report to the Board on its actions.

#### **Membership**

The Committee consists of the Board Chair, the Vice-Chair, the past Chair, and the Chairs of the Standing Committees of Finance and Audit. Other members of the Board may be added, as

needed, to the membership at the discretion of the Chair, or the Vice Chair or designate of the Chair when acting on behalf of the Chair.

In the case of an appeal of a student suspension, a student representative of the Board will be asked to participate and if such representative agrees to participate then such representative shall be added as a member of the Committee until such time as the Committee makes a final decision with respect to the appeal. If such student representative does not agree to participate in the appeal process, the other student representative of the Board will be asked to participate in accordance with this paragraph.

### **Committee Operation**

1. The Committee will meet as required, at least annually, at the call of the Board Chair and on such notice as may be appropriate in the circumstance. In the event of an emergency, the Committee may meet by telephone or by such other means as may be determined by the Committee.
2. The Executive Assistant to the Board (or designate) will provide the administrative support to this Committee.
3. A quorum for the Committee will be a majority of the members holding office.

### **Legislative Reference**

*College & Institute Act, Section 59 (5)*

### **Link to Related Policy**

[G-1.7.1 Appeal of Suspension from College Process](#)  
[G-1.3 Board Decision Making](#)



<b>Policy:</b>	<b>G-1.7</b>
<b>Approved By:</b>	<b>Board of Governors</b>
<b>Approval Date:</b>	<b>December 13, 2004</b>
<b>Amendment Date:</b>	<b>December 4, 2006 June 8, 2009 December 2, 2019</b>
<b>Policy Holder:</b>	<b>President</b>

## **BOARD EXECUTIVE COMMITTEE**

### **TERMS OF REFERENCE**

#### **Terms of Reference**

The Executive Committee is to deal with matters relating to the board's role as an employer, with student appeals, and with emergency situations. The Executive Committee will also receive policy proposals and direction from the Board and will establish ad hoc committees, as needed, to make recommendations to the Board on the development, approval, and revision of policies that are within the authority of the Board. The Executive Committee of the Board will be responsible for student appeals of suspension on behalf of the Board and such decisions will be final.

#### **Specific Roles**

The Executive Committee will make recommendations to the Board on the following:

1. The employment of the President including:
  - a) the selection process;
  - b) the President's contract;
  - c) the President's goals; and
  - d) the performance review of the President.
2. The compensation framework and terms of employment for the Exempt group.
3. Bargaining and ratification of collective agreements.
4. Board policy and joint Board/Education Council policy.

The Executive Committee will act on behalf of the Board in emergency situations when a quorum of the Board is not available, and will subsequently report to the Board on its actions.

## **Membership**

The Committee consists of the Board Chair, the Vice-Chair, the past Chair, and the Chairs of the Standing Committees of Finance and Audit. Other members of the Board may be added, as needed, to the membership at the discretion of the Chair, or the Vice Chair or designate of the Chair when acting on behalf of the Chair.

In the case of an appeal of a student suspension, a student representative of the Board will be asked to participate and if such representative agrees to participate then such representative shall be added as a member of the Committee until such time as the Committee makes a final decision with respect to the appeal. If such student representative does not agree to participate in the appeal process, the other student representative of the Board will be asked to participate in accordance with this paragraph.

## **Committee Operation**

1. The Committee will meet as required, at least annually, at the call of the Board Chair and on such notice as may be appropriate in the circumstance. In the event of an emergency, the Committee may meet by telephone or by such other means as may be determined by the Committee.
2. The Executive Assistant to the Board (or designate) will provide the administrative support to this Committee.
3. A quorum for the Committee will be a majority of the members holding office.

## **Legislative Reference**

*College & Institute Act, Section 59 (5)*

## **Link to Related Policy**

[G-1.7.1 Appeal of Suspension from College Process](#)  
[G-1.3 Board Decision Making](#)





POLICY TITLE	Finance Committee Terms of Reference
POLICY NUMBER	Number: G-1.5
APPROVAL DATE	December 6, 2001
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	January 2023
NEXT REVIEW DATE	2028
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Board Chair
SUPPORTING DOCUMENTS	N/A

## FINANCE COMMITTEE TERMS OF REFERENCE

### TERMS OF REFERENCE

A standing committee of the Board of Governors, the Board Finance Committee is responsible for assisting the Board in fulfilling its obligations and oversight responsibilities in relation to financial planning and reporting by monitoring development of financial plans and financial performance, managing and reporting on financial matters relating to the operation of the College, and making recommendations to the Board of Governors regarding financial matters.

### ROLE

The Finance Committee monitors and delivers reports, provides strategic advice and information, and makes recommendations to the Board of Governors in the following areas

1. Monitoring
  - a. Financial results
  - b. Enrollment
  - c. Investments

On an at least quarterly basis, and more frequently as needed.
  
2. Making recommendations to the Board for Approval on:
  - a. Annual operating and capital budgets;
  - b. Information/documents required to be submitted under the *Financial Information Act*, and any other statute;
  - c. Tuition fee increases
  - d. The College's investment policy



3. Provision of strategic advice and information to Board of Governors on:
  - a. Significant financial planning, management and reporting issues;
  - b. Regular interim financial reports;
  - c. The performance of the College's investments;
  - d. Additional financial information when requested by the Board;
  - e. Resources and training on budgetary literacy; and
  - f. All other financial matters that the Committee is aware of and that might affect, in a material way, the existing or future situation of the College.

## **MEMBERSHIP**

1. The Committee consists of no fewer than five (5) members of the Board all of whom will be appointed by the Chair of the Board. The President will be a non-voting member of the Committee. The membership may be increased at the discretion of the Board Chair. The Board Chair will also appoint the Committee Chair. At least one member of the Committee must have a strong financial background, preferably a designation as a Chartered Public Accountant (CPA). Finance Committee members must be financially literate (i.e. have the ability to read and understand a set of financial statements).
2. All membership appointments will be for one year. Re-appointments are permitted.

## **COMMITTEE OPERATION**

1. The Committee will normally meet a minimum of four times a year. Additional meetings will be scheduled during annual budget deliberations. An annual schedule will be drawn up at the commencement of each academic year (September).
2. Extraordinary meetings may be held at the discretion of the Chair following consultation with the Board Chair.
3. Members are required to advise the Committee of their inability to attend a meeting by contacting the Executive Assistant to the Board.
4. The majority of the voting members of the Committee will constitute a quorum.
5. The Chief Financial Officer (CFO) will be a resource to the Committee and will attend all meetings or arrange to have a delegate attend. Other College staff may also be included as resources if required. Resource personnel provide advice and support but are not members of the Committee.
6. The Committee has the authority to engage external resources if necessary, on approval of the Finance Committee Chair.
7. The Committee cannot make commitments on behalf of the Board unless it is specifically authorized by the Board to do so.
8. Administrative support will be provided by the Executive Assistant to the Board.
9. Committee members will be expected to attend all meetings, including extraordinary meetings.



