



Board and Board Committee Meetings
Monday November 25 and Tuesday November 26, 2024

University
of Victoria

Open Session
Tuesday November 26, 2024
11:00 a.m. – 12:00 p.m.
Via Videoconference

DRAFT AGENDA

- 1. Approval of Agenda**
MOTION:
THAT the agenda of the open session of the regular meeting of November 26, 2024 be approved.

- 2. Approval of Summary Record of the Meeting held September 24, 2024**
(attached)
MOTION:
THAT the summary record of the open session of the regular meeting held September 24, 2024 be approved.

- 3. Business Arising from the Summary Record**

- 4. Chair's Remarks**

- 5. Correspondence**
K. Bannister *(attached)*
E. Schmitt *(attached)*
R. Way *(attached)*

- 6. President's Report**

- 7. External Relations Update** BOG-Nov26/24-19

CONSENT

- 8. Finance Committee (Laylee Rohani)**
 - a. University of Victoria Staff Pension Plan (the Plan) – Investment Performance Report for the Period Ended September 30, 2024** BOG-Nov26/24-03

9. Operations and Facilities Committee (Brian Cant)

a. New and Revised Awards

BOG-Nov26/24-05

MOTION:

THAT the Board of Governors approve new and revised undergraduate and graduate awards set out in the attachment and listed below:

- Bob Peart Graduate Scholarship in Terrestrial Parks & Protected Areas* (Revised)
- Computer Science Co-op Report Prize* (Revised)
- Ella Brown Memorial Annual Scholarship (New)
- Howard & Donna Denike Memorial Award* (Revised)
- Madden Family Graduate Scholarship in the Cognitive Neuroscience of Aging (New)
- Nicholas V. Galichenko Scholarship* (Revised)
- Richard L. Williams Memorial Scholarship* (Revised)
- Royal Jubilee Hospital School of Nursing Alumnae Assoc Student Award* (Revised)
- RPIA ACE Finance Award for BIPOC Students (Revised)
- Samit & Reshma Sharma Scholarship in Astronomy* (New)
- Samit & Reshma Sharma Scholarship in Earth and Ocean Sciences* (New)
- Samit & Reshma Sharma Scholarship in Mental Health and Addiction* (New)
- Barry Gough Scholarship for Marine Environmental History (New)
- Bentley Nichvolodoff Memorial Book Prize (Revised)
- Dr. Marion Porath Memorial Graduate Scholarship in Voice (Revised)
- Faculty of Humanities Travel and Learning Scholarship (Revised)
- Hartwig Industries Graduate Award in Concussion Research (Revised)
- Hutchinson Graduate Scholarship (Revised)
- Jeffrey Rubinoff Art as a Source of Knowledge Graduate Scholarship (Revised)
- Jim Ounsworth Undergraduate Award for Part-time Indigenous Students (Revised)
- Joseph Arvay Social Justice Award (Revised)
- Joseph Chell Graduate Scholarship in Mathematics (New)
- Joyce Clearihue Graduate Co-op Scholarship (Revised)
- Joyce Clearihue Undergraduate Co-op Scholarship (Revised)
- McCarthy Tetrault Scholarship in Memory of John Finlay (Revised)
- Rosy & Steven Chan Memorial Bursary (Revised)
- Joseph D. Clearihue Graduate Scholarship in Law (New)
- Dr. Stephen Anthony Welch Art History Scholarship (New)
- Janina Wetselaar Award in Nursing (Revised)
- Bonnie and Ken Putt Award* (Revised)
- CSSE/EIC Vancouver Island Award (Revised)
- John and Debby Neville Vikes Men's Rowing Award (New)

- John and Debby Neville Vikes Women's Rowing Award (New)
- Association of Women in Finance Award (New)
- Dr. Angus McLaren Graduate Scholarship in Social History of Medicine, Sexuality Reproduction and/or Gender* (New)
- Audrey and Carl Mawby CFUW Saanich Peninsula Award* (Revised)
- Harper Grey LLP Health Law Course Prize (New)
- Level Up Award presented by Codename Entertainment* (Revised)
- Lisa Koop Vikes Indigenous Athletic Award (New)
- Lobstick Award* (New)
- Ralston S Alexander, KC Memorial Award* (New)
- University of Victoria Graduate Indigenous Language Revitalization Award (Revised)
- University of Victoria Undergraduate Indigenous Language Revitalization Award (Revised)

** Administered by the University of Victoria Foundation*

b. Proposal to change the name of the Bachelor of Arts in Indigenous Language Proficiency BOG-Nov26/24-06

MOTION:

THAT the Board of Governors approve the proposal to change the name of the Bachelor of Arts in Indigenous Language Proficiency to Bachelor of Arts Indigenous Language Proficiency in SENĆOŦEN, as described in the memorandum dated August 1, 2024, effective May 2025.

c. 2023/24 Annual Report on the Status of External Reviews of Academic Units BOG-Nov26/24-07

d. Due Diligence Report – Facilities Management BOG-Nov26/24-09

e. Status Report on Capital Projects BOG-Nov26/24-13a

10. Executive and Governance Committee (Paul Ramsey)

a. Appointment to the Joint Senate and Board Retreat (JSBR) Committee

MOTION:

THAT the Board of Governors appoint Erin Campbell, Samantha Allan and Marne Jensen to the Joint Senate Board Retreat Committee for 2025/2026.

Pro Forma Motion:

THAT the above items be approved by the Board of Governors by consent.

REGULAR

11. **Operations and Facilities Committee (Brian Cant)**
 - a. **2024/25 Enrolment Analysis Report** BOG-Nov26/24-10
 - b. **Annual Report on Non-Academic Misconduct Allegations and Resolutions** BOG-Nov26/24-11
 - c. **Report on Student Financial Aid 2023/24** BOG-Nov26/24-12
 - d. **AC1110 Educational Service Contract Policy Revisions** BOG-Nov26/24-08

MOTION:
THAT the Board of Governors approve the proposed revisions to the Educational Service Contract Policy (AC1110).
 - e. **Public Interest Disclosure Act (PIDA): policy and procedures** BOG-Nov26/24-16

MOTION:
THAT the Board of Governors approve the Public Interest Disclosure Act policy and procedures, effective December 1, 2024.
 12. **Compensation and Review Committee (Paul Ramsey)**
 - a. **Pay Transparency Report** BOG-Nov26/24-21a
 13. **Presentation on University Rankings**
 14. **Other Business**
- Adjournment**



University
of Victoria

Board and Board Committee Meetings Monday September 23 and Tuesday September 24, 2024

Open Session
Tuesday September 24, 2024
Via Videoconference

DRAFT SUMMARY RECORD

Present: Paul Ramsey (Chair), Samantha Allan, Marion Buller, Erin Campbell, Brian Cant, Christina Clarke, Roshan Danesh, Kevin Hall, Tamunobelema Itamunoala, Marne Jensen, Val Napoleon, Erinn Pinkerton, Laylee Rohani, Ivan Watson, Carrie Andersen (Secretary)

By Invitation: Elizabeth Adjin-Tettey, Elizabeth Croft, Elango Elangovan, Fraser Hof, Chris Horbachewski, Kristi Simpson, Robina Thomas

Regrets: Jyoti Stephens

Call to Order: The meeting was called to order at 11:00 a.m.

1. Approval of Agenda

MOTION: (V. Napoleon/L. Rohani)

THAT the agenda of the open session of the regular meeting of September 24, 2024 be approved.

CARRIED

2. Approval of Summary Record of the Meeting held June 25, 2024

MOTION: (I. Watson/V. Napoleon)

THAT the summary record of the open session of the regular meeting held June 25, 2024 be approved.

CARRIED

3. Business Arising from the Summary Record

There was none.

4. Chair's Remarks

The Chair provided a territorial acknowledgement and welcomed faculty, staff and students back to campus. He introduced the new Board members.

5. Correspondence

McKinnon Pool Closure

P. Ramsey acknowledged the receipt of the correspondence and noted that President Hall would provide remarks related to the pool in his report.

6. President's Report

Kevin Hall, President and Vice-Chancellor thanked the Chair for his opening remarks.

K. Hall mentioned some of the campus orientations that took place in the first weeks of September and spoke about Thunderfest with free music and sporting events. He appreciated being able to speak at many of these events and welcome all to UVic.

K. Hall stated that there was a communication sent out during the beginning of term with relation to upholding campus values and policies in the face of disruptions on campus. The university is committed to fostering an environment where the free exchange of ideas, civil discourse and peaceful protest are welcomed. Acts of Islamophobia, Antisemitism, harassment or discrimination and damage or destruction of university property are completely unacceptable.

K. Hall updated the Board on the steps being taken to make campus safer for everyone. Nearly 100 naloxone kits were installed around campus and on every floor or lounge in residence buildings alongside new signage to help with directing emergency responders. Training opportunities on naloxone use are available on campus. Emergency notification practices have been modified. He noted that more information and resources are available on UVic's overdose prevention and harm reduction webpage.

With regard to the McKinnon Pool, based on the significant interest of the campus community, a more detailed engineering study is being commissioned to develop a comprehensive understanding of the work needed to keep the pool open. The aim is to provide greater detail on the work and costs necessary to keep the pool operating as an interim solution while longer term options can be fully explored.

The university is looking forward to exploring partnerships with local and provincial governments, community users and private funders to determine what a long-term aquatic facility could look like for our community and region. K. Hall thanked the pool users, partners and members of the community for their patience and commitment to the community as next steps are explored.

In response to a question on the next steps regarding the pool closure, K. Hall stated that the pool was closed on September 15, 2024 and drained to enable the detailed engineering assessment. He noted that talks will continue with community partners regarding the potential of a new pool.

K. Hall congratulated Wendy Tayler who was appointed as University Registrar.

K. Hall noted that Alexandra D'Arcy's current one-year term as Interim Associate Vice-President Research is ending on April 30, 2025. A committee for an internal AVP Research search will be struck in accordance with policy GV0350 and the committee will start meeting in the new year. A campus-wide call for committee members will go out in the second week of October.

K. Hall reported that UVic has ranked as a top performer according to STARS, an acronym for Sustainability Tracking, Assessment, and Rating System, which is a program of The Association for the Advancement of Sustainability in Higher Education.

K. Hall stated that the Vikes Championship Breakfast is coming up on October 8 at 7:00am.

With respect to awards, K. Hall announced that

- Paul F. Hoffman, adjunct professor in Earth and Ocean Sciences, won the prestigious Kyoto Prize in Basic Sciences.
- Alexandre Brolo (Chemistry) received the Canadian Society for Analytical Sciences and Spectroscopy's Gerhard Herzberg Award.
- Barbara Hawkins (Biology) won the 2024 Magister Teaching Award.
- Yang Shi (Mechanical Engineering) received the 2024 Institute of Electrical and Electronics Engineers Canada Outstanding Engineer Silver Medal Award.
- Stephen Lindsay (Psychology) has received the 2024 Clifford T. Morgan Distinguished Leadership Award from the Psychonomic Society.
- Aaron Devor (Sociology) received the King Charles III Coronation Medal.
- Francis Juanes (Biology) received the American Fisheries Societies' Award of Excellence for 2024.

He announced the following Royal Society of Canada (RSC) Fellowships:

- Lin Cai (Electrical and Computer Engineering), Carey Newman (Visual Arts), Janelle Jenstad (English), and Ryan Rhodes (Exercise Science, Physical and Health Education)

K. Hall reported on the following RSC College of New Scholars, Artists and Scientists:

- Heidi Kiiwetinepinesiik Stark (School of Indigenous Governance)

Finally, K. Hall shared the following RSC Medals – Yvan Allaire Medal:

- Val Napoleon (Law) won the Yvan Allaire Medal, which recognizes outstanding contributions in governance of public and private organizations.

7. External Relations Update BOG-Sep24/24-30

In addition to the circulated External Relations report, C. Horbachewski noted that the energy and excitement on campus is an embodiment of the impact the university is making on the surrounding community. He mentioned that there are currently 150,000 – 160,000 UVic alumni. In response to a question regarding the numbers of alumni living on Vancouver Island, C. Horbachewski said that 80,000 alumni reside on the island which has a huge impact for community.

C. Horbachewski referenced the Distinguished Alumni Awards 2025 and stated that nominations are now open until October 18, 2024. The recipients will be announced in the spring of 2025.

CONSENT

8. Finance Committee (Laylee Rohani)

a. Working Capital Investment Report – For the six months ended June 30, 2024 BOG-Sep24/24-04

9. Operations and Facilities Committee (Brian Cant)

a. Status Report on Capital Projects BOG-Sep24/24-08a

b. Equity and Human Rights Annual Report BOG-Sep24/24-11

c. Annual Report on Research Centres BOG-Sep24/24-10

d. Annual Academic Staffing, Recruitment and Vacancies Report BOG-Sep24/24-09

P. Ramsey noted the consent items were for information only.

REGULAR

10. Finance Committee (Laylee Rohani)

a. 2024/25 Budget Expenditure Allocation Report BOG-Sep24/24-01

L. Rohani noted that this is an informational report related to the budget framework. Kristi Simpson, Vice-President Finance and Operations added that after two years of international enrolment challenges, a 4% reduction in costs was necessary to balance the budget for 2024/25. She provided the background on the approach taken to reductions.

b. University of Victoria Responsible Investment Report – March 31, 2024 BOG-Sep24/24-05

This report is presented semi-annually to the Board. K. Simpson referred to the responsible investment policy and the requirement to report on responsible investment activities. K. Simpson noted that the policy would be coming to the Board for review at a future meeting.

11. Operations and Facilities Committee (Brian Cant)

a. Procedures for the Appointment of the Vice-President Indigenous BOG-Sep24/24-15

B. Cant introduced the policy, noting that it is a new appointment policy.

MOTION: (V. Napoleon/M. Buller)

THAT the Board of Governors approve the Procedures for the Appointment of the Vice-President Indigenous.

CARRIED

b. Policy on Non-remunerated Academic Appointments BOG-Sep24/24-13

B. Cant introduced the policy, which is a new policy ensuring academic appointments are managed consistently across the university.

MOTION: (L. Rohani/K. Hall)

THAT the Board of Governors approve the Policy on Non-remunerated Academic Appointments.

CARRIED

12. Audit Committee (Erinn Pinkerton)

a. PSAS Budget Approval and Government Reporting Entity Quarterly Report BOG-Sep24/24-21

E. Pinkerton introduced the report and provided a high level summary.

In response to a question regarding the coming year's forecast, K. Simpson responded that it is on track with international enrolment.

MOTION: (I. Watson/B. Cant)

THAT the Board of Governors approve the budget and associated forecast prepared for inclusion in the reporting on the 2024/25 University of Victoria Consolidated financial statements in accordance with the Public Sector Accounting Standards, as per Schedules A and B.

CARRIED

13. Executive and Governance Committee (Paul Ramsey)

a. Procedures of the Board 2024/25

BOG-Sep24/24-27

P. Ramsey noted that there were no substantive revisions. The Board Procedures were edited to remove gendered language.

MOTION: (V. Napoleon/M. Buller)

THAT the Board of Governors approve the Board Procedures for the year 2024/25 and the Statement of Responsibilities of the Board of Governors and its Members.

