



THOMPSON RIVERS UNIVERSITY

BOARD OF GOVERNORS PUBLIC MEETING

Friday, October 4, 2024

1:00 PM

Clock Tower Boardroom, CT309

AGENDA

The public Board meetings are live streamed, and at the meeting time members of the public may [click here to join the meeting](#). The live-stream of the meetings is recorded. These recordings are used to assist with preparing the minutes of the meetings. Once the minutes of a meeting are approved, the recording of that meeting is destroyed.

- 1. CALL TO ORDER — Hee Young Chung**
- 1:00PM a. Welcome new governors (Information)
- i. [Nicole \(Niki\) Remesz](#) (Appointed community member)
 - ii. [Dancing Water Sandy](#) (Appointed community member)
 - iii. [Christine Sorensen](#) (Appointed community member)
 - iv. [Timothy Webber](#) (Appointed community member)
 - v. [Mugesh Narayanasamy](#) (Elected student)
 - vi. [Rohini Ranganatha](#) (Elected student)
- 1:02 2. TERRITORIAL ACKNOWLEDGMENT — Hee Young Chung**
- 1:03 3. RECOGNITION OF EXCELLENCE — Hee Young Chung**
- a. [Dr. Roderick \(Rod\) McCormick](#)
- 1:10 4. ADOPTION OF AGENDA**
- Page 1
- 1:11 5. CONFLICT OF INTEREST DISCLOSURES**
- 1:13 6. APPROVAL OF MINUTES**
- Page 4 a. Minutes of Board Public meeting of June 14, 2024 (For Decision)

- 1:14** **7. BOARD CHAIR’S REPORT — Hee Young Chung**
a. Presidential search update (Information)
- 1:17**
Page 10
- 1:22**
Page 91
- 1:27**
Page 101
- 1:35**
1:45
Page 105
- 8. FINANCE COMMITTEE — David Hallinan**
a. Statement of Financial Information (For Decision)
b. Fee approvals (For Decision)
i. Diploma in Computer Network and Cybersecurity
ii. Bachelor of Engineering in Computer Engineering (Tuition correction)
c. Q1 Results (Information)
d. Budget Update (Information)
e. Guaranteed fee model for international students (For Notice of Motion)
- 9. PRESIDENT’S REPORT — Brett Fairbairn**
1:55
Page 120
- 2:05**
Page 130
- 2:10**
Page 139
- 2:11**
2:15
- a. President’s Report to the Board (Information)
i. Letter to Public Post-Secondary Institution Board Chairs
ii. Revisions to regulations of policy BRD 17-0 Respectful Workplace and Harassment Prevention (Information)
iii. President’s Leadership Group leadership competencies (Information)
b. President’s Report to Senate (Information)
i. [September 2024](#)
- 2:15** **10. SENATE REPORT — Brett Fairbairn**
Page 151
- a. Bachelor of Arts, Major in Applied Creative Arts; Category III revision (For Decision)
- 11. BUSINESS**
2:25
Page 156
- a. New Policy, Public Interest Disclosure AND Proposed revisions to policy BRD 18-0, Whistle Blower; [Notice of Motion](#) served June 14, 2024 (For Decision) — Scott Blackford
i. Comments received during notice of motion period (Information)
ii. Revised versions of policies showing proposed additional revisions in response to feedback
1. Public Interest Disclosure
2. Whistle Blower
b. Proposed revisions to policy BRD 17-0, Respectful Workplace and Harassment Prevention (*For Notice of Motion*) — Scott Blackford
Page 158
Page 173
2:35
Page 177

12. REPORTS AND UPDATES (Information)

2:40

a. TRU Bold update — Gillian Balfour

2:50

b. Culture Conversation and follow up — Gillian Balfour / Shayne Olsen

3:00

c. BCNET update — Matt Milovick

Page 194

13. PRESENTATION

3:10

a. Economic Impact Study — Matt Milovick / Hannah Ruffridge (Director of Education Professional Services, Lightcast)

14. NEXT BOARD MEETING

3:25

a. The next board meeting is scheduled for Friday, December 6, 2024 in the Clock Tower Boardroom.

15. TERMINATION OF MEETING



THOMPSON RIVERS UNIVERSITY

BOARD OF GOVERNORS PUBLIC MEETING

Friday, June 14, 2024
1:00 PM
Clock Tower Boardroom, CT309

MINUTES

Board members present:

Hee Young Chung, Shariyer Chowdhury, DeDe DeRose, Hasnat Dewan, Heather Fader, Brett Fairbairn, David Hallinan, Jim Hamilton, Dian Henderson, Marilyn McLean, Cindy Ozouf

Absent:

Katy Gottfriedson, Anshuman Walia

Executive and others present:

Gillian Balfour (Provost and Vice-President Academic), Baihua Chadwick (Vice-President International), Brian Daly (Vice-President University Relations), Matt Milovick (Vice-President Administration and Finance), Shannon Wagner (Vice-President Research), John Sparks (General Counsel and Corporate Secretary), Charlene Myers (Manager, University Governance), Lynda Worth (University Governance Coordinator), Yvette Laflamme (Associate Vice-President Finance; *for agenda item 9.a. only*), Dorys Crespín-Mueller (*for agenda items 9.b. and 12.c. only*), Scott Blackford (Legal Counsel; *for agenda item 12.b. only*)

1. CALL TO ORDER

The board chair, H. Chung, called the meeting to order at 1:04pm.

2. TERRITORIAL ACKNOWLEDGMENT

H. Chung delivered the territorial acknowledgment.

3. RECOGNITION OF EXCELLENCE

On behalf of the board, H. Chung introduced and presented several recipients (as noted below) with framed certificates.

- a. TRU Sustainability Office: Gold award recipient of Colleges and Institutes Canada (CICan) Leadership Excellence Award for Managerial Staff

Receiving this award were Matt Milovick, James Gordon, Warren Asuchak and Natalie Yao.

- b. Renee Anderson (BCcampus Award for Excellence in Open Education), Susan Forseille (TRU Prior Learning Assessment and Recognition), Saskia Stinson (2024 West Coast Teaching Excellence Award)

4. **ADOPTION OF AGENDA**

*On motion duly made and adopted, it was **RESOLVED** that the agenda be adopted as circulated.*

5. **CONFLICT OF INTEREST DISCLOSURES**

D. Hallinan declared a conflict regarding agenda item 13.a.iii. (Pedestrian Bridge update).

6. **APPROVAL OF MINUTES**

- a. Minutes of Board Public meeting of March 28, 2024

*On motion duly made and adopted, it was **RESOLVED** that the minutes of the public board meeting of March 28, 2024 be approved as circulated.*

7. **BOARD CHAIR'S REPORT**

H. Chung delivered his report.

- a. Departing governors

H. Chung thanked governors Marilyn McLean, Katy Gottfriedson-Jasper, Shariyer Chowdhury and Anshuman Walia for their service, as their terms were ending prior to the next meeting.

- b. Reappointment of governors

H. Chung reported the following governor reappointments:

- Hee Young Chung (until May 17, 2027)
- Heather Fader (until July 31, 2026)

- David Hallinan (until July 31, 2026) (Information)

c. Presidential search update

H. Chung reported that the Presidential Search Committee had met once already and were meeting again next week, and that there was a website for the presidential search under the Board of Governors' website. He added that the board had approved an additional position under the presidential search committee composition, namely "One person recommended by Tkemlúps te Secwépemc, appointed by the Board".

d. 2023-2024 Summary of Board Activities

H. Chung noted that this report, which had been circulated with the agenda package, was for information.

8. FINANCE COMMITTEE

D. Hallinan, chair of the Finance Committee, presented the committee's report.

- a. Budget Submissions for Faculty of Arts proposals from the Budget Committee of Senate
- Bachelor of Arts, Major in Applied Creative Arts
 - Bachelor of Arts, Major in Politics and International Studies
 - Post-Baccalaureate Diploma in Politics and International Studies

*On motion duly made and adopted, it was **RESOLVED** that the board approve the budget submissions for the delivery of a Bachelor of Arts Major in Applied Creative Arts, a Bachelor of Arts Major in Politics and International Studies, and a Post-Baccalaureate Diploma in Politics and International Studies, as circulated.*

9. REPORT FROM THE AUDIT COMMITTEE

Chair of the Audit Committee, H. Chung, presented the committee's report.

- a. Audited 2023/24 Financial Statements and Fourth Quarter Results

At the request of the chair, Y. LaFlamme presented this agenda item. Questions and answers ensued.

*On motion duly made and adopted, it was **RESOLVED** that the board approve the Audited 2023/2024 Financial Statements and Fourth Quarter Results.*

- b. Student Full Time Equivalent Summary Report for fiscal year 2023/24

H. Chung noted that this report was for information and that D. Crespin-Mueller had attended the meeting to respond to any questions.

10. PRESIDENT'S REPORT

a. President's Report to the Board

B. Fairbairn highlighted a few matters from his report, including executive priorities for 2024-2025, and then responded to questions.

i. Repealed Administrative policies

B. Fairbairn reported that the following policies had been repealed, and that the rationale for the repeals were outlined in the cover memo.

1. ADM 02-2 Confidentiality of Student Information
2. ADM 17-0 Suggested Procedures for Dealing with At-Risk Students
NOTE: reference to the policies noted above, as well as the previously repealed "Information Disclosure" policy, was removed from the section entitled "Compliance with Law" in policy BRD 16-1 Information Security.

b. President's Reports to Senate

The following President's Reports to Senate were circulated with the agenda package, for information.

- i. April 2024
- ii. May 2024
- iii. June 2024

11. SENATE REPORT — Brett Fairbairn

B. Fairbairn, chair of Senate, presented the Senate Report to the board.

a. TRU withdrawal from Northwest Commission on Colleges and Universities (NWCCU)

B. Fairbairn and G. Balfour spoke to this agenda item. Discussion ensued.

*On motion duly made and adopted, it was **RESOLVED** that the board approve that TRU initiate a process of withdrawal from NWCCU.*

b. Category III (new programs), Bachelor of Arts, Major in Politics and International Studies, and Post-Baccalaureate Diploma in Politics and International Studies

B. Fairbairn and G. Balfour presented this agenda item.

*On motion duly made and adopted, it was **RESOLVED** that the board approve the Category III Bachelor of Arts, Major in Politics and International Studies proposal, and the Category III Post-Baccalaureate Diploma in Politics and International Studies proposal, as presented.*

B. Fairbairn also presented the Flexible Delivery glossary, for information.

12. BUSINESS

a. Policy Development and Approval Policy

J. Sparks spoke to the proposed revisions to this policy, for which notice of motion had been served on March 28, 2024. The secretariat received no comments during the notice of motion period.

*On motion duly made and adopted, it was **RESOLVED** that the board approve the revisions to the Policy Development and Approval policy, as circulated.*

b. New policy *Public Interest Disclosure*

S. Blackford spoke to this agenda matter, for which he noted the board was being asked to serve notice of motion. The new policy, as well as proposed revisions to the Whistle Blower policy, would be considered at the next board meeting. Questions and answers ensued.

c. Institutional Accountability Plan and Report (IAPR)

D. Crespin-Mueller presented this agenda item, noting the report was submitted to the government annually. Comments ensued.

*On motion duly made and adopted, it was **RESOLVED** that the board approve the Institutional Accountability Plan and Report, as circulated.*

d. 2025-2026 / 2026-2027 Academic schedule and important dates

H. Chung reported that M. Bluhm (Registrar) was unable to attend the board meeting but had indicated that, if there were questions, he would be happy to attend the next board meeting to respond to them. J. Sparks explained that, although the agenda noted this matter was for information because the dates were derived from the calendar set out in the Annual Academic Schedule policy, it still required approval of the board. Discussion ensued.

*On motion duly made and adopted, it was **RESOLVED** that the board approve the 2025-2026 / 2026-2027 Academic schedule and important dates.*

e. TRUBold

G. Balfour introduced TRUBold via a presentation.

13. REPORTS AND UPDATES (Information)

a. Capital Planning / Projects

M. Milovick updated governors on capital planning and projects, as follows:

- i. Ministry of Environment (MOE) compliance
- ii. Capital summer projects
- iii. Pedestrian Bridge update (verbal update)

b. Responding to the Toxic Drug Crisis

B. Fairbairn and M. Milovick reported on TRU's training, education and response to the toxic drug crisis as outlined in the memorandum circulated with the agenda package.

14. PRESENTATION

a. Research at TRU

S. Wagner presented an update on research at TRU. Questions and answers ensued.

15. NEXT BOARD MEETING

- a. The next board meeting is scheduled for Friday, October 4, 2024 in the Clock Tower Boardroom.

16. TERMINATION OF MEETING

As there were no further agenda items, the public meeting terminated at 3:20pm.



Date: September 11, 2024

To: Brett Fairbairn, President and Vice-Chancellor

From: Matt Milovick, Vice-President Administration and Finance
Yvette Laflamme, Associate Vice-President, Finance

Re: Financial Information Act Annual Reporting

Attachments: Statements of Financial Information 2023-24

Purpose: The purpose of this memo is to provide the Board with information about the province's requirements for reporting under the Financial Information Act (FIA).

Background: The FIA report has been a legislated reporting requirement of Government Reporting Entities (GRE's) since the mid 1990's. The report is legislated in both format and content. The Act requires mandated entities to disclose the following information:

- Financial information as per the financial statements
- Expenses paid to Board members
- Remuneration and benefits (for employees earning \$75,000+ per annum)
- Schedule of vendors and vendor payments that exceed \$25,000 (in total).

The following links provide additional information about the act and the reporting requirements:

- Financial Information Act:
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96140_01
- Minister of Finance Directive and FIA Guidance Package:
http://www.fin.gov.bc.ca/ocq/fmb/FIA/Dir_Jun05.pdf

TRU has fulfilled its reporting requirements and has thus been compliant with the FIA since the legislation was enacted.

Discussion: The information provided within the reporting is included within TRU's audited financial statements.

Financial Implications: n/a

Risk Profile: Submission of the FIA is a legislated requirement.

Recommendation: Management recommends that the Board of Governors approve the Financial Information Act reporting for submission to government as provided.

Financial Information Act
Financial Information Regulation (FIR), Schedule 1

Statement of Financial Information (SOFI)
Index to FIR Schedule 1 and the Checklist

Page 1: Corporation Information

Ministry Information

General: Section One

- 1(1)(a) Statement of assets and liabilities
- 1(1)(b) Operational statement
- 1(1)(c) Schedule of debts
- 1(1)(d) Schedule of guarantee and indemnity agreements
- 1(1)(e) Schedule of employee remuneration and expenses
- 1(1)(f) Schedule of suppliers of goods and services
- 1(2) [Explanatory information for reference]
- 1(3) Statements prepared on a consolidated basis or for each fund
- 1(4) & (5) Notes to the statements and schedules in section 1(1)

Page 2: Statement of Assets & Liabilities: Section Two

- 2 Balance sheet
- Changes in equity and surplus or deficit

Operational Statement: Section Three

- 3(1) Statement of Income / Statement of Revenue and Expenditures
- Statement of Changes in Financial Position
- 3(2) & (3) Omission of Statement of Changes in Financial Position, with explanation
- 3(4) Requirement for community colleges, school districts and municipalities

Statement of Debts: Section Four

- 4(1)(a) & 4(2) List and detail the schedule of long-term debts
- 4(1)(b) Identify debts covered by sinking funds / reserves
- 4(3) & (4) Omission of schedule, with explanation

Page 3: Schedule of Guarantee and Indemnity Agreements: Section Five

- 5(1) List agreements under the Guarantees and Indemnities Regulation
- 5(2) State the entities and amounts involved
- 5(3) & (4) Omission of schedule, with explanation

Page 3 & 4: Schedule of Remuneration and Expenses: Section Six

- 6(1) [Definitions for reference]
- 6(2)(a) List remuneration / expenses for each elected official, member of board, Cabinet appointees
- 6(2)(b) List each employee with remuneration exceeding \$75,000, plus expenses
- 6(2)(c) Consolidated total for all employees with remuneration of \$75,000 or less
- 6(2)(d) Reconcile difference in total remuneration above with operational statement
- 6(3) Exclude personal information other than as required

Page 3 & 4: Schedule of Remuneration and Expenses: Section Six (continued)

- 6(4) & (5) [Explanatory information for reference]
- 6(6) Report employer portion of EI and CPP as a supplier payment
- 6(7)(a) & (b) Statement of severance agreements
- 6(8) Explain an omission of statement of severance agreements
- 6(9) [Statement of severance agreements to minister – not required unless requested]

Page 4: Schedule of Suppliers of Goods or Services: Section Seven

- 7(1)(a) List suppliers receiving payments exceeding \$25,000
- 7(1)(b) Consolidated total of all payments of \$25,000 or less
- 7(1)(c) Reconcile difference in total above with operational statement
- 7(2)(a) [Explanatory information for reference]
- 7(2)(b) Statement of payments of grants or contributions
- 7(2)(c) [Explanatory information for reference]

Page 5: Inactive Corporations: Section Eight

- 8(1) Ministry to report for inactive corporations
- 8(2)(a) Contents of report – statements and schedules under section 1(1) to extent possible
- 8(2)(b) Contents of report – operational status of corporation

Approval of Financial Information: Section Nine

- 9(1) Approval of SOFI for corporations (other than municipalities)
- 9(2) Approval of SOFI for municipalities
- 9(3) Management report
- 9(4) Management report must explain roles and responsibilities
- 9(5) Signature approval is for all contents of the SOFI

Access to the Financial Information: Section Ten

- 10(1) to (3) [Explanatory information for reference]

Financial Information Regulation, Schedule 1

Checklist – Statement of Financial Information (SOFI)

For the Corporation:

Corporate Name: Thompson Rivers University Contact Name: Yvette Laflamme
 Fiscal Year End: March 31, 2024 Phone Number: 250-371-5691
 Date Submitted: _____ E-mail: YLaflamme@tru.ca

For the Ministry:

Ministry Name: _____ Reviewer: _____
 Date Received: _____ Deficiencies: Yes No
 Date Reviewed: _____ Deficiencies Addressed: Yes No
 Approved (SFO): _____ Further Action Taken: _____

Distribution: Legislative Library Ministry Retention

| FIR Schedule 1 Section | Item | Yes | No | N/A | Comments |
|------------------------------|---|-------------------------------------|--------------------------|--------------------------|--|
| General | | | | | |
| 1 (1) (a) | Statement of assets and liabilities | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Consolidated Statement of Financial Position - Consolidated Financial Statements |
| 1 (1) (b) | Operational statement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Consolidated Statement of Operations and Accumulated Surplus - Consolidated Financial Statements |
| 1 (1) (c) | Schedule of debts | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Note 10 - Consolidated Financial Statements |
| 1 (1) (d) | Schedule of guarantee and indemnity agreements | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Section 5 |
| 1 (1) (e) | Schedule of employee remuneration and expenses | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Section 6 |
| 1 (1) (f) | Schedule of suppliers of goods and services | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Section 7 |
| 1 (3) | Statements prepared on a consolidated basis or for each fund, as appropriate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Statements prepared on an a consolidated basis |
| 1 (4) 1 (5) | Notes to the financial statements for the statements and schedules listed above | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Section 2 & 3 Financial Statements, Notes to Consolidated Financial Statements |

| FIR Schedule 1 Section | Item | Yes | No | N/A | Comments |
|--|--|-------------------------------------|--------------------------|-------------------------------------|---|
| Statement of Assets & Liabilities | | | | | |
| 2 | <ul style="list-style-type: none"> • A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and • Show changes in equity and surplus or deficit due to operations | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Operational Statement | | | | | |
| 3 (1) | Prepared in accordance with GAAP or stated accounting principles / policies and consists of: <ul style="list-style-type: none"> • a Statement of Income or Statement of Revenue and Expenditures, and • a Statement of Changes in Financial Position | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 (2) 3 (3) | <ul style="list-style-type: none"> • The Statement of Changes in Financial Position may be omitted if it provides no additional information • The omission must be explained in the notes | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 3 (4) | Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Schedule of Debts | | | | | |
| 4 (1) (a) 4 (2) | List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Note 10 - Consolidated Financial Statements |
| 4 (1) (b) | Identify debts covered by sinking funds or reserves and amounts in these accounts | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 4 (3) 4 (4) | <ul style="list-style-type: none"> • The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information • The omission must be explained in a note to the schedule | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

| FIR Schedule 1 Section | Item | Yes | No | N/A | Comments |
|---|---|-------------------------------------|--------------------------|-------------------------------------|-----------|
| Schedule of Guarantee and Indemnity Agreements | | | | | |
| 5 (1) | List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Section 5 |
| 5 (2) | State the entities involved, and the specific amount involved if known | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 (3) 5 (4) | <ul style="list-style-type: none"> • The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information • The omission must be explained in a note to the schedule | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Schedule of Remuneration and Expenses (See Guidance Package for suggested format) | | | | | |
| 6 (2) (a) | List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 (2) (b) | List alphabetically each employee whose total remuneration exceeds \$75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 (2) (c) | Include a consolidated total for employees whose remuneration is \$75,000 or less [excluding the persons listed under 6 (2) (a)] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 (2) (d) | Reconcile or explain any difference between total remuneration in this schedule and related information in the operational statement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 (3) | Exclude personal information other than name, position, function or remuneration and expenses of employees | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| FIR Schedule 1 Section | Item | Yes | No | N/A | Comments |
|--|--|-------------------------------------|--------------------------|-------------------------------------|----------|
| Schedule of Remuneration and Expenses (See Guidance Package for suggested format) | | | | | |
| 6 (6) | Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 (7) (a) 6 (7) (b) | Include a statement of severance agreements providing: <ul style="list-style-type: none"> • the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and • the range of equivalent months' compensation for them (see Guidance Package for suggested format) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 (8) | Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Schedule of Suppliers of Goods or Services (See Guidance Package for suggested format) | | | | | |
| 7 (1) (a) | List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding \$25,000 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7 (1) (b) | Include a consolidated total of all payments to suppliers who received \$25,000 or less | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7 (1) (c) | Reconcile or explain any difference between the consolidated total and related figures in the operational statement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7 (2) (b) | Include a statement of payments for the purposes of grants or contributions | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| FIR Schedule 1 Section | Item | Yes | No | N/A | Comments |
|--|---|-------------------------------------|--------------------------|-------------------------------------|--|
| Inactive Corporations | | | | | |
| 8 (1) | The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 8 (2) (a) | The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 8 (2) (b) | The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Approval of Financial Information | | | | | |
| 9 (1) | Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9 (2) | Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 9 (3) | A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at http://www.gov.bc.ca/cas/popt/) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Statement of Administrative Responsibility - Consolidated Financial Statements |
| 9 (4) | The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Statement of Administrative Responsibility - Consolidated Financial Statements |
| 9 (5) | Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| FIR Schedule 1 Section | Item | Yes | No | N/A | Comments |
|--|---|-------------------------------------|--------------------------|-------------------------------------|--|
| Inactive Corporations | | | | | |
| 8 (1) | The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 8 (2) (a) | The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 8 (2) (b) | The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Approval of Financial Information | | | | | |
| 9 (1) | Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9 (2) | Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 9 (3) | A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at http://www.gov.bc.ca/cas/popt/) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Statement of Administrative Responsibility - Consolidated Financial Statements |
| 9 (4) | The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Statement of Administrative Responsibility - Consolidated Financial Statements |
| 9 (5) | Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Section 2 and 3
Financial Statements



**THOMPSON
RIVERS
UNIVERSITY**

Consolidated Financial Statements

For the year ended March 31, 2024

THOMPSON RIVERS UNIVERSITY

Index to Consolidated Financial Statements

Year ended March 31, 2024

Statement of Administrative Responsibility for Consolidated Financial Statements

Independent Auditor's Report

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THOMPSON RIVERS UNIVERSITY

STATEMENT OF ADMINISTRATIVE RESPONSIBILITY FOR CONSOLIDATED FINANCIAL STATEMENTS

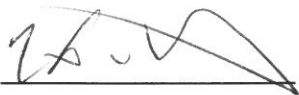
For the year ended March 31, 2024

The University is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and the Province of British Columbia direction outlined in note 2(a). This responsibility includes selecting appropriate accounting principles and methods and making decisions affecting measurement of transactions in which objective judgment is required. In fulfilling its responsibilities and recognizing the limits inherent in all systems, the University's management has developed and maintains a system of internal controls designed to provide reasonable assurance that the University assets are safeguarded from loss and that the accounting records are a reliable basis for the preparation of financial statements. The system of internal controls is monitored by the University's management.

The Board of Governors carries out its responsibility for review of the consolidated financial statements principally through its Audit Committee. The members of the Audit Committee are not officers or employees of the University. The Audit Committee meets with the management and with the internal and external auditors to discuss the results of audit examinations and financial reporting matters. The auditors have full access to the Audit Committee, with and without the presence of the management.

The consolidated financial statements have been audited by KPMG LLP, Chartered Professional Accountants, the external auditors appointed by the University's Board of Governors. The Independent Auditor's Report outlines the nature of their audit and expresses an opinion on the consolidated financial statements of the University for the year ended March 31, 2024.

On behalf of the University:



Board Chair, Hee Young Chung



Vice-President, Administration and Finance, Matt Milovick



KPMG LLP
560 Victoria Street
Kamloops BC V2C 2B2
Canada
Tel (250) 372-5581
Fax (250) 828-2928

INDEPENDENT AUDITOR'S REPORT

To the Board of Governors of Thompson Rivers University, and
To the Minister of Post-Secondary Education and Future Skills, Province of British Columbia

Opinion

We have audited the financial statements of Thompson Rivers University (the "University"), which comprise:

- the consolidated statement of financial position as at March 31, 2024
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net 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, 2024 of the University 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 "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the University 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 2a 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.

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 University'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 University or to cease operations, or has no realistic alternative but to do so.

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

Auditors' 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 auditors' 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 University'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 University's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the University 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
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the University to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

KPMG LLP

Chartered Professional Accountants

Kamloops, Canada

June 14, 2024

THOMPSON RIVERS UNIVERSITY

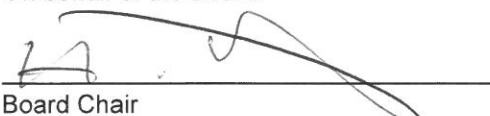
Consolidated Statement of Financial Position

March 31, 2024, with comparative figures for 2023
(thousands of dollars)

| | | 2024 | 2023 |
|--|-----------|---------------------|---------------------|
| Financial Assets | | | |
| Cash | (note 4) | \$ 76,149 | \$ 78,709 |
| Accounts receivable | (note 5) | 14,788 | 16,391 |
| Inventories for resale | | 1,324 | 1,118 |
| Investments | (note 6) | 123,478 | 104,872 |
| | | \$ 215,739 | \$ 201,090 |
| Liabilities | | | |
| Accounts payable and accrued liabilities | (note 7) | \$ 68,043 | \$ 85,209 |
| Employee future benefits | (note 8b) | 2,867 | 2,756 |
| Deferred contributions | (note 9) | 73,440 | 46,600 |
| Debt | (note 10) | 32,550 | 33,973 |
| Obligations under capital lease | (note 11) | 33,188 | 33,921 |
| Deferred capital contributions | (note 12) | 151,335 | 138,983 |
| Asset retirement obligations | (note 13) | 3,245 | 1,157 |
| | | \$ 364,668 | \$ 342,599 |
| Net debt | | \$ (148,929) | \$ (141,509) |
| Non-Financial Assets | | | |
| Tangible capital assets | (note 14) | \$ 329,195 | \$ 314,882 |
| Restricted Endowment Investments | (note 16) | 14,327 | 14,315 |
| Inventories held for use | | 40 | 408 |
| Prepaid expenses | | 3,936 | 5,664 |
| | | \$ 347,498 | \$ 335,269 |
| Accumulated surplus | (note 15) | \$ 198,569 | \$ 193,760 |
| Accumulated surplus is comprised of: | | | |
| Accumulated capital & other surpluses | (note 15) | \$ 177,232 | \$ 177,232 |
| Endowments | (note 16) | 14,419 | 14,392 |
| Accumulated remeasurement gains | | 6,918 | 2,136 |
| | | \$ 198,569 | \$ 193,760 |

Contractual obligations and contingent liabilities (note 18)
See accompanying notes to consolidated financial statements.

On behalf of the Board:


Board Chair


Vice-President, Administration and Finance

THOMPSON RIVERS UNIVERSITY

Consolidated Statement of Operations and Accumulated Surplus

Year ended March 31, 2024, with comparative figures for 2023
(thousands of dollars)

| | 2024 Budget (Note 2(l)) | 2024 | 2023 |
|--|-------------------------------|-----------|-----------|
| Revenue: | | | |
| Government and other grants | \$ 106,772 | \$ 88,621 | \$ 93,782 |
| Tuition and other student fees | 132,784 | 139,980 | 126,002 |
| Revenue recognized from deferred capital contributions | 5,461 | 5,894 | 5,110 |
| Contract and other revenue | 4,684 | 6,620 | 5,123 |
| Donations | 4,121 | 3,507 | 3,793 |
| Investment | 4,919 | 7,824 | 5,703 |
| Retail sales, parking and residence | 20,460 | 22,582 | 19,867 |
| | 279,201 | 275,028 | 259,380 |
| Expenses (note 19): | | | |
| Academic instruction | 142,308 | 143,818 | 127,960 |
| Student support and general operations | 74,317 | 74,394 | 64,295 |
| Facility operations and maintenance | 29,224 | 28,733 | 26,822 |
| Research | 8,750 | 8,102 | 7,905 |
| Ancillary operations | 18,519 | 19,981 | 19,555 |
| | 273,118 | 275,028 | 246,537 |
| Endowment contributions | - | 27 | 27 |
| Annual surplus (restricted for capital) | \$ 6,083 | \$ 27 | \$ 12,870 |
| Accumulated capital & other surpluses, beginning of year | 177,232 | 177,232 | 164,414 |
| Endowments, beginning of year | 14,392 | 14,392 | 14,340 |
| Transfer to endowments | - | - | 25 |
| Accumulated capital & other surpluses, end of year | 177,232 | 177,232 | 177,232 |
| Endowments, end of year | 14,392 | 14,419 | 14,392 |

See accompanying notes to consolidated financial statements.

THOMPSON RIVERS UNIVERSITY

Consolidated Statement of Changes in Net Debt

Year ended March 31, 2024, with comparative figures for 2023
(thousands of dollars)

| | 2024 Budget (Note 2(l)) | 2024 | 2023 |
|---|-------------------------------|--------------|--------------|
| Annual surplus | \$ 6,083 | \$ 27 | \$ 12,870 |
| Capital activities | | | |
| Acquisition of tangible capital assets (note 14) | (19,542) | (30,068) | (30,092) |
| Amortization of tangible capital assets (notes 14 & 19) | 14,660 | 15,755 | 13,926 |
| | (4,882) | (14,313) | (16,166) |
| Changes in non-financial assets | | | |
| Investment in endowments | - | (12) | (38) |
| Prepaid expenses | - | 1,728 | (738) |
| Inventories held for use | - | 368 | 3 |
| | - | 2,084 | (773) |
| Net remeasurement gains (losses) | - | 4,782 | (2,054) |
| Decrease (increase) in net debt for the year | 1,201 | (7,420) | (6,123) |
| Net debt, beginning of year | (141,509) | (141,509) | (135,386) |
| Net debt, end of year | \$ (140,308) | \$ (148,929) | \$ (141,509) |

See accompanying notes to consolidated financial statements.

THOMPSON RIVERS UNIVERSITY

Consolidated Statement of Cash Flows

Year ended March 31, 2024, with comparative figures for 2023
(thousands of dollars)

| | 2024 | 2023 |
|---|-----------|-----------|
| Cash provided by (used in): | | |
| Operating activities: | | |
| Annual surplus | \$ 27 | \$ 12,870 |
| Items not involving cash: | | |
| Amortization of tangible capital assets (notes 14 & 19) | 15,755 | 13,926 |
| Revenue recognized from deferred capital contributions | (5,894) | (5,110) |
| Accretion of asset retirement obligations (notes 13 & 19) | 41 | 32 |
| Change in non-cash operating working capital: | | |
| Accounts receivable | 1,603 | (6,375) |
| Prepaid expenses | 1,728 | (738) |
| Inventories held for use | 368 | 3 |
| Inventories for resale | (206) | 90 |
| Accounts payable and accrued liabilities | (17,166) | 15,613 |
| Employee future benefits | 111 | (50) |
| Deferred contributions | 26,840 | 5,605 |
| Net change in cash from operating activities | 23,207 | 35,866 |
| Capital activities: | | |
| Abatement of asset retirement obligations (note 13) | - | (29) |
| Acquisition of tangible capital assets (note 14) | (30,068) | (30,092) |
| Less non-cash increase in tangible capital asset due to remeasurement of asset retirement obligations (note 13) | 2,047 | 131 |
| | (28,021) | (29,990) |
| Investing activities: | | |
| Investments | (18,606) | (10,536) |
| Net remeasurement gains (losses) | 4,782 | (2,054) |
| Investment in endowments | (12) | (38) |
| Net change in cash from investing activities | (13,836) | (12,628) |
| Financing activities: | | |
| Debt | (1,423) | (722) |
| Deferred capital contributions (note 12) | 18,246 | 16,889 |
| Obligations under capital lease | (733) | (697) |
| Net change in cash from financing activities | 16,090 | 15,470 |
| Net change in cash | (2,560) | 8,718 |
| Cash, beginning of year | 78,709 | 69,991 |
| Cash, end of year | \$ 76,149 | \$ 78,709 |

See accompanying notes to consolidated financial statements.

THOMPSON RIVERS UNIVERSITY

Consolidated Statement of Remeasurement Gains and Losses

Year ended March 31, 2024, with comparative figures for 2023
(thousands of dollars)

| | 2024 | 2023 |
|--|----------|----------|
| Accumulated remeasurement gains, beginning of the year | \$ 2,136 | \$ 4,190 |
| Unrealized gains (losses) during the year on portfolio investments | 4,717 | (1,762) |
| Realized gains (losses) reclassified to investment revenue | 65 | (292) |
| Net remeasurement gains (losses) | 4,782 | (2,054) |
| Accumulated remeasurement gains, end of year | \$ 6,918 | \$ 2,136 |

See accompanying notes to consolidated financial statements

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

1. Authority and purpose

Thompson Rivers University (the "University") operates under the authority of the Thompson Rivers University Act of British Columbia. The University is a not-for-profit entity governed by a Board of Governors, the majority of which are appointed by the provincial government of British Columbia. The University is a registered charity and is therefore exempt from income taxes under section 149 of the Income Tax Act. The University offers a broad range of program options including graduate and undergraduate degrees, career diplomas, and trades training at its Kamloops and Williams Lake campuses through on campus and distance learning opportunities.

2. Summary of significant accounting policies

The 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 financial statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 257/2010 requires all taxpayer supported organizations in the Schools, Universities, Colleges and Hospitals sectors to adopt Canadian public sector accounting standards without any PS 4200 elections for government not-for-profit organizations.

Regulation 198/2011 requires that restricted contributions received or receivable for acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.

For British Columbia taxpayer supported organizations, these contributions include government transfers and 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, which 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 PS 3410; 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 PS 3100.

As a result, revenue recognized in the statement of operations and certain related deferred capital contributions would be recorded differently under Canadian public sector accounting standards.

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

2. Summary of significant accounting policies (continued)

(b) Basis of consolidation

(i) Consolidated entities

The consolidated financial statements reflect the assets, liabilities, revenues, and expenses of organizations which are controlled by the University. Controlled organizations are consolidated except for Government Business Enterprises (GBEs) which are accounted for using the modified equity method. TRU Community Corporation (TRUCC) and the TRU Legal Clinic Society (TRULCS), both 100% owned subsidiaries, are fully consolidated into these statements.

(ii) Investment in Government Business Enterprises

Investments in Government Business Enterprises (GBEs) are accounted for using the modified equity method. Under this method, the University records only the investment in the business enterprise, net income or loss of the GBE and other adjustments to equity but does not consolidate all transactions and balances. Under the modified equity method, no adjustment is made to conform to the accounting policies of government, with the exception that if other comprehensive income exists, it is accounted for as an adjustment to accumulated surplus. GBEs report using the International Financial Reporting Standards framework. Inter-organizational transactions and balances are not eliminated, except for any profit or loss on transactions between entities that involve assets that remain within the entities controlled by the University.

Currently the only GBE of the University is Thompson Rivers University Community Trust (TRUCT) (Note 6b). The trustee of the TRUCT is TRUCC. The fiscal year-end of the Trust is December 31, 2023. Significant transactions between the Trust's year-end and March 31, 2024 are recognized where applicable.

(c) Cash

Cash includes cash on hand and short-term deposits.

(d) Financial instruments

- (i) Fair value category: Portfolio investments that are quoted in an active market are reflected at fair value as at the reporting date. Other financial instruments which the University has designated to be recorded at fair value include derivative instruments, cash and cash equivalents and portfolio investments not quoted in an active market. 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 related balances reversed from the Consolidated Statement of Remeasurement Gains and Losses.

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

2. Summary of significant accounting policies (continued)

(d) Financial instruments (continued)

- (ii) Cost category: Realized gains, losses and interest expense are recognized in the Consolidated Statement of Operations when the financial asset is derecognized due to disposal or impairment. Accounts receivable, accounts payable and accrued liabilities are measured at cost. Any gains, losses or expenses are recorded in the annual surplus (deficit) depending on the nature of the financial asset or liability that gave rise to the gains, losses or expenses. Loans receivable are recorded at cost less any amount for valuation allowance. Valuation allowances are made when collection is in doubt. Interest is accrued on loans receivable to the extent it is deemed collectible.

(e) Inventories for resale

Inventories held for resale, such as books, office and paper supplies, clothing and food stuffs are recorded at the lower of cost or net realizable value. Net realizable value is the estimated selling price.

(f) Asset retirement obligations

An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset. The 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 in certain buildings owned by the University has been recognized based on estimated future expenses upon closure of the site and determined by discounting the expected future cash flows.

The carrying amount of the obligation is reassessed at each financial reporting date. Increases in the obligation related to the passage of time are recognized as accretion expense. Changes related to the timing or amount of the undiscounted cash flows are adjusted against the cost of the related tangible capital asset. The liability is derecognized as abatement of asbestos is performed.

Amounts capitalized as a result of an asset retirement obligation are amortized with the related building in accordance with the policy outlined in note 2(g)(i).

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

2. Summary of significant accounting policies (continued)

(g) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They 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 assets 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. Interest is not capitalized whenever external debt is issued to finance the construction of tangible capital assets. The cost of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives shown below (land is not amortized as it is deemed to have a permanent value):

| Tangible capital assets | Amortization period |
|--|---------------------|
| Land improvements | 10 - 30 years |
| Buildings, renovations and buildings under capital lease | 15 - 50 years |
| Furniture, equipment, equipment under lease and library acquisitions | 3 - 10 years |

Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the University's ability to provide goods and services.

(ii) Works of art and historic assets

Works of art and historic assets are not recorded as assets in these financial statements.

(iii) Leased tangible capital assets

Leases which 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.

(iv) Inventories held for use

Inventories held for use are recorded at cost and consist of office supplies.

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

2. Summary of significant accounting policies (continued)

(h) Employee future benefits

The University and its employees make contributions to the College Pension Plan and Municipal Pension Plan which are multi-employer joint trustee plans. These plans are defined benefit plans, 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 defined contribution plans and any contributions by the University to the plans are expensed as incurred.

The University offers an employee future benefits plan providing accumulated sick leave. For accounting purposes, the University measures the accrued benefit obligations and determines the expense of the fiscal period through actuarial valuations and extrapolations. Adjustments arising from changes in actuarial assumptions and actuarial gains and losses are amortized over the Expected Average Remaining Service Lifetime (EARSL) of active employees.

Vacation benefits for the University's unionized and exempt employees are accrued as earned. The obligations under these benefits are based on the applicable collective agreements for the faculty and support employees, and the employment contracts for exempt employees.

(i) Revenue recognition

Tuition and student fees are recorded as revenue over time, as educational services are provided. Amounts received in advance of the provision of services are recorded in deferred contributions.

Revenue from sales of goods and services are recorded as revenue at the time the services are provided or the products are delivered.

Unrestricted donations and grants are recorded as revenue when receivable if the amounts can be estimated and collection is reasonably assured.

Restricted donations and grants are reported as revenue depending on the nature of the restrictions placed 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 required to be retained in perpetuity, allowing only the investment income earned thereon to be spent are recorded as revenue for the portion to be held in perpetuity and as deferred contributions for the investment income earned thereon.