<b>Policy:</b>	<b>G-1.5</b>
<b>Approved By:</b>	<b>Board of Governors</b>
<b>Approval Date:</b>	<b>December 6, 2001</b>
<b>Amendment Date:</b>	<b>November 5, 2007</b>
<b>Policy Holder:</b>	<b>President</b>

## **FINANCE COMMITTEE TERMS OF REFERENCE**

### **Terms of Reference**

A standing Committee of the Board of Governors, the Board Finance Committee is responsible for monitoring significant financial planning, managing and reporting matters of the College, and making recommendations to the Board of Governors for adoption.

### **Role**

The Finance Committee makes recommendations and/or delivers reports to the Board of Governors in the following areas:

#### **1. Recommendation to Board of Governors for Approval**

- a) Annual operating and capital budget;
- b) Annual financial information act requirements;
- c) Tuition fee increases.

#### **2. Provision of Information to Board of Governors**

- a) Significant financial planning, management and reporting issues;
- b) Interim financial reports.

### **Membership**

1. The Committee consists of no fewer than five members of the Board of Governors, at least one of whom will be an elected member of the Board of Governors, all of whom will be appointed by the Chair of the Board of Governors. The membership may be increased at the discretion of the Board Chair. The Board Chair will also appoint the Committee Chair.
2. All membership appointments will be for one year. Re-appointments are permitted.

## **Committee Operation**

1. The Committee will normally meet a minimum of four times a year. Additional meetings will be scheduled during annual budget deliberations. An annual schedule will be drawn up at the commencement of each academic year (September).
2. Extraordinary meetings may be held at the discretion of the Chair following consultation with the board chair.
3. Members are required to advise the Committee of their inability to attend a meeting by contacting the Executive Assistant to the Board.
4. The majority of the members of the Committee will constitute a quorum.
5. The CFO will be a resource to the Committee and will attend all meetings or arrange to have a delegate attend.
6. Administrative support will be provided by the Executive Assistant to the Board.
7. Committee members will be expected to attend all meetings, including extraordinary meetings.

## POLICY SUPPORTING DOCUMENT



DOCUMENT TITLE	Termination of the President's Contract
DOCUMENT NUMBER	G-1.7.2
NAME OF POLICY THE DOCUMENT SUPPORTS	G-1.7 Board Executive Committee Terms of Reference
TYPE OF DOCUMENT	Supporting document
APPROVAL DATE	TBA
REPLACES (IF APPLICABLE)	
LAST UPDATE OR AMENDMENT OR REVIEW DATE	
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	

## TERMINATION OF THE PRESIDENT'S CONTRACT

### PURPOSE AND/OR RATIONALE

Hiring and assessing the President's performance is one of the most important responsibilities of a Board of Governors.

### DIRECTIVES, REQUIREMENTS, PROCEDURES, STANDARDS, GUIDELINES, FORMS

#### 1. Terminating the President's Contract

A situation may arise where it is in the College's best interest to terminate a President's contract before its expiry date. The purpose of this policy is to set out the procedures to be followed by the Board if it wishes to terminate the President's contract before its expiry date.

1. The Board Chair shall call a closed in camera Board meeting to discuss the President's employment and whether it should be terminated.
2. Prior to any decision being made, the Board will seek outside human resources and legal advice.
3. The Board may terminate the President's contract of employment for cause or without cause.
4. The Board may terminate the employment of the President before the expiry of their contract either for cause or without cause by an affirmative vote of a majority of Board members present at the closed in camera meeting.

## POLICY SUPPORTING DOCUMENT



### RELATED LEGISLATED REFERENCES

- [Public Sector Employers Act](#)
- [College & Institute Act](#)

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

[G-1.7 Board Executive Committee Terms of Reference](#)

DRAFT

## POLICY SUPPORTING DOCUMENT



DOCUMENT TITLE	Process for Appeal of Suspension from College
DOCUMENT NUMBER	G-1.7.1
NAME OF POLICY THE DOCUMENT SUPPORTS	<a href="#">G-1.7 Board Executive Committee Terms of Reference</a>
TYPE OF DOCUMENT	Procedure Document
APPROVAL DATE	January 2021
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	January 2021
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	President

## PROCESS FOR APPEAL OF SUSPENSION FROM COLLEGE

### PURPOSE

The purpose of this document is to outline the process that will take place should a student be suspended from the College by the President.

### PROCEDURE

#### APPEAL OF SUSPENSION FROM THE COLLEGE

If the President suspends a student from the College, the student has a right to appeal to the Board of Governors Executive Committee as per the [British Columbia College and Institute Act](#) and [Policy G-1.7](#).

The only two grounds upon which an appeal can be based are:

1. A flaw in due process or procedures in the determination to suspend the student.
2. New evidence or information, not available at the time of the President's decision to suspend the student, which may have affected the decision.

The student appellant must submit their appeal package to the Board Assistant [BoardEA@camosun.ca](mailto:BoardEA@camosun.ca) within ten working days of receipt of the suspension letter. They may request a review in person or in writing. The appeal package must include a copy of the President's decision that is being appealed, the grounds on which they are basing their appeal, the reasons they are requesting an in person hearing if they are requesting such, and must attach copies of all documents upon which the student intends to rely.

## POLICY SUPPORTING DOCUMENT



On receipt of the appeal package:

1. The Board Executive Assistant shall give the appeal package to the Board Chair.
2. The Board Chair shall determine whether the appeal meets the grounds of appeal outlined above.
3. If it does not meet either of the grounds of appeal, the student will be informed in writing by the Board Chair within five days of the Board Chair's receipt of the appeal that the appeal will not be accepted because it does not fall within the scope of the grounds for appeal.
4. If the appeal meets one or more of the grounds of appeal, the Board Chair will inform the Board Student Appeal of Suspension Committee (the "Committee") and provide both the Committee and the President with a copy of the student's appeal package.

### **PROCESS FOR THE HEARING**

#### **Initial consideration**

If the student requests a hearing in writing, the process for a hearing in writing set out below will be followed.

If the student requests an in person hearing, the Committee will consider the reasons for the request and determine whether such a hearing is necessary or appropriate in the circumstances. The Committee has the sole discretion to determine whether an in person hearing is necessary or appropriate. If the Committee determines that an in person hearing is necessary or appropriate, the Committee will set a date for that in person hearing, and the process for an in person hearing set out below will be followed. The Board Executive Assistant will advise, in writing, the student and the President of the date set for the in person hearing.