CARRIED

14. Other Business

a) Presentation on Transnational Education

A. R. (Elango) Elangovan, Associate Vice-President Global Engagement and Elizabeth Adjiin-Tetty, Associate Vice-President Academic Programs provided a presentation on Transnational Education.

As there were time restraints following the presentation, P. Ramsey suggested that the questions could be answered at a future gathering of Board members.

There being no further business, the meeting adjourned at 11:55 a.m.

Wednesday, September 25, 2024

Dear President Kevin Hall and UVic Board of Governors,

We, the undersigned, represent the Affiliated and Advocacy Groups of the University of Victoria Students' Society. Collectively, we are writing to you regarding UVic's commitments to Truth and Reconciliation, specifically regarding the Truth and Reconciliation Day ceremony that UVic hosts on-campus. Last year, members of our various staff teams and collectives attended this ceremony, which was held on the Quad on September 29th, 2023. Our participation in last year's ceremony has informed concerns and calls to action as Truth and Reconciliation Day approaches once again.

Our purpose in writing this letter is to call upon University administration to cancel classes for the duration of the events occurring on September 27th, 2024, in honor of Truth and Reconciliation day.

We maintain that although our individual commitments to learning and to Truth and Reconciliation are significant, and that there can be inherent and important contention in choosing to act in solidarity and to address injustice, this is not one of those cases. Attending this event honors the labor and emotional and spiritual weight shouldered by the Indigenous speakers and community members who participate in it. As it stands, students and professors face active barriers and potential academic consequences in choosing to attend. **While students and professors may respectively choose to skip or cancel class as an act of protest or solidarity, supporting attendance at this event is something UVic should be actively encouraging, not hindering.** This is especially crucial because of UVic's commitment to act on recommendations made in the Truth and Reconciliation Commission's Final Report, as per Dr. Hall's statement for National Indigenous History Month and Indigenous Peoples Day, made on June 1st, 2023.

On December 6th, 2023, for the National Day of Remembrance and Action on Violence Against Women, classes were canceled for a one (1) hour period to allow students and professors to remember the women killed and injured at the Montreal massacre, and all victims of gender-based violence. **We fail to see why the same accommodations would not be feasible to encourage participation in UVic's Truth and Reconciliation Day event, and to adhere to the previously-mentioned commitments.** While students may attend other Truth and Reconciliation Day and Orange Shirt Day events on September 30th, the premise of institutional barriers to such events is antithetical to UVic's commitments to Truth and Reconciliation.

We, the undersigned, call upon you to recognize the previous undermining of Truth and Reconciliation Day and how it has impacted our community. We call upon you to uphold and honor the Indigenous teachings that UVic has committed to. We call upon you to make a concrete commitment to canceling classes for the duration of on-campus Truth and Reconciliation Day events, now, and into the future.

Thank you for your consideration. We look forward to having your full support.

Sincerely,

The University of Victoria Sustainability Project (UVSP), Students of Colour Collective (SOCC), Native Students Union (NSU), Society for Students with a Disability (SSD), Gender Empowerment Centre (GEM), Pride Collective (PRIDE), Campus Community Garden (CCG), Anti-Violence Project (AVP), and University of Victoria Students' Society (UVSS) Executive.

From: [Elizabeth Croft - Vice President Academic and Provost](#)
To: [Katia Bannister - UVic Sustainability Project Coordinator](#)
Cc: [Lyndsay Silvestre - CCG Office Coordinator](#); [Native Students Union Coordinator](#); [Taha Qureshi - SOCC Coordinator](#); [MJ Muller - UVic Pride Coordinator](#); [ccgassist](#); [Beau Houle - GEM Coordinator](#); [Marissa Donaldson - SSD Education & Administration Coordinator](#); [Adrean Meuser - SSD Office Coordinator](#); [Diana Viafara - SSD Research & Communications Coordinator](#); [UVSS AVP Operations and Outreach Coordinator](#); [UVSS AVP Education and Research Coordinator](#); [UVSS AVP Peer Support and Administration Coordinator](#); [Carl Haynes - AVP Education](#); [Bunni Williams - UVSS Director of Outreach and University Relations](#); [President's Office UVic](#); [Kim Kennard - Board Coordinator and Executive Assistant](#)
Subject: RE: Urgent call to action: Cancel classes for UVic's Truth and Reconciliation Day events
Date: September 26, 2024 12:49:49 PM
Attachments:

Dear Katia,

Thank you for your email on behalf of the UVSS Advocacy and Affiliated Groups. I appreciate your shared concern, and for raising it with me and my colleagues.

[Orange Shirt Day](#) remains an important day of significance for the university, and we have written multiple times to faculty and instructors promoting the various National Truth and Reconciliation Week events, workshops, gatherings and resources—both on and off-campus—and to encourage all members of our community to attend as they are able. I will work with my colleagues, including the Vice-President Indigenous, to consider scheduling approaches for next year that can help ensure students have more opportunities to engage in on-campus events.

Please note that the University Senate sets the [academic calendar dates](#) well in advance of the academic year's start that balance a number of constraints. To ensure students can meet their core learning objectives, we are not able to change the calendar or require a blanket cancellation of classes outside of safety reasons.

The university will be closed on Monday, Sept. 30 to mark the National Day for Truth and Reconciliation, and we have written all members of our community to encourage them to take this day as an opportunity to remember and reflect on the lasting impacts of the residential school system, and to participate in events held throughout the community.

Best regards,
Elizabeth Croft



Elizabeth A Croft, PhD, PEng, FASME,
FCAE, FTSE (she/her)
Vice-President Academic & Provost
Professor, Department of Mechanical
Engineering & Department of Electrical and
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Top 10 Globally
2023 Times Higher Education Impact
Rankings

[Learn more about UVic's impacts](#)

I acknowledge and respect the ləkʷəŋən peoples on whose territory the university stands, and the Songhees, Esquimalt and WSÁNEĆ peoples whose relationships with the land continue to this day.

—

From: [Erich Schmitt](#)
To: [Kim Kennard - Board Coordinator and Executive Assistant](#)
Subject: McKinnon Pool Closure - Feedback
Date: October 25, 2024 7:25:52 PM

Hi Kimberley,

I am writing this letter to be addressed to the Board of Governors at Uvic, with regards to the recent closure of the McKinnon pool.

I am writing to the Board in several capacities:

- As a member of the public who actively uses our community's recreational aquatic facilities, currently by actively participating in drop-in water polo (with Saanich Water Polo School) and drop-in underwater hockey (with Victoria Underwater Hockey)
- As a former Uvic Alumni
- As a former Uvic Vikes Varsity Swimmer Alumni
- As a former national-level swimmer, having participated in 2 Olympic Trials (2004, 2008) and won 2 U-Sport Team National Championships.
- As a former age-group club swimming coach

I am disheartened to learn of the recent decision to close McKinnon pool. It sounds like it was well-used by the community, not just Uvic students and faculty, but by the community-at-large. Pools are valuable recreational resources for our communities, and this is the second closure in this area (after the outdoor pool a few years back). Aquatic sport participation is growing, and we currently need more pools, not less, in the Victoria and CRD area in general.

I understand it's an old pool, and potentially costly to maintain. However, based on what I've come to understand, the decision to close the pool was taken without a lot of larger community consultation, nor a lot of advance notice. Also, if we are going to close down the pool because it's old or the operation no longer makes sense, we should have plans in place to build a new replacement facility. Uvic is one of the larger universities in western Canada - all the other ones have pools: UBC, SFU, Calgary, UofA, etc. It's kind of embarrassing that Uvic doesn't have one now, and by all outside appearances, has not been prioritizing a new pool/facility.

Our varsity team is a competitive team and Victoria has a long history of producing champions, both in swimming and triathlon. Think Simon Whitfield, Ryan Cochrane, Stephanie Dixon, Richard Weinberger. Olympic medallists, Olympians, National Champions, etc. These champions start as little kids at the grassroots level, from feeder pools all over the area, with grassroots age-group swim teams close to home where kids learn the sport. McKinnon was one of those pools for the younger kid's programs, as well as a huge asset for the Varsity swim team that it no longer has. SCP is already under a huge strain of stakeholders and clubs jostling for pool time, I see it every time I'm there. This adds costs and barriers for both parents with kids in swim clubs, and to the varsity team performing at their best.

Uvic should prioritize the re-opening of the pool if it's feasible. I would like to see transparency in the decision-making process, transparency in the studies and budgets. And if the decision is to permanently close the pool, there should be a plan in place to replace it. If

not, we should prioritize getting it re-opened, perhaps with upgrades that make running it continue to make sense.

Ultimately, a University of Uvic's size should have a pool. Whether it's the old one or a new one. And we should be responsible enough to our community (inside and outside of Uvic) to have continuity between closure of the old pool (if that's the path forward) and opening of a new facility. The pool is more important to people than I think the decision-makers realize or understand, and I hope our voices are heard and needs are met. It meets many needs of the community: health and well-being, both mental, physical and spiritual. The presence of a pool creates a richer, healthier, happier and more vibrant community, and ultimately makes our community a more desirable and better place to live. I hope that the board takes the issue of having a pool (whether re-opening or planning for a new one) with the seriousness and sacredness it deserves.

Warm regards,

Erich Schmitt, B.Sc.

Uvic & Vikes Varsity Alumni

Aquatic enthusiast

Former national-level swimmer

From: [Richard Way](#)
To: [Kim Kennard - Board Coordinator and Executive Assistant](#)
Subject: McKinnon
Date: September 20, 2024 1:37:51 PM
Attachments: [To University of Victoria Administration 9-20-24.pdf](#)

To Board of Governors c/o Kimberly Kennard,
I am writing to express my deep concern regarding the proposed closure of the McKinnon Pool; please read the attached letter.

Thank-you.

Richard Way | CEO



[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [YouTube](#) | [Email](#)

Sport for Life honours the traditional lands and homelands of all Indigenous peoples and communities across Canada, including First Nations, Inuit and Métis living both on and off reserve, in rural and urban communities.



To: University of Victoria Administration

September 20, 2024

University of Victoria
PO Box 1700 STN CSC
Victoria, BC, V8W 2Y2

I am writing to express my deep concern regarding the proposed closure of the McKinnon Pool at the University of Victoria. The decision to drain and potentially close this vital facility raises several significant issues that merit reconsideration, particularly in the context of the growing need for comprehensive aquatic education and the critical role that such facilities play in teacher training, public health, and safety.

The McKinnon Pool has long been a cornerstone of the university's commitment to fostering physical literacy and ensuring that all students, including future educators, have the skills and knowledge to promote swimming and water safety. As detailed in the Aug. 15th [Times Colonist article](#), the rationale for this decision remains unclear, and the broader implications for both the university community and the region's population have not been adequately addressed.

In a time when drowning remains a leading cause of accidental death, especially among young children and those from marginalized communities, the importance of swimming education cannot be overstated. The Sport for Life discussion paper on [Physical Literacy in Aquatic Environments](#) underscores the necessity of equipping individuals with the skills to navigate aquatic environments safely. This aligns with the broader objectives of public health and safety, making the McKinnon Pool not just a recreational asset but a critical component of the university's educational infrastructure.

Moreover, the McKinnon Pool serves as an essential training ground for teachers, coaches, and physical education professionals who are integral to disseminating aquatic knowledge and skills across communities. By closing this facility, the university risks undermining its own efforts to produce well-rounded, competent educators who can contribute to the health and safety of future generations.

I urge the University of Victoria to reconsider the decision to close the McKinnon Pool. Instead, I encourage a thorough evaluation of how this facility can be preserved, renovated and enhanced to continue serving the needs of the university community and the public at large. Maintaining the McKinnon Pool would be a testament to UVic's commitment to education, health, and safety—a commitment that should not be compromised.

Thank you for your attention to this important matter. I look forward to the university taking steps to ensure that the McKinnon Pool remains a vibrant and valuable resource for all.

Sincerely,

Richard Way, CEO Sport for Life.

richard@sportforlife.ca



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

Date: November 8, 2024

To: Board of Governors

For: Information

From: Chris Horbachewski, Vice-President, External Relations

cc: President and Vice-Chancellor

Meeting Date: November 26, 2024

Subject: External Relations Update – NOV OPEN

Background:

The following Open Session report provides an update on our activities in:

- Communicating the UVic mission and story
- Celebrating success and excellence
- Fostering a culture of philanthropy
- Enhancing community through cultural and other activities
- Building meaningful partnerships

COMMUNICATING THE UVIC MISSION AND STORY

Faculty of Health

To support the launch of the [Faculty of Health](#) our news and social media stories have covered a wide selection of topics, including: the interdisciplinary UVic Mental Health Research Cluster; enhanced nursing seats, student research focused on Indigenous health and genetics in remote communities; and Indigenous reproductive health advocacy.

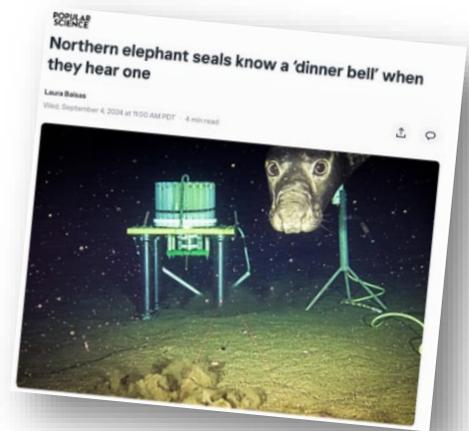


Ice Age Teen Puberty Research Story Reached 630M Readers Globally

UCAM supported Anthropology researcher April Nowell’s ice age teen puberty study, published in the *Journal of Human Evolution*. Working with Social Sciences, we developed a [news release](#) and comprehensive media kit, and coordinated the international embargo and release of the news with partners in the United Kingdom (University of Liverpool, University of Reading). Coverage spanned 10 countries and included high-profile outlets such as the [Daily Mail](#), [Yahoo! News US – via Live Science article](#), etc. The Globe and Mail ran the story on its front page – which is not a common win in higher education.

