



BOARD OF GOVERNORS REPORT

AGENDA ITEM 10.1: STATEMENT OF FINANCIAL INFORMATION, FISCAL 2022/23	
	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: September 26, 2023	
PRESENTER: Tally Bains, VP Finance and Administration	

PURPOSE

The purpose of this report is to provide an overview of the Statement of Financial Information reporting requirements as set out in the Financial Information Act. This report was received by the Finance Committee at their September 7, 2023 meeting. The Committee passed the motion to recommend the Board of Governors approve the Statement of Financial Information for the fiscal year ending March 31, 2023.

MOTION

The following motion is proposed for the Board of Governors:

MOTION: *THAT the Board of Governors approve the Statement of Financial Information for the fiscal year ending March 31, 2023.*

BACKGROUND

The *Financial Information Act* requires institutions prepare certain financial information within 6 months of the fiscal year end. The prescribed information includes:

- (a) Statement of assets and liabilities
- (b) Operational statement
- (c) Schedule of debts
- (d) Schedule of guarantee and indemnity agreements
- (e) Statement of severance agreements
- (f) Schedule of remuneration for board members
- (g) Schedule of employee remuneration exceeding \$75,000 plus expenses
- (h) Schedule of supplier goods and services exceeding \$25,000

The first two statements (statement of assets and liabilities and operational statement) are included in the audited financial statements along with the management representation letter and the auditors' report. The remaining schedules are not audited but include reconciliations to published information. The statements must be submitted to the Ministry by the September 30th deadline and will be posted on the University website.



CAPILANO
UNIVERSITY

Statement of Financial Information

March 31, 2023

Capilano University
Statement of Financial Information
For the Year Ended March 31, 2023

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September 28, 2023

Ms. Wendy Grondzil
Director, Post-Secondary Finance
Post Secondary Finance Branch
Ministry of Advanced Education, Skills and Training
PO Box 9134
Stn Prov Govt
Victoria, BC V8W 9B5

Re: Statement of Financial Information 2022/2023

Dear Ms. Grondzil,

Please find enclosed documentation in support of Capilano University's Financial Information Act reporting for the fiscal year ending March 31, 2023.

Should you require any further information, please do not hesitate to contact me at 604-984-4937 or tallybains@capilanou.ca.

Sincerely,

Tally Bains
Vice President, Finance & Administration



Financial Information Approval

The undersigned represents the Board of Governors of Capilano University and is authorized to sign the statements and schedules included in this Statement of Financial Information produced in accordance with the Financial Information Act of the Province of British Columbia.

Ash Amlani

Chair, Board of Governors

September 27, 2023

Consolidated Financial Statements of

CAPILANO UNIVERSITY

And Independent Auditor's Report thereon

Year ended March 31, 2023

STATEMENT OF MANAGEMENT RESPONSIBILITY

Management is responsible for the preparation of the annual financial statements, and has prepared the accompanying consolidated financial statements for the year ended March 31, 2023 in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which judgment is required.

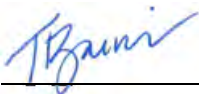
In discharging its responsibility for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that assets are safeguarded and that the financial records provide a reliable basis for the preparation of the financial statements.

The Board of Governors of the University carries out its responsibility for review of the consolidated financial statements. The Audit and Risk Committee of the Board meets with management and the external auditors to discuss the results of audit examinations and financial reporting matters.

These consolidated financial statements have been reported on by KPMG LLP, the University's external auditors appointed by the Board of Governors. The external auditors have full access to the Board with and without the presence of management.



Paul Dangerfield, President



Tally Bains, VP Finance and Administration

June 27, 2023

INDEPENDENT AUDITOR'S REPORT

To the Board of Governors of Capilano University, and

To the Minister of the Ministry of Post-Secondary Education and Future Skills, Province of British Columbia

Opinion

We have audited the consolidated financial statements of Capilano University (the "Entity"), which comprise:

- the consolidated statement of financial position as at March 31, 2023
- the consolidated statement of operations and accumulated operating surplus for the year then ended
- the consolidated statement of changes in net financial assets (debt) for the year then ended
- the consolidated statement of cash flows for the year then ended
- the consolidated statement of remeasurement gains and losses for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying financial statements as at and for the year ended March 31, 2023 of the Entity are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

Basis for Opinion

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

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

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

Emphasis of Matter - Financial Reporting Framework

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

Our opinion is not modified in respect of this matter.

Emphasis of Matter - Comparative Information

We draw attention to Note 3 to the financial statements, which explains that certain comparative information presented for the year ended March 31, 2023 has been restated.

Note 3 explains the reason for the restatement and also explains the adjustments that were applied to restate certain comparative information.

Our opinion is not modified in respect of this matter

Other Matter - Comparative Information

As part of our audit of the financial statements for the year ended March 31, 2023, we also audited the adjustments that were applied to restate certain comparative information presented for the year ended March 31, 2022.

In our opinion, such adjustments are appropriate and have been properly applied.

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

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

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

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

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 the financial statements.

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

We also:

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

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

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our 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 Entity to cease to continue as a going concern.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

The image shows a handwritten signature in black ink that reads "KPMG LLP". The signature is written in a cursive, slightly slanted style. Below the signature, there is a horizontal line that starts under the "K" and ends under the "P", with a small upward tick at the end.

Chartered Professional Accountants

Vancouver, Canada
June 27, 2023

CAPILANO UNIVERSITY

Consolidated Statement of Financial Position

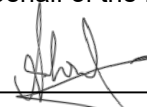
March 31, 2023, with comparative information for 2022

	2023	2022
		(restated - note 3)
Financial Assets		
Cash	\$ 72,957,529	\$ 40,526,126
Investments (note 4)	74,934,709	75,047,268
Accounts receivable (note 5)	6,994,180	4,620,243
Other receivable (note 6)	2,000,000	2,000,000
Inventories	779,619	711,318
	<u>157,666,037</u>	<u>122,904,955</u>
Liabilities		
Accounts payable and accrued liabilities (note 7)	22,058,313	17,999,339
Employee future benefits (note 8(a))	1,680,800	1,629,400
Asset retirement obligation (note 9)	941,337	908,100
Deferred revenue	57,155,338	29,411,442
Deferred contributions (note 10)	10,416,338	10,353,440
Deferred capital contributions (note 11)	58,709,417	54,234,229
	<u>150,961,543</u>	<u>114,535,950</u>
Net financial assets	6,704,494	8,369,005
Non-Financial Assets		
Endowment investments (note 4)	13,886,930	13,880,038
Tangible capital assets (note 12)	80,462,782	78,639,154
Prepaid expenses	2,281,104	1,850,489
	<u>96,630,816</u>	<u>94,369,681</u>
Accumulated surplus	<u>\$ 103,335,310</u>	<u>\$ 102,738,686</u>
Accumulated surplus is comprised of:		
Accumulated operating surplus (note 18)	\$ 99,743,818	\$ 97,080,455
Accumulated rereasurement gains	3,591,492	5,658,231
	<u>\$ 103,335,310</u>	<u>\$ 102,738,686</u>

Contractual obligations (note 14)

See accompanying notes to consolidated financial statements.

Approved on behalf of the Board:



 Ash Amlani
 Chair, Board of Governors



 Rodger So
 Chair, Audit and Risk Committee

CAPILANO UNIVERSITY

Consolidated Statement of Operations and Accumulated Operating Surplus

Year ended March 31, 2023, with comparative information for 2022

	Budget 2023	2023	2022
	(notes 2(k) and 16)		(restated - note 3)
Revenue:			
Province of British Columbia	\$ 46,732,402	\$ 50,565,112	\$ 46,055,147
Tuition fees	62,136,586	67,311,860	59,789,414
Project and other revenue	6,396,323	9,250,396	7,042,673
Amortization of deferred capital contributions (note 11)	2,977,638	3,041,492	3,083,016
Sales of goods	1,254,130	1,282,133	1,384,178
Parking, childcare and theatre	1,460,997	1,699,003	1,406,003
Donations and gifts-in-kind	314,247	333,190	21,619
Investment income	2,456,548	4,156,840	3,751,470
	123,728,871	137,640,026	122,533,520
Expenses (note 15):			
Instruction and student support	78,796,614	80,716,749	73,055,078
Facilities and institutional support	46,922,893	47,348,670	41,421,202
Ancillary	6,399,802	7,168,136	6,501,331
	132,119,309	135,233,555	120,977,611
Annual operating surplus (deficit)	(8,390,438)	2,406,471	1,555,909
Endowment contributions	-	256,892	1,466,437
Annual surplus (deficit)	(8,390,438)	2,663,363	3,022,346
Accumulated operating surplus, beginning of year	97,080,455	97,080,455	94,809,787
Adjustment on adoption of the asset retirement obligation standard (note 3)	-	-	(751,678)
Accumulated operating surplus, beginning of year, as restated	97,080,455	97,080,455	94,058,109
Accumulated operating surplus, end of year	\$ 88,690,017	\$ 99,743,818	\$ 97,080,455

See accompanying notes to consolidated financial statements.

CAPILANO UNIVERSITY

Consolidated Statement of Changes in Net Financial Assets (Debt)

Year ended March 31, 2023, with comparative information for 2022

	Budget 2023 (notes 2(k) and 16)	2023	2022 (restated - note 3)
Annual surplus (deficit)	\$ (8,390,438)	\$ 2,663,363	\$ 3,022,346
Acquisition of tangible capital assets	(48,786,332)	(9,252,356)	(10,117,641)
Amortization of tangible capital assets	7,471,054	7,428,728	7,646,736
	(41,315,278)	(1,823,628)	(2,470,905)
Acquisition of prepaid expense		(3,707,601)	(2,976,063)
Use of prepaid expenses		3,276,986	2,767,221
		(430,615)	(208,842)
Net remeasurement gains (losses)		(2,066,739)	580,098
Change in endowment investments		(6,892)	(1,983,267)
Change in net financial assets (debt)	(49,705,716)	(1,664,511)	(1,060,570)
Net financial assets, beginning of year	8,369,005	8,369,005	10,305,612
Adjustment on adoption of the asset retirement obligation standard (note 3)	-	-	(876,037)
Net financial assets, beginning of year, as restated	8,369,005	8,369,005	9,429,575
Net financial assets (debt), end of year	\$ (41,336,711)	\$ 6,704,494	\$ 8,369,005

See accompanying notes to consolidated financial statements.

CAPILANO UNIVERSITY

Consolidated Statement of Cash Flows

Year ended March 31, 2023, with comparative information for 2022

	2023	2022
		(restated - note 3)
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 2,663,363	\$ 3,022,346
Items not involving cash:		
Amortization of tangible capital assets	7,428,728	7,646,736
Revenue recognized from deferred capital contributions	(3,041,492)	(3,083,016)
Accretion expense	33,237	32,063
Changes in non-cash operating working capital:		
Accounts receivable	(2,373,937)	(1,311,924)
Long term accounts receivable	-	-
Prepaid expenses	(430,615)	(208,842)
Inventories	(68,301)	(58,945)
Accounts payable and accrued liabilities	4,058,974	(2,129,506)
Employee future benefits	51,400	275,100
Deferred revenue	27,743,896	12,951,695
Deferred contributions	62,898	2,471,785
	36,128,151	19,607,492
Capital activities:		
Cash used to acquire tangible capital assets	(9,252,356)	(10,117,641)
Financing activities:		
Deferred capital contributions received	7,516,680	8,522,753
Investing activities:		
Net purchase of investments	(1,961,072)	(8,519,557)
Increase in cash	32,431,403	9,493,047
Cash, beginning of year	40,526,126	31,033,079
Cash, end of year	\$ 72,957,529	\$ 40,526,126

See accompanying notes to consolidated financial statements.

CAPILANO UNIVERSITY

Consolidated Statement of Remeasurement Gains and Losses

Year ended March 31, 2023, with comparative information for 2022

	2023	2022
Accumulated remeasurement gains, beginning of year	\$ 5,658,231	\$ 5,078,133
Unrealized gains (losses) attributed to fair value of investments	(2,258,362)	1,815,563
Amounts reclassified to investment income	191,623	(1,235,465)
Net remeasurement gains (losses)	(2,066,739)	580,098
Accumulated remeasurement gains, end of year	\$ 3,591,492	\$ 5,658,231

See accompanying notes to consolidated financial statements.

CAPILANO UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2022

1. Purpose of the University:

Capilano University (the “University” or “Capilano”) is a post-secondary educational institution funded by the Provincial Government of British Columbia. The University is incorporated under the amended University Act (Bill 34 was enacted on September 1, 2008). The University is a special purpose teaching university and has regional campuses in the Province of British Columbia in North Vancouver, Squamish and the Sunshine Coast.

The University is a registered charity under the Income Tax Act and is exempt from income tax under Section 149 of the Income Tax Act.

These consolidated financial statements incorporate the financial position and results of operations and accumulated surplus and cash flows of the University and its controlled foundation, the Capilano University Foundation (the “Foundation”). The purpose of the Foundation is to raise funds for student financial assistance, capital needs, and program development at the University. The Foundation is a registered charity and is exempt from income taxes under Section 149 of the Income Tax Act.

2. Significant accounting policies:

These consolidated financial statements of the University are prepared by management in accordance with the basis of accounting described below. Significant accounting policies of the University are as follows:

(a) Basis of accounting:

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

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

Regulation 257/2010 requires all tax-payer supported organizations in the Schools, Universities, Colleges and Hospitals sectors to adopt Canadian public sector accounting standards without any PS4200 elections effective their first fiscal year commencing after January 1, 2012.

2. Significant accounting policies (continued):

(a) Basis of accounting (continued):

Regulation 198/2011 requires that restricted contributions received or receivable are to be reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors as follows:

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

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

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

- government transfers that do not contain a stipulation that creates a liability be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410; and
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100.

As a result, revenue recognized in the Consolidated Statement of Operations and Accumulated Surplus and certain related deferred capital contributions in the Consolidated Statement of Financial Position would be recorded differently under Canadian public sector accounting standards.

(b) Cash and cash equivalents:

Cash and cash equivalents include highly liquid investments with a term to maturity of three months or less at the date of purchase.

2. Significant accounting policies (continued):

(c) Financial instruments:

Financial instruments are classified into two categories: fair value or amortized cost.

(i) Fair value category:

Portfolio instruments that are quoted in an active market are reflected at fair value as at the reporting date. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments are recorded as an expense. Unrealized gains and losses on financial assets are recognized in the Consolidated Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the Consolidated Statement of Operations and Accumulated Surplus and related balances reversed from the Consolidated Statement of Remeasurement Gains and Losses. Unrealized gains and losses on endowment investments where earnings are restricted as to use are recorded as deferred contributions and recognized in revenue when disposed and when related expenses are incurred.

These financial instruments measured at fair value held within each investment are classified according to a hierarchy which includes three levels, reflecting the reliability of the inputs involved in the fair value determination.

These different levels are defined as follows:

- Level 1: Quoted prices in active markets for identical assets or liabilities;
- Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly; and
- Level 3: Inputs for the asset or liability that are not based on observable market data.

The University's investments, except for the donated insurance policy, are all considered to be Level 1 financial instruments for which the fair value is determined based on quoted prices in active markets. The donated insurance policy is deemed a Level 3 financial instrument as the inputs for the asset are not based on observable market data. Changes in fair valuation methods or in the availability of market observable inputs may result in a transfer between levels. During the year, there were no significant transfers of securities between the different levels.

2. Significant accounting policies (continued):

(c) Financial instruments (continued):

(ii) Amortized cost category:

Investments with specified or determinable maturity dates are measured at amortized cost using the effective interest rate method. Gains and losses are recognized in the Consolidated Statement of Operations and Accumulated Surplus when the financial asset is derecognized due to disposal or impairment. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments is included in the cost of the related investments.

Accounts receivable, other receivables, and accounts payable and accrued liabilities are measured at amortized cost using the effective interest rate method. Any gains, losses or interest expense is recorded in the annual surplus depending on the nature of the financial liability that gave rise to the gain, loss or expense. Valuation allowances are made when collection is in doubt.

(d) Inventories:

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

(e) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They may have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

- (i) *Tangible capital assets:* Tangible capital asset acquisitions are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Donated assets are recorded at fair value at the date of donation. In unusual circumstances where fair value cannot be reasonably determined, the tangible capital asset would be recognized at nominal value. Land is not amortized as it is deemed to have a permanent value. The cost, less residual value, of the tangible capital assets, excluding land, is amortized on a straight-line basis over their estimated useful lives shown below:

Asset	Rate
Buildings, concrete/steel	40 years
Buildings, wood frame	20 years
Leasehold improvements	Lesser of lease term or 10 years
Computer equipment	4 years
Software	3 years
Office furniture and equipment	5 years
Public works	10 years
Vehicles	10 years

2. Significant accounting policies (continued):

(e) Non-financial assets (continued) :

(i) (continued):

Assets under construction are not amortized until the asset is available for productive use. Borrowing costs, if any, attributable to the construction of tangible capital assets are capitalized during the construction period.

Tangible capital assets are written down to net realizable value when conditions indicate that they no longer contribute to the University's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value.

- (ii) *Leased tangible capital assets*: Leases that transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred. As at March 31, 2023, the University did not have leased tangible capital assets (2022 - nil).

(f) Employee future benefits:

The University and its employees make contributions to the College Pension Plan and Municipal Pension Plan ("the Plans"), which are multi-employer jointly trusteed plans. These Plans are a defined benefit plan, providing a pension on retirement based on the member's age at retirement; length of service; and highest earnings averaged over five years. Inflation adjustments are contingent upon available funding. As the assets and liabilities of the Plans are not segregated by institution, the Plans are accounted for as a defined contribution plan and any contributions of the University to the Plans are expensed as incurred.

The University also has a defined benefit plan for retired employees and employees on long-term disability. The University accrues its obligations under this defined benefit plan as the employees render the services necessary to earn these benefits and as employees on long-term disability become eligible for such benefits. Actuarial gains (losses) incurred are deferred and recognized into the Consolidated Statement of Operations and Accumulated Surplus over the estimated average remaining service life of the employee group. The effective date of the most recent valuation is December 31, 2021 and results have been extrapolated to March 31, 2023.

The University accrues vacation for employees as earned. However, revenue for funding for these is not accrued, as the Province does not provide special funding for vacations and retiring allowances. As the majority of employees are paid salaries, management anticipates that vacation accruals will be reversed when these employees take their standard vacations and that no additional funding will be required above authorized salaries.