#### **Hearing in writing**

1. The Committee will set a submission schedule for receipt of submissions. The Board Executive Assistant will advise the Student and President, in writing, of that schedule.
2. The student will provide the Committee with their full written submissions on the appeal, including all arguments and reasons why they think the appeal should be granted. If the student is alleging that new evidence or information became available after the President made their decision, the student shall describe what that new evidence is and include any documents relating to that new evidence, set out the reasons why that evidence or information was not available at the time the President made their decision, and explain why it might affect the President's decision.
3. The President will be given an opportunity to provide a written response to the request for appeal and the student's full submissions. The President's response will be limited to outlining the process followed in making their decision to suspend and any relevant documents



## POLICY SUPPORTING DOCUMENT



received and policies considered, and responding to the student's submission regarding the alleged procedural flaws or the new information and evidence.

4. The student will be given an opportunity to reply to the President's response.
5. The Committee will convene a meeting to review the full set of documents, including the student's appeal package and submissions, and the response of the President. Should the Committee determine that it can make a decision based on the submissions and documents provided, it will make such decision. If the Committee requires further information in order to make a decision, the Committee will request such information and give the parties an opportunity to make submissions based on that further information. The opportunity to provide further information may be in writing or in person, at the discretion of the Committee. If the Committee determines that an in person hearing is necessary or appropriate in the circumstances in order to properly understand the further information, it will schedule that hearing as soon as possible.
6. The Committee has the sole discretion to determine whether to hold an in person hearing in light of its request for further information.
7. If the student has requested a hearing in writing or, on consideration of the student's reasons for requesting an in person hearing, the Committee determines that an in person hearing is not necessary or appropriate in the circumstances, or has otherwise decided that an in person hearing is not necessary, the Committee will make a decision based on the submissions and documents before it.

#### **Hearing In Person**

1. If the Committee decides that an in person hearing is necessary or appropriate, either initially or because it requires further information best presented in person, both the student (along with a support person) and the President are entitled to be present for the hearing.
2. The Board Chair will preside over the hearing.
3. The student will have an opportunity to present their case as to why the appeal should be allowed, including presenting their arguments regarding the alleged flaws in due process, and/or relating to new evidence and information that was not available at the time the President made their decision, including the reasons the new evidence or information was not available and why it would have affected the President's decision. If the student is alleging that there is such new evidence or information, the student should include all documents relating to that new evidence.
4. The President will have an opportunity to respond to the student's appeal package, submissions and arguments, including the new information and evidence.
5. The Committee may ask questions of the student and the President.
6. Both the President and student will have the opportunity to make final statements to the Committee regarding the merits of the appeal.

**POLICY SUPPORTING DOCUMENT**

7. The Committee will deliberate in-camera without the presence of the student and the President.

**Decision**

1. The Committee will determine the outcome of the appeal and its decision is final.
2. The decision is based on the burden of proof of the balance of probabilities, and is made by a majority vote of the members of the Committee.
3. The Committee will rule that the appeal is either “allowed” or “dismissed”.
4. If the Committee allows the appeal on the basis that there is new information or evidence that was not available at the time the President made their decision and that evidence or information might have affected the President’s decision, the matter will be remitted back to the President for reconsideration taking into account that new evidence or information.
5. IF the Committee allows the appeal on the basis that there were flaws in the due process or procedures with respect to the President’s determination, the Committee may either remit the matter back to the President for reconsideration or substitute its own decision for that of the President.
6. The decision will be communicated in writing to the parties as soon as possible.
7. The decision of the Committee will be placed on the student’s file. The Vice President Student Experience will be provided with a copy of the decision and will communicate that to the Registrar.

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

- [G-1.7 Board Executive Committee Terms of Reference](#)
- [E-2.9 Sexual Violence and Misconduct](#)
- [Guidelines: Camosun College Support Person](#)



DOCUMENT TITLE	Appeal of Suspension from College Process
DOCUMENT NUMBER	G-1.7.1
NAME OF POLICY THE DOCUMENT SUPPORTS	<a href="#">G-1.7 Board Executive Committee Terms of Reference</a>
TYPE OF DOCUMENT	Procedure Document
APPROVAL DATE	January 2021
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	November 2022
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	President

## APPEAL OF SUSPENSION FROM COLLEGE PROCESS

### PURPOSE

The purpose of this document is to outline the process that will take place should a student be suspended from the College by the President.

### PROCEDURE

#### APPEAL OF SUSPENSION FROM THE COLLEGE

If the President approves a suspension from the College, the student has a right to appeal to the Board of Governors Executive Committee as per the [British Columbia College and Institute Act](#) and [Policy G-1.7](#).

The only two grounds upon which an appeal can be based are:

1. A flaw in due process or procedures in the determination to suspend the student.
2. New evidence or information, not available at the time of the President's decision to suspend the student, which may have affected the decision.

The student appellant must submit their appeal package to the Board Assistant [martinh@camosun.ca](mailto:martinh@camosun.ca) within ten working days of receipt the suspension letter. They may request a review in person or in writing.

On receipt of appeal:

1. The Board Executive Assistant gives the appeal package to the President (respondent) and the Board Chair.
2. The Board Chair determines whether or not the appeal meets the criteria outlined above.



3. If it does not, the student will be informed by the Board Chair within five days that the appeal will not be accepted because it does not meet the criteria.
4. If it meets the criteria, the President will have the option to review any new information provided in the appeal, and reverse or modify the decision.
5. If the appeal proceeds, the Board Chair will inform the Board Executive committee and will schedule a hearing, within ten days.
6. The Board Executive committee will determine the outcome of the appeal and their decision is final.

### **PROCESS FOR THE HEARING**

The Board Chair will identify whether the appeal will be heard in writing or in person based on the student's request for appeal.

#### **In Writing**

1. The president/respondent will be provided with an opportunity to provide a written response to the request for appeal.
2. The Board Executive Committee will convene a meeting to review the full set of documents, including appellant and respondent statements, and will either make a final decision or request more information from either the appellant or respondent.
3. The decision will be communicated to the parties as soon as possible.

#### **In Person**

1. The appeal will be heard by the Board Executive Committee. Both the student appellant (along with a support person) and the president/respondent may be present for the hearing.
2. The Board Chair will preside over the hearing. Board Executive members will be granted an opportunity to ask questions by the Chair.
3. The Executive Committee may allow witnesses who have relevant evidence in support of the appeal. These witnesses need to be identified in advance of the hearing to the Assistant to the Board.
4. The student will have an opportunity to introduce their grounds for appeal.
5. The president will have an opportunity to present a response to these grounds.
6. The Board may ask questions of the appellant, respondent and witnesses. They may go in-camera then ask for further clarification or ask additional questions.
7. Both the president and student will have the opportunity to make final statement to the Board Executive Committee regarding the merits of the appeal.
8. The Board Executive Committee will deliberate in-camera.
9. The decision will be communicated in writing to the parties as soon as possible.