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

2. Summary of significant accounting policies (continued)

(i) Revenue recognition (continued)

(iv) The University leases land to third parties as described in Note 11. Cash received from land leases is recognized in revenue in the period to which it applies.

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

(j) Use of estimates

The preparation of the financial statements requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, revenues, expenses, and related disclosures. Key areas where management has made estimates and assumptions include those related to the determination of useful lives of tangible capital assets for amortization and the amortization of related deferred capital contributions. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

(k) 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 currencies and non-monetary assets and liabilities which were designated in the fair value category under the financial instrument standards are reflected in the financial statements in equivalent Canadian dollars at the exchange rate in effect on the statement date. Any gain or loss resulting from a change in rates between the transaction date and the settlement date or balance sheet date is recognized in the Statement of Remeasurement Gains and Losses. In the period of settlement, the related cumulative remeasurement gain/loss is reversed in the Consolidated Statement of Remeasurement Gains and Losses and the exchange gain/loss in relation to the exchange rate at the date of the item's initial recognition is recognized in the Consolidated Statement of Operations.

(l) Budget figures

Budget figures have been provided for comparative purposes and have been compiled from the Annual Budget Report approved by the University's Board of Governors on March 31, 2023. The budget is reflected in the Consolidated Statement of Operations, Consolidated Statement of Changes in Net Debt and Note 19, Expenses by object.

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

3. Change in accounting policy

On April 1, 2023, the University adopted Canadian public sector accounting standard PS 3400 Revenue. The new accounting standard establishes a single framework to categorize revenue to enhance the consistency of revenue recognition and its measurement. The new standard was adopted prospectively which increased deferrals of tuition and student fees to align revenue recognition to the satisfaction of the related performance obligation.

4. Cash

| | In thousands | |
|-------------------|------------------|------------------|
| | 2024 | 2023 |
| Restricted cash | \$ 1,022 | \$ 1,022 |
| Unrestricted cash | 75,127 | 77,687 |
| | <u>\$ 76,149</u> | <u>\$ 78,709</u> |

Restricted cash consists of \$1.0 million for monthly capital lease payments.

5. Accounts receivable

| | In thousands | |
|---------------------------------|------------------|------------------|
| | 2024 | 2023 |
| Trade | \$ 6,110 | \$ 5,112 |
| Student and sponsor | 3,282 | 1,975 |
| Related parties | 6,034 | 9,591 |
| Allowance for doubtful accounts | (638) | (287) |
| | <u>\$ 14,788</u> | <u>\$ 16,391</u> |

Trade consists of amounts receivable from customers, various government agencies and universities not related to the Province of BC, and government tax credits and rebates.

Student and sponsor consists of amounts due from individual students and businesses or agencies paying tuition and/or fees on behalf of students.

Related parties consist of amounts due from various provincial government entities, consolidated entities, the Thompson Rivers University ("TRU") Foundation and employees of the University.

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

6. Financial instruments

Fair value of financial instruments:

Financial instruments measured at fair value are classified according to a hierarchy which includes three levels, reflecting the reliability of the inputs involved in the fair value determination.

- Level 1: quoted prices (unadjusted) 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 (i.e. as prices) or indirectly (i.e. derived from prices).
- Level 3: inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The University's financial instruments are considered to be Level 1 instruments for which the fair value is determined based on quoted prices in active markets with the exception of the investment in Government Business Enterprise and the investment in private equities which are not determined based on active market prices. Changes in 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.

(a) Investments

Investments are comprised of Canadian and foreign equities, government and corporate bonds with various maturity dates, an investment in private equities and an investment in a Government Business Enterprise. The weighted average rate of return for bonds is 4.08% (2023 – 3.17%).

| | In thousands | |
|--|--------------|------------|
| | 2024 | 2023 |
| Equities at cost (Level 1) | \$ 48,437 | \$ 47,206 |
| Equities – unrealized gain | 13,857 | 8,437 |
| Bonds at cost (Level 1) | 67,573 | 55,256 |
| Accrued interest | 1,028 | 1,120 |
| Bonds – unrealized loss | (3,271) | (3,726) |
| Investment in private equities (Level 3) | 6,840 | 7,817 |
| Investment in private equities, unrealized loss | (244) | (328) |
| Investment in Government Business Enterprise (Level 3) (note 6b) | 3,585 | 3,405 |
| | \$ 137,805 | \$ 119,187 |
| Portfolio and other investments | 123,478 | 104,872 |
| Endowments investments | 14,327 | 14,315 |
| | \$ 137,805 | \$ 119,187 |

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

6. Financial instruments (continued)

(b) Investment in Government Business Enterprise

Included in investments is the University's investment in the TRUCT. The purpose of the TRUCT is to develop property on behalf of the University. The University granted the TRUCT the ability to sell 99 year leases on portions of land owned by the University. The beneficiaries of the TRUCT are the University and TRU Foundation.

| | In thousands | |
|--|--------------|----------|
| | 2024 | 2023 |
| Investment in TRUCT, beginning of year | \$ 3,405 | \$ 3,126 |
| Current year investment | 472 | 488 |
| Equity in loss for the year | (292) | (209) |
| Investment in TRUCT, end of year | \$ 3,585 | \$ 3,405 |

(c) Financial information as of December 31, 2023 for the TRUCT is as follows:

| | In thousands | |
|-------------|--------------|----------|
| | 2024 | 2023 |
| Assets | \$ 3,481 | \$ 3,298 |
| Liabilities | (4,342) | (3,867) |
| Deficit | (861) | (569) |
| Revenues | 1 | - |
| Expenses | (293) | (209) |
| Loss | \$ (292) | \$ (209) |

7. Accounts payable and accrued liabilities

| | In thousands | |
|--|--------------|-----------|
| | 2024 | 2023 |
| Trade payables and accrued liabilities | \$ 40,740 | \$ 57,411 |
| Salaries and benefits payable | 14,512 | 16,458 |
| Accrued vacation payable | 12,791 | 11,340 |
| | \$ 68,043 | \$ 85,209 |

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

8. Employee future benefit

(a) Pension benefits

The University and its employees contribute to the College Pension Plan and Municipal Pension Plan (jointly trustee pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the pension plans, including investment of assets and administration of benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits provided are based on a formula. As at August 31, 2023, the College Pension Plan had about 17,200 active members, and approximately 10,700 retired members. As at December 31, 2022, the Municipal Pension Plan had about 240,000 active members, including approximately 7,000 from universities and colleges.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the College Pension Plan as at August 31, 2021, indicated a \$202 million surplus for basic pension benefits on a going concern basis.

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The University paid \$13.2 million for employer contributions to the plans in fiscal 2024 (2023 - \$11.1 million).

The next valuation for the College Pension Plan will be as at August 31, 2024. The next valuation for the Municipal Pension Plan will be December 31, 2024.

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 record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

(b) Accumulated sick leave and other retirement benefit arrangements liability

The University sponsors a benefit plan that provides post-employment benefits to certain employees. The benefits offered to employees include vested and non-vested sick leave. The plan does not require any contributions from employees. The accrued benefit obligation and the net periodic benefit cost were estimated for a 6 year period by an actuarial valuation completed on April 13, 2021.

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

8. Employee future benefit (continued)

(b) Accumulated sick leave and other retirement benefit arrangements liability (continued)

The benefit liability includes the following components:

| | In thousands | |
|---|--------------|----------|
| | 2024 | 2023 |
| Accrued benefit obligation, beginning of year | \$ 3,769 | \$ 3,903 |
| Current service cost | 341 | 333 |
| Interest cost | 41 | 42 |
| Benefits paid | (419) | (509) |
| Accrued benefit obligation, end of year | 3,732 | 3,769 |
| Unamortized net actuarial loss | (865) | (1,013) |
| Accrued benefit liability, end of year | \$ 2,867 | \$ 2,756 |

The benefit expense for employee future benefits includes the following components:

| | In thousands | |
|------------------------------------|--------------|--------|
| | 2024 | 2023 |
| Current service cost | \$ 341 | \$ 333 |
| Interest cost | 41 | 42 |
| Amortization of net actuarial loss | 148 | 84 |
| Employee future benefit expense | \$ 530 | \$ 459 |

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

| Measurement date of accrued benefit obligation: | March 31, 2024 |
|---|----------------|
| Beginning of period discount rate, April 1, 2023 | 1.06% |
| End of period discount rate, March 31, 2027 | 1.06% |
| Expected future salary increase | 2.50% |
| Expected average remaining service lifetime (EARSL) of active employees | 5 years |

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

9. Deferred contributions

Deferred contributions are comprised of funds restricted for the following purposes:

| | In thousands | |
|---|------------------|------------------|
| | 2024 | 2023 |
| Tangible capital assets | \$ 42,905 | \$ 26,211 |
| Sponsored research and specific purpose | 9,425 | 10,487 |
| Operating and other | 15,335 | 6,108 |
| TRUCT deferred lease proceeds | 2,507 | 2,534 |
| Endowment | 3,268 | 1,260 |
| | \$ 73,440 | \$ 46,600 |

Changes in the deferred contribution balance are as follows:

| | In thousands | | | | | |
|--|-------------------------------|--|----------------------|--|-----------------|------------------|
| | 2024 | | | | | |
| | Tangible capital assets | Sponsored research & specific purpose | Operating & other | TRUCT deferred lease proceeds | Endowment | Total |
| Balance, beginning of year | \$ 26,211 | \$ 10,487 | \$ 6,108 | \$ 2,534 | \$ 1,260 | \$ 46,600 |
| Contributions & other revenue received during the year | 34,940 | 9,050 | 267,996 | - | 2,033 | 314,019 |
| Transfer to deferred capital contributions | (18,246) | - | - | - | - | (18,246) |
| Recognition to revenue | - | (10,112) | (258,769) | (27) | (25) | (268,933) |
| Balance, end of year | \$ 42,905 | \$ 9,425 | \$ 15,335 | \$ 2,507 | \$ 3,268 | \$ 73,440 |

| | In thousands | | | | | |
|---|-------------------------------|--|----------------------|--|-----------------|------------------|
| | 2023 | | | | | |
| | Tangible capital assets | Sponsored research & specific purpose | Operating & other | TRUCT deferred lease proceeds | Endowment | Total |
| Balance, beginning of year | \$ 18,525 | \$ 10,125 | \$ 7,462 | \$ 2,561 | \$ 2,322 | \$ 40,995 |
| Contributions & other revenue (loss) received during the year | 24,575 | 11,974 | 241,243 | - | (466) | 277,326 |
| Transfer to deferred capital contributions | (16,889) | - | - | - | - | (16,889) |
| Recognition to revenue | - | (11,612) | (242,597) | (27) | (596) | (254,832) |
| Balance, end of year | \$ 26,211 | \$ 10,487 | \$ 6,108 | \$ 2,534 | \$ 1,260 | \$ 46,600 |

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

10. Debt

| | In thousands | |
|--|------------------|------------------|
| | 2024 | 2023 |
| Ministry of Finance loan, unsecured, bears interest at 2.95%, repayable in semi annual payments of principal and interest, matures March 2044. | \$ 21,774 | \$ 22,564 |
| Ministry of Finance commercial paper, unsecured, bears interest at 4.68%, repayable at maturity on January 15, 2025. | 4,776 | 4,609 |
| Bank of Montreal fixed rate term loan, bears interest at 5.84% until renewal on May 31, 2024, interest only payments until maturity on May 31, 2029. | 6,000 | 6,000 |
| Bank of Montreal fixed rate term loan, repaid during the year. | - | 800 |
| | <u>\$ 32,550</u> | <u>\$ 33,973</u> |

Principal repayments for the next year are estimated at \$11.6 million.

11. Obligations under capital lease

The University has entered into a Land Lease agreement with Dacon Corporation Ltd. ("Dacon"). Under the terms of the Land Lease, the University has leased 0.5 of a hectare of land on its Kamloops Campus to Dacon from April 1, 2005 to August 31, 2047. The land lease required Dacon to construct a student residence with approximately 580 beds in accordance with plans approved by the University. Annual rent under the Land Lease is \$5 thousand for the term of the agreement. The University will pay Dacon a surrender fee at the end of the lease equal to Dacon's net investment in the assets constructed on the land.

A Project Financing Agreement between the University, Dacon and Desjardins Trust Inc. obligates the University to make payments of principal and interest on the indebtedness incurred on the construction of the residence if for any reason the payments are not made by the primary debtor, Dacon. The interest rate on the debt is 5.14% (2023 – 5.14%).

The University has also entered into a sublease with Dacon. Under the terms of the sublease, the University leases the student residence from Dacon from September 1, 2006 for the term of the land lease less one day. Rent under the sublease is (i) Dacon's debt service costs associated with the financing of the residence, and (ii) 60% of the free cash flow each year (net of a contribution to a capital reserve fund) from the residence as defined in the sublease.

The University has entered into a Management Agreement with Dacon and Campus Living Centres Inc. ("CLC"). Under the terms of the Management Agreement, the University retains CLC, for the term of the sublease, to manage the residence and to comply with the obligations of the University under the sublease.

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

11. Obligations under capital lease (continued)

The above agreements are recognized in the financial statements of the University as assets acquired under a capital lease and a capital lease obligation. The minimum future lease payments are as follows:

| | In thousands | |
|---|--------------|-----------|
| | 2024 | 2023 |
| Year ending March 31: | | |
| 2024 | \$ - | \$ 2,442 |
| 2025 | 2,441 | 2,441 |
| 2026 | 2,442 | 2,442 |
| 2027 | 2,441 | 2,441 |
| 2028 | 2,441 | 2,441 |
| 2029 | 2,441 | 2,441 |
| Thereafter | 44,396 | 44,396 |
| Total minimum lease payments | 56,602 | 59,044 |
| Less amounts representing interest | (23,414) | (25,123) |
| Present value of net minimum capital lease payments | \$ 33,188 | \$ 33,921 |

Total interest under capital lease payments for the year was \$1.7 million (2023 - \$1.7 million).

12. Deferred capital contributions

Contributions for the purpose of acquiring tangible capital assets are referred to as deferred capital contributions. Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset. Province of British Columbia Treasury Board regulation 198/2011 provided direction on accounting treatment of restricted capital contributions.

Changes in the deferred capital contributions balance are as follows:

| | In thousands | |
|---|--------------|------------|
| | 2024 | 2023 |
| Balance, beginning of year | \$ 138,983 | \$ 127,204 |
| Additions during the year: | | |
| Government grants | 3,738 | 10,186 |
| Donations and other | 188 | 421 |
| Changes in amounts deferred | 14,320 | 6,282 |
| | 18,246 | 16,889 |
| Less revenue recognized from deferred capital contributions | (5,894) | (5,110) |
| Balance, end of year | \$ 151,335 | \$ 138,983 |

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

13. Asset retirement obligations

The University has asset retirement obligations related to certain buildings that contain asbestos. The obligations are expected to be settled at future dates ranging from 5 to 58 years after the reporting date. The estimated undiscounted expenditures to settle the obligations total \$12.2 million. These costs have been discounted to the present value using a rate of 3.49% (2023 - 3.55%).

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

| | In thousands | |
|--|--------------|----------|
| | 2024 | 2023 |
| Balance, beginning of year | \$ 1,157 | \$ 1,023 |
| Remeasurement of asset retirement obligation | 2,047 | 131 |
| Abatement of asset retirement obligation | - | (29) |
| Accretion expense | 41 | 32 |
| Balance, end of year | \$ 3,245 | \$ 1,157 |

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

14. Tangible capital assets

| In thousands | | | | | |
|--|--------------------------|-----------|---|--|------------|
| 2024 | | | | | |
| | Land and improvements | Buildings | Building and equipment under capital lease | Furniture, equipment and library acquisitions | Total |
| Cost, beginning of year | \$ 40,546 | \$342,014 | \$ 42,785 | \$ 42,870 | \$ 468,215 |
| Additions | 550 | 20,909 | 273 | 8,336 | 30,068 |
| Disposals | (650) | - | - | (586) | (1,236) |
| Cost, end of year | 40,446 | 362,923 | 43,058 | 50,620 | 497,047 |
| Accumulated amortization, beginning of year | 12,062 | 102,491 | 19,028 | 19,752 | 153,333 |
| Amortization expense | 670 | 8,340 | 1,124 | 5,621 | 15,755 |
| Disposals | (650) | - | - | (586) | (1,236) |
| Accumulated amortization, end of year | 12,082 | 110,831 | 20,152 | 24,787 | 167,852 |
| Net book value | \$ 28,364 | \$252,092 | \$ 22,906 | \$ 25,833 | \$ 329,195 |

| In thousands | | | | | |
|--|--------------------------|-----------|---|--|------------|
| 2023 | | | | | |
| | Land and improvements | Buildings | Building and equipment under capital lease | Furniture, equipment and library acquisitions | Total |
| Cost, beginning of year | \$ 39,559 | \$319,566 | \$ 42,785 | \$ 40,449 | \$ 442,359 |
| Additions | 987 | 22,448 | - | 6,657 | 30,092 |
| Disposals | - | - | - | (4,236) | (4,236) |
| Cost, end of year | 40,546 | 342,014 | 42,785 | 42,870 | 468,215 |
| Accumulated amortization, beginning of year | 11,453 | 95,126 | 17,917 | 19,147 | 143,643 |
| Amortization expense | 609 | 7,365 | 1,111 | 4,841 | 13,926 |
| Disposals | - | - | - | (4,236) | (4,236) |
| Accumulated amortization, end of year | 12,062 | 102,491 | 19,028 | 19,752 | 153,333 |
| Net book value | \$ 28,484 | \$239,523 | \$ 23,757 | \$ 23,118 | \$ 314,882 |

Assets under construction having a value of \$6.5 million (2023 - \$12.9 million) have not been amortized. Amortization of these assets will commence when the asset is put into service.

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

15. Accumulated surplus

Accumulated capital and other surpluses consist of the following:

| | In thousands | |
|---|--------------|------------|
| | 2024 | 2023 |
| Invested in tangible capital assets: | | |
| Tangible capital assets | \$ 329,195 | \$ 314,882 |
| Debt used for tangible capital asset acquisition | (32,550) | (33,973) |
| Amounts financed by deferred capital contributions | (151,335) | (138,983) |
| Obligations under capital lease | (33,188) | (33,921) |
| | 112,122 | 108,005 |
| Internally restricted: | | |
| Designated and specific purpose reserves | 9,821 | 10,972 |
| Faculty and department reserves | 6,829 | 5,649 |
| Capital reserves | 28,378 | 31,856 |
| Board contingency and international building stabilization reserves | 16,304 | 16,972 |
| Residence repair and replacement reserve | 778 | 778 |
| | 62,110 | 66,227 |
| Unrestricted | 3,000 | 3,000 |
| Total accumulated capital and other surpluses | \$ 177,232 | \$ 177,232 |
| Endowments | 14,419 | 14,392 |
| Accumulated remeasurement gains | 6,918 | 2,136 |
| Accumulated surplus | \$ 198,569 | \$ 193,760 |

Invested in tangible capital assets represent assets purchased with unrestricted and internally restricted surpluses.

Designated and specific purpose reserves are set aside for future operations and projects for which specific funding has been received or allocated.

Faculty and department reserves are the unspent operating funds which faculties and departments are permitted to carry forward at the end of each year. These also include professional development and other operating funds.

Capital reserves are amounts restricted for purchases of land, buildings and equipment.

Board contingency and international building stabilization reserves are amounts restricted for operating commitments.

Residence repair and replacement reserve is an amount set aside for repairs to the building and repairs or replacement of furniture, fixtures and equipment.

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

16. Endowments

Endowment principal is to be maintained in perpetuity. The investment income generated from endowments is restricted and can be spent only in accordance with the various purposes established by the donors or the University's Board of Governors.

Proceeds received from the TRUCT are to be deferred and recognized over a 99 year period. As such, only the portion of the proceeds recognized in the year will be added to the endowment balance.

Changes to the endowment balances are as follows:

| | In thousands | |
|---|--------------|-----------|
| | 2024 | 2023 |
| Endowment investment balance, beginning of year | \$ 14,315 | \$ 14,277 |
| Contributions received during the year | - | 25 |
| | 14,315 | 14,302 |
| TRUCT lease proceeds deferred, beginning of year | 1,160 | 1,173 |
| TRUCT lease proceeds deferred, end of year | (1,148) | (1,160) |
| Endowment investment balance, year end | 14,327 | 14,315 |
| Cumulative non-cash recognition of TRUCT lease proceeds | 92 | 77 |
| Endowment equity balance, end of year | \$ 14,419 | \$ 14,392 |

The market value of the endowment investments is \$18.7 million which includes cash of \$1.6 million.

Change in portion available for distribution is as follows:

| | In thousands | |
|---|--------------|----------|
| | 2024 | 2023 |
| Portion available for distribution, beginning of year | \$ 1,260 | \$ 2,322 |
| Restricted investment income (loss) | 2,033 | (466) |
| Recovery of loss of principal | - | 25 |
| Distribution during the year | (25) | (621) |
| Portion available for distribution, end of year | \$ 3,268 | \$ 1,260 |

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

17. Financial risk management

The Board of Governors, through management, ensures that the University has processes in place to identify and monitor major risks.

(a) Interest rate risk

The University is exposed to the interest rate risk in respect of its portfolio investments, which earn interest income at various rates, and its debt which bears interest at rates as disclosed in Note 10.

(b) Credit risk

Unless otherwise disclosed in these financial statements, the University is not subject to significant credit risk associated with its financial instruments. The maximum credit risk for the University's financial assets is the carrying value of the asset.

(c) Market risk

Market risk is the risk that changes in market prices, as a result of changes in interest rates and equity prices will affect the University's income and the value of its holdings of financial instruments. The objective of market risk management is to manage and control risk exposures within acceptable parameters, while maximizing the return. The composition of the University's investments includes fixed income, equities, and other investments. The composition varies based on the University's needs and investment objectives as outlined in the University's investment policy.

(d) 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 stress conditions, without incurring unacceptable losses or risking damage to the University's reputation.

18. Contractual obligations and contingent liabilities

(a) The University is committed to payments under various contracts and leases with various expiry dates through 2029 as detailed below:

| Year | In thousands | | |
|------|--------------------------------|--|----------|
| | Equipment and operating leases | Janitorial and other service contracts | Total |
| 2025 | \$ 1,131 | \$ 4,581 | \$ 5,712 |
| 2026 | 925 | 1,563 | 2,488 |
| 2027 | 675 | 352 | 1,027 |
| 2028 | 215 | 97 | 312 |
| 2029 | 129 | 56 | 185 |

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

18. Contractual obligations and contingent liabilities (continued)

- (b) The University has agreed to contribute one third of the net operating loss of the City of Kamloops Aquatic Centre to a maximum of \$150 thousand annually. The University's proportionate contribution of the 2024 Aquatic Centre operating loss amounted to \$150 thousand (2023 - \$150 thousand).
- (c) From time to time, the University is involved in litigation or proceedings relating to claims arising out of its operations in the ordinary course of business. It is expected that the ultimate outcome of these claims will not have a material effect on the financial position of the University. The majority of these claims are covered by the University's insurance coverage. Any University obligations that may result from these claims will be recorded in the period when it becomes likely and determinable.

19. Expenses by object

The following is a summary of expenses by object:

| | In thousands | | |
|---|--------------|------------|------------|
| | Budget | 2024 | 2023 |
| Accretion of asset retirement obligations | \$ - | \$ 41 | \$ 32 |
| Advertising and public relations | 4,665 | 4,591 | 4,834 |
| Amortization of tangible capital assets | 14,660 | 15,755 | 13,926 |
| Bank charges, interest and bad debt | 2,041 | 2,015 | 1,822 |
| Building, equipment, operations and maintenance | 10,473 | 11,798 | 11,976 |
| Bursaries, awards and scholarships | 6,612 | 7,557 | 6,493 |
| Computer supplies and licenses | 4,835 | 5,064 | 4,408 |
| Cost of materials sold | 5,065 | 6,033 | 5,405 |
| Interest on capital lease obligation | 1,744 | 1,705 | 1,742 |
| Interest on debt | 2,042 | 1,208 | 1,036 |
| Leases and rentals | 3,296 | 3,057 | 2,889 |
| Professional fees and contracted services | 20,958 | 24,074 | 22,333 |
| Salaries and benefits | 184,293 | 179,135 | 158,700 |
| Supplies, postage and freight | 7,354 | 6,209 | 5,895 |
| Travel | 5,080 | 6,786 | 5,046 |
| | \$ 273,118 | \$ 275,028 | \$ 246,537 |

20. Related organizations

The University is associated with the following organizations, which have not been consolidated into the University's financial statements.

(a) The TRU Foundation

The TRU Foundation (the "Foundation") has been established for the benefit of the University and its students. During the fiscal period ending March 31, 2024, the Foundation fundraised and donated to the University \$0.2 million for capital projects (2023 - \$0.4 million), and \$4.1 million for bursaries, scholarships, and other projects (2023 - \$3.8 million).

THOMPSON RIVERS UNIVERSITY

Notes to Consolidated Financial Statements

Year ended March 31, 2024

20. Related organizations (continued)

(b) Other provincial government operations

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

21. Comparative information

The consolidated financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not effect prior year's annual surplus.

Section 4

Schedule of Debts

**Thompson Rivers University
Statement of Financial Information
Schedule of Debts
March 31, 2024**

Information on all debts for this organization is included in Note 10 to the Consolidated Financial Statements.

Section 5

Schedule of Guarantee and Indemnity Agreements

**Thompson Rivers University
Statement of Financial Information
Schedule of Indemnity and Guarantee Agreements
March 31, 2024**

There were no guarantee agreements approved during the year.

List of indemnities approved during the year by the Risk Management Branch of the Ministry of Finance

| <u>Indemnity Agreement</u> | <u>Date Approved</u> |
|---|----------------------|
| 1266476 BC Ltd. | Apr 06, 2023 |
| University of British Columbia | Apr 06, 2023 |
| Frank Fintech Inc. | Apr 09, 2023 |
| The Board of Governors of Lakeland College | Apr 18, 2023 |
| G.N.S Industrial Trailer Services Ltd. (GNS) | Apr 24, 2023 |
| Acuity Insights Inc. | May 05, 2023 |
| Robert Bosa Investment Partnership, Loon Properties (Quesnel) Inc. and Bosa Properties Inc. | May 15, 2023 |
| The Canadian Museum for Human Rights | May 18, 2023 |
| North Okanagan Livestock Association, British Columbia Cattlemen's Association | May 18, 2023 |
| Sun Peaks Resort LLP | May 19, 2023 |
| Shuswap Nation Tribal Council Society | Jun 01, 2023 |
| Vancouver Art Gallery Association | Jun 28, 2023 |
| British Columbia Hydro and Power Authority | Jul 07, 2023 |
| Decibel Holdings Inc. | Jul 07, 2023 |
| Waste Management of Canada Corporation | Jul 13, 2023 |
| Riipen Networks Inc. | Jul 14, 2023 |
| Copyright Clearance Centre, Inc. | Jul 14, 2023 |
| The Pioneer Event Corporation | Jul 20, 2023 |
| Canadian Cattle Association | Jul 31, 2023 |
| IHS Global Inc. | Jul 31, 2023 |
| QS Unisolution Ltd. | Aug 08, 2023 |
| Coast Bastion Hotel | Aug 08, 2023 |
| Humanitix USA Limited | Aug 18, 2023 |
| The Mining Industry Human Resources Council (MiHR) | Aug 18, 2023 |
| Idenhaus Consulting, Inc. | Aug 23, 2023 |
| His Majesty the King in Right of Canada, as represented by the Minister of Foreign Affairs, acting through the Department of Foreign Affairs, Trade and Development | Aug 30, 2023 |
| Astral Media Outdoor L.P. | Aug 30, 2023 |
| ZoomerMedia Limited | Sep 13, 2023 |
| His Majesty in Right of Canada, represented by the Minister of Foreign Affairs, Department of Foreign Affairs, Trade and Development | Oct 19, 2023 |
| Teck Resources Limited | Oct 20, 2023 |
| Visa Rentals & Leasing Inc. | Oct 27, 2023 |

Indemnity AgreementDate Approved

| | |
|--|--------------|
| Kamloops Blazers Hockey Club Inc. | Nov 16, 2023 |
| The Insurance Institute of Canada | Nov 16, 2023 |
| Avalanche Canada | Nov 17, 2023 |
| Vimeo.com, Inc. | Nov 22, 2023 |
| Cinema Libre Studio | Nov 22, 2023 |
| Visual Education Centre, A DIVISION OF PMG CALIFORNIA, INC. | Nov 22, 2023 |
| Lakehead University | Nov 28, 2023 |
| FocusPoint International, Inc. | Dec 01, 2023 |
| ICESoft Technologies Holdings Ltd. | Dec 05, 2023 |
| KnowFully Learning Group | Dec 05, 2023 |
| University of British Columbia | Dec 05, 2023 |
| Lakehead University, Carlton University, Memorial University of Newfoundland, Vancouver Island University, York University | Dec 11, 2023 |
| Williams Lake Seniors Village 3 LLP c/o West Coast Seniors Housing Management Limited Partnership | Dec 13, 2023 |
| SIDEARM Sports, LLC | Dec 18, 2023 |
| Art Resource, Inc. | Jan 02, 2024 |
| Cariboo Regional District, The Board of Education of School District No. 27 (Cariboo-Chilcotin), City of Williams Lake, District of 100 Mile House (Facilities) | Jan 05, 2024 |
| Apollo Health Software Inc. | Jan 11, 2024 |
| Uplift Safety Solutions Ltd. | Jan 12, 2024 |
| KnowFully Learning Group | Jan 16, 2024 |
| Secure-Rite Mobile Storage Inc. | Jan 18, 2024 |
| Vancouver Island Health Authority | Jan 19, 2024 |
| Agility PR Solutions Canada Limited | Jan 19, 2024 |
| Grand River Hospital Corporation | Jan 22, 2024 |
| Deltek, Inc. | Jan 22, 2024 |
| The Hanover Research Council LLC | Jan 24, 2024 |
| Speakers Spotlight | Jan 25, 2024 |
| Pinchin Ltd. | Jan 30, 2024 |
| Lithogen Inc. | Feb 01, 2024 |
| FormAssembly, Inc. | Feb 01, 2024 |
| Microsoft Corporation | Feb 12, 2024 |
| Equinix, Inc. | Feb 15, 2024 |
| The University of Western Ontario | Feb 21, 2024 |
| Zoom Video Communications, Inc. | Feb 23, 2024 |
| South Cariboo Business Centre LTD | Feb 26, 2024 |
| Canadian Association of Geophysical Contractors | Feb 27, 2024 |
| Votenet Solutions, Inc. | Feb 27, 2024 |
| DocuSign, Inc. | Mar 01, 2024 |
| Skeetchestn Indian Band | Mar 08, 2024 |
| British Columbia Lottery Corporation | Mar 13, 2024 |

Section 6

Schedule of Remuneration and Expenses

Thompson Rivers University
Statement of Financial Information
Remuneration and Expenses paid to or on behalf of each Employee
March 31, 2024

1. Elected Officials, Employees appointed by Cabinet and Members of the Board of Governors

| <u>Name</u> | <u>Position</u> | <u>Renumeration</u> | <u>Expenses</u> |
|---|-------------------------------|-----------------------|-----------------|
| Current Board Members | | | |
| Chowdhury, Shariyer | Board Member | \$ | - |
| Chung, Hee-Young | Chair | | 1,453 |
| DeRose, DeDe | Chancellor | | - |
| Dewan, Hasnat | Board Member | Included in employees | - |
| Fairbairn, Brett | President and Vice-Chancellor | Included in employees | - |
| Fader, Heather | Board Member | | 424 |
| Gottfriedson-Jasper, Katy | Board Member | | 889 |
| Hamilton, Jim | Vice-Chair | | 1,252 |
| Hallinan, David | Board Member | | - |
| Henderson, Dian | Board Member | Included in employees | - |
| McLean, Marilyn | Board Member | | 329 |
| Ozouf, Cindy | Board Member | Included in employees | - |
| Walia, Anshuman | Board Member | | - |
| Board members whose term expired in 2024 fiscal | | | |
| Christianson, Tracy | Board Member | Included in employees | - |
| Haskell, Jasmine | Board Member | Included in employees | - |
| Kendall, Kathy | Board Member | Included in employees | - |
| Kwan, Lilian | Board Member | | 260 |
| Lulua, Jimmy | Board Member | | 192 |
| Matthew, Nathan | Chancellor | | 1,686 |
| Pathak, Divyani | Board Member | | - |
| | | \$ | 6,485 |

2. Employees

| <u>Name</u> | <u>Renumeration</u> | <u>Expenses</u> |
|-----------------------|---------------------|-----------------|
| Abdullah, Md | \$ 97,220 | \$ - |
| Abutalipova, Marianna | 80,193 | 482 |
| Acreman, Dennis | 161,908 | - |
| Adam, Christine | 235,303 | 2,727 |
| Adam, Mark | 122,922 | 4,096 |
| Agyekum, Eric | 99,898 | 713 |
| Ahmed, Ehsan | 133,670 | 726 |
| Ahmed, Faheem | 174,895 | 5,271 |
| Aighobahi, Anthony | 92,137 | - |

| <u>Name</u> | <u>Remuneration</u> | <u>Expenses</u> |
|--------------------------------|---------------------|-----------------|
| Aleem, Saiqa | 130,378 | 4,022 |
| Allingham, Jessica | 94,616 | 2,546 |
| Alm, Gregory | 113,704 | - |
| Almers, Sofi | 86,011 | 929 |
| Alves, Kyri | 96,559 | 6,154 |
| Amante, Richard | 79,221 | 2,339 |
| Amyot, Frederick | 109,359 | 12,969 |
| AN, Ji Young | 102,273 | 6,002 |
| Anaere, Charles | 117,440 | - |
| Anchikoski, Tory | 112,072 | 3,053 |
| Andersen, Joceline | 88,432 | 2,831 |
| Anderson, Carolyn | 113,247 | 306 |
| Anderson, Gregory | 220,858 | 22,291 |
| Anderson, James | 343,112 | 2,735 |
| Anderson, Renee | 155,734 | 4,633 |
| Andrews, Dawn | 145,112 | 713 |
| Antulov, John | 99,976 | 14,950 |
| Arantes Fandino, Mateus | 87,951 | - |
| Arkesteyn, Pete | 114,846 | 2,231 |
| Arney, Noah | 107,170 | 3,294 |
| Asuchak, Warren | 196,239 | 12,556 |
| Atkins, Terry | 138,966 | - |
| Atkinson, Curtis | 129,029 | 8,766 |
| Austin, Lorry-Ann | 132,711 | 5,878 |
| Baba, Tyler | 107,037 | - |
| Babinchuk, Wayne | 150,010 | - |
| Bacon, Kevin | 111,363 | - |
| Bacsu, Juanita-Dawne | 112,708 | 7,056 |
| Baitz, Kenneth | 105,940 | 535 |
| Baldwin, Lyn | 149,105 | 15,525 |
| Balfour, Gillian | 258,068 | 17,056 |
| Banitabaei, Sayed Abdolhossein | 98,132 | 3,347 |
| Barragan, Salvador | 155,028 | 791 |
| Barrett, Eryn | 79,242 | 1,217 |
| Bartlett, Marie | 114,846 | 3,544 |
| Bartlett, Nathan | 101,017 | 1,348 |
| Bauman, Kai | 125,602 | 1,669 |
| Bebault, Michele | 123,511 | 549 |
| Begum, Momotaj | 78,976 | 1,500 |
| Bell, Anthony | 138,326 | - |
| Bell, Arleigh | 115,224 | 4,911 |
| Bell, Wilson | 138,536 | 1,104 |
| Berg, Rhonda | 121,397 | 713 |
| Bermiller, Jason | 114,846 | - |
| Bhattacharya, Rabindranath | 85,646 | 407 |
| Biblow, Patricia | 85,556 | 370 |
| Bigari, James | 80,367 | - |
| Blackford, Scott | 150,389 | 12,408 |

| <u>Name</u> | <u>Remuneration</u> | <u>Expenses</u> |
|-------------------------|---------------------|-----------------|
| Blackstock, Lindsay | 97,585 | - |
| Blake, Wendy | 126,685 | 1,505 |
| Blakely, Meaghan | 82,400 | 3,588 |
| Block, Tina | 121,757 | 14,605 |
| Bluhm, Michael | 193,976 | 8,995 |
| Booth, Douglas | 204,809 | 7,749 |
| Borgland, Michelle | 145,163 | - |
| Borhaven, Nicole | 85,816 | 3,679 |
| Boroushaki, Shirin | 114,798 | 232 |
| Bosdet, Cynthia | 92,289 | 1,598 |
| Bostock, Bradley | 108,773 | 4,953 |
| Bottos, Eric | 117,408 | 11,012 |
| Bourdin, Dominique | 87,128 | 301 |
| Bouthillier, Brian | 113,713 | - |
| Boyd, Patti | 105,497 | 2,458 |
| Brain, Gregory | 80,440 | - |
| Brandoli, Alan | 122,131 | - |
| Brassard, Andrea | 77,072 | 3,139 |
| Brechin, Kevin | 90,006 | 16,103 |
| Breden, Erin | 86,016 | 3,107 |
| Brewer, Sharon | 162,866 | 474 |
| Brewster, Richard | 168,298 | 6,428 |
| Broad, Peggy-Jo | 91,139 | 238 |
| Brouder, Patrick | 130,639 | - |
| Brown, Jason | 140,765 | 9,873 |
| Brown, Joseph | 130,922 | 9,233 |
| Buff, Maria | 120,458 | 11,675 |
| Burkholder, David | 109,262 | 4,829 |
| Burton, Carl | 96,039 | 34 |
| Busviah, Rony | 76,324 | 32 |
| Butland, Susan | 114,846 | 4,054 |
| Butorac, Mark | 160,032 | 713 |
| Byers, Cara | 79,164 | 4,999 |
| Cadre, Cara | 139,341 | 4,766 |
| Caldera-Noriega, Juan | 124,042 | 3,063 |
| Calhoon, Sarah | 106,899 | 240 |
| Caputo, Shari | 117,047 | 8,948 |
| Carmichael, Tanis | 78,988 | 213 |
| Carrelli, Robert | 88,790 | - |
| Carson, Amy | 77,743 | 2,716 |
| Carson, Nancy | 155,775 | 720 |
| Carter, David | 139,313 | 1,176 |
| Cassar Torreggiani, Kim | 154,837 | 19,779 |
| Caton, Kellee | 152,151 | 40,927 |
| Cederlof, Christina | 143,860 | 165 |
| Chadwick, Baihua | 269,245 | 96,125 |
| Chahal, Hardeep | 75,468 | 5,295 |
| Chahal, Rajvinder | 115,702 | 6,099 |

| <u>Name</u> | <u>Remuneration</u> | <u>Expenses</u> |
|------------------------------|---------------------|-----------------|
| Chambers, Robert | 215,331 | 472 |
| Chambers, Tara | 104,020 | 713 |
| Chaput, Stephanie | 94,354 | - |
| Chardon, Jessica | 98,154 | - |
| Cheeptham, Naowarat | 152,151 | 5,438 |
| Chen, Michael | 116,265 | 1,579 |
| Chinnasamy, Mullaivananathan | 92,087 | 3,723 |
| Chomitz, Judith | 82,910 | 681 |
| Christianson, Tracy | 133,919 | 1,563 |
| Church, John | 152,977 | 8,372 |
| Church, L. Alexandra | 125,260 | 4,272 |
| Cinel, Bruno | 146,722 | 3,145 |
| Cinel, Julie | 134,932 | 3,830 |
| Clark, Frederick (Paul) | 134,078 | 12,680 |
| Clark, Natalie | 160,417 | 713 |
| Clark, Scott | 106,943 | 7,242 |
| Clarke, Montana | 78,224 | 8,309 |
| Clement, Vernie | 97,214 | 2,836 |
| Cloutier, Naomi | 113,564 | 34 |
| Colleran, Vanessa | 75,183 | 713 |
| Collins, Danielle | 81,930 | 1,650 |
| Collins, William | 137,402 | - |
| Cook, Derek | 125,865 | 713 |
| Cooke, Lisa | 132,652 | 32 |
| Coolahan, Jody | 80,945 | 5,222 |
| Coombs, Bryce | 102,453 | 39 |
| Cooper, Lynton | 92,680 | 538 |
| Cope Watson, Georgann | 93,529 | 2,554 |
| Correale, Heather | 88,176 | 1,658 |
| Corsi, Chelsea | 92,597 | 9,376 |
| Cowles, Wanda | 76,640 | 1,149 |
| Cox, Emily | 84,111 | 2,013 |
| Cox, Raymond | 142,273 | 4,289 |
| Coyston, Sandra | 84,169 | 713 |
| Creelman, Lisa | 112,658 | 5,128 |
| Crespin-Mueller, Dorys | 196,222 | 21,370 |
| Crofoot, Robert | 163,756 | - |
| Crosson, Carly | 107,882 | 15 |
| Cullen, Ashley | 80,597 | 2,500 |
| Curran, Audrey | 106,445 | 7,681 |
| Currie, Katharine | 96,874 | 15 |
| Currie, Russell | 186,742 | - |
| Cuzzola, Johnny | 130,106 | 3,906 |
| da Costa, Jose | 89,937 | - |
| Dabner, Jason | 114,846 | 45 |
| Dagg, Leah | 83,512 | 8,375 |
| Dalley, Peter | 123,532 | - |
| Daly, Brian | 230,770 | 21,478 |