2. Significant accounting policies (continued):

(g) Revenue recognition:

Tuition and student fees and sales of goods and services are reported as revenue at the time the services are provided or the products are delivered, and collection is reasonably assured. Fees received prior to the year-end where the course is delivered subsequent to the year-end are recorded as deferred revenue.

Project revenue and expenses are recognized as the related activities are performed. The zero profit margin method is used when a contract's financial outcome is not reasonably determinable. This method of accounting requires that equal amounts of revenue and expense be recognized until the financial outcome of a contract can be reasonably estimated. Provision for anticipated losses is made in the period in which they become evident.

Unrestricted donations and grants are recorded as revenue when receivable, if the amounts can be estimated and collection is reasonably assured. Pledges from donors are recorded as revenue when payment is received by the University or the transfer of property is completed.

Restricted donations and grants are reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors as follows:

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

Investment income includes interest recorded on an accrual basis and dividends recorded as declared, realized gains and losses on the sale of investment and write-downs on investments where the loss in value is determined to be other-than-temporary.

2. Significant accounting policies (continued):

(h) Contaminated sites:

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standards;
- (iii) The University is directly responsible or accepts responsibility;
- (iv) It is expected that future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

(i) Asset retirement obligation:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

The liability for the removal of asbestos and other hazardous material in buildings owned by the University has been recognized based on estimated future expenses on retirement of buildings. Under the modified retroactive application, the discount rate and assumptions used on initial recognition are those as of the date of adoption of the standard. Assumptions used in the subsequent calculations are revised yearly.

The liability is discounted using a present value calculation and adjusted yearly for accretion expenses. The recognition of a liability resulted in an accompanying increase to the respective tangible capital assets. The buildings capital assets affected by the asbestos and other hazardous materials liability are being amortized with the building following the amortization accounting policies outlined in note 2(e).

2. Significant accounting policies (continued):

(j) Use of estimates:

The preparation of these consolidated financial statements, in accordance with the accounting framework described in note 2(a), requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, and related disclosures. Management has made estimates and assumptions relating to the useful lives of tangible capital assets, accrued liabilities and employee future benefits payable. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

(k) Budget figures:

Budget figures have been provided for comparative purposes and have been derived from the consolidated budget approved by the Board of Governors of the University on February 22, 2022. This budget is reflected in the Consolidated Statement of Operations and Accumulated Surplus and the Consolidated Statement of Changes in Net Financial Assets (Debt).

(l) Foreign currency translation:

The University's functional currency is the Canadian dollar. Transactions in foreign currencies are translated into Canadian dollars at the exchange rate in effect on the transaction date. Monetary assets and liabilities denominated in foreign currency are reflected in the financial statements in equivalent Canadian dollars at the exchange rate in effect on the year-end date.

3. Changes in accounting policies:

PS 3280 - Asset Retirement Obligations:

On April 1, 2022, the University adopted Public Accounting Standard PS 3280 - Asset Retirement Obligations. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in retired buildings, by public sector entities.

On April 1, 2022, the University recognized an asset retirement obligation relating to buildings owned by the University that contain asbestos and other hazardous materials. The buildings were originally constructed between 1973 and 2012. The liability was measured by building at the later of April 1, 1988 or the date construction was completed. As at the date of transition, the buildings had an average expected remaining useful life of 21 years.

3. Changes in accounting policies (continued):

The University has adopted the new accounting standard using the modified retroactive transitional provisions, which results in the restatement of the comparative information as at and for the year ended March 31, 2022 as follows:

	As previously stated	Adjustment	Restated
Consolidated Statement of Financial Position:			
Asset retirement obligation	\$ -	\$ 908,100	\$ 908,100
Net financial assets (debt)	9,277,105	(908,100)	8,369,005
Tangible capital assets	78,520,728	118,426	78,639,154
Accumulated surplus	103,528,360	(789,674)	102,738,686
Consolidated Statement of Operations and Accumulated Surplus:			
Facilities and Institutional support	41,383,206	37,996	41,421,202
Annual operating surplus (deficit)	1,593,905	(37,996)	1,555,909
Annual surplus (deficit)	3,060,342	(37,996)	3,022,346
Accumulated surplus, beginning of year	94,809,787	(751,678)	94,058,109
Accumulated surplus, end of year	97,870,129	(789,674)	97,080,455
Consolidated Statement of Changes in Net Financial Assets (Debt):			
Annual surplus	3,060,342	(37,996)	3,022,346
Amortization of tangible capital assets	7,640,803	5,933	7,646,736
Decrease (increase) in net debt	(1,028,507)	(32,063)	(1,060,570)
Net financial assets (debt), beginning of year	10,305,612	(876,037)	9,429,575
Net debt, end of year	9,277,105	(908,100)	8,369,005
Consolidated Statement of Cash Flows:			
Annual surplus	3,060,342	(37,996)	3,022,346
Amortization of tangible capital assets	7,640,803	5,933	7,646,736
Accretion expense	-	32,063	32,063

4. Financial instruments:

Financial assets and non-financial assets recorded are comprised of the following:

	2023	2022
Level 1:		
Fixed income investments	\$ 26,979,493	\$ 30,597,813
Canadian equity investments	11,584,130	20,867,970
Foreign equity investments	17,909,675	15,916,973
Guaranteed investment certificate	21,140,039	20,780,050
Cash	10,400,000	-
Real estate investments	417,302	373,500
Total Level 1 investments	88,430,639	88,536,306
Less: Endowment investments	(13,886,930)	(13,880,038)
	74,543,709	74,656,268
Level 3:		
Donated insurance policy	391,000	391,000
Investments	\$ 74,934,709	\$ 75,047,268

As at March 31, 2023, \$10,400,000 (2022 - nil) of cash balances was included in the investment balances that are earmarked for investment purposes.

5. Accounts receivable:

	2023	2022
Accounts receivable	\$ 8,486,798	\$ 5,955,276
Allowance for doubtful accounts	(1,492,618)	(1,335,033)
	\$ 6,994,180	\$ 4,620,243

6. Other receivable:

	2023	2022
The Loon Foundation	\$ 2,000,000	\$ 2,000,000

The Loon Foundation is a non-profit society that works to preserve and enhance the natural habitat and wildlife of the Ruby Lake Lagoon and the Sunshine Coast. The Loon Foundation operates the Pender Harbour Ocean Discovery Station ("PODS") and envisions this facility to conduct research and to monitor the surrounding marine and freshwater ecosystems and enhance the aquatic biodiversity in the harbour area.

6. Other receivables (continued):

In fiscal 2020, the Loon Foundation received a \$2.0 million donation to support educational and research efforts on the Sunshine Coast and donated these funds to the University. The University and the Loon Foundation entered into a partnership to collaborate in the development of PODS to support the University and students to participate in educational and research initiatives on the Sunshine Coast. The University provided an interest free loan of \$2.0 million to the Loon Foundation that is secured by a first mortgage against the Loon Foundation's property. The Loon Foundation commits to providing the University access to facilities, programs, services and recognition that will be used to offset the outstanding loan. The construction of the new PODS facility was to be completed in 2022 and the partnership and loan was anticipated to be fully satisfied in 2037. Due to the pandemic, the construction of the new PODS facility has been delayed which has had a corresponding impact on the recognition of the partnership and loan.

7. Accounts payable and accrued liabilities:

	2023	2022
Accounts payable and accrued liabilities	\$ 5,901,508	\$ 4,497,657
Salaries and benefits payable	11,191,094	8,597,363
Accrued vacation pay	4,965,711	4,904,319
	\$ 22,058,313	\$ 17,999,339

8. Employee future benefits:

(a) Benefits for employees on long-term disability and faculty retirees:

Information about liabilities for the University's employee benefit plans is as follows:

	2023	2022
Accrued benefit obligation balance, beginning of year	\$ 1,973,200	\$ 1,277,000
Current service cost	24,800	-
Interest cost	13,300	1,800
Employee contributions	330,500	487,700
Benefit payments	(356,800)	(481,600)
Immediate recognition of continuation of benefits for disabled employees	8,700	281,500
Actuarial loss (gain)	(49,800)	406,800
Accrued benefit obligation balance, end of year	\$ 1,943,900	\$ 1,973,200
	2023	2022
Accrued benefit obligation	\$ 1,943,900	\$ 1,973,200
Unamortized actuarial (gain) loss	(263,100)	(343,800)
Accrued benefit liability	\$ 1,680,800	\$ 1,629,400

8. Employee future benefits (continued):

(a) Benefits for employees on long-term disability and faculty retirees (continued):

As the employee future benefit liability for long-term disability is an event-driven obligation, the expense (recovery) recorded in the Consolidated Statement of Operations and Accumulated Surplus is comprised only of the immediate recognition of the liability.

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

	2023	2022
Obligation discount rate	3.78%	2.53%
Healthcare cost trend rates	5.68%	5.78%
Estimated average remaining service life	9 years	9 years

(b) Provincial pension plans:

The University and its employees contribute to the College Pension Plan and Municipal Pension Plan, jointly trustee pension plans. The Board of Trustees for these Plans represent plan members and employers and are responsible for the management of the pension plan, including investment of the assets and administration of benefits. The pension plans are multi-employer defined benefit pension plans. Basic pension benefits provided are based on a formula. As at August 31, 2022, the College Pension Plan has about 16,600 active members and approximately 10,100 retired members. As at December 31, 2022, the Municipal Pension Plan has about 240,000 active members, including approximately 7,000 from colleges.

The most recent actuarial valuation for the College Pension Plan, as at August 31, 2021, indicated a \$202 million funding surplus for basic pension benefits. The most recent actuarial valuation for the Municipal Pension Plan, as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits. The next valuation for the College Pension Plan will be as at August 31, 2024 with results available in 2025. The next valuation for the Municipal Pension Plan will be as at December 31, 2024 with results available in 2025.

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

The University records pension expense as cash contributions to the Plans are made. During the year, the University paid \$6,582,774 (2022 - \$6,199,204) for employer contributions to the above plans.

9. Asset retirement obligation:

The University's asset retirement obligation consists of obligations as follows:

Asbestos obligation:

The University owns and operates buildings that are known to have asbestos and other hazardous materials, which represents a health hazard upon retirement of the building and there is a legal obligation to remove it. Following the adoption of PS3280 - Asset retirement obligations, the University recognized an obligation relating to the removal and post-removal care of the asbestos in these buildings as estimated at April 1, 2021. The buildings have an average estimated useful life of 21 years. Post-closure care is estimated to extend for up to a year post the closure of the building, while demolition and construction continues. Estimated costs have been discounted at the present value using a discount rate of 3.66% per annum.

The transition and recognition of the asset retirement obligation involved an accompanying increase to the Buildings capital asset and the restatement of prior year numbers (see note 3).

Changes to the asset retirement obligation in the year are as follows:

	2023	2022
Beginning of year	\$ 908,100	\$ -
Adjustment on adoption of the asset retirement obligation standard (note 3)	-	876,037
Beginning of year, as restated	908,100	876,037
Accretion expense	33,237	32,063
	<u>\$ 941,337</u>	<u>\$ 908,100</u>

10. Deferred contributions:

Deferred contributions consist of deferred government contributions and project and other revenue, deferred restricted donations and deferred restricted investment income as follows:

	2023	2022
Deferred government contributions and project and other revenue (a) and (b)	\$ 3,427,325	\$ 3,850,181
Restricted donations and investment income (c)	6,989,013	6,503,259
	<u>\$ 10,416,338</u>	<u>\$ 10,353,440</u>

10. Deferred contributions (continued):

- (a) Included in deferred government contributions and project and other revenue is the following:

	2023	2022
Provincial contributions:		
Beginning of year	\$ 3,212,270	\$ 2,185,159
Amounts received during the year	1,875,310	3,833,413
Recognized as revenue	(2,288,416)	(2,806,302)
	<u>\$ 2,799,164</u>	<u>\$ 3,212,270</u>

Operating grants from the Province of British Columbia of \$48,276,696 (2022 - \$43,248,845) were immediately recognized as revenue in the Consolidated Statement of Operations and Accumulated Surplus when received. Amounts recognized as revenue are included in the Province of British Columbia revenue in the Consolidated Statement of Operations and Accumulated Surplus.

- (b) Included in deferred government contributions and project and other revenue is the following related to contributions revenue:

	2023	2022
Non-provincial contributions:		
Beginning of year	\$ 637,911	\$ 345,141
Amounts received during the year	1,906,571	2,037,586
Recognized as revenue	(1,916,321)	(1,744,816)
	<u>\$ 628,161</u>	<u>\$ 637,911</u>

- (c) Restricted donations and investment income is comprised of the following amounts from non-government organizations:

	2023	2022
Beginning of year	\$ 6,503,259	\$ 5,351,355
Amounts received during the year	1,916,529	1,795,319
Recognized as revenue	(1,430,775)	(643,415)
	<u>\$ 6,989,013</u>	<u>\$ 6,503,259</u>

11. Deferred capital contributions:

Contributions for capital are referred to as deferred capital contributions. Amounts are recognized as revenue over the useful life of the asset. Treasury Board provided direction on accounting treatment as disclosed in note 2(a). Changes in the deferred capital contributions balance are as follows:

	2023	2022
Balance, beginning of year	\$ 54,234,229	\$ 48,794,492
Contributions received during the year	7,516,680	8,522,753
Revenue recognized from deferred capital contributions	(3,041,492)	(3,083,016)
Balance, end of year	\$ 58,709,417	\$ 54,234,229

Included in the above is the following related to government and non-government organizations:

	2023	2022
Provincial contributions:		
Beginning of year	\$ 40,395,308	\$ 35,785,003
Amounts received during the year	6,663,512	7,271,726
Recognized as revenue	(2,619,897)	(2,661,421)
	\$ 44,438,923	\$ 40,395,308

	2023	2022
Federal contributions:		
Beginning of year	\$ 12,552,739	\$ 12,974,334
Recognized as revenue	(421,595)	(421,595)
	\$ 12,131,144	\$ 12,552,739

	2023	2022
Other contributions:		
Beginning of year	\$ 1,286,182	\$ 35,155
Amounts received during the year	853,168	1,251,027
Recognized as revenue	-	-
	\$ 2,139,350	\$ 1,286,182

Revenue is recognized as amortization of deferred capital contributions on the Consolidated Statement of Operations and Accumulated Surplus.

12. Tangible capital assets:

Cost	Balance, March 31, 2022 (restated - note 3)	Additions net of Transfers	Disposals	Balance, March 31, 2023
Land	\$ 10,000,370	\$ -	\$ -	\$ 10,000,370
Buildings	125,836,249	75,024	-	125,911,273
Leasehold improvements	3,515,511	-	-	3,515,511
Computer equipment	19,881,547	1,705,834	-	21,587,381
Other furniture and equipment	17,507,581	858,612	-	18,366,193
Public works	2,182,307	-	-	2,182,307
Software	2,536,779	187,542	-	2,724,321
Vehicles	595,231	-	25,557	569,674
Assets under construction/renovation	3,849,913	6,425,344	-	10,275,257
	\$ 185,905,488	\$ 9,252,356	\$ 25,557	\$ 195,132,287

Accumulated amortization	Balance, March 31, 2022 (restated - note 3)	Additions	Disposals	Balance, March 31, 2023
Land	\$ -	\$ -	\$ -	\$ -
Buildings	73,440,907	2,969,447	-	76,410,354
Leasehold improvements	819,192	351,551	-	1,170,743
Computer equipment	15,283,996	2,207,350	-	17,491,346
Other furniture and equipment	13,723,687	1,495,350	-	15,219,037
Public works	1,447,653	151,077	-	1,598,730
Software	2,165,728	213,358	-	2,379,086
Vehicles	385,171	40,595	25,557	400,209
	\$ 107,266,334	\$ 7,428,728	\$ 25,557	\$ 114,669,505

Net book value	March 31, 2022 (restated - note 3)	March 31, 2023
Land	\$ 10,000,370	\$ 10,000,370
Buildings	52,395,342	49,500,919
Leasehold improvements	2,696,319	2,344,768
Computer equipment	4,597,551	4,096,035
Other furniture and equipment	3,783,894	3,147,156
Public works	734,654	583,577
Software	371,051	345,235
Vehicles	210,060	169,464
Assets under construction/renovation	3,849,913	10,275,258
Total	\$ 78,639,154	\$ 80,462,782

13. Financial risk management:

The University has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk.

The Board of Governors ensures that the University has identified its major risks and ensures that management monitors and controls them.

(a) Credit risk:

Credit risk is the risk of financial loss to the University if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held by the University consisting of cash and cash equivalents, investments, accounts receivable and endowment investments. The University assesses these financial assets on a continuous basis for any amounts that are not collectible or realizable.

(b) Market risk:

Market risk is the risk that changes in market prices, including interest rates, will affect the University's income. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk. The University manages market risk by adoption of an investment policy and adherence to this policy by an investment manager. Investments are in pooled funds in a diversified portfolio in accordance with the University's investment policy.

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market interest rates.

It is management's opinion that the University is not exposed to significant market risk arising from its financial instruments.

(c) Liquidity risk:

Liquidity risk is the risk that the University will not be able to meet its financial obligations as they become due.

The University manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing and financing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the University's reputation.

14. Contractual obligations:

The nature of the University's activities results in multi-year contracts and obligations whereby the University is committed to make future payments. Significant contractual obligations related to facilities, security, parking and janitorial services that can be reasonably estimated are as follows:

2024	\$	3,785,100
2025		1,542,000
2026		605,000
2027		495,000
2028		507,500
	\$	6,934,600

15. Expenses by object:

The following is a summary of expenses by object:

	2023	2022
		(restated - note 3)
Amortization of tangible capital assets	\$ 7,428,728	\$ 7,646,736
Buildings and grounds maintenance	5,949,880	5,183,043
Cost of goods sold	987,334	1,088,314
Other operating expenses	24,834,415	18,253,147
Salaries and benefits	94,088,581	86,950,607
Student support activities	1,944,617	1,855,764
	\$ 135,233,555	\$ 120,977,611

16. Budget figures:

Budget figures have been provided for comparative purposes and have been derived from the consolidated budget approved by the Board of Governors of the University on February 22, 2022. The budget is reflected in the Consolidated Statement of Operations and Accumulated Surplus and the Consolidated Statement of Changes in Net Financial Assets (Debt) and is reconciled to the Consolidated Statement of Operations as follows:

	Approved Budget	Reallocation	Statement of Operations and Accumulated Surplus
Expenses by object:			
Amortization of tangible capital assets	\$ 7,495,722	\$ (7,495,722)	\$ -
Expenses	32,354,596	(32,354,596)	-
Salaries and benefits	92,268,991	(92,268,991)	-
	132,119,309	(132,119,309)	-
Expenses by function:			
Instruction and student support	-	78,796,614	78,796,614
Facility and institutional support	-	46,922,893	46,922,893
Ancillary	-	6,399,802	6,399,802
	-	132,119,309	132,119,309
	\$ 132,119,309	\$ -	\$ 132,119,309

17. Related party transactions:

The University is related through common control to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities and crown corporations. Transactions with these related parties, unless disclosed otherwise, are considered to be in the normal course of operations and are recorded at their exchange amounts, which is the amount of consideration established and agreed to between the University and the related parties.