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

- [G-1.7 Board Executive Committee Terms of Reference](#)
- [E-2.9 Sexual Violence and Misconduct](#)
- [Guidelines: Camosun College Support Person](#)



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Tuesday, April 11, 2023  
**TIME:** 5:00 pm  
**LOCATION:** Paul 216, Lansdowne Campus  
**ONLINE:** Teams

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#### BOARD MEMBERS:

Monty Bryant, Chair  
 Bijan Ahmadi  
 Greg Atkins  
 Tanya Clarmont, Vice Chair  
 Joanne Cumberland  
 Kyle Jones  
 Lindsay Kearns  
 Brenda McBain  
 Brent Palmer  
 Ruth Mojeed Ramirez  
 Mike Stubbing  
 Lane Trotter, President  
 Al van Akker  
 Karen Young

#### ADMINISTRATION:

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

**GUESTS:** Rashed Al-Haque, Education Policy Specialist  
 Todd Ormiston, Executive Director, Eye? Sq?'lewen IECC

**REGRETS:** nil

**EXECUTIVE ASSISTANT:** Heather Martin

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#### I CALL TO ORDER

Monty Bryant, Chair, called the meeting to order at 5:00 pm. The acknowledgement of the territory was provided by Bijan Ahmadi.

#### II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

#### III BOARD MEMBER REPORTS

##### 1. Chair's Report

Monty Bryant, Chair, noted all the regular Board meetings are open to the public. Today we welcomed guests April Atkins, SIP; and Lynelle Yutani, CCFA on Teams. Lane Trotter and Monty met several times for planning and updates. On April 5, Monty attended the CIECC Indigenous Winter Awards ceremony, and brought a welcome on behalf of the Board.

The spring elections for Board and Education Council took place last week. The Board has two student seats with a term of August 1, 2023 - July 31, 2024. The two students who won the seats are Logan Hudson and Jagjeet Singh. We will say farewell to Karen and Kyle at the June 12

Board meeting. On April 12, we will hold an event celebrating the renaming of the 'Wilna Thomas Hall' to the 'Sherri Bell Hall'.

The Ministry's Post-Secondary Governance Workshop is in Vancouver on April 17. Seven are attending from the Camosun Board. Ruth Mojeed Ramirez, Tanya Clarmont, Rashed Al-Haque, Janice Simcoe, and Monty Bryant will be presenters at the Workshop. Monty attended several meetings with the Ministry organisers. Monty's presentation will be on the Board's role in hiring the President, in conjunction with Ken Dawson, PSEC, and Nancy McKenzie, Chair, UBC Board. Thank you to Lindsay Kearns for registering in TTW in May.

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

Lane Trotter, President, noted the Board are invited to attend the Wilna Thomas Hall renaming to the Sherri Bell Hall at 3pm tomorrow. Rodney Porter and Lane gave Metchosin Mayor Dr. Marie-Térèse Little a two-hour tour of Interurban Campus. Lane attended the Co-op Students of the Year Awards ceremony on March 28. The Honourable Jean-Yves Duclos, Minister of Health, was on campus last week to announce health investments including the Canadian Dental Care Plan. Lane congratulated John Boraas and Richard Gale as Camosun Innovates' Technology Access Centre (TAC) status was renewed for another five years. Lane met with and answered questions from the Earth Gardening students from Employment Training and Preparation earlier today.

## **3. Foundation**

Geoff Wilmshurst, Vice President Partnerships, noted to date we received \$416K from 150 donors. Nominations are open for the Distinguished and Promising Alumni awards. The Second Annual Golf Tournament will take place on September 22, 2023. On March 27 we hosted a planned giving cultivation tea for about 30 guests with refreshments from the Hospitality Management students.

## **4. Education Council**

Bijan Ahmadi, Education Council Chair, noted the minutes from the February 15, 2023, meeting were included in the agenda package. Bijan went over the highlights of the March 15, 2023, meeting, which included passing curriculum, program redesign, and an innovative look at co-op education. They endorsed the revisions to the Admissions Policy.

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

Lindsay Kearns, PISE Board of Directors member, announced the 'TD Family Sport and Recreation Festival' which will take place on May 6 from 11am to 3pm at PISE. It is a free event for children aged 5 to 13. There will be many fun activities such as obstacles courses and rock climbing. The goal is to get families engaged and active.

# **IV BOARD COMMITTEE REPORTS**

## **1. Executive Committee**

Monty Bryant, Chair, Executive Committee, noted we met on March 27, 2023. We made a recommendation to the Board on acceptance of a new program for this fall: Indigenous Community Wellness. We made a recommendation on a revision to the Admission Policy. The Executive explored some sources for 'Indigenization at the Board Table' learning opportunities for future meetings. The Executive are working on improving the Board's annual self-assessment tool and will share it with the Board once it is complete. The Chair evaluation tool will be refined. We set the agenda for the April 11 Board meetings.

**i) New Program: Indigenous Community Wellness (ICW)**

Todd Ormiston, Executive Director, Eye? Sq?'lewen, IECC, noted the program was developed over the last two and a half years. It was overseen by an Indigenous Steering Committee, and feedback was sought from the community. It will be a ten-month certificate program. There will be educational pathways to other programs, and all the courses will be accredited and transferable. It will run at Saanich Adult Education Centre. Education Council endorsed the program.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT THE NEW PROGRAM 'INDIGENOUS COMMUNITY WELLNESS' AS ENDORSED BY THE COLLEGE'S EDUCATION COUNCIL.**

**CARRIED**

**ii) E-2.1 Admission Policy Revision**

Rashed Al-Haque, Education Policy Specialist, noted based on feedback from the community the Admission Policy was modified so that it would not name specific language tests and scores for international students. Whenever a modification is needed, there is a lengthy process required to change it. The policy has been revised so that the actual tests will be moved out of the policy and posted on the website where students have access, and where it can be modified when needed. Education Council has reviewed and approved the changes.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO LANGUAGE TESTS AS INDICATED IN THE E-2.1 ADMISSIONS POLICY.**

**CARRIED**

**2. Finance Committee**

- i) The minutes from the January 26, 2023, meeting were included in the agenda package.
- ii) Mike Stubbing, Chair, Finance Committee, thanked all the Board members for attending the two-hour Finance meeting on April 3, 2023, to look at the budget in detail. We are still waiting for final numbers to be finalized but are looking at a small surplus for the 2022/23 year. We turned around a very difficult year thanks to a team effort by the whole college. On April 3, we looked at the budget for 2023/24. We are proposing a balanced budget of \$161,618,670 in both revenue and expenses.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2023/24 WITH TOTAL REVENUE OF \$161,618,670 AND TOTAL EXPENDITURE OF \$161,618,670 RESULTING IN A BALANCED BUDGET.**

**CARRIED**

**3. Governance Policy Review Committee**

- i) The minutes from the January 16, 2023, meeting were included in the agenda package.
- ii) Monty Bryant, Chair, Governance Policy Review Committee, gave a report on the March 9, 2023, Committee meeting. We are meeting next on April 18. We are working with the Policy Department and with a lawyer to address potential issues. We hope to bring the remaining governance policy revisions to the Board for approval by June.