| <u>Name</u> | <u>Remuneration</u> | <u>Expenses</u> |
|------------------------|---------------------|-----------------|
| D'Amuro, Kriston | 111,102 | - |
| Daneliuk, Lynda | 96,569 | - |
| Davey, Robline | 95,299 | 3,127 |
| Davison, Corey | 114,846 | 1,238 |
| de Chantal, Kelly Anne | 92,876 | 10,252 |
| De Frias, Lori | 123,562 | 526 |
| Dean, Yasmin | 201,298 | 46,106 |
| Denham, Tod | 92,803 | 5,261 |
| Denis, Lisa | 96,921 | 2,710 |
| Desautels, William | 105,581 | 2,609 |
| Desjardins, Ivan | 183,652 | 1,087 |
| Dever, Rhonda | 144,919 | 27,991 |
| Dewan, Abul | 190,669 | 8,701 |
| Dhaliwal, Ravinder | 127,440 | 10 |
| Dhand, Ruby | 167,150 | 13,034 |
| Dhanjal-Suhag, Samta | 90,008 | 2,573 |
| Dhillon, Janice | 83,511 | 1,981 |
| Dhiman, Harshita | 87,034 | 5,419 |
| Dhruv, Ajay | 107,351 | 1,606 |
| Diab, Robert | 183,220 | 801 |
| Dilkina, Katia | 119,244 | 1,666 |
| Doan, Laura | 151,603 | 8,914 |
| Dobson, Joseph | 147,397 | 4,313 |
| Doherty, Cameron | 86,711 | 1,368 |
| Doiron, Kyle | 114,793 | - |
| Donkor, Kingsley | 162,867 | 3,280 |
| Donlan, Sean | 184,295 | - |
| Doubt, Stephen | 114,846 | - |
| Down, Gordon | 111,109 | 4,156 |
| Downey, Heather | 123,512 | 2,849 |
| Dragovan, Mason | 93,517 | 1,236 |
| Drozda, Jamie | 95,515 | 2,080 |
| D'Souza, Melba | 120,206 | 8,075 |
| du Toit, Anton | 176,805 | 713 |
| Duerden, Janet | 136,027 | 53 |
| Duff, Angus | 133,802 | 1,518 |
| Dumouchel, Evangelia | 171,319 | 4,743 |
| Dunstan, Lena | 99,065 | 6,940 |
| Duquette, Christina | 137,179 | 14,615 |
| Durack, Ian | 108,843 | - |
| Dyck, Lisa | 109,104 | 2,991 |
| Dyck, Matthew | 103,995 | 39 |
| Eccleston, Wesley | 142,404 | 447 |
| Ellis, Christopher | 91,202 | - |
| Ellis, Sarah | 80,444 | - |
| Elofson, Chad | 75,887 | 523 |
| Esmaeili, Zeinab | 204,097 | - |
| Ewanyshyn, Amanda | 117,015 | 713 |
| Exner, Twyla | 97,193 | 10,570 |

| <u>Name</u> | <u>Remuneration</u> | <u>Expenses</u> |
|------------------------|---------------------|-----------------|
| Fagervik, Kate | 85,272 | 5,541 |
| Fairbairn, Brett | 322,476 | 69,201 |
| Faraone, Frank | 100,969 | 3,991 |
| Fearey, Garry | 90,117 | 60 |
| Fedorak, Teresa | 119,618 | 1,959 |
| Fehr, Colton | 102,679 | 6,079 |
| Fehr, Florriann | 158,508 | 3,559 |
| Feldberg, Suzanne | 141,413 | 38 |
| Feng, ZiPing | 167,714 | 70,215 |
| Fennell, Joanne | 78,363 | 713 |
| Fergus, Andrew | 185,003 | 713 |
| Ferguson, Donald | 108,963 | 1,525 |
| Ferri, Jean | 100,062 | 1,085 |
| Field, Cael | 113,511 | 1,696 |
| Finch, Michael | 120,531 | - |
| Fink, Geoff | 113,038 | 12,730 |
| Finucane, Daniel | 77,866 | 1,985 |
| Fischer, Boyd | 105,134 | - |
| Fischer, Giuseppina | 124,874 | 6,174 |
| Fitzjohn, Tim | 76,999 | - |
| Flamank, Brian | 88,649 | 756 |
| Flannigan, Michael | 249,458 | 5,345 |
| Fleck, Linda | 75,405 | - |
| Fleury, Andrea | 75,486 | - |
| Fleury, Lynnette | 109,104 | 492 |
| Florence, Adam | 98,870 | 557 |
| Forseille, Susan | 124,792 | 13,498 |
| Foucault, Colleen | 115,173 | - |
| Fovet, Frederic | 126,298 | 13,680 |
| Franzen, Larry | 141,914 | 5,544 |
| Fraser, Lauchlan | 168,540 | 5,464 |
| Fredrickson, Rebecca | 114,800 | 6,194 |
| Freimuth, Hilda | 119,661 | 14,777 |
| Friend, Jennifer | 84,589 | 961 |
| Froescul, Teri | 105,280 | 608 |
| Fuller, Troy | 130,597 | 1,339 |
| Furlotte, Wesley | 107,569 | - |
| Gaisford, James | 198,822 | 280 |
| Gallaher, Jaime | 96,622 | 1,117 |
| Gao, Yanmin | 157,752 | 490 |
| Gardner, Wendy | 149,459 | 2,825 |
| Garrett-Petts, William | 209,963 | 9,228 |
| Gauthier, Ryan | 152,103 | 9,225 |
| Geiger, Tara | 115,752 | 4,055 |
| George, Serena | 113,418 | 19 |
| Ghosh, Abhijit | 114,846 | - |
| Gibson, Sarah | 114,815 | 6,264 |
| Gilbert, Tatiana | 80,546 | 9,857 |

| <u>Name</u> | <u>Remuneration</u> | <u>Expenses</u> |
|------------------------|---------------------|-----------------|
| Gill, Avninder | 357,443 | 778 |
| Gilowski, Lauren | 94,907 | 17 |
| Gladu, Cheryl | 117,674 | 2,599 |
| Goddard, Jay | 127,378 | 2,478 |
| Goddard, Jenna | 114,846 | 10,507 |
| Gonzalez, Claudia | 114,815 | - |
| Gordon, James | 91,727 | 6,795 |
| Gosselin, Louis | 162,945 | - |
| Gottfriedson, Theodore | 80,755 | 7,072 |
| Gottschalk, Tania | 191,013 | 5,664 |
| Graham, Devon | 119,346 | 4,062 |
| Grainger, Michael | 103,679 | 26,623 |
| Gray, Adina | 130,748 | 15,961 |
| Gray, Brenna | 121,337 | 1,412 |
| Gray, Erica | 122,534 | 337 |
| Gredling, Allysa | 75,408 | 3,714 |
| Greenough, Cassie | 119,917 | 3,455 |
| Grimm, Chad | 83,673 | 21,458 |
| Grizzlypaws, Laura | 120,513 | 8,348 |
| Gu, Jianzhong | 141,963 | 1,829 |
| Gunnyon, Richard | 107,493 | 4,745 |
| Gurney, Pamela | 165,951 | 3,969 |
| Haag, Thomas | 121,183 | 1,492 |
| Hamaguchi, Christina | 97,739 | 90 |
| Hamilton, Heather | 116,084 | 6,708 |
| Hammer, Trent | 95,787 | 55 |
| Handford, Catherine | 208,342 | 6,512 |
| Hanif, Muhammad | 125,952 | 808 |
| Hanlon, Robert | 138,872 | 14,228 |
| Harasymchuk, Bradley | 114,846 | 1,298 |
| Harcourt, Michael | 124,389 | 448 |
| Harms, Clifton | 98,043 | 7 |
| Harrison, Michelle | 148,933 | 6,289 |
| Hartt, Kelly | 139,338 | 3,341 |
| Harvey, Jillian | 114,846 | 15,361 |
| Haverila, Matti | 186,365 | - |
| Hebert, Janie | 94,629 | 1,310 |
| Heer, Jarita | 95,437 | 575 |
| Heise, Brian | 162,216 | 1,533 |
| Hellquist, Jaclyn | 77,429 | 5,588 |
| Hemmings, Mary | 116,325 | - |
| Henderson, Dian | 149,574 | 1,786 |
| Hendra, Karolyn | 118,887 | 6,264 |
| Hengstler, Dallas | 97,535 | 1,826 |
| Hennelly, Patrick | 102,576 | 22,115 |
| Henry, Michael | 227,890 | 61,129 |

| <u>Name</u> | <u>Remuneration</u> | <u>Expenses</u> |
|--------------------------|---------------------|-----------------|
| Herns-Jensen, Jeneen | 77,257 | 10,561 |
| Heshka, Jonathan | 165,506 | 5,021 |
| Hewins, Kevin | 93,067 | - |
| Hewitt, Reggie | 79,388 | - |
| Higgins, Robert | 145,752 | 1,491 |
| Hilde, Rosalie | 75,235 | 713 |
| Hildebrand, Lianne | 94,340 | - |
| Hill, David | 150,657 | 16,637 |
| Hoare, Alana | 130,084 | 3,414 |
| Hobbs, James | 75,769 | - |
| Hofrichter, Ruth | 117,171 | 485 |
| Hollas, Robyn | 137,297 | 4,204 |
| Hoot, Tracy | 162,050 | 21,439 |
| Hoque, Md Erfanul | 91,392 | 3,314 |
| Hossain, Belayet | 185,429 | 713 |
| Howard, Kimberley | 89,930 | 21,084 |
| Howe, Edward | 180,262 | 4,032 |
| Hrkac, Petar | 76,547 | 1,152 |
| Hrynyk, Nicholas | 105,089 | 6,679 |
| Hu, Jumin | 150,165 | 9,270 |
| Hughes, Robin | 75,355 | 713 |
| Hulko, Wendy | 164,558 | 4,379 |
| Hunt, Christopher | 178,360 | 3,345 |
| Huscroft, Crystal | 137,983 | 2,150 |
| Hutchings, Karl | 139,858 | - |
| Huttunen-Hennelly, Heidi | 143,860 | 3,048 |
| Huva, Amber | 83,511 | - |
| Idzikowski, Andrzej | 144,057 | - |
| Iles, Lawrence | 151,552 | 5,652 |
| Innes-Wiens, Allison | 105,684 | 1,500 |
| Irani, Solmaz | 94,180 | 1,985 |
| Isaak, Gerald | 143,214 | 5,803 |
| Ives, Carolyn | 154,714 | 3,680 |
| Jacklin, Virginia | 128,145 | 713 |
| Jackson, Piper | 115,035 | 1,623 |
| Jacobson, Chad | 87,815 | 35,214 |
| Jain, Vijal | 87,292 | 1,606 |
| Jakubec, Melissa | 119,038 | 2,765 |
| James, Cindy | 161,143 | 4,048 |
| James, Shannon | 94,385 | 4,505 |
| Janes, Diane | 162,750 | 4,044 |
| Jap, Warveni | 186,350 | 9,737 |
| Jat, Mohsin | 123,078 | 370 |
| Jensen, Erin | 84,067 | 9,954 |
| Jepsen, Cameron | 115,596 | 640 |
| Jobb, Cory | 114,815 | 6,356 |
| Johansen, Thomas | 86,026 | 14,304 |

| <u>Name</u> | <u>Remuneration</u> | <u>Expenses</u> |
|------------------------|---------------------|-----------------|
| Johnson, Caitlin | 75,080 | 1,722 |
| Johnson, George | 144,316 | 3,659 |
| Johnson, Shelly | 145,101 | 6,441 |
| Johnstone, Holly | 160,661 | 65 |
| Johnston-Sedore, Jason | 116,956 | 529 |
| Jolly, Karime | 77,962 | 200 |
| Joly, Stephen | 92,339 | 4,575 |
| Jones, Craig | 148,124 | 797 |
| Jones, Lindsay | 76,389 | 189 |
| Jones, William | 82,044 | - |
| Jonker, Elise | 109,709 | 2,096 |
| Jordan, Jeffery | 114,720 | 126 |
| Judge, Amandeep | 118,899 | - |
| Kabir, Humayun | 114,349 | 6,025 |
| Kading, Terrance | 165,677 | - |
| Kalynka, Darlene | 159,494 | - |
| Kampman, Jacqueline | 143,989 | 5,344 |
| Kang, Yongjoo | 122,989 | 220 |
| Karakatsoulis, John | 154,720 | 1,467 |
| Karl, Jenni | 121,273 | 11,842 |
| Kary Burdick, Penny | 86,011 | 98 |
| Kasten, Timothy | 114,846 | 5,706 |
| Kaur, Jaspreet | 83,628 | - |
| Kennedy, Kandace | 105,348 | - |
| Kennedy, Matthew | 106,507 | 1,291 |
| Kent, Jeffrey | 157,471 | 1,087 |
| Keshvadi, Sina | 132,883 | 6,972 |
| Khan, Bilal | 91,239 | - |
| Khan, Shahbaz | 110,556 | 11,435 |
| Kim, Sung Il | 86,861 | 9,006 |
| Kimiagari, Salman | 154,766 | 13,275 |
| Kimmel, Randall | 160,711 | 713 |
| King, Richard | 114,846 | - |
| Klarenbeek, Elizabeth | 97,238 | 1,868 |
| Klaric, Stefani | 81,261 | 10,333 |
| Klarich, Alma | 97,251 | 4,998 |
| Klassen, Stephanie | 101,181 | 6,143 |
| Kleiv, Robin | 114,846 | 2,372 |
| Knorr, Kathrin | 77,574 | 54 |
| Komori, Linda | 94,963 | - |
| Kondrashov, Oleksandr | 112,359 | 3,221 |
| Koopmans, Robert | 97,728 | 1,696 |
| Kouroupis, Allison | 76,813 | 542 |
| Kozubski, Bradley | 117,448 | 2,359 |
| Krause, Levi | 90,593 | 1,145 |
| Krauza, Wendy | 146,532 | 1,266 |
| Krenzler, Myrissa | 89,154 | 4,758 |
| Kwiatkowska, Bogumila | 156,886 | 790 |
| Kwok, Derek | 75830.45 | - |

| <u>Name</u> | <u>Remuneration</u> | <u>Expenses</u> |
|-------------------------|---------------------|-----------------|
| Laflamme, Yvette | 189,619 | 10,290 |
| Lake, Lisa | 105,747 | 37,194 |
| Lalli, Gurjit | 89,713 | 3,746 |
| Lamb, Brian | 126,657 | 4,240 |
| Lamb, Laura | 172,788 | 12,136 |
| Langlands Sulphur, Reta | 97,030 | 4,579 |
| Langlois, Sarah | 116,047 | 34 |
| Larsen, Karl | 164,790 | 2,352 |
| Later, Genevieve | 114,373 | - |
| Latham, Melanie | 101,491 | 428 |
| Latif, Ehsan | 172,267 | 12,467 |
| Lawrence, Donald | 159,158 | - |
| Lawson, Heidi | 132,030 | 8,489 |
| Le Dressay, Carl | 113,775 | 713 |
| Le, Giang | 98,680 | 694 |
| Learie, Sharman | 135,404 | 8,535 |
| Lee, Christine | 106,889 | 6,419 |
| Lee, Mahnhoon | 163,034 | - |
| Lefevre, Kara | 157,404 | 8,332 |
| Leger, Catriona | 117,624 | 1,189 |
| Leibel, Jennifer | 86,011 | 6,261 |
| Lempfers, Michael | 166,046 | 4,978 |
| Lentz, Max | 82,235 | - |
| Leone, Rita | 94,579 | 16,365 |
| Lestander, Jennifer | 76,881 | 2,968 |
| Letterlough, Roxane | 131,962 | 2,022 |
| Lewis, Sheryl-Lynn | 121,750 | 1,713 |
| Lidster, Susan | 78,166 | 713 |
| Lien, Che-Hui | 201,073 | 12,117 |
| Lindsay, Darshan | 174,194 | 809 |
| Little, Tatiana | 103,610 | 384 |
| Little, William | 83,242 | 713 |
| Liu Baergen, Fu-Hui | 117,382 | 1,898 |
| Lomen, James | 114,846 | 4,233 |
| Long, Catrina | 75,765 | 298 |
| Lovely, Ben | 109,527 | 4,407 |
| Low, Marie | 124,673 | 713 |
| Lundgren, Jodi | 151,751 | 713 |
| Lundin, Michael | 129,088 | 6,950 |
| Lussier, Krista | 156,495 | 1,698 |
| Lyster, Tara | 135,046 | 990 |
| Macgray, Laurel | 101,879 | 632 |
| MacLeod, Heather | 114,815 | 4,868 |
| MacNeill, Patricia | 114,846 | 720 |
| Madsen, Kammi | 84,643 | 33 |
| Magliocchi, Cassandra | 102,273 | 779 |
| Maharaj, Krishneel | 140,256 | 3,430 |
| Mahbobi, Mohammad | 211,283 | 3,881 |

| <u>Name</u> | <u>Remuneration</u> | <u>Expenses</u> |
|------------------------|---------------------|-----------------|
| Mahmoud, Fatma | 114,846 | 1,431 |
| Mahmoud, Yehia | 106,697 | - |
| Maikapar, Lucas | 119,769 | - |
| Maimaitijiang, Yasheng | 128,099 | 5,659 |
| Maisonneuve, Reid | 75,405 | 12,910 |
| Major, Blair | 134,806 | 952 |
| Major, Diana | 117,614 | 1,453 |
| Malone, Matthew | 128,557 | 5,161 |
| Mann, Razuvtindar | 85,427 | 6,795 |
| Mann, Rebecca | 76,682 | 46 |
| Manning-Lewis, Tanya | 124,788 | 5,727 |
| Mansoor, Umme Kulsoom | 85,429 | 40 |
| Mardon, Gwyn | 116,252 | 34 |
| Marini, Miranda | 79,360 | - |
| Marsden, Sarah | 88,019 | - |
| Martin, Bruce | 168,516 | 5,446 |
| Martin, Paul | 131,171 | 6,375 |
| Mason, Courtney | 167,275 | 41,069 |
| Mason, Jennifer | 114,909 | 3,578 |
| Massalski, Jacek | 154,556 | 3,657 |
| Matonovich, Sukhminder | 124,019 | 5,956 |
| Matthew, Sharnelle | 111,396 | 33 |
| Matthew, Tina | 143,333 | 2,074 |
| Matthews, S. Leigh | 114,846 | - |
| May, Erin | 94,360 | 2,431 |
| Mazereeuw, Shannon | 83,858 | 5,333 |
| Mazur, Izabela | 134,534 | 4,962 |
| McAuley, Christina | 119,918 | 10,398 |
| McCollum, Brett | 116,364 | 36,330 |
| McCormick, Roderick | 223,527 | 7,817 |
| McCreight, Rhonda | 124,685 | 2,887 |
| McCutcheon, Richard | 224,034 | 3,372 |
| McGivern, Ronald | 113,902 | - |
| McGuinness, Sean | 157,534 | 1,799 |
| McIntyre, Dustin | 99,668 | 19,360 |
| McKay, Lindsey | 123,285 | 4,080 |
| McKeen, Michael | 111,952 | 3,987 |
| McKinnon, Kathie | 114,844 | 713 |
| McLaughlin, Duncan | 185,580 | 2,695 |
| McLean, Christine | 105,320 | 4,269 |
| McNichol, Debra | 80,020 | - |
| McNichol, Katelin | 115,907 | 1,087 |
| McNichol, Natalie | 83,570 | 1,773 |
| Mehta, Michael | 187,047 | - |
| Michel, Paul | 146,250 | 4,204 |
| Mihalicz, Leanne | 114,846 | 5,865 |
| Milburn, Charlene | 75,296 | 12,464 |
| Miles, Stanley | 143,860 | - |

| <u>Name</u> | <u>Remuneration</u> | <u>Expenses</u> |
|------------------------|---------------------|-----------------|
| Millard, Daleen | 246,380 | 15,698 |
| Miller, Christine | 143,681 | 9,124 |
| Milligan, Stuart | 154,986 | 12,488 |
| Mills, Megan | 80,814 | - |
| Milovick, Heidi | 135,505 | 1,685 |
| Milovick, Matthew | 241,686 | 28,130 |
| Mirza, Mohamed (Rocky) | 185,759 | 713 |
| Mitchell, Benjamin | 94,465 | 8,384 |
| Moe, Riley | 86,585 | 260 |
| Mohammed, Emad | 147,334 | 926 |
| Mohr, Christina | 131,047 | 3,545 |
| Mol, Lucas | 98,230 | 6,355 |
| Monroe, Ken | 126,895 | 6,313 |
| Montoya, Christopher | 154,821 | - |
| Moore, Karen | 76,131 | 733 |
| Mora-Diez, Nelaine | 157,534 | 21,049 |
| Morford, Kate | 91,367 | 6,065 |
| Morgun, Alexander | 82,791 | 5,672 |
| Morice, Angela | 126,202 | 100 |
| Morong, Keisha | 83,872 | 33 |
| Morris, Kimberley | 126,324 | 7,236 |
| Morse, Bradford | 204,050 | 177 |
| Moses, Ernest | 155,642 | 4,305 |
| Moss, Randall | 114,846 | - |
| Mothersole, Robert | 82,879 | 4,676 |
| Mufford, Justin | 107,865 | 34 |
| Mufti, Gul e Rana | 114,804 | 2,532 |
| Munden, Ryan | 107,400 | 1,218 |
| Munro, Charlene | 77,600 | 1,547 |
| Munro, Robert | 131,291 | 1,770 |
| Murphy, Jennifer | 114,542 | 6,416 |
| Murray, William | 119,517 | 7,797 |
| Musicar, Elliott | 80,052 | 713 |
| Myers, Charlene | 109,067 | 1,071 |
| Nadeau, Marc | 88,162 | - |
| Nagra, Bhupinder | 111,299 | 1,964 |
| Nahar, Bodrun | 126,199 | 158 |
| Naqvi, Kimberley | 121,156 | - |
| Nazemi, Mahtab | 150,026 | 3,572 |
| Nec, Yana | 124,483 | 4,332 |
| Neifer, Robert | 89,304 | 1,109 |
| Nelson, Donald | 154,205 | - |
| Nemes, Laszlo | 89,044 | - |
| Ng, Alex | 168,863 | 5,289 |
| Nguyen, Binh | 141,198 | 7,852 |
| Nguyen, Viet Bach | 83,511 | 2,788 |
| Nichol, Robin | 148,224 | 23 |
| Nichols, Karen | 88,335 | 1,565 |

| <u>Name</u> | <u>Remuneration</u> | <u>Expenses</u> |
|---------------------------|---------------------|-----------------|
| Nielsen, Eric | 84,766 | 3,471 |
| Nielsen, Samantha | 75,085 | 3,098 |
| Nikku, Bala | 118,514 | 10,079 |
| Noakes, Jamie | 115,499 | 10,483 |
| Nordick, Lanette | 106,790 | 304 |
| Nordstrom, Michelle | 77,979 | 3,531 |
| Norton, Matthew | 178,285 | 28,494 |
| Noskova, Jana | 160,185 | 1,800 |
| Noyes, Heather | 138,232 | 1,531 |
| O'Brien, Jan | 85,068 | 1,708 |
| O'Fee, John | 157,600 | 4,311 |
| Okawa, Rien | 82,501 | 32 |
| Olsen, Brock | 83,772 | 855 |
| Olsen, Melvin | 198,052 | 6,319 |
| Oluwafemi, Tolulope | 114,846 | 9,692 |
| O'Mahony, Joyce | 119,647 | 7,945 |
| O'Neil, Kevin | 200,895 | 713 |
| Onyango, Reuben | 100,774 | 17,342 |
| Orsetti, Bridget | 101,202 | 6,884 |
| Ortiz Moya, Cesar Augusto | 93,087 | 2,054 |
| Ortner, Catherine | 139,699 | 5,808 |
| Ouspenski, Andrei | 83,118 | 2,945 |
| Paetkau, Mark | 152,510 | 2,071 |
| Palechuk, Terry | 115,456 | 3,552 |
| Pallett, Jennifer | 90,592 | 102 |
| Pappas, Evangelitsa | 114,846 | - |
| Pardoe, Iain | 86,155 | 3,174 |
| Parkes, Dale | 153,708 | 5,223 |
| Paterson, Amy | 134,503 | 11,042 |
| Paul, Satwinder | 136,496 | 10,157 |
| Pawliuk, Tanya | 126,613 | 8,193 |
| Penner, Walt | 90,466 | 530 |
| Pennington, Mark | 89,430 | 27,825 |
| Perry, Carleton | 114,850 | 3,067 |
| Petersen, Christine | 95,137 | 2,057 |
| Petri, Rochelle | 75,830 | - |
| Pilliar, Andrew | 119,563 | 4,744 |
| Plowe, Kristen | 109,420 | 5,313 |
| Pooni, Baldev | 260,960 | 10,770 |
| Poppleton, Byron | 125,937 | 1,351 |
| Pottle, Stephen | 162,664 | 12,717 |
| Power, Terrance | 84,426 | 713 |
| Prema, Dipeshkumar | 132,146 | 4,185 |
| Prentice, Stirling | 88,719 | 2,579 |
| Price, Heather | 175,755 | 9,191 |
| Prins, Megan | 106,891 | 2,610 |
| Prymak, Bogdana | 84,041 | 13,556 |
| Purcell, Michael | 126,845 | 3,151 |

| <u>Name</u> | <u>Remuneration</u> | <u>Expenses</u> |
|----------------------------|---------------------|-----------------|
| Purdy, Susan | 91,381 | - |
| Puthiyedth, Nisha | 106,486 | - |
| Pypker, Thomas | 157,303 | 3,625 |
| Rahim, Sheba | 105,497 | - |
| Rahman, Hafizur | 169,236 | 7,281 |
| Rahman, Musfiq | 308,474 | 4,422 |
| Rahmati, Saeed | 156,905 | 1,296 |
| Raine, Harmony | 98,751 | - |
| Raja, Zubair | 129,289 | 2,027 |
| Rakobowchuk, Mark | 137,930 | 2,237 |
| Ramirez, Gloria | 167,477 | 1,646 |
| Ramroop Singh, Natasha | 125,246 | 5,421 |
| Rankin, James | 149,522 | 3,000 |
| Rankin, Scott | 114,846 | 9,393 |
| Read, W. Shawn | 150,015 | 6,185 |
| Redman, Trina | 119,096 | 61 |
| Redmond, Gillian | 106,889 | 3,247 |
| Reed, Melanie | 120,633 | 12,344 |
| Reed, Theron | 125,545 | 4,491 |
| Reimer, Elizabeth | 116,435 | 23 |
| Rennie, Elizabeth | 140,958 | 2,038 |
| Reudink, Matthew | 190,789 | 972 |
| Richter, Mairi | 79,118 | - |
| Rickett, L. Rae-Anne | 99,788 | 4,326 |
| Ringham, Catherine | 113,902 | - |
| Rittenhouse, David | 132,466 | 713 |
| Robertson, Peter | 86,438 | - |
| Robinson, Cliff | 146,689 | 2,506 |
| Robinson, Laurie | 141,282 | 41,451 |
| Rodger, James | 115,145 | 9,872 |
| Roodal Persad, Veda | 98,752 | 713 |
| Roscoe, Samuel | 84,520 | 54 |
| Ross, Karen | 141,533 | - |
| Ross, Steven | 155,921 | 7,884 |
| Rosvick, Joanne | 174,745 | 2,137 |
| Rudolph, Gordon | 84,906 | 2,411 |
| Russell, Lisa | 119,849 | 1,080 |
| Russett, Amanda | 135,051 | 1,543 |
| Saeed, Rifat | 75,314 | - |
| Safford, Susan | 156,789 | 388 |
| Sager, Teresa | 91,562 | - |
| Salem, Stephen | 98,931 | 5,234 |
| Salopek, Mark | 117,511 | 938 |
| Salvatore, John | 111,733 | 1,609 |
| Samarawickrama, Kshamendra | 96,034 | 587 |
| Sanchez-Flores, Monica | 177,738 | 10,643 |
| Sanders, Tanya | 140,349 | 7,183 |
| Sandhoff, Thomas | 75,830 | - |

| <u>Name</u> | <u>Remuneration</u> | <u>Expenses</u> |
|------------------------|---------------------|-----------------|
| Sandholm, Sarah | 97,251 | 9,001 |
| Sandy, Marie | 94,419 | 3,896 |
| Sanford, Rebecca | 132,396 | 6,425 |
| Savitskoff, Megan | 79,444 | 3,386 |
| Sayre, Franklin | 124,329 | 4,967 |
| Scaife, Lee | 90,285 | - |
| Scarff, Sandra | 124,939 | 2,143 |
| Schabus, Nicole | 148,199 | 1,981 |
| Schapansky, Jason | 108,341 | 560 |
| Schaub, Alfred | 98,534 | 9,263 |
| Schellenberg, Amie | 135,282 | 4,980 |
| Scherf, Kathleen | 170,727 | 2,700 |
| Scherrer, Bonnie | 91,845 | 169 |
| Schlitt, Kyle | 97,739 | - |
| Schmidt, Erik | 93,080 | - |
| Schock, Crystal | 95,252 | 4,005 |
| Schwesinger, Leon | 102,081 | - |
| Scorgie, Ryan | 101,886 | 2,418 |
| Sell, Deborah | 81,590 | - |
| Setka, Gordon | 87,259 | 200 |
| Shah, Suraj | 106,161 | 63,304 |
| Shaikh, Mateen | 119,717 | 2,236 |
| Shamro, Margaret | 114,846 | 709 |
| Shang, Jingzhi (Joyce) | 128,137 | 3,723 |
| Shannon, Heather | 162,502 | 848 |
| Sharma, Aditya | 97,862 | 713 |
| Sharma, Anita | 107,350 | 9,013 |
| Sharma, Manu | 120,042 | 11,685 |
| Sharma, Mridula | 237,446 | 13,175 |
| Shaw, Jennifer | 101,656 | 3,551 |
| Sheehan, Linda | 143,553 | 713 |
| Sheets, David | 158,894 | 2,032 |
| Sherk, Gerald | 114,579 | 11,147 |
| Shiban, Muhammed | 92,463 | - |
| Shoemaker, Corrie | 78,221 | - |
| Shtayermman, Oren | 122,266 | 40,718 |
| Simmonds, Gregory | 134,536 | 127 |
| Simon, Karen | 111,399 | 1,026 |
| Simpson, Paul | 133,156 | 1,256 |
| Singular, Wayne | 133,988 | 6,106 |
| Skapenko, Andriy | 80,130 | 4,806 |
| Smith, Brenda | 142,706 | 7,189 |
| Smith, Glenn | 92,273 | - |
| Smith, Lincoln | 121,836 | 1,243 |
| Smith, Maureen | 236,524 | 713 |
| Smoczynski, Peter | 114,136 | - |
| Smyrl, Shannon | 137,650 | 12,149 |
| Soberlak, Peter | 114,846 | - |

| <u>Name</u> | | <u>Remuneration</u> | <u>Expenses</u> |
|---------------------------|-----------|---------------------|-----------------|
| Sonea, Catalin Cristian | T00018952 | 115,595 | - |
| Sonnenfeld, Margaret | T00525573 | 133,567 | 8,767 |
| Sorensen, Jacqueline | T00074066 | 114,846 | 1,214 |
| Sorge, Joshua | T00075286 | 151,396 | 713 |
| Southin, Nancy | T00361072 | 211,962 | 10,854 |
| Sparkes, Carol | T00610443 | 114,846 | 4,712 |
| Sparks, John | T00073338 | 211,879 | 55,187 |
| Sparks, Marina | T00223546 | 85,823 | 4,823 |
| Srivastava, Rani | T00648751 | 214,254 | 14,500 |
| St John-Stark, Anne | T00074166 | 114,846 | 3,674 |
| Stanley, Donald | T00074341 | 298,523 | 713 |
| Stasyuk, Ihor | T00653772 | 129,136 | - |
| Steiger, Jane | T00073682 | 150,582 | 1,779 |
| Stevenson, Rochelle | T00626869 | 124,468 | 5,847 |
| Stinson, Saskia | T00074298 | 114,352 | 2,817 |
| Strachan, Arlee | T00073617 | 95,426 | 145 |
| Strantza, Stefania | T00715408 | 112,708 | - |
| Street, Joe | T00711444 | 82,759 | 25 |
| Streete, Pauline | T00735052 | 111,153 | 12,577 |
| Studd, Emily | T00723170 | 99,292 | 8,196 |
| Sudhoff, James | T00151613 | 114,908 | 3,275 |
| Sullivan, Andrea | T00073875 | 141,797 | 2,457 |
| Sullivan, Terrence | T00186633 | 93,024 | 731 |
| Sun, Meng | T00631065 | 120,318 | 3,282 |
| Sutherland-Mann, Alison | T00132978 | 76,250 | 1,571 |
| Sutton, John | T00074008 | 121,309 | - |
| Svensden, Melissa | T00326830 | 100,900 | 1,604 |
| Sykes, Catherine | T00056271 | 169,839 | 468 |
| Tamblyn, Kimberly | T00073477 | 117,252 | 149 |
| Tapley, Robin | T00073555 | 114,846 | - |
| Tarzwell, Matthew | T00074761 | 104,850 | - |
| Tatarniuk, Catherine | T00649093 | 113,239 | 2,838 |
| Tate, Stephanie | T00172172 | 75,137 | 5,559 |
| Tawhid, Mohamed | T00073611 | 160,225 | - |
| Taylor, Colin | T00074660 | 124,010 | 9,848 |
| Taylor, Julie | T00155247 | 98,316 | 2,126 |
| Teare, Carolyn | T00074647 | 86,807 | 34 |
| Templeman, Elizabeth | T00073610 | 162,245 | 6,265 |
| Terriss, Michelle | T00713244 | 93,107 | 1,828 |
| Terwiel, Anne | T00073506 | 150,812 | 17 |
| Thomas, Kylie-Jo | T00136324 | 108,368 | 7,751 |
| Thomas-Francois, Kimberly | T00713485 | 115,388 | 7,040 |
| Thompson, Anthony | T00073963 | 97,732 | 2,546 |
| Thompson, Cindi | T00074106 | 77,608 | 8,195 |
| Thompson, Daniel | T00074108 | 215,238 | 1,718 |
| Tomal, Jabed | T00626723 | 118,644 | 4,987 |
| Tomaszewski, Andreas | T00053091 | 117,570 | 1,355 |

| <u>Name</u> | | <u>Remuneration</u> | <u>Expenses</u> |
|-------------------------|-----------|---------------------|-----------------|
| Trawin, Sandra | T00074118 | 78,613 | - |
| Troskot, Ratko | T00094226 | 83,455 | 1,752 |
| Tsigaris, Peter | T00073343 | 164,984 | 1,463 |
| Tucker, Amy | T00073667 | 189,956 | 3,491 |
| Tucker, Trent | T00655675 | 209,846 | 7,352 |
| Turley, Michael | T00017654 | 114,846 | 200 |
| Turner, John | T00073191 | 138,245 | 90 |
| Uppal, Aniljit | T00075067 | 92,637 | - |
| Urban, Joanna | T00073118 | 173,684 | 2,878 |
| Van Dyk, Sheena | T00075103 | 115,317 | 1,603 |
| Van Hamme, Jonathan | T00073788 | 157,539 | 13,784 |
| Van Wagoner, Nancy | T00074087 | 145,086 | 34 |
| Vandermeulen, Eric | T00075763 | 121,074 | 2,541 |
| Venkataraman, Anusha | T00701799 | 94,625 | 770 |
| Villeneuve, Eric | T00074312 | 116,797 | 3,544 |
| Virani, Anila | T00717246 | 113,902 | 6,094 |
| Voloshyna, Viktoriya | T00738519 | 76,751 | 20,201 |
| Vosper, Bonni | T00131557 | 114,792 | 943 |
| Wagner, Shannon | T00365178 | 237,752 | 16,193 |
| Walczak, Sonia | T00073631 | 85,868 | 699 |
| Waldichuk, Thomas | T00074499 | 133,746 | - |
| Walker, Calvin | T00073642 | 78,883 | 411 |
| Walker, Candace | T00143684 | 131,962 | 2,373 |
| Walker, Lana | T00174603 | 119,917 | 3,398 |
| Wallin, Mark | T00073938 | 155,358 | 9,666 |
| Walters, Sally | T00046136 | 222,954 | 713 |
| Walz, Sarah | T00636144 | 127,102 | 6,258 |
| Wang, Hai Tao | T00043430 | 106,889 | 4,512 |
| Ward-Able, Simon | T00018644 | 101,702 | 6,795 |
| Warnick, Daniel | T00716667 | 89,847 | 32,546 |
| Watmough, Katherine | T00520930 | 108,432 | 767 |
| Watson, Sheri | T00073602 | 114,846 | 519 |
| Watt, Darren | T00140593 | 117,550 | - |
| Watt, Gillian | T00091256 | 114,846 | 2,132 |
| Weaver, Lorraine | T00176851 | 101,850 | 708 |
| Weisbeck, Marie | T00165834 | 77,951 | 2,446 |
| Weischedel, Birgit | T00011492 | 78,189 | 713 |
| Weisgerber, Denise | T00073754 | 114,846 | - |
| Welch, Troy | T00074014 | 114,846 | - |
| Wells, Julia | T00074236 | 138,356 | - |
| West, Juliana | T00538420 | 131,990 | 10,671 |
| Westland, Robin | T00720313 | 101,810 | 1,247 |
| Whitelaw, Emma | T00239678 | 86,764 | - |
| Whitmore, Keith | T00074734 | 287,188 | 713 |
| Wiebe, Benjamin | T00010355 | 91,958 | - |
| Wielgoz, Robert | T00131688 | 178,672 | 2,243 |
| Wienhold-Leahy, Bernita | T00106012 | 122,018 | - |
| Wilkinson, Carrie | T00074998 | 76,590 | 102 |

| <u>Name</u> | | <u>Remuneration</u> | <u>Expenses</u> |
|---|-----------|---------------------|-----------------|
| Wilson, Kirsten | T00174772 | 84,749 | 713 |
| Winzey, Holly | T00154917 | 85,964 | 270 |
| Wisla, Corey | T00074431 | 75,129 | 824 |
| Wiwchar, Corey | T00143848 | 95,885 | - |
| Wolfe, Sara | T00015129 | 131,539 | 7,175 |
| Woloszyn, Michael | T00074522 | 113,846 | - |
| Wood, Joel | T00532160 | 132,146 | 4,771 |
| Woodford, Benjamin | T00721808 | 116,026 | 746 |
| Woodrow, Jennifer | T00074198 | 132,146 | 14,416 |
| Woods, Kimbre | T00198984 | 90,812 | - |
| Wrigley, John | T00074026 | 76,554 | - |
| Yan, Wei | T00736743 | 82,583 | 11,161 |
| Yao, Natalie | T00060477 | 82,656 | 9,317 |
| Yeh, Lap-Kung | T00028516 | 103,577 | 713 |
| Young, Michele | T00539228 | 81,124 | - |
| Yu, Qinglin | T00073977 | 168,427 | 600 |
| Zakrzewski, Piotr | T00700873 | 113,239 | 1,657 |
| Zamudio, Stevan | T00015551 | 82,720 | - |
| Zhang, Jia Jun | T00725043 | 93,110 | 1,023 |
| Zhang, Li | T00580583 | 145,809 | 3,878 |
| Total employees with remuneration of over \$75,000 | | \$ 97,691,530 | \$ 3,673,207 |
| Total employees with remuneration of less than \$75,000 | | \$ 51,813,347 | \$ 1,233,127 |
| Grand total, including elected officials | | \$ 149,504,877 | \$ 4,912,819 |

3.

| | | |
|--|----|-------------|
| Total remuneration | \$ | 149,504,877 |
| Add/Subtract: | | |
| Employer paid portion of expenses, net of taxable benefits, banked time and severances | | 31,649,688 |
| Net change in accruals over prior year | | (2,019,472) |
| Total Salaries and Benefits | \$ | 179,135,093 |
| Total per Statement of Revenue and Expenditures | \$ | 179,135,093 |
| Variance | \$ | - |

Section 6 continued

Severance Agreements

**Thompson Rivers University
Statement of Financial Information
Severance Agreements
March 31, 2024**

There are 5 severance agreements under which payments commenced between Thompson Rivers University and its non-unionized employees during the fiscal 2023/24 year.