ONC Elephant Seals Story Reached 10 Countries

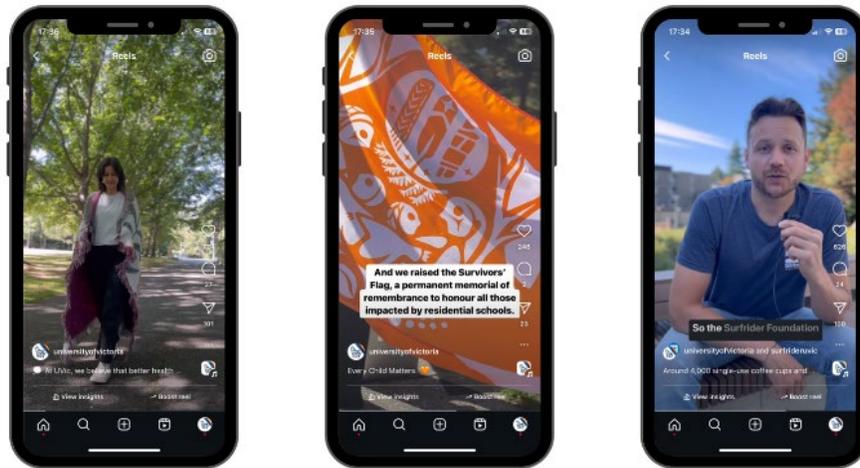
UCAM collaborated with Ocean Networks Canada (ONC) on a [news release about a study](#) led by UVic researchers that revealed northern elephant seals use sonar from ONC observatories to forage for fish in the deep Pacific Ocean. The coverage hit 10 countries, including major media outlets and science-related sources such as the [Daily Mail](#), [Yahoo! News via Popular Science article](#), [El Mundo](#), [CBC](#), [CTV](#), [The Epoch Times](#), [Radio-Canada](#), [Phys.org](#), etc.



Social Media Content Highlights – Welcoming People Back to Campus

We started off the new term by highlighting impactful stories that ladder back to the priorities outlined in our strategic plan – people, place and the planet.

- **Fireweed Project:** Ahead of International Safe Abortion Day, Willow Paul, UVic grad student and Research Manager at the Fireweed Project, shared the importance of equitable and culturally safe abortion access for all communities.
- **Orange Shirt Day:** Orange Shirt Day was marked on campus by raising the Survivors’ Flag and listening to residential school Survivors, Elders and community members speak their truths and honour the lost children, their families and communities.
- **Reusables:** DYK? 4,000 single-use coffee cups and lids were used on campus daily—until now. Thanks to the Reusables pilot project led by Surfrider Victoria, we’re making a positive change!



CELEBRATING SUCCESS AND EXCELLENCE

Caroline Cameron NIH Funding Gets National Media Attention

UCAM worked with our Social Sciences colleagues to craft a [story](#) and media advisory highlighting new funding for UVic microbiologist Caroline Cameron and her international team’s vital syphilis research. It was featured in [Global News](#), [Yahoo! UK - The Guardian article](#), [CNKI](#), [Chek News](#), [CBC Radio](#), etc.

Fall 2024 Convocation

Ceremonies is organizing Fall 2024 Convocation and other events while providing support to external and on-campus partners during the 2024-2025 academic year. Fall Convocation will be held November 12 and 13, it will be comprised of 4 ceremonies:

#	DATE	TIME	FACULTY	HDRS
1	TUESDAY, NOVEMBER 12	10:00AM	BUSINESS HUMANITIES FINE ARTS GRADUATE STUDIES	JEANNETTE ARMSTRONG
2	TUESDAY, NOVEMBER 12	2:30PM	ENGINEERING AND COMPUTER SCIENCE GRADUATE STUDIES	
3	WEDNESDAY, NOVEMBER 13	10:00AM	HUMAN AND SOCIAL DEVELOPMENT	SATSAN (HERBERT GEORGE)

			LAW GRADUATE STUDIES CONTINUING STUDIES	
4	WEDNESDAY, NOVEMBER 13	2:30PM	EDUCATION SCIENCE SOCIAL SCIENCES GRADUATE STUDIES	LINA DE GUEVARA

Other activities planned:

- Chancellor reappointment celebration – November 20
- Volunteer recognition – November 28

FARQUHAR

- Farquhar’s 2023-24 presenting season - including Voices in Circle – continues. Voices started with Tanya Tagaq on September 18 with a near sold out crowd. The concert was exceptional. It was followed up with a four performance, sold out run of Crow’s Theatre The Land Acknowledgement.
 - **Laughter is Medicine an Indigenous night of comedy**, featuring local comedians on Thursday, November 15 at 7:45pm. Performance will take place at the Metro Studio, 1411 Broad Street
 - **Vitaly: An Evening of Wonders** - Saturday, December 7 at 7pm
 - **International Guitar Night** - Wednesday, January 29 at 7pm
 - **Shane Koyczan, Spoken Word Artist** - Saturday, February 26 at 7pm
 - **Sechile Sedare** - Friday, April 25, 2025 at 7pm
- Upcoming activities in the Farquhar:
 - Diwali Celebrations, November 1 at 6pm
 - Lipson Lecture, November 2 at 3pm
 - Vandana Shiva Lecture, November 5 at 4pm
 - Victoria Symphony Masterworks, November 10 at 2:30pm
 - Convocation, November 12-13
 - Greater Victoria Youth Orchestra, November 17 at 2:30pm
 - School of Music Wind Symphony, November 22 at 8pm
 - Victoria Symphony Masterworks, November 24 at 2:30pm
 - School of Music Orchestra, November 29 at 8pm
 - Rocky Mountain High Christmas, Nov 30 at 7pm
 - School of Music Don Wright Windes, Dec 5 at 8pm
 - Iron Ring Ceremony, Dec 8 at 2pm
 - Glen Lyon Norfolk Christmas Concert, Dec 10 at 6:30pm
 - Stages Dance Demo, Dec 15 11am & 2pm

FOSTERING A CULTURE OF PHILANTHROPY

The 2024/25 alumni engagement goal is 8,100 unique alumni with a stretch goal of 9,700 (measured by Give-Go-Help). To date, have engaged 4,797 alumni, 59% of the goal. Highlights from September and October:

Thunderfest

- On September 6th, the Alumni Relations Team joined Thunderfest – THE kick-off festival of the new UVic school year. New students were welcomed with swag (including 3000 “Future UVic Alumni” water bottles) and had the opportunity to learn about some of the benefits of being a (future) UVic Alum.

Alumni Events and Benefits E-Newsletter

- The new Alumni Events and Benefits e-newsletter launched on September 12th. This bi-monthly (September-June) to monthly (July & August) e-newsletter will replace the glut of existing alumni events and programming communications and highlight the many benefits of being a UVic alum.

UVic Alumni Book Club

- On October 11th, the new UVic Alumni Book Club officially launched. The first novel selected is *Washington Black* by Esi Edugyan (BA '99), which is being read and discussed from October to December. The book club gathers in a private online discussion forum. Five titles will be selected throughout the year, to captivate and inspire. 170 alumni have already signed up.

UVic Alumni Guest Speaker Series

- The 2024-2025 Alumni Guest Speaker Series launched on October 4th with *The 2024 US Presidential Election: Prospects for the US and Beyond*. Dr. Andrew Wender (PhD '06), Teaching Professor in Political Science, led the discussion, hosted by Dr. Lois Harder, Dean of Social Sciences. The event covered US election dynamics, including populism and the electoral college system, and their potential global effects on conflict zones, economic instability, and climate change. 109 alumni registered for the live talk, with 162 signing up for the post-event recording.
- On October 17th, International ShakeOut Day, Dr. Lucinda Leonard (PhD '06), Assistant Professor in the School of Earth and Ocean Sciences, presented *Brace Yourself: Understanding BC's Earthquake Hazards for Better Preparedness*. Her talk focused on active faults on Vancouver Island and the Salish Sea, highlighting seismic risks and encouraging earthquake preparedness. Hosted by Erin Stockhill (BA '13), Emergency Program Officer with the Municipality of Saanich, the event drew 240 alumni registrants, with 307 alumni registering for the post-event recording.

Victoria & Campus Alumni Network

- On September 10th, A Fall Alumni Social was held at Swans Pub in Victoria. This casual get-together, with food and drink, brought 131 alumni and guests together.

- From October 22-24, 100 alumni and guests attended sold out UVic Alumni Ghostly Walking tours with Discover the Past, a Victoria walking tour company owned by UVic alum Chris Adams (BA '02).

Regional and Affinity Engagement

- On September 15th, the London Alumni Network held a London Terry Fox Run at Battersea Park. This event was led by Tom MacDonald (BA '11) and welcomed 13 alumni participants.
- On September 17th, the Ottawa Alumni Network held a Pub Night at the Craft Beer Market. 18 alumni gathered, including volunteer organizers Roger Barliszen, Gerry Hilton, and Pauline Westlin.
- On September 26th, the Toronto Alumni Network held an Alumni Happy Hour at the Duke of Cornwall. This event was hosted by Hannah Sun (BA '14) and welcomed 23 alumni and guests.
- On September 29th, a Glasgow Terry Fox Run was held at Victoria Park, in Glasgow, Scotland. This event was led by Tom MacDonald (BA '11) and welcomed 5 alumni participants.
- On October 14th, Dr. Anita Bhappu, Dean of Gustavson, and Gina Wheatcroft, Director of Alumni Relations, hosted a London Alumni Network Reception at The Anthologist. 30 alumni and guests attended.

Faculty/Unit Programming and Partnerships

- On September 6th, Alumni Relations partnered with Vikes to offer discounted tickets to the women's and men's Thunderfest soccer games. All 100 available tickets sold to this annual event.
- On October 17th, the Department of Political Science held an alumni event at the Sticky Wicket in downtown Victoria. 27 alumni and guests attended.
- On October 26th, the Faculty of Law Class of 1994 held a 30-year reunion. 27 alumni and guests attended.

ENHANCING COMMUNITY THROUGH CULTURAL AND OTHER ACTIVITIES

Orange Shirt Day 2024

On September 27, we witnessed a significant moment as President Kevin Hall, Survivor and Elder Kilth-wii-taa, Dr. Barney Williams, Qwul'sih'yah'maht, Dr. Robina Thomas, Vice-President Indigenous, and Mercedes Neasloss-Robinson raised the [Survivors' Flag](#) for the first time at a permanent memorial site in the Quad. UCAM supported the committee, consisting of members from across the campus, to encourage participation in National Truth and Reconciliation week events. Through storytelling, web, social media, compelling images, events, video reels and a highly attended ceremony in the Quad, we honoured Survivors of residential schools and continued to demonstrate our commitment to upholding ʔetalnəwəl' | ÁTOL,NEUEL.

Faculty of Health Indigenous student research stories with impact

We worked with our colleagues in Human and Social Development on [a story](#) about graduate student Willow Paul, who was inspired by the work of UVic assistant professor Renee Monchalin to work with her on the Fireweed Project, a community-led initiative that aims to improve supports and remove barriers to abortion services for Indigenous Women, Two-Spirit, and LGBTQIA+ People in Canada.



We worked with our colleagues in Medical Sciences on [a story](#) about Chemistry undergraduate student K’sana Wood Lynes-Ford and the research she is doing as part of her co-op to understand a genetic variant that impacts the health of people in her home community.

BUILDING MEANINGFUL PARTNERSHIPS

Royal Society of Canada stories raise the profile of UVic nationally

In September, the Royal Society Canada honoured six UVic scholars. In partnership with OVPRI, a full range of communications items, including photography, videography, [storytelling](#), and social media recognized these talented recipients. These videos are being amplified through the Royal Society [social media channels](#) as well, extending the reach of these great stories.



UVic’s West Shore Campus Promotion Underway

UCAM worked with VPAC and Engineering and Computer Science to launch a new page and support marketing efforts for [UVic’s West Shore Campus](#), which is expected to welcome students in September 2025.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

Date: November 8, 2024

To: Finance Committee

For: Information

From: Kristi Simpson, Vice-President Finance and Operations

cc: President and Vice-Chancellor

Meeting Date: November 26, 2024

Subject: University of Victoria Staff Pension Plan (the Plan) – Investment Performance Report for the Period Ended September 30, 2024

Background:

The Investments and Administration Committee (IAC) for the Plan reports semi-annually to the Board of Governance regarding the financial position of the Plan, investment performance and compliance of the investments with applicable documents and legislation. An update on each is provided below.

Financial Position

The financial position of the Plan is measured formally by the Plan's actuary, Willis Towers Watson (WTW) at least every three years through actuarial valuations that are filed with the pension regulators. The last formal valuation was completed as at December 31, 2022, and results were shared with the Board of Governors at the September 2023 meeting. This valuation showed a Going Concern (i.e. long-term assumptions) funded ratio of approximately 114% and a Solvency funded ratio of approximately 85%.

Between formal valuations, WTW periodically provides interim updates on an approximate basis. As of September 2023, the estimate showed that the Going Concern ratio had decreased slightly, while the Solvency Ratio remained relatively steady.

The ratios are dynamic with market movements, monitored quarterly by the IAC, and will not be formally measured again until the December 31, 2025 valuation.

Investments

PBI Actuaries and Consultants (PBI) provides investment consulting services to the Plan's IAC. PBI measures the investment performance of the Fund overall, its investment managers and asset classes. They then compare that performance against benchmarks set out in the Plan's investment policies and a selection of generally comparable funds. PBI's services also include commentary on manager performance and issues, updates on industry trends, investment issues, best practices, and legislative developments and their potential relevance to the Plan.

The Plan's investment managers invest in a number of different types of assets within the constraints and ranges established by the Statement of Investment Policies and Procedures (SIPP). The Fund is currently invested as follows:

Asset Class	Target Allocation	Investment Managers
Global Equities	40%	12% with BC Investment Management Corporation (BCI) 12% with Pier 21/C WorldWide (new in March 2024) 16% with Walter Scott
Fixed Income	35%	Phillips, Hagar and North (PH&N)
Real Estate	10%	BCI/QuadReal
Infrastructure	15%	Macquarie Infrastructure and JP Morgan Asset Management

The Fund's market value of assets as of September 30, 2024, is \$378.8 million, (up from \$363.4 million as of March 31, 2024) and asset allocations remain within the established allowable ranges for all asset classes. All investment managers are monitored carefully, and regularly report to the Plan's IAC on investment performance and strategy, responsible investing, and other important topics.

Infrastructure Update

As noted in our prior update, with the Plan's prior infrastructure investments drawing down over time, the IAC recently reviewed in detail various options for additional infrastructure commitments. In May, the IAC approved two new commitments to newer fund offerings with Macquarie. The commitments approved were to Macquarie's Green Energy and Climate Opportunities Fund ('MGECO'), and Macquarie's Green Energy Transition Solutions Fund ('MGETS'). A legal review of the documentation associated with these funds was completed over the summer. Upon completion of the documents, the first capital call from the MGECO fund was received and funded in September, in the amount of approximately \$7 million USD. The Plan is expecting its first capital call for the MGETS fund in November.

With these new investments, the IAC is pleased to not only be adding a funds with a strong expected risk/return profile, but also investing additional amounts into sectors decarbonizing power, including renewable energy and grid stability solutions, as well as investing in new technologies focused on energy transition.

Performance Update

The attached Appendix 1 shows the Fund’s investment performance and relevant benchmarks for periods ended September 30, 2024. In summary, annualized performance is as follows:

	Total Fund performance (net of fees)	Total Fund Benchmark performance
1 year	18.2%	21.1%
4 year	5.5%	6.4%
10 year	6.9%	6.6%

Strong positive nominal returns from the Plan’s investments in recent years have contributed to an improved funded position, as noted earlier in this memo. While the Plan’s 4-year return is behind benchmark, the 10-year return is ahead of benchmark.