18. Accumulated operating surplus:

Accumulated operating surplus is comprised of the following:

	2023	2022
		(restated - note 3)
Unrestricted	\$ 62,131,681	\$ 57,514,091
Invested in capital assets (a)	21,753,365	24,404,925
Endowments (b)	13,886,930	13,880,038
Internally restricted (c)	1,971,842	1,281,401
	\$ 99,743,818	\$ 97,080,455

(a) Invested in capital assets:

	2023	2022
Tangible capital assets	\$ 80,462,782	\$ 78,639,154
Amounts financed by deferred capital contributions	(58,709,417)	(54,234,229)
	\$ 21,753,365	\$ 24,404,925

(b) Endowment investments:

	2023	2022
Balance beginning of year	\$ 13,880,038	\$ 11,896,771
Contributions received during the year	256,892	1,416,016
Transfer to deferred contributions	(250,000)	-
Capitalized interest	-	567,251
	\$ 13,886,930	\$ 13,880,038

(c) Internally restricted:

	2023	2022
Student success support (i)	\$ 1,695,464	\$ 1,005,023
Creative activity, research and scholarship (ii)	276,378	276,378
	\$ 1,971,842	\$ 1,281,401

18. Accumulated operating surplus (continued):

(c) Internally restricted (continued):

- (i) The student success support fee is a targeted fee that focuses on services in three areas: successful transitions, student development, and student health and well-being. The fee was approved by the Board of Governors with an original commencement date of Fall 2020; however, due to the pandemic, the start date was delayed to Fall 2021.
- (ii) The Creative Activity, Research and Scholarship (CARS) restriction are funds set aside to advance and support faculty CARS activity aligned with both the CARS plan/framework and Illuminating 2030.

19. Comparative information:

Certain comparative information has been reclassified to conform with the financial statement presentation adopted in the current year. There was no impact on the prior year annual surplus as a result of these reclassifications.

20. Subsequent event:

On June 27, 2023, the University entered into an agreement to purchase land and buildings in Squamish, BC for a purchase price of \$63.2 million. The purchase is estimated to close on July 27, 2023.

Capilano University
Statement of Financial Information
For the Year Ended March 31, 2023

Schedule of Debts

Capilano University does not have any existing long-term debt.

Schedule of Guarantee Agreements

The following is a list of vendors for which Capilano University has approved indemnities at March 31, 2023:

- Epic Games, Inc.
- ADP Canada Co.
- His Majesty the King in Right of the Province of British Columbia, represented by the Minister of Education and Child Care
- Asana, Inc.

Prepared under the Financial Information Regulation, Schedule 1, subsection 5.

Statement of Severance Agreements

There were three severance agreements under which payment commenced between Capilano University and its unionized and non-unionized employees during fiscal year 2022/2023. The length of the agreements ranged from four months to seven months of compensation.

Capilano University
Statement of Financial Information
For the Year Ended March 31, 2023

Board of Governors Remuneration and Expenses

No remuneration has been paid to any member of the Board of Governors for Board activity. The remuneration and expenses of the President, Faculty or Staff who are also members of the Board, are listed in the Schedule of Employee Remuneration and Expenses.

Name	Position	Term Ended	Expenses
Chancellor and order-in-council members			
Amlani, Ash	Chair, Order-in-Council		\$ -
Brown, Duncan	Vice Chair, Order-in-Council		
Fulmer, Yuri	Chancellor		
Heintzman, Patricia	Order-in-Council		
Abromaitis, Troy	Order-in-Council		
Thomas, Sarah	Order-in-Council		
Petrozzi, Andrew	Order-in-Council		
So, Rodger	Order-in-Council		
Wong, Sonny	Order-in-Council		
President, faculty and staff members			
Dangerfield, Paul J.	President & Vice-Chancellor		
Anza-Burgess, Rose	Staff Member		
Lucas, Nanci	Faculty Member		
Raja, Majid	Faculty Member		
Student members			
Kara, Sophia	Student Member		
Kaur, Harmanjot	Student Member	September, 2022	
Verones, Marina	Student Member		
			\$ -

Capilano University
Statement of Financial Information
For the Year Ended March 31, 2023

Employee Remuneration and Expenses

Name	Remuneration	Expenses
Acimovic, Milica	101,584	
Actis, Andrea	99,139	
Acton, Timothy	76,044	
Aitken, Carol	95,043	578
Alards-Tomalín, Douglas	75,582	
Alekson, Tania	96,753	479
Allison, Louise	96,930	4,054
Al-Musalli, Alaa	101,332	500
Amiraslani, Amirhossein	103,628	
Anderson, Marsha	103,547	
Anderson, Nathan	102,061	
Anthony, Jeff	100,960	
Arce Gonzalez, Enrique	100,960	1,574
Argatoff, Lorraine	101,584	
Argent, Adrienne	100,960	
Aryamand, Mahdy	95,603	
Ashley, Sean	100,960	79
Atapour, Mahshid	103,004	
Atkins, Stephen	101,584	4,520
Baichoo, Mohna	93,013	6,931
Bailly, Leah	99,878	1,919
Bains, Tally	163,317	6,142
Barber, Gillian	101,584	
Baryshnikova, Olga	92,439	
Bassi, Amandeep	93,340	193
Baxter, Deanna	102,427	
Beaver, Dwayne	100,960	197
Bedekar, Tanaya	79,038	
Beltran-Sellitti, Elaine	78,034	5,692
Bentley, Ashley	100,368	1,345
Bentley, Don	89,918	
Berry, Alexandra	95,011	
Berry, Matthew	76,176	
Bhalloo, Shafik	101,332	
Bharadwa, Kartik	169,520	13,599
Bird, Cari	96,286	883
Black, Fiona	106,534	6,106
Black, Julia	113,580	1,476

Name	Remuneration	Expenses
Blades, Ryan	142,371	
Bottrill, Chris	155,991	4,022
Boyd, Joshua	101,557	
Boyle, Bettina	98,857	3,182
Bracewell, Maureen	100,960	
Brand, Richard	109,075	2,500
Brazeau, Jules	80,367	
Brendel Pacheco, Caroline	89,602	
Broder, Darren	124,360	3,935
Brouwer, John	82,411	
Bruno, Carmen	100,119	
Bryan, Jennifer	88,634	9,069
Burrows, Jared	124,235	2,273
Cano, Cristian	89,297	64,964
Cant, Annabella	107,270	1,192
Carnovale, Chris	97,024	840
Carrera Gutierrez, Alejandro	93,534	
Castagne, Michel	93,417	96
Chamberlain, Celeste	100,381	
Chan, Mary Joy	81,505	557
Chappells, Heather	101,332	
Chau, Camlon	101,584	124
Chau, Kenneth	78,870	
Chin, Eunice	99,584	
Chu, Eugene	87,520	
Clarke, Jacqueline	84,133	383
Clarke, Julie	118,335	1,258
Clay, Lorie	96,581	720
Cook, Graham	127,413	720
Coon, Bill	83,012	
Cox, Janet	82,277	208
Coyes, Gregory	104,580	5,003
Crane, Chilton	86,005	
Cresswell, Ian	102,532	
Crick, Jackson	103,450	5,654
Crowther, Gillian	100,960	127
Cui, Yi	118,090	
Cusanelli, Antonio	100,960	
d'Almeida, Claudia	100,960	
Dangerfield, Paul	227,753	55,962
Davies, John	101,212	
De Jesus, Ramel	83,901	3,039
de Jong Westman, Marja	95,120	

Name	Remuneration	Expenses
de Kraker, Michiel	101,332	
Dean, Alison	97,363	
Deines, Michelle	89,703	
Dhammi, Dilbagh	75,972	
Diening, Gertruda	96,063	344
Dignum, Tracy	89,237	
Dixon, Benjamin	100,960	
Dodds, Christine	100,960	79
Dritmanis, Susan	102,064	200
Dubord, Denis	78,490	87
Duke, Lara	147,917	6,207
Dunkley, Wayne	80,275	
Dupuis-Rossi, Riel	101,989	
Eby, Andrea	87,234	1,351
El Rayess, Sara	107,894	500
Elfert, Miriam	101,332	
El-Hanany, Efrat	75,720	
Fahey, Alicia	101,584	858
Fairlie, John	101,692	
Farr, Roger	109,612	
Fessenden, Bradley	90,244	243
Findling, Pamela	116,385	4,238
Fitzgerald, Jennifer	101,584	426
Fleming, Michael	101,584	
Flower, Thomas	100,054	418
Follmer, Bruno	80,046	
Fossett, Brenda	101,557	
Fouchereau, Stephane	166,509	2,820
Fontaine, Trula	81,537	
Fraser, Morna	82,030	
Frazer, Robert	82,941	
Fresnoza, Paolo	101,584	210
Frymire, Mary	80,780	3,504
Fung, Kenny	84,406	
Furby, Robin	100,960	429
Ganter, Brian	104,115	
Garden, Jennifer	100,911	
Garland, Adam	98,916	
Gaymond, Cary	141,241	12,981
Geary, David	101,082	379
Genoway, Noel	100,960	
Ghaseminejad, Amir	100,960	
Ghoreishi, Mohammad	90,973	2,109

Name	Remuneration	Expenses
Gilker, Colin	100,960	
Gill, Ravinderjit	79,951	
Gingrich, Adrienne (Denise)	104,115	
Girardi, Alberta	97,377	
Gjerdalen, Greig	100,960	269
Gloor, Catherine	83,261	185
Godwyn, Martin	101,584	413
Goerzen, Christy	106,134	2,108
Gol Tabaghi, Shiva	101,982	
Gonzalez, Cristabel	75,445	
Gopaul, Nila	101,584	
Goy, Jacquetta	95,302	
Gratham, Christopher	76,063	
Greaves, Dara	101,386	396
Greenberg, Charles	101,605	
Gruber, Paul	113,131	
Guay, Kyle	101,575	2,329
Gunness, Michelle	101,860	306
Haavaldsrud, Brittany	82,469	5,254
Hale, Alison	100,960	2,777
Hallman, Jocelyn	100,960	1,085
Hamilton, Edward	100,960	
Han, Angeline	100,209	105
Harries, Kathryn	92,834	1,013
Harrison, Laura	105,613	2,018
Hauka, David	101,212	656
Hazeri-Chabok, Shaya	118,871	5,903
Henderson, Raymond	100,453	
Henry, Shawn	103,025	
Heron, Katrina	86,548	1,557
Herrmann, Karl	91,952	
Herrmann, Mathius	100,960	
Hill, Richard	89,943	209
Hillebrand, Darcie	77,298	
Ho, Patrick	91,346	2,667
Holden, Peter	95,007	
Hope, Nicole	96,200	1,147
Hoskins, Sarah	95,927	
Hou, Chenyu	78,954	1,349
Howell, Derek	88,647	
Hughes, Wayne	102,301	
Hunter, Emily	90,956	2,064
Hunter, Holly	104,580	1,195

Name	Remuneration	Expenses
Hurlbut, Cheryl	108,767	9,466
Huron, Miranda	142,687	
Huynh, Kenneth	78,258	
Ingham, Jennifer	173,695	32,297
Ingram, Heather	116,189	1,225
Ip, Joyce	154,564	18,141
Isola, Rita	101,584	160
Jagger, Joanna	76,344	979
Jamison, Debbie	101,084	1,013
Janzen, Vanessa	76,982	3,250
Jenks, Alan	83,843	1,506
Jennings, Nicholas	94,263	220
Jessani, Narisha	112,153	1,118
Jessen, Violet	101,584	
Jhutti, Jaspreet	97,776	1,422
Jiang, Shana	81,723	900
Johal, Harb	101,355	3,049
Johanson, Reg	100,960	2,505
Johnson, Jennifer	100,960	
Johnson, Patricia	137,944	
Johnstone, Douglas	102,143	
Jones, David	89,181	
Jorgenson, Rachelle	103,477	6,349
Jung, Carrie	100,960	79
Kaldestad, Stephen	101,332	
Kamal, Nazmi	100,960	6,544
Kendall, Nicholas	100,960	
Kennedy, Graeme	91,378	4,953
Khan Mohammad, Saman	100,960	2,536
Khosravi, Mahta	102,606	
Kiamanesh, Mitra	101,706	2,500
Kim, Bo Sun	109,129	107
Kim, Grace	101,584	40
Kind, Sylvia	107,270	
King, Stephen	103,537	
Kiraly, Michael	98,880	
Kirk, David	96,753	2,389
Klein, Gregory	101,359	275
Knopp, Norman	88,913	
Kocher, Laurie	113,580	
Kolytchev, Leonid	86,461	
Koolen, Mandy	100,960	
Kuch, David	106,584	

Name	Remuneration	Expenses
Kummen, Kathleen	107,270	274
Kwok, Tony	85,324	
Labossiere, Danielle	101,557	194
Lajeunesse, Lisa	101,982	
Lam, Ki-fung	90,289	
Lau, John	81,928	
Lawrence, Mark	100,960	-
Le Page, Matthew	87,318	
Lebeau, Michelle	100,960	489
Lee, Dana	85,003	683
Leger, Sarah	78,250	1,763
Leinweber, Sharon	101,332	502
Letain, Shayne	86,720	
Levangie, Daniel	158,480	1,989
Lewis, Kent	100,960	500
Lockett, Matthew	101,584	
Loken, Tania	87,993	2,869
Lovig, Jordon	96,250	1,358
Lucas, Nanci	101,318	
Lutgens, Danielle	101,584	
MacDougall, Ryan	85,688	906
Magrill, Barry	101,680	1,579
Mahboubi, Pouyan	163,445	9,438
Mahood, Aurelea	126,024	6,365
Malenstyn, Andrea	97,705	2,451
Manhas, Ashley	85,096	
Mansoori, Abbas	78,120	700
Mantilla, Sebastian	83,553	
Manuel, Doreen	131,542	12,681
Mardhani, Kashif	92,699	894
Markwick, Michael	88,712	
Mart, Karyn	102,357	1,638
Martens, Jason	93,746	
Martin, Brad	154,608	
Mason, Michelle	100,960	262
Mathur, Neil	100,960	2,500
Matijasevich, David	80,598	496
May, Imelda	89,143	1,876
Mazariegos, Maria	78,530	
McCartney, Micki	135,759	13,928
McDougall, Kara	85,271	4,348
McFadden, Erin	82,430	345
McGinnis, Karen	98,617	248

Name	Remuneration	Expenses
McIlveen, Kirsten	100,171	1,967
McLaughlin, Troy	79,385	
McMichael, David	89,692	769
McMillan, Paul	100,960	
McRae, Sandra	111,437	9,261
Meitz, Ann	84,033	855
Milelli, Pascal	82,030	
Minkus, Kimberly	79,313	
Minty, Keri	83,665	
Mitchell, Heather	101,260	663
Moffatt, Lauren	101,602	
Mohammadi Fard, Nazanin	89,090	2,218
Molendyk, John	106,977	
Molson, Michael	100,960	
Moolla, Alisha	116,402	1,203
Moscrip, Kathryn	100,960	951
Moses, Hilary	89,700	
Mrkic-Subotic, Natasha	94,350	7,714
Muckle, Robert	100,960	2,125
Muench, Corey	100,960	172
Nabbali, Essya	88,188	299
Nalliah, Michelle	89,160	5,363
Neigel, Christina	137,989	1,679
Nelson, Lesley	98,278	
Nesselroad, Jennifer	101,533	2,443
Nevay, Leigha	87,520	
Newfield, Todd	77,303	
Newman, Lynn	77,698	171
Ng, Nancy	102,539	2,709
Ngai, Yvonne	83,004	
Nichol, Melissa	99,385	2,386
Nickolichuk, Natalie	96,365	
Nogueira, Francisco	99,456	
Nowak, Krystyna	98,832	
Oceguera, Jorge	100,960	5,156
Ogawa, Julia	103,578	680
Oikawa, Leigh	79,387	
Ottaway, Paul	103,098	
Ozturk, Ebru	83,111	204
Pack, Bradshaw	97,728	
Paris, Britney	98,750	5,164
Penhall, John	86,586	652
Perro, Donald	101,557	

Name	Remuneration	Expenses
Perry, Donna	104,838	425
Picken, Cassidy	108,193	
Pop, Mirela	106,186	1,192
Prange, Laurie	102,736	
Queree, Claire	98,450	641
Rajaram, Shruthi	76,397	
Raycraft, Jane	100,960	
Reed, Georgette	128,472	5,368
Refeen, Adrian	85,103	4,936
Reyes, Carlos	82,724	
Robbins, David	76,910	189
Robinson, Erin	105,791	
Romeo-Gilbert, Susan	95,466	169
Ross, Jeff	88,340	
Roussy, Karen	101,475	239
Rowell, Blake	99,303	3,835
Rudolph, Gordon	104,708	
Russell, Emma	93,772	6,547
Sale, Adam	100,701	2,677
Sanandaji, Houman	80,678	
Sanchez Alvarez, Alejandra	81,904	442
Savjord, Toran	185,395	4,162
Schimanski, Lesley	104,487	958
Schreader, Cheryl	101,584	215
Schuster, Robert	119,511	
Seekins, Sandra	101,332	354
Sellers, Wade	110,985	900
Sena, Jairo	109,189	
Shadmehr, Ramin	142,849	5,405
Shafai, Azita	95,903	
Shafieian, Nooshin	75,817	222
Siddique, Zafrul	80,800	139
Silva, Francisco	109,769	720
Silvestrone, Dennis	153,672	5,704
Simmons, Craig	101,557	
Simpson, Carey	98,066	378
Sjolander, Christine	101,475	1,898
Skapski, Natalia	125,729	7,069
Smith, Julie	134,613	134
Smith, Tia	104,669	1,540
Soo, Caroline	81,917	29
Steed, Andrew	101,318	
Stenson, Brenda	80,632	