**V APPROVAL OF THE MINUTES**

The minutes of the March 6, 2023, meeting were approved as distributed.

**VI NEW BUSINESS****1. Strategic Plan Update**

Jen Stone, Executive Director, Strategy, Planning & Transformation, distributed the print copies of the 2023/28 Strategic Plan. The posters are up in the six boardrooms. The pop-up banners will all be mounted by June.

**2. Indigenization at the Board Table**

Tanya Clarmont, Vice Chair, provided an overview on colonialism. Points for reflection are: 'Where did we learn about colonialism?' and 'What do we know about it?' First Peoples have been here for tens of thousands of years. Oral traditions were used to pass on history and knowledge of territory. There were large healthy populations with well-established systems of governance and law, trade and economy, education and art that made up the complex long-standing societies. In colonialism the assumption is that the land is free to take. Euro-Christian world views ignore Indigenous laws and systems. Their goals are occupation, political control, economic dominance, patriarchy and hierarchy. Their goals are achieved by physical and/or cultural genocide.

The colonialism system assimilates Indigenous people by creating laws, such as the Indian Act, which dictate every aspect of Indigenous lifestyles. These are current obstacles that still exist. Resilience, resistance, and reconciliation are intentional, inter-connected efforts to rebuild Indigenous cultural systems. It is across all sectors of society, over generations, and is not an "Indigenous problem". The responsibility belongs to everyone. Indigenous people support each other through the traumatic history by using humour, ceremony, relationships, and partnerships.

**VII ADJOURNMENT**

The meeting was adjourned at 6:05 pm.

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**Monty Bryant, Chair**

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**Date**

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**Heather Martin, Executive Assistant**

## REPORT TO THE BOARD OF GOVERNORS

**SUBMITTED BY:** Lane Trotter, President  
**TO:** Camosun College Board of Governors  
**DATE:** May 15, 2023  
**TOPIC:** Annual Report to Board Sexual Violence and Misconduct Policy Implementation Report

For Information: X

For Decision:

For Discussion:

### BACKGROUND

In May of 2016, the Provincial Legislature passed the British Columbia (B.C.) *Sexual Violence and Misconduct Policy Act* (the “Act”). The Act required public post-secondary institutions in B.C. to establish and implement a sexual misconduct policy by May of 2017.

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

### CAMOSUN CONTEXT

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

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

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

*The President of Camosun College will provide an annual update to the Board of Governors pertaining to the implementation of this policy, including but not limited to:*

- *Student engagement and consultation*
- *Prevention, communication, and awareness strategies*
- *Response (including statistics on Disclosures and Reports to the College)*

Camosun College is committed to creating and maintaining a healthy learning and working environment in which sexual violence and misconduct is not tolerated. The college understands that sexual violence prevention requires creating safe, respectful, and trauma-informed spaces for all students (including both those who have been harmed and those accused of causing harm) to seek support and to understand the options available under the *College’s Sexual Violence and Misconduct* 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 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 risk and experience of sexual violence but 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 establish the original policy and ensure that the implementation included high levels of awareness, an extensive consultation process was developed that included students.
- This approach continued with the review and updates to the 2023 *Sexual Violence and Misconduct Policy* (E-2.9). The review is in-line with provincial legislation requirements that all BC post-secondary institution sexual violence and misconduct policies are reviewed every 3 years.
  - It involved assessing students' perception and understanding of current policy and areas of improvement in clarity, awareness and supports available via a

- A policy working group involving both staff and members of the Camosun College Student Society
- Online student Sexual Violence and Misconduct Policy perception survey
- 4 in-person open Sexual Violence and Misconduct Policy student consultation sessions held on both campuses
- Tabling promotion of online survey and in-person sessions
  - Hired two student workers focused on increasing student engagement with sexualized violence prevention efforts and policy engagement.
- Student Affairs maintains regular engagement with Camosun College Student Society and the Office of the Ombudsperson regarding student feedback on the policy.

## PREVENTION, COMMUNICATION, AND AWARENESS STRATEGIES

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

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

- Increase the amount and quality of information and education to prevent sexual violence;
- Reduce trauma for people who have been harmed;
- Improve responsiveness and quality of service for survivors; and
- Strengthen the capacity and support for staff whose positions support prevention or response to sexual violence on our campuses.

Strategies implemented over the last year have included:

- Year-round learning opportunities for students (and supporters) on topic of sexualized violence prevention
  - Implementation and launch of *Safer Campuses for Everyone* - self-paced online training available to all students covering the meaning and impact of sexual violence, reasons why sexual violence happens, importance of consent in all relationships, how to intervene to prevent sexual violence, and how to find support or how to support someone else who has experienced sexual violence.
  - Social media educational campaigns focused on – technology facilitated violence, bystander intervention, consent, and how to access supports at Camosun
  - Implementation of *Bringing in a Bystander Intervention* training
  - *Safer Spaces* training – partnership between community non-profit Good Night Out and Camosun's Hospitality Management program – educating hospitality students how to prevent and respond to sexual harassment in the hospitality sector

- Inclusion of sexualized violence prevention education embedded in Welcome and Orientation activities
  - Sexualized violence prevention and response information included in orientation and transitions newsletters to students
  - Online student outreach times hosted by Student Workers aimed at connecting with students virtually and referring them to appropriate Student Affairs services and supports including Office of Student Support
  - Office of Student Support sexualized violence prevention CamFest/Welcome Week tabling
  - Parents and Supporters Orientation presentations
  - Athletics department - Chargers' student-athlete orientation
- Ongoing collaboration with various college stakeholders on sexual and gender-based violence prevention planning and initiatives
  - Camosun College Student Society representatives
  - Camosun Chargers Athletics teams
  - Camosun International
  - School of Trades and Technology
  - School of Health and Human Services
  - School of Business
  - Camosun Learning Services
- Ongoing support and education offered to Camosun staff and faculty on sexual and gender-based violence
  - Regular one-to one consultation with faculty and staff to assist with responding to disclosures, appropriate referrals, safety planning, supporting students, fostering a culture of consent, and increasing awareness about sexualized and gender-based violence
  - Engagement and presentation to schools and administrative units to build partnerships and increase awareness of sexualized violence prevention efforts and student safety
    - Office of the Registrar, Deans, Directors, Chairs, Schools, Centre for Accessible Learning, Camosun International and Indigenous Education and Community Connections.
- Engagement with local community partners to enhance awareness of services and ensure strong appropriate collaboration in support of student and community safety and well-being:
  - Victoria Sexual Assault Centre
  - Victoria Women's Transition House
  - Good Night Out Vancouver/Victoria
  - The Foundry
  - Island Community Mental Health
  - The Men's Therapy Centre
- Engagement with media to amplify sexualized violence prevention and response efforts
  - Office of Student Support representatives' participation in local news media interviews highlighting Camosun's efforts to prevent sexualized violence and support students who have been impacted