The recent inflationary environment has led to higher discount rates being used in determining Plan liabilities (i.e. lowering the liabilities) but has also made the Plan’s risk-adjusted target of CPI + 4% more challenging to meet. The Plan fell shy of this benchmark over 4 years, but has met it over 10 years (CPI+4% at September 30, 2024 is 8.3% over 4 years; 6.6% over 10 years).

Equities have performed very well over 2024 thus far, with the Global markets (MSCI World Index (C\$) (our global equity benchmark) up 22.2% with US markets leading. While our equity managers had strong positive returns over this time, they generally continued to underperform the benchmark, in large part due to continued underweight allocations to the “Magnificent 7”(Alphabet, Amazon, Apple, Meta Platforms, Microsoft, NVIDIA, Tesla) tech stocks, where very strong performance has persisted. Given the managers’ investment styles, and the Plan’s philosophy of accepting some lower upside returns while the market increases in return for downside protection when markets decline, underperformance in current market conditions is not unexpected.

Fixed income investment returns have also been positive in 2024, with interest rates declining. This is particularly true for shorter term bonds, with the yield curve beginning to normalize. Our fixed income manager, PH&N, has outperformed its benchmark over the past four years.

The Plan’s infrastructure allocation also continues to perform well, particularly the Plan’s Macquarie funds, while real estate values have started to level out after a lengthy period of decline as interest rates rose. QuadReal, the Plan’s real estate manager, is optimistic about prospects going forward, believing the inflection point may have been reached. As noted above and in prior reports, the Plan’s real estate benchmark, at CPI + 4%, and inflation-linked benchmarks such as this, have been challenging to meet given higher inflation over the past couple of years.

Compliance

The university remains in compliance with the provisions of the Plan, BC *Pension Benefits Standards Act*, and the *Income Tax Act* relating to the investment of the Fund.

Planned Further Action:

The next update of this information is scheduled for the May 2025 meeting, once March 31, 2025, financial performance information is available.

Attachment:

Appendix 1: Excerpt from PBI's University of Victoria Staff Pension Plan - Performance Monitoring Report as of September 30, 2024.

Appendix 1
University of Victoria Staff Pension Plan
Performance as of September 30, 2024

Return Summary

	3 Months	1 Year	2 Years	3 Years	4 Years	10 Years
Total Plan Return (Net of Fees)	3.5%	18.2%	11.6%	3.4%	5.5%	6.9%
Asset Mix Benchmark	4.2%	21.1%	13.9%	5.4%	6.4%	6.6%
Value Added (Net of fees)	-0.7%	-2.9%	-2.3%	-2.0%	-0.9%	0.3%
Traditional Balanced Fund (Net of Fees) ¹	6.5%	22.1%	14.5%	5.6%	7.2%	6.5%

PBI

Staff Pension Plan
– Manager Value Add (net of fees)

Returns (Net of Fees)	4 Year Period		Comments
	Value Added	Met Target?	
Total Plan <i>Asset Mix Benchmark</i>	-0.9%	No	The Plan has underperformed the Asset Mix Benchmark net of fees over four years.
BCI Global Equities <i>MSCI World</i>	-2.2%	No	BCI Global Equity has underperformed the MSCI World (MSCI World ex Canada prior to June 2023) benchmark after fees.
Walter Scott Global Equity <i>MSCI World</i>	N/A	N/A	The Plan made its initial investment in Walter Scott Global Equities in June 2023.
C WorldWide Global Equity <i>MSCI World</i>	N/A	N/A	The Plan made its initial investment in C WorldWide Global Equities in March 2024.

Returns (Net of Fees)	4 Year Period		Comments
	Value Added	Met Target?	
PH&N Fixed Income <i>UVic - Fixed Income BM²</i>	1.1%	Yes	\$54.3 million is invested in PH&N Enhanced PRISM Long Fund, while \$79.9 million is invested in PH&N Core Plus Bond Fund as at September 30, 2024.
BCI Real Estate <i>CPI + 4.0%</i>	-4.6%	No	BCI's 4.0% 4-year net performance is lower than peers and underperformed the CPI + 4% benchmark after fees.
Infrastructure <i>CPI + 5.0%</i>	4.3%	Yes	
JP Morgan Infrastructure¹ <i>CPI + 5.0%</i>	-1.0%	No	JP Morgan Infrastructure has underperformed its benchmark due to high levels of inflation. Over 4 years, depreciation of the Canadian Dollar has contributed 0.3% to the annualized return.
Macquarie Infrastructure <i>CPI + 5.0%</i>	12.2%	Yes	The initial capital call for MGECO was made in early September. Macquarie IRRs for existing funds are in excess of CPI+5% since inception.

Notes:

1. JPM infrastructure equity inception April 1, 2017.
2. UVic Fixed Income BM is composed of FTSE TMX 20+ Strip Bond Index for the Enhanced Prism Long Bond fund and FTSE Canada Universe Bond Index for the PH&N Core Plus Bond fund



University
of Victoria

BOG-Nov26/24-05

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

Date: November 8, 2024

To: Operations and Facilities Committee

For: Decision

From: Elizabeth Croft, Vice-President Academic and Provost

A handwritten signature in black ink, appearing to read "Elizabeth Croft".

cc: President and Vice-Chancellor

Meeting Date: November 26, 2024

Subject: New and Revised Awards

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve new and revised undergraduate and graduate awards set out in the attachment and listed below:

- Bob Peart Graduate Scholarship in Terrestrial Parks & Protected Areas* (Revised)
- Computer Science Co-op Report Prize* (Revised)
- Ella Brown Memorial Annual Scholarship (New)
- Howard & Donna Denike Memorial Award* (Revised)
- Madden Family Graduate Scholarship in the Cognitive Neuroscience of Aging (New)
- Nicholas V. Galichenko Scholarship* (Revised)
- Richard L. Williams Memorial Scholarship* (Revised)
- Royal Jubilee Hospital School of Nursing Alumnae Assoc Student Award* (Revised)
- RPIA ACE Finance Award for BIPOC Students (Revised)
- Samit & Reshma Sharma Scholarship in Astronomy* (New)
- Samit & Reshma Sharma Scholarship in Earth and Ocean Sciences* (New)
- Samit & Reshma Sharma Scholarship in Mental Health and Addiction* (New)
- Barry Gough Scholarship for Marine Environmental History (New)
- Bentley Nichvolodoff Memorial Book Prize (Revised)
- Dr. Marion Porath Memorial Graduate Scholarship in Voice (Revised)

- Faculty of Humanities Travel and Learning Scholarship (Revised)
- Hartwig Industries Graduate Award in Concussion Research (Revised)
- Hutchinson Graduate Scholarship (Revised)
- Jeffrey Rubinoff Art as a Source of Knowledge Graduate Scholarship (Revised)
- Jim Ounsworth Undergraduate Award for Part-time Indigenous Students (Revised)
- Joseph Arvay Social Justice Award (Revised)
- Joseph Chell Graduate Scholarship in Mathematics (New)
- Joyce Clearihue Graduate Co-op Scholarship (Revised)
- Joyce Clearihue Undergraduate Co-op Scholarship (Revised)
- McCarthy Tetrault Scholarship in Memory of John Finlay (Revised)
- Rosy & Steven Chan Memorial Bursary (Revised)
- Joseph D. Clearihue Graduate Scholarship in Law (New)
- Dr. Stephen Anthony Welch Art History Scholarship (New)
- Janina Wetselaar Award in Nursing (Revised)
- Bonnie and Ken Putt Award* (Revised)
- CSSE/EIC Vancouver Island Award (Revised)
- John and Debby Neville Vikes Men's Rowing Award (New)
- John and Debby Neville Vikes Women's Rowing Award (New)
- Association of Women in Finance Award (New)
- Dr. Angus McLaren Graduate Scholarship in Social History of Medicine, Sexuality, Reproduction and/or Gender* (New)
- Audrey and Carl Mawby CFUW Saanich Peninsula Award* (Revised)
- Harper Grey LLP Health Law Course Prize (New)
- Level Up Award presented by Codename Entertainment* (Revised)
- Lisa Koop Vikes Indigenous Athletic Award (New)
- Lobstick Award* (New)
- Ralston S Alexander, KC Memorial Award* (New)
- University of Victoria Graduate Indigenous Language Revitalization Award (Revised)
- University of Victoria Undergraduate Indigenous Language Revitalization Award (Revised)

** Administered by the University of Victoria Foundation*

Background:

New and revised awards support the recruitment and retention of talented students, aligned with our Strategic Plan and enrolment goals. Awards, including competitive entrance scholarships and bursaries, enable the university to continue to attract, recruit and retain a diverse community of outstanding students.

Previous Consultation:

The Senate Committee on Awards reviewed the proposed awards and recommended their approval by Senate. At their October 4 and November 1, 2024 meetings, Senate approved the awards and recommended their approval by the Board of Governors.

Planned Further Action:

Student Awards and Financial Aid will administer the awards after approval.

Basis for Jurisdiction: University Act, 27 (2)(k)
Student Awards Policy (AC1130)

Attachment(s): Terms for New and Revised Awards

Terms for New and Revised Awards

Additions are underlined

Deletions are ~~struck through~~

Bob Peart Graduate Scholarship in Terrestrial Parks & Protected Areas* (Revised)

~~One or more scholarships, of at least \$1,000, is~~ may be awarded annually to a an academically outstanding graduate student enrolled in a Masters or PhD program in the Department of Geography and one scholarship, of at least \$1,000, is awarded to an academically outstanding graduate student enrolled in a Masters or PhD program in the ~~of~~ School of Environmental Studies. The applicants' ~~and whose~~ research must be ~~is~~ related to terrestrial parks and protected areas. Preference will be given to a student who conducts applied or field research, and to a student whose research includes a focus on:

- Terrestrial parks management;
- Large landscape connectivity;
- The engagement of children and youth in nature; and/or
- Advocacy for children to develop a meaningful connection to the natural world.

Selection will be based on a statement prepared by applicants showing evidence of academic achievement and intended research focus. Applicants will each apply to their "home" units by September 8th. Approval will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Geography and the School of Environmental Studies.

Computer Science Co-op Report Prize* (Revised)

A prize of \$100 is awarded to a student ~~deemed to have submitted an outstanding work term report~~ in a Computer Science cooperative degree program. Students are adjudicated based on assignments submitted during the work term. Supported by contributors to the Computer Science 10th Anniversary Fund. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Engineering and Computer Science Co-op office. This prize is supported by contributors to the Computer Science 10th Anniversary Fund.

Ella Brown Memorial Annual Scholarship (New)

One or more scholarships are awarded to academically outstanding woman graduate students in the Master of Global Business program in the Peter B. Gustavson School of Business. Students must submit a one-page statement (maximum 500 words) outlining a time when they faced a personal or financial hardship and what they learned/are learning through the experience. The statement may include how they are applying this learning to help achieve their academic and career goals. Applications must be submitted by November 15 to the Master of Global Business office. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Peter B. Gustavson School of Business.

Howard & Donna Denike Memorial Award* (Revised)

One or more awards are given to students continuing in ~~entering~~ second, third or fourth year of the Bachelor of Music program, ~~with preference for~~ students in Music Education. Further preference is for students with demonstrated financial need. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Music.

Madden Family Graduate Scholarship in the Cognitive Neuroscience of Aging (New)

A scholarship will be awarded to an academically outstanding PhD student whose research is in the cognitive neuroscience of aging and who is affiliated with the Institute on Aging and Lifelong Health (IALH). Preference will be given to students whose research focuses on human brain structure and function associated with healthy cognitive aging. Further preference will be given to students who are in the last year of their program or whose total award funding in the academic year does not exceed \$5,000. Students must apply to the IALH.

Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the IALH.

Nicholas V. Galichenko Scholarship* (Revised)

A scholarship is awarded to an academically outstanding undergraduate student to study Russian language and culture at universities abroad. ~~in the countries of the former Soviet Union.~~ Preference will be given to full-time students majoring or minoring in Slavic Studies. Students must apply to the Department of Germanic and Slavic Studies by March 31st. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Germanic and Slavic Studies.

Richard L. Williams Memorial Scholarship* (Revised)

One or more scholarships are awarded to post degree (Secondary) students who have declared a preference to teaching area in Chemistry or Physics. Preference will be given to students who have demonstrated involvement and/or leadership in the community, ~~and~~ have an outstanding grade point average in their chemistry or physics courses or have evidence of teaching some chemistry or physics during their 6-week practicum. ~~Application forms are available on the Faculty of Education's website and must be submitted via email to adasst@uvic.ca by May 31.~~

Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Education.

Royal Jubilee Hospital School of Nursing Alumnae Assoc Student Award* (Revised)

One or more awards are given to undergraduate or graduate students continuing in the School of Nursing or enrolled in a program related to Nursing in either Health Information Science ~~or the School of Public Health and Social Policy.~~

Eligibility is based on the following order of priority:

1. Alumnae of the Royal Jubilee School of Nursing,
2. Descendants of an alumna of the Royal Jubilee Hospital School of Nursing. Applicants must state their relationship to the alumna, their alumna's maiden name (if applicable) and the year the alumna graduated,
3. Undergraduate students in the BSN program.

Undergraduate students can apply via Online tools ~~the online transfer application via MyPage~~ under Student Awards and Financial Aid. Graduate students can apply by April 30 at the School of Nursing Dean of Human and Social Development office. Approval of the recipients will be made by either the Senate Committee on Awards or the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Nursing. ~~Faculty of Human and Social Development~~. Undergraduate students registered in at least 4.50 academic units and Graduate students registered in at least 1.5 ~~3.0~~ academic units are eligible for this award.

RPIA ACE Finance Award for BIPOC Students (Revised)

One award of \$5,000 is given to an undergraduate student continuing in third or fourth year in the Department of Economics, the Department of Mathematics and Statistics or the Peter B Gustavson School of Business who self-identifies as Black, Indigenous or a Person of Colour (BIPOC), and has an interest in pursuing a career in the financial industry.

Applicants must provide a personal statement (maximum 500 words) that demonstrates:

1. an intent to pursue a career in the financial services industry by summarizing relevant coursework, extracurricular involvement and industry work experience through co-op placements, internships, etc, and
2. a commitment to diversity, equity and inclusion by creating inclusive environments free of hate, violence and discrimination. This could be, for example, through volunteer or paid work, social media communications or participating in community events.

Preference is for students with demonstrated financial need. Students with a GPA of 3.0 or above are eligible. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Economics, the Department of Mathematics and Statistics or the the Peter B. Gustavson School of Business.

Samit & Reshma Sharma Scholarship in Astronomy* (New)

One or more scholarships are awarded to academically outstanding graduate students in the Department of Physics and Astronomy, within the Faculty of Science, whose focus of research is enhancing societal knowledge and understanding of stars, galaxies and the universe. Preference will be given to students who are working with the Herzberg Astronomy and Astrophysics Research Centre. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Physics and Astronomy.