Name	Remuneration	Expenses
Stewart Elliott, Erin	92,509	
Stewart, Kymberley	101,960	
Stjepanovic, Zoran	76,193	1,847
Stock, Richard	100,960	
Styles, Laureen	199,839	14,341
Sunde, Kent	99,286	
Surjanovic, Ivan	100,960	
Sutherland, Sara	104,590	
Sylvester, Glenn	101,584	
Taft, Kathryn	98,504	
Takei, Masaji	88,340	
Tanimura, Chieko	104,115	120
Tanveer, Muhammad	101,584	
Thiessen, Calvin	101,584	
Thoma, Michael	101,212	
Thomson, Robert	79,678	
Tomberli, Bruno	100,040	315
Toor, Rajrupinder	87,507	1,272
Towill, Tammy	92,092	7,602
Turner, Brad	78,985	
Turner, Laura	106,815	998
Tu-Woodearth, Erik Isaac	85,505	178
Twiss, Diana	100,960	1,283
Umunna, John	119,799	5,058
van Groll, Nancy	83,548	100
Van Luven, William	101,612	
Vandereyk, David	100,983	
Vaughan, Mark	104,115	
Villalba, Luis	101,584	1,855
Vincent, Adam	76,201	
Vuorinen, Kyle	138,566	
Walker, Amanda	100,202	4,628
Walker, Kara	107,500	
Walkowicz, Lucas	76,561	
Wang, Audrey	78,214	1,804
Wang, Jo	101,584	
Watson, Judith	101,355	2,500
Watson, Lydia	106,218	2,010
Wharton, Kari	127,878	5,853
Whitworth, Dawn	161,072	4,216
Wight, Christine Ki	101,584	1,994
Williams, Robin	95,238	1,278
Williams, Stephen	101,460	2,980

Name	Remuneration	Expenses
Wills, Danielle	105,446	2,974
Wilmot, Catherine	83,855	
Wilson, Richard	87,283	
Witan, Andrzej	120,287	
Witkowski, Elizabeth	100,960	
Wong, Sabrina	100,960	31
Wrobleski, Tanya	75,792	2,743
Xhignesse, Michel-Antoine	82,660	82
Yang, Junjie	90,480	55,215
Yaseri, Mahak	104,115	323
Yasinski, Daniel	112,433	
Yercich, Sarah	101,374	975
Yip, Karen	100,960	650
Yong, Mimi	76,164	
Yu, Hye Won	111,687	
Zhu, Allen	101,560	81
Remuneration greater than or equal to \$75,000	\$ 39,902,428	\$ 705,375
Remuneration less than \$75,000	33,268,608	234,782
Total remuneration	\$ 73,171,036	\$ 940,157
Employer's Portion of CPP	3,158,360	
Employer's Portion of EI	1,093,404	
Total Employer's Portion of CPP and EI	\$ 4,251,764	

Capilano University
Statement of Financial Information
For the Year Ended March 31, 2023

Payments to Suppliers for Goods and Services

Supplier Name	Amount
4th Utility Incorporated	101,819
9397108 Canada Inc. (Cyber.SC)	47,250
Adventus Education Pte. Ltd.	33,423
Air Canada	33,686
Amazon	115,404
Annex Pro	26,585
Aplicar Technologies Inc.	49,496
Apple Inc	233,941
ApplyBoard Inc	66,723
Asana, Inc.	44,559
AYVA Educational Solutions Limited	87,451
B T Y Consultancy Group	71,615
Ball, Brian	27,510
BC Hydro & Power Authority	445,991
BCNet	743,926
Best Service Pros Ltd.	1,657,331
Blackbaud, Inc.	108,962
Boyden Global Executive Search	52,072
Broadway Camera (Vancouver)	30,519
C. F. Ventures	61,635
Canadian Edge International Corporation	40,681
Canadian Office Professional Employees, Local 378	329,021
Canadian Research Knowledge Network	122,613
Canam Consultants Ltd.	75,891
Canon Canada Inc.	36,525
Capex Project Advisory Services Inc.	177,518
Capilano Students Union	4,039,625
Capilano University Faculty Association	781,493
Chandos Construction Ltd.	175,701
Cityinfra Consulting	80,602
Clark Wilson LLP	358,514
Clark Wilson LLP, In Trust	50,000
College Pension Plan	5,004,807
Colleges and Institutes Canada	38,110
Colliman Construction	127,716

Supplier Name	Amount
Compass Group Canada	1,757,519
Compugen Inc.	2,988,738
Contemporary Office Interiors	169,731
Constant Contact	29,932
Core PM Services Ltd.	82,487
Coun of Prairie & Pacific Univ Lib	44,893
Darwin Group of Companies	741,017
Dell Canada Inc	347,557
DFM Mechanical Design Inc.	69,536
DIALOG BC Architecture Engineering Interior Design Planning Inc	28,754
District of North Vancouver	377,080
DMD and Associates Electrical Consultants Ltd.	141,770
Douglas College	46,842
Ducharme	172,400
EAB Global Inc.	224,613
EBSCO Canada Ltd.	129,051
E-Card ID Products Ltd.	29,624
Eclipsys Solutions	46,505
Electronic Health Library of BC	40,885
Elemental Architecture & Interiors Inc.	54,256
Elite Fire Protection Ltd.	142,483
Ellement Consulting Group	29,925
Ellucian Technologies Canada ULC	249,982
Emond Montgomery Publications Ltd.	28,302
Encore Business Solutions	38,000
Evisions	36,056
Facebook	248,890
Fisher Scientific	32,023
Flywire Payemnts Corp	1,157,486
Footprint Vietnam Travel	28,851
Fortis BC	86,060
Gartner Canada Co.	71,715
GeeBee Education Pvt. Ltd.	36,308
Georgia Street Media Inc.	56,346
GFL Environmental Inc.	47,446
Gibraltar Holdings Ltd	140,451
Global Strategic Communications	73,500
Google Ads	126,564
Great West Life	3,613,092
Guard.Me International	266,104
HCMA Architecture + Design	349,579
HDR Architecture Associates, Inc.	223,384
Hearn, Karen	25,704

Supplier Name	Amount
Hemlock Printers Ltd.	37,281
Heritage Office Furnishings Ltd.	126,577
Holmes & Brakel (B.C.) Inc.	48,756
Homewood Health Inc.	59,875
ICEF	33,776
IDP Connect Inc	30,000
IDP Education PTY Ltd.	275,371
Immigrant Services Society of BC	37,015
Indian River Consulting	25,641
Indigo Park Canada Inc.	172,285
Inform Planning Inc.	30,005
Infosilem Inc.	39,612
Innovative Interfaces, Inc.	65,565
ITC Management Inc.	75,000
JC Options Inc.	25,778
Kanan International PVT. Ltd.	33,168
Kanopy Inc.	59,522
KC Overseas Education Pvt. Ltd	85,960
Kindel, Dennis	32,299
KONE Inc.	50,240
KPMG LLP	43,769
Lamar Companies, The	71,776
LexisNexis Canada Inc.	35,948
Lime Painting Ltd.	74,582
Lionheart Sports	26,373
Live to Learn	53,990
LMP Publication Limited Partnership	27,068
Login Brothers Canada	87,702
Long & Mcquade	37,218
Long View Systems Corporation	137,879
Lorne Lapham Sales & Rentals	128,270
M Square Business Solutions Inc.	1,523,533
Mail-O-Matic Services Ltd.	33,460
Manulife Financial	2,453,196
Marsh Canada Limited	71,677
Massy Books	54,312
Matrix Video Communications	92,697
McGraw-Hill Ryerson Ltd.	210,681
MediaValet Inc.	34,449
Megamind Consultants Private Ltd.	36,364
Microserve Business Computers	197,273
Miller, Tanya	30,240
Ministry of Advanced Education, Skills and Training	29,393

Supplier Name	Amount
Ministry of Environment & Climate Change Strategy	34,335
Mitchell Press Limited	29,105
MNP LLP	95,731
Montpetit, Meagan Catherine	70,408
Movex	42,314
Municipal Pension Plan	1,577,967
Nelson, Narda Lynne	34,255
Netwrix Corporation	28,546
Niamh Redmond Consulting	39,900
NorthWest Comm on Colleges & Universities	27,256
OculusIT, LLC	40,175
Ollo Metrics Ltd.	98,994
Onside Restorations	180,963
Opus Art Supply Cornet	28,955
Oxford University Press	31,794
Pace Solutions Corp.	80,326
Pacific Powertech Inc.	74,099
Paladin Security Group Ltd.	767,729
Paypal	58,734
Peak Technologies	47,971
Pearson Education Canada	138,249
PerkinElmer Health Sciences Canada, Inc.	89,068
Pinton Forrest & Madden	76,438
Power West Industries Ltd.	26,536
PricewaterhouseCoopers LLP	33,409
Prime Engineering Ltd	1,095,912
PrismRBS	36,239
ProQuest LLC	133,383
Prostock Athletic Supply	76,515
Public Architecture & Communication	123,411
Quantum Lighting Inc.	94,402
RBC Global Asset Management Inc.	208,682
Receiver General	4,251,764
Ricoh Canada Inc	158,561
RM Razor Manufacturing Ltd.	88,380
Robert Half	118,418
Roper Greyell LLP	256,476
S.i. Systems	265,083
Salesforce.com Canada Corporation	73,848
Sasco Contractors Ltd.	93,348
Scott DB Services Ltd.	2,793,992
Second Generation Landscapes Ltd.	263,075
SFU-BC Electronic Library Network	273,954

Supplier Name	Amount
Shades Window Coverings Ltd.	39,626
Shell Energy North America (Canada) Inc.	116,545
Skookum Janitorial Services	70,195
Smith Bros. & Wilson (B.C.) Ltd.	679,091
Softchoice Canada Inc.	62,775
Softlanding Solutions Inc.	127,707
SolarWinds	46,366
Southern Butler Price LLP	33,173
Squamish Volunteer Centre Society	26,666
Stantec Consulting Ltd.	218,449
Staples	341,883
StarRez Inc.	31,549
Status Electrical Corporation	47,289
Steeves and Associates	40,241
Still Interpreting Inc.	29,216
Sunshine Coast Security	68,016
T.E.K. Roofing Ltd.	39,879
TargetX LLC	53,127
TELUS Communications Inc	65,459
Telus Mobility	101,369
Terminalfour	32,935
Textile Image Inc.	30,230
The Discovery Group	52,868
The Foundry	25,179
The Shipyards Development Ltd	490,699
Thomson Reuters Canada	80,777
Total Energy Systems Ltd.	109,022
Translink	2,189,068
Turner, Chris	37,067
Universities Canada	52,086
University of the Fraser Valley	59,744
University of Toronto	26,781
UPS Toronto	30,304
Vancouver Fire & Security	54,500
Veza Global	29,663
Vortex Restaurant Equipment	26,676
Wapanatahk Media Inc.	58,534
Wedler Engineering LLP	80,811
Westmount Construction Ltd.	29,295
Whistler Multicultural Society	399,290
Will Creative Inc.	177,188
Wood Wyant Inc.	38,856
WorksafeBC	136,514

Supplier Name	Amount
WorkTango Inc.	27,384
WSP Canada Inc.	48,851
Xerox Canada Ltd.	65,840
Yellowpencil	29,736
Zoom	49,818
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Vendor payments greater than \$25,000	57,812,757
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Vendor payments less than \$25,000	7,850,407
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Total Vendor Payments	\$ 65,663,164

Capilano University
Statement of Financial Information
For the Year Ended March 31, 2023

Reconciliation to Financial Statements

Employees' Remuneration	\$ 73,171,036
Employees' Expenses	\$ 940,157
Payments to Vendors	\$ 65,663,164
	<hr/> 139,774,357
Adjustments:	
Flow through payments (not recorded as expenses)	(6,507,304)
Accruals, tax and other reconciling items	21,088
Capital Purchases	(9,252,356)
Amortization of Capital Assets	7,428,728
	<hr/> 131,464,512
Change in prepaid expenses	(430,615)
Change in allowance for doubtful accounts	157,585
Change in employee future benefits	(68,301)
Change in inventories	51,400
Change in accrued liabilities	4,058,974
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Total expenses per audited financial statements	\$ 135,233,555
	<hr/>



BOARD OF GOVERNORS REPORT

AGENDA ITEM 10.2: Five-Year Capital Plan 2024/25 – 2028/29	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: September 26, 2023	
PRESENTER: Ryan Blades, AVP, Facilities and Campus Planning	

PURPOSE

The Ministry of Post-Secondary Education and Future Skills (Ministry) requires all post-secondary institutions in BC to submit a Board of Governors approved Five-year Capital Plan on an annual basis. This report was received by the Finance Committee at their September 7, 2023 meeting. The Committee passed the motion to recommend the Board of Governors approve the Five-Year Capital Plan 2024/25 – 2028/29.

MOTION

The following motion is proposed for the Board of Governors:

Motion: *THAT the Board of Governors approve the Five-Year Capital Plan 2024/25 – 2028/29.*

BACKGROUND

The University's Five-year Capital Plan is developed, revised, and prioritized by the President's Master Plan Steering Committee.

As per the Ministry's instructions, the Five-year Capital Plan should reflect a strategy for balancing the supply of existing facilities against both current and projected enrolment demands. Specifically, the Ministry would like the University to

- Identify any changes in project requests from year to year;
- Provide a high-level understanding of your institution's capital requirements; and
- Identify projects that address demonstrable demand for student housing at the institution's locations, as well as provide an inventory of existing housing buildings.

Projects in the Plan are categorized as follows:

- New Priority
- Whole Asset Replacement
- Student Housing
- Routine Capital
- Carbon Neutral
- Linear Infrastructure

KEY CHANGES BETWEEN THE 2023/24 – 2027/28 AND 2024/25 – 2028/29 PLANS

The Squamish Campus and Electrical Systems Upgrade projects have dropped off this year as both projects received funding. North Vancouver Student Housing has moved to the top priority. Several new projects have been added with priority being given to projects related to the new Squamish Campus.

FIVE-YEAR CAPITAL PLAN PROJECTS

The following table summarizes two previous years as well as our current plan highlighted in Green. Schedule A includes a detailed summary of each project and Schedule B provides high level financial estimates included in the capital plan submission.

Priority	2022/23 – 2026/27	2023/24 – 2027/28	2024/25 – 2028/29
1	Squamish Campus	Squamish Campus	Student Housing Phase 2
2	Electrical and Water Systems Infrastructure Upgrades	Electrical and Water Systems Infrastructure Upgrades	Student Housing - Squamish
3	Student Housing Phase 2	Student Housing Phase 2	Childcare Facility - Squamish
4	Centre for Indigenous Education and Affairs	Centre for Indigenous Education and Affairs	New STEAM Facility
5	Centre for Sport and Wellness Revitalization	Centre for Sport and Wellness Revitalization	Centre for Indigenous Education and Affairs
6	Academic Building Retrofit and Expansion	Academic Building Retrofit and Expansion	Campus Accessibility
7	Centre for Visual and Performing Arts	Centre for Visual and Performing Arts	Mechanical Systems Renewal
8	Creative Tech Community – Willow Building Retrofit	Creative Tech Community – Willow Building Retrofit	ká lax-ay Campus Renewal and Expansion
9			Centre for Sport and Wellness Expansion
10			Centre for Visual and Performing Arts
11			Fir Building Revitalization
12			Parking Facility

APPENDIX A: SUMMARY OF 2024/25 – 2028/29 CAPITAL PLAN PROJECTS

1. Student Housing Phase 2

CapU intends to build a second phase of on-campus student housing to deliver an additional ~150 beds. Phase 1 provides 362 beds in a double and single bed configuration. Phase 2 is an opportunity to provide students with a mixture of additional room configurations to best suit and support our students' needs and learning objectives.

2. Student Housing – Squamish

The Ministry supported CapU in the acquisition of the university campus located at 3200 University Blvd, Squamish, BC. This 5-year Capital Plan submission seeks to have student housing adjacent to the campus. Planning for our new campus in the Sea-to-Sky Corridor to be located in Squamish has been under discussion for the last 5 plus years. As a university whose mandate includes the region, the goal for offering programs and a range of academic activities to support and contribute to cultural, economic and social wellbeing of the communities in the corridor is included in Envisioning 2030 as well as the Academic Plan 2030. On-campus student housing can encourage student engagement and learning success for our students in Squamish.

3. Childcare Facility – Squamish

CapU applied for capital funding from the Ministry of Child and Family Development and was successful in securing \$7.4M for a 74-seat childcare facility in Squamish. CapU seeks additional support to build the facility which will provide seventy-four (74) spaces: twelve (12) for infants / twelve (12) for toddlers, and two (2) classrooms for three to five (3-5) year-olds with 25 children each. There is a shortage of childcare across BC, but the situation is particularly challenging in Squamish.

4. New STEAM Facility

CapU is in the process of adding new degree programs and expanding existing program offerings in an effort to increase domestic enrolments, retain students in upper years, and create a distinct university experience inspired by imagination where graduates are well-prepared to contribute to social, cultural, and economic issues and solutions. Planned growth with new programming as well as continuing to offer university education that is reflective of current and emergent trends will require purpose-built space to grow our vision for STEAM. Evolving technology is central to these disciplines, and the current spaces are not reconfigurable or adaptable to such technological advancements. As well, the current space does not afford the animation space for highly applied, interdisciplinary and community-connected pedagogies that are in place in the Faculty of Arts and Sciences and will continue to develop over the coming years.

5. Centre for Indigenous Education and Affairs

CapU intends to construct a Centre for Indigenous Education and Affairs building on the main campus. CapU is committed to expanding programs and support services for our community. Though the Kéxwusm-áyakn Student Centre offers a space for study, gathering, and accessing resources, it is in competition with the many activities that bring Indigenous ways of knowing to our Campus. Students must relocate when drum making workshops or other cultural learning activities take place. There are also constant demands from faculty who would like to use the space as a safe location for learning Indigenous content, or when they have Elders or other honoured Indigenous guest speakers.

With CapU moving into its responsibilities as a Canoe family – CapU took responsibility for Skw'chays for its 50th Anniversary – there is now the opportunity to engage in Indigenous co-curricular activities for students and to use a new space as a shared space with the Territorial Rightsholders for cultural knowledge sharing as an act of reconciliation.