- Participation in development of best-practices for sexualized violence reporting for BC post-secondary institutions
  - Provincial working group on a strategy for the collection of statistics on Sexual Violence and Misconduct cases in BC post-secondary institutions headed by representatives from BC PSI's and Ministry of Advanced Education and Skills Training

## RESPONSE

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

- Disclosure
  - For the purposes of the policy, “disclosure” means making known information pertaining to sexual misconduct 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 misconduct against a person. A report should include all relevant particulars, where available, including a record of times, dates, nature of any incidents, and names of potential witnesses. A report may initiate an investigation under section 4.3 of the policy.
- Report to the police
  - A complaint of sexual misconduct made by an individual to the police. A student choosing to pursue this option may receive assistance from the Office of Student Support, the Counselling Department, or Campus Security.

## Disclosure statistics

The disclosure statistics below reflect those made to the Office of Student Support and did not include those made to Camosun’s Counselling Services. Disclosures may be for both current and historical incidents.

Most disclosures were made by Camosun students, with a small number coming from folks who are not members of the Camosun community but who communicated that a member of the Camosun community had perpetuated sexualized violence.

Disclosures: April 1, 2022 – March 31, 2023						
	Student	Staff	Faculty	Community Member	Unknown	Total
Survivors	40			4		44
Alleged respondents	21	2	2	15	5	45
<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 disclosing indicate the identity of the alleged respondent involved. The Office of Student Support provides support to</i>						

*students regardless of the level of information provided. One individual is counted twice as they were both a student and a staff member at the time of the alleged violence.*

### Report statistics

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

### Types of incidents

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

Types of Incidents: April 1, 2022 - March 31, 2023	
Sexual Assault	20
Sexual Harassment	19
Stalking	2
Unknown	3
Total	44
<i>Notes: Not all individuals disclosing indicate the nature of the incident. The Office of Student Support provides support to students regardless of the level of information provided</i>	

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

- Safe, private trauma-informed support conversations offered to survivors and respondents
- Safety planning support provided to decrease ongoing risk of harm to all parties involved
- Referrals to appropriate community resources such as the Victoria Sexual Assault Centre, Men's Therapy Centre, The Foundry, British Columbia Crime Victim Assistance Program and Mental Health Services
- Referrals to Camosun Human Resources for information and follow-up for staff and faculty
- Guidance and support for staff and faculty through receiving a disclosure and accessing their professional and personal support systems
- Facilitate internal referrals through Camosun services and supports
- Comprehensive case management of internal college referrals, services and supports
- Ensure academic concessions are in place as necessary for all parties involved
- Support survivors with *Sexual Violence and Misconduct* policy (E-2.9) reporting options
- Inform and support survivors with reporting to law enforcement
- Implement behavioural agreements ensuring safety and appropriate conduct is clear and followed
- Security-led discussions with students regarding no-contact requests and communication expectations

- Mental health referrals including high-risk self-harm situations and consultation with Camosun Behavior Intervention Team (BIT) and the Vancouver Island Integrated Mobile Crisis Response Team (IMCRT)
- Addiction counselling referrals and interim harm reduction safety plans

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

### **NEXT STEPS**

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

- Continue to develop consistent sexual and gender-based violence prevention initiatives meeting just-in-time educational needs of students
  - Implement regular bystander intervention programming
  - Partner with external agencies to deliver specialized trainings (E.g., technology facilitated sexualized violence and intimate partner violence)
- Continue development and implementation of trauma-informed disclosure training for faculty and staff.
- Plan and pilot drop-in anonymous disclosure sessions to reduce barriers and increase accessibility of supports and information sharing
- Shift Camosun's Sexual Violence Awareness week from February to September to coincide with the promising practice of delivering during a period that has notable increased incidence of sexualized violence at post-secondary institutions and allows for the development of greater community partnerships
- Continue to establish and maintain strong partnerships with community agencies to enhance communities of support and care for students (e.g., Foundry, Integrated Mobile Crisis Response Team, Victoria Sexual Assault Support Centre, and Community Learning Partnerships).





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

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

April 27, 2023

Dr. Monty Bryant  
Camosun College Board of Governors  
3100 Foul Bay Rd.  
Victoria, B.C. V8P 5J2

**RE: Student Society Fee Levies 2023-2024**

Dear Dr. Bryant:

As required by the College and Institutes Act, the Camosun College Student Society is informing the Board of Governors that its 2021-2022 audit and more recent un-audited statements were presented to CCSS members at their Annual General Meeting on April 6th, 2023. 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 2023-2024 academic year is as follows:

<b>Levy</b>	<b>2023 – 2024 Fees</b>	<b>Current 2022 - 2023</b>
CCSS	\$13.50/month	\$12.63/month
BCFS	\$2.65/month	\$2.48/month
CASA	\$0.49/month	\$0.46/month
U-Pass	\$20.25/month	\$20.25/month
Health	\$147.00/year	\$143/year
Dental	\$147.00/year	\$143/year
Childcare	\$1.29/month	\$1.21/month
Athletics	\$5.29/month	\$4.95/month
Recreation	\$3.69/month	\$3.45/month
Building Fund	\$4.78/month	\$4.47/month
Recycled Paper	\$0.16/month	\$0.15/month
Student Refugee Program	\$1.25/month	\$0.50/month
Virtural Healh App	\$35.00/year	N/A

The 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 joint CCSS/Camosun agreement with the Victoria Regional Transit Commission that

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 this year due to inflationary pressures. There were two successful referendums this school year which have established a \$35 annual fee for a virtual health app and another referendum to increase the student refugee program levy to \$1.25/month.

The Camosun College Student Society requests that the Board of Governors direct the collection and remittance of all proposed CCSS levies for the 2023-2024 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.

Yours truly,

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

Michel Turcotte  
Executive Director

Enclosure: CCSS 2021-2022 Audited Financial Statements

www.twmca.com

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**FINANCIAL STATEMENTS**

**CAMOSUN COLLEGE STUDENT  
SOCIETY**

**March 31, 2022**

Limited Liability Partnership \_\_\_\_\_



**Tompkins Wozny**  
Chartered Professional Accountants

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## INDEPENDENT AUDITOR'S REPORT

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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, 2022, 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, 2022, 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.