Samit & Reshma Sharma Scholarship in Earth and Ocean Sciences* (New)

One or more scholarships are awarded to academically outstanding graduate students in the Faculty of Science whose focus of research is on discoveries and solutions that support the sustainability of our oceans and planet. Preference will be given to students in the School of Earth & Ocean Sciences. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty of Science.

Samit & Reshma Sharma Scholarship in Mental Health and Addiction* (New)

One or more scholarships are awarded to academically outstanding graduate students whose focus of research builds and supports community-wide knowledge that promotes wellbeing with reference to substance use and mental health. Students may apply by submitting a statement (maximum 250 words) describing how their research builds community knowledge and promotes wellbeing with reference to substance use and mental health to the Director, Canadian Institute for Substance Use Research between July 1 and September 15. Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Director of the Canadian Institute for Substance Use Research.

Barry Gough Scholarship for Marine Environmental History* (New)

One or more scholarships are awarded to academically outstanding undergraduate Major or Honours students in the Department of History who have written an essay or created an equivalent project (such as a website), that address the area of marine environmental history of the Pacific Coast. Applications must be submitted to the Department of History by March 31. Approval of the recipients will be made by the Senate Committee on Awards upon the

recommendation of the Department of History.

Bentley Nichvolodoff Memorial Book Prize* (Revised)

A book prize is awarded to the student with the highest aggregate grade in THEA 237 and THEA 247 ~~Theatre 246 and Theatre 347~~. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Theatre.

Dr. Marion Porath Memorial Graduate Scholarship in Voice (Revised)

~~One or more Two~~ scholarships of ~~\$2,500 each~~ are awarded to academically outstanding graduate students in the School of Music Voice Program, with preference for students who are actively engaged in the study and performance of operatic repertoire. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Music.

Faculty of Humanities Travel and Learning Scholarship (Revised)

One or more scholarships are awarded to academically outstanding undergraduate students in the Faculty of Humanities to assist with regional, national or international travel outside of Southern Vancouver Island (defined as the area south of Nanaimo and not including any of the Gulf Islands) in relation to a UVic course in the Faculty of Humanities. Coursework can be part of an exchange, study abroad, field school or co-op placement in a program supported by a program in the Faculty.

Students must submit a budget for the amount requested (maximum \$2,000 ~~1,000~~), a statement of no more than 350 words describing the purpose of the coursework and its relevance to the student's program of study and one letter of support from appropriate instructors familiar with the student's academic work. The deadline for applications is March 1 (for summer travel) and June 1 (for fall or winter travel). All application materials should be addressed and submitted to the Associate Dean Academic, Faculty of Humanities. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Humanities.

Hartwig Industries Graduate Award in Concussion Research (Revised)

An award of ~~\$1,500~~ \$2,000 is given annually to a graduate student doing concussion-related research in the Graduate Program in Neuroscience ~~or the School of Exercise Science, Physical & Health Education~~. Selection of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Director of the Concussion Lab ~~Graduate Program in Neuroscience~~.

Hutchinson Graduate Scholarship* (Revised)

~~Two scholarships of at least \$2,000 each,~~ are awarded to academically outstanding graduate students in the Department of History who are studying immigration to Western Canada. Preference is for students with demonstrated financial need. Selection of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of History.

Jeffrey Rubinoff Art as a Source of Knowledge Graduate Scholarship (Revised)

A minimum of two and a maximum of four scholarships of ~~up to \$10,000 each~~ are awarded to academically outstanding graduate students in each of the five departments (Art History and Visual Studies, Music, Theatre, Writing, Visual Arts) in the Faculty of Fine Arts. Students with a GPA of 6.0/9.0 and above are eligible. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards committee upon the recommendation from

each department in the faculty of Fine Arts.

Jim Ounsworth Undergraduate Award for Part-time Indigenous Students (Revised)

Two awards payable at \$5,000 per year up to a maximum of \$35,000, are given to Canadian-born Indigenous undergraduate students entering the University of Victoria as a part-time student (registered in a minimum of 6.0 graded units in two terms of study), with preference for students with demonstrated financial need. Applicants must submit a letter (maximum 400 words) reflecting on how they see post-secondary education empowering them to help others and their community.

Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Office of Indigenous Academic and Community Engagement (IACE).

To be automatically renewed a student must have completed a minimum of 6.0 or more graded units in any two terms of study between May and April and maintained a GPA of 5.0/9.0 or higher. The award is automatically renewed for each year of the student's study until completion of a first undergraduate degree or for a maximum of six years, whichever is the shorter period.

Students registered in a co-op or work experience work term will automatically be renewed when they next complete a minimum of 6.0 or more graded units in two terms, provided they have maintained a GPA of a minimum of 5.0/9.0. Any student who takes neither a co-op, work experience work term, nor academic units for more than one term may forfeit their award.

Joseph Arvay Social Justice Award (Revised)

One or more awards of at least \$1,000 each are given to Indigenous undergraduate students in the Faculty of Law with demonstrated commitment to equality and human rights ~~and who self-identify as Black, Indigenous or a person of colour (BIPOC), with preference for Indigenous students.~~ Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

Joseph Chell Graduate Scholarship in Mathematics* (New)

One or more scholarships are awarded to academically outstanding graduate students entering the Department of Mathematics and Statistics. Approval of the recipients is made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Mathematics and Statistics.

Joyce Clearihue Graduate Co-op Scholarship* (Revised)

One or more scholarships are awarded to academically outstanding graduate students who completed a co-op term where the focus of work was environmental protection or climate change, with a preference for work that involved the restoration and preservation of forests. Eligible students will have completed the work term in the academic year (May to April) prior to the disbursement of the scholarship. Preference will be given to students with demonstrated financial need. ~~Applications must be submitted to the Dean's Office, Faculty of Graduate Studies no later than April 15.~~ Students may apply via the online graduate scholarship application between July 1st and September 15th. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee, upon the recommendation of the Co-operative Education Program.

Joyce Clearihue Undergraduate Co-op Scholarship* (Revised)

One or more scholarships are awarded to undergraduate students who completed a co-op

term where the focus of work was environmental protection or climate change, with a preference for work that involved the restoration and preservation of forests. Eligible students will have completed the work term in the academic year (May to April) prior to the disbursement of the scholarship. Preference will be given to students with demonstrated financial need. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Co-operative Education Program.

McCarthy Tetrault Scholarship in Memory of John Finlay* (Revised)

One or more scholarships of \$1,000 in total are ~~is~~-awarded to students in the Faculty of Law for outstanding performance in a legal skills, ethics or advocacy course or in the mooting program. This award may be given to a graduating student. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

Rosy & Steven Chan Memorial Bursary* (Revised)

One or more bursaries are awarded ~~to be given~~ to students of minority ancestral groups entering or continuing at the University of Victoria. Preference will be given to students of Asian Ancestry or those Aboriginal who are First Nations, Inuit and Métis peoples and all other Indigenous peoples ~~or Asian Ancestry.~~

Joseph D. Clearihue Graduate Scholarship in Law (New)

One scholarship will be awarded to an academically outstanding graduate student in the Faculty of Law. Part-time students are eligible (minimum 1.5 units per term). Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty of Law.

Dr. Stephen Anthony Welch Art History Scholarship (New)

One or more scholarships are awarded to academically outstanding undergraduate students continuing in the Department of Art History and Visual Studies. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Art History and Visual Studies.

Additions are underlined

Deletions are ~~struck through~~

Janina Wetselaar Award in Nursing (Revised)

One award is given to an ~~academically outstanding~~ undergraduate student in the School of Nursing who:

- is in fourth year,
- is over the age of 35, and
- has demonstrated financial need.

Preference is for students who are single parents. Further preference is for students who are currently a Licensed Practical Nurse (LPN) and, upon graduation, will be eligible to become a Registered Nurse (RN). ~~is in fourth year and over the age of 35.~~ Students registered in at least 4.50 academic units per term are eligible for this award. Approval of the recipient is made by the Senate Committee on Awards upon the recommendation of the School of Nursing.

Bonnie and Ken Putt* (Revised)

Two ~~One or more~~ awards, of \$2,000 each, are given to transferring undergraduate women students entering second or third year or continuing undergraduate women students in any year in an Engineering degree program in the Faculty of Engineering and Computer Science. Students must have demonstrated leadership in an educational or community setting. Preference will be given to students who are the first-generation in their immediate family to attend post-secondary. Immediate family is defined as parents or grandparents.

Applicants must submit:

- a cover letter (maximum 500 words) describing your leadership skills in an educational or community setting,
- a letter of reference from someone (who is not related to you) who can attest to the leadership activity.

Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering and Computer Science.

CSSE/EIC Vancouver Island Award (Revised)

Two ~~One or more~~ awards of at least \$2,000 each are given to undergraduate students entering their second or third academic year in any accredited undergraduate engineering program (registered in 2A or higher) who:

- a) are Canadian citizens or permanent residents
- b) have graduated from a high school on Vancouver Island
- c) have completed the previous year with at least a 6.0/9.0 or equivalent grade point average.

Preference will be given to students in the following order:

- a) demonstrated financial need
- b) demonstrated participation in campus activities or volunteer and community service

Students must also submit a brief biography including the above criteria, as well as hobbies, career aspirations and name(s)/contact information of relevant references. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering and Computer Science.

John and Debby Neville Vikes Men's Rowing Award (New)

One or more awards are given to undergraduate or graduate students who compete on the Vikes Men's Rowing team at the University of Victoria. Award recipients must meet all U SPORTS and Canadian University Rowing Association (CURA) eligibility requirements and will be selected on the basis of leadership on and off the water, work ethic, commitment and performance criteria by the Director, Varsity Performance Sport in consultation with the Rowing Head Coach. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Wellness, Recreation and Athletics.

John and Debby Neville Vikes Women's Rowing Award (New)

One or more awards are given to undergraduate or graduate students who compete on the Vikes Women's Rowing team at the University of Victoria. Award recipients must meet all U SPORTS and Canadian University Rowing Association (CURA) eligibility requirements and will be selected on the basis of leadership on and off the water, work ethic, commitment and performance criteria by the Director, Varsity Performance Sport in consultation with the Rowing Head Coach. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Wellness, Recreation and Athletics.

Association of Women in Finance Award (New)

One award of \$3,500 is given to a woman undergraduate student enrolled in the Bachelor of Commerce program at the Peter B. Gustavson School of Business who is interested in pursuing a career in finance. Preference is for a student who fosters a more inclusive future for women in finance by engaging in one or more campus-based activities focusing on equity, diversity and inclusion. A further preference will be given to a student with demonstrated financial need. Applicants wanting to demonstrate their engagement in one or more campus-based activities focusing on equity, diversity and inclusion must include a statement (maximum 300 words) describing their engagement. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Peter B. Gustavson School of Business.

Dr. Angus McLaren Graduate Scholarship in Social History of Medicine, Sexuality, Reproduction and/or Gender* (New)

A scholarship of at least \$1,500 is given to an academically outstanding graduate student in the Department of History whose research focusses on the social history of medicine, sexuality, reproduction and/or gender. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of History.

Audrey and Carl Mawby CFUQ Saanich Peninsula Bursary Award* (Revised)

One or more awards Bursaries are given awarded to women undergraduate ~~or graduate~~ students studying Canadian or British History in the Department of History with demonstrated financial need. Preference will be given to students who have a connection with the Saanich Peninsula. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of History.

Harper Grey LLP Health Law Course Prize (New)

One prize will be given to an undergraduate student in the Faculty of Law who has demonstrated excellence in LAW 387 Health Law. This prize may be given to a graduating student. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

Level Up Award presented by Codename Entertainment* (Revised)

One or more awards are given to an undergraduate student continuing in fourth year in either the Department of Computer Science or the Department of Software Engineering who has have an interest in game development.

Applicants must:

- submit a letter (maximum 500 words) answering the question "What do video games mean to you?",
- have demonstrated a strong aptitude for programming, and
- have demonstrated an interest in game development through:
 - previous experience developing games, internships, co-ops, or work experience in the video game industry
 - participation in Game Jams
 - developing personal game projects
 - membership or participation in groups such as the International Game Developers Association (IGDA) or UVicGameDev

Application forms are available on the Faculty of Engineering and Computer Science website and must be submitted by March ~~May~~ 31. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering and Computer Science.

Lisa Koop Vikes Indigenous Athletic Award (New)

One or more awards of at least \$1,000 each are given to Canadian-born Indigenous undergraduate or graduate students who compete on any Vikes Varsity team at the University of Victoria. Eligible students must meet all U SPORTS eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Director, Varsity Performance Sport in consultation with the Varsity Head Coaches.

Lobstick Award* (New)

One or more awards of at least \$1,000 each are given to women undergraduate students in the Department of Psychology who are facing financial or personal hardship. Applicants must submit a personal statement (max 500 words) that outlines their financial or personal challenges and how they have overcome, or are currently overcoming, these challenges and also speaks to their academic and career goals. Preference will be given to students with demonstrated financial need. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Psychology.

Applications must be submitted through the online application via Online Tools under Student Awards and Financial Aid by May 31.

Ralston S. Alexander, KC Memorial Award* (New)

One or more awards are given to Indigenous undergraduate students continuing in the Faculty of Law who have demonstrated academic ability together with determination, resilience, contribution and compassion in areas of life such as community service, family care or disability. Preference will be given to students who have financial need and/or who face visible and/or invisible obstacles such as mental illness; racial, cultural or gender discrimination; or physical and/or learning disabilities.

Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

University of Victoria Graduate Indigenous Language Revitalization Award (Revised)

One or more awards are given to Indigenous ~~undergraduate~~ and graduate students from the nine First Nations listed below who are entering or continuing in the following programs:

- ~~• Certificate in Indigenous Language Proficiency~~
- ~~• Certificate in Indigenous Language Revitalization~~
- ~~• Diploma in Indigenous Language Revitalization~~
- ~~• Bachelor of Education in Indigenous Language Revitalization~~
- ~~• Bachelor of Arts in Indigenous Language Proficiency~~
- Graduate Certificate in Indigenous Language Revitalization
- Master of Education in Indigenous Language Revitalization
- Master of Arts in Indigenous Language Revitalization

Students from the following First Nations are eligible for this award:

Songhees, Esquimalt, Tsartlip, Paquachin, Tseycum, Tsawout, Sci'aneuw, T'Sou-ke and Malahat

The award covers actual tuition and mandatory fees assessed in the terms required for completion of an eligible program of study. ~~Undergraduate~~ Graduate students registered in a minimum of ~~3-0~~ 1.50 units per term of study are eligible to receive the award.

~~Approval of undergraduate recipients will be made by the Senate Committee on Awards and approval of graduate recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Office of the Vice-President Indigenous.~~

University of Victoria Undergraduate Indigenous Language Revitalization Award (Revised)

One or more awards are given to Indigenous undergraduate ~~and graduate~~ students from the nine First Nations listed below who are entering or continuing in the following programs:

- Certificate in Indigenous Language Proficiency
- Certificate in Indigenous Language Revitalization
- Diploma in Indigenous Language Revitalization
- Bachelor of Education in Indigenous Language Revitalization
- Bachelor of Arts in Indigenous Language Proficiency
- ~~• Graduate Certificate in Indigenous Language Revitalization~~
- ~~• Master of Education in Indigenous Language Revitalization~~
- ~~• Master of Arts in Indigenous Language Revitalization~~

Students from the following First Nations are eligible for this award:

Songhees, Esquimalt, Tsartlip, Paquachin, Tseycum, Tsawout, Sci'aneuw, T'Sou-ke and Malahat

The award covers actual tuition and mandatory fees assessed in the terms required for completion of an eligible program of study. Undergraduate students registered in a minimum of 3.0 units per term of study are eligible to receive the award.