These agreements represent 1 to 18 months of compensation.

Section 7

Schedule of Suppliers of Goods and Services

Thompson Rivers University
Statement of Financial Information
Payment made for the provision of Goods and Services
March 31, 2024

| <u>Supplier</u> | <u>Amount</u> |
|--------------------------------------|---------------|
| 1289758 Ontario Inc. | \$ 43,270 |
| 4TR Contracting | 36,430 |
| 88 Pave-Rite (2016) Ltd | 25,713 |
| A & T Project Developments Inc | 387,365 |
| A&R Eride Canada Ev Inc. | 59,929 |
| Academic Journalism Society | 30,000 |
| Accent Inns | 79,005 |
| Acres Enterprises Ltd. | 3,044,566 |
| Action Integrated Security Solutions | 26,044 |
| Active Earth Engineering | 66,528 |
| Advanced Electrical Systems Ltd. | 1,146,004 |
| Aecc Global Pvt Ltd | 41,070 |
| Air Canada | 90,276 |
| All About Imprint | 401,598 |
| Allmar Inc. | 79,940 |
| Alpha Broder Canada | 29,857 |
| Amazon | 247,932 |
| American Education Centre Ltd | 44,470 |
| Amex | 68,310 |
| Andrew Sheret Ltd. | 106,040 |
| Applyboard Inc (Easy Education) | 251,067 |
| Aquabiotech | 30,910 |
| Aramark Canada Ltd. | 2,857,978 |
| Ari Financial Services | 72,934 |
| Assa Abloy Entrance Systems | 31,452 |
| Associated Health Systems Inc. | 84,903 |
| Associated Veterinary Purchasing Co | 54,060 |
| Astral Media Group | 29,692 |
| Avi-Spl Canada Ltd. | 28,000 |
| BA Dawson Blacktop Ltd. | 810,871 |
| BC Electrical Association | 31,407 |
| BC Hydro | 1,949,536 |
| BCNET | 913,353 |
| Beats Immigration | 50,280 |
| Bell ExpressVu | 67,056 |
| Beneva | 27,358 |
| Best Western | 36,873 |
| BGE Indoor Air Quality Solutions Ltd | 50,774 |

| <u>Supplier</u> | <u>Amount</u> |
|--|---------------|
| Blackbaud Canada | 69,551 |
| BMO Bank of Montreal | 603,553 |
| BOMA Canada | 37,380 |
| BOMImed | 101,958 |
| Broadfoot, Ashley | 25,493 |
| Burns, Marilyn | 42,082 |
| Campus Living Centres | 1,803,470 |
| Canada Post | 197,672 |
| Canada West Coachlines Ltd. | 209,821 |
| Canada West Universities Athletic Association. | 97,622 |
| Canadian Association of University Business Officers | 29,070 |
| Canadian Research Knowledge Network | 623,740 |
| Canadian Tire | 47,337 |
| CANAM Consultants Ltd. | 231,414 |
| Canim Lake Band | 43,605 |
| Care Systems Services Ltd | 561,218 |
| Cariboo Chilcotin Partners for Literacy | 192,048 |
| CDW Canada | 90,166 |
| Cengage Learning Canada Inc | 277,615 |
| Centaur Products Inc | 326,337 |
| CentreCore HVAC Services Ltd. | 34,255 |
| Charter Telecom Inc | 94,875 |
| Chem-Aqua Canada | 30,840 |
| CIIS Canadian Educational Services Society | 98,157 |
| Cineplex Media | 74,425 |
| Cintas Canada Limited | 25,185 |
| City of Kamloops | 795,047 |
| Clark Wilson LLP | 101,417 |
| CML Properties | 49,702 |
| Coast Hotels | 26,354 |
| College Pension Plan | 10,691,307 |
| Colleges and Institutes Canada | 58,925 |
| Colliers Project Leaders Inc. | 81,382 |
| Comm100 Network Corporation | 66,530 |
| Compugen Inc. | 485,546 |
| Computrain Information Technologies India PVT Ltd | 52,880 |
| Costco Wholesale | 80,411 |
| Council Of Prairie And Pacific University Libraries | 116,361 |
| CPE Design Solutions Inc. | 93,537 |
| Crizac Limited T/N Gateway Abroad | 58,680 |
| CSB Education | 98,560 |
| CurriQunet | 37,425 |
| Custom Air Conditioning Ltd. | 149,345 |
| CWB Group - Industry Services | 62,774 |

| <u>Supplier</u> | <u>Amount</u> |
|---|---------------|
| Dell Canada Inc | 918,588 |
| Delta Hotels by Marriott | 60,682 |
| Deltek Inc. | 112,241 |
| Designer Kitchens & Interiors | 47,384 |
| Desjardin Trust | 1,705,102 |
| DHL Express | 26,761 |
| Digitalocean.com | 26,343 |
| Dilik, Ezgi | 26,680 |
| DLA Piper (Canada) LLP | 213,161 |
| DocuSign Inc | 81,804 |
| Donahue Industries Ltd | 27,415 |
| Dynamic Specialty Vehicles Ltd. | 48,415 |
| E.B. Horsman & Son | 91,040 |
| EAB | 141,976 |
| Early Childhood Educators of British Columbia | 118,250 |
| EBSCO Canada Ltd. | 29,134 |
| Economic Modeling LLC | 48,160 |
| Edgework Inc. | 28,835 |
| Eduko Pathways Singapore Pte Ltd | 26,250 |
| Edwise International | 61,157 |
| Eleiko Sport Inc | 399,598 |
| Elementar Americas Inc. | 336,127 |
| Ellucian Technologies Canada ULC | 681,093 |
| Enbee Education Center PVT LTD | 29,640 |
| Enterprise Paper Co. Ltd. | 25,654 |
| ESTI Consulting Services | 679,406 |
| Evisions Inc. | 54,860 |
| Exact Furniture Limited | 33,075 |
| Executive Trade International | 34,490 |
| EXO Construction Group | 695,622 |
| Fabriclean Laundry | 64,950 |
| Facebook | 48,577 |
| FC Travel Group Inc. | 353,261 |
| Fisher Scientific Company | 107,307 |
| Flo Services | 111,976 |
| Forte Workplace Law | 48,039 |
| FortisBC | 1,138,720 |
| Forward Law LLP | 37,997 |
| Fountain Tire | 27,770 |
| Fraser Education Consultants | 106,358 |
| Fraser Health Authority | 319,707 |
| Freeport Construction Management ltd | 1,230,798 |
| Frequency Foundry Inc. | 215,251 |
| Fry Design Ltd. | 44,596 |
| Funk Signs Incorporated | 94,657 |

| <u>Supplier</u> | <u>Amount</u> |
|---|---------------|
| Geoff Tierney Law Professional Corporation | 89,250 |
| Gilbert Supply Co. | 62,228 |
| Gillespie & Company LLP | 55,060 |
| GK Sound Inc. | 305,544 |
| Glacier Media Group | 58,582 |
| Glinks International Education Support Services LLC | 45,495 |
| Global Matters Consulting Incorporated | 110,987 |
| Global Opportunities - New Delhi | 88,030 |
| Global Philanthropic Inc. | 57,856 |
| GNS Industrial Trailer Services Ltd | 1,129,556 |
| GOBI Library Solutions from EBSCO | 117,575 |
| Google Inc. | 298,650 |
| Gordon Food Service | 90,806 |
| Guard.me International | 27,642 |
| H.I.S. Wildfire FS Inc. | 62,698 |
| Hanover Research | 52,500 |
| Hardeep S. Chahal Law Corporation | 91,940 |
| Harris & Company LLP | 680,126 |
| Helton Irrigation Systems | 25,633 |
| Hemlock Printers Ltd. | 223,622 |
| Heritage Office Furnishings | 1,124,793 |
| Hewlett-Packard (Canada) Ltd | 1,131,750 |
| Higher Education Strategy Associates Inc. | 35,559 |
| Holiday Inn & Suites | 34,505 |
| Home Hardware Building Centre | 72,007 |
| Horizant Inc. | 142,821 |
| Horizon North | 10,411,802 |
| Houle Electric Limited | 297,174 |
| Hue Marcom | 64,426 |
| ICBC | 117,795 |
| ICEF | 37,726 |
| ICS Clean Supplies Ltd. | 37,702 |
| IDP Connect Inc | 25,000 |
| IDP Education India PVT Ltd | 715,249 |
| IDP Education PVT Ltd | 27,498 |
| Illume Student Advisory Services Ltd | 54,120 |
| Imperial Parking Canada Corp. | 185,556 |
| Infinite Education | 129,202 |
| Infosilem Inc. | 46,723 |
| Institute of Electrical and Electronics Engineers | 28,702 |
| Intake Education Nigeria (Port-Harcourt Office) | 25,000 |
| Inted Consulting Ltd. | 39,690 |
| Interior Health Authority | 367,841 |
| Interior Locksmith | 35,356 |
| Interior Plumbing & Heating Ltd. | 999,579 |

| <u>Supplier</u> | <u>Amount</u> |
|---|---------------|
| Interior Vault Ltd. | 32,854 |
| Island Health | 128,129 |
| ISP Educational Solutions Inc. | 63,000 |
| J&S Sales BC Inc | 37,856 |
| Janz, Chris | 39,265 |
| JobTarget | 84,299 |
| Joewendy Educational Foundation | 30,880 |
| John Wiley & Sons Canada Ltd. | 142,550 |
| Johnston Packers Ltd | 33,278 |
| Jonathan King Ltd. | 46,540 |
| Jones & Bartlett Learning, LLC | 50,473 |
| Jones Deslauriers Insurance | 144,859 |
| Joto Enterprises Ltd. | 37,837 |
| JPT Sales Ltd. | 68,574 |
| JSTOR | 59,030 |
| Justice Institute of BC | 25,059 |
| Kai Analytics and Survey Research Inc. | 32,825 |
| Kami Carpets Ltd | 431,302 |
| Kamloops and District Elizabeth Fry Society | 43,008 |
| Kamloops Aquatic Club | 25,351 |
| Kamloops Blazers Hockey Club | 51,958 |
| Kamloops Computer Centre | 582,805 |
| Kamloops Ford Lincoln | 78,508 |
| Kamloops Innovation Centre Society | 122,555 |
| Kamloops Rivers Football Club | 60,000 |
| Kamloops Wire Products Ltd | 47,163 |
| Karl Storz Endoscopy Canada Ltd | 49,692 |
| Katt Stearns Consulting | 59,057 |
| Kazambe Consultancy | 73,930 |
| KC Overseas Education Private Limited | 304,655 |
| Kenroc Building Materials Co. Ltd. | 53,694 |
| Kenyon, Diane | 141,750 |
| KMS Tool & Equipment Ltd | 40,158 |
| Konica Minolta Business Solutions (Canada) Ltd. | 106,342 |
| KPMG LLP | 76,388 |
| Kumra, Punit | 30,141 |
| Kwantlen Polytechnic University | 125,000 |
| L&J Diamond Maintenance Inc | 2,210,918 |
| L.A. West Associates Inc. Kamloops | 81,080 |
| Laerdal Medical Canada Ltd | 75,126 |
| Landview Drones Inc | 27,888 |
| Larlee Rosenberg Barristers & Solicitors | 68,329 |
| Leaders International Executive Search | 167,734 |
| Leap GeeBee Edtech Private Limited | 124,330 |
| Leons Painting | 28,013 |
| Life Technologies Inc. | 30,270 |

| <u>Supplier</u> | <u>Amount</u> |
|--|---------------|
| Lifeworks Inc. | 64,293 |
| Linde Canada Inc. | 136,652 |
| LinkedIn Ireland Unlimited Company | 89,243 |
| Linkers International Education | 29,337 |
| Livingston | 25,394 |
| Logical Solutions Ltd | 31,712 |
| Login Brothers Canada | 231,169 |
| Lumichron Commercial Clocks | 30,415 |
| Manulife | 7,397,770 |
| Maple international Education Pvt. Ltd | 151,930 |
| Marsh Canada Limited | 220,319 |
| Mathews, Dinsdale & Clark LLP | 40,270 |
| Maxwell Mechanical | 61,654 |
| McArthur Medical Sales Inc | 46,725 |
| McGraw-Hill Ryerson Limited | 170,162 |
| ME2 CORP | 25,961 |
| Meadow Valley Meats | 65,705 |
| Megamind Consultants Pvt. Ltd. | 43,590 |
| Mercer (Canada) Limited | 55,370 |
| Microserve | 562,081 |
| Miley Law | 77,120 |
| Millennium Computer Systems Ltd | 136,674 |
| Minister of Finance | 3,493,678 |
| Minogue Medical Inc. | 46,213 |
| Mitacs Inc. | 27,720 |
| Mitel Networks Corporation | 103,272 |
| MIZA Architects Inc | 237,695 |
| Monardo's Services Inc. | 61,481 |
| Moneris Solutions | 1,343,479 |
| Monk, Trudy | 31,837 |
| Monkey Bay Wildlife Sanctuary | 41,114 |
| MPS Virginia | 76,232 |
| MTFX Inc. | 84,097 |
| Municipal Pension Plan | 2,491,641 |
| MVCC video communications corp | 389,072 |
| Nelson Education Ltd | 44,262 |
| New Rhodes Construction | 60,409 |
| Nichotan | 233,780 |
| Northern Health | 60,372 |
| Northern Shuswap Tribal Council | 101,829 |
| OA Solutions | 30,285 |
| Oak Dexter Consult | 45,330 |
| Odgers Berndtson | 57,750 |
| Olsen, Jennifer | 40,922 |
| Omoluyi, Adegoke John | 26,103 |
| ONETeam Sports Group | 118,940 |

| <u>Supplier</u> | <u>Amount</u> |
|--------------------------------------|---------------|
| Opti-Tech Scientific Inc. | 27,571 |
| Oracle Canada ULC | 641,048 |
| Orchard Ford Sales Ltd. | 73,419 |
| Otis Canada, Inc. | 34,055 |
| Outerbridge Orthopaedics Inc. | 31,500 |
| OVERhang Education Center | 45,361 |
| Oxford University Press | 188,645 |
| Paladin Security Group Ltd. | 1,160,556 |
| Parking Development Group | 29,908 |
| Pattison Outdoor Advertising | 63,082 |
| PDQ.com Corporation | 56,235 |
| Pearson Canada Inc | 343,177 |
| PINCHIN LTD. | 106,013 |
| Pittman Construction | 106,877 |
| Pittman, Brandon | 57,810 |
| PML Professional Mechanical Ltd. | 54,427 |
| Prairie Coast Equipment | 94,544 |
| PrismRBS | 35,162 |
| PrivacyWorks Consulting Inc. | 32,813 |
| Procad Designs Ltd. | 33,672 |
| Pronto Enterprises Ltd. | 604,515 |
| ProQuest LLC | 28,509 |
| Prototype Integrated Solutions | 59,362 |
| Providence Health Care | 127,881 |
| Province of BC | 881,897 |
| Provincial Health Services Authority | 263,826 |
| Qiagen Inc | 29,474 |
| Quality and Qualificiations Ireland | 30,000 |
| Quanser Consulting Inc. | 112,302 |
| Qwelminte Secwepemc Office | 30,000 |
| R10 First Aid Training Ltd. | 40,061 |
| Rangeland Meats Ltd. | 124,522 |
| Real Canadian Superstore | 40,658 |
| Receiver General for Canada | 7,768,831 |
| Red Box Consulting | 32,590 |
| Refrigerative Supply | 28,263 |
| Reimer, Nancy | 47,000 |
| Restwell Sleep Products | 36,263 |
| Richelieu Hardware Canada Ltd. | 30,167 |
| Ricoh Canada Inc | 370,648 |
| Rideau Recognition Solutions Inc. | 44,448 |
| Riipen Networks Inc | 65,284 |
| RimaOne SAS | 27,908 |

| <u>Supplier</u> | <u>Amount</u> |
|--|---------------|
| Robert Bosa Investment Partnership Ltd. | 34,424 |
| Roberts, Michael | 25,603 |
| Roper Greyell LLP | 281,082 |
| S.i. Systems Partnership | 36,037 |
| Sandman Hotels | 74,750 |
| Sanmar Canada | 106,424 |
| Santa Monica Study Abroad Pvt Ltd. | 125,590 |
| Saskatoon International Online School (SIOS) | 86,430 |
| School District 27 (Cariboo-Chilcotin) | 58,315 |
| Science First LLC | 37,386 |
| Sciex LP | 140,107 |
| Secure-Rite Mobile Storage | 25,506 |
| Servicemaster of Kamloops | 631,490 |
| SES Consulting Inc. | 69,857 |
| Shastry, Ranjit | 39,005 |
| Shaw Business | 61,066 |
| Shopova, Maria | 35,165 |
| Sigma Aldrich Canada | 28,022 |
| Simon Fraser University | 357,053 |
| Simply Computing | 169,386 |
| Sirsi Corporation | 73,742 |
| Skeans Pneumatic & Automation Inc. | 42,356 |
| Softlanding Solutions Inc. | 27,785 |
| Solotech Inc | 222,029 |
| SonicCat Studios Inc | 179,038 |
| Southern Butler Price | 170,540 |
| Southwest Glass Ltd. | 61,520 |
| Sparrow Connected Inc | 28,426 |
| Spi7uy Squqluts Language & Culture Society | 37,000 |
| Sprucelee Construction Ltd. | 171,362 |
| Stantec Architecture Ltd. | 612,256 |
| Stantec Consulting Ltd | 337,097 |
| Stanton Chase | 34,796 |
| Staples Professional Inc. | 625,460 |
| Stites Consulting Inc. | 96,346 |
| Students International | 31,160 |
| StudyPortals B.V. | 168,080 |
| Sun Peaks Grand LLP | 37,087 |
| Superior Propane Inc | 44,469 |
| Symplicity Corporation | 30,115 |
| Sysco HRI Supply | 35,776 |
| Team Equipment Ltd | 52,717 |
| Team Work Excellence Consulting Inc. | 234,424 |
| TEKsystems Canada Corp | 36,052 |

| <u>Supplier</u> | <u>Amount</u> |
|--|---------------|
| Telus | 274,127 |
| Testforce Systems Inc | 204,523 |
| The Driving Force Inc. | 203,417 |
| The Evidence Network Inc. | 30,677 |
| The Home Depot Canada | 85,496 |
| The University of Waikato | 79,953 |
| Thermo Fisher Scientific | 36,621 |
| Thompson Rivers University Faculty Association | 30,000 |
| Thompson Rivers University Open Learning Faculty Association | 131,231 |
| Thompson Valley Charters Ltd. | 38,907 |
| Thompson Valley Painting Ltd | 207,542 |
| Thomson Reuters Canada | 81,100 |
| TK Elevator (Canada) Limited | 67,458 |
| TK'emlups te Secwepemc | 68,515 |
| Tochi Youth Resource Center | 104,327 |
| Top Hat Monocle Corp. | 78,238 |
| Toronto Metropolitan University | 25,827 |
| Toyo University | 67,500 |
| Trane Canada ULC | 68,801 |
| Travel Healthcare Insurance Solutions Inc | 606,807 |
| TRIP.COM | 74,166 |
| TRU Ltd Partnership | 703,525 |
| TRU Society of Law Students | 25,000 |
| True Consulting Group | 273,737 |
| TRUE Experiences | 124,740 |
| TRUE Land Surveying | 37,033 |
| True Phantom Solutions Inc. | 41,712 |
| Tsilhqotin National Government | 40,000 |
| Tulo Centre of Indigenous Economics | 70,000 |
| Turning Point Resolutions Inc. | 117,519 |
| Uline Canada Corporation | 85,003 |
| Uniserv Education - Kenya | 48,954 |
| United Way British Columbia | 100,935 |
| Universities Canada | 91,480 |
| University of Alberta | 51,600 |
| University of Toronto Press, Inc | 52,424 |
| University of Victoria | 82,091 |
| University of Waterloo | 33,500 |
| UPS Canada | 42,632 |
| Valid Manufacturing Ltd. | 65,946 |
| Valley View Industries Ltd | 47,498 |
| Van Houtte Coffee Services Inc. | 46,391 |
| Vancouver Coastal Health Authority | 186,661 |
| Varsteel Ltd. | 100,353 |
| Vertiv Canada ULC | 50,780 |
| Veterinary Simulator Industries Inc. | 57,274 |
| Vigilant Safety Consulting Ltd. | 60,344 |

| <u>Supplier</u> | <u>Amount</u> |
|---|-----------------------|
| Viridian | 115,317 |
| Vistek Ltd | 60,886 |
| Vlex Justis Ltd | 36,558 |
| VWR International Co | 102,988 |
| Waste Management of Canada Corporation | 110,701 |
| Watson Advisors Inc. | 67,253 |
| Wayside Press Ltd | 41,214 |
| West World Paper Inc | 47,118 |
| Westcoast Road Marking | 30,760 |
| Western Gasco Cylinders Ltd. | 127,440 |
| Westjet | 136,611 |
| Westkey Graphics Ltd. | 26,324 |
| Westlab | 40,226 |
| Westway Plumbing & Heating Inc | 1,218,921 |
| William S Hein & Co., Inc. | 45,794 |
| Williams Lake First Nation | 29,160 |
| Windsor Plywood | 31,492 |
| WorkSafe BC | 205,334 |
| WPS Canada Inc | 27,050 |
| X10 Networks | 528,333 |
| Xerox Canada Ltd. | 35,595 |
| Yellowhead Community Services Society | 96,024 |
| Yoshida, Hilary | 163,019 |
| Zhang, Yunfei | 51,015 |
| Zoom Video Communications Inc | 55,309 |
| <hr/> | |
| Total suppliers who received payments of \$25,000 or more in a year | \$ 116,929,115 |
| Total suppliers who received payments of less than \$25,000 in a year | 12,777,960 |
| Bursaries, Awards & Scholarships (reported as grants and contributions by the Province) | <u>7,557,468</u> |
| Total Payments | <u>\$ 137,264,543</u> |
| Add: | |
| Employee expenses reported in the Schedule of Remuneration and Expenses | 4,912,819 |
| Amortization of capital assets | 15,754,938 |
| Accretion of asset retirement obligations | 41,077 |
| Remuneration paid to employees | 149,504,877 |
| Non-cash capital additions (ARO) | 2,046,815 |
| Subtract: | |
| Net changes in accruals, prepaid expenses, inventory and bad debt | (2,041,576) |
| Capital purchases | (30,068,217) |
| GST rebates | <u>(2,387,348)</u> |
| Total Expenses | \$ 275,027,928 |
| Total per Statement of Operations | \$ 275,027,928 |
| Variance | <u>\$ -</u> |

Section 8

Inactive Corporations – not applicable for Thompson Rivers University

Thompson Rivers University
Statement of Financial Information
Statement of Financial Information Approval
March 31, 2024

The undersigned represents the Board of Directors of Thompson Rivers University and approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

Hee-Young Chung, Board Chair

Date



MEMORANDUM

Date: September 17, 2024

To: Brett Fairbairn, President & Vice Chancellor

From: Dr. Gillian Balfour, Provost & Vice-President Academic,
Chair, Budget Committee of Senate

Re: Diploma in Computer Network and Cybersecurity

Attachments: Memorandum from Y. Laflamme, Associate Vice-President, Finance
Program Sustainability Worksheet Budget Template

Purpose: The purpose of this memo is to bring a decision item to the October 4, 2024 Board meeting to request approval of the proposed budget for the Diploma in Computer Network and Cybersecurity. The program is in the approval stages with the first cohort anticipated to be registered in September 2025.

Background: The Faculty of Science, in response to the provincial government's call for proposals to increase technology related seats in British Columbia, submitted a proposal for a Diploma in Computer Network and Cybersecurity which was funded in their second round of decisions. The program is now in the internal process of approval and will be posted to PSIPS for 30 days following Senate approval. We are hoping to have the program ready to advertise in January, 2025.

Discussion: The Budget Committee of Senate has made a recommendation to the President to recommend to the Board that the proposed budget for the program be approved.

- **Risks:** This program is funded by the province to cover the direct instructional and capital expenses reducing any risks. The budget was developed on a conservative estimate of enrolment reducing the risks related to government expectations pertaining to student FTE.
 - **Budgetary Implications:** The direct costs are borne by the province and student tuition. Further, the budget includes increased staffing in Information Technology
-

Services to gain expertise and capacity to support the program. Capital expenditures for lab renovation and outfitting are covered in our grant.

- **Consultation:** This program was developed in response to discussions with AVED in which they expressed their desire to have a two-year diploma to move students into the workforce quicker in a high demand area, while allowing for laddering into a degree. Local companies provided letters of support for the need for this expertise in BC's interior.
- **Communications Desirable:** Information concerning the new program and fees will be placed on TRU's website, with the program added to the calendar and registration systems once passed and posted for 30 days.

Recommendation(s): Administration is recommending that the Board of Governors approve the proposed budget for the delivery of the Diploma in Computer Network and Cybersecurity.

RESOLVED that the university will:

Approve the proposed budget for delivery of the Diploma in Computer Network and Cybersecurity.

Attachment(s):

- a. Memorandum from Y. Laflamme, Associate Vice-President, Finance
- b. Program Sustainability Worksheet Budget Template



Date: September 10, 2024

To: Budget Committee of Senate

From: Yvette Laflamme, AVP, Finance

Re: Cyber Security Diploma Budget

Purpose: The purpose of this memo is to provide the budget review of the Cyber Security Diploma program, scheduled to start in September 2025.

Background: The Financial Planning office has reviewed the budget based on TRU's Budget Methodology, current tuition and expenditure rates plus annual increase assumptions, and information provided by the Faculty of Science.

Discussion:

The Cyber Security Diploma budget is based on the following assumptions:

- **Program Details:**
 - Two year, 60-credit program (30 credits per year)
 - Domestic enrolment projections ranging from 12 students in first intake, growing to 30 students in fifth intake, including attrition of 1 student between years 1 and 2.
 - International enrolment projections ranging from 3 students in first intake, growing to 10 students in fifth intake, assuming no international attrition.
- **Grant Revenue:**
 - 2024/25 - \$156,000
 - 2025/26 - \$338,000
 - 2026/27 onwards - \$13,000 per domestic FTE
- **Capital Funding:** \$350,000 received in 2024/25, with \$200,000 planned spending in the current year.
- **Tuition Fees:**
 - Domestic - \$158.70 per credit (plus 2% increase pending Board approval)
 - International - \$8,860.56 per term up to 12 credits and \$642.07 per additional credit (plus 3% increase pending Board approval).
- **Indirect Costs:**
 - Indirect Operating Costs (IOC) at 35% of tuition revenue.
 - Capital Levy at 12% of international tuition revenue.
 - Included in assumptions for indicative purposes.

- **Faculty and Support Requirements:**
 - 4 new instructional faculty
 - 2 new support positions
 - 2 new teaching assistants.

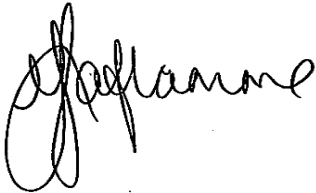
- **Library Costs:** No additional costs, confirmed by Faculty of Science.

Conclusion: With planned grant funding, the Cyber Security Diploma is self-sustaining, by Year 4. The program is anticipating a surplus of \$222,658, by Year 5.

Action: Budget Committee of Senate to recommend to Senate, and the Board of Governors to approve the budget for Cyber Security Diploma.

Attachment: Detailed budget report.

Yvette

A handwritten signature in black ink, appearing to read 'Yvette', with a large, stylized flourish at the end.

Cyber Security - Diploma

| | Program Development 2024-25 | Year 1 2025-26 | Year 2 2026-27 | Year 3 2027-28 | Year 4 2028-29 | Year 5 2029-30 |
|--|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Tuition Revenue | | | | | | |
| <u>Intake 1</u> | | | | | | |
| Domestic | \$ - | \$ 58,275 | \$ 54,487 | \$ - | \$ - | \$ - |
| International | \$ - | \$ 66,662 | \$ 68,662 | \$ - | \$ - | \$ - |
| <u>Intake 2</u> | | | | | | |
| Domestic | \$ - | \$ - | \$ 74,300 | \$ 70,734 | \$ - | \$ - |
| International | \$ - | \$ - | \$ 137,324 | \$ 141,444 | \$ - | \$ - |
| <u>Intake 3</u> | | | | | | |
| Domestic | \$ - | \$ - | \$ - | \$ 101,048 | \$ 97,916 | \$ - |
| International | \$ - | \$ - | \$ - | \$ 188,592 | \$ 169,968 | \$ - |
| <u>Intake 4</u> | | | | | | |
| Domestic | \$ - | \$ - | \$ - | \$ - | \$ 128,836 | \$ 126,157 |
| International | \$ - | \$ - | \$ - | \$ - | \$ 218,531 | \$ 200,077 |
| <u>Intake 5</u> | | | | | | |
| Domestic | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 157,696 |
| International | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 250,096 |
| TOTAL DOMESTIC TUITION | \$ - | \$ 58,275 | \$ 128,787 | \$ 171,782 | \$ 226,752 | \$ 283,853 |
| TOTAL INTERNATIONAL TUITION | \$ - | \$ 66,662 | \$ 205,986 | \$ 330,036 | \$ 388,499 | \$ 450,174 |
| Grant Revenue | 156,000 | 338,000 | 338,000 | 442,000 | 572,000 | 702,000 |
| Capital Levy (12%) | - | (7,999) | (24,718) | (39,604) | (46,620) | (54,021) |
| IOC (35%) | - | (40,928) | (108,519) | (161,775) | (199,021) | (238,002) |
| TOTAL REVENUE | \$ 156,000 | \$ 414,009 | \$ 539,536 | \$ 742,439 | \$ 941,611 | \$ 1,144,003 |
| Compensation | | | | | | |
| Faculty Tenure/Tenure Track | \$ 121,177 | \$ 361,717 | \$ 461,286 | \$ 482,484 | \$ 505,409 | \$ 527,506 |
| Faculty Tenure/Tenure Track Benefits (@22.6%) | \$ 27,386 | \$ 81,748 | \$ 104,251 | \$ 109,041 | \$ 114,222 | \$ 119,216 |
| Regular sessionals | \$ - | \$ 15,453 | \$ 31,833 | \$ 16,394 | \$ 16,886 | \$ 17,392 |
| Faculty sessional benefits (@19.9%) | \$ - | \$ 3,075 | \$ 6,335 | \$ 3,262 | \$ 3,360 | \$ 3,461 |
| Program Support | \$ 18,595 | \$ 121,208 | \$ 147,812 | \$ 152,246 | \$ 156,814 | \$ 161,518 |
| Support Benefits (@26.4%) | \$ 4,909 | \$ 31,999 | \$ 39,022 | \$ 40,193 | \$ 41,399 | \$ 42,641 |
| Teaching Assistants | \$ - | \$ 10,629 | \$ 10,948 | \$ 11,276 | \$ 11,614 | \$ 11,963 |
| Teaching Assistant benefits (@14.3%) | \$ - | \$ 1,520 | \$ 1,566 | \$ 1,612 | \$ 1,661 | \$ 1,711 |
| TOTAL COMPENSATION | \$ 172,066 | \$ 627,349 | \$ 803,051 | \$ 816,510 | \$ 851,365 | \$ 885,408 |
| Direct Expenses | | | | | | |
| Professional fees, memberships and contracted services | \$ 2,500 | \$ 5,150 | \$ 5,305 | \$ 5,464 | \$ 5,628 | \$ 5,796 |
| Building, equipment, operations and maintenance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating supplies | \$ 2,000 | \$ 22,660 | \$ 23,340 | \$ 24,040 | \$ 24,761 | \$ 25,504 |
| Travel and training | \$ 12,000 | \$ 12,360 | \$ 2,122 | \$ 2,185 | \$ 2,251 | \$ 2,319 |
| Advertising, promotion and recruitment | \$ 2,000 | \$ 2,060 | \$ 2,122 | \$ 2,185 | \$ 2,251 | \$ 2,319 |
| Bursaries, awards and scholarships | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL DIRECT EXPENSES | \$ 18,500 | \$ 42,230 | \$ 32,888 | \$ 33,875 | \$ 34,891 | \$ 35,937 |
| TOTAL EXPENSES | \$ 190,566 | \$ 669,579 | \$ 835,939 | \$ 850,385 | \$ 886,256 | \$ 921,345 |
| TOTAL REVENUE OVER EXPENSES | \$ (34,566) | \$ (255,570) | \$ (296,404) | \$ (107,946) | \$ 55,355 | \$ 222,658 |
| Accumulated Surplus / Deficit | \$ (34,566) | \$ (290,136) | \$ (586,540) | \$ (694,486) | \$ (639,131) | \$ (416,473) |



TO: Dr. Brett Fairbairn, President and Vice-Chancellor

FROM: Dr. Gillian Balfour, Provost and Vice-President Academic,
Chair, Budget Committee of Senate

DATE: September 17, 2024

RE: Approval of Updated Domestic per Credit Rate
Bachelor of Engineering, Computer Engineering Program

Attachments: Memorandum from Y. Laflamme, AVP Finance
Program Sustainability Worksheet Budget Template, Bachelor of
Engineering, Computer Engineering

Purpose: The purpose of this memo is to bring a decision item to the October 4, 2024 Board meeting to request approval of the proposed update to the domestic tuition rate of the Bachelor of Engineering, Computer Engineering program to make it align with the Bachelor of Engineering, Software Engineering program.

Background: The Bachelor of Engineering, Computer Engineering program budget was approved by the Board at the March 28, 2024 meeting. The initial budget for the program was based on a domestic tuition rate of \$155.59 per credit (plus 2% annual increase assumptions).

All engineering programs at TRU are intended to have common tuition for the first two years. An updated domestic tuition rate of \$195.23 is proposed for the 2024/2025 academic year for the Bachelor of Engineering, Computer Engineering program.

Discussion: TRU Administration is recommending that the Board of Governors approve the proposed updated domestic tuition rate for the Bachelor of Engineering – Computer Engineering to \$195.23 for the 2024/25 academic year.

- **Risks:** This program is funded by the province to cover the direct instructional and capital expenses reducing any risks. The budget was developed on a conservative estimate of enrolment reducing the risks related to government expectations pertaining to student FTE.

- **Budgetary Implications:** The direct costs are borne by the province and student tuition. Further, the budget includes increased staffing in Information Technology Services to gain expertise and capacity to support the program. The program remains self-sustaining with government funding, anticipating an accumulated surplus of \$471,350 over the first five years, up from the originally projected \$251,864.
- **Consultation**
 - The proposed change to the updated domestic tuition rate was presented to the Budget Committee of Senate on September 10, 2024.
 - Following discussion with G. Anderson, Dean, Faculty of Science, and Y. Laflamme, AVP Finance, the Budget Committee of Senate approved a motion to recommend to the President to recommend to the Board of Governors that the proposed updated domestic tuition rate for the Bachelor of Engineering – Computer Engineering be approved at \$195.23 for the 2024/25 academic year.
- **Communications Desirable**
 - Information regarding program fees will be posted to the TRU website.

Recommendation(s): Administration is recommending that the Board of Governors approve the proposed updated domestic tuition rate for the Bachelor of Engineering – Computer Engineering at \$195.23 for the 2024/25 academic year.

RESOLVED that the university will:

Approve the proposed updated domestic tuition rate for the Bachelor of Engineering – Computer Engineering at \$195.23 for the 2024/25 academic year.

Attachments:

(a) Memorandum from Y. Laflamme, AVP Finance

(b) Program Sustainability Worksheet Budget Template, Bachelor of Engineering, Computer Engineering



Date: September 10, 2024

To: Budget Committee of Senate

From: Yvette Laflamme, AVP Finance

Re: Bachelor of Engineering – Computer Engineering
Updated Domestic per Credit Rate

Purpose: To provide an updated budget review of the Bachelor of Engineering in Computer Engineering program.

Background: The Financial Planning office has updated the budget for the delivery of the Bachelor of Engineering Computer Engineering that was initially brought to Budget Committee of Senate (BCOS) in February 2024. The initial budget for the program, presented in February 2024, was based on a domestic tuition rate of \$155.59 per credit (plus 2% annual increase assumptions).

Discussion: The domestic tuition rate has been corrected to \$195.23 for the 2024/25 academic year, aligning with the Bachelor of Engineering, Software Engineering program.

Other key assumptions included in original budget remain unchanged.

- **Program Details:**

- Four-year, 159 credit program.
- Domestic enrolment projections range from 15 students in year 1, growing to 25 students by year 5 and include attrition of one domestic student between years 1 and 2, and another between years 2 and 3.
- International enrolment projections range from 3 students in year 1, growing to 15 students by year 5 and include attrition of one international student between years 1 and 2, and another between years 2 and 3.

- **Grants:**

- 2023/24 - \$240,000 start-up and \$200,000 capital funding
- 2024/25 - \$175,000 and \$200,000 capital funding
- 2025/26 - \$385,000
- 2026/27 onwards - \$17,500 per domestic FTE

- **Tuition Fees:**

- Domestic: \$195.23 per credit (plus annual increases, subject to Board approval).
- International: \$8,438.64 per term up to 12 credits, \$611.50 per credit thereafter (plus annual increases, subject to Board approval).

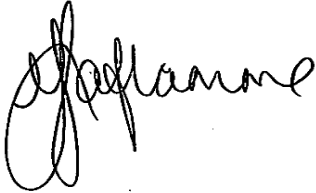
- **Indirect Costs:**
 - Indirect Operating Costs (IOC) at 35% of tuition revenue
 - Capital levy at 12% of international revenue.
- **Staffing:**
 - 12 new instructional faculty
 - 1 non-instructional faculty
 - 2 support positions.
- **Library Costs:** No additional costs, confirmed by Faculty of Science.

Conclusion: The program remains self-sustaining with government funding, anticipating an accumulated surplus of \$471,350 over the first five years, up from the originally projected \$251,864.

Action: Budget Committee of Senate to recommend to Senate, and the Board of Governors to approve the updated domestic tuition rate for the Bachelor of Engineering – Computer Engineering to \$195.23 for the 2024/25 academic year.

Attachment: Updated detailed budget report.

Yvette

A handwritten signature in black ink, appearing to read 'Yvette', with a stylized, cursive script.