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## INDEPENDENT AUDITOR'S REPORT

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- 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.
- 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  
September 26, 2022

Chartered Professional Accountants

**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**STATEMENT OF FINANCIAL POSITION**

As at March 31

	2022						2021	
	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>	883,749	—	—	2,978,482	6,680	470,985	4,339,896	3,963,070
Accounts receivable <i>[note 4]</i>	101,678	—	20,616	682,518	—	—	804,812	753,689
Prepaid expenses	4,992	—	—	—	—	—	4,992	3,780
Interfund receivable (payable)	379,758	—	(30,000)	(349,758)	—	—	—	—
<b>Total current assets</b>	<b>1,370,177</b>	<b>—</b>	<b>(9,384)</b>	<b>3,311,242</b>	<b>6,680</b>	<b>470,985</b>	<b>5,149,700</b>	<b>4,720,539</b>
Funds held by Camosun College <i>[note 5]</i>	—	—	6,058,048	—	—	—	6,058,048	5,339,682
Capital assets <i>[note 6]</i>	—	63,992	—	—	—	—	63,992	51,038
	<b>1,370,177</b>	<b>63,992</b>	<b>6,048,664</b>	<b>3,311,242</b>	<b>6,680</b>	<b>470,985</b>	<b>11,271,740</b>	<b>10,111,259</b>
<b>LIABILITIES AND FUND BALANCES</b>								
<b>Current liabilities</b>								
Accounts payable and accruals <i>[note 7]</i>	180,618	—	—	—	—	33,571	214,189	187,724
Deferred revenue	—	—	—	972,843	—	—	972,843	820,394
	<b>180,618</b>	<b>—</b>	<b>—</b>	<b>972,843</b>	<b>—</b>	<b>33,571</b>	<b>1,187,032</b>	<b>1,008,118</b>
<b>Fund balances</b>								
Invested in capital assets	—	63,992	—	—	—	—	63,992	51,038
Internally restricted	—	—	6,048,664	2,338,399	6,680	437,414	8,831,157	7,927,706
Unrestricted	1,189,559	—	—	—	—	—	1,189,559	1,124,397
<b>Total fund balances</b>	<b>1,189,559</b>	<b>63,992</b>	<b>6,048,664</b>	<b>2,338,399</b>	<b>6,680</b>	<b>437,414</b>	<b>10,084,708</b>	<b>9,103,141</b>
	<b>1,370,177</b>	<b>63,992</b>	<b>6,048,664</b>	<b>3,311,242</b>	<b>6,680</b>	<b>470,985</b>	<b>11,271,740</b>	<b>10,111,259</b>

See accompanying notes to the financial statements

On behalf of the Board:

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**Camosun College Student Society**

Incorporated under the Society Act of B.C.

## STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES

Year ended March 31

	2022						2021	
	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	627,734	—	299,181	1,712,949	39,073	354,334	3,033,271	3,004,633
Interest and other	29,814	—	460,411	44,632	48	12,001	546,906	816,962
Fundraising	—	—	—	—	—	70,886	70,886	46,891
Student Services Fee	59,074	—	—	—	—	—	59,074	45,900
Handbook advertising	10,548	—	—	—	—	—	10,548	7,952
Upass	—	—	—	—	—	—	—	74,137
	<b>727,170</b>	<b>—</b>	<b>759,592</b>	<b>1,757,581</b>	<b>39,121</b>	<b>437,221</b>	<b>3,720,685</b>	<b>3,996,475</b>
<b>EXPENSES</b>								
Health and dental premiums	—	—	—	1,239,897	—	—	1,239,897	1,190,231
Wages and benefits	483,692	—	—	265,202	464	125,460	874,818	811,209
Office, postage, supplies and other	22,728	—	—	6,882	37,116	135,908	202,634	148,323
Donations - Other	49,314	—	—	58,647	5,427	13,153	126,541	134,225
- Ombudsperson	20,000	—	—	—	—	—	20,000	20,000
- Daycare	7,800	—	—	—	—	—	7,800	10,800
Nexus expense	—	—	—	—	—	122,257	122,257	114,644
Professional	9,573	—	34,045	—	—	—	43,618	36,079
Special events	16,434	—	—	6,602	—	16,069	39,105	21,278
Handbook and printing	25,628	—	—	1,384	—	499	27,511	35,399
Amortization	—	19,607	—	—	—	—	19,607	16,417
Travel and conferences	13,191	—	—	403	456	1,280	15,330	7,580
Upass	—	—	—	—	—	—	—	69,358
	<b>648,360</b>	<b>19,607</b>	<b>34,045</b>	<b>1,579,017</b>	<b>43,463</b>	<b>414,626</b>	<b>2,739,118</b>	<b>2,615,543</b>
<b>Excess revenue (expenses) for the year</b>	<b>78,810</b>	<b>(19,607)</b>	<b>725,547</b>	<b>178,564</b>	<b>(4,342)</b>	<b>22,595</b>	<b>981,567</b>	<b>1,380,932</b>
Fund balances, beginning of year	1,124,397	51,038	5,323,117	2,159,835	11,022	433,732	9,103,141	7,722,209
Purchase of capital assets	(32,561)	32,561	—	—	—	—	—	—
Transfer of excess surplus in other funds	18,913	—	—	—	—	(18,913)	—	—
<b>Fund balances, end of year</b>	<b>1,189,559</b>	<b>63,992</b>	<b>6,048,664</b>	<b>2,338,399</b>	<b>6,680</b>	<b>437,414</b>	<b>10,084,708</b>	<b>9,103,141</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

	2022						2021	
	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	78,810	(19,607)	725,547	178,564	(4,342)	22,595	981,567	1,380,932
Add items not affecting cash								
Amortization of capital assets	—	19,607	—	—	—	—	19,607	16,417
Changes in non-cash working capital items								
Accounts receivable	108,511	—	(17,181)	(142,453)	—	—	(51,123)	130,946
Prepaid expenses	(1,212)	—	—	—	—	—	(1,212)	901
Accounts payable and accruals	8,896	—	—	—	—	17,569	26,465	(111,283)
Interfund receivable (payable), no specific terms	(69,596)	—	10,000	59,596	—	—	—	—
Deferred revenue	—	—	—	152,449	—	—	152,449	(10,372)
<b>Cash provided (used) by operating activities</b>	<b>125,409</b>	<b>—</b>	<b>718,366</b>	<b>248,156</b>	<b>(4,342)</b>	<b>40,164</b>	<b>1,127,753</b>	<b>1,407,541</b>
<b>INVESTING ACTIVITIES</b>								
Purchase of capital assets	(32,561)	—	—	—	—	—	(32,561)	(9,773)
Inter-fund transfer	18,913	—	—	—	—	(18,913)	—	—
<b>Cash used in investing activities</b>	<b>(13,648)</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>(18,913)</b>	<b>(32,561)</b>	<b>(9,773)</b>
<b>Increase (decrease) in cash during the year</b>	<b>111,761</b>	<b>—</b>	<b>718,366</b>	<b>248,156</b>	<b>(4,342)</b>	<b>21,251</b>	<b>1,095,192</b>	<b>1,397,768</b>
Cash, beginning of year	771,988	—	5,339,682	2,730,326	11,022	449,734	9,302,752	7,904,984
<b>Cash, end of year</b>	<b>883,749</b>	<b>—</b>	<b>6,058,048</b>	<b>2,978,482</b>	<b>6,680</b>	<b>470,985</b>	<b>10,397,944</b>	<b>9,302,752</b>
<b>Cash is represented as follows:</b>								
Cash and cash equivalents	883,749	—	—	2,978,482	6,680	470,985	4,339,896	3,963,070
Funds held by Camosun College	—	—	6,058,048	—	—	—	6,058,048	5,339,682
	<b>883,749</b>	<b>—</b>	<b>6,058,048</b>	<b>2,978,482</b>	<b>6,680</b>	<b>470,985</b>	<b>10,397,944</b>	<b>9,302,752</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, 2022