Approval of ~~undergraduate~~ recipients will be made by the Senate Committee on Awards and approval of ~~graduate~~ recipients will be made by the Faculty of Graduate Studies ~~Graduate Awards Committee~~ upon the recommendation of the Office of the Vice-President Indigenous.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

Date: November 8, 2024

To: Operations and Facilities Committee

For: Decision

From: Elizabeth Croft, Vice-President Academic and Provost

A handwritten signature in blue ink that reads "Elizabeth Croft".

cc: President and Vice-Chancellor

Meeting Date: November 26, 2024

Subject: Proposal to change the name of the Bachelor of Arts in Indigenous Language Proficiency

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposal to change the name of the Bachelor of Arts in Indigenous Language Proficiency to Bachelor of Arts Indigenous Language Proficiency in SENĆOŦEN, as described in the memorandum dated August 1, 2024, effective May 2025.

Background:

The four-year Bachelor of Arts in Indigenous Language Proficiency received Senate, Board of Governors and Ministry approval in 2023 as a degree pathway for graduates of the Diploma in Indigenous Language Proficiency. The first cohort began in January 2024 and is expected to graduate in 2025. The Diploma that is laddering into the Bachelor program is currently in the SENĆOŦEN language. The department expects to continue to offer the program in SENĆOŦEN in the coming years.

It is vital to the language community that SENĆOŦEN is reflected on the parchment for graduating students in this program.

Basis for Jurisdiction: Senate Committee on Planning meeting September 11, 2024
Senate meeting on October 4, 2024

Attachment(s):

October 2024 Senate docket for the proposal to change the name of the Bachelor of Arts in Indigenous Language Proficiency.



Date: September 18, 2024

To: Senate

From: Senate Committee on Planning

Re: **Proposal to change the name of the Bachelor of Arts in Indigenous Language Proficiency**

At its meeting on September 11, 2024, the Senate Committee on Planning considered the proposal to change the name of the Bachelor of Arts in Indigenous Language Proficiency to Bachelor of Arts Indigenous Language Proficiency in SENĆOŦEN.

In August 2023, the Bachelor of Arts in Indigenous Language Proficiency was approved by the Ministry of Post-Secondary Education and Future Skills. Currently, the diploma in Indigenous Language Proficiency that ladders into the Bachelor program is in the SENĆOŦEN language. The department expects to continue to offer the program in SENĆOŦEN in the future and is proposing that the name of the degree be changed to reflect this and that this be reflected on the parchment.

The following motion is recommended:

That Senate approve and recommend to the Board of Governors that it also approve, the proposal to change the name of the Bachelor of Arts in Indigenous Language Proficiency to Bachelor of Arts Indigenous Language Proficiency in SENĆOŦEN, as described in the memorandum dated August 1, 2024.

Respectfully submitted,

2024 / 2025 Senate Committee on Planning

Dr. Elizabeth Adjin-Tettey, Chair, Associate Vice-President Academic Programs
Dr. Alexandrine Boudreault-Fournier, Faculty of Social Sciences
Dr. Alexandre Brolo, Faculty of Science
Dr. Adam Con, Faculty of Fine Arts
Ms. Andrea Giles, Executive Director, Co-op. Education & Career Services
Dr. Robin Hicks, Dean, Faculty of Graduate Studies
Mr. Anthony Ryan, Student Senator
Dr. Annalee Lepp, Dean, Faculty of Humanities
Dr. Geoff Loomer, Faculty of Law
Dr. Fraser Hof, Vice-President Research and Innovation designate
Ms. Tania Muir, Division of Continuing Studies
Dr. Pablo Restrepo Gautier, Department of Humanities
Dr. Maureen Ryan, Faculty of Human and Social Development
Ms. Ada Saab, Associate University Secretary
Dr. Henning Struchtrup, Faculty of Engineering and Computer Science
Ms. Wendy Taylor, Acting Registrar
Ms. Rosemary Webb, GSS representative
Ms. Sandra Duggan, Secretary, Office of the Vice-President Academic and Provost



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*"Honouring those Indigenous to Vancouver Island — Coast Salish, Kwakwaka'wakw and Nuw-chah-nulth — while recognizing the presence of the Métis and Inuit peoples."
Artist: Chris Paul of the Tsartlip First Nation*

MEMO

August 1, 2024

To: Senate Committee on Planning

Subject: Program Name Change

The four-year Bachelor of Arts in Indigenous Language Proficiency received Senate, Board of Governors and Ministry approvals in 2023 as a degree pathway for graduates of the Diploma in Indigenous Language Proficiency. The first cohort started in January 2024 and is expected to graduate in 2025. The Diploma that is laddering into the Bachelor program is currently in the SENĆOŦEN language. The department expects to continue to offer the program in SENĆOŦEN in the coming years. We would like to alter the name of the degree to reflect the specific language it will be offered in. We are therefore proposing to change the name of the degree to Bachelor of Arts, Indigenous Language Proficiency in SENĆOŦEN.

We recognize that we should have added this specificity in the original proposal, as we are planning to offer the degree in an ongoing way to the SENĆOŦEN community. It is vital to the language community that we ensure SENĆOŦEN is reflected on the parchment for graduating students in this program effective May 2025. If approved, the proposed new name for the degree would be in effect by the time the first cohort of students graduate in fall 2025 and the students will see their SENĆOŦEN language reflected on their UVIC degree.

This proposed change was approved by the Department of Indigenous Education on September 21, 2023, the Faculty of Education Undergraduate Curriculum Committee on October 23, 2023, and the Faculty of Education Council on November 3, 2023.

Thank you so much for your support and guidance with this process.

Name: Jean-Paul Restoule
Chair of Indigenous Education

Signature: Original signed by Jean-Paul Restoule

Name: Leslee Francis-Pelton
Chair of the Faculty of Education Undergraduate Curriculum Committee

Signature: Original signed by Leslee Francis-Pelton

Name: Vanessa de Oliveira Andreotti
Dean of the Faculty of Education

Signature: Original signed by Vanessa de Oliveira Andreotti



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

Date: November 8, 2024

To: Operations and Facilities Committee

For: Information

From: Elizabeth Croft, Vice-President Academic and Provost

A handwritten signature in blue ink that reads "Elizabeth Croft".

cc: President and Vice-Chancellor

Meeting Date: November 26, 2024

Subject: 2023/24 Annual Report on the Status of External Reviews of Academic Units

Under policy AC1145-External Reviews of Academic Units, the Provost reports annually to the Senate Committee on Planning, Senate and the Board of Governors on the status of external reviews of academic units.

Background:

UVic's external review process assists academic units in evaluating the quality of their programs and provides for internal and external accountability of academic programs. In 2023/24 the University continued its implementation of recommendations from the fall 2018 Quality Assurance Process Audit (QAPA) conducted by the Degree Quality Assessment Board (DQAB).

Academic departments and schools are typically reviewed every seven years. Action plans are developed based on the recommendations received and implementation status report meetings are scheduled every 1, 3, and 5-years to follow the unit's progress.

The 2023/24 report includes a summary of academic units that underwent external reviews both virtually and in-person during the 2023/24 academic year, and academic units up for review in 2024/25.

Previous Consultation: Senate Committee on Planning September 11, 2024
Senate meeting on October 4, 2024

Attachment(s): October 2024 Senate docket for the 2023/24 Annual Report on the Status of External Reviews of Academic Units



memo

Date: September 18, 2024

To: Senate

From: Dr. Elizabeth Croft, Vice-President Academic and Provost

Re: **2023/24 Annual Report on the Status of External Reviews of Academic Units**

Under policy AC1145, the Provost reports annually to the Senate Committee on Planning, Senate, and the Board of Governors on the status of external reviews of academic units.

UVic's external review process assists academic units in evaluating the quality of their programs and provides for internal and external accountability of academic programs. In 2023/24 the University continued its implementation of recommendations from the fall 2018 Quality Assurance Process Audit (QAPA) conducted by the Degree Quality Assessment Board (DQAB). The assessors' report including recommendations is available [here](#).

Scheduling of Reviews

The following is a summary of academic units that underwent external reviews both virtually and in-person during the 2023/24 academic year, and academic units up for review in 2024/25. Executive summaries of the assessors' reports may be found on the Quality Assurance website:

<https://www.uvic.ca/vpacademic/program-planning/program-reviews/index.php>

Due to the impacts of COVID-19, site visits for the 2021/22 academic year were conducted virtually rather than in-person. As this proved to be a successful and more environmentally sustainable option, external reviews conducted in 2023/24 were largely virtual by default, with exception given to academic programs with physical spaces tied to their discipline such as labs, studios, research spaces, or cultural significance of territory. The changes implemented to the AC1145 policy and associated procedures in October 2020 allowed for this flexibility. It is anticipated that in 2024/25 review site visits will be conducted under the same practice.

Reviews Scheduled/Conducted in 2023/24	Schedule of Reviews to Initiate in 2024/25
Department of Curriculum Instruction & Teacher Education Program	Department of Religion, Culture and Society
School of Health and Information Science	Department of Geography
Global Development Studies	Department of Biology
Department of Indigenous Education	School of Music
Department of Gender Studies	Department of Philosophy
Medical Science Neuroscience Graduate Programs	Department of English
Libraries Service Area Review	Department of Indigenous Studies
	Academic and Technical Writing Program
	Department of Physics and Astronomy
	School of Nursing
	Department of Art History and Visual Studies
	School of Public Health and Social Policy
	Department of History
	Department of Biochemistry and Microbiology

	Department of Pacific and Asian Studies
	School of Public Administration



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

Date: November 8, 2024

To: Operations and Facilities Committee

For: Information

From: Kristi Simpson, Vice-President Finance and Operations

A handwritten signature in black ink, appearing to read 'Kristi Simpson'.

cc: President and Vice-Chancellor

Meeting Date: November 26, 2024

Subject: Due Diligence Report – Facilities Management

Background:

This report provides a summary of local, provincial and federal legislation affecting institutional programs and services, strategies currently in place to ensure regulatory compliance, and any non-compliance reports (e.g. orders, warning letters, penalties, etc.) received by the university in the previous calendar year. As the regulatory framework for the university is complex and constantly evolving, these reports ensure the Board is aware of how the university is meeting the various regulatory obligations.

Previous Consultation:

Report provided annually to the Operations and Facilities Committee.

Basis for Jurisdiction:

University Act Section 27(2)(y)

Elevating Devices Safety – Heritage Conservation Act – Integrated Pest Management Act – Safety

Standards Act - Power Engineers and Boiler and Pressure Vessel Safety Act

Attachment(s): Facilities Management Due Diligence Report 2024

Obligation to Report	Fulfillment of Obligation
<p>Elevating Devices Safety</p>	<ol style="list-style-type: none"> 1. In accordance with the provision of the Safety Standards Act, the University of Victoria currently operates and maintains 85 elevators devices at the Gordon Head Campus. 2. Regular inspections are conducted by Schindler elevators through a service agreement negotiated by BCNET. 3. All units are regularly serviced by workers qualified under the Act. Maintenance is managed closely by FMGT Contracts Compliance Inspector. 4. Each unit has an installation number assigned by, and registered with, Technical Safety B.C. Individual Certificates for each elevating device are on file and renewed on an annual basis. 5. A complete detailed listing of elevating devices including location, Certificate Number, and all inspection reports, is maintained by and available upon request from UVic FMGT.
<p>Heritage Conservation Act</p>	<ol style="list-style-type: none"> 1. There are no buildings on Campus which have been designated as Provincial, Regional, or Municipal Heritage Sites. The Corporation of the District of Saanich in their “<i>Saanich Heritage Structures: An Inventory</i>” dated 1991, lists nine (9) University buildings as having heritage significance: <ul style="list-style-type: none"> • <i>Huts A, B, E, Q, and R. They are all of the huts that remain from the “Gordon Head Army Camp”, Department of National Defence 1940.</i> • <i>Y Hut – the Maritime Naval / Communications Centre Building is located off of McCoy Road. UVic has had discussions with the Saanich Heritage Foundation for possible heritage designation. Part of the discussion includes possible relocation as part of the feasibility assessment for the rugby field expansion.</i> • <i>Hamsterley Farm Water Tower located at 2489 Sinclair Road. UVic has had discussions with the Saanich Heritage Foundation for possible heritage designation.</i>

Obligation to Report	Fulfillment of Obligation
	<p>2. None of the above buildings are currently protected through formal designation.</p> <p>The Corporation of the District of Saanich staff are required to present a report to Saanich Council should there be a University application to alter or remove the building. They are all identified as having heritage value and significance to the community but are not protected by a more formal Heritage Designation By-Law (along with its regulations).</p>
<p>'Integrated Pest Management Act' Regulations <i>(This pertains only to the pesticides under the control of FMGT)</i></p>	<p>1. Permits, Licenses & Certificates</p> <ul style="list-style-type: none"> a. FMGT is committed to integrated pest management practices. b. FMGT holds the proper Pesticide Control Use License. c. FMGT holds the Public Land Endorsement which entitles FMGT to apply pesticides to public lands. d. All employees involved in the application of pesticides hold the necessary Applicator Certificate. <p>2. Storage and Disposal</p> <ul style="list-style-type: none"> a. A limited inventory of pesticides is stored in a locked, ventilated and heated room away from the general workplace. b. The storage premises are subject to occasional inspection, and on a periodic basis by the Environmental Protection Division of the Ministry of Environment & Ecology, and occasionally by Occupational Health and Safety (OHSO). c. The disposal of pesticides that are no longer required is arranged through the Hazardous Waste Management Program of UVic.
<p>Pest Control</p>	<p>1. FMGT engages a provincially certified pest control company (Victoria Pest Control) to manage pest infestations in and around building and structures.</p>

Obligation to Report	Fulfillment of Obligation
<p>Safety Standards Act</p>	<ol style="list-style-type: none"> 1. UVic staff, qualified under the Act, operate and maintain: <ol style="list-style-type: none"> a. 3 interconnected hot water, heating boilers with a combined registered capacity of 28 MW. The boilers are located in the District Energy Plant. b. 25 hot water, and 3 high pressure steam, stand-alone boilers with a combined registered capacity of 582 horsepower located in 17 buildings. c. 174 registered pressure vessels; including an ammonia refrigeration plant serving the Ice Arena of the Ian Stewart Complex. 2. 24 hours per day, 7 days per week, qualified staffing is in place to meet the requirement of the Act.
<p>Power Engineers and Boiler & Pressure Vessel Safety Act</p>	<ol style="list-style-type: none"> 1. All boilers and pressure vessels bear installation numbers assigned by, and registered with Technical Safety B.C. <ol style="list-style-type: none"> a. Individual Operating permits are renewed annually and are posted near the locations of the boilers or pressure vessels. 2. Apex Steel and Gas is the contractor responsible for boiler maintenance on campus. They hold a Contractor A license. 3. District Energy Plant is renewed annually (BPV-928668-2019). 4. A list of all boilers and pressure vessels indicating location, Certificate Number, and Safety Manuals, is available from UVic FMGT upon request.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

Date: November 8, 2024

To: Operations and Facilities Committee

For: Information

From: Kristi Simpson, Vice-President Finance and Operations

A handwritten signature in black ink, appearing to read 'Kristi Simpson'.

cc: President and Vice-Chancellor

Meeting Date: November 26, 2024

Subject: Status Report on Capital Projects

Background:

Attached please find the regular Board reports on the status of the National Centre for Indigenous Law and the Engineering Expansion projects.