Bachelor of Engineering - Computer Engineering

| | Year 1 2024-25 | Year 2 2025-26 | Year 5 2026-27 | Year 4 2027-28 | Year 5 2028-29 |
|--|-------------------|-------------------|---------------------|---------------------|---------------------|
| Tuition Revenue | | | | | |
| <u>Intake 1</u> | | | | | |
| Domestic | \$ 105,424 | \$ 108,727 | \$ 102,980 | \$ 16,160 | \$ 107,141 |
| International | \$ 76,278 | \$ 89,442 | \$ 61,912 | \$ 41,315 | \$ 65,682 |
| <u>Intake 2</u> | | | | | |
| Domestic | \$ - | \$ 121,870 | \$ 126,745 | \$ 121,200 | \$ 19,019 |
| International | \$ - | \$ 138,572 | \$ 154,779 | \$ 127,538 | \$ 85,109 |
| <u>Intake 3</u> | | | | | |
| Domestic | \$ - | \$ - | \$ 146,244 | \$ 153,520 | \$ 148,349 |
| International | \$ - | \$ - | \$ 230,207 | \$ 255,076 | \$ 229,887 |
| <u>Intake 4</u> | | | | | |
| Domestic | \$ - | \$ - | \$ - | \$ 164,086 | \$ 173,074 |
| International | \$ - | \$ - | \$ - | \$ 355,669 | \$ 394,093 |
| <u>Intake 5</u> | | | | | |
| Domestic | \$ - | \$ - | \$ - | \$ - | \$ 190,191 |
| International | \$ - | \$ - | \$ - | \$ - | \$ 457,924 |
| TOTAL DOMESTIC TUITION | \$ 105,424 | \$ 230,598 | \$ 375,970 | \$ 454,966 | \$ 637,774 |
| TOTAL INTERNATIONAL TUTION | \$ 76,278 | \$ 228,014 | \$ 446,898 | \$ 779,599 | \$ 1,232,696 |
| Grant Revenue | 175,000 | 385,000 | 857,500 | 1,207,500 | 1,610,000 |
| Capital Levy (12%) | (9,153) | (27,362) | (53,628) | (93,552) | (147,923) |
| IOC (35%) | (60,392) | (150,938) | (269,234) | (399,355) | (602,891) |
| TOTAL REVENUE | \$ 287,157 | \$ 665,313 | \$ 1,357,506 | \$ 1,949,159 | \$ 2,729,655 |
| Compensation | | | | | |
| Faculty Tenure/Tenure Track | \$ 52,951 | \$ 253,679 | \$ 866,262 | \$ 1,181,457 | \$ 1,627,843 |
| Faculty Tenure/Tenure Track Benefits (@22.4%) | \$ 11,861 | \$ 56,824 | \$ 194,043 | \$ 264,646 | \$ 364,637 |
| Regular sessionals | \$ 15,303 | \$ 54,631 | \$ 108,795 | \$ 13,533 | \$ 33,129 |
| Faculty sessional benefits (@20.0%) | \$ 3,061 | \$ 10,926 | \$ 21,759 | \$ 2,707 | \$ 6,626 |
| Program Support | \$ 37,519 | \$ 128,277 | \$ 130,843 | \$ 133,460 | \$ 136,129 |
| Support Benefits (@25.9%) | \$ 9,718 | \$ 33,224 | \$ 33,888 | \$ 34,566 | \$ 35,257 |
| Teaching Assistants | \$ 124 | \$ 252 | \$ 321 | \$ 328 | \$ 334 |
| Teaching Assistant benefits (@14.3%) | \$ 18 | \$ 36 | \$ 46 | \$ 47 | \$ 48 |
| TOTAL COMPENSATION | \$ 130,554 | \$ 537,850 | \$ 1,355,956 | \$ 1,630,743 | \$ 2,204,003 |
| Direct Expenses | | | | | |
| Professional fees, memberships and contracted services | \$ 35,000 | \$ 36,050 | \$ 37,132 | \$ 38,245 | \$ 39,393 |
| Building, equipment, operations and maintenance | - | - | - | - | - |
| Operating supplies | 79,000 | 81,370 | 83,811 | 86,325 | 88,915 |
| Travel and training | 10,000 | 10,300 | 10,609 | 10,927 | 11,255 |
| Advertising, promotion and recruitment | - | - | - | - | - |
| Bursaries, awards and scholarships | - | - | - | - | - |
| Other expenditures | - | - | - | - | - |
| TOTAL DIRECT EXPENSES | \$ 124,000 | \$ 127,720 | \$ 131,552 | \$ 135,498 | \$ 139,563 |
| TOTAL EXPENSES | \$ 254,554 | \$ 665,570 | \$ 1,487,508 | \$ 1,766,241 | \$ 2,343,566 |
| TOTAL REVENUE OVER EXPENSES | \$ 32,603 | \$ (258) | \$ (130,002) | \$ 182,918 | \$ 386,089 |
| Accumulated Surplus / Deficit | \$ 32,603 | \$ 32,346 | \$ (97,656) | \$ 85,261 | \$ 471,350 |



THOMPSON RIVERS UNIVERSITY

Quarterly Financial Report

For the period Ended June 30, 2024

| | |
|-----------|--|
| 01 | SCHEDULE 1 Consolidated All Funds |
| 02 | SCHEDULE 2 Consolidated Revenue Schedule |
| 03 | SCHEDULE 3 Operating and Non-Operating Fund by Unit |

Thompson Rivers University
Quarterly Financial Report
Schedule 1 - Consolidated All Funds
For the period Ended June 30, 2024
(Forecast to March 31, 2025)

(thousands of dollars)

| | Consolidated All Funds | | | Variances | |
|--|------------------------|----------------|-----------------|-----------------------------------|-------------------------------|
| | Board Approved Budget | Q1 Forecast | 23/24 YE Actual | Forecast to Board Approved Budget | Forecast to 2023/24 YE Actual |
| Revenue | | | | | |
| Provincial Grants | 103,997 | 115,493 | 81,044 | 11,496 | 34,449 |
| Grants Other | 7,198 | 7,101 | 7,577 | (97) | (476) |
| Deferred Capital Contributions | 6,387 | 7,046 | 5,894 | 659 | 1,152 |
| Tuition Domestic | 42,842 | 42,874 | 38,112 | 32 | 4,762 |
| Tuition International | 91,048 | 82,525 | 87,808 | (8,523) | (5,283) |
| Lab and Course Fees | 13,368 | 13,008 | 14,057 | (360) | (1,049) |
| Sales Revenue | 22,397 | 22,819 | 22,609 | 422 | 210 |
| Interest and Other Revenues | 18,555 | 17,852 | 17,950 | (703) | (98) |
| Internal Sales and Transfers | 3,888 | 3,510 | 3,356 | (378) | 154 |
| Revenue Total | 309,680 | 312,228 | 278,407 | 2,548 | 33,821 |
| Compensation and Benefits | | | | | |
| Faculty Tenure/Tenure Track | 62,026 | 61,084 | 57,937 | 942 | (3,147) |
| Faculty Sessional | 15,613 | 16,969 | 15,494 | (1,356) | (1,475) |
| Open Learning Faculty Members (OLFM) | 10,731 | 11,722 | 10,493 | (991) | (1,229) |
| Support | 34,511 | 34,541 | 32,859 | (30) | (1,682) |
| Excluded | 36,930 | 35,669 | 31,309 | 1,261 | (4,360) |
| Other Compensation | 414 | 124 | 174 | 290 | 50 |
| Benefits | 35,379 | 34,912 | 30,869 | 467 | (4,043) |
| Compensation and Benefits Total | 195,604 | 195,021 | 179,135 | 583 | (15,886) |
| Expenditures | | | | | |
| Professional fees and contracted services | 23,758 | 23,616 | 24,074 | 142 | 458 |
| Building, equipment, operations and maintenance | 22,351 | 21,391 | 20,088 | 960 | (1,303) |
| Supplies, postage and freight | 10,354 | 10,201 | 8,973 | 153 | (1,228) |
| Travel | 7,174 | 7,981 | 6,921 | (807) | (1,060) |
| Advertising, memberships and public relations | 4,727 | 5,162 | 4,592 | (435) | (570) |
| Bursaries, awards and scholarships | 7,207 | 9,038 | 7,860 | (1,831) | (1,178) |
| Cost of materials sold | 6,435 | 6,112 | 6,054 | 323 | (58) |
| Amortization of capital assets | 16,720 | 17,849 | 15,755 | (1,129) | (2,094) |
| Other Expenditures | 10,350 | 10,317 | 4,928 | 33 | (5,389) |
| Expenditures Total | 109,076 | 111,667 | 99,245 | (2,591) | (12,422) |
| Excess (Deficiency) of Revenues over Expenditures | 5,000 | 5,540 | 27 | 540 | 5,513 |

Thompson Rivers University
Quarterly Financial Report
Schedule 2 - Consolidated Revenue Schedule
For the period Ended June 30, 2024
(Forecast to March 31, 2025)

| | Consolidated Tuition & Fees | | | Variances | |
|---|-----------------------------|----------------|-----------------|-----------------------|-------------------------------|
| | Board Approved Budget | Q1 Forecast | 23/24 YE Actual | Board Approved Budget | Forecast to 2023/24 YE Actual |
| (thousands of dollars) | | | | | |
| Grants | | | | | |
| Provincial Grants | 97,802 | 109,251 | 74,628 | 11,449 | 34,623 |
| ITA Grant | 6,195 | 6,242 | 6,416 | 47 | (174) |
| Research Grants | 6,353 | 6,252 | 6,162 | (101) | 90 |
| Other Grants | 845 | 849 | 1,415 | 4 | (566) |
| Deferred Capital Contributions | 6,387 | 7,046 | 5,894 | 659 | 1,152 |
| Grants Total | 117,582 | 129,640 | 94,515 | 12,058 | 35,125 |
| Tuition & Fees | | | | | |
| Domestic Tuition | | | | | |
| Tuition Domestic - Undergraduate - On Campus | 26,920 | 27,297 | 25,359 | 377 | 1,938 |
| Tuition Domestic - Undergraduate - Open Learning | 12,025 | 11,957 | 9,080 | (68) | 2,877 |
| Tuition Domestic - Graduate - On Campus | 1,369 | 1,361 | 1,224 | (8) | 137 |
| Tuition Domestic - Graduate - Open Learning | 2,528 | 2,259 | 2,449 | (269) | (190) |
| Domestic Tuition Total | 42,842 | 42,874 | 38,112 | 32 | 4,762 |
| International Tuition | | | | | |
| Tuition International - Undergraduate - On Campus | 69,316 | 63,012 | 67,117 | (6,304) | (4,105) |
| Tuition International - Undergraduate - Open Learning | 6,850 | 7,091 | 5,083 | 241 | 2,008 |
| Tuition International - Graduate - On Campus | 14,566 | 12,071 | 15,155 | (2,495) | (3,084) |
| Tuition International - Graduate - Open Learning | 316 | 351 | 453 | 35 | (102) |
| International Tuition Total | 91,048 | 82,525 | 87,808 | (8,523) | (5,283) |
| Lab and Course Fees | | | | | |
| Lab and Course Fees - On Campus | 9,246 | 8,765 | 9,674 | (481) | (909) |
| Lab and Course Fees - Open Learning | 4,122 | 4,243 | 4,383 | 121 | (140) |
| Lab and Course Fees Total | 13,368 | 13,008 | 14,057 | (360) | (1,049) |
| Sales Revenue | | | | | |
| Ancillary External Sales | 2,568 | 2,607 | 2,595 | 39 | 12 |
| Residence Revenue | 14,424 | 14,512 | 14,075 | 88 | 437 |
| Bookstore Sales Revenue | 3,034 | 3,050 | 3,184 | 16 | (134) |
| Printshop External Sales | 152 | 153 | 138 | 1 | 15 |
| Parking Revenue | 1,471 | 1,747 | 1,853 | 276 | (106) |
| Other Sales Revenue | 748 | 750 | 764 | 2 | (14) |
| Sales Revenue Total | 22,397 | 22,819 | 22,609 | 422 | 210 |
| Interest & Other Revenues | | | | | |
| Interest on Investments | 7,632 | 6,886 | 7,824 | (746) | (938) |
| Donations, Endowments and Fundraising | 4,843 | 5,023 | 3,507 | 180 | 1,516 |
| Contract Revenue | 4,487 | 4,024 | 3,982 | (463) | 42 |
| Other Revenue | 1,593 | 1,919 | 2,637 | 326 | (718) |
| Interest & Other Revenues Total | 18,555 | 17,852 | 17,950 | (703) | (98) |
| Internal Sales & Transfers | | | | | |
| Ancillary Internal Sales and Transfers | 2,869 | 2,846 | 2,787 | (23) | 59 |
| Other Internal Sales and Transfers | 1,019 | 664 | 569 | (355) | 95 |
| Internal Sales & Transfers Total | 3,888 | 3,510 | 3,356 | (378) | 154 |
| Revenue Total | 309,680 | 312,228 | 278,407 | 2,548 | 33,821 |

Thompson Rivers University
Quarterly Financial Report
Schedule 3 - Operating and Non-Operating Fund by Unit
For the period Ended June 30, 2024
(Forecast to March 31, 2025)

| | 23/24 Q1 Forecast | | | | 23/24 Board Approved Budget | | 23/24YE Actual | |
|--|-------------------|---------------------------|----------------|------------------|-----------------------------|----------------|------------------|-----------------|
| | Revenue | Compensation and Benefits | Expenditures | Total | Total | Variance | Total | Variance |
| (thousands of dollars) | | | | | | | | |
| Faculty of Science | 952 | 23,052 | 2,609 | (24,709) | (24,423) | (286) | (22,291) | (2,418) |
| Bob Gaglardi School of Business and Economics | 5,784 | 16,310 | 1,234 | (11,760) | (11,958) | 198 | (11,889) | 129 |
| Faculty of Education and Social Work | 2,598 | 14,544 | 769 | (12,715) | (11,130) | (1,585) | (10,351) | (2,364) |
| School of Nursing | 1,226 | 9,366 | 600 | (8,740) | (8,248) | (492) | (7,300) | (1,440) |
| Faculty of Adventure, Culinary Arts and Tourism | 570 | 5,855 | 1,499 | (6,784) | (6,558) | (226) | (6,300) | (484) |
| Faculty of Arts | 964 | 14,007 | 280 | (13,323) | (13,292) | (31) | (12,844) | (479) |
| Faculty of Law | 5,710 | 5,184 | 524 | 2 | 85 | (83) | 169 | (167) |
| School of Trades and Technology | 1,558 | 7,639 | 1,462 | (7,543) | (7,422) | (121) | (7,025) | (518) |
| University Library | 1 | 3,106 | 2,025 | (5,130) | (5,456) | 326 | (4,938) | (192) |
| Enrolment Services and University Registrar | - | 6,720 | 476 | (7,196) | (7,442) | 246 | (7,315) | 119 |
| Faculty of Student Development | 9 | 8,029 | 698 | (8,718) | (8,060) | (658) | (8,061) | (657) |
| Office of Quality Assurance | - | 1,532 | 169 | (1,701) | (1,912) | 211 | (1,499) | (202) |
| Research and Graduate Studies | - | 2,356 | 975 | (3,331) | (3,322) | (9) | (2,339) | (992) |
| Open Learning | - | 22,086 | 786 | (22,872) | (20,193) | (2,679) | (20,692) | (2,180) |
| Williams Lake | (97) | 3,940 | 741 | (4,778) | (4,710) | (68) | (4,274) | (504) |
| Regional Campuses | 655 | 489 | 689 | (523) | (569) | 46 | (258) | (265) |
| Indigenous Education | 28 | 698 | 469 | (1,139) | (1,139) | - | (1,083) | (56) |
| Provost and VP Academic | - | 830 | 122 | (952) | (1,036) | 84 | (1,076) | 124 |
| Office of EDI & AR | - | 330 | 86 | (416) | (460) | 44 | (217) | (199) |
| University Relations | - | 714 | 541 | (1,255) | (1,286) | 31 | (923) | (332) |
| Marketing and Communications | - | 2,605 | 1,025 | (3,630) | (3,835) | 205 | (3,388) | (242) |
| Advancement | - | 2,289 | 520 | (2,809) | (3,017) | 208 | (2,805) | (4) |
| Campus Infrastructure & Sustainability | 202 | 2,526 | 7,454 | (9,778) | (12,267) | 2,489 | (9,559) | (219) |
| Athletics and Recreation | - | 1,813 | 1,802 | (3,615) | (3,627) | 12 | (3,723) | 108 |
| IT Services | - | 5,844 | 8,817 | (14,661) | (14,979) | 318 | (13,504) | (1,157) |
| People and Culture | - | 2,321 | 1,572 | (3,893) | (3,988) | 95 | (3,589) | (304) |
| Integrated Planning & Effectiveness | - | 2,001 | 254 | (2,255) | (2,155) | (100) | (1,898) | (357) |
| Risk Management & OSEM | - | 681 | 1,289 | (1,970) | (1,975) | 5 | (1,851) | (119) |
| Finance and Procurement Services | - | 5,022 | 301 | (5,323) | (5,600) | 277 | (5,067) | (256) |
| Internal Audit | - | 286 | 30 | (316) | (313) | (3) | (301) | (15) |
| VP Administration and Finance | - | 395 | 294 | (689) | (838) | 149 | (777) | 88 |
| Office of the General Counsel & Secretariat | - | 1,105 | 1,731 | (2,836) | (2,428) | (408) | (2,695) | (141) |
| Special Advisor on Indigenous Matters | - | 200 | 30 | (230) | (254) | 24 | (235) | 5 |
| Office of the President | - | 591 | 174 | (765) | (764) | (1) | (657) | (108) |
| TRU World | 2,347 | 5,673 | 8,789 | (12,115) | (12,836) | 721 | (12,298) | 183 |
| Faculty, School, Division Total before Surplus Allocation/Usage | 22,507 | 180,139 | 50,836 | (208,468) | (207,407) | (1,061) | (192,853) | (15,615) |
| Provost and VP Academic Portfolio | 19,958 | 143,717 | 15,238 | (138,997) | (133,923) | (5,074) | (127,244) | (11,753) |
| VP Administration and Finance Portfolio | 202 | 20,889 | 21,813 | (42,500) | (45,742) | 3,242 | (40,269) | (2,231) |
| VP International Portfolio | 2,347 | 5,673 | 8,789 | (12,115) | (12,836) | 721 | (12,298) | 183 |
| VP University Relations Portfolio | - | 5,608 | 2,086 | (7,694) | (8,138) | 444 | (7,116) | (578) |
| President Portfolio | - | 1,896 | 1,935 | (3,831) | (3,446) | (385) | (3,587) | (244) |
| VP Research Portfolio | - | 2,356 | 975 | (3,331) | (3,322) | (9) | (2,339) | (992) |
| Institutional | 230,589 | 6,568 | 10,316 | 213,705 | 211,993 | 1,712 | 189,459 | 24,246 |
| Operating Fund before Surplus Allocation/Usage | 253,096 | 186,707 | 61,152 | 5,237 | 4,586 | 651 | (3,394) | 8,631 |
| Professional Allowance | 1,154 | 9 | 1,057 | 88 | 280 | (192) | 64 | 24 |
| Internal Research Awards/Stipends | 1,053 | 216 | 724 | 113 | 406 | (293) | 315 | (202) |
| Ancillary Services, Parking & Residences | 25,759 | 4,749 | 20,518 | 492 | (430) | 922 | 1,901 | (1,409) |
| Capital | 14,568 | - | 14,113 | 455 | 638 | (183) | 2,194 | (1,739) |
| Specific Purpose - Internally Restricted | 1,480 | 106 | 2,112 | (738) | (450) | (288) | (924) | 186 |
| Specific Purpose - Externally Restricted | 4,279 | 1,103 | 3,176 | - | - | - | - | - |
| Bursaries and Trust | 5,183 | - | 5,250 | (67) | (30) | (37) | (143) | 76 |
| Research | 5,158 | 1,711 | 3,447 | - | - | - | (1) | 1 |
| Endowment | 30 | - | - | 30 | - | 30 | 27 | 3 |
| TRU Community Corporation | 1 | - | 1 | - | - | - | - | - |
| TRU Legal Clinic Society | 467 | 420 | 117 | (70) | - | (70) | (12) | (58) |
| Non-Operating Fund before Endowment | 59,132 | 8,314 | 50,515 | 303 | 414 | (111) | 3,421 | (3,118) |
| Excess (Deficiency) of Revenues over Expenditures before Surplus Allocation/Usage and Endowment | 312,228 | 195,021 | 111,667 | 5,540 | 5,000 | 540 | 27 | 5,513 |

Guaranteed International Tuition Fee Model for Cost Assurance and Tuition Transparency

Presentation to the Budget Committee of Senate: September 10, 2024



THOMPSON RIVERS UNIVERSITY

PRESENTATION OUTLINE


1. Introduction
2. Current International Tuition Model
3. Proposal
4. International tuition fee comparison
5. Rationale to implement this proposal
6. Consultation schedule
7. Approval process and implementation

INTRODUCTION

International students are self-funding – no provincial or federal subsidy for their education and enhanced services.



Pandemic and post-pandemic increases in costs borne by international students for housing and general cost of living have been unpredictable, as have fluctuating inflationary tuition increases.



Recently, the Ministry of Post Secondary Education and Future Skills (PSEFS) announced an Education Quality Assurance (EQA) policy and procedures that will come into effect in January 2025. This policy requires institutions to provide tuition transparency and predictability for international students. The proposed model exceeds the requirements.

TRU'S CURRENT INTERNATIONAL TUITION MODEL



Hybrid Flat Fee Model: a flat fee for up to 12 credits and per credit for additional credits, with some exceptions.



International tuition fee is subject to annual increases.

PROPOSAL TO CHANGE TUITION FEE MODEL FROM FALL 2025 ONWARD:



Per Credit Fee Model: Change from a hybrid tuition model to per credit.



International tuition will be guaranteed to not increase for the duration of the student's program of study **plus one year**.



Fall 2025 cohort's tuition fee will be set at an amount that is **guaranteed not to increase**. Continuing students will see inflationary rate increases annually.

2025-26 COHORT — GUARANTEE VS CONTINUING

Undergraduate, assumes 3% annual increase for continuing students

Continuing Student

1

Cost per credit

\$761-\$856

2

Cost per semester
(12 credits)

\$9,127-\$10,272

3

Cost per year
(24 credits)

\$18,253-20,544

4

Cost per undergraduate degree (120 credits)

\$ 96,906

New Student

1

Cost per credit

\$849

2

Cost per semester
(12 credits)

\$ 10,190

3

Cost per year
(24 credits)

\$ 20,379

4

Cost per undergraduate degree (120 credits)

\$ 101,896

International Tuition Five Year BC Comparison

International (UG Business, 30 Credits): 2020/21 – 2024/25

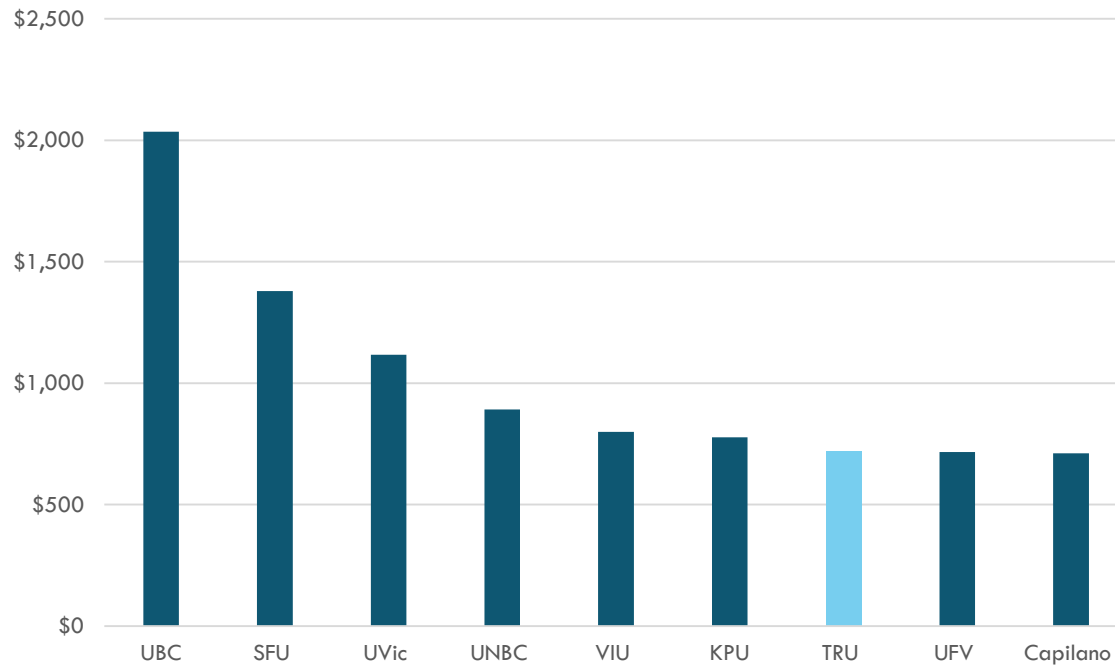
International tuition in BC has increased by 33% on average in past five years.

| | | | |
|-----------------|------------------|------------------|------------|
| UBC | \$ 38,052 | \$ 61,061 | 60% |
| SFU | \$ 28,247 | \$ 41,386 | 47% |
| Uvic | \$ 24,926 | \$ 33,491 | 34% |
| UNBC | \$ 21,589 | \$ 26,752 | 24% |
| VIU | \$ 16,680 | \$ 23,993 | 44% |
| KPU | \$ 19,741 | \$ 23,317 | 18% |
| TRU | \$ 17,304 | \$ 22,140 | 28% |
| UFV | \$ 17,850 | \$ 21,840 | 22% |
| Capilano | \$ 17,853 | \$ 21,323 | 19% |

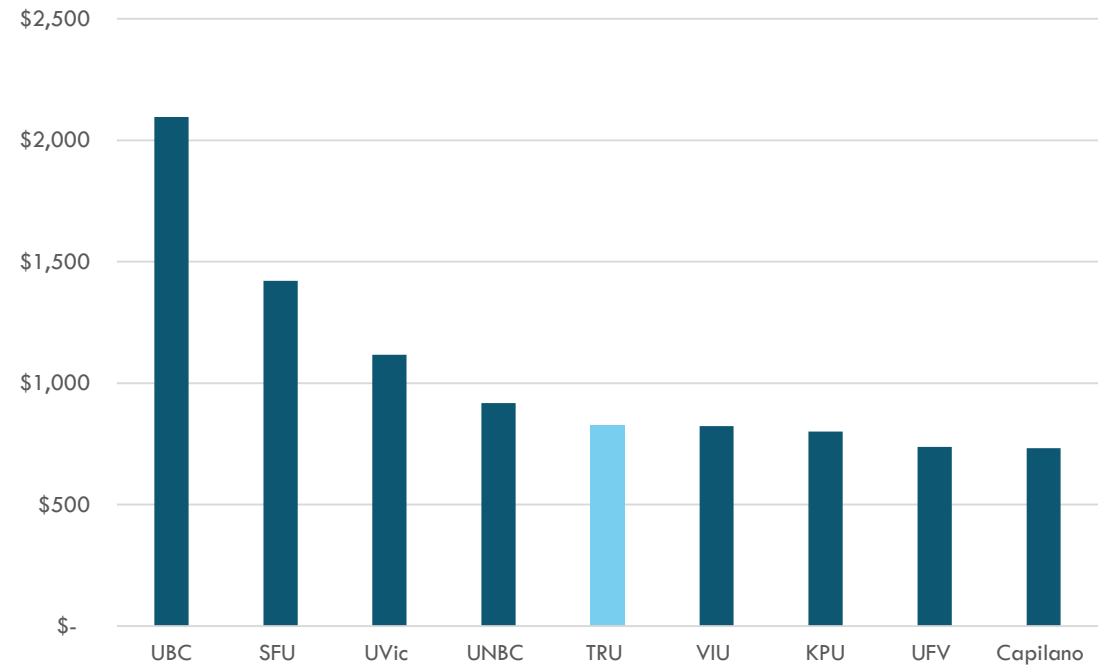
FALL 2024 TO FALL 2025 TUITION COMPARISON

ASSUMES OTHER INSTITUTIONS INCREASE TUITION BY 3%.

2024-25 International Tuition per credit



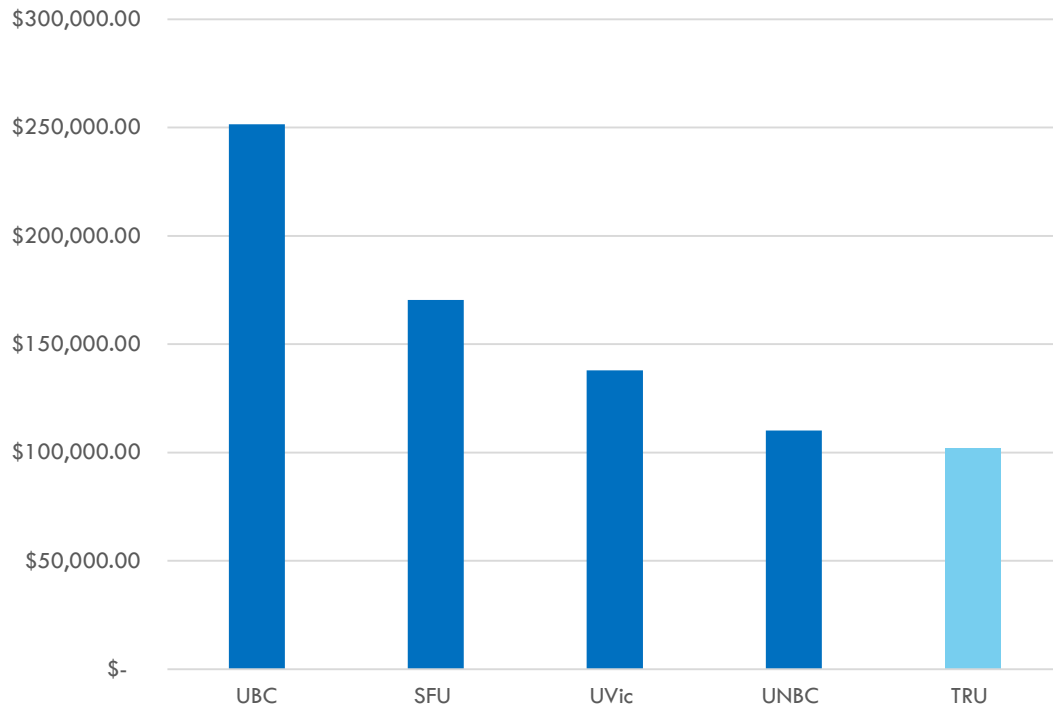
2025-26 International Tuition per credit



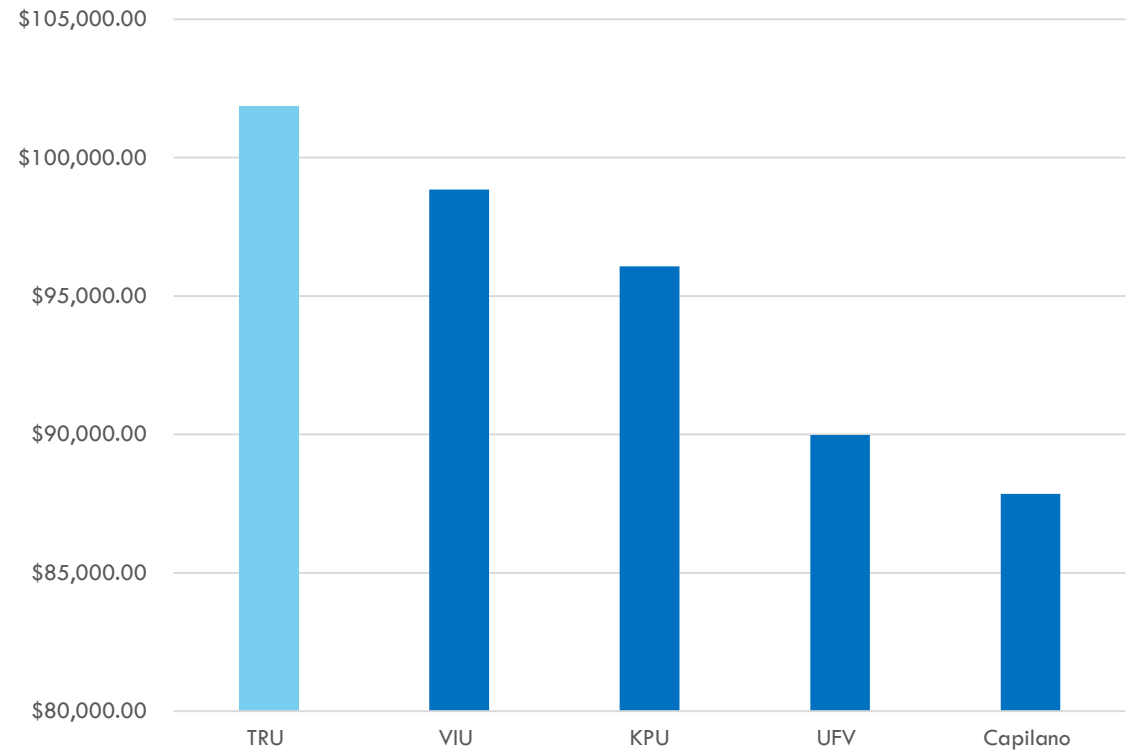
COST OF UNDERGRADUATE DEGREE (120 CREDITS)

ASSUMES NO INCREASE TO TUITION AT OTHER INSTITUTIONS AFTER 2025-26 ENTRY TO PROGRAM

TRU vs RUCBC

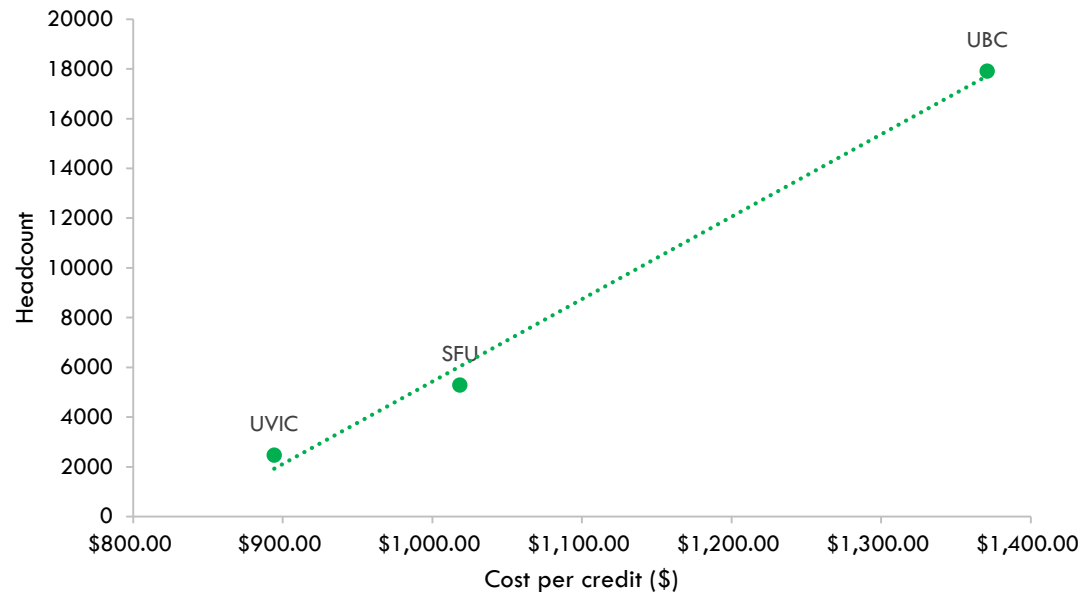


TRU vs Non-RUCBC

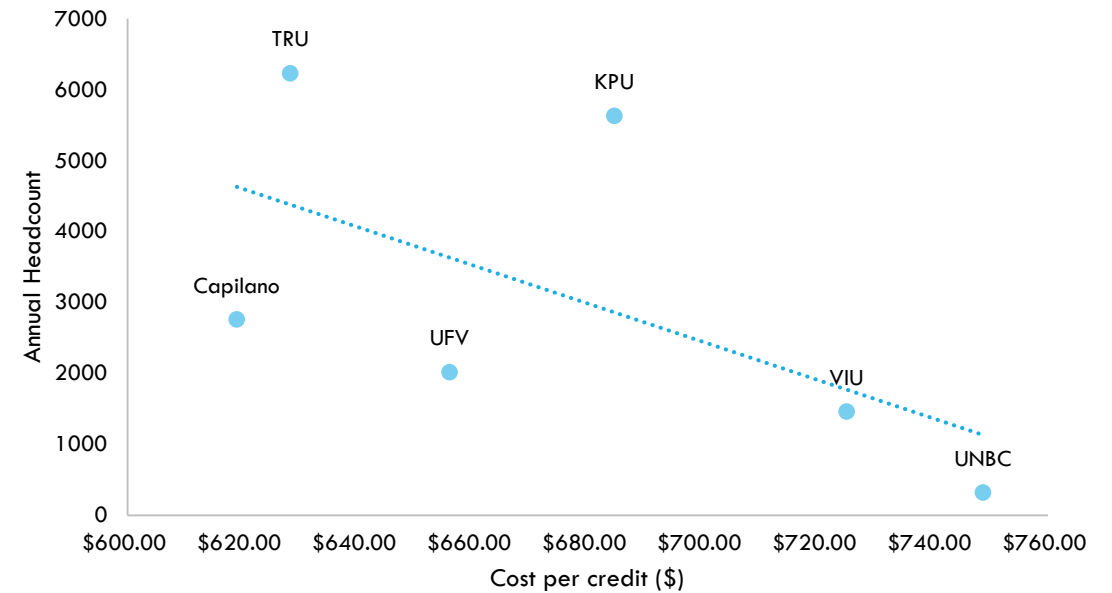


TUITION VS. INTERNATIONAL ENROLMENT 2021

Big 3 PSI Tuition and International Enrolment



Other PSI Tuition and International Enrolment



RATIONALE



Cost Certainty for planning: Assist students and families with financial budgeting and planning. From a student success perspective, TRU World believes offering students certainty in future tuition amounts will reduce stress on students and improve retention.



Increases nationally and provincially expected: TRU's international tuition is 7th out of the 9 public universities in BC that enrol significant numbers of international students. This increase will likely move TRU up one or two positions, comparable to VIU and KPU.



Inflation:

Current inflation is 2.5% and projected to level out at approximately 3%.

ADDITIONAL COSTS OF RECRUITING & SUPPORTING INT'L STUDENTS

Int'l Admissions & Int'l Student Services

- Int'l Admissions
- Int'l Student Advising
- Regulated Int'l Student Immigration Advising Certification
- Accommodation arrangement and airport pickup
- Pre-arrival services
- Int'l student orientation
- Immigration Custodianship service for minors
- Student services for transnational students & incoming exchange (Study Abroad) students

Int'l Marketing & Recruitment

- Marketing Services Representatives
- Int'l recruitment fairs & trips
- Int'l marketing materials & int'l shipping
- Student agent training, management and commission payments
- Scholarships for int'l applicants
- Student recruitment through institutional partners

CONSULTATION SCHEDULE

| Date | Activity | Status |
|--------------|---|---------------|
| | Consultations with Deans (individual) | Done |
| | International Admissions, International Marketing | Done |
| | Registrar's Office | Done |
| | Finance | Done |
| | IT | Done |
| | TRUSU | Done |
| | Dean's Council | Done |
| | VP Admin Finance initial review | Done |
| August 26 | TRU Executive Review | Done |
| September 10 | BCOS NOI | Pending |
| October 8 | BCOS Recommendation | Pending |
| October 4 | Board of Governors Notice of Motion | Pending |
| December 6 | Board of Governors approval | Pending |

APPROVAL PROCESS & IMPLEMENTATION



CONCLUSION

(EFFECTIVE FALL 2025)

Per Credit Fee Model: Change from a hybrid tuition model to per credit for all international students.

Tuition for new cohort of international students in Fall 2025 **will be guaranteed not to increase** for the duration of the program of study plus one year.

Continuing international students will receive inflationary increases – 3%.

The following sections report on work underway, and progress made regarding executive priorities for the current year based on TRU's vision and 10-year strategic change goals.

Enabling Strategies/Operations

ENROLLMENT SUMMARY FALL 2024 — According to IPE data, TRU is on track in 2024/25 to have 29,500 students, down marginally by 0.5 per cent compared to the previous year. This number represents the total number of individuals (headcount) who engage with TRU educationally within a 12-month period, and as such, is a key indicator of our reach and fulfillment of our mission. With this number, TRU is a medium-large institution in the Canadian postsecondary landscape (fifth largest in B.C.)

TRU's student population — In 2024/25, 14,800 of TRU's students will be studying in-person (in-person, hybrid, or synchronously online), 14,700 will be entirely online through asynchronous Open Learning, and 2,600 will combine Open Learning with other modalities during the year. Compared to previous years, the proportion of students who combine both in-person and online learning is increasing. Of the total number of students, nine per cent are identified as Indigenous in British Columbia's self-declaration system. Nearly 25 per cent of TRU's students are international students.

Noteworthy changes — While TRU has been affected by a sharp decline in new, incoming international students, it will take several years for this trend to have full impact. For 2024-25, this will result in an overall international student headcount decline of six per cent.

Across all modalities, domestic (Canadian) applications are tracking two per cent higher than last year and the total number of domestic students is expected to grow by a slightly larger margin due to increased conversion and retention rates. TRU's Williams Lake campus is on track to exceed last year's enrolment by approximately 40 per cent.

Other considerations — TRU's largest source of revenue is student fees. The revenue impact of changes in enrolment is determined by course registrations and tuition rates. International in-person/synchronous registrations will be down 16 per cent this year, domestic in-person/synchronous registrations will be flat, and Open Learning (asynchronous online) registrations are projected to be up six per cent.

Also, B.C.'s Ministry of Advanced Education and Skills Training calculates a "utilization rate," which will increase to about 94 per cent this year due to growth in domestic student headcount.

INTERNATIONAL STUDENT RECRUITMENT CHALLENGES — Canada’s changes to study permits, postgraduate work permits, and related rules have created considerable uncertainty among prospective international students abroad and have led to a sharp decline of about 45 per cent across the country. Notably, declining applications mean Canada will not meet the cap numbers announced in January 2024.