6. Campus Accessibility

The project will address and rectify barriers to education and services with respect to physical accessibility and mobility. CapU is located on the slope of a mountain with academic buildings extending from the lower part of campus to the upper part of campus, which entails an elevation change of over 40 meters. A central part of CapU's Campus Master Plan is to animate the north end of campus, which is being achieved by the addition of Student Housing, the Centre for Childhood Studies and an increase in academic programming in the north. To make these new facilities and resources accessible to all, routes of access addressing the elevation changes must be addressed. A wayfinding plan and physical signage which directs differently abled pedestrians to the most accessible routes using a combination of interior elevators, accessible paths, ramps, and roadways. In 2019, CapU engaged a consultant to perform an accessibility assessment using the Rick Hanson Foundation's principles at CapU and provided a report outlining recommendations to address deficiencies in the following categories: vehicular access, exterior approach/entrance, interior circulation, internal services, sanitary facilities, wayfinding/signage/information, emergency systems, and additional uses. The Campus Accessibility project will rectify the deficiencies outlined in the report, as well as address mobility issues related to the physical challenges related to occupying land which exists on terrain with changes in elevation.

7. Mechanical Systems Renewal

CapU's mechanical building systems are repaired and maintained as systems and components near end of life. Historically, budgets to plan and replace systems holistically and in pursuit of innovative solutions have not been available. Deferred maintenance relating to our mechanical systems has continued to increase throughout the years and should be addressed with innovative systems that reduce GHG emissions and to align with our CleanBC targets. This project will address holistic replacement and upgrades of mechanical systems throughout the campus to increase efficiency and energy savings. Project will reduce deferred maintenance items.

8. ká lax-ay Campus Renewal and Expansion

The ká lax-ay Campus is currently perceived as a community college. The project objective is to create a community destination for all people. The community seeks a destination to harmonize with the cultural evolution of education taking place across the Sea-To-Sky corridor, invite, imagine and usher creative and responsive programming from a pedagogical design aspect, foster a sense of collaboration and a place to gather and learn together, and to create a sense of belonging for Nation members.

9. Centre for Sport and Wellness Revitalization

Built in 1991, the Centre for Sport and Wellness (CSW) is an aging facility. The building is not sized appropriately to meet the needs of the student body as domestic enrolments have increased. The campus will shift to a 24/7 operation with the addition of student housing which will increase building usage significantly. Outdoor Recreation and Kinesiology are programs that require new academic spaces. A Bachelor of Kinesiology program was launched in 2021-22 Academic Year and the enrolment has increased by 81%. Continued growth is expected for this program and purpose-built lab space will be required to allow for quality program delivery.

10. Centre for Visual and Performing Arts

The project intends to consolidate all Visual and Performing Arts programs into the Birch and Arbutus Buildings. Additional components of the project include updating the main entrance to the campus, providing more student study, cafeteria and event space, relocating the bookstore to a more prominent location, removing the commercial kitchen and moving food preparation to the new student housing kitchen in the north end of the campus, and revitalizing the aging BlueShore Theater.

11. Fir Building Revitalization

The Fir Building requires a major retrofit to provide flexible classrooms, music studios, and state of the art computer labs as well as to upgrade the building systems including the mechanical and electrical and building envelope. An upgrade to the building will provide a sound foundation and infrastructure for one of CapU's most utilized and strategically located buildings. The programs offered within the building are diverse, yet upgrading the aging classrooms to flexible, adaptable spaces will enable a variety of courses to be offered



within standardized, flexible spaces, ensuring the building can continue to be a workhorse as program development and expansions continue.

12. Parking Facility

CapU promotes sustainable modes of transportation including biking and public transportation. On-campus student housing should further reduce the number of vehicles travelling to campus. However, with CapU's anticipated growth in the near future, the anticipated growth of commuters with vehicles surpasses the reduction. The objective is to construct a parking facility to replenish the parking stalls removed as a result of two new developments (Student Housing, Centre for Childhood Studies) on CapU's North Vancouver Campus. Parking Lot 2 (P2) comprises of 350 parking stalls. Student Housing Phase 1 is under construction which reduces more than half the available stalls in P2. Student Housing Phase 2 is currently planned to be constructed in P2 which further eliminates most of the parking stalls in P2. Parking variances for were sought for the Student Housing and Centre for Childhood Studies buildings. Future developments would require further parking variances with the DNV.

Attachment B: Capilano University 5 Year Capital Plan 2024/25 to 2028/28 - Prioritized List of Proposed Projects with Cost Estimates

#	Project Title	Project Description	Project Category	Asset Replacement Value	Anticipated Approval Date	Anticipated Construction Start Date (Month/Year)	Anticipated Occupancy Date (Month/Year)	Total Project Budget	Total Provincial Budget	PSI/Donor Funding
1	Student Housing Phase 2	Construct a new 150-bed on-campus student housing building	Student Housing	N/A	Apr-24	Oct-25	Apr-27	\$ 45,000,000	\$ 41,000,000	\$ 4,000,000
2	Student Housing - Squamish	Student housing adjacent to the university campus	Student Housing	N/A	Apr-24	N/A				
3	Childcare Facility - Squamish	Construct a new 74-seat childcare centre serving the Squamish community	New Priority	N/A	Apr-24	Oct-25	Apr-27	\$ 15,000,000	\$ 5,600,000	\$ 9,400,000
4	New STEAM Facility	Construct a new science, technology, engineering, arts, and mathematics facility.	New Priority	N/A	Apr-25	Oct-26	Apr-28	\$ 60,000,000	\$ 54,000,000	\$ 6,000,000
5	Centre for Indigenous Education and Affairs	Construct a building where Nations can gather to share and reclaim knowledge. Provides spaces for Cultural Safety Training, University One programming, Indigenous language programming, Indigenous celebrations, gathering, and cultural workshops.	New Priority	N/A	Apr-25	Oct-26	Apr-28	\$ 20,000,000	\$ 18,000,000	\$ 2,000,000
6	Campus Accessibility	Campus-wide accessibility improvements including, but not limited to, wayfinding, elevators, and holistic accessibility upgrades recommended by CapU's accessibility consultant.	Routine Capital	N/A	Apr-25	Oct-26	N/A	\$ 8,000,000	\$ 7,000,000	\$ 1,000,000
7	Mechanical Systems Renewal	Holistic replacement and upgrades of mechanical systems throughout the campus to increase efficiency and energy savings. Project will reduce deferred maintenance items.	Routine Capital	N/A	Apr-25	Oct-26	N/A	\$ 10,000,000	\$ 9,000,000	\$ 1,000,000
8	káɫax-ay Campus Renewal and Expansion	Renovation and expansion of existing facility to provide all community members with a learning and gathering place. Programs could include childcare constructed as part of the ECCE program, ElderCollege offering learning for seniors, Sunshine Coast Community Services (SCCS) providing support for young adults, Indigenous population (museum curated program, carving hut), partnerships with local organizations and the four governments: Town of Gibsons, District of Sechelt, shishálh Nation and Sunshine Coast Regional District.	Whole Asset Replacement & Renewal	\$ 5,878,822	Apr-25	Oct-26	Apr-28	\$ 40,000,000	\$ 36,000,000	\$ 4,000,000
9	Centre for Sport and Wellness Expansion	Expand new academic spaces and renovate existing facilities and fitness centre.	Whole Asset Replacement & Renewal	\$ 21,442,944	Apr-26	Oct-27	Apr-29	\$ 20,000,000	\$ 18,000,000	\$ 2,000,000
10	Centre for Visual and Performing Arts	Interior renovations of the Birch and Arbutus Buildings to create a Centre for Visual and Performing Arts, focused around the BlueShore Theater	Routine Capital	\$ 94,175,233	Apr-26	Oct-27	Apr-29	\$ 20,000,000	\$ 18,000,000	\$ 2,000,000
11	Fir Building Revitalization	Renovation to improve science labs, and music studios as well as upgrading end-of-life infrastructure (include seismic upgrades), business and professional studies, arts and sciences, and general classroom space.	Routine Capital	\$ 41,531,268	Apr-26	Oct-27	Apr-29	\$ 40,000,000	\$ 36,000,000	\$ 4,000,000
12	Parking Facility	Construct a parking facility to replenish the parking stalls removed as a result of two new developments (Student Housing, Centre for Childhood Studies) on CapU's North Vancouver Campus.	New Priority	N/A	Apr-26	Oct-27	Apr-29	\$ 10,000,000	\$ 9,000,000	\$ 1,000,000
								\$ 343,000,000	\$ 299,600,000	\$ 43,400,000



BOARD OF GOVERNORS REPORT

AGENDA ITEM 11.1: B.102 Policy Development and Management	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: September 26, 2023	
PRESENTER: Jacquetta Goy, Director, Risk Management	

PURPOSE:

The purpose of this report is to provide the Board of Governors with the background information on B.102 Policy Development and Management to support the revision of this policy. This report was received by the Governance and Planning Committee at their September 14, 2023 meeting. The Committee passed the motion to recommend the Board of Governors approve the revised B.102 Policy Development and Management.

MOTION:

The following motion is proposed for the Board of Governors:

THAT the Board of Governors approve the revised B.102 Policy Development and Management.

Policy Number and Name:	B.102 Policy Development and Management		
Approval Body	<input checked="" type="checkbox"/> Board <input type="checkbox"/> SLC <input type="checkbox"/> Senate	If Board is approval body, select applicable board committee: <input type="checkbox"/> Executive and HR Committee <input type="checkbox"/> Finance Committee <input type="checkbox"/> Audit and Risk Committee <input type="checkbox"/> Investment Management Committee <input checked="" type="checkbox"/> Governance and Planning Committee	
Category:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Review <input type="checkbox"/> Rescind	If Review or Rescind selected, complete:	
		Issue Date:	June 9, 2015
		Revised Date:	March 2018
		Next Review Date:	May 2028
Procedure # and Name:	Not Applicable		
VP Responsible:	Tally Bains, Vice President Finance and Administration		
Proponent Responsible:	Jacquetta Goy, Director, Risk Management		

[Rationale for creation/review/rescinding](#)

Policy Management and Development was last reviewed in 2018 and is scheduled for the 5-year review. In addition, there have been significant changes to the policy management process with the move of the policy office to the Director, Risk Management which has been reflected in the revised policy.

Context / Summary

The Policy outlines the principles and processes for the development, consultation and approval of policies and procedures. Significant changes include:

- Changing the Officer responsible from the President to the Vice President Finance and Administration
- Adding the requirement for a policy proponent for each policy
- More clearly setting out policy related responsibilities
- Including the role of the SLC policy subcommittee
- Adding more direction with regard to impact assessment and consultation during policy development and review
- Adding the requirement for policy proposals and briefing reports to be created
- Clarifying the process to ensure Senate consultation is incorporated when creating, revising and rescinding Board policies involving matters of educational policy as per section 35.2(6) of University Act, including the provision of and response to recommendations from the Senate to the Board.
- Ensuring legal compliance and consistency across the processes for Board, Senate and SLC policies;
- Clarifying the process for legal review of policies
- Including references to the rescinding of policies through the policy as needed.
- Adding an appendix to the policy with the wording of Section 5.2(6) of the University Act for easier reference.

Risk, Benefits and Strategy alignment

This policy assists the University to comply with the University Act. Well written and implemented policies and procedures (including development, consultation and approval processes) are an important risk mitigation activity.

Consultation

The SLC Policy Subcommittee was the initial consultation group for this policy. The policy was also presented and discussed by the Senate Bylaws, Policies and Procedures committee, with a number of changes incorporated,. The proposed changes to policy review processes were discussed and agreed with the Vice Presidents Finance and Administration and Academic & Provost. Legal review has been completed and advice received incorporated. Posted for community feedback with no comments received. Following SLC review the policy was presented to the Senate for information, discussion and potential recommendations.

Review and approval process timelines

Date	Committee or Group	Purpose
6 March 3 April	SLC Policy Sub-Committee	Review, propose improvements and determine if ready for SLC consideration.
4-21 April	Capilano University Community – posted on Frontlines	For community feedback


19 April	SLC	To review, ask for further amendments if required or recommend for Board sub-committee consideration
9 May 23 May	Senate Bylaws, Policies and Procedures committee	For information and discussion of Senate related aspects of the policy
17 May	SLC	Review changes made, ask for further amendments if required or recommend for Board sub-committee consideration
15 Aug 6 Sept	Senate	information, discussion and potential recommendations
Sept 14, 2023	Governance and Planning Committee	Review, request amendments if required or recommend for Board approval
26 Sept	Board	Final approval

Plan for associated training or awareness raising

The changes to the policy development and approval process have been discussed at the SLC policy subcommittee, BP&P, SLC and the Senate on several occasions. The Frontlines policy office webpage is being redeveloped and will include more guidance for policy proponents. When the revised policy has been approved and the Frontlines pages updated notice will be posted on 'In the loop' and at SLC. Specific training is not required but the policy office will continue to support policy proponents as required.

Attachment:

#	Name
1	B.102 Policy Development and Management (Redlined)

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B.102	<u>President Vice President Finance and Administration</u>		
Policy Name			
Policy Development and Management			
Approved by	Replaces	Category	Next Review
Board	<u>ARM 1125 and Memo 6</u>	<u>C</u>	<u>March 2023</u>
Date Issued	Date Revised	Related Policies, Reference	
June 9, 2015	<u>March 2018</u>		

1 PURPOSE

- 1.1 The purpose of this policy is to ~~establish a framework standards and parameters~~ for the development, approval, review and management of ~~official University Policies, Procedures and other university-wide Guidance for Capilano University (the "University").~~
- 1.2 ~~Capilano~~The University's policy development framework provides ~~the University community and the Board of Governors (Board) and the Senate with a~~ consistent process~~es~~ cedure for developing policies and supporting documentation that will assist within:
- a) ~~ensuring comp~~complying ~~liance~~ with legal and other regulatory requirements, or accreditation requirements;
 - b) achieving the University's vision, purpose, values, goals and strategic directions;
 - c) managing risk;
 - d) Promoting organizational efficiency; and
~~—, achieving the University's mission vision, purpose, values, goals and strategic directionsmission; and~~
 - e) setting appropriate standards and expected behaviours.

2 DEFINITIONS

~~"Administrative Unit practices"~~—practices developed by an administrative unit that pertain specifically to that area ~~and do not have University-wide implications.~~

~~"Executive"~~—includes the President, Vice Presidents and the Executive Director of the University.

"Guidance" - advisory publications that are intended to provide guidance to Members of the

University Community as to how an associated Policy or Procedure is implemented and may include illustrative examples, best practices, or recommendations. Guidance is non-binding in nature.

~~“Housekeeping changes”—revisions to existing policies or procedures that do not change their substance may be considered housekeeping in nature, and may include changes to the following:~~

~~Department name~~

~~Review date~~

~~Job titles~~

~~Spelling and grammar~~

~~“Officer responsible” — the University Vice President administrator with oversight of the Policy and Procedure based on area of responsibility, consistent with the organizational structure. Normally, this individual is the proponent of a policy.~~

~~“Policy” — a formal statement of principles that directs how the University will act in a particular situation. Policies address matters that require Board of Governors, Senate, or Senior Leadership Council review and approval. A Policy addresses broad issues and, because it includes a statement of principles, should be designed to serve the University over an extended period of time without the need for frequent review or change.~~

~~“Procedures” — define the manner in which a Policies are to be implemented, describing the process or set of steps to be followed by Members of the University Community. Procedures may be tend to be reviewed and updated more frequently than policies in order to ensure that they reflect the most current organizational structure, regulatory framework, and any other relevant changes in practice or circumstances.~~

~~“Policy proponent” — the person who develops or revises propounds, or puts forward, a Policies. The Officer responsible will normally designate a Director in their portfolio to act as, the administrator or Vice President responsible is the Proponent; however, in some circumstances a committee chair may serve as the proponent. The Policy Proponent also assumes responsibility for Policy maintenance after approval.~~

~~“School-based practices”—practices developed by an academic area that pertain specifically to that area and do not have University-wide implications.~~

~~“Senior Leadership Council.” — the formal management group appointed by the President with administrative unit that has responsibility for coordinating, managing, reviewing and approving the operational Policies that are not approved by the Board or Senate. The Senior Leadership Council includes the Executive.~~

~~“University community”—all officers, employees and students of Capilano University. community”~~

~~all officers, employees and students of Capilano University.~~

“Member of the University Community” - Capilano University employees, students, board members and volunteers.

3 SCOPE

3.1 This policy governs the development of all Policies that fall under the jurisdiction of the Board, the Senate, or~~and~~ the Senior Leadership Council (SLC).

3.2 This policy does not govern the development of Guidance documents that are intended for the use of a single academic or administrative unit ~~practices or school-based guidance document practices~~; however, if the ~~administrative unit practice or the school-based~~ Guidance practice contradicts University Policies, the University Policy will prevail.

~~3.3 The Board and Senate will develop new and review existing policies in accordance with the respective powers and duties of each as set out in the University Act as well as any other policies that the University might determine are best handled by one of these bodies. SLC develops policies that fall outside the jurisdiction of the Board and Senate, which normally are operational policies.~~

~~3.4 Procedures may or may not be developed depending on the nature of the policy. The officer responsible will determine if procedures need to be developed.~~

4 POLICY STATEMENT

4.1 Policy development and management at the University is an inclusive process. The policy development and review process will incorporate protocols to identify and engage with key constituents and incorporate consideration of the potential impact on the University Community as a whole, on those with Indigenous identities and other personal characteristics protected under the BC Human Rights Act.

4.2 The Board orand Senate will ~~develop, request the creation or revision of Policies~~ review and ~~review and~~ approve Pand manage policies in accordance with the respective powers and duties of each as set out in the University Act as well as any other Policies that the University might determine are best handled by one of these bodies.

4.3 The SLC will request the creation or revision of Policies and review and approve Policies that fall outside the jurisdiction of the Board and Senate, which normally are operational policies.

~~4.1 The Board, Senate and SLC will develop, approve and manage policies that fall within their respective powers and duties.~~

~~4.24.4~~ The President may ~~request ask~~ any of those bodies to ~~develop request the creation or revision~~ of a Policy or Procedure, or revise a policy, with respect to subject matter within its powers.

~~4.5~~ Policies address broad issues and will be designed to serve the University over an extended period of time without the need for frequent review or change. Procedures will be reviewed and updated more frequently, to ensure that they reflect the most current organizational structure, regulatory framework, and any other relevant changes in practice or circumstances.

~~4.6~~ The Policy office will work with Policy proponents to create initial proposals to create new Policies or to revise or rescind existing Policies and to produce policy review reports to accompany all Policies during the policy approval process.

~~4.7~~ Procedures may or may not be developed, depending on the nature of the policy. The Proponent responsible will determine if Procedures need to be developed, with the approval of the Officer responsible and after taking advice from the Policy office.

~~4.34.8~~ Official University Policy and Procedures are posted on the Capilano University Policy and Procedures webpage. Notification of newly approved or amended Policy and Procedures will be communicated by the Office of Policy office and Privacy through the University communication process.