Previous Consultation:

Report provided to Board of Governors Operations and Facilities Committee at each meeting.

Basis for Jurisdiction: Committee's Terms of Reference

Attachment(s):

VPFO/FMGT Project Updates: October 31, 2024

1. National Centre for Indigenous Law
2. Engineering Expansion

PROJECT STATUS REPORT

EXECUTIVE SUMMARY

19-04343 – NATIONAL CENTRE FOR INDIGENOUS LAWS (NCIL)

DATE: October 31, 2024

REPORTING PERIOD: October 2024

CURRENT

BUDGET

SCHEDULE

SCOPE

PREVIOUS

SCOPE

The National Centre for Indigenous Laws (NCIL) project consists of a 2,440 m² expansion to the Fraser Building, home of UVic's Faculty of Law. The new space will provide additional teaching classrooms, research and collaboration areas, wellness offices, and study spaces to support the Canadian Common Law and Indigenous Legal Orders Program (JD/JID). This program is the first of its kind in Canada.

SCHEDULE

	PRE-DESIGN	DESIGN	CONSTRUCTION*	OPERATION
Actual / Forecast	April 2020	January 2023	November 2022	March 2025

BUDGET

APPROVED BUDGET	FORECAST	VARIANCE
\$45.90	\$45.90	\$0.00

MAJOR RISKS

- **SCOPE** – The impact of construction noise continues to be monitored closely. The Project Team continues to communicate closely with all stakeholders to mitigate impact to students, staff, and faculty.
- **SCHEDULE** – The Building Envelope completion remains on the critical path as all interior work is dependent on a weather-tight building.
- **BUDGET** – Financial risk continues to be monitored closely. With approval from UVic VPFO, C4 budget will be utilized appropriately in anticipation of future construction costs.

UPDATES

- Installation of the NCIL roofing system is now complete.
- Curtain wall installation is complete on the South face of the NCIL structure. This work continues to progress along the building exterior.
- Interior framing and mechanical and electrical rough-ins continue on both Level 1 and Level 2.

* Construction site mobilization

** Pre-Design and Design milestone dates are based on milestone completion

*** All costs are in Millions

PROJECT STATUS REPORT

EXECUTIVE SUMMARY

19-04057 – Engineering Expansion (EE)
DATE: October 31, 2024
REPORTING PERIOD: October 2024

	BUDGET	SCHEDULE	SCOPE
CURRENT			
PREVIOUS			

SCOPE

The Engineering Expansion project was created to fill the need for teaching, research and office space for the Faculty of Computer Science and Engineering. In particular, current Civil Engineering program spaces are housed in temporary facilities spread around the UVic campus. Accreditation of both Civil and Biomedical Engineering is contingent on program space (teaching, research, support) to be delivered by the Engineering Expansion project's two buildings.

SCHEDULE	PRE-DESIGN	DESIGN	CONSTRUCTION*	OPERATION
	Actual / Forecast	June 2020	March 2022	January 2024

BUDGET	APPROVED BUDGET	FORECAST	VARIANCE
	\$149.76	\$149.76	\$0.00

MAJOR RISKS	SCOPE	SCHEDULE	BUDGET
	<ul style="list-style-type: none"> SCOPE –Tender values have not resulted in changes to scope. SCHEDULE – Risk: Schedule delay impacts ability to complete the two buildings for Sept 2026 term. Mitigation: early order of long lead time items, nighttime work during exam period, high level coordination of finishing work, commissioning, furniture and equipment moves to take place in spring/summer 2026. Will prioritize labour force toward completion of ECSE for Sept.2026. BUDGET – Tendering phase nearly complete -- 97% of subtrade contracts awarded, small value outstanding for landscape, specialty equipment and interior 	<ul style="list-style-type: none"> Tender Packages (TP): 3% of subtrade contracts remaining for award, comprising of Landscape and Interior elements. Total values on budget. 	<ul style="list-style-type: none"> Site Works underway: underground civil and electrical work well underway, main electrical power routing underway, foundations and slab ECSE have been poured. Reviewed results of Strong Floor mockup. Labour force mobilization to HBRSL site for formwork reinforcement and preparation for foundation pours and slab on grade concrete pour.

UPDATES
<ul style="list-style-type: none"> Tender Packages (TP): 3% of subtrade contracts remaining for award, comprising of Landscape and Interior elements. Total values on budget. Site Works underway: underground civil and electrical work well underway, main electrical power routing underway, foundations and slab ECSE have been poured. Reviewed results of Strong Floor mockup. Labour force mobilization to HBRSL site for formwork reinforcement and preparation for foundation pours and slab on grade concrete pour.

* Construction site mobilization
 ** Pre-Design and Design milestone dates are based on milestone completion
 *** All costs are in Millions



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

Date: November 14, 2024

To: Operations and Facilities Committee

For: Information

From: Elizabeth Croft, Vice-President Academic and Provost

A handwritten signature in black ink, appearing to read 'Elizabeth Croft'.

cc: President and Vice-Chancellor

Meeting Date: November 26, 2024

Subject: 2024/25 Enrolment Analysis Report

Background:

This annual report outlines UVic's enrolment projections for the current academic year and describes the enrolment size and composition of the university's student population—including undergraduate and graduate students, both domestic and international. Trends in applications, admissions and new registrations are also included. Historical context is also provided.

In support of our Strategic Plan pledge to hold ourselves accountable to *ʔetalnəwəl'* | *ÁTOL, NEUEL*, the report includes a section on Indigenous student enrolment.

The report also highlights recent, current and future strategies and initiatives in support of healthy enrolments at UVic, which in turn helps to ensure the financial health of the institution.

Previous Consultation:

Enrolment projections for the 2024/25 academic year were approved by the Board of Governors at their March meeting, on the recommendation of Senate. This sets the overall recruitment and retention parameters for the university, aligned with the Strategic Plan, our Strategic Enrolment Plan and provincial grant for domestic undergraduate students and graduate students.

The Vice-President Academic and Provost and the Associate Vice-President Academic Resource Planning provided an enrolment update to Deans' Council in October and then to

Senate at their November meeting, highlighting some of the information included in this Enrolment Analysis Report.

Planned Further Action:

The Office of the Vice-President Academic and Provost actively monitors enrolment levels on a weekly basis throughout the academic year and provides regular updates to Deans and other university leaders. Enrolment targets and projections for 2025/24 will be presented to Senate in and then the Board of Governors for approval in March 2025.

Basis for Jurisdiction: University Act, s 27(1) and s 27(2)(r)
Strategic Plan
Strategic Enrolment Plan
Planning and Budget Framework

Attachment(s): 2024/25 Enrolment Analysis Report



2024/25 ENROLMENT ANALYSIS REPORT

November 2024



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Summary and strategic context

UVic's Strategic Enrolment Plan has guided our recruitment and retention efforts since its launch in April 2019. Our commitments as outlined in the Plan include recruiting the best undergraduate students, diversifying our international undergraduate student population by geographic location and program of study, and increasing our enrolment of Indigenous students and others from under-represented populations. We also aim to increase the proportion of graduate students, especially in research programs.

Further to this, our Strategic Plan, Distinctly UVic, builds on our strong foundation of excellence in teaching, research and creative works, and our commitment to an outstanding student experience. It urges us to bring together different perspectives and lived experiences to build better solutions, together. As we continue to implement Distinctly UVic and other institutional plans, we will revisit and revise our enrolment goals to align with our purpose, pledge, principles and priorities that define and unite us.

Our annualized student full-time equivalent (FTE) enrolment for the 2024/25 academic year is expected to be 19,477—an increase of 98 FTE from last year. Our 2024 fall term headcount is 21,923, with 18,581 undergraduate students and 3,334 graduate students.

As with previous years, we expect to achieve our funded enrolment targets for 2024/25 set by the BC Ministry of Post-Secondary Education and Future Skills (PSEFS), as well as our internal targets approved by UVic's Board of Governors in March 2024 on recommendation of Senate. Given the projected lower intake of international undergraduates and the strong demand domestically, the Board endorsed a planned international undergraduate enrolment level lower than previous years and a domestic enrolment level higher than our target with PSEFS. Our funded enrolment target includes new student seats in engineering and computer science and health-related academic programs.

We are also on track to meet our international enrolment target, which is set internally and alongside our domestic undergraduate and graduate targets. Our international undergraduate target for 2024/25 was set at 1,339 or 248 lower than our 2023/24 enrolment of 1,587 FTE. Actual international undergraduate enrolment is expected to be 1,426, or 87 FTE above target. This expected reduction in enrolment and associated tuition revenue informed our budget framework for 2024/25, which included a 4% budget reduction.

In 2019, as part of our Strategic Enrolment Plan, we committed to doubling Indigenous enrolment across all faculties by 2029, so that Indigenous students comprise at least 10% of the overall student population at UVic. We continue to see a steady increase in the number of students who identify as Indigenous, attributed to our K-12 pathways, community outreach, academic programs of interest to Indigenous learners, and culturally appropriate supports for Indigenous students. Representation is also an important factor for any diversity goal, and UVic has increased the number of Indigenous faculty and staff through initiatives like the Indigenous Recruitment Support Fund, as well as through significant efforts by units, faculty, librarians, staff and community leaders. Distinctly UVic and our Indigenous Plan *Xʷkʷənəŋ istəl* | *WĀENENĪSTEL* (*Helping to move each other forward*) envision a future where ways of knowing, being and learning are embedded into UVic's programs, systems and organizational structure.

National and global context

Domestic enrolment remains strong, with UVic once again achieving our funded PSFS target and internal target. Of the 25 publicly funded post-secondary institutions in BC, only nine—including UVic—are currently meeting their PSFS domestic undergraduate enrolment target.

UVic continues to experience a decline in international undergraduate enrolment, compounded by several years of smaller international cohorts (a smaller entering class one year persists for 4-5 years—the span of time we expect a student to complete their degree). The decline began during the COVID-19 pandemic and has persisted due to several external factors.

The international post-secondary landscape continues to challenge Canadian universities and colleagues, with institutions across Canada experiencing declines to international enrolment. Notably, changes to Immigration, Refugees and Citizenship Canada policies and regulations have created uncertainties for students, despite available spaces at BC universities, including UVic.

As well, some countries—particularly China, which has been our biggest overseas recruitment country for several years—continue to advocate national policies to study in-country. The ongoing dispute between Canada and India has also limited student interest from India—our second biggest overseas recruitment country. Many international students are choosing to study in countries that have fewer restrictions, such as the USA, United Kingdom, France and Germany. It is important to note that geopolitical considerations and conflicts also create instability and may limit opportunities for international students to study abroad.

In response to these challenges, we have reviewed and revised our recruitment targets and goals (including diversification targets), sent admission offers earlier in the cycle, streamlined the registration process, expanded our recruiting network including through our partnership with Kaplan, and created new scholarships for international students. In fall 2024, we launched a new international undergraduate marketing campaign that speaks to UVic's value proposition, focusing on place and nature, experiential learning and the student experience, and academic and career outcomes.

Significant progression efforts by our Division of Student Affairs and in the Faculties have resulted in a good rate of student admits, both domestic and international, choosing to register at UVic. These combined efforts aim to demonstrate that UVic is a welcoming place for all students, and that we are committed to the retention and success of our students.

Annualized student FTEs

Full-time equivalent (FTE) enrolment is a weighted measure of student enrolment that considers course load. This measure is the principal enrolment accountability with the province and determines our funding for domestic students. For undergraduates, the FTE for a term is calculated by dividing a student's total registered units by the expected unit total for that particular program and year level. For full-time graduate students, the term FTE is 1.0. For part-time graduate students, the term is 0.33.

An annualized FTE measures course activity over a 12-month period, beginning with the Summer Session. For an undergraduate, this is the sum of the FTEs for the summer, fall and spring terms. For a graduate student, the annualized FTE is the sum of the three FTEs divided by 3.

PSFS sets enrolment targets for UVic based on annualized FTEs, and UVic’s Board of Governors approves our enrolment levels to help meet those targets. UVic’s grant funding, like other post-secondary institutions in BC, is provided by PSFS based on our domestic undergraduate and graduate enrolment targets. This represents our “PSFS-funded target,” and we submit a Board-approved “Institutional Accountability Plan and Report” to PSFS every summer that demonstrates how well we have met those targets.

UVic sets a higher internal target for enrolments for the purpose of its own academic and budget planning, which takes into account undergraduate international students (who are not funded by government and thus pay full international tuition). International graduate students are included along with domestic students in the PSFS graduate targets—out of a 2024/25 annualized total of 3,001 FTE, 1,090 were international.

As demonstrated in the table below, our overall annualized enrolment of 19,477 FTE exceeds our target of 19,447 by 30. We expect to exceed our PSFS target by 1,310 FTE in 2024/25, which comprises domestic undergraduates and all graduates (18,051 FTE on a target of 16,741). International undergraduate enrolment levels are down from last year, at 1,426 FTE but exceed our planning and budget target of 1,339 FTE.

Annualized FTE target comparison

	2023/24 actuals	2024/25 target	2024/25 forecast	Ministry funded
Domestic undergraduates	14,818	15,111	15,050	14,363
International undergraduates	1,587	1,339	1,426	0
Total undergraduates	16,405	16,450	16,476	14,363
Total graduates	2,974	2,997	3,001	2,378
Total students	19,379	19,447	19,477	16,741

Table 1: UVic’s overall annualized enrolment for 2024/25 is projected to exceed our target by 30 FTE.

Over the past decade, our greatest enrolment growth has been in international students. This population was affected by the pandemic as Canada had restricted inbound and outbound travel and implemented strict quarantine rules. Home countries also limited outbound travel, and Visa application and biometric centres around the world reduced capacity or closed entirely. Many incoming international students experienced significant delays by Immigration, Refugees and Citizenship Canada in processing and approving their study permit applications.