## **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, 2022

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

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

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

*Health & Dental Fund*

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

*Student Refugee Fund*

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

*Internally Restricted Net Assets in the Operating Fund*

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

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

*i) Nexus Fund*

The Nexus is the student newspaper. The purpose of the Nexus Publishing Society is to publish informative, analytical, and entertaining materials with focus on issues affecting students. Students paid \$122,257 [2021: \$114,644] towards publication of the Nexus.



**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2022

**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, 2022

**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, 2022

**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, 2022

**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**

	2022	2021
	\$	\$
Cash	4,339,586	1,978,735
Term deposits	—	1,984,025
Credit Union shares	10	10
Floats	300	300
	<b>4,339,896</b>	<b>3,963,070</b>

**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2022

**4. ACCOUNTS RECEIVABLE**

	2022	2021
	\$	\$
<b>Operating Fund</b>		
Camosun College	98,133	204,414
Interest	—	3,818
Other	3,545	1,957
	<b>101,678</b>	<b>210,189</b>
<b>Building Fund</b>		
Camosun College	20,616	3,435
<b>Health &amp; Dental Fund</b>		
Camosun College	682,518	533,311
Interest	—	6,754
	<b>682,518</b>	<b>540,065</b>
Allowance for doubtful account	—	—
	<b>804,812</b>	<b>753,689</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>2022</b>			
Computers	40,936	34,193	6,743
Office equipment	67,995	44,053	23,942
Other equipment	72,283	38,976	33,307
	<b>181,214</b>	<b>117,222</b>	<b>63,992</b>
<b>2021</b>			
Computers	37,022	27,924	9,098
Office equipment	87,250	59,737	27,513
Other equipment	48,100	33,673	14,427
	<b>172,372</b>	<b>121,334</b>	<b>51,038</b>

**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2022

**7. ACCOUNTS PAYABLE AND ACCRUALS**

	2022	2021
	\$	\$
<b>Operating Fund</b>		
Operations	68,254	85,547
Camosun College	10,727	1,500
Wages and vacation	101,637	84,675
	<b>180,618</b>	<b>171,722</b>
<b>Nexus Fund</b>		
Operations	33,571	16,002
	<b>33,571</b>	<b>16,002</b>
	<b>214,189</b>	<b>187,724</b>

**8. RELATED PARTY TRANSACTIONS**

For the year ending March 31, 2022, the Society paid stipends and honorariums to executive board members and other elected personnel in the amount of \$105,654 [2021 - \$117,631] and is included in wages and benefits expense.

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

	2022	2021
	\$	\$
External Executives	24,813	26,011
Student Wellness & Accessibility	6,811	3,707
Pride Directors	6,277	12,809
Lansdowne Executives	12,985	25,255
Interurban Executives	7,937	14,864
Finance Executives	12,228	1,390
Woman's Directors	7,174	11,148
International Directors	9,355	7,492
Sustainability Directors	8,364	8,358
FNSA Directors	—	6,597
Indigenous Directors	6,365	—
Directors at Large	3,345	—
	<b>105,654</b>	<b>117,631</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, 2022.





**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2022

**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. COMPARATIVE FIGURES**

Certain 2021 comparative figures have been reclassified to conform with the current presentation.



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

Schedule 1

## STATEMENT OF OPERATIONS - OTHER FUNDS

Year ended March 31

	2022														2021	
	Nexus	Clubs	Events	Walk Safer	Contingencies in Future Benefits	First Nations Student Association	Pride	Student Wellness & Access	Women's Centre	Sustain- ability	International Students	Food Bank	Human Resources	CASA, Advocacy & Campaigns Trust	Total	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>REVENUES</b>																
Student levy	122,257	94,349	48,780	48,780	—	10,640	1,425	1,663	13,300	1,500	1,000	10,640	—	—	354,334	335,213
Fundraising and other	—	—	13,862	18,500	—	—	—	—	—	—	—	17,076	—	33,449	82,887	46,891
	122,257	94,349	62,642	67,280	—	10,640	1,425	1,663	13,300	1,500	1,000	27,716	—	33,449	437,221	382,104
<b>EXPENSES</b>																
Office, postage, supplies and other	122,257	4,531	73,233	5,828	—	2,000	—	—	—	72	—	20,402	—	29,842	258,165	161,560
Wages and benefits	—	57,454	—	59,793	7,111	—	—	—	—	—	—	1,102	—	—	125,460	91,923
Donations - Other	—	12,886	—	—	—	200	—	42	—	—	—	25	—	—	13,153	18,974
Special events	—	—	6,738	1,030	—	7,642	—	—	259	400	—	—	—	—	16,069	4,377
Travel and conferences	—	23	351	94	—	—	—	—	—	—	—	812	—	—	1,280	391
Handbook and printing	—	—	499	—	—	—	—	—	—	—	—	—	—	—	499	473
	122,257	74,894	80,821	66,745	7,111	9,842	—	42	259	472	—	22,341	—	29,842	414,626	277,698
year	—	19,455	(18,179)	535	(7,111)	798	1,425	1,621	13,041	1,028	1,000	5,375	—	3,607	22,595	104,406
Fund balances, beginning of year	—	127,168	104,805	35,386	25,327	1,000	1,000	1,000	1,000	1,000	1,000	3,442	50,000	81,604	433,732	353,271
	—	146,623	86,626	35,921	18,216	1,798	2,425	2,621	14,041	2,028	2,000	8,817	50,000	85,211	456,327	457,677
Transfer of excess surplus to operations	—	—	—	—	—	(798)	(1,425)	(1,621)	(13,041)	(1,028)	(1,000)	—	—	—	(18,913)	(23,945)
<b>Fund balances, end of year</b>	<b>—</b>	<b>146,623</b>	<b>86,626</b>	<b>35,921</b>	<b>18,216</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>8,817</b>	<b>50,000</b>	<b>85,211</b>	<b>437,414</b>	<b>433,732</b>

See accompanying notes to the financial statements