5 POLICIES AND PROCEDURES APPROVAL AUTHORITY

5.1 Board Policies ~~Excluding Section 35.2(6) of University Act~~

~~5.1.1~~ The Board has the authority to establish Policies and Procedures ~~in respect of relating to the management, administration and control of the property, revenue, business, and affairs of the University as set out in matters within its power under~~ the University Act.

~~5.1.2~~ When developing or revising policies that may be considered to include matters of educational policy as per section 35.2(6) of the University Act (see Appendix A) Senate consultation is required the Senate must advise the Board, and the Board must seek advice from the Senate before approval.

~~5.1.25.1.3~~ Upon direction of the Board, the President will assign responsibility for the development of draft or review of Policies and their supporting Procedures to an Officer responsible, and determine the most appropriate Board Committee to oversee policy development and review draft policies. The Officer responsible will assign an appropriate Policy proponent.

~~5.1.4~~ The Policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the Policy, including the consultation and review processes to be undertaken, for sign off by the approval of the Officer responsible. All Policies that relate to 35.2(6) of the University Act will be identified and steps to include formal Senate consultation will be clearly set out in the proposal. This proposal will also encompass the development or

review of any supporting Procedures.

5.1.5 If it is identified that a Policy may require Senate consultation the Policy proponent will present the proposal to create, revise or rescind the Policy to the Senate Bylaw, Policy and Procedures committee to determine the appropriate next steps.

5.1.6 New or revised draft Policies and their supporting Procedures (if determined to be necessary) must be signed off by the Officer responsible and then will either be reviewed:

a) reviewed by the SLC Policy Subcommittee prior to being submitted to SLC prior to Board consideration for review; or,

b) if set out in the policy proposal, by the SLC Policy Subcommittee and then the Senate Bylaw, Policy and Procedures committee and then to the Senate for review and recommendations.

In some limited circumstances it may be determined by the Officer responsible in consultation with the Director of Risk Management and the chair of the SLC that a Board Policy may not pass through the SLC subcommittee and SLC but instead be reviewed by the Executive prior to Board Committee review. When this occurs, the Policy will be circulated to SLC members for information after Executive review.

5.1.35.1.7 Draft Policies will then be reviewed by the appropriate Committee of the Board's Policy and Planning committee.

5.1.45.1.8 Finalized drafts of the policies will be forwarded to the next Board meeting for approval.

5.1.55.1.9 Policies must be accompanied by a briefing report, to be written by the Policy proponent and the Policy office, that includes a description of the consultation and review processes undertaken. For any Policies pertaining to 35.2(6) of the *University Act*, the briefing report must include any recommendations from the Senate. If the Committee of the Board disagrees with the recommendations of the Senate, the rationale will be added to the briefing report provided for the Board's consideration.

5.1.10 Finalized drafts of any supporting Procedures will be reviewed by the SLC Policy Subcommittee and approved in principle, pending Board approval of the Policy, by SLC, or if set out in the proposal developed under section 5.1.4, reviewed by the Senate Bylaw, Policy and Procedures committee and approved in principle by the Senate or as determined by the Board. Procedures will be formally approved by SLC or the Senate after Board policy approval. Approved Procedures may will be included as an information item at the next Board meeting if requested.

5.2 Board Policies under Section 35.2(6) of University Act

~~5.2.1 The Board has the authority to establish educational policies in respect of matters within its power under Section 35.2(6) of the *University Act* and must seek the advice of Senate on these educational policies. Senate must also advise the Board on these policies.~~

~~5.2.1 Upon direction of the Board, the President will assign responsibility for the development of the draft policies to the officer responsible.~~

~~5.2.2 Draft policies will be reviewed by the SLC prior to Board consideration.~~

~~5.2.3 Draft policies will be reviewed by the Board Policy and Planning committee. The Policy and Planning committee will send draft policies to the Senate Bylaw, Policy and Procedures committee (or another Senate committee as determined by the Chair of Senate) to seek Senate's advice.~~

~~5.2.4 Senate will review the advice articulated by the Senate subcommittee and then forward its advice to the Board Policy and Planning committee. The Policy and Planning committee will receive the advice of Senate on behalf of the Board. If the Policy and Planning committee disagrees with Senate's advice, a written rationale will be provided to the Board for its consideration. finalized drafts of policies along with written rationale (if required as per 5.2.5) will be forwarded to the next Board meeting for approval. The Board will provide Senate with the rationale, along with its decision(s), as information.~~

~~5.2.5 If needed, accompanying procedures for these policies will be developed and approved by Senate, unless otherwise determined by the Board, and then received by the Board as information at the next Board meeting.~~

~~5.2.6 In developing a new procedure, Senate will determine in each case who is responsible to prepare the procedure. The Senate Bylaw, Policy and Procedures committee will review the draft.~~

5.35.2 Senate Policies

~~5.3.15.2.1 Senate has the authority to establish Policies and Procedures relating to academic and curriculum-related matters of the University as set out in in respect of matters within its power under the *University Act* with the exception of the Policies relating to matters pertaining to section 35.2(6) of the *University Act* (see Appendix A) which require Board approval after Senate review and with consideration of Senate recommendations.~~

~~5.2.2 Upon direction of the Senate, responsibility for the development or review of Policies will be assigned to a Responsible officer, this will generally be the Vice President Academic and Provost. In developing a new policy or procedures, Senate will determine in each case who is responsible to prepare the draft and procedure. The Officer responsible will assign an appropriate Policy proponent.~~

~~5.2.3 The Policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation processes to be undertaken, for the approval of the~~

Officer responsible and presentation to the Senate Bylaw, Policy and Procedures committee.

~~5.3.2 The Senate Bylaw, Policy and Procedures committee will review the draft.~~

5.2.4 Finalized drafts of ~~the P~~olicies and ~~P~~rocedures will be signed off by the Officer responsible, reviewed by Senate Bylaw, Policy and Procedures committee and forwarded to the next Senate meeting for approval.

5.2.5 Policies for review must be accompanied by a briefing report, to be written by the Policy proponent and the Policy office, that includes a description of the consultation processes undertaken.

5.4.5.3 Operational Policies

~~5.4.15.3.1~~ SLC has the authority to establish operational Policies and Procedures that prescribe administrative processes, and which fall outside the jurisdiction of the Board or the Senate. ~~These policies are intended to provide for the efficient operation of the University and may be developed to provide clear direction to employees of the University.~~

~~5.4.25.3.2~~ The President will assign responsibility for the development of ~~these the draft~~ Policies and Procedures to an Officer ~~responsible of the university or an administrative area such as Financial Services or Human Resources.~~ The Officer responsible will assign an appropriate Policy proponent.

5.3.3 The Policy office, together with the Policy proponent, will write a formal proposal to create, revise or rescind the policy, including the consultation processes to be undertaken, for the approval of the Officer responsible and presentation to the SLC Policy Subcommittee.

5.3.4 Finalized dDraft Policies and Procedures will be signed off by the Officer responsible, reviewed by the SLC Policy Subcommittee and approved by SLC.

~~5.4.35.3.5~~ Policies for review must be accompanied by a briefing report, to be written by the Policy proponent and the Policy office, that includes a description of the consultation processes undertaken.

6 POLICY REVIEW

6.1 All policies will include a 'Review by' date for review of the Policy and Procedures no later than three (3) years after approval or five (5) years after ~~either their approval or~~ their last review. When Policies are reviewed, anythe accompanying Procedures must be reviewed. Both Policies and Procedures may be reviewed more frequently if determined necessary.

6.2 The Board, Senate, and SLC may, at any time, initiate a review of any Policies under their

purview.

~~6.3~~ 6.3 Procedures can be, and should be, reviewed and updated by the Policy proponent as required to meet the changing needs of the University.

~~6.36.4~~ The Office of Policy office and Privacy will notify the Officer responsible and the Policy proponent of all refer Policies and Procedures that are due for review, and provide a regular report to the Board, Senate or SLC on the status of Policies and Procedures to be reviewed.

~~6.54~~ Once a review has occurred, the normal approval procedures will be followed, as stated above and in the Policy Guidelines posted on the University Policy and Privacy webpage.

~~6.6~~ Revisions to existing Policies or Procedures that do not change their substance and are considered housekeeping in nature, such as changes to department or role names, corrections of spellings or grammar or other similar minor changes may be made on the advice of the policy office and with the agreement of the Officer responsible, without utilizing the full consultation and approval process. The updated Policy or Procedure will be presented to their approving body for information before publication.

~~7~~ **UPDATING PROCEDURES**

~~7.1~~ Procedures can be, and should be, updated as required to meet the changing needs of the University.

~~7.2~~ The Office of Policy and Privacy and the President will determine whether these updates require a review and approval in accordance with the provisions in Section 5 above.

8 LEGAL ADVICE

8.1 From time to time, the Policy office in consultation with the Policy proponent and Responsible officer may determine it is will be necessary and prudent to seek outside legal advice in the development, revision or rescinding of Policies and Procedures especially for more for specialized or contentious matters areas of expertise.

8.2 All requests for outside legal advice must be directed through Corporate Services and approved by the Vice-President, Finance and Administration excepting departments who have ongoing arrangements for legal advice in place. The President and the requesting person will be notified of the decision.

9 RESPONSIBILITIES

9.1 Policy development and management is directed and overseen by the Vice President Finance and Administration in their role as Corporate Secretary, led and managed by the Director, Risk

Management and reports to the Planning and Governance Committee. The Vice President Academic and Provost is responsible for the direction and oversight of Senate policies. The Director, Risk Management will establish a ~~Office of Policy office and Privacy~~with is the responsibility to:

- a) maintain the University Policy and Procedures webpages;-
- b) assist Policy proponents in their work to develop, revise and gain approval for policies, procedures and other supporting guidance;
- c) provide the ~~p~~Policy related Guidelines and templates and guidance;-
- d) support consultations during policy development or revision; and
- a)e) to inform Members of the Capilano University Community, including the members of the Board and Senate, of all ~~n~~y new or revised ~~P~~policies and ~~P~~rocedures or any amendments.

9.22 The Officer responsible is responsible for:

- a) assigning Policy Proponents within the scope of their authority or portfolio to develop or revise Policies or Procedures; and
- b) identifying as appropriate one or more directors in their portfolio to promote and monitor compliance with Policies (this may or may not be the same person as the Policy proponent depending on circumstances).

9.3 The Policy Proponent is responsible for:

- a) developing new Policies or revising existing Policies as instructed by the Officer responsible;
- b) identifying those who will be significantly impacted by new, revised or rescinded policies and developing appropriate consultation plans with guidance from the Policy office and the Officer responsible;
- c) developing procedures and additional guidance to support the Policy if determined to be necessary; and
- d) providing education to Members of the University Community about the Policy and Procedures, if developed.

.The SLC is responsible for the implementation and dissemination of policy and procedure.

9.43 Administrators are responsible for:

- a) communicating with those under their direction about the application of Policies and Procedures;
- b) making sure those under their direction comply with Policies and Procedures; and

c) taking appropriate action if a concern related to Policies or Procedures arises, or if a breach of a Policy or Procedure occurs.

9.5 All employees are responsible ~~for~~ familiarizing themselves with the content of all University Policies and Procedures, and to conduct themselves accordingly.

10 EXCEPTIONS

10.1 Under exceptional and/or emergency circumstances, the President may approve new Policies and Procedures or revisions to existing Policies and Procedures on an interim basis until such time that the Policy may proceed through the regular policy approval process. For example, including but not limited to, legislation and regulation changes or directives from the provincial government.

11 DESIGNATED OFFICER

The Vice President, Finance and Administration is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director, Risk Management.

Appendix A

Section 35.2(6) of University Act

The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the following matters:

- a) the mission statement, educational goals, objectives, strategies and priorities;
- b) the establishment, revision or discontinuance of courses and programs;
- c) the preparation and presentation of reports concerning new non-credit programs and programs offered under service contract;
- d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
- e) the establishment or discontinuance of faculties;
- f) the evaluation of programs and educational services;
- g) the library and resource centres;
- h) the setting of the academic schedule;
- i) the qualifications for faculty members;
- j) the adjudication procedure for appealable matters of student discipline;
- k) the terms for affiliation with other post-secondary bodies; and
- l) the consultation with community and program advisory groups concerning the University's educational programs.



BOARD OF GOVERNORS REPORT

AGENDA ITEM 11.2: B.701 Student Code of Conduct	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: September 26, 2023	
PRESENTER: Jacquetta Goy, Director, Risk Management	

PURPOSE:

The purpose of this report is to provide the Board of Governors with the background information on B.701 Student Code of Conduct to support the revision of this policy. This report was received by the Governance and Planning Committee at their September 14, 2023 meeting. The Committee passed the motion to recommend the Board of Governors approve the revised B.701 Student Code of Conduct.

MOTION:

The following motion is proposed for the Board of Governors:

THAT the Board of Governors approve the revised B.701 Student Code of Conduct.

Policy Number and Name:	B.701 Student Code of Conduct		
Approval Body	<input checked="" type="checkbox"/> Board <input type="checkbox"/> SLC <input type="checkbox"/> Senate	If Board is approval body, select applicable board committee: <input type="checkbox"/> Executive and HR Committee <input type="checkbox"/> Finance Committee <input type="checkbox"/> Audit and Risk Committee <input type="checkbox"/> Investment Management Committee <input checked="" type="checkbox"/> Governance and Planning Committee	
Category:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Review <input type="checkbox"/> Rescind	If Review or Rescind selected, complete:	
		Issue Date:	April, 2017
		Revised Date:	
		Next Review Date:	September 2028
Procedure # and Name:	B.701.1 Student Code of Conduct Procedures B.701.2 Student Conduct Board Mandate and Structure, B.701.3 Student Code of Conduct Procedures		
VP Responsible:	Toran Savjord, VP Strategic Planning, Assessment & Institutional Effectiveness		
Proponent Responsible:	Daniel Levangie, AVP of Student Success		

Rationale for creation or review

This policy has been active in its current form since 2017 and is due for standard review based on policy governance protocols. Additionally, it was determined that the policy/procedures should better reflect current trends away from tribunal or hearing-based conduct decisions at universities.

Context

The Student Code of Conduct policy is a key document that allows Student Affairs and the office of Student Success to review and manage student behaviour, particularly in instances where students act outside the bounds of community standards.

Changes

Most changes to this policy represent small or medium shifts to the practices governing student conduct. Included are small changes to definitions to enhance our capacity to uphold community standards. The major shift in the package occurs not in the policy but rather in the removal of an entire element of the procedures. In this, we have removed the student conduct board (tribunal) process in favour of using individual investigators to determine outcomes. This shift is represented broadly in the student conduct landscape and has been de facto practiced at CapU for nearly a decade (while the procedure has existed, it has not been enacted).

Risk, Benefits and Strategy alignment

The impetus for this shift comes from the desire to create less legalistic, confrontational processes for students and to encourage as much as possible, informal resolution processes.

Proponent Recommendation

THAT the Senior Leadership Council recommends the revised B.701 Student Code of Conduct policy proceeds to the Governance and Planning Committee and then to the Board for review and approval.
AND.

THAT the Senior Leadership Council approves in principle the rescinding of B.701.1 Student Code of Conduct Procedures and B.701.2 Student Conduct Board Mandate and Structure Procedure and the adoption of B.701.3 Student Code of Conduct Procedure, to be brought back to SLC for formal approval following the approval of B.701 Student Code of Conduct Policy by the Board.

Consultation

Consultation has occurred mainly with those closely connected to or enacting the policy. Most notably with CSU who have provided assessment of the directions and philosophies underpinning the changes and the employees in the Student Affairs department, some of whom work to enact the policy and some of whom support students directly engaged in the policy processes. CSU conversations have been ongoing since 2020. Employee discussions have been occurring in earnest since 2021.

Review and approval process timelines

Date	Committee	Purpose
Ongoing since 2020	CSU executive committee	Assessing the directions and philosophies underpinning the policy and its correspondent procedures.
Ongoing since 2022	Student Affairs team members	Those responsible both for enacting the policy and those supporting students involved in conduct processes
1 May 2023	SLC Policy Sub-Committee	Review, propose improvements and determine if ready for SLC consideration.
24 August 2023	SLC	To review, ask for further amendments if required or recommend for Board sub-committee consideration

Date	Committee	Purpose
14 September	Governance and Planning Committee	Review, request amendments if required or recommend for Board approval
26 September	Board	Final approval

Procedure summary


As the tribunal element of the process has been removed in the policy revision, once the revised policy has been approved by the Board B.701.2 Student Conduct Board Mandate and Structure Procedure will be rescinded by SLC. At the same time SLC will also approve the revised Student Code of Conduct Procedure which has been rewritten to better reflect current practice. These changes have already been reviewed and agreed in principle by SLC.

Plan for associated training or awareness raising

As the main change in this revision is removing vestigial elements of the previous procedures, training and education are not necessary at this time. Those involved in the enactment of this policy have contributed to the changes herein and are prepared to activate the policy as it is currently drafted. Students will be made aware of community standards and the existence of the policy as part of orientation activities.

Attachment:

#	Name
1	B.701 Student Code of Conduct (Redlined)

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B.701	Vice President, Academic and Provost Strategic Planning, Assessment and Institutional Effectiveness		
Policy Name			
Student Code of Conduct			
Approved by	Replaces	Category	Next Review
B	E.703 Student Behaviour Policy	Student Affairs	2019
Date Issued	Date Revised	Related Policies	
April, 2017		B.109 Student Appeals B.401 Sexual Violence B.512 Human Rights, Diversity, Inclusion and Equity OP.418 At-Risk Behaviour and Violence Prevention	

1 PREAMBLEPURPOSE

- 1.1. Capilano University (the “University”) ~~strives to provide~~s a welcoming, respectful, and safe learning community that supports the institution’s mission, values, and vision. ~~Students are expected to contribute positively to this community through actions that strengthen the University’s guiding values of diversity and individuality, inquiry and evidence-based decision making, academic integrity, open and respectful engagement with each other, personal accountability, commitment to community, and transparency. This policy seeks to build a learning, working and living environment that follows the University’s guiding values of equity, diversity, inclusion and respectful engagement, and personal accountability. Students are expected to comply with this policy in order to contribute to achieving those goals, including fostering healthy and safe learning, working and living environments which are free from discrimination, bullying and harassment.~~
- 1.2. ~~This policy is designed to promote student rights and responsibilities, safety and well-being by addressing Student Misconduct that has a potential for significant impact on the University’s community and learning, working, living environments, or on University premises or property.~~
- ~~1.2 The Student Code of Conduct protects the safety and security of the community while also~~

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supporting the learning of all Students. Where possible and appropriate, the University seeks to offer growth opportunities for Students who have engaged in Misconduct, with the goal of providing a response that is educational rather than punitive.