Annualized student FTEs over time

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	7-yr % chg
Undergrad domestic	14,064	14,129	14,239	14,083	14,299	14,818	15,050	7.0%
Undergrad international	2,333	2,577	2,492	2,275	1,907	1,587	1,426	-38.9%
Total undergraduates	16,397	16,706	16,731	16,358	16,171	16,405	16,476	0.5%
Total graduates	2,732	2,688	2,630	2,791	2,853	2,974	3,001	9.8%
Total students	19,129	19,364	19,361	19,149	19,059	19,379	19,477	1.8%

Table 2: UVic’s overall annualized student FTEs have been stable, with a growth of 1.8% in seven years. As we are currently in the 2024/25, this number is a projection and includes a best estimate of spring term 2025.

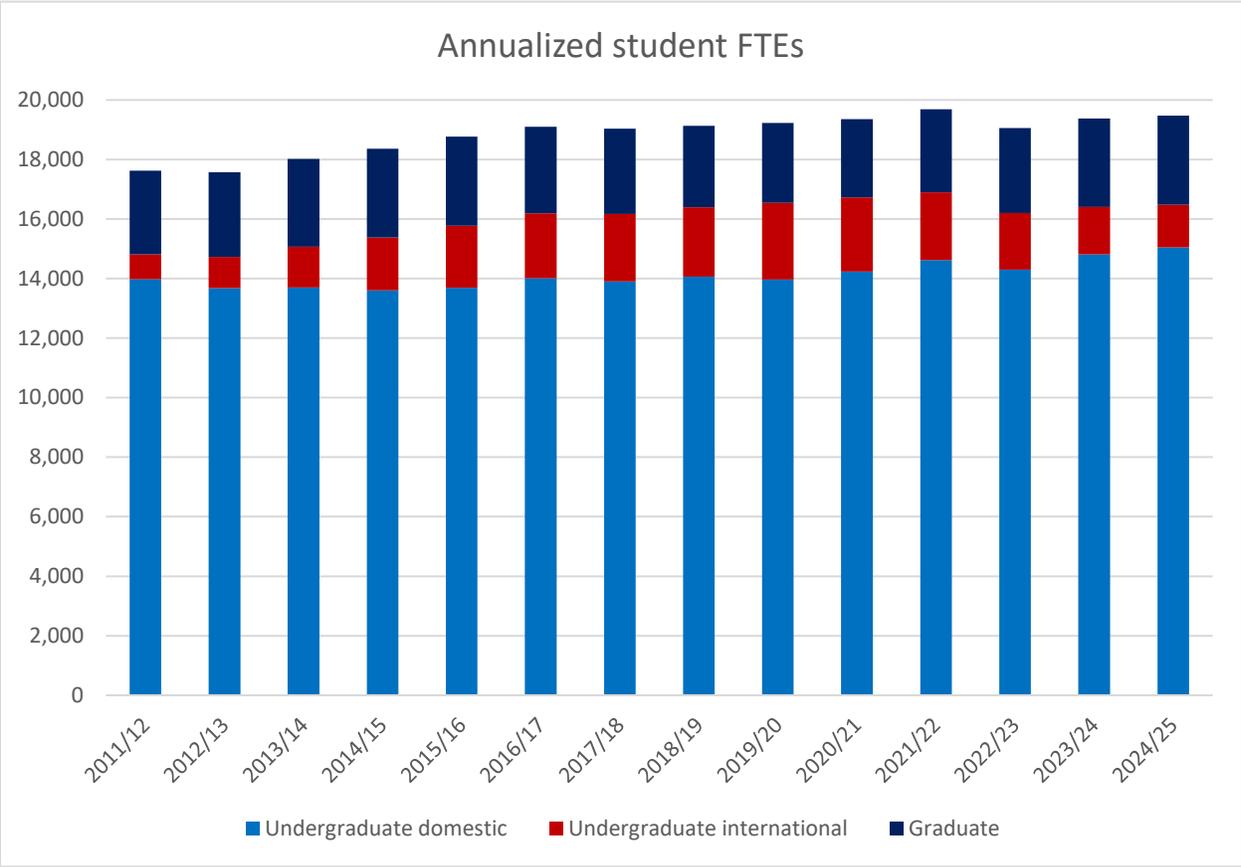


Figure 1: Annualized student FTEs over time.

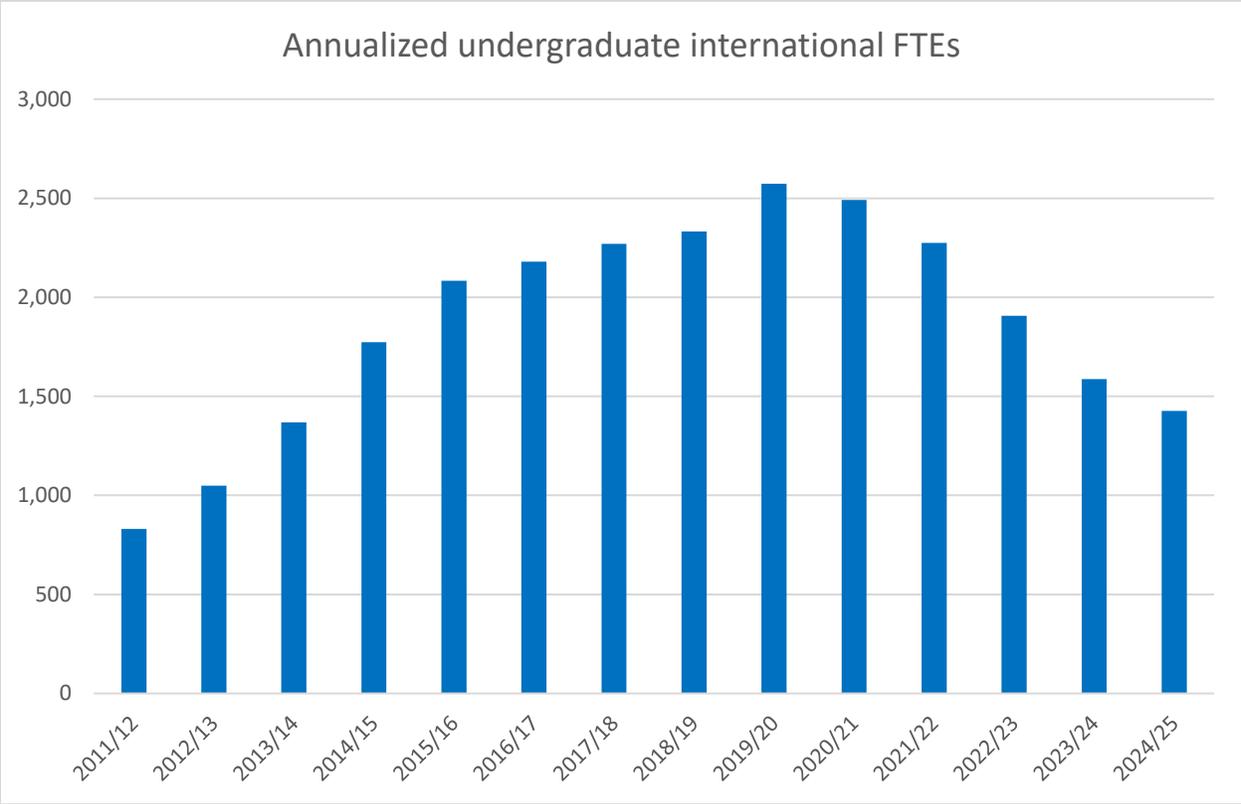


Figure 2: Annualized undergraduate international FTEs over time.

Each UVic Faculty has undergraduate and graduate enrolment targets and is resourced to meet those targets. Deans subsequently set enrolment expectations within their Faculties. There is no mechanical formula for per-student funding in the faculties since costs and resources vary substantially, depending on several factors, including the nature of the pedagogy, services, technologies, research equipment and related personnel, labour market differences by discipline, the success of the faculty in generating additional resources, and economies of scale.

Ministry-funded program expansions

As noted elsewhere in this report, the provincial government—through PSFS—funds up to a university’s domestic and graduate enrolment targets, which they set. Any additional students enrolled provide only tuition revenue, which—particularly in the case of domestic students—is insufficient to cover the full cost of education.

Through the leadership of the Vice-President Academic and Provost, and in coordination with Deans and Faculties, UVic works with PSFS on targeted expansions of academic degree programs, which increases our enrolment target and thus provincial grant. Program expansion proposals take years to negotiate and must align with our academic plans, government priorities and student demand. These expansions are one of the few ways BC universities increase their provincial grant (the other being funding to cover negotiated compensation increases through BC’s Public Sector Employers' Council).

Recently approved program expansions at UVic have been in engineering, computer science, health information science, and nursing, as shown below. Previous expansions have included engineering, computer science, social work, nursing, and the joint Indigenous laws programs.

Program	2024/25	2025/26	2026/27
Bachelor Software Engineering	60	60	60
Bachelor Computer Science	75	70	75
Bachelor Health Information Science	10	10	10
Master Health Information Science	8	15	12
Nurse Practitioner	15	15	-
Total funded expansions	168	175	157

Table 3: Ministry-funded academic program expansions (by student FTEs) for 2024/25–2026/27.

Funding is provided by the province on a per-FTE basis and, along with increased tuition revenue, the expansions in 2024/25 through to 2026/27 are expected to generate an additional \$13 million in operating revenue to the university. These new revenues help cover the costs of educating additional students through new faculty and staff positions, sessional and teaching assistant funding, and funding for associated supports and services.

Additionally, expansions can result in significant equipment and capital funding associated with the academic programs, which contributes to our research mission. For example, the current engineering and computer science expansion includes funding for the creation of a \$3.75 million computing cluster for software engineering, and the previous multi-year program expansion led to an addition to the Engineering Computer Science Building and the construction of a new High Bay Research and Structures Lab currently underway.

Headcounts

Student enrolment is usually measured in two ways: as a full-time equivalent (FTE)—previously explained—or as a headcount. A headcount is an unweighted count of individuals, where part-time and full-time students contribute equally to the final tally. Headcount totals are always referenced to a particular date and term, such as November 1 in the fall term (i.e., after the course drop-date deadline for the term).

Over the past seven years, headcount enrolment at UVic has been stable, with a change of only -0.2%. Enrolments within most faculties have been mostly stable and within a range related to their enrolment targets. In this timeframe, we have seen notable headcount growth in the Faculty of Law due to the launch of the joint Indigenous law JD/JID program (+16%) and growth in the Faculty of Engineering and Computer Science (+3%) due to funded expansions. As previously noted, a further expansion is underway that includes an additional 600 new student spaces in software engineering and computer science.

The largest decrease has been in the Faculty of Human and Social Development (-15%), primarily related to nursing. This pattern is consistent with nursing programs throughout BC, and we are working with our government partners to realign our targets and develop new programs. When the Faculty of Health becomes operational on May 1, 2025, programs currently in HSD will move to the Faculties of Health, Social Sciences, or Education. Decreases in the Faculty of Science (-5.6%) and Faculty of Social Sciences (-2.3%) are due to fewer international students.

Fall term student headcounts

Faculty/Division	2019	2020	2021	2022	2023	2024	7-yr % chg
Business	1,268	1,193	1,366	1,293	1,207	1,365	7.6%
Education	981	943	942	905	868	971	-1.0%
Engineering & Computer Science	3,111	3,122	3,163	3,117	3,183	3,215	3.3%
Fine Arts	1,123	1,189	1,146	1,116	1,147	1,155	2.8%
Human & Social Development	1,368	1,281	1,206	1,123	1,143	1,162	-15.1%
Humanities	1,845	1,861	1,741	1,674	1,684	1,803	-2.3%
Law	397	396	439	449	460	460	15.9%
Science	2,971	3,026	3,193	3,020	2,886	2,805	-5.6%
Social Sciences	5,691	5,917	6,080	5,817	5,680	5,558	-2.3%
Medical Sciences*	125	127	130	127	133	143	14.4%
Total undergraduates	18,880	19,055	19,406	18,641	18,451	18,637	-1.3%
Total graduates	3,140	3,008	3,214	3,279	3,346	3,337	6.3%
Total students	22,020	22,063	22,620	21,920	21,737	21,974	-0.2%

Table 1: UVic's overall student headcounts have been stable.

*Enrolments in the Division of Medical Sciences represents students in UBC's Faculty of Medicine, as part of our distributed education partnership. Growth can be attributed to a recent expansion of the Island Medical Program and new spaces for Speech Language Pathology and Physical Therapy graduate programs.

Indigenous enrolment

As per our 2019 Strategic Enrolment Plan goal, we are committed to doubling Indigenous enrolment across all Faculties by 2029, where Indigenous students comprise at least 10% of the overall student population at UVic. Currently, Indigenous students comprise about 6.5% of the overall student population.

This year, Indigenous enrolment was similar to the previous year, with an increase of 0.1% in undergraduate programs and 3.1% in graduate programs.

The Faculty of Law has experienced significant Indigenous enrolment growth in recent years because of the JD/JID program, with a 22% increase in overall Indigenous student enrolment in seven years. The Faculties of Humanities and Fine Arts and the Peter B. Gustavson School of Business have also made notable efforts to increase Indigenous enrolment. LE, NONET and the Office of Indigenous Academic and Community Engagement provides a suite of programs designed to welcome and support Indigenous students throughout their university journeys.

We also continue to strengthen our academic programming, courses and Indigenous-focused field schools, including land- and water-based learning opportunities. In 2018/19, UVic began offering annual Strategic Initiative Indigenous Grants to encourage faculty and staff across the university to revise their programs, courses, curricula, or learning resources aligned with UVic's commitment to reconciliation. In 2023, UVic launched a new REACH Award to recognize Indigenous scholars who have modernized their curricula and pedagogical practice using decolonization and/or anti-Indigenous racism approaches.

Indigenous students by faculty

Faculty/Division	2018/ 19	2019/ 20	2020/ 21	2021/ 22	2022/ 23	2023/ 24	2024/ 25	7-yr % chg
Business	24	33	33	39	34	39	50	108.3%
Education	119	128	134	116	110	115	130	9.2%
Engineering & Computer Science	120	120	113	103	95	91	86	-28.3%
Fine Arts	76	86	86	98	103	112	115	51.3%
Human & Social Development	195	189	198	179	153	173	163	-16.4%
Humanities	128	170	176	181	204	192	229	78.9%
Law	50	51	55	56	57	66	61	22.0%
Science	161	153	154	156	147	151	122	-24.2%
Social Sciences	284	292	332	339	310	305	291	2.5%
Medical Sciences*	10	13	16	17	18	17	15	50.0%
Total undergraduates	1,167	1,235	1,297	1,284	1,231	1,261	1,262	8.1%
Total graduates	234	240	253	271	288	321	331	41.5%
University total	1,377	1,442	1,517	1,516	1,485	1,543	1,543	12.1%

Table 2: Most faculties have seen a growth in the number of Indigenous students over a 7-year period. Reflects the number of individual students registered, rather than FTEs. *Enrolments in Medical Sciences represents students in UBC's Faculty of Medicine, as previously noted.

In the last decade, the overall trend for undergraduate enrolment at UVic is +20.9% and the trend for graduate enrolment is +36.8%.

Growth in Indigenous students at UVic