TRU is responding by changing our recruitment practices to come as close as possible to our academic goals and the targets in our Strategic Enrolment Management plan. More specifically, we are:

- Shifting recruitment focus and developing new markets: Prioritize recruitment efforts in regions less sensitive to ICRC’s policy change, particularly around postgraduate work rights, such as countries in Latin America. Returning to previously explored markets such as Mid and East Asia.
- Strengthening High School Outreach: Increase recruitment activities at international high schools
- Expanding Capacity for High-Demand Programs: Working with campus partners to develop infrastructure and resources to support high-demand fields like Health Care Assistant, Computer Science, Master of Data Science, one-year course-based Master’s programs, and trades.
- Investing in high-performing agents: Create performance-based incentives for key agents to ensure they maintain or exceed their current performance levels and stay with TRU despite it being easier to recruit for other countries in the new IRCC context.
- Enhancing Scholarship Offerings: Improve entry scholarship packages to attract high-achieving students, diversify the student body, and mitigate the effects of tuition increases.
- Developing Strong TNE Partnerships: Build quality Transnational Education (TNE) partnerships to open new recruitment channels and expand international reach.
- Expanding Visiting Student Campaigns: Increase efforts to recruit fee-paying visiting students.
- Implementing an Enhanced Communication Strategy to highlight TRU’s value proposition, ie: student services, housing, mental health, etc.

This year, we are focusing more effort on students who expressed an interest previously, especially those whose admission was deferred. We have also been targeting recruitment efforts in countries where Canada has a high rate of study permits being approved.

With these extraordinary efforts in place, TRU welcomed 679 new international students for Fall 2024. This number is lower than a year ago but meets overall SEM targets. However, this term's numbers are buoyed by deferrals from previous recruitment cycles, and it may be difficult to achieve similar levels in Winter 2025 and beyond.

Gabriel Miller, President of Universities Canada, has voiced concerns about the long-term impact of these policies. International students contribute substantially to university revenues and enrich campus life culturally and academically. The visa cap, combined with delays in processing, has created uncertainty, leading many prospective students to choose other destinations, such as the U.S., U.K., or Australia.

The effects of these immigration changes are being felt beyond enrollment numbers. Universities Canada has urged the federal government to work closely with educational institutions to refine the immigration system, ensuring Canada remains competitive in attracting global talent.

IMPLEMENTING RECOMMENDATIONS FROM THE ANTI-RACISM WORKING GROUP — I am pleased to introduce TRU's Equity, Diversity, and Inclusion (EDI) Fellows at TRU. This initiative reflects our commitment to fostering an anti-racist and inclusive environment across our campus.

The EDI Fellows will work closely with our Office of the Provost and the Executive Director of EDI and Anti-Racism and implement projects designed to address recommendations made by TRU's Anti-Racism Working Group. Here is a brief overview of the projects our EDI Fellows will lead:

- **Dr. Bodrun Nahar (Gaglardi School of Business and Economics)** — Dr. Nahar's project focuses on developing and implementing comprehensive anti-racism and allyship training for TRU faculty and staff. She will collect primary and secondary data through focus groups and feedback from racialized students, staff, and instructors to inform curriculum development. Her work aims to integrate anti-racist pedagogy into course offerings across various disciplines and provide ongoing support to faculty through curriculum reviews and training programs.
- **Dr. Wei Yan (Centre for Excellence in Learning and Teaching)** — Dr. Yan's project centres on launching a series of ongoing campaigns/events, lecture series and talks on anti-racism, as well as producing an onboarding and ongoing education set of modules for new staff and faculty to become educated on racism, racialization, and genuine ally-ship. His key focus areas at TRU have included creating a Community of Practice (CoP) to bring together faculty from diverse backgrounds and initiating a research project on how faculty navigate diversity in the classroom. Dr. Yan plans to develop a series of workshops on anti-racism literacy and allyship for delivery in early 2025.
- **Dr. Manu Sharma (Department of Education and Social Work)** — Dr. Sharma's project seeks to build partnerships with community organizations and develop anti-racism

initiatives through campaigns and outreach. Her work will also focus on encouraging self-disclosure of race and ethnicity within the TRU community. By leveraging connections with local and provincial organizations, Dr. Sharma will explore how other universities address similar anti-racism efforts, applying these insights to TRU's context.

- **Dr. Tanya Manning-Lewis (School of Education Graduate Programs)**—Dr. Manning-Lewis will lead an initiative to embed anti-racism curricula across foundational courses in TRU's baccalaureate degree programs. She will partner with faculty from multiple disciplines to develop anti-racist teaching modules, creating a community of practice to support instructors in integrating these practices. Her project includes piloting the curriculum and evaluating its impact on students and faculty through surveys and feedback.

These efforts are important to creating a campus where all students, faculty, and staff feel valued and supported.

ACADEMIC INITIATIVES REPORTED AT SENATE — At the September meeting of TRU's Senate, Provost and VP Academic Gillian Balfour gave a comprehensive overview of several initiatives underway at TRU, including:

- **TRU Bold** — One of the objectives identified by the provost as the result of Envision TRU was the creation of a robust Academic and Open Learning plan, to ensure TRU remains a provincial and national leader in delivering flexible, experiential, and research-driven education across its academic and trades programs. Consultations with TRU's community are ongoing, and a final draft of the plan is expected before the Senate and the Board later this year.
- **TRUly Flexible** — Work continues to reimagine and reinvent what Open Learning and online learning look like in years to come. The aftermath of the pandemic years shows that students expect flexible hybrid program delivery options. TRU is working to explore which courses are best suited for the possibility of hybrid delivery. DQAB approvals may be required depending on the extent and nature of changes suggested for modalities.
- **New wildfire-related certificate programs** — As TRU Wildfire becomes established, TRU is working to create a series of certificate-level courses related to wildfire education that serve the community and BCWS's need for this kind of training. Certificate courses have been proposed for the schools of Science, FACT, Arts and BGSoBE. It's hoped that these programs will be available for Fall 2025, following approvals at Senate and the Board later this year.

NALOXONE KITS AND TRAINING AVAILABLE — In response to the ongoing opioid crisis — including the toxic drug supply, which affects not only those with addiction but anyone using substances — TRU continues to expand its overdose prevention efforts. Unintentional overdose

remains the leading preventable cause of death in B.C., highlighting the critical need for widespread awareness and access to life-saving interventions like naloxone.

Naloxone, a life-saving medication that temporarily reverses opioid overdoses, is now more accessible across our campuses. Kits are available in key locations, ensuring quick access during emergencies. All AED wall cabinets will include nasal naloxone, and 21 additional naloxone-specific cabinets have been installed in student residences at the Kamloops campus. This means nearly 50 locations on TRU's Kamloops campus will be equipped with emergency life-saving supplies.

TRU BREAKS GROUND ON LCDES — TRU took a significant step forward in July in its journey to achieve zero carbon emissions with a groundbreaking ceremony for its Low-Carbon District Energy System (LCDES). This project, a collaboration between TRU, Creative Energy and BC Hydro, makes TRU one of the first universities in North America to reach zero carbon.

The ceremony, held at the future site of the Sustainability Powerhouse on the Kamloops campus, was attended by representatives from TRU, Creative Energy and BC Hydro, as well as local government officials and members of the community.

The LCDES will reduce the university's greenhouse gas emissions by 95 per cent — a bold step in combatting climate change. The LCDES will replace the university's aging natural gas boilers with a high-efficiency electrified district heating system powered by renewable electricity. This system will eliminate over 100,000 tonnes of greenhouse gas emissions over the next 30 years — the equivalent of planting a 4,000-acre forest.

Honouring Truth and Reconciliation

GROUNDBREAKING FOR INDIGENOUS EDUCATION CENTRE — On September 19, TRU marked a significant milestone by breaking ground on the Indigenous Education Centre. This \$22-million investment represents a major step toward advancing Truth and Reconciliation at the university. The centre will provide critical space for Indigenous students and faculty, fostering cultural understanding and the exchange of knowledge. It will also serve as a hub for educational pathways and community engagement, incorporating Indigenous perspectives into the broader TRU learning environment.

The Indigenous Education Centre underscores TRU's commitment to creating an inclusive and supportive academic space for Indigenous learners. It will house academic and cultural programs to support Indigenous ways of knowing, fostering deeper connections between the university and local Indigenous communities. By offering dedicated resources and support, the centre is expected to enhance retention, academic success, and cultural pride among Indigenous students while also promoting greater understanding and reconciliation across the entire TRU community.

The centre will also serve as a bridge between TRU and Indigenous communities, strengthening partnerships and enabling collaborative initiatives supporting academic and community development. It aligns with provincial priorities around Indigenous education and provides a model for other institutions seeking to deepen their relationships with Indigenous communities.

Expected to open in late 2025, the Indigenous Education Centre will be a symbol of TRU's commitment to fostering an educational environment that honors the history, cultures, and contributions of Indigenous peoples. It also represents a forward-looking approach to supporting Indigenous learners and expanding the reach of Indigenous knowledge and leadership within TRU and beyond.

STRENGTHENING RELATIONS IN WILLIAMS LAKE — I'm pleased to share that TRU and the Williams Lake First Nation (WLFN) signed a partnership agreement on September 9. While our relationship between the First Nation and TRU has always been meaningful and productive without an agreement, this partnership formalizes our collaboration in the spirit of respect and friendship.

The agreement includes a commitment to collaborate in the development and implementation of mutually beneficial and innovative programs for the St'élcelcenc people; to develop trades, training, and academic programs while incorporating St'élcelcenc ways of knowing, values, and philosophy; and to meet in the future to discuss ongoing and new initiatives.

RECOGNIZING TRC DAY — As we pass the National Day for Truth and Reconciliation, I am reminded of the importance of reflecting on the past while working together towards a better future. This day is dedicated to honouring the survivors of residential schools and acknowledging the painful legacy that continues to affect Indigenous communities across Canada.

At TRU, we are committed to being part of this journey toward healing. This year, we created a video message featuring TRU Chancellor DeDe DeRose and Secwépemc Cultural Advisor Ted Gottfriedson. Their conversation touched on the generational trauma still felt by Indigenous families and communities while also highlighting the strength and resilience of those working towards healing.

I encouraged all members of the TRU community to listen to and reflect on their powerful words. Reconciliation begins with truth, and at TRU, we are committed to supporting Indigenous voices and perspectives at every level. [The video can be found here.](#)

INDIGENOUS RESEARCHER ELECTED AS ROYAL SOCIETY OF CANADA FELLOW — Dr. Rod McCormick, a member of the Mohawk (Kanien'kéha) First Nation and a professor and BC Innovation Chair in Indigenous Health at TRU, has been recognized for his scholarly achievements by the [Royal Society of Canada](#) (RSC).

Rod is [among 104 new Fellows](#) elected by their peers for their outstanding scholarly, scientific and artistic achievements. Recognition by the RSC is the highest honour an individual can achieve in the Arts and Humanities, Social Sciences and Science. Rod's research has attracted more than \$50 million in funding for Indigenous health and mental health, suicide prevention, capacity building and community wellness.

As a global expert, McCormick regularly shares his knowledge with Indigenous communities, provincial and national governments and international organizations.

Leading in Community Research and Scholarship

TRU AND BC ON PANEL ABOUT APPROACH TO FIGHTING WILDFIRES — TRU had the opportunity this past summer to join a panel session at the Pacific Northwest Economic Region's annual conference in Whistler addressing the challenges posed by climate change and wildfires.

Dr. Mike Flannigan and I joined B.C. Forests Minister Bruce Ralston and others for a panel discussion *called Fire Knows No Borders: Enhancing Disaster Response Capabilities through Technology and Collaboration*. Minister Ralston told the crowd the government's main goal in the face of wildfires is keeping people safe. At the gathering of more than 600 officials from state, provincial, and territorial governments, I shared information about TRU Wildfire, and Dr. Flannigan provided insights on wildfire trends.

Minister Ralston noted that the summer of 2023 was an especially tough fire season. Following the end of the season, the government struck a task force and conducted a review, which led to a series of recommendations. One significant recommendation was the need to enhance wildfire training, research and science, leading to B.C. Premier David Eby's announcement in April to create a first-of-its-kind training and research institute at Thompson Rivers University.

TRU Wildfire will link research, education, training and innovation to create a new model for interagency partnership and collaboration in wildfire mitigation, response and recovery. It will also work to incorporate Indigenous knowledge about cultural fires with cutting-edge science to produce more comprehensive wildfire mitigation and response strategies.

In early June, VP Research Shannon Wagner and VP Advancement Brian Daly represented TRU at the meeting of Canadian Council of Forest Ministers in Cranbrook on the invitation of the Honourable Bruce Ralston, Minister of Forests, Government of British Columbia.

Shannon and Brian met with forest officials from provincial and territorial governments across Canada, sharing information on TRU Wildfire, our research, education, training and innovation partnership with the BC Wildfire Service.

Eliminating Achievement Gaps

TRU FALL OPEN HOUSE 2024 — TRU will open its doors at the Kamloops campus to the community on Saturday, October 19, from 9 a.m. to 2:30 p.m. The event begins with check-in at 9 a.m. and kicks off at 9:30 a.m. Open House headquarters are outside the Campus Activity Centre at the main stage.

This year's Open House is designed to engage a diverse audience. Prospective students can explore TRU's academic programs and connect with faculty and staff. Families and community members are also encouraged to interact with university representatives and enjoy various activities, including the Haunted Physics Lab, Solar Stargazing and a Fun Zone featuring cotton candy, games and photo opportunities with Wolfie, the Wolf Pack mascot.

Additional attractions include a barbeque and prize draws, with giveaways such as a full-semester tuition credit, an Apple Watch, Air Pods, and TRU merchandise. I encourage everyone at TRU to mark the date and come out to celebrate our campus.

TRU's Fall Open House is becoming one of our key activities to promote our institution to domestic students. It forms a key activity in TRU's Domestic Recruitment and Retention Strategy.

INCREASED FINANCIAL AID FOR STUDENTS — The Canadian government [has extended significant financial aid measures for the 2024-2025 academic year](#), responding to the rising cost of living. These include an increase in Canada Student Grants from \$3,000 to \$4,200, and interest-free Canada Student Loans increasing from \$210 to \$300 per week.

The government has also modernized rent supports, reflecting true housing costs, which will help around 79,000 students receive more financial aid.

Community Engagement and Partnerships

GOVERNMENT RELATIONS — On October 19, 2024, British Columbians will vote to elect our provincial government. Over the past six months, I and members of the executive team have had the opportunity to meet with all party leaders.

We have briefed them on TRU priorities, including the TRU Wildfire partnership with the BC Wildfire Service, our priority infrastructure projects, and our sustainability goals. I look forward to continuing to work with the Premier (whoever it may be) following the election.

In another GR-related effort, TRU and other members of Universities Canada continue to engage with the federal government's initiative to establish a new overarching agency that would coordinate the efforts of Canada's three primary research granting councils: the Social Sciences

and Humanities Research Council (SSHRC), the Natural Sciences and Engineering Research Council (NSERC), and the Canadian Institutes of Health Research (CIHR).

The proposal for a capstone agency stems from a recognized need to enhance the coordination and efficiency of research funding in Canada. The current structure, with separate agencies for different research domains, sometimes leads to overlaps, gaps, and administrative complexities. By creating a unified agency, the government hopes to streamline processes, foster interdisciplinary research, and better align funding with national priorities.

TRU and other universities are participating in consultations to provide insights and feedback on the proposed agency's structure and mandate. They advocate for a model that considers the needs of institutions of varying sizes and research capacities, ensuring equitable access to funding opportunities.

Universities Canada is working with its members to develop policy recommendations emphasizing support for fundamental research across all disciplines.

LETTER IN RESPONSE — In late August, I received a letter from B'nai Brith Canada raising concerns about antisemitism on Canadian university campuses. I responded by reaffirming TRU's commitment to creating a safe, inclusive, and respectful environment for all community members.

Antisemitism, like all forms of discrimination, has no place at TRU. I made it clear to B'nai Brith that we take these issues seriously and will remain vigilant in addressing them. Maintaining an inclusive campus is a responsibility we all share, and I welcome ongoing input and dialogue to help us stay accountable.

PARKING CHALLENGES AT TRU — As is often the case in September, TRU has experienced parking, with students expressing frustration over a perceived shortage of parking spaces and alleging overselling of parking permits.

Although TRU does not guarantee a spot with the purchase of an economy or general permit, many students were reportedly unaware of this, causing dissatisfaction when spots were unavailable during peak times. Recent student concerns have reached social media and local media outlets, prompting TRU to reiterate that parking availability is on a first-come, first-served basis.

CONSULTATION / ENGAGEMENT — Here is a short list of recent events and meetings that have allowed me to connect with stakeholders. In recent months, government relations in connection with the development of TRU Wildfire and issues related to international students and immigration rule changes have taken a large part of the time of the executive, including our VP International, VP Research, and VP University Relations:

- RUCBC President's Planning Session – June 17

- China: Attended convocation ceremonies and partner visits June 19 – July 2
- PNWER Summit in Whistler. Guest Speaker – July 22 & 23
- Celebration event for Burns Lake area Indigenous cohort of water treatment operations certificate – July 26
- Vietnamese delegation, MOU signing and lunch – August 26
- New International student orientation – August 29
- LCDES ground-breaking event – August 29
- Back to Class BBQ – September 6
- President’s Circle Event – September 7
- People’s Republic of China in Vancouver – 75th anniversary celebration – September 12
- RUCBC President’s meeting – September 13
- Universities Canada: Meeting with the President – September 16
- Ottawa – Government relations meetings –September 17
- IEC ground-breaking event – September 19
- Continental Institute for International Students (CIIS) from India. Luncheon – Sept 24
- TRU TRC Day event – Sept 27



MEMORANDUM

Date: Sept. 27, 2024

To: Brett Fairbairn, President

From: Gillian Balfour
Provost and VP of Academic

Re: Response to Ministry letter re: campus safety

1. Purpose: This memo provides information regarding TRU's responses to expectations around campus safety articulated in a Ministry of Post-Secondary Education and Future Skills letter to Board Chairs of public PSIs.

2. Background: On Sept. 19, Board Chairs of public post-secondary institutions (cc'd to university presidents) received a letter from Lisa Beare, the Minister of Post-Secondary Education and Future Skills, articulating the Ministry's expectations around campus safety in three key areas: violence, hate and discrimination (including antisemitism); sexualized violence; and prevention of opioid or toxic drug overdoses. More specifically, the letter asks PSIs to:

- **Ensure Safety Policies:** Institutions should develop, implement, and enforce policies against racism, antisemitism, hate language, and sexualized violence. These policies must be effectively communicated to students, faculty, staff, and contractors.
 - **Review Sexualized Violence Policies:** The Minister asks institutions to review their policies to ensure alignment with trauma-informed and survivor-centred approaches, particularly in light of the draft Post-Secondary Sexualized Violence Action Plan.
 - **Review Training and Reporting:** Institutions are encouraged to use the training resources and reporting toolkit available on the Safe Campuses BC website to support their reporting of sexualized violence.
 - **Develop Strategies for Overdose Prevention and Response:** Institutions are asked to develop strategies for overdose prevention and response, following the guidelines from the Post-Secondary Overdose Prevention and Response Steering Committee, and to participate in the province-wide drug and naloxone awareness campaign.
-

There are no direct questions in the letter, but the Minister's expectations for institutions' policies, communication, and responses are clearly outlined.

The letter ends by emphasizing the government’s commitment to “inclusion, justice, and equity for all,” indicating that the Ministry is committed to working with PSIs to promote policies and procedures that recognize these elements while following best practices, particularly in the areas of racism, hate, and violence at public PSIs.

3. Discussion: Administration asked key individuals at TRU to provide context and information about TRU’s efforts to provide a safe campus in relation to the areas identified in the Ministry’s letter. The following sets out how TRU has, or is in the process of, addressing the expectations identified in the letter:

i. Harassment and Discrimination Policy (incl. Antisemitism)

TRU addresses Harassment and Discrimination (including antisemitism) currently under the [Respectful Workplace and Harassment Prevention Policy BRD17-0](#). Conduct that would constitute discrimination under the BC Human Rights Code, Workplace bullying and Harassment under WCB rules, or sexual or personal harassment as defined by the Policy would be a breach of the Policy, resulting in disciplinary and/or corrective action.

Significant revisions to this policy were implemented in March 2021 to conform to WCB requirements. As part of the implementation of these changes, there was mandatory [Respectful Workplace & Harassment Prevention Training](#) provided to all employee groups.

The following table (from the 2023-2024 report of the Human Rights Officer) shows the numbers of complaints, investigations, and other resolutions over the previous 14 years:

| | 2010 | 2011 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22* | 2022-23 | 2023-24 (9mo s.) |
|--------------------------------------|------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|-----------|------------------|
| Complaints | 11 | 7 | 21 | 22 | 10 | 16 | 12 | 9 | 17 | 13 | 11 | 21 | 24 | 26 |
| Informal Resolutions | 10 | 4 | 8 | 7 | 1 | 10 | 7 | 3 | 9 | 2 | 3 | 0 | 4 | 0 |
| Complaints which were not harassment | 1 | 2 | 4 | 4 | 0 | 0 | 1 | 2 | 1 | 2 | 2 | 2 | 0 | 4 |
| Mediations | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Investigations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 5 | 7 | 9 |
| Taken to the Human Rights Tribunal | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | | | | | | |
|---|-----|-----|-----|-----|-----|-----|-----|-----|---|---|---|----|----|----|
| TRUFA matters referred to People & Culture or TRUFA | NR | NR | 6 | 10 | 9 | 6 | 4 | 4 | 4 | 1 | 1 | 3 | 2 | 1 |
| Ongoing | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | 2 | 0 | 0 | 0 | 0 | 0 |
| Not pursued | - | - | - | - | - | - | - | - | - | 8 | 3 | 11 | 11 | 12 |

Table 1

**1 complaint in 2021-22 was referred for handling under the University’s Sexualized Violence Policy.*

**2 complaints in 2021-22 were directed by me to others due to possible conflict of interest in my involvement.*

In the analysis of the results, the Human Rights Officer wrote:

A properly functioning policy with regard to harassment and discrimination is a key requirement at a university in order to facilitate the maintenance of a respectful and productive place to learn and work.

From my perspective as Human Rights Officer, I remain of the view that there is now much greater familiarity by members of the University community with the principles set out in the Policy and understanding of what is and what is not bullying, harassment, and discrimination, all of which were enhanced by the educational training program and the online training undertaken by the University.

Further changes to the Policy will be made soon. These changes have been made in consultation with stakeholder groups to continue to improve the process, make it easier to access, and bring it in line with other policies that address forms of misconduct at TRU (such as the Sexualized Violence Policy).

TRU communicates with students through various means: emails, websites, social media, brochures, presentations, events and more. The Policy is referred to at different times depending on the context. If a student brings forward a complaint, the Office of Student Affairs has three case managers who help students navigate this process. If a complaint is brought forward by a staff member, People and Culture has consultants to support this process.

Other offices that intersect with this work on campus are the Office of Equity, Diversity, Inclusion and Anti-Racism, Gender and Sexual Diversity, Multi-Faith Chaplaincy, Indigenous Education, Indigenous Student Development, Intercultural Learning, TRU World, and such. These offices offer programming that supports inclusion, diversity and equity via events, workshops, trainings, campaigns and appointments.

ii. Post-Secondary Sexualized Violence Action Plan

Sexualized Violence Prevention and Response (SVPR), within the Office of Student Affairs (OSA), delivers educational opportunities to members of the TRU community, supports the implementation of BRD Policy 25-0, and provides support to victim/survivors of sexualized and intimate partner violence.

There have been six Annual Reports of the SVPR Office to the Board since 2018. Since April 2022, the SVPR Office has been staffed by two permanent full-time employees. In Fall 2023, SVPR added a temporary SVPR Manager position, who contributed approximately 180 hours. The temporary Manager's primary responsibilities included education/prevention programming and workshop facilitation. This increased capacity and helped the office to extend its reach to an unprecedented 2,712 students, faculty, and staff, marking a milestone in the history of the office.

SVPR provides personalized support services to all members of the campus community. Regardless of when or where the incident(s) occurred, SVPR ensures comprehensive assistance. This includes emotional support, safety planning, academic support, referrals to campus and community resources, information on reporting options, and support through the reporting processes. SVPR values feedback from community members to improve its services. Feedback mechanisms include a web form accessible on the SVPR website, as well as anonymous surveys at the end of each training session. SVPR also participates in community-based events and networks, including Kamloops' Violence Against Women in Relationships committee and Kamloops Sexual Assault Counselling Centre's new advisory committee.

This past academic year, from May 1, 2023, through April 30, 2024, the number of individuals accessing at least one form of support remained consistent with the figures from the past three years. However, there was a notable increase in emotional support. Academic support and financial assistance requests nearly doubled compared to the previous year.

Disclosures and Reports

| | |
|--|----|
| Disclosures of sexualized violence | 74 |
| Disclosure of domestic violence | 10 |
| Number of formal reports to TRU | 8 |
| Number of TRU faculty/staff who have notified the SVPR of a disclosure | 16 |

Supports Accessed

| | |
|---|-----|
| Individuals who accessed at least one kind of support | 58 |
| Support sessions overall | 101 |
| Emotional support, including written communication | 123 |
| Safety planning | 16 |

| | |
|--|----|
| Referrals to campus/community-based supports (counselling, housing support, outreach, advocacy, Victim Services, food security or substance/alcohol use) | 35 |
| Academic supports (WEC, DEF, etc.) | 41 |
| Medical supports (support accessing campus medical clinic or hospital, help accessing medication) | 1 |
| Accessibility supports (support accessing or referral to campus service) | 6 |
| Housing needs | 4 |
| Financial supports | 13 |
| Information about reporting options | 23 |
| Support through formal processes | 14 |
| Information about other support strategies or services | 26 |
| Supporting the support person | 6 |

The SVPRO worked alongside campus and community collaborators to develop and deliver active and passive education and prevention programming to the TRU community. Topics covered included policy consultation, responding to disclosures, supporting survivors, bystander intervention, Tools for Change, Trans Day of Remembrance, and healthy relationships. Initiatives took shape as web content, social media campaigns, print material, posters, workshops, and movie nights. The total number of participants for education and training activities were a combined 2,712 participants with 140 staff and faculty trained.

Ongoing training activities include:

- Responding to Disclosures online training available to all faculty and staff.
- Tools for Change training: 6 hours of face-to-face training on supporting survivors, consent, and bystander intervention. This opportunity is provided yearly to Residence Advisors, students engaged in leadership roles, and students in the Adventure program, Culinary Arts program and Engineering program.
- “Orientation to SVPR”: this short presentation is provided during Orientation and programs, departments or staff teams by request.

New training activities available this fall:

- Updated faculty/staff online Responding to Disclosures training, with incentives for participation.
- “Orientation to SVPR” information packages that will be available to faculty who wish to incorporate them into their classrooms (includes slide decks and suggested conversation guide).
- An online student-facing training focusing on supporting survivors, consent, bystander intervention, and taking action on sexualized violence.

SVPR launched their first student ambassador program. These students will focus on providing outreach to campus and building education and prevention capacity in Residence.

Overall Participants in Education and Prevention Programming

| Education/Prevention Programming | Students | Faculty/Staff | Total |
|----------------------------------|----------|---------------|-------|
| Education/training activities | 1817 | 92 | 1909 |
| Awareness/prevention activities | 732 | 21 | 753 |
| Delteck course (faculty/staff) | | 27 | 27 |
| Moodle course (students) | 23 | | 23 |
| Total | | | 2712 |

In addition to training initiatives, SVPR managers participated in engagement consultation sessions to validate the ministry’s draft Sexualized Violence Action Plan SVPRO also supported the Métis Nation British Columbia to survey TRU’s Métis students and gather feedback on their Sexualized Violence Action Plan.

iii. Opioid Overdose Prevention and Education

The Wellness Centre has been the TRU Take Home Naloxone (THN) Site Coordinator for the BCCDC since 2017. The Wellness Centre provides all the naloxone training on campus and has trained thousands of students and employees via workshops, events, and drop-ins in the Wellness Centre. The Centre provides refills for expired kits and training refreshers. All Student Wellness Ambassadors are trained to provide THN training to reduce barriers to accessing naloxone and education on campus. As a THN Registered Site, the Wellness Center follows all BCCDC protocols for ordering, training, supplying, etc. <https://towardtheheart.com/sites>.

The Wellness Centre provides education about substance use/THN throughout the year via events and workshops. From April 1, 2023 – March 31, 2024, the Wellness Centre provided Take Home Naloxone (THN) training and/or kits to approximately *541 people on campus* (456 via the TRU Wellness Centre events and 85 through the BSN program). The Centre provided a variety of substance use education via various modalities.

In addition to the above, for the 2024-2025 academic year, the Wellness Centre also has two practicum students: one fourth-year nursing student and one master of nursing internship student, who will also become certified naloxone trainers. With the two practicum students, the Student Wellness Ambassador Team of twelve students, the Wellness Centre Coordinator and the Wellness Support Specialist, there will be a total of 16 people at the Centre who can provide Take Home Naloxone training.

Naloxone Deployment

In coordination with Ancillary Services and Facilities, Risk and Safety Services completed phase one of a naloxone supply roll-out. An initial order of 20 cabinets was installed and stocked with nasal naloxone. Cabinets have been placed in strategic locations throughout our student residences (North Tower, West Gate residences, McGill, and East Village) to best serve the student population

In Phase Two of the rollout (expected to be completed mid-October) kits will be added to the existing 20 AED cabinets mounted throughout the university. Once complete, TRU will have 57 locations with lifesaving medical supplies available to better serve our community; this includes the two locations at our Williams Lake campus.

RSS collaborated with TRU's Wellness Centre to offer naloxone training sessions to all Security staff during the summer months. Naloxone kits were distributed to the officers immediately following the training so they could carry them during their patrols.

The TRU Safe app has also been updated to include additional opioid overdose resource materials and training videos. As well, signage has been increased across campus to raise awareness about the presence of naloxone in various locations on campus.

TRU also communicates to staff, faculty, and students about toxic drugs and overdose prevention through regular channels, including websites, social media and other forms.

4. Recommendation(s): The administration is not making a recommendation to the board but is providing this Memo for information.

Attachment(s):

Letter from Ministry Sept. 19 (Ref. No. 135667)



September 19, 2024
Our Ref. 135667

Dear British Columbia Public Post-Secondary Institution Board Chairs:

With the academic year underway and as you welcome new and returning students, staff and faculty to your institutions, I want to highlight the importance I place as Minister of Post-Secondary Education and Future Skills on your work to ensure that post-secondary institutions are safe communities for everyone. I am looking to you, the leaders of the public post-secondary education system, to ensure safety in the areas of racism and antisemitism, sexualized violence and overdose prevention.

As Board Chairs of public post-secondary institutions, you take your responsibility for the management and administration of your institution seriously, and Government respects your accountability for these areas. We recognize the autonomy of academic governance at post-secondary institutions and value academic freedom and the protection of speech. I know that ensuring all post-secondary students, staff and faculty have access to safe, inclusive and high-quality learning environments that support them in achieving their best is a commitment shared across the post-secondary education sector.

Government has been very clear that violence, hate and discrimination, including antisemitism, have no place on post-secondary campuses or anywhere else in BC. While peaceful demonstrations are part of post-secondary institutions' free speech and exchange of ideas, none of us can tolerate expressions of hatred and acts of violence of any kind, and we recognize the need to ensure safety is maintained on campuses.

I expect that each public post-secondary institution has developed, implemented and enforced rules around racism and hate, including incidences of hate language used to bully, harass or harm others. Institutional policies should detail any applicable reporting processes, enforcement measures or potential disciplinary consequences that are in place. Additionally, as leaders of our public post-secondary institutions, it is up to you to ensure these policies are effectively communicated to your community, including students, faculty, staff and contractors. Post-secondary institutions are encouraged to work with their community to ensure their policies and procedures align with best practices to keep students, staff and faculty safe from violence in all forms.

.../2

I am also grateful for the input and advice your institutions, students and community members and partners have provided over the past year which has helped to inform the development of a draft *Post-Secondary Sexualized Violence Action Plan*. As the Ministry continues to develop and augment the *Action Plan*, I urge you to review your institution's policies and procedures to ensure alignment with trauma-informed and survivor-centered approaches. I also encourage you and your teams to make use of the existing synchronous and asynchronous training resources and supports available on the [Safe Campuses BC](#) website. This website also hosts a [Toolkit](#) on reporting of sexualized violence to support you when drafting your institution's annual report.

The safety of post-secondary communities is also at risk from the ongoing toxic drug crisis, which has resulted in significant increases in drug-related overdoses and deaths. In May 2024, I [convened a Post-Secondary Overdose Prevention and Response Steering Committee](#) (the Steering Committee) who, along with my Ministry, has [prepared guidelines](#) to inform your institutions as you develop focused strategies that reflect the individual nature of your post-secondary communities. In addition, a province-wide [toxic drug and naloxone awareness campaign](#) was launched in September to coincide with the return of students to campus. The Steering Committee will continue to keep you and your colleagues informed as you pursue your role in responding to this public health emergency over the short-, medium- and long-term.

My Ministry remains committed to inclusion, justice and equity for all and is dedicated to ensuring staff, students and faculty feel safe and supported. We are committed to working with all public post-secondary institutions to promote policies and procedures that recognize these elements while following best practices in responding to and preventing racism, hate and violence at public post-secondary institutions. My Ministry will continue to work with all post-secondary institutions to provide world-class post-secondary education to all students in a safe and supportive environment.

Sincerely,



Honourable Lisa Beare
Minister of Post-Secondary Education and Future Skills

pc: All Public Post-Secondary Institution Presidents

RESPECTFUL WORKPLACE AND HARASSMENT PREVENTION



805 TRU Way
Kamloops, BC V2C 0C8
tru.ca

| | |
|------------------------|---|
| POLICY NUMBER | BRD 17-0 |
| APPROVAL DATE | December 2, 2021 <u>August 2, 2024</u> |
| AUTHORITY | Board of Governors |
| PRIMARY CONTACT | General Counsel |

POLICY

Thompson Rivers University promotes teaching, scholarship and research, and the free and critical discussion of ideas. The University is committed to providing a working and learning environment that allows for the full and free participation of all members of the University community. Discrimination undermines these objectives, violates the fundamental rights, personal dignity and integrity of individuals or groups of individuals and may require remedial action by the University.

Harassment is a form of discrimination that is prohibited under this policy and may result in the imposition of disciplinary sanctions including, where appropriate, dismissal or permanent suspension.

This policy responds to the University's responsibility under the Human Rights Code of British Columbia (the Human Rights Code) to prevent discrimination, to provide procedures to handle complaints, to resolve problems, and to remedy situations when a violation of this policy occurs. The University will offer educational and training programs designed to support the administration of this policy and to ensure that all members of the University community are aware of their responsibilities under the Human Rights Code and this policy.

REGULATIONS

1. DEFINITIONS

“Complainant” – Any person who believes that he/she has experienced or witnessed harassment or discrimination and who seeks recourse pursuant to this policy. The University may also be a complainant.

“Complaint” – A statement of facts alleged by a complainant seeking recourse pursuant to this policy.

“Constituency organizations” – Association of Professional Administrators (APA) and other administrative staff of Thompson Rivers University, Canadian Union of Public Employees (CUPE 4879), Thompson Rivers University Faculty Association (TRUFA), Thompson Rivers University Open Learning Faculty Association (TRUOLFA), and Thompson Rivers University Students Union (TRUSU).

“Discrimination” – includes harassment and discrimination as defined by the **BC Human Rights Code**.

Currently, **“the grounds of discrimination”** prohibited by the **BC Human Rights Code** are age, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation gender identity or expression and, in the case of employment, unrelated criminal convictions. **“Age”** means an age of 19 years or more.

The University is under a legal duty to accommodate individuals or groups protected from discrimination under the **Human Rights Code** unless it would create undue hardship to the University.

“Harassment” – Any behavior that satisfies one or more of the following definitions of harassment:

- a. **Harassment based on a prohibited ground of discrimination.** Behaviour directed towards another person or persons that:
 - i. is abusive or demeaning; and
 - ii. includes a direct or indirect reference to a prohibited ground of discrimination under British Columbia's Human Rights Code; and
 - iii. would be viewed by a reasonable person experiencing the behaviour as an interference with her/his participation in a University-related activity.
- b. **Sexual harassment.** Behavior of a sexual nature by a person:
 - i. who knows or ought reasonably to know that the behaviour is unwanted or unwelcome; and
 - ii. which interferes with another person's participation in a University-related activity; or
 - iii. leads to or implies job- or academically-related consequences for the person harassed.
- c. **Personal harassment.** Behavior directed towards a specific person or persons that:
 - i. serves no legitimate purpose; and
 - ii. would be considered by a reasonable person to create an intimidating, humiliating, or hostile work or learning environment.
- d. **Workplace bullying and harassment.** Any inappropriate conduct or comment by a

person towards a worker (as defined in the *BC Workers' Compensation Act*) that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by the University or a supervisor relating to the management and direction of workers or the place of employment.

“Reasonable person standard” – Whether or not a reasonable person in roughly the same position as the complainant would judge discrimination or harassment to have occurred as a result of another person’s behaviour or pattern of behaviour.

“Respondent” – A person or persons against whom an allegation of discrimination or harassment has been made pursuant to this policy.

“Responsible officer” – The University official who may carry out one or more of the following roles within the terms of this policy:

- a. decide whether the policy has been violated;
- b. make recommendations or decisions regarding remedies or discipline;
- c. assume the role of complainant to initiate an investigation;
- d. initiate interim measures.

The responsible officers in a particular case are determined by the University positions of the complainant and respondent. For members of the TRUFA bargaining unit the responsible officer is the appropriate Dean/Director; for students the responsible officer is the Associate Vice-President, Students; for staff (other than staff reporting up through to the Vice-President Administration and Finance) the responsible officer is the appropriate Director or Associate Vice-President; for Deans and Directors the responsible officer is the appropriate Associate Vice-President/Vice President; for Vice Presidents the responsible officer is the President; and for staff reporting up through to the Vice-President Administration and Finance the responsible officer is the Associate Vice-President Academic.

“University community” – All students and employees of the University and the activities that arise directly out of the operations of the University, between people in their capacity as members of the TRU community are within the jurisdiction of this policy. Members of the TRU Community include students, faculty members, teaching staff in the Open Learning Division, support and administrative staff, or any person holding a TRU appointment.

“University-related activity” – Any type of activity operated under University auspices at any location. All activities on the University’s campuses are University-related unless they are within the exclusive control of constituency organizations or an organization/group external to the University.

2. PRINCIPLES

- 2.1 All members of the University community have the responsibility to respect the rights of others. Discrimination and harassment, will not be tolerated by the

University.

- 2.2 This policy will not be interpreted, administered, or applied to infringe the academic freedom of any member of the University community. Academic freedom is the freedom to examine, question, teach, and learn and it involves the right to investigate, speculate, and comment without reference to prescribed doctrine as well as the right to criticize the University and society at large. The frank discussion of controversial ideas, the pursuit and publication of controversial research, and the study and teaching of material with controversial content do not constitute discrimination or harassment.
- 2.3 This policy will be interpreted, administered, and applied in conformity with the principles of procedural fairness and natural justice.
- 2.4 All parties will be advised of the provisions of this policy and of the procedures available to them under the terms of this policy.
- 2.5 All members of the University community will be treated equitably under this policy. All matters arising under this policy will be dealt with in a fair, unbiased and timely manner.
- 2.6 This policy is not intended to interfere with ordinary social or personal relationships among members of the University community.
- 2.7 In the University community, power differences exist between or among faculty, staff, and students. Where one person has implied or explicit power or authority over another, there is an increased potential for discrimination or harassment issues to arise.
- 2.8 Members of the University community have a responsibility for ensuring that the University's working and learning environment is free from discrimination and harassment. Chairs, Directors and Deans bear the primary responsibility for maintaining a working and learning environment free from discrimination and harassment. They are expected to act on this responsibility whenever necessary, whether or not they are in receipt of a complaint and take steps to eliminate or otherwise minimize discrimination and harassment. All members of the University Community are expected to report experienced or observed incidents of discrimination or harassment that are within the scope of this policy.
- 2.9 Those responsible for interpreting, administering, and applying this policy will use a reasonable person standard.
- 2.10 This policy is not to be interpreted, administered, or applied in such a way as to detract from the right and obligation of those in supervisory roles to manage and discipline employees and students in accordance with collective agreements or applicable university policies and procedures. The exercise in good faith of management's rights for operational requirements, performance management or progressive discipline does not constitute harassment.