2. PURPOSE

2.1. The University recognizes that Student Misconduct can present significant barriers to the mission, values, and vision of the University as well as the safety and success of its Students and employees. As such, the University has a responsibility to act upon incidents of alleged Misconduct. This Policy defines the behaviours this responsibility encompasses and outlines the process for investigating and responding to violations.

2.2. Students are expected to make themselves aware of the information contained in this Policy. Lack of awareness does not excuse Students from their responsibility for their actions.

2.3. This Policy is designed to address Misconduct that has a potential for significant impact to learning, property, and/or safety. The University encourages faculty and staff to respond informally to instances of Minor Misconduct.

2 DEFINITIONS

“Appeal” means the appeal of a decision made to impose a Sanction.

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“Appellant” means a respondent who has filed or intends to file a formal appeal of the decision(s) of an administrator of this Policy.

“Balance of Probabilities” means the standard of proof used to determine findings of fact, on the basis that the alleged fact is more likely than not to have occurred.

“Collaborative Sanction” means when students take accountability for their actions and work with the Office of Student Affairs to determine a reasonable sanction.

“Campus” means any property that Capilano University owns and/or operates

“Complainant” means a person who has made a report of an alleged violation of this Policy.

“Conduct” is a general term used to describe behaviour and is neither negative nor positive in connotation.

“Members of the University Community” means employees, students, ~~contractors, subcontractors, agents,~~ board members and volunteers.

“Micro-aggression” means an action or statement that can be subtle, indirect or unintentional that is discriminatory towards a person(s) of a systemically marginalized group that has a derogatory or harmful effect. Micro-aggressions are often racist, homophobic, transphobic or sexist and further perpetuate harmful stereotypes or actions.

“Minor Misconduct” refers to behaviours that do not pose a significant risk to the safety or security of persons, property, and/or the learning, working and living environment. Incidents of racism, homophobia, transphobia or sexism are not considered Minor Misconduct. Minor Misconduct may be addressed informally or formally under this Policy.

“Misconduct” refers to behaviours described in Section 5 of this policy– “Prohibited Conduct.”

“Report” or “Reporting” means a formal report of an incident of student misconduct made by a member of the University community or a visitor or guest to initiate some form of response or investigation by the University.

“Respondent” means a student who is investigated for an alleged violation of this Policy.

“Senate Student Appeals Committee” means the body that creates impartial tribunals to hear and determine appeals on grades and other academic matters and appeals regarding penalties imposed during academic integrity and Student Conduct proceedings.

“Sanction” is a consequence and/or outcome imposed on a Respondent or agreed to by a Respondent and the University (in cases of informal processes).

“Student” for the purpose of this Policy, means an individual who is registered-enrolled in any course (credit or non-credit) at the University or who was so registered at the time the Misconduct is alleged to have occurred. This definition excludes those enrolled in programs or services designed to engage or teach children.

“Student Conduct Board” refers to the collective body that hears cases of Student Conduct and renders decisions.

“Trauma-informed approach” means understanding the impact of trauma on a person and community and using that understanding to develop practices that minimize further harm, foster healing and honour strength and resiliency.

“Tribunal” means the specific set of Student Conduct Board members responsible for hearing and adjudicating a particular complaint of Misconduct.

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“**Witness**” refers to a person who is identified as having additional information regarding an alleged incident, typically through their presence during part or all of the incident.

“**University premises or property**” means any University-owned or managed property or rented/leased lands, facilities, spaces or conveyances.

“**Visitor or guest**” means non-University community members (including alumni and donors) visiting any University premises or property, or participating in a University-event.

3 SCOPE

3.1 ~~The University’s Student Code of Conduct relates to Student Misconduct that significantly impacts the University community and/or its members.~~ This Policy applies, but is not limited to the following:

- a) Alleged -misconduct that occurs:
 - i. on any University ~~campus or premises or~~ property;
 - ii. at an off-campus event or activity that is sponsored, related-to or approved by the University
 - iii. while representing the University in an approved learning opportunity such as co-op, work, field school, practicum, internship, conference, or study-abroad program; and
- b) Alleged misconduct that is technology-facilitated and occurs online and/or is directly linked to the University or carried-out using University resources such as computers, Capilano email, or campus wireless internet. This could include the use of email, text, online files, social media, pictures or videos shared via websites, apps, online learning or work-integrated online learning environments and/or social networking platforms.

3.2 The University reserves the right to investigate and respond to alleged violations of this Policy that occur off-campus and are outside of the parameters listed in 3.1. The following factors will be considered in determining whether or not an investigation into off-campus Misconduct may be pursued:

- a) Whether the incident involves a current student, alumni, or prospective student accepted to the University engaged in the admission process;
- b) The number of members of the University community involved in the incident;
- c) The extent to which the incident occurred as a result of a connection to or relationship with the University; and/or

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d) The extent to which the incident affects members of the University community ~~in their roles on-campus.~~

3.3 This policy is not intended to be used for the purposes of assessing professional or academic competency ~~in the context of a work placement or practicum. Matters related to professional or academic standards are to be dealt with by the appropriate administrator or agency in the case of practicums, co-ops, and internships.~~ The appropriate administrator or agency will deal with matters related to professional or academic standards with guidance or support from the Office of Student Affairs.

~~The prohibited Conduct outlined in this Policy also extends to other users and visitors of the University. The University reserves the right to take necessary reasonable action against users and visitors to ensure the safety and respect of the community.~~

3.4 The University may choose to investigate allegations of misconduct concurrently ~~to~~ with investigations by law enforcement, judicial proceedings, or another external entity unless required by law to delay such an investigation. ~~During such investigations, decisions made pursuant to this Policy may differ from those made during external investigations. The University may elect to suspend its internal process until the process outside of the University has been determined.~~

3.5 ~~Voluntary withdrawal from the University after an incident or allegation will not prohibit the University from investigating allegations and/or imposing sanctions. In such cases, the University may, in addition to any other interim sanctions, place an administrative hold on the Student's ability to register for University courses. The former Student may petition for a removal of this hold at which time the Office of Student Affairs may choose to conduct a formal review of the incident and determine conditions for re-enrollment. If a Student who is alleged to have committed Misconduct voluntary withdraws or obtains sufficient credits to graduate from the University after the alleged Misconduct occurred, the University's procedures for determining if the alleged Misconduct occurred will continue and the appropriate Sanction made, if any. The University may, in place an administrative hold on the student's account, ability to register for University courses or graduate until a decision is made by the University regarding the alleged Misconduct. The affected student may petition for a removal of this hold at which time the Office of Student Affairs may choose to conduct a formal review of the incident and determine conditions for re-admission. This may include a subsequent investigation and assignment of sanctions.~~

4 POLICY STATEMENT

4.1 ~~The University recognizes that Student Misconduct can present significant barriers to the mission, values, and vision of the University as well as the safety and success of its Students and employees. As such, the University has a responsibility to act upon incidents of alleged Misconduct. This Policy defines the behaviours this responsibility encompasses and outlines the process for investigating and responding to violations. Where possible and appropriate, the University seeks to offer growth opportunities for students who have engaged in misconduct to provide an educational and restorative response rather than a punitive one.~~

4.2 ~~The University recognizes that incidents of misconduct often intersect with other systemic and historical issues. Accordingly, the University commits to response strategies guided by de-colonial, intersectional, accessible, culturally grounded and trauma-informed practices. Therefore, University staff responsible for formally responding to student misconduct will be trained annually in these practices.~~

4.3 Students are also expected to make themselves aware of the information contained in this policy. A lack of awareness of the expectations of behaviour at the University does not excuse students from ~~their~~taking responsibility for ~~their~~ actions.

4.4 ~~This Policy is designed to address Misconduct that has a potential for significant impact to learning, property, and/or safety. The University encourages faculty and staff employees to respond informally to instances of Minor misconduct incidents where conflict management is appropriate. However, student employees are not expected to respond to student misconduct and should defer to their supervisor or the Office of Student Affairs.~~

4.5 ~~The University has established a Duty of Care Committee under the OP.418 At-Risk Behaviour and Violence Response and Prevention policy. The committee reviews incidents where there are concerns about potentially at-risk behaviour or violence and develops recommendations to support the university community. Incidents of misconduct which raise at risk or violence concerns will be referred to the committee.~~

5 PROHIBITED CONDUCT

5.1. ~~For the purposes of this Policy and its associated Procedure, prohibited Conduct–Misconduct~~ includes - but is not limited to engaging in, attempting to engage in, or assisting others to engage in the following:

- a) Violence, Threats, and Intimidation: Aggressive or intimidating communication or physical behaviour that causes or threatens to cause bodily and/or emotional harm.
- b) Sexual Violence: unwanted sexual behaviour, whether physical or psychological, that is

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committed, threatened or attempted against a person without the person's consent. (Refer to B.401 Sexual Violence Policy).

- c) Compromising the Safety of Others: Creating or contributing to conditions that unnecessarily endanger the health, safety, and/or security of others.
- d) Possession of Dangerous Objects: Storage, possession, or use of weapons, ammunition, explosives, fireworks, hazardous chemicals, and other objects that threaten the security of the University community or University premises or property and Campus. This includes replica weapons that cannot be identified as non-dangerous unless used/carried for legitimate academic or cultural purposes and only with written approval from the Director, Facilities Office of Safety and Emergency Services or other administrators.
- e) Misuse of Alcohol or Drugs: ~~Possession, use, or sale of alcohol, narcotics, prescription drugs, or other controlled substances that occurs in contravention of applicable laws and statutes. Use of alcohol on campus is only permitted during licensed events by persons who are of legal drinking age in BC.~~ Unlawful use of alcohol and narcotics is prohibited on University premises or property. Marijuana possession and usage is prohibited, and smoking and vaping are only permitted in designated locations on University premises or property in accordance with OP.415 Smoking and Vaping policy. Liquor may only be served and consumed during university events, in line with OP.414 Liquor Service and Consumption at University Events policy
- f) Damage to Property: ~~Engaging in conduct which Creating or contributing, whether intentionally or unintentionally, to conditions that result in the damage, vandalism, or defacing~~ of property of the University, the property of a member of the University Community, or the property of other parties
- g) Theft or Removal of Property: Theft or attempted theft or removal of belongings the property of the University, any member of the University Community. ~~This includes removal of University property without appropriate consent or approval.~~
- h) ~~Disruptive Behaviour University Activities: Speech, actions, or unreasonable demands for attention that interfere with or obstruct, instruction, learning, and/or services or access to instruction, learning and/or services. Physical or verbal actions, either in person or online, that are disruptive to or negatively impact the learning, working or living environment.~~
- i) Unauthorized Access or Use of Data and Systems: Entry to or use University facilities, spaces, or electronic equipment, infrastructure, data, and systems without authorization or legitimate access.
- j) Attack on the Dignity or Security of an Individual or Group: Engaging in Misconduct that is demeaning, intimidating, bullying, harassing, or discriminatory towards one or more

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individuals or multiple members of the University community. This includes but is not limited to microaggressions, racism, sexism, homophobia, transphobia, and discrimination of people with disabilities and includes all protected grounds under the *BC Human Rights Code*. Actions such as coercion, blackmail, and hazing/initiation are also prohibited.

- k) Providing False Information or Identification: Intentionally submitting false information, academic or personal records, transcripts, letters of reference, documents, and/or identification to a staff member or office of the University community. This includes submission of complaints under this or any other Policy that are found to be false or malicious.
- l) Failure to Comply: Refusal or disregard for a reasonable and appropriate direction or request by a University employee that aligns with University policies and Work Safe BC legislative requirements. This includes compliance with outcomes and sanctions imposed or agreed upon under this Policy.
- m) Interference with the Conduct-Process: Actions that disrupt the Student Conduct investigation process, including coercion and/or intimidation of Witnesses or decision-makers, deliberate provision of false statements or evidence, and retaliation or malicious-ory actions against any persons involved in the incident or process. This includes Complainants and Witnesses and any employee contractor administering an investigation or restorative justice process.
- n) Laws, Statutes, and Policies: All Students are expected to conduct themselves in a manner aligned with all relevant federal, provincial, and municipal laws and statutes, including the *Criminal Code of Canada*. In addition, Students are expected to comply with all applicable University policies. Failure to adhere to laws, regulations, and policies is may be considered a violation of this Policy.

5.2 The University encourages the responsible action of bystanders. Students who contribute directly to the commission of a group act of Misconduct, whether by action or non-action, may be held responsible under this Policy. Employees are encouraged to report actions of student misconduct that they witness to the Office of Student Affairs.

6 RESPONSE TO REPORTS AND INVESTIGATIONS ~~INVESTIGATION AND RESPONSE~~

6.1 The Office of Student Affairs investigates and responds to alleged violations of this Policy. The procedures for responding to violations of this Policy are set out in B.511.1 – “Student Code of Conduct Procedure”.

6.2. Some reports of alleged misconduct may not require an investigation but an informal resolution. In cases where the Office of Student Affairs determines that a formal investigation into an alleged incident of Misconduct is necessary, the Respondent(s) will be informed in writing of the

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~~investigation and provided reasonable opportunity to respond. The Respondent(s) will be informed, in writing, of the result of the investigation or subsequent processes. The University may choose whether to investigate internally or use an external investigation team.~~

- 6.3 ~~All written communication between the University and Students involved will be sent primarily using each Student's assigned Capilano University email address.~~ A student may anonymously report an incident(s) of student misconduct to the Office of Student Affairs to receive support and reasonable supports, though the University's ability to investigate or apply sanctions may be limited. In certain circumstances, if a reported incident is deemed high risk that could impact the safety of the University Community or repeated misconduct has occurred, the Duty of Care Committee may initiate an investigation and apply safety measures.
- 6.4 Investigations and decision-making are guided by the principles of procedural fairness, with equitable, transparent treatment of all parties, natural justice. ~~Accordingly, evidence will be weighed based on reliability, probative value, the balance of probabilities and with relevance to the issues at hand. After all relevant and available evidence has been considered, a decision will be rendered on the balance of probabilities~~ as to whether the Misconduct occurred and to what extent the Respondent(s) is responsible for the Misconduct.
- ~~6.5 Sanctions are recommended to the Vice President, Academic and Provost by the Student Conduct Board or appointed adjudicator(s). The Vice President, Academic and Provost may accept the sanctions, modify the sanctions, or refer them matter to the Student Conduct Board for further review. When recommended sanctions include suspension or expulsion, the Vice President, Academic and Provost will refer the matter to the President. A full list of possible sanctions and outcomes can be found in B.511.1 "Student Code of Conduct Procedure".~~
- ~~6.6.5~~ The University reserves the right to impose an interim (temporary) sanction on a Student on the basis of a complaint(s), prior to the determination of responsibility, where the alleged misconduct involves threats, safety concerns, harassment, violence, or significant impact/disruption onto the learning, working or living environment. Interim sanctions will be communicated to the respondent by one of the following: the Manager, Student Affairs and Services, the Manager, Campus Security and Emergency Management (Facilities), and/or the Vice President, Academic and Provost (or designate). The University reserves the right to impose interim measures on a student before the outcome of an investigation. Interim sanctions may include temporary removal from a program and/or class, temporary access restriction, administrative hold, and/or no contact order. An interim sanction may be appealed directly to the President. measures must be reasonably required to ensure the safety of persons and/or property and generally prevent any further harm.

6.6 The University may accept a report of misconduct from a person seeking to become a member of the University community in circumstances that directly affect their application or safe entry in becoming a member and from former members of the University community in the circumstances directly affecting their departure from the University. In these circumstances, there may not be jurisdiction for an investigation; however, some safety and prevention measures could be applied.

~~6.7—Timeliness of investigation and response will vary based on factors including the availability of witnesses or evidence and/or involvement in other investigations and legal proceedings. As such, any timelines stated in this Policy or the associated procedures are subject to change.~~

~~6.8—In situations where there is escalating concern for the safety of an individual or the community, the matter may be referred to the Violence Threat/Risk Assessment (V TRA) Protocol. This process may occur at any time during the investigation or adjudication of a complaint in order to support the safety of Members of the University Community.~~

~~7—APPEALS~~

~~7.1—Respondents have the right to appeal decisions made by the Student Conduct Board, appointed adjudicator(s), the Vice President, Academic and Provost, and/or the President pursuant to S2015-02—Senate Student Appeals Committee Mandate and Structure and related Procedures. Appeals are submitted to and heard by the Senate Student Appeals Committee.~~

7 SANCTIONS

7.1 If the outcome of an investigation determines that misconduct did occur, sanctions that may be imposed include:

- a) An apology in written form or verbally in a public or private setting;
- b) A behavioural agreement;
- c) Educational sessions conducted by a trained University employee that seeks to address and change behaviour;
- d) Temporary removal from a program, class, practicum, placement, volunteer program and/or temporary access restriction to University property or premises;
- e) No contact contract with impacted parties;
- f) Relocation to another class and/or cohort or location in student housing.
- g) Suspension from the University for a specified period of time, after which the student is eligible to return. Conditions for readmission may be imposed, including a reintegration plan. Suspension will typically result in an academic hold on the student's account.

h) Permanent suspension from the University

7.2 Decisions to suspend will be made by the President in accordance with 61(1) of the University Act

7.3 Where disciplinary action results in the suspension, termination or removal of a student, the Office of Student Affairs will provide notification and appropriate information to impacted University community members to the limits extended as per the Freedom of Information and Protection of Privacy Act.

8. ALTERNATIVE RESOLUTIONS

8.1. Complainants or Respondents may request alternative resolution methods, such as restorative justice or other transformative justice measures where reconciliation and healing takes place through a facilitated, accountable process between people in order to address the harm caused. The University will review requests and seek expert advice in determining if the alternative resolution method is appropriate and in the interest of all impacted parties.

8.2. Restorative or transformative justice processes will only be conducted by University employees trained in these methods or by an external expert.

8.9. CONFIDENTIALITY

9.1 Students have a right to privacy and confidentiality per the BC Freedom of Information and Protection of Privacy Act and the University Act. Accordingly, and in line with B.700 Privacy and Access to Information Policy, student records remain confidential (except in certain instances listed in 9.5 and as in keeping with BC FIPPA). Students have the right to access their records if a request is made in writing.