- 2.11 Members of the University community have an obligation to participate in procedures under this policy. It is a ground for discipline for either party to refuse to participate in an investigation without reasonable justification.
- 2.12 Frivolous, vexatious, or malicious complaints of discrimination or harassment may result in discipline.
- 2.13 Either party to a complaint may object to the participation of a person in the administration of this policy on grounds of conflict of interest or reasonable apprehension of bias. Such objection should be submitted in writing to General Counsel whose decision will be final. Where the objection relates to the participation of General Counsel, the President will make the determination.

3. JURISDICTION

Under this policy, a complaint of discrimination or harassment may only be made where the alleged discrimination or harassment involves a member of the University community and the alleged incident(s) arose from a University-related activity.

-Provided, however, if there is an issue as to whether or not a complaint made under this policy falls within the jurisdiction of this policy, the provisions of section 4 (Use of Information and Confidentiality) and section 8 (Interim Measures) will apply until a determination is made with respect to that issue.

4. USE OF INFORMATION AND CONFIDENTIALITY

- 4.1 Allegations of discrimination and harassment, particularly of sexual harassment, often involve the collection, use, and disclosure of sensitive personal information. Confidentiality is required so that those who may have experienced discrimination and harassment will feel free to come forward. Confidentiality is also required so that the reputations and interests of those accused of discrimination or harassment are protected. However, either party may discuss the case in confidence with her/his supervisor, support person, and/or representative of her/his constituency organization.
- 4.2 Subject to any limits or disclosure requirements imposed by law or required by this policy, any and all information, oral and written, created, gathered, received or compiled through the course of a complaint is to be treated as confidential by both the respondent and complainant, their representatives, witnesses, and the officials designated by this policy.
- 4.3 All recorded personal information will be treated as "supplied in confidence" for the purposes of compliance with the *Freedom of Information and Protection of Privacy Act* of BC and responding to access requests under that legislation.
- 4.4 The office of record for all records documenting cases under this policy is the Human Rights Office.

- 4.5 Information concerning a complaint may be provided by the Human Rights Officer, to appropriate University officials on a need-to-know basis. Any person informed of an allegation of discrimination or harassment under this section will be informed of its disposition.
- 4.6 Any person breaching confidentiality may be subject to disciplinary sanction or other appropriate action.

5. ADMINISTRATION

- 5.1 The administration of this policy is conducted by the following persons or groups:
 - a. General Counsel, or designate
 - b. Human Rights Officer
 - c. responsible officers
 - d. investigators
- 5.2 The Human Rights Officer facilitates the implementation of the policy. The Human Rights Officer is responsible for coordinating a training and education strategy for students and employees on harassment and discrimination prevention. The goal of such training and education is to both prevent discrimination and harassment from occurring and to ensure members of the University community have a clear understanding of their responsibilities in connection with discrimination and harassment prevention. The Human Rights Officer is not an advocate for either party to a complaint. General Counsel supervises the Human Rights Officer.
- 5.3 Where a determination of reasonable apprehension of bias or conflict of interest has been made under section 2.13, General Counsel will make decisions concerning any replacement that may be required.

6. REPORTING AND COMPLAINT PROCEDURES

- 6.1 Any member of the University community who believes that he/she may have experienced or witnessed discrimination or harassment is expected to report or discuss the matter with the Human Rights Officer or the Dean/Director of the faculty/school/division in which the concern has arisen. If the Human Rights Officer or applicable Dean/Director is the individual alleged to have engaged in discrimination or harassment, then the conduct in question may be reported to General Counsel or to another responsible officer.
- 6.2 A complainant may bring a complaint to the Human Rights Office within six months of the last alleged incident of discrimination or harassment. A member of the Human Rights Office will discuss the complaint fully with the complainant, who will be informed of the procedures of this policy.
- 6.3 All complaints must be submitted in writing.

- 6.4 The Human Rights Officer may reject a complaint on the grounds that it is frivolous, vexatious, malicious, lies outside the jurisdiction of this Policy, or is beyond the time limits for laying a complaint. The decision to reject a complaint must include the reasons for the decision and may be appealed to General Counsel. General Counsel's decision will be final.
- 6.5 The Human Rights Officer will determine whether or not a complaint falls within the definition of discrimination and/or subsection (a), (b), (c) or (d) of the definition of harassment. If a complainant disagrees with this determination, the complainant may appeal this determination to General Counsel, whose decision is final.
- 6.6 A complainant will be informed of avenues for redress or resolution.

7. INVESTIGATION PROCEDURES

- 7.1 If a complaint is within the jurisdiction of this policy and proceeds, the Human Rights Officer will initiate an investigation that is appropriate to the circumstances.
- 7.2 At any time, and even if the complainant and respondent have reached a resolution through mediation or otherwise, a responsible officer may, in appropriate circumstances, decide to assume the role of complainant in a case in order to initiate or continue an investigation.
- 7.3 Investigations may be conducted by either an internal or external investigator, as deemed appropriate by General Counsel.
- 7.4 If more than one complaint has been made about a respondent, General Counsel may decide that the complaints will be investigated together. Each party will have the opportunity to make submissions on this matter and to comment on the other's submission.
- 7.5 If a complainant makes the request for an external investigation, the request will contain a full account of the alleged discrimination. If the respondent requests an external investigation, the request must explain the reasons why he/she seeks an external investigation.
- 7.6 General Counsel has power to authorize or refuse to authorize an external investigation; this decision will be guided by the following criteria:
- the alleged discrimination or harassment may have had a serious impact on the complainant or respondent;
 - the complaint is important to the mission, values or goals of the University; or
 - the respondent has refused to participate in earlier efforts to address the complaint.

If General Counsel refuses to authorize an external investigation, he/she will give reasons for this decision.

- 7.7 When a request for an external investigation has been refused by General Counsel, a direct appeal to the President, meeting without General Counsel, may be made. The appeal must be made within three weeks of General Counsel's refusal to authorize an external investigation. The appellant will make an initial submission; the other party may make a response to which the appellant will have a right of reply. After consideration of the reasons for the request for an external investigation and any submissions and comments from the parties, the President will decide whether or not to authorize an external investigation.
- 7.8 When an external investigation is authorized, General Counsel will appoint an experienced investigator with expertise in administrative law and trauma informed investigations who is external to the University. The investigator will be provided with terms of reference for the investigation, a protocol for conducting the investigation and a timeline for completing the investigation and report.
- 7.9 Whether internal or external, the investigation will conform to the principles of natural justice and procedural fairness and:
- 7.9.1 be undertaken promptly and diligently, and will normally commence within three weeks of its authorization;
 - 7.9.2 be fair and impartial; and
 - 7.9.3 be sensitive to the interests of all parties involved and maintain confidentiality to the extent reasonably possible.
- 7.10 The investigator will normally interview the complainant, respondent, and such other persons and/or review documents as he/she considers may have or contain relevant information pertaining to the complaint.
- 7.11 Any complainant who wishes the University to assist in the resolution of a complaint through investigation must be prepared to be identified to the respondent.
- 7.12 All parties must be given the opportunity to present evidence in support of their positions and to defend themselves against allegations of discrimination or harassment. Where a party has the opportunity to make a submission, response or comment, it will normally be provided within two weeks.
- 7.13 All parties may be accompanied by legal counsel, a support person, and/or a representative of their constituency organization throughout the procedures set out in this policy.
- 7.14 A complainant may withdraw his/her complaint at any time. However, the University may nonetheless have an ongoing obligation to investigate the concerns raised.
- 7.15 If the complainant or the respondent refuses to cooperate with the investigator, the investigator will proceed with the investigation with the available evidence.

- 7.16 The investigator will normally prepare a report that conforms to the legislative requirements of the *Freedom of Information and Protection of Privacy Act* of BC. The investigator's report will include an opinion on the facts of the case, disputed and undisputed, and whether, on a balance of probabilities, there has been a violation of the policy.
- 7.17 The report of the investigator will be sent to General Counsel. In accordance with the *Freedom of Information and Protection of Privacy Act* of BC, the report is not releasable to either the complainant or respondent unless the complainant or respondent makes a written request under the provisions of the *Freedom of Information and Protection of Privacy Act* of BC and all personal information about other individuals is severed.
- 7.18 The investigator may recommend that the investigation be adjourned, stayed, or terminated, or otherwise settled with the agreement of the parties. The decision on this recommendation will be made by whoever authorized the investigation after considering submissions on the recommendation, if any, from each party.

8. INTERIM MEASURES

It may be necessary that interim measures be taken while a complaint is being resolved, investigated or decided. Such measures will be precautionary, not disciplinary. The responsible officer for either the complainant or the respondent may initiate interim measures in consultation with the Human Rights Officer. In situations where a member of the TRU community believes that their personal safety or the safety of others is an issue, the member should immediately seek assistance through the Human Rights Officer, General Counsel or their excluded supervisor or the Manager, Student Affairs.

9. MEDIATION & ALTERNATIVE RESOLUTION OF COMPLAINTS

- 9.1 At any point in the investigative process, either party or the person responsible for the investigation, may request or initiate an informal complaint resolution process such as mediation. Any informal complaint resolution process must have the consent of both parties to proceed, and if a resolution is reached, it will be documented in writing.
- 9.2 The University may have an ongoing obligation to investigate or continue to investigate the Complaint even where the parties have agreed to participate in an informal complaint resolution process or have reached a resolution acceptable to both parties.

10. DECISION

- 10.1 When General Counsel receives the investigator's report he/she will meet with the responsible officer for the respondent and the responsible officer will decide whether or not to accept the investigator's findings, and if a breach is found to have occurred, will decide what sanctions or corrective measures, if any, should be imposed.

- 10.2 The decision, with reasons, on whether the policy has been violated will be communicated to both parties within four weeks of receipt of the report.
- 10.3 If the responsible officer for the respondent finds that the complaint was frivolous, vexatious or malicious he/she will take steps to appropriately address this conduct, which may include disciplinary action for the complainant. Except for complaints that are frivolous, vexatious or malicious, there will be no retaliation by any member of the University Community against a complainant for bringing a complaint.

11. REMEDIES

- 11.1 If there is a finding that this policy has been violated, the responsible officer for the respondent will act promptly to take corrective action to ensure that the discrimination or harassment ceases and to prevent future occurrences of similar activity. Such corrective action may include disciplinary action against the respondent, training for members of the university community, or amendments to university policies or processes. Any corrective measure will be documented by the responsible officer.
- 11.2 The complainant may request that measures be taken to correct damage. The responsible officer for the complainant will send a recommendation for remedy to the appropriate Vice President and President for a decision.
- 11.3 In cases where it is determined that there has not been a violation of the policy the University will, if requested to do so by the respondent, issue a statement that there was no violation of the policy by the respondent. Whether or not there has been a violation of the policy, the University will document the incident and take any appropriate action to help prevent discrimination and harassment in the future. Such action may include, but is not limited to: providing direction and supervision to affected employees or students, providing specific training to employees or students on managing difficult situations, imposing arrangements that minimize the risk of discrimination and harassment.

12. DISCIPLINE

- 12.1 Where there is a finding of discrimination or harassment by a member of the University community, the responsible officer for the respondent will decide on appropriate discipline.
- 12.2 Where the respondent is covered by a collective agreement with a bargaining unit, any discipline will be imposed consistent with the terms of that agreement.
- 12.3 Where the respondent is a student, the responsible officer will, after taking all the circumstances of the case into consideration make a recommendation regarding discipline to the President. At that point, the provisions of the University's applicable policy with regard to student discipline will apply.

12.4 If the respondent is not covered by either section 12.2 or 12.3 of this policy, the responsible officer will create an analogous process.

12.5 Each party will be informed of the final decision. The final decision will be placed in the appropriate personnel file or student file of any party found to have violated the policy.

13. REPORTING

The Human Rights Officer is responsible for preparing and distributing an annual report. This responsibility requires that information on activity under this policy be collected by the Human Rights Officer. The annual report will summarize the activities of the Human Rights Office in administering this policy and will provide information on the number of complaints, and the number of resolutions through informal procedures, mediation activities, and investigations. The report will also contain the progress made in providing education to employees and students in regard to harassment and discrimination prevention. This annual report will be provided to General Counsel, the President and the Board of Governors of TRU and made available through the office of General Counsel.

14. REVIEW

This policy will be reviewed annually.

15. INTERPRETATION

Questions of interpretation or application of this policy shall be referred to General Counsel, whose decision shall be final.

16. OTHER PROCESSES

If the complaint is an alleged violation under the *BC Human Rights Code* the complainant may, at any time, make a complaint to the Human Rights Tribunal. In accordance with the *Human Rights Code*, a complaint must be filed within 6 months of the alleged contravention.

17. CONTRACTORS AND OTHER VISITORS TO CAMPUS

The University will not tolerate harassment or discrimination on its campuses or at University events. As the University is not able to impose disciplinary sanctions directly on employees of contractors engaged by the University or compel contractors to engage in the processes under this policy, the University will rely on its contractual and other rights with regard to contractors alleged to have committed harassment or discrimination; in doing so the University will require contractors to hold their employees to the same standards applicable to members of the University Community. Similarly, other visitors to campus found to have breached this Policy may be excluded from University campuses and/or events.

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Senate Report to the Board of Governors Senate meeting of September 23, 2024

From senate for board decision:

1. Bachelor of Arts, Major in Applied Creative Arts; Category III revision

NOTE: See attached September 2024 report from the Senate Academic Planning and Priorities Committee.

Motion approved by senate:

*On motion duly made and adopted, it was **RESOLVED** that Senate approve the Category III BA Major in Applied Creative Arts as presented.*

A handwritten signature in blue ink, appearing to read "Brett Fairbairn".

Brett Fairbairn
President and Vice-Chancellor and
Chair of Senate

**ACADEMIC PLANNING AND PRIORITIES COMMITTEE
SEPTEMBER 2024 REPORT TO SENATE**

The September 12, 2024, meeting of APPC was chaired by Dr. Gillian Balfour. The following items came forward from APPC for Senate's approval:

For Approval:

TRADES AND TECHNOLOGY ADMISSION CHANGES

- a. **Category III, Heavy Duty Equipment Technician Foundation Certificate**, Amy Schellenberg, School of Trades and Technology
[Comparison](#) [All Fields](#)
- b. **Category III, Horticulture Certificate**, Amy Schellenberg, School of Trades and Technology
[Comparison](#) [All Fields](#)
- c. **Category III, Industrial Mechanic (Millwright)/Machinist Foundation Certificate**, Amy Schellenberg, School of Trades and Technology
[Comparison](#) [All Fields](#)
- d. **Category III, Instrumentation and Control Technician Foundation Certificate**, Amy Schellenberg, School of Trades and Technology
[Comparison](#) [All Fields](#)
- e. **Category III, Plumbing Foundation Certificate**, Amy Schellenberg, School of Trades and Technology
[Comparison](#) [All Fields](#)

Motion passed at APPC

On motion duly made and adopted, APPC recommends to Senate the approval of the Category III Heavy Duty Equipment Technician Foundation Certificate, Horticulture Certificate, Industrial Mechanic (Millwright)/Machinist Foundation Certificate, Instrumentation and Control Technician Foundation Certificate, and Plumbing Foundation Certificate proposals as presented.

ASSOCIATE OF SCIENCE DELETIONS

- a. **Category III, Associate of Science, Biology**, Kara Lefevre, Faculty of Science
[Comparison](#) [All Fields](#)
- b. **Category III, Associate of Science, Chemistry**, Kara Lefevre, Faculty of Science
[Comparison](#) [All Fields](#)
- c. **Category III, Associate of Science, Computing Science**, Kara Lefevre, Faculty of Science

APPC REPORT TO SENATE SEPTEMBER 2024

[Comparison](#) [All Fields](#)

- d. **Category III, Associate of Science, Geology**, Kara Lefevre, Faculty of Science

[Comparison](#) [All Fields](#)

- e. **Category III, Associate of Science, Mathematics**, Kara Lefevre, Faculty of Science

[Comparison](#) [All Fields](#)

- f. **Category III, Associate of Science, Physics**, Kara Lefevre, Faculty of Science

[Comparison](#) [All Fields](#)

Motion passed at APPC

On motion duly made and adopted, APPC recommend to Senate the approval of the Category III Associate of Science, Biology; Associate of Science, Chemistry; Associate of Science, Computing Science; Associate of Science, Geology; Associate of Science, Mathematics; and Associate of Science, Physics proposals as presented.

BA MAJOR IN APPLIED CREATIVE ARTS (NEW PROGRAM)

- a. **Category III, BA Major in Applied Creative Arts**, Robin Nichol, Faculty of Arts

- i. BA Major in Applied Creative Arts

[All Fields](#)

Motion passed at APPC

On motion duly made and adopted, APPC recommends to Senate the approval of the Category III BA Major in Applied Creative Arts as presented.

EACS CERTIFICATE MODIFICATIONS

- a. **Category III, Education Assistant and Community Support Certificate**, Jay Goddard, Faculty of Education and Social Work

- i. Education Assistant and Community Support Certificate

[Comparison](#) [All Fields](#)

- ii. CYCA 2400 Human Development- Conception to Late Childhood

[All Fields](#)

- iii. CYCA 2410 Human Development Adolescence to End of Life

[All Fields](#)

- iv. EDCS 1580 Introduction to Inclusive Practices in School and Community

[Comparison](#) [All Fields](#)

- v. EDCS 1590 Practical Foundations of Education and Community Support

[Comparison](#) [All Fields](#)

- vi. EDCS 1640 Foundations of Educational and Community Support

APPC REPORT TO SENATE SEPTEMBER 2024

[Comparison](#) [All Fields](#)

- vii. EDCS 1650 Principles of Behaviour

[Comparison](#) [All Fields](#)

- viii. EDCS 1680 Field Work

[Comparison](#) [All Fields](#)

Motion passed at APPC

On motion duly made and adopted, APPC recommends to Senate the approval of the Category III Education Assistant and Community Support Certificate and associated course proposals as presented.

BACHELOR OF ARTS MODIFICATIONS

- a. **Category III, Bachelor of Arts, Major Program**, Mark Wallin, Faculty of Arts

[Comparison](#) [All Fields](#)

- b. **Category III, Bachelor of Arts, Co-op Option**, Mark Wallin, Faculty of Arts

[Comparison](#) [All Fields](#)

Motion passed at APPC

On motion duly made and adopted, APPC recommends to Senate the approval of the Category III Bachelor of Arts, Major Program and Bachelor of Arts, Co-op Option proposals as presented.

POLICY UPDATES

- a. **Revision Project for Policies Concerning Curriculum and Programs**, Noah Arney, Policy Specialist

Motion passed at APPC

On motion duly made and adopted, APPC recommends to Senate the approval of the Revision Project for Policies Concerning Curriculum and Programs as presented.

- b. **Academic Integrity policy substantial amendment**, Noah Arney, Policy Specialist

Motion passed at APPC

On motion duly made and adopted, APPC endorses the Revision Project for Policies Concerning Curriculum and Programs as amended.

For Information:

- a. **Practical Nursing Final Program Review Report**, Rani Srivastava, Tracy Hoot, and Kim Morris, School of Nursing

Respectfully submitted on September 13, 2024, by:

A handwritten signature in blue ink that reads "Gillian Balfour". The signature is written in a cursive, flowing style.

Gillian Balfour, Chair, Academic Planning and Priorities Committee

From: [Christina Duquette](#)
To: [Scott Blackford](#); [Shayne Olsen](#); [Secretariat](#)
Cc: [Matt Milovick](#); [Gillian Balfour](#)
Subject: Review of PIDA policy and Whistle blower policy amendment
Date: Monday, 09 September 2024 03:35:35 PM
Attachments: [image001.png](#)

Hi Scott and Shayne,

I have reviewed the proposed draft PIDA policy and changes to the WhistleBlower (WB) policy which were posted to TRU Connect on August 28, 2024.

I think we need to promote the new PIDA policy and how it connects with other robust policies that guide improper conduct. I suggest the memo mention alignment with the culture and values of TRU and fosters accountability. The goal being to promote a "speak-up" culture, not only to provide protections for employees against reprisal.

Does the PIDA legislation require a separate policy for PIDA? Or could we incorporate PIDA legislative requirements into current policies?

I find it difficult to easily delineate and compare the in scope parties and definitions (of wrongdoing) that are applicable to each policy (Sexualized Violence, PIDA, Respectful Workplace and Harassment Prevention, Whistleblower and Fraud risk management) I think a matrix would be helpful.

I see many sections of the proposed PIDA policy is copied directly from the current fraud policy. This can cause confusion of applicability.

As I read it, the new PIDA policy section **IV 2** could be understood as only **former** employees, **former** board members and students can make disclosures under the fraud policy, and that all reports of irregularities(fraud) by current employees should go through Shayne as Designated Officer through new proposed PIDA policy. This is significant for Internal Audit as there have been 7 fraud investigations in process this year to date , all brought to my attention by current employees through the fraud policy. I as Director Internal Audit currently and regularly update the board with all fraud irregularity investigations, reports, and status of remediations. This is as per Fraud policy requirements and is part of the audit committee mandate

What about the sexualized violence policy and Respectful workplace and Harassment policy, is the new PIDA policy superseding those policies with respect to disclosures?, ie only **former** employees, **former** board members and students refer to Sexualized Violence and Respectful workplace and harassment policies and **current** employees and board members use **PIDA** policy for disclosure?

I have concerns about this as it relates to anything involving an irregularity (potential fraud) pertaining to P&C business processes. Shayne would not be independent of this process and these optics would not support a robust investigation or transparent board reporting of these matters.

There may be TRU community backlash on assigning the sole Designated officer role to the AVP P&C, given the media attention in 2021 for the previous person in that role. I also think the designated officer role should be someone who reports

to the president (VP) or independent of senior management.

I see that internal and external legal counsel has been consulted in the development of this policy. I think input from other departments/interested parties should also have been considered. I know I would have liked to have provided feedback in the development of this policy given the close links to the Fraud Policy. Has the Audit committee provided input on this proposed policy? The WB policy is significantly changing, they should be consulted before it comes to the Board for approval. Also those responsible for the Sexualized Violence and Respectful workplace policies should have had input.

I recall at the PIDA training last December that it was recommended to avoid the term "whistle blower" due to the negative connotation. Speak up or safe disclosure were suggested as alternates. Something to consider as you revise the Whistle blower policy.

If you would like to discuss this further, please let me know

Dina

Christina (Dina) Duquette H.B.Comm. CPA/CA, CFE, CRMA
Thompson Rivers University
Director Internal Audit
Clock Tower Third Floor CT 310
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<https://www.tru.ca/internalaudit.html>

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"Respectful relations define our behaviour. We respect each other (Xyemstwécw), the land, knowledge, the peoples of our region and beyond."

Public Interest Disclosure



805 TRU Way
Kamloops, BC V2C 0C8
tru.ca

POLICY NUMBER (TBD)
APPROVAL DATE (Leave blank; will be completed once approved)
AUTHORITY Board of Governors
PRIMARY CONTACTS AVP, People and Culture; [Director, Internal Audit](#)
ADMINISTRATIVE
CONTACT [President](#)

POLICY

I. Background

1. The *Public Interest Disclosure Act* (PIDA) protects Employees who in good faith make, or request advice about making, a Disclosure of Wrongdoing or a complaint about Reprisal. PIDA also protects Employees and Contractors who in good faith cooperate with an Investigation. The University is committed to its obligations under PIDA and adopts this Policy and Regulations to meet them.

II. Policy

1. The University is committed to maintaining the highest standards of ethical conduct and promoting a culture of honest, transparent and accountable behaviour.
2. The protections offered by this Policy are in keeping with and support the principles set out in the Statement on Academic Freedom.
3. Employees are encouraged to report Wrongdoing.
4. The University will conduct Investigations in accordance with the principles of procedural fairness and natural justice, and applicable legislation, policy and collective and employment agreements.
5. Everyone involved in a Disclosure and any subsequent Investigation must treat all related information as confidential.

6. For the Policy to function as intended, everyone involved in a request for advice, Disclosure, complaint about Reprisal or Investigation must protect confidentiality and privacy. Accordingly, the University is committed to maintaining the appropriate level of confidentiality and protecting the privacy of Disclosers, Respondents and those who cooperate in Investigations in a manner that is consistent with its obligations under PIDA and the *Freedom of Information and Protection of Privacy Act* (FIPPA). All reporting under this Policy will be in compliance with PIDA and FIPPA.
7. Employees may not take, carry out or participate in any Reprisal, or counsel or direct a Reprisal, against: any Employee who, in good faith, requests advice, makes a Disclosure, complains about a Reprisal, or cooperates in an Investigation; or any Contractor who, in good faith, cooperates in an Investigation, in accordance with this Policy.
8. An Employee who believes that they have been the subject of a Reprisal may make a complaint to the BC Ombudsperson, who may investigate and make recommendations to address a Reprisal in accordance with PIDA.
9. PIDA and this Policy's protection against Reprisals does not apply to protect an Employee or Contractor from:
 - (a) the consequences of their own breach of this Policy, including but not limited to a breach of confidentiality and/or privacy; or
 - (b) the management or termination of their employment or contractual relationship, disciplinary action, or administrative actions unrelated to the exercise of their rights under PIDA and this Policy.
10. This Policy does not limit an Employee's rights or remedies that may be available under a collective agreement, contract or law.

REGULATIONS

I. Definitions

1. "**BC Ombudsperson**" means the person appointed as the ombudsperson pursuant to the *Ombudsperson Act* (British Columbia).
2. "**Contractor**" means a person who is currently party to a contract for the provision of goods or services to the University (other than an employment or collective agreement), and a party who was formerly party to such a contract with the University if a Wrongdoing occurred or was discovered during the term of the contract.
3. "**Designated Officer**" means the senior official(s) designated by the President from time to time. As of the date of this Policy, the Designated Officer is:

(a) the AVP, People and Culture; or

~~(a)(b) if the request or advice or a Disclosure relates to alleged Fraud or Irregularity under the *Fraud Risk Management Policy*, the Director, Internal Audit.~~

~~(b) if the request or advice or a Disclosure relates to the AVP, People and Culture, or the AVP, People and Culture has a conflict of interest, the President or designate.~~

If the President should designate a different senior official, the President's designation governs.

4. **"Discloser"** means the Employee(s) who makes a Disclosure under this Policy.
5. **"Disclosure"** means a report of Wrongdoing made under this Policy.
6. **"Employee"** means each of the following:
 - (a) a current employee of the University, and a former employee if a Wrongdoing occurred or was discovered during their employment; and
 - (b) a current member of the University's Board of Governors, and a former member of the Board, if a Wrongdoing occurred or was discovered during their term on the Board.
7. **"Investigation"** means an investigation of a Disclosure undertaken by the University under this Policy or by the BC Ombudsperson under PIDA.
8. **"Protection Official"** means:
 - (a) in respect of a health related matter, the provincial health officer,
 - (b) in respect of an environmental matter, the agency responsible for the *Emergency and Disaster Management Act*, or
 - (c) in any other case, an appropriate police force in British Columbia.
9. **"Reprisal"** means taking or threatening to take the following measures against a person, or counselling or directing that any of the following measures be taken against a person, by reason that the person has, in good faith, made a request for advice, a Disclosure or a complaint about reprisal or cooperated with an investigation under PIDA or this Policy:
 - (a) with respect to an Employee,
 - (i) a disciplinary measure;
 - (ii) a demotion;

- (iii) a termination of employment; or
 - (iv) any measure that adversely affects the Employee's employment or working conditions;
 - (b) with respect to a Contractor:
 - (i) a termination of a contract or agreement,
 - (ii) withholding a payment that is due and payable under a contract or agreement, or
 - (iii) refusal to enter into a subsequent contract or agreement.
- 10. **"Respondent"** means a person about whom allegations of Wrongdoing are made.
- 11. **"Supervisor"** means:
 - (a) for Employees, the Employee's administrator, manager or supervisor, as applicable; and
 - (b) for members of the University's Board of Governors, the Chair of the Board of Governors; and
 - (c) for the Chair of the Board of Governors, the Audit Committee of the Board of Governors.
- 12. **"Wrongdoing"** means any one of the following:
 - (a) a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
 - (b) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an Employee's duties or functions;
 - (c) a serious misuse of public funds or public assets;
 - (d) gross or systemic mismanagement, including breaches of the University's policies and associated regulations; and
 - (e) knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

II. Duties and Responsibilities

1. Employees must act in good faith based on a reasonable belief that Wrongdoing has or is about to occur, in accordance with this Policy and Regulations.
2. The President is responsible for administering this Policy, assigning the role of Designated Officer and ensuring that instruction is available to all Employees about PIDA, this Policy and the Regulations. In the event that the President is unable or unavailable to perform their duties under this Policy, the President may delegate their authority in writing to one or more senior University officials.
3. The Designated Officer is responsible for exercising the responsibilities assigned to them by the President under this Policy and Regulations.
4. Supervisors are responsible for responding to requests for advice from Employees, receiving Disclosures and referring Disclosures to the Designated Officer as set out in these Regulations.
5. Nothing in this Policy relieves those responsible for the administration and management of the University from their responsibilities to address Wrongdoing or other types of misconduct or improper activity in accordance with good management practices and other policies, guidelines and procedures.

III. Privacy and Confidentiality

1. Everyone must protect all confidential information and all personal information collected, used or shared as part of a request for advice, Disclosure, complaint about Reprisal or Investigation to the extent possible under applicable legislation, University policies, and applicable collective and employment agreements.
2. Employees must take reasonable precautions to ensure that personal information is not disclosed in a request for advice, Disclosure or complaint about Reprisal beyond what is reasonably necessary.
3. Employees must maintain strict confidentiality with respect to all personal information – including the identity of those involved – related to a request for advice, Disclosure, complaint about Reprisal or Investigation under this Policy and Regulations and must not disclose such information. If Employees have any questions about their confidentiality obligations, they are encouraged to ask the Designated Officer.
4. Supervisors and the Designated Officer must advise Employees who request advice, make a Disclosure or a complaint about Reprisal or participate in an Investigation about these privacy and confidentiality obligations.
5. Supervisors and the Designated Officer must only collect, use and disclose personal information, particularly if it may reveal the identity of a Discloser or Respondent, necessary to fulfill their responsibilities under this Policy or as

otherwise permitted by this Policy, PIDA and FIPPA, including to comply with other applicable laws and agreement and ensure a fair and appropriate Investigation.

IV. Who May Make a Disclosure

1. Employees may disclose Wrongdoing under this Policy and may request advice on doing so.

Note that a Contractor may not make a Disclosure or a request for advice under PIDA or this Policy.

2. In accordance with PIDA, former employees or Board members who were not employed by the University or on the University's Board (as the case may be) at the time the Wrongdoing occurred or was discovered, Contractors, members of the public, volunteers, and students may not make a Disclosure under this Policy, and must avail themselves of opportunities for disclosure under the Whistle Blower Policy, another relevant University policies policy and, or an internal and or external processes, including but not limited to:

- ~~(a) — where misconduct or improper activity involves an Irregularity (alleged or suspected Fraud) as defined in the University's Fraud Risk Management Policy, the report may be made in accordance with the procedures set out in University's Fraud Risk Management Policy;~~
- ~~(b) — where misconduct or improper activity is a matter of academic dishonesty, the matter must be addressed in accordance with the University's Policy on Student Academic Integrity;~~
- ~~(c) — where misconduct or improper activity is a matter of research and scholarship, the matter must be addressed in accordance with the University's Policy on Integrity in Research and Scholarship;~~
- ~~(d) — where misconduct or improper activity is a matter of Indigenous Identity misrepresentation, the matter must be addressed in accordance with the outcomes of the University's Indigenous Identity Task Force; and~~
- ~~(e) — where misconduct or improper activity is a matter involving an external process or entity (e.g., a matter involving a grievance under a collective agreement), the matter should be addressed in accordance with the process mandated by that external process or entity.~~

A person who receives a Disclosure under this Policy which ought to have been made under a different University Policy or process, shall either: address the matter under this Policy, or forward the Disclosure to the appropriate person under the relevant University Policy or process, and notify the person who made the Disclosure (if possible).

V. How to Ask for Advice

1. An Employee may request advice about making a Disclosure or a complaint about Reprisal from:
 - (a) the Employee's union representative or employee association representative as applicable;
 - (b) a lawyer (retained by the Employee, at the Employee's cost);
 - (c) the Employee's Supervisor;
 - (d) the Designated Officer identified in the Definitions section of these Regulations; or
 - (e) the BC Ombudsperson.
2. An Employee who requests advice about making a Disclosure is protected from Reprisal regardless of whether they make a Disclosure.
3. All requests for advice must be in writing, unless otherwise approved by the Supervisor or Designated Officer (as the case may be).
4. A Supervisor or Designated Officer must review and respond to a request for advice with appropriate assistance and consultation. A Supervisor or Designated Officer who receives a request for advice shall seek to respond where practicable, in writing and within 20 business days of receiving the request unless a shorter time period is required by an applicable collective or other employment agreement.

VI. How to Make a Disclosure

1. An Employee who reasonably believes that a Wrongdoing has been committed or is about to be committed may, in good faith, make a Disclosure to any of the following:
 - (a) their Supervisor;
 - (b) the Designated Officer; or
 - (c) the BC Ombudsperson.

A Contractor who reasonably believes that a Wrongdoing has been committed or is about to be committed may, in good faith, report such Wrongdoing to the Designated Officer, who will consider such a report similarly to an anonymous Disclosure under section XII.

2. Disclosures should be made in a timely manner.

3. A Disclosure must be in writing using the Disclosure Form (as amended from time to time by the AVP, People and Culture) and include the following information if known:
 - (a) a description of the Wrongdoing;
 - (b) the name of the person(s) alleged to have committed the Wrongdoing, or to be about to commit the Wrongdoing;
 - (c) the date or expected date of the Wrongdoing;
 - (d) whether information or conduct that is being disclosed relates to an obligation under a University policy or process, or a statute and, if so, the name of that policy, process or statute; and
 - (e) whether the Wrongdoing has already been reported, and, if so, the name of the person to whom it was reported and the response, if any, that the Discloser received.
4. A Disclosure that is being delivered to a Designated Officer must either be sent by email to humanresources@tru.ca or internalaudit@tru.ca, or by regular mail to [address].¹

VII. Anonymous Requests and Disclosures

1. Disclosers may anonymously request advice from the Designated Officer. The Employee must provide sufficient information to inform the advice, and identify a reasonable, reliable, and confidential means by which the Designated Officer may communicate with the anonymous Employee.
2. A Discloser may make a Disclosure anonymously.
3. Disclosers considering anonymous Disclosures should be aware that the person receiving the Disclosure may be unable to seek clarification or further information from them, which may impact an Investigation of the Disclosure. Similarly, an anonymous Discloser may not be notified further about an Investigation under these Regulations. If an anonymous Discloser provides contact information, notification may be sent to the Discloser at the discretion of a Designated Officer.

VIII. When Public Disclosure is Permitted

1. Employees may make public disclosures under limited circumstances. Employees making public disclosures must meet the following conditions:

¹ Alternatively, insert central location for contact information.

- (a) the Employee reasonably believes there is a matter that constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment;
 - (b) the Employee has consulted with the relevant Protection Official (public health Official, Emergency Management BC, or police as defined in this Policy) before making the Disclosure;
 - (c) the Employee has received direction from that Protection Official and is following it, including if the Protection Official directs the Employee to not make a public disclosure;
 - (d) the Employee does not disclose or share anyone's personal information except as necessary to address the urgent risk; and
 - (e) the Employee does not disclose any information that is privileged or subject to a restriction on disclosure under PIDA or another enactment of British Columbia or Canada, including solicitor-client privilege, litigation privilege or another ground of common law privilege, or public interest immunity.
2. Employees are expected to obtain appropriate advice if they are uncertain about what information may be disclosed as part of a public disclosure.
 3. An Employee who makes a public disclosure must, immediately following the public disclosure, notify their Supervisor or the Designated Officer about the public disclosure, and submit a Disclosure in accordance with Section VI above (How to Make a Disclosure).
 4. If an Employee reasonably believes there is a matter that constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment but does not wish to make a public disclosure or is directed by a Protection Official not to do so, the Employee is nevertheless expected to report their concerns to the University in accordance with this Policy, without delay.

IX. Consequences of Non-compliance

1. An Employee found to have engaged in Wrongdoing may be subject to disciplinary action, up to and including termination of employment. A Contractor found to have engaged in Wrongdoing may be subject to remedies available under their contract, including termination.
2. An Employee who makes a bad faith, malicious or intentionally false Disclosure, or an Employee or Contractor who obstructs, makes a false statement to, or misleads or attempts to mislead, a person in the performance of their duties, powers or functions under this Policy, may be subject to, for Employees, discipline, up to and including termination of employment, or for Contractors

remedies available in their contract, such as termination of said contract. Separately, the Employee or Contractor might face other legal actions, including allegations of offenses under PIDA, or civil remedies sought by the impacted individual(s) (for example, seeking damages for defamation).

3. Any breach of confidentiality and privacy is serious. An Employee or Contractor who does not strictly protect confidentiality and privacy as required by this Policy and Regulations, and applicable law, may be subject to, for Employees disciplinary action, up to and including termination of employment or, for Contractors, remedies available in their contract, including termination of said contract. Separately, the Employee or Contractor might face other legal actions, including allegations of offenses under PIDA, or civil remedies sought by the impacted individual(s).
4. The protection against Reprisals provided to Employees and Contractors does not apply to protect an Employee or Contractor from the consequences of their own Wrongdoing, misconduct or improper activity unrelated to their rights under PIDA or this Policy. For certainty, if an Employee's request for advice or Disclosure or an Employee's or Contractor's complaint about a Reprisal or participation in an Investigation under this Policy relates to their own conduct in respect of a Wrongdoing, the Employee or Contractor remains responsible for the Wrongdoing.
5. An Employee or a Contractor who engages in any Reprisal may be subject to discipline, up to and including termination of employment.

X. Receiving and Reviewing Disclosures

1. Upon receiving a Disclosure, the Supervisor or Designated Officer must date stamp the report and follow any other process established for receiving Disclosures.
2. The Designated Officer must ensure that the Disclosure is reviewed in a timely manner in accordance with these Regulations.

XI. Referral of Disclosure to Designated Officer

1. A Supervisor or Designated Officer who receives a Disclosure must promptly refer the Disclosure, as applicable, including all forms, documents and other materials supplied by the Discloser, as follows:
 - (a) unless the allegations concern alleged Wrongdoing by the President, a member of the Board of Governors or any Designated Officer, the Disclosure shall be referred to the Designated Officer;
 - (b) if the allegations concern alleged Wrongdoing by the Designated Officer, the Disclosure shall be referred to the President, who shall fulfil the functions of the Designated Officer or delegate their duties to another

senior executive of the University who shall fulfil the functions of the Designated Officer;

- (c) if the allegations concern alleged Wrongdoing by the President or a member of the Board of Governors (other than the Chair of the Audit Committee of the Board), then the Disclosure shall be referred to the Chair of the Audit Committee of the Board, who shall fulfil the functions of the Designated Officer;

~~(d) if the allegations concern Wrongdoing by the Chair of the Audit Committee of the Board, then the Disclosure shall be referred to the Chair of the Board of Governors, who shall fulfil the functions of the Designated Officer; or~~

~~(e)~~(d) if the allegations made in a Disclosure concern wrongdoing by the Chair of the Audit Committee or by all of the officials listed in subparagraphs (a), (b), and (c), ~~and (d)~~, then the Disclosure will be referred to the BC Ombudsperson.

XII. Review and Determination of Whether an Investigation is Warranted

1. After a Disclosure is received from any source, including referral from a Supervisor, the Designated Officer will conduct a preliminary review of the Disclosure and decide normally within 20 business days whether an Investigation is required and the form of the Investigation. The Designated Officer must assess each Disclosure received for the risk of Reprisal against the Discloser (regardless of whether the Disclosure will be investigated).
2. The Designated Officer may communicate with and request information from the Discloser in order to make this determination.
3. If the Designated Officer reasonably believes there is an imminent risk arising from the information provided in a Disclosure, they may report the matter to an appropriate Protection Official.

XIII. Where an Investigation is Not Warranted

1. The Designated Officer may elect not to proceed with an Investigation or to stop an Investigation at any time if the Designated Officer reasonably believes:
 - (a) the Disclosure was not made by an Employee as defined in this Policy;
 - (b) the allegations, if proven, do not constitute Wrongdoing;
 - (c) the Disclosure relates primarily to:
 - (i) a dispute between the Employee and the University about an employment matter;

- (ii) a law enforcement matter being addressed by the police force;
 - (iii) a matter relating to the prosecution of an offence; or
 - (iv) the exercise of an adjudicative function of a court, tribunal or other statutory decision-maker, including a decision or the processes and deliberations that have led or may lead to a decision;
- (d) the Disclosure does not provide adequate particulars of the Wrongdoing;
 - (e) the Disclosure is frivolous or vexatious or has not been made in good faith;
 - (f) the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;
 - (g) the Disclosure relates solely to a public policy decision;
 - (h) the Disclosure is already being or has been appropriately investigated by the BC Ombudsperson, the University or other appropriate authority; or
 - (i) PIDA otherwise requires or permits the University to stop or suspend the Investigation.
2. If the Designated Officer determines that the Disclosure does not warrant Investigation under this Policy but involves a matter which may be appropriately addressed through another process (including the grievance process), the Designated Officer will re-direct the matter to the entity responsible for that process.
3. The Designated Officer may refer a Disclosure to the BC Ombudsperson and law enforcement, considering factors such as:
- (a) whether the subject matter of the Disclosure would be more appropriately dealt with by another authority;
 - (b) the complexity of the subject matter of the Disclosure;
 - (c) whether a real or perceived conflict of interest exists;
 - (d) the resources and expertise required to conduct a fair and effective Investigation; and
 - (e) if the subject matter relates to an individual with authority over the Designated Officer.
4. The Designated Officer may postpone or suspend an Investigation if the Designated Officer:

- (a) reports to a law enforcement agency an alleged offence they have reason to believe has been committed in relation to the Disclosure;
 - (b) considers that the Investigation may compromise another investigation; or
 - (c) finds that the alleged Wrongdoing is also being investigated for the prosecution of an offence.
5. The Designated Officer will notify the Discloser and, if appropriate, the Respondent(s), if they refuse, stop, postpone or suspend an Investigation or refer the Investigation to another process or authority, including the reasons for the decision. The Designated Officer will also notify the President unless the President is alleged to be responsible for the Wrongdoing, in which case the Designated Officer will notify the Chair of the Audit Committee of the Board of Governors and any other person required by PIDA.

XIV. Investigations of Wrongdoing

1. Every person involved in Investigations under this Policy must carry out their functions in an expeditious, fair and proportionate manner as appropriate in the circumstances, as required under this Policy, PIDA and in accordance with applicable obligations under a collective or employment agreement.
2. Investigations will be conducted in accordance with the principles of procedural fairness and natural justice and conducted in accordance with applicable legislation, policy and agreements. Without limitation, such obligations will normally require that Respondents of the Disclosure be informed of the nature of the allegations and have an opportunity to respond to the allegations. The Designated Officer is not required to hold a hearing.
3. Where the Designated Officer decides that an Investigation is warranted, the Designated Officer will manage the Investigation, with appropriate assistance and consultation, depending on the nature of the Disclosure.
4. Subject to the provisions of Section XIII (Where an Investigation is not Warranted), the Designated Officer may expand the scope of an Investigation beyond the allegations set out in the Disclosure or complaint about Reprisal to ensure that any potential Wrongdoing discovered during an Investigation is investigated. If more than one Disclosure is received with respect to the same or similar Wrongdoing, a single Investigation into the alleged Wrongdoing may be conducted.
5. The Designated Officer shall seek, where practicable, to review Disclosures within 20 business days and to investigate Disclosures within 120 business days. The Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.

6. The Designated Officer may seek assistance from the BC Ombudsperson for an Investigation or refer a Disclosure in whole or in part to the BC Ombudsperson provided that notice of the referral is provided to the Discloser.

XV. Reporting the Results of an Investigation

1. The Designated Officer will provide a report on the findings of the Investigation, reasons and any recommendations to the President or, in the case of an Investigation involving the President, to the Chair of the Audit Committee of the Board.
2. The Designated Officer will ensure that any corrective actions recommended are implemented in accordance with relevant legislation, policy and agreement.
3. Subject to the University's obligations under FIPPA, the Designated Officer will seek to provide an appropriate summary report within 20 business days of the Investigation being completed to the Discloser and the Respondent(s). The obligation to provide such a report does not apply to a Discloser who submits a Disclosure anonymously.

XVI. Transition

1. All reports made and investigations ongoing under the prior Whistle Blower Protection Policy as of the date of the adoption of this Policy will continue under that policy, except that new matters that arise with respect to an existing report or investigation (e.g. an alleged Reprisal) must be brought under this Policy.
2. This Policy is adopted before the Province of British Columbia makes PIDA applicable to the University and its Employees and Contractors (expected in December 2024). Nonetheless, the University will adhere to this Policy upon adoption by the Board of Governors. However, Employees and Contractors are advised that the legal protections and rights created by PIDA do not apply until PIDA is made to apply to the University.

XVII. Related documents and legislation

- Conflict of Interest, TRU Policy ADM 04-2
- Fraud Risk Management, TRU Policy BRD 27-0
- Respectful Workplace and Harassment Prevention, TRU Policy BRD 17-0
- Whistleblower, TRU Policy BRD 18-0
- *Thompson Rivers University Act*

- *University Act*
- *Criminal Code*
- *Emergency Program Act*
- *Freedom of Information and Protection of Privacy Act*
- Collective Agreements between Institution and TRUFA, CUPE 4879, TRUOLFA
- Benefits and Working Conditions of Administrative Employees
- TRU Statement on Academic Freedom

WHISTLE BLOWER



805 TRU Way
Kamloops, BC V2C 0C8
tru.ca

| | |
|-------------------------------|--|
| POLICY NUMBER | BRD 18-0 |
| APPROVAL DATE | TBD |
| AUTHORITY | Board of Governors |
| CATEGORY | Board |
| PRIMARY CONTACTS | AVP, People and Culture; <u>Director, Internal Audit</u> |
| ADMINISTRATIVE CONTACT | (TBD) <u>President</u> |

POLICY

The University encourages members of the University community, acting in good faith, to responsibly report Wrongdoing on the part of the University or its employees without fear of retaliation.

The University is committed to protecting individuals from interference with making a Disclosure and from Retaliation for having made a Disclosure.

REGULATIONS

1. **Definitions.** For the purpose of this Policy:
 - a. **“Designated Official”** means
 - i. the AVP, People and Culture; or
 - ii. if a Disclosure relates to alleged Fraud or Irregularity under the *Fraud Risk Management Policy*, the Director, Internal Audit.
 - ii. ~~if Disclosure relates to the AVP, People and Culture, or the AVP, People and Culture has a conflict of interest, the President.~~
 - b. **“Disclosure”** means a communication to a responsible University employee about actual or suspected Wrongdoing based on a good faith and reasonable belief that the activity has both occurred and amounts to Wrongdoing.
 - c. **“Retaliation”** means adverse action by the University against an individual because they have made a Disclosure.
 - d. **“Wrongdoing”** means any one of the following:
 - i. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
 - ii. an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in

- the performance of an Employee's duties or functions;
 - iii. a serious misuse of public funds or public assets;
 - iv. gross or systemic mismanagement, including breaches of the University's policies and associated regulations; and
 - v. knowingly directing or counselling a person to commit any act or omission described in paragraphs (i) to (iv) above.
2. **Who may make a Disclosure.** Students, volunteers, or other members of the University community (other than employees) may make a disclosure under this Policy. Employees may make a Disclosure under the Public Interest Disclosure Policy. For the purposes of this section, the term "employees" has the same meaning as in the Public Interest Disclosure Policy.
 3. **False or Reckless Allegations.** Any person who knowingly, or with reckless disregard for the truth, makes a false report of Wrongdoing is liable to disciplinary action, up to and including termination of appointment or suspension. Allegations that are not substantiated but which are made in good faith are not subject to discipline by the University.
 4. **Retaliation.** No individual who makes a Disclosure will suffer Retaliation. Any person who imposes Retaliation against any individual who makes a Disclosure is subject to discipline, up to and including suspension or termination. Individuals who report their own misconduct are not protected by this Policy.

Separately, a person might face other legal actions, including civil remedies sought by the impacted individual(s) (for example, seeking damages for defamation).

5. **Reporting and Action by the University.** Members of the University community should make a Disclosure using the following procedure.

The Disclosure must be made to the appropriate Designated Official.

A member of the University community who reasonably knows or has reason to believe that the University, or a member of the University community is engaged in Wrongdoing should describe their concern in writing and should include sufficient information to allow the Designated Official to understand and review the written concern. If the individual making the Disclosure wishes to remain anonymous, the written communication should clearly indicate this wish for anonymity. All concerns should be forwarded to the Designated Official in a sealed envelope labeled as follows:

"To be opened by the [insert title of the relevant Designated Official] only."

A Disclosure can be sent via email to: [ntd: add appropriate email address]

If the individual making the Disclosure wishes to discuss the Disclosure, this request should be indicated in the submission. In order to facilitate such a discussion, the applicable individual may include a telephone number at which they can be contacted.

Promptly following receipt of any Disclosure submitted to it, the Designated Official will review the Disclosure.

- If the Designated Officer determines that the Disclosure concerns alleged Wrongdoing by the President or a member of the Board of Governors (other than the Chair of the Audit Committee of the Board), then the Disclosure shall be referred to the Chair of the Audit Committee of the Board, who shall fulfil the functions of the Designated Officer.
- If the Disclosure concerns Wrongdoing by the Chair of the Audit Committee of the Board, then the Disclosure shall be referred to the ~~Chair of the Board of Governors, who shall fulfil the functions of the Designated Officer~~ BC Ombudsperson.

The Designated Officer may then initiate an investigation and retain at the University's expense, legal counsel, accounting and other advisors, consultants or experts it deems necessary in the performance of their duties.

6. **Outcomes.** Members of the University community found to have participated in Wrongdoing may be subject to disciplinary action, which may include suspension or termination of employment, and/or referral to law enforcement.
7. **Confidentiality.** Everyone must protect all confidential information and all personal information collected, used or shared as part of a report of Wrongdoing, Disclosure, complaint about Retaliation or Investigation to the extent possible under applicable legislation, University policies, and applicable collective and employment agreements.
8. Employees must take reasonable precautions to ensure that personal information is not disclosed in a report of Wrongdoing, Disclosure, complaint about Retaliation or Investigation beyond what is reasonably necessary.
9. Employees must maintain strict confidentiality with respect to all personal information – including the identity of those involved – related to a report of Wrongdoing, Disclosure, complaint about Retaliation or Investigation under this Policy and Regulations and must not disclose such information. If Employees have any questions about their confidentiality obligations, they are encouraged to ask the Designated Officer.
10. The Designated Officer must advise Employees who make a report of Wrongdoing, Disclosure, complaint about Retaliation or participate in an Investigation about these privacy and confidentiality obligations.
11. The Designated Officer must only collect, use and disclose personal information, particularly if it may reveal the identity of a person disclosing or alleged to have committed Wrongdoing, necessary to fulfill their responsibilities under this Policy or as otherwise permitted by this Policy and FIPPA, including to comply with other applicable laws and agreement and ensure a fair and appropriate Investigation.
- ~~7. **Confidentiality.** Where appropriate, the University will use reasonable efforts in keeping Disclosures confidential. However, individuals who make Disclosures should be aware that confidentiality is not the same as anonymity, and that individuals who are accused of Wrongdoing will, in most cases, be entitled to know the name of the person who has accused them.~~
- ~~8. Any breach of confidentiality and privacy is serious. A person who does not strictly protect confidentiality and privacy of the Disclosure and investigation processes undertaken under this policy, as required by University policy and applicable law, may be subject to: disciplinary action by the University, liability for offenses under applicable law, and separately civil~~

~~remedies sought by the impacted individual(s).~~

9.12. Reporting. The AVP, People and Culture will retain as part of their records all Disclosures received for a period of no less than seven years. The AVP, People and Culture will keep a written record of all such reports or inquiries and make quarterly reports to the Audit Committee of the Board.



MEMORANDUM

Date: September 26, 2024

To: Brett Fairbairn, President & Vice Chancellor

From: Gillian Balfour, Provost and VP, Academic;
Shayne Olsen, AVP, People and Culture;
Scott Blackford, Legal Counsel

Re: Amendments to the Respectful Workplace and Harassment Prevention Policy BRD 17-0 (the "Policy")

Attachments: Copy of the Policy;
Copy of the proposed changes, including the new name: Harassment and Discrimination Prevention Policy

Purpose: The purpose of this memo is to describe proposed changes to the Policy. These changes were drafted to improve processes for disclosures of harassment and discrimination.

Background: The last significant amendments to the Policy were approved on December 2, 2021; these amendments were made to bring the Policy in compliance with WCB rules.

Discussion: The most significant change to the Policy is to remove references to the external Human Rights Officer and create a new pathway for making disclosures to an internal Protected Disclosures Officer, who will report to the Provost. Other changes include clarifying defined terms and aligning the process with other policies (especially the Sexualized Violence Policy, which also deals with matters involving sexual harassment).

Risks: No new risks have been identified.

Budgetary Implications: The Policy contemplates the elimination of a contract position (the Human Rights Officer) and the creation of a new, internal position (the Protected Disclosures Officer), which will be more costly but will add services and accessibility.

Consultation: The AVP, People and Culture, met with the Presidents of TRUFA and CUPE, and received feedback from them on the changes. The EDI/AR Office and AVP, Students also

met with stakeholders and members of the TRU community, including TRUSU, and received feedback during the drafting process.

Communications Desirable: Following approval of the proposed changes, the AVP, People and Culture will work with Student Affairs and the Protected Disclosures Officer (once hired) to provide education and ongoing support as necessary.

Recommendation(s): This Memo requests approval of the Board of Governors the draft changes to the Policy.

RESOLVED that the Board of Governors approves the changes to the Respectful Workplace and Harassment Prevention Policy, BRD 17-0 as drafted.

HARASSMENT AND DISCRIMINATION PREVENTION POLICY



805 TRU Way
Kamloops, BC V2C 0C8
tru.ca

| | |
|--------------------------------|---|
| POLICY NUMBER | BRD 17-0 |
| APPROVAL DATE | March 26, 2021 |
| AUTHORITY | Board of Governors |
| CATEGORY | Board |
| PRIMARY CONTACT | General Counsel |
| ADMINISTRATIVE CONTACTS | AVP People and Culture and AVP Students |

POLICY

All members of the University Community have the right to work, teach and study in an environment that is free from any form of Harassment or Discrimination.

Thompson Rivers University promotes teaching, scholarship and research, and the free and critical discussion of ideas. The University is committed to providing a working and learning environment that allows for the full and free participation of all members of the University community. Harassment and Discrimination undermine these objectives, violate the fundamental human rights, personal dignity and integrity of individuals or groups of individuals and may require remedial action by the University.

Members of the University Community have a responsibility for ensuring that the University's working and learning environment is free from Discrimination and Harassment. All members of the University Community are expected to report experienced or observed incidents of Harassment and Discrimination that are within the scope of this policy.

The University is committed to supporting the development and implementation of ongoing education and awareness initiatives for all members of the University Community about Harassment and Discrimination and the promotion of initiatives that support a safe and respectful community in which to work and learn.

The University is committed to taking a trauma informed approach that is grounded in an understanding that peoples' experiences will be affected by many factors such as their sex, ancestry, race, ethnicity, language, ability, faith, age, socioeconomic status, sexual orientation, and gender identity. The University is committed to ensuring a safe working and learning environment.

REGULATIONS

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1. SCOPE

- 1.1. This Policy applies to all members of the University Community. Where the subject matter is covered by a collective agreement, and where there are conflicting provisions between this Policy and the collective agreement, the collective agreement will take precedence.¹
- 1.2. For the purposes of investigation, this policy applies to Harassment and Discrimination involving a member of the University Community and that is Reported to a Responsible Officer and that is alleged to have occurred:

¹ Capitalized terms in this Policy have meanings set out in in Appendix One of this Policy.

- a. on any property that is controlled by the University and used for University purposes including student residences owned by the University but excluding activities that are in the exclusive control of organizations other than the University;
 - b. at an event or during an activity sponsored or under the auspices of the University; or
 - c. online, using the University's Information and Communications Technology; or
 - d. when the Respondent was in a position of power or influence over the Complainant's academic or employment status; or
 - e. such that it has a real and substantial connection to the University.
- 1.3. Harassment or Discrimination captured by this policy may also be captured by another University policy. If that is the case, and the Complainant wishes to Report the Harassment or Discrimination, then the Complainant may elect to proceed under one policy or the other. The Complainant's choice, once made, is irrevocable with one exception: if the Responsible Officer determines that the behavior does not fall within the scope of another policy, then the Complainant may choose to proceed under this Policy.
- 1.4. Individuals have the right to pursue other avenues (such as reporting the BC Human Rights Tribunal) whether or not they choose to proceed under this policy.
- 1.5. **CONTRACTORS AND OTHER VISITORS TO CAMPUS:** The University will not tolerate harassment or discrimination on its campuses or at University events. The University will rely on its contractual and other rights with regard to contractors alleged to have committed harassment or discrimination; in doing so the University will require contractors to hold their employees to the same standards applicable to members of the University Community. Similarly, other visitors to campus found to have breached this Policy may be excluded from University campuses and/or events.

2. PRINCIPLES

- 2.1. All members of the University community have the responsibility to respect the rights of others. Harassment and Discrimination will not be tolerated by the University.
- 2.2. This policy will not be interpreted, administered, or applied to infringe the academic freedom of any member of the University community.
- 2.3. This policy will be interpreted, administered, and applied in conformity with the principles of procedural fairness and natural justice.
- 2.4. All parties will be advised of the provisions of this policy and of the procedures available to them under the terms of this policy.

- 2.5. All members of the University community will be treated equitably under this policy. All matters arising under this policy will be dealt with in a fair, unbiased and timely manner.
- 2.6. In the University community, power differences exist between or among faculty, staff, and students. Where one person has implied or explicit power or authority over another, there is an increased potential for Harassment and Discrimination issues to arise.
- 2.7. Those responsible for interpreting, administering, and applying this policy will use a Reasonable Person Standard.
- 2.8. Members of the University Community have an obligation to participate in procedures under this policy. Should any individual refuse to provide a statement or participate in an investigation, the investigation will proceed, and outcome(s) will be based on the available information.
- 2.9. The University will not tolerate any retaliation, direct or indirect, against anyone making or involved in a Disclosure, Report, or Investigation under this Policy. A finding of retaliation may result in disciplinary action.
- 2.10. Bad faith, Frivolous, Vexatious, or malicious complaints of discrimination or harassment may result in discipline.
- 2.11. Any party to a Disclosure, Report, or Investigation may object to the participation of a person in the administration of this policy on grounds of conflict of interest or reasonable apprehension of bias. Such objection should be submitted in writing to the Responsible Officer whose decision will be final. Where the objection relates to the participation of the Responsible Officer, General Counsel or designate will make the determination.

3. EDUCATION AND AWARENESS

- 3.1. The ~~Protected Disclosures Officer University's Executive Director—EDI and Anti-Racism~~ will collaborate with campus partners including, but not limited to, University's Executive Director – EDI and Anti-Racism, People and Culture, Student Development, and Constituent Organizations, to develop and implement an annual education strategy. This strategy will include programming that:
 - a. promotes a culture of respect;
 - b. addresses issues of Harassment and Discrimination; and
 - c. facilitates access to support mechanisms for members of the University Community who experience Harassment or Discrimination.
- 3.2. Harassment and Discrimination information and education will be provided to new incoming Students and Employees each semester through either online or in-person orientation programming. Mandatory training will be provided to Employees.

Enhanced training will be provided to individuals in senior roles, and others as appropriate.

- 3.3. The University will work with campus partners to provide ongoing awareness, education, and training opportunities throughout the academic year for all members of the University Community.
- 3.4. Education and training initiatives will take an intersectional and Indigenized approach to understanding Harassment and Discrimination, and due care will be taken to ensure that contact and delivery of training materials is appropriate for each audience and context.
- 3.5. The University will make training related to the policy and procedures herein available for all members of the University Community.
- 3.6. The University will maintain a website that includes information about Harassment and Discrimination. It will also provide clear guidance to those who have experienced Harassment or Discrimination, or who are supporting someone who has, as to how and where to access supports and information.

4. ADMINISTRATION

- 4.1. The administration of this policy is conducted by the following persons or groups:
 - a. Responsible Officers;
 - b. Investigators; and
 - c. General Counsel, or designate.

5. DISCLOSURE AND SUPPORT

- 5.1. The University recognizes that Complainants may require different services, resources, and supports at different times. Accordingly, the University is committed to providing support mechanisms and treating each individual with compassion.
- 5.2. A member of the University Community who has been subjected to Harassment or Discrimination may choose to Disclose the experience by confiding in another member of the University Community. Such a Disclosure normally does not initiate an investigation or other process. To initiate a process, an incident of Harassment or Discrimination must be Reported to the Responsible Officer.
- 5.3. The University will support University Community members in Disclosing incidents of Harassment or Discrimination. People may choose one or more of the following options:
 - a. Disclosing to one or more members of the University Community;

- b. reporting to the BC Human Rights Tribunal.
- 5.4. Individuals who Disclose Harassment or Discrimination will be given access to support services available on campus or supported in accessing services in the community.
- 5.5. Assistance will be provided to Complainants by working with them to determine the level of support, workplace and/or academic accommodations, as well as providing referrals to counseling and medical care or other services as required/requested. Student Development will provide support for Students, and People and Culture will provide support for employees. Detailed information about on and off campus supports is provided on the TRU website.
- 5.6. Support for the Complainant may include on-campus safety planning provided by the University. Off-campus safety planning may be available from community partners.
- 5.7. Complainants need only Disclose their experience to seek support and will not be required or pressured to make a formal Report to the Responsible Officer. In some cases, where campus or community safety is at risk, the University may need to take some action without the Complainant's consent, including investigating the incident pursuant to this Policy. If this is necessary individuals affected will be fully informed and supported at every step of any process.
- 5.8. Members of the University Community who receive a Disclosure are required to contact the Protected Disclosures Officer, who will maintain a record of anonymized Disclosures for tracking purposes.
- 5.9. The University is committed to supporting members of the University Community who are accused of Harassment or Discrimination under this Policy. The University will facilitate the Respondent's access to a support person.

6. REPORTING PROCEDURES

- 6.1. Any member of the University Community who believes that they may have experienced or witnessed Harassment or Discrimination is encouraged to Disclose the matter to the head of the unit in which the concern has arisen, to the Protected Disclosures Officer, or to the Responsible Officer.
- 6.2. In situations where a member of the University Community believes that their personal safety or the safety of others is an issue, the member should immediately seek assistance through their Dean or Director, the Protected Disclosures Officer, or the Responsible Officer.
- 6.3. If the person making or receiving a Disclosure of Harassment or Discrimination feels that the matter should be investigated, the matter must be Reported to the Responsible officer under part VII. The person Reporting the matter to the Responsible Officer becomes the Complainant. A Complainant may bring a Report to the Responsible Officer within six months of the last alleged incident of

Harassment or Discrimination. The Responsible Officer will discuss the Report fully with the Complainant, who will be informed of the procedures of this policy.

6.4. All Reports of Harassment or Discrimination must be submitted in writing.

7. INITIAL REVIEW

7.1. The Responsible Officer will complete an initial review of the Report to determine:

- a. whether it is Frivolous, Vexatious, malicious, or made in bad faith;
- b. whether it falls within the Scope of this Policy;
- c. whether, if true, the allegation forming the basis of the Report would fall within the definition of Harassment or Discrimination, as set out in this policy;
- d. whether it has been received within the time limits for making a Report; and
- e. in the case of a third-party Report, whether the person who was the target of the Discrimination or Harassment has consented to an investigation or if it is appropriate to initiate an investigation without the consent of that person.

7.2. If a Report meets the above tests and proceeds, the Responsible Officer will initiate an investigation that is appropriate to the circumstances.

7.3. The Responsible Officer will advise the Complainant of the result of the review, the reasons for the result, and whether the Respondent will be notified of the Report.

7.4. If the Responsible Officer determines that one of the above tests are not met, the University will not conduct any further investigation into the Complaint under this policy unless the safety of the Complainant or any member of the University Community is at risk.

7.5. The Responsible Officer will normally not advise the Respondent of the Report unless the review tests are met. The Responsible Officer may recommend to the Complainant other forms of resolution.

7.6. At any time, and even if the Complainant and Respondent have reached a resolution through mediation or otherwise, a Responsible Officer may, in appropriate circumstances, decide to assume the role of Complainant in a case to initiate or continue an investigation.

7.7. The Report and initial review results will be stored the office of the Protected Disclosures Officer.

8. INTERIM MEASURES

- 8.1. It may be necessary that Interim Measures be taken while a Report is being reviewed, resolved, investigated, or decided. Such measures will be precautionary, not disciplinary. The Responsible Officer may initiate Interim Measures and may consult with the Investigator, the Complainant, and the Respondent in determining appropriate Interim Measures.

9. INVESTIGATION PROCEDURES

- 9.1. Investigations may be conducted by either an internal or external investigator, as deemed appropriate by the Responsible Officer, in consultation with General Counsel or designate.
- 9.2. If more than one Report has been made about a Respondent, the Responsible Officer may decide that the Reports will be investigated together. Each party will have the opportunity to make submissions in the matter.
- 9.3. Whether internal or external, the investigation will conform to the principles of natural justice, procedural fairness and trauma informed investigations, and will:
 - a. be undertaken promptly and diligently, and will normally be completed within 60 days of the appointment of an Investigator;
 - b. be fair and impartial; and
 - c. be sensitive to the interests of all parties involved and maintain confidentiality to the extent reasonably possible.
- 9.4. The investigator will normally interview the Complainant, Respondent, and such other persons and/or review documents as the investigator considers may have or contain relevant information pertaining to the Report.
- 9.5. The Respondent has the right to know the pertinent details of the allegations made against them. Where appropriate, the University will use reasonable efforts in keeping Reports confidential. However, individuals who make Complainants should be aware that confidentiality is not the same as anonymity, and that Respondents will, in most cases, be entitled to know the name of the person who has accused them.
- 9.6. All parties may be accompanied by a support person, who may be their legal counsel, and/or a representative of their Constituency Organization throughout the procedures set out in this policy.
- 9.7. A Complainant may withdraw their Report at any time. However, the University may nonetheless have an ongoing obligation to investigate the concerns raised.
- 9.8. The investigator may recommend that the investigation be adjourned, stayed, or terminated, or otherwise settled with the agreement of the parties. The Responsible

Officer will decide whether to accept this recommendation after considering submissions, if any, from each party.

- 9.9. The Investigator will normally prepare an Investigation Report. The Investigation Report will be sent to the Responsible Officer.

10. MEDIATION & ALTERNATIVE RESOLUTION OF REPORTS

- 10.1. At any point in the investigative process, either party or the Investigator may request an informal complaint resolution process such as mediation. Any informal complaint resolution process must have the consent of both parties and the Responsible Officer to proceed, and if a resolution is reached, it will be documented in writing.

11. DECISION

- 11.1. When the Responsible Officer receives the Investigation Report, they will decide whether to accept the investigator's findings, and if a breach is found to have occurred, will decide what sanctions or corrective measures, if any, should be imposed. Such corrective action may include training for members of the University Community or amendments to University policies or processes. Any corrective measure will be documented by the Responsible Officer.
- 11.2. The Investigation Report, along with the Responsible Officer's decision, with reasons, on whether the policy has been violated will be communicated to both parties within four weeks of receipt of the Investigation Report.

12. DISCIPLINE

- 12.1. Where there is a finding of Harassment or Discrimination, the Responsible Officer will make determinations on appropriate discipline.
- 12.2. Where the Respondent is covered by a collective agreement with a bargaining unit, any discipline will be imposed consistent with the terms of that agreement.
- 12.3. Where the Respondent is a Student, the Responsible Officer will, after taking all the circumstances of the case into consideration, make a determination on appropriate discipline. If that determination includes suspension of the student, the Responsible Officer will make such recommendation to the President.
- 12.4. If the Respondent is not covered by either section XII.2 or XII.3 of this policy (ie: exempt employees including administrators up to and including the president), the Responsible Officer will create an analogous process.
- 12.5. The Respondent will be informed of the final decision as to sanction. The final decision will be placed in the appropriate personnel file or student file of any party found to have violated the policy. The Complainant will only be advised of the

sanction against the Respondent in the event that knowledge of the sanction is necessary to protect the Complainant's health or safety.

13. USE OF INFORMATION AND CONFIDENTIALITY

- 13.1. Investigation of Harassment and Discrimination often involves the collection, use, and disclosure of sensitive personal information. Confidentiality is required so that those who may have experienced Discrimination and Harassment will feel free to come forward. Confidentiality is also required so that the reputations and interests of those accused of Discrimination or Harassment are protected. However, either party may discuss the case in confidence with their supervisor, support person, and/or representative of their Constituency Organization.
- 13.2. Unauthorized release of Confidential Information may violate the Freedom of Information and Protection of Privacy Act and may also prevent the University from conducting a fair process if a Report is made.
- 13.3. Subject to any limits or disclosure requirements imposed by law or required by this policy, any and all information, oral and written, created, gathered, received or compiled through the course of a Report is to be treated as confidential by both the Respondent and Complainant, their representatives (such as their legal counsel or advocate), witnesses, and the officials designated by this policy
- 13.4. The University will share Confidential Information with its Employees if the information is necessary for the performance of their duties including carrying out an Investigation.
- 13.5. The Investigator's Report will be provided to the Complainant and Respondent and shall be treated as confidential.
- 13.6. The office of the Protected Disclosures Officer will be the office of record for all records documenting cases under this policy.
- 13.7. Any person breaching confidentiality may be subject to disciplinary sanction or other appropriate action.

14. ANNUAL REPORTING

- 14.1. The Protected Disclosures Officer is responsible for preparing and distributing an annual report. This responsibility requires that information on activity under this policy be collected by the Protected Disclosures Officer. The annual report will summarize the activities of the Responsible Officers in administering this policy and will provide information on the number of Reports, and the number of resolutions through informal procedures, mediation activities, and investigations. The report will also contain the progress made in providing education to employees and students in regard to harassment and discrimination prevention. This annual report will be

provided to the President and the Board of Governors of TRU and made available through the office of the Protected Disclosures Officer.

15. REVIEW

- 15.1. This policy will be reviewed every three years. The result of such review will be provided to the President and Board of Governors along with the annual report.

16. INTERPRETATION

- 16.1. Questions of interpretation or application of this policy shall be referred to General Counsel or designate, whose decision shall be final.

APPENDIX ONE: DEFINITIONS

1. **“Complainant”** — Any person who believes that they have experienced or witnessed Harassment or Discrimination and who seeks recourse pursuant to this policy. The University may also be a Complainant.
2. **“Constituency Organizations”** — Association of Professional Administrators (APA) and other administrative staff of Thompson Rivers University, Canadian Union of Public Employees (CUPE 4879), Thompson Rivers University Faculty Association (TRUFA), Thompson Rivers University Open Learning Faculty Association (TRUOLFA), and Thompson Rivers University Students Union (TRUSU).
3. **“Disclose or Disclosure”** — the sharing of information regarding an incident of Discrimination or Harassment with a member of the University Community. This is not the same as a formal Report, which activates the University’s duty to investigate.
4. **“Discrimination”** — Treating someone differently on the basis of a prohibited ground of discrimination in a way that causes them disadvantage.

Currently, “the grounds of discrimination” prohibited by the BC Human Rights Code are age, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation gender identity or expression and, in the case of employment, unrelated criminal convictions. “Age” means an age of 19 years or more.

5. **“Frivolous”** — When a complaint is either clearly devoid of substance, lacking in factual basis, absent an air of reality, lacking in proper seriousness, or without importance.
6. **“Harassment”** (which includes “bullying” and Sexual Harassment) includes any inappropriate conduct or comment by a person towards a member of the University Community that the person knew or reasonably ought to have known would cause the member of the University Community to be humiliated or intimidated, but excludes:
 - a. any reasonable action taken by the University, or by its employees in supervisory positions, relating to the management and direction of employees or the workplace;
 - b. any reasonable action taken by the University, or by an instructor, faculty member, or person in a similar position, relating to the management and direction of Students in the classroom or to the management, direction, assignment, or supervision of research or academic work.

Examples of reasonable action, when undertaken in an appropriate manner, include expressing differences of opinion, offering constructive feedback, guidance, or advice, evaluating work, establishing deadlines, and exercising management rights for operational requirements including performance management or progressive discipline.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression, using derogatory names, vandalizing personal belongings, and making aggressive or threatening gestures.

7. **“Indigenize”** — to increase the involvement, influence, or representation of Indigenous peoples.
8. **“Intersectionality”** — the [interconnected](#) nature of social [categorizations](#) such as race, class, and gender as they apply to a given individual or group, regarded as creating overlapping and [interdependent](#) systems of discrimination or disadvantage.
9. **“Investigation”** — the act of formally examining events and behaviours represented in a Report in order to determine whether there has been a breach of the Policy. For the purposes of this Policy, an Investigation begins when the appointed Investigator first contacts the Complainant(s) and the Respondent(s) and ends when the Investigator submits their report.
10. **“Investigation Report”** — A written report that will include an opinion on the facts of the case, disputed and undisputed, and whether, on a balance of probabilities, there has been a violation of the policy.
11. **“Investigator”**— A person, either internal or external to the University, who is appointed by the Responsible Officer to investigate an allegation of Harassment or Discrimination. An Investigator should be experienced in matters of procedural fairness and trauma informed approach.
12. **“Protected Disclosures Officer”**— A person, employed by the University and reporting to the VP, Academic, who’s function is to receive disclosures, help Complainants file Reports, and collect anonymized data for reporting to the Board of Governors. Anyone acting as the Protected Disclosures Officer will be trained in matters of procedural fairness and trauma informed approach.
13. **“Reasonable person standard”** — Whether or not a reasonable person in roughly the same position as the complainant would judge discrimination or harassment to have occurred as a result of another person’s behaviour or pattern of behaviour.
14. **“Report”** — a communication to a responsible University employee about Harassment or Discrimination for the purposes of initiating investigative processes (see Investigation).
15. **“Retaliation”** — when a person takes negative action against a Complainant for making a Disclosure or Report or participating in an Investigation.
16. **“Responsible Officer”** — The University official who may carry out one or more of the following roles within the terms of this policy:

- a. conduct the initial review, including appropriate consultations;
- b. initiate an investigation that is appropriate to the circumstances;
- c. decide whether the policy has been violated;
- d. make recommendations or decisions regarding remedies or discipline;
- e. assume the role of complainant to initiate an investigation;
- f. initiate interim measures.

The Responsible Officer in a particular case is determined by the University position of the Respondent.

- a. for employees, the Responsible Officer is the AVP – People and Culture;
- b. for Vice Presidents, the Responsible Officer is the President;
- c. for Students, the Responsible Officer is the Associate Vice-President, Students.
- d. for the AVP – People and Culture, the Responsible Officer is the President or designate;
- e. for the President, the Responsible Officer is the Chair of the Audit Committee.

Cases involving allegations of Harassment or Discrimination involving a faculty member must be adjudicated under the TRUFA Collective Agreement. In situations where the Complainant and Respondent hold different positions at the University (e.g., student vs. employee), the person who would be the Responsible Officer for the Complainant will be consulted by the Responsible Officer for the Respondent regarding Interim Measures and Remedies. Anyone acting as a Responsible Officer will be trained in matters of procedural fairness and trauma informed approach.

17. **“Respondent”** — A person or persons against whom an allegation of Harassment or Discrimination has been made pursuant to this policy.
18. **“Sexual Harassment”** — conduct of a sexual nature by one who knows or ought reasonably to know that the behaviour is unwanted or unwelcome, and which interferes with another person's participation in a University-related activity, or leads to or implies job or academically-related consequences for the person harassed;
19. **“Student”** — A Student includes any of the following: an undergraduate who is enrolled at the University for one or more of the last two terms (including in a practicum placement, cooperative education or study abroad) and is eligible to continue in a program of study; a graduate student who is enrolled at the University in the current term and is eligible to continue; a graduate student who is on leave and eligible to enroll at the University when the approved leave ends; a visiting or exchange or special audit student who has been formally admitted to the University for the purposes of taking courses or to take part in an approved research term; a graduate student who is enrolled in courses at the University as a qualifying student; or a person enrolled at the University in a non- credit program or course.

20. **“Third Party”** — Someone who experiences or is aware of an incident of Harassment or Discrimination but is not personally subjected to it (i.e., is not a Complainant in the current circumstances).
21. **“University Community”** — All students and employees of the University and the activities that arise directly out of the operations of the University, between people in their capacity as members of the TRU community are within the jurisdiction of this policy. Members of the TRU Community include students, faculty members, teaching staff in the Open Learning Division, support and administrative staff, or any person holding a TRU appointment.

For the purposes of this definition “employee” means:

- a. a person employed by the University;
- b. a person employed under a Part-Time Instructional Contract;
- c. a visiting scholar or professor;
- d. an adjunct faculty member;
- e. a Post-doctoral fellow; or
- f. anyone otherwise employed by a subsidiary of the University (as defined in the British Columbia Business Corporations Act).

“person holding a University appointment” means: any person holding an appointment to instruct students or carry out research at the University, appointed and elected members of the governing board of the University or of any University subsidiary.

22. **“Vexatious”**—When a complaint is clearly repetitious of one or more previous complaints that all share substantially the same theme and have already been investigated.



Date: September 25, 2024
To: Brett Fairbairn, President and Vice-Chancellor
From: Matt Milovick, Vice-President Administration and Finance
Re: BCNET Annual Report
Attachment: [2023/24 BCNET Annual Report](#)

Executive Summary: This report is being presented to the Board of Governors **FOR INFORMATION**. In 2023/24, TRU spent \$5.2M across the BCNET portfolio of offerings (an increase of 11% over 2022/23) which include network and cybersecurity services; procurement – general agreements; procurement – IT agreements; professional development and training; and shared technology solutions.

Purpose: The purpose of this memo is to provide the Board with information about TRU's long standing membership in BCNET and the value it provides to TRU.

Background: BCNET serves as a member-centric, not-for-profit, collaborative, shared services organization dedicated to the needs of BC's higher education and research institutions. BCNET offers a wide array of shared solutions in high-performance networking, information and educational technology, cybersecurity, and procurements that help members reduce costs, maximize efficiencies, enhance service quality, empower digital transmission and support institutional missions.

BCNET began 35 years ago as a member led collaborative for technology innovation and discovery. The research community that founded BCNET played an important role in creating the first internet in BC and the first shared IT service for higher education. As a builder of the internet, BCNET pioneered the concept of a community-owned and shared network infrastructure. Over the last 10 years, BCNET has also evolved into shared procurement for the sector, moving beyond just IT related procurements to general procurement. BCNET has an extensive catalogue of over 130 cost-effective technology products and services, and general/IT contracts. BCNET membership includes every public post-secondary institution in the province (as well as a number of research organizations as well as private enterprises) and has become part of the government reporting entity. TRU has been a BCNET member for over 30 years.

Discussion: In 2023/24, TRU spent \$5.2M on BCNET services, an increase of 11% from the year before. Of TRU's total spend, 48% is spent on procurement (IT contracts); 34% on procurement (general agreements); 9% on network and cybersecurity agreements; and 8% on shared technology solutions (e.g. moodle). As a sector,

spending in BCNET increased from \$132M in 2022/23 to \$151M in 2023/24 (and increase of 13%). Clearly, members continue to find value in BCNET service offerings. With respect to TRU specifically:

- TRU accounts for 7% of the entire spend of RUCBC members
- TRU realized almost \$40k in rebates through sector wide rebates accounting for 3% of all rebates realized by RUCBC members (i.e. rebates realized from commercial card, vending machine, e-waste recycling, office,
- TRU has 21 employees participate on service committees and working groups representing 16% of all participants from RUCBC (Matt Milovick, VP Administration and Finance has served on the Board, off and on for 10 years and is currently in the first year of a 2-year term as BCNET Board Chair
- TRU's network traffic is 6,446,580 gigabytes
- TRU has 6 campus sites connected to the BCNET network and has a total provisioned capacity of 21.6 gigabytes

The attached report includes all of the programs that TRU currently participates in.

Given our level of participation in the consortium, the value of BCNET is significant for the sector and for TRU. Other than the obvious benefits of the network and cybersecurity support, TRU has taken advantage of pre-negotiated contracts for goods and services (i.e. contracts already negotiated by BCNET) which allows TRU to get the best pricing, while remain compliant with provincial procurement requirements without having to increase the size of its procurement team. TRU currently pays \$133K per annum to participate in the consortium (the fee is based on a formula that considers enrolment and revenues). It is without a doubt that TRU's participation pays for itself in multiples on an annual basis.

Recommendation: Administration recommends that the Board of Governors receive this report for information.