9.19.2 All persons involved in an investigation ~~under this Policy are encouraged to~~ must keep information related to the investigation, allegations, or outcome confidential and refrain from public disclosure, including online disclosure through social media platforms unless expressly permitted by the University or required by law. ~~Disclosure of~~ Information sharing to a third party for the purposes of support and counsel is ~~permitted~~ encouraged; however, the person disclosing must accept the risk and responsibility associated with any information that ~~is thereafter shared by a~~ said third party thereafter shares. ~~University Employees who participate in Student Conduct or conduct an investigation process are required to~~ must maintain confidentiality pursuant to Policy B. 506 – “Standards of Conduct”.

9.3 Information, documents, and communication collected during the course of an investigation are considered to be confidential in nature. As such, records of an investigation will be disclosed only to the extent permitted under the BC Freedom of Information and Protection of Privacy Act.

9.4 In keeping with the confidential nature of the process, the University may provide limited details regarding the status of investigations to Members of the University Community only as it relates to the safety and security of individuals and/or the University Community or as deemed necessary to gather evidence or monitor compliance with interim measures or sanctions.

~~9.2~~ ~~Where permitted, complainants will be provided with limited details regarding the status of their complaint as it is deemed necessary to protect their safety and security and/or to provide a sense of closure. This will not necessarily include details related to sanctioning and finding of fact.~~

~~9.5~~ ~~9.6~~ ~~The confidentiality associated with this Policy does not supersede the University's responsibility to contact and/or provide information to law enforcement or other persons/agencies in situations where there is a criminal violation and/or imminent risk of harm to persons. The University will share identifying information only when it is necessary to respond to safety concerns or a legal reporting requirement. Whenever appropriate, University will disclose in a timely manner to Complainants, Respondents and Witnesses that this identifying information is being shared to address any concerns and set up reasonable safety and support measures as needed. The University will also try to share the minimum amount of information to satisfy the safety concern or legal requirements. Circumstances may include:~~

- ~~a) When a person is at risk of harm to self or others;~~
- ~~b) There are reasonable grounds to be concerned about future risk or violence to members of the University community and/or broader community;~~
- ~~c) Disclosure is required by law (e.g. suspected abuse of someone under the age of 16; compliance with the Occupational Health and Safety Act, Human Rights Code or Civil action);~~
- ~~d) Reliable information that the incident of misconduct is available in the public domain (e.g. Online images, video or content on social media);~~
- ~~e) To comply with the reporting requirements of regulatory bodies.~~

10. RETALIATION

~~The University will not tolerate any retaliation, directly or indirectly, or threats of retaliation against anyone who reports or who participates in a process that responds to a report. Members of the University community who are found to have engaged in such conduct may be subject to sanctions up to and including suspension or termination of student employment.~~

11. GENERAL PROVISIONS

~~Once per academic year, an annual report will be created by the Office of Student Affairs. This annual report will be publicly shared (via the university website) and will include data on the number of reports, themes and trends observed in the data. Data shared will not include any~~

confidential information.

9.12. DESIGNATED OFFICER

~~The Vice President, Academic and Provost is responsible for the administration of this Policy.~~ The Vice President of Strategic Planning, Assessment, and Institutional Effectiveness is the Policy Owner, responsible for the oversight of this policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Associate Vice President, Student Success.

7 RELATED REFERENCES

BC Freedom of Information and Protection of Privacy Act, [RSBC 1996] c165

Canadian Charter of Rights and Freedoms

Criminal Code, RSC 1985, c C-46

Human Rights Code, [RSBC 1996] c210

University Act, [RSBC 1996] c468

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BOARD OF GOVERNORS REPORT

AGENDA ITEM 12.1: Certificate in Contract Law non-degree program proposal	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: September 26, 2023	
PRESENTER: Dr. Laureen Styles, Vice President Academic & Provost	

PURPOSE

To seek Board of Governors approval for the **Certificate in Contract Law** non-degree program proposal.

PROPOSED MOTION

The following motion is proposed for the Board of Governors:

***THAT** the Board of Governors approve the Certificate in Contract Law (Citation or Certificate that does not ladder into a diploma or degree proposal) as presented.*

BACKGROUND

Capilano University continues to prioritize the development of new academic programs with the objective of expanding our range of regionally relevant academic programming options and increasing student enrollment. Accordingly, the School of Legal Studies within the Faculty of Business and Professional Studies is proposing a Certificate in Contract Law.

- **Content:** Building on the Citation in Contract Law, the proposed certificate requires the completion of five 5 courses totalling 15.0 credits. Designed in collaboration with BC Hydro, the certificate will enhance BC Hydro managers understanding of the legal rights and obligations associated with contracts, torts, real property, etc.
- **Demand:** Frequency of delivery will be determined by BC Hydro and the School of Legal Studies.
- **Outcomes:** The desired outcome is that this certificate will lead to better outcomes in contract management and dispute resolution for BC.

PROCESS

In alignment with the requirements established by the Ministry of Post-Secondary Education and Future Skills, new non-degree program development and approval is a multi-step process involving internal and external consultation, review, and approvals. The decision with respect to the final approval of new non-degree program proposals rests with CapU's Board of Governors.

Capilano University

Non-Degree (Non-laddering Citation or Certificate) Development Approval Process



The Ministry does not require the completion of the 30-day peer review process on the Public Post-secondary Institution Proposal System (PSIPS) for a non-laddering certificate.¹ Board review and approval is required directly following Senate’s review and recommendation.

In addition to the approval recommendations provided by the respective Faculty of Business and Professional Studies and Senate committees prior to tracking to the Board for final review and approval, the Provost and VP Finance and Administration waived the program costing and budget development process as the instructional and administrative costs associated with the delivery of the Certificate in Contract Law will be enshrined in the contract between the University and BC Hydro.

POLICY

As established in B.106.2 Program Approval Procedures, the Board of Governors has the final authority to approve any proposed program. The Board will make its determination based on the following criteria:

- Completion of University approval process;
- Alignment with the University’s current academic and strategic plans; and,
- Ability to contribute to the fulfillment of the University’s mission and goals.

Once a decision is made by the Board of Governors, the Vice-President Academic & Provost will inform the Dean, Program Working Group, Registrar, and service areas of approval. Subsequent steps for implementation approval then shift into processes with university integrated planning.

RECOMMENDATION

THAT the Certificate in Contract Law be approved based on Senate’s August 15, 2023 approval of the resolution from the Senate Curriculum Committee.

¹ All public institutions are expected to participate in the on-line non-degree program review process for new non-degree credit programs, except for certificate programs that do not “ladder” into diploma programs. [SUBMISSION GUIDELINES AND FORMAT \(gov.bc.ca\)](https://www2.gov.bc.ca/gov2/education/learning_centers/submitting_a_new_program_for_review)

Title of Program: Certificate in Contract Law	
Credential to be awarded to graduates: Certificate in Contract Law	
Number of credits required: 24.0	
Proposed Start Date: September 2023	
Departmental/School Contact: Deb Jamison	Title: Co-chair
Phone: 604.986.1911, ext. 3535	Email: djamison@capilanou.ca

Intakes: As per contract (Fall start typically), part-time delivery; off campus; credential duration 4 years

1.0 Executive Summary

Summarize the purpose of the proposal in a short paragraph (150 – 200 words)

BC Hydro requires specialized training in contract law. Building on the Citation in Contract Law currently delivered by CapU to BC Hydro managers, Derek Long, Division Manager, Transmission & Distribution Construction at BC Hydro, approached the School of Legal Studies in Fall 2022 to expand the education partnership launched in 2017.

BC Hydro has requested the creation of a Certificate in Contract Law for managers and/or employees who wish to continue their legal training with the objective of obtaining better outcomes in contract negotiations and dispute resolution.

Outline the key learning objectives and outcomes of the proposed program (no more than a page)

The general objective is to provide instruction to BC Hydro managers involved in contract negotiations and management to ensure they will have an enhanced understanding of the legal rights and obligations associated with contracts building on the foundational knowledge acquired in the Citation in Contract Law. The desired outcome is that this will lead to better outcomes in contract management and dispute resolution for BC Hydro.

The Citation in Contract Law (9 credits consisting of LAW 101 – Introduction to Law, LAW 300 – Contracts I, and LAW 301 – Contracts II) ladders into the proposed Certificate in Contract Law.

The 24-credit certificate includes the Citation in Contract Law, as well as the following additional 15 credits (five courses):

LAW 200	Torts I
LAW 201	Torts II
LAW 310	Legal Drafting
LAW 331	Indigenous People and the Law
LAW 440	Real Property

In LAW 200 – Torts I, students will be introduced to all the elements of negligence, the largest area of tort law, through the study of case law and statutes.

In LAW 201 – Torts II, students will continue an examination of tort law through the study of case law and statutes, considering a number of issues including economic negligence, occupiers' liability, nuisance, strict liability and the intentional torts.

In LAW 310 – Legal Drafting, students will build on their theoretical knowledge of the law and develop clear and effective communication skills through drafting legal documents for use by clients of law firms, corporate employers and government.

In LAW 331 – Indigenous People and the Law, students will be introduced to the main legal topics involving First Nations in British Columbia and Indigenous people across Canada, including constitutional relations between governments, the Indian Act, Indigenous governance, citizenship, laws affecting Indigenous women, family law, treaty-making, and land and resource management issues.

In LAW 440 – Real Property, students will be introduced to the fundamental principles governing the law of real property using the case study method and through a review of legislation affecting real property, including the *Land Title Act*, *Property Law Act* and *Law and Equity Act*. Students will become familiar with the BC Torrens registry land title system and its application in a common law jurisdiction.

We will also incorporate into our program of instruction a discussion of some relevant court judgments and arbitration decisions involving BC Hydro (BC Hydro intends to share with our Legal Studies instructors certain arbitration decisions, which have not been publicly released, on a confidential basis).

2.0 Program Rationale

Provide a rationale for the choice of a citation or non-laddering certificate:

Since 2017, BC Hydro, a public energy corporation in BC, has asked the School of Legal Studies to provide contract law training for their managers. BC Hydro has been highly satisfied with the provided training and is requesting to expand the programs offered to include the Citation in Contract Law and the proposed Certificate in Contract Law.

3.0 External Funding

(answer if applicable; otherwise proceed to section 4.0 Program Description)

If there is an external organization or other funder requesting the citation or non-laddering certificate, please name or list: **BC Hydro**

Describe the service objectives of the credential. Is there a Letter or Expectations, Offer, and/or Contract? *(If so, please ensure the Dean, VP Academic and Director of Contract Services have been consulted and have endorsed the proposal.)*

In support of BC Hydro's internal training and professional development programs, the proposed program will meet the needs established in the Executive Summary.

The Dean of Business & Professional Studies, VP Academic and Tally Bains and Holly Hunter have been consulted and have endorsed the renewal and expansion of the partnership with BC Hydro and the contract will be finalized upon approval of the proposed credential by Senate and the Board. The new contract is anticipated to build directly upon the original Citation in Contract Law contract: it is designed to cover all costs associated with delivering the proposed Certificate in Contract Law.

Where the preliminary offering of this credential is tied to external funding, if applicable, describe any potential demand for the credential beyond the primary target audience.

While the proposed certificate has been designed in direct collaboration with BC Hydro, the School of Legal Studies may in future explore similar contract law partnerships with organizations such as Telus and Ministry of Transportation and Infrastructure.

4.0 Program Description

(not applicable if section 3.0 External Funding completed)

State the goals and objectives of the new program

Not applicable.

Identify the target student audience(s) for the program

Not applicable.

Provide evidence of demand/need for the credential

Not applicable.

5.0 Curriculum

Describe the skills, knowledge, or other attributes students will develop from the program (include program learning outcomes)

The proposed certificate has six program learning outcomes:

1. Examine various legal problems by identifying appropriate areas of the law and sources to consult in commencing the process of legal analysis.
2. Demonstrate competence in researching legislation, case law and other secondary legal materials.
3. Summarize legal research findings in appropriate legal formats with clear and compelling analysis and conclusions.
4. Communicate effectively in legally relevant contexts such as presentations of case summaries, interviewing clients, and group presentations.
5. Prepare, draft and produce legal documents, including pleadings and other court documents, wills, corporate documents, or real estate documents.
6. Develop an awareness of and ability to identify legal issues in a broad range of areas through an exposure to a variety of legal subjects.

Describe the program/course structure (include program profile)

As developed in collaboration with BC Hydro, the described certificate will include the following courses:

Certificate in Contract Law		Credits
LAW 101	Introduction to Law *	3.0
LAW 200	Torts I	3.0
LAW 201	Torts II	3.0
LAW 300	Contracts I *	3.0
LAW 301	Contracts II *	3.0
LAW 310	Legal Drafting	3.0
LAW 331	Indigenous People and the Law	3.0
LAW 440	Real Property	3.0
		24.0

* LAW 101, LAW 300, and LAW 301 are required to receive the Citation in Contract Law; BC Hydro employees who complete the citation can apply these 9.0 credits towards the certificate.

Method of Delivery: To be determined in collaboration with BC Hydro. Delivery options include: in-person at BC Hydro's Edmonds site, synchronous online, and/or synchronous hybrid.

If applicable, identify the provincial, national and/or international certifications and/or standards achieved in the new program

Not applicable

6.0 Program Consultations

(not applicable if section 3.0 External Funding completed)

Provide a list and summary of the nature of any consultations

Not applicable.

Indicate whether safety and other risk management factors have been addressed (where appropriate)

Not applicable.

7.0 Admissions and Transfer

Admission criteria:

Open only to BC Hydro employees nominated for participation by the BC Hydro. [\(current requirements as per contract\)](#)

[*see Appendix 7 for full admission requirements](#)

State the transfer options (both in and out of the program) for students:

Incoming transfer not applicable as the program of study is only accessible to BC Hydro employees. We have been informed that all BC Hydro employees/students selected by BC Hydro to take this program will take all courses in the credential. Therefore, students will not be accessing the program through transfer.

8.0 Other

Include any additional information not addressed in the sections above that may be helpful in better understanding the major components of the proposal

As noted above, the program will be funded by BC Hydro. The proposed certificate consists entirely of existing Legal Studies courses.

300

Prerequisites: The pre-requisites for LAW ~~200~~ are LAW 101, LAW 110 and LAW 210. As BC Hydro students taking this credential are only required to complete LAW 101, the other two pre-requisites will be waived. The School of Legal Studies does not anticipate any problems as the assessment of BC Hydro students in LAW 200 and LAW 201 will emphasize specific tort principles specifically relevant to BC Hydro, and will focus less on legal research and analysis more generally (the subject areas covered in LAW 110 and LAW 210). Additionally, basic instruction in legal research and legal analysis is covered in LAW 101. [LAW 310, 331 and LAW 440 also have LAW 110 and LAW 210 as part of their prerequisites \(see explanation above\).](#)

Credit courses: It is important to BC Hydro that the Certificate, like the Citation, consist of credit courses as opposed to non-credit courses. The successful completion of this credential by BC Hydro employees (and their “accreditation” through Capilano University) will most likely be a condition of their promotion within BC Hydro.

Citation status: With the addition of the proposed Certificate in Contract Law, BC Hydro employees, based on internally determined professional development requirements, will have the option to complete either program study. Employees who complete the Citation in Contract Law will be able to apply the 9.0 citation credits towards the Certificate in Contract Law.

9.0 Approvals

The Citation or Certificate (non-laddering) Proposal has successfully completed the following internal review and approval process:

Committee	Links	Date
Library Recommendation	[link to Library Impact Assessment]	Not applicable. Uses existing resources.
FC or equivalent Recommendation	[link to e-mail from Dean’s office]	



Certificate in Contract Law

Registrar's Recommendation	[link to e-mail from Registrar or Associate Registrar]	
SCC Recommendation	[link to minutes]	
Senate Approval	[link to minutes]	
Board Approval	[link to minutes]	



Jaspreet Jhutti

Jaspreet Jhutti on behalf of Kyle Vuorinen

5/8/2023



BOARD OF GOVERNORS REPORT

AGENDA ITEM 12.2: Proposed Course Discontinuance – Bachelor of Arts, Interdisciplinary Studies, Faculty of Arts and Sciences	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: September 26, 2023	
PRESENTER: Dr. Laureen Styles, Vice President, Academic and Provost	

PURPOSE

Consider Senate recommendation to discontinue the Faculty of Arts and Sciences' LBST courses.

PROPOSED MOTION

The following motion is proposed for the Board of Governors:

Motion: *THAT the Board of Governors, based on advice from Senate, approve the discontinuance of the courses listed below.*

BACKGROUND

Based on regular required curriculum review within academic units, and in conjunction with the recently established review in the Registrar's Office of courses that provide course data on the last time a course was offered, the Faculty of Arts and Sciences brought forward a request to discontinue courses.

Request to discontinue *LBST 200, 201, 202, and 330* follows the 2018 review of the Bachelor of Arts with a major in Liberal Studies (former credential name). On the strength of the program review, the program name was changed to Interdisciplinary Studies and a new course code was required. Based on the review, LBST 200 and 201 were replaced with a single 300-level methods course: INTS 310 Interdisciplinary Research. LBST 202 and LBST 330 were deemed unnecessary based on the revised program learning outcomes and program profile changes.

At the recommendation of the Interdisciplinary Studies Steering Committee, then Dean Dr. Pouyan Mahboubi approved the program's request to discontinue the listed courses. In turn, at the recommendation of the Senate Curriculum Committee, Senate approved the above referenced new INTS course and program profile changes on April 17, 2020.

Consultation regarding the recommended discontinued courses has occurred with the Registrar's Office (curriculum advisor and Registrar). The four courses recommended for discontinuation are not included on the profiles of any other Capilano University program (no identified interdependencies). The courses have not been offered since the 2020 program profile update.

Faculty of Arts and Sciences: Bachelor of Arts, Interdisciplinary Studies

Courses: LBST 200, LBST 201, LBST 202, LBST 330.

The recommendations were first considered at the June 2, 2021, meeting of the Board of Governors, with a motion passed to refer to Senate for advice.

At the September 5, 2023, Senate meeting the course discontinuances were discussed, with the following motion passed:

Laureen Styles moved and Dennis Silvestrone seconded:

THAT Senate advise the Board of Governors that the courses listed in the September 5, 2023, Senate agenda package be discontinued.

Policy Regarding Course/Program Discontinuance:

The recommendations, for both Faculties and all courses listed, are put forward and aligned with the Board Policy [B.104: Discontinuance of Programs or Courses](#) and the related Senate policy [S2013-02: Teaching Out Suspended or Discontinued Programs](#). As per Section 2 of policy B. 104, the Board may approve discontinuance of any course or program after seeking the advice of the Senate.

RECOMMENDATION

THAT the following courses be discontinued based on advice of Senate: LBST 200, LBST 201, LBST 202, LBST 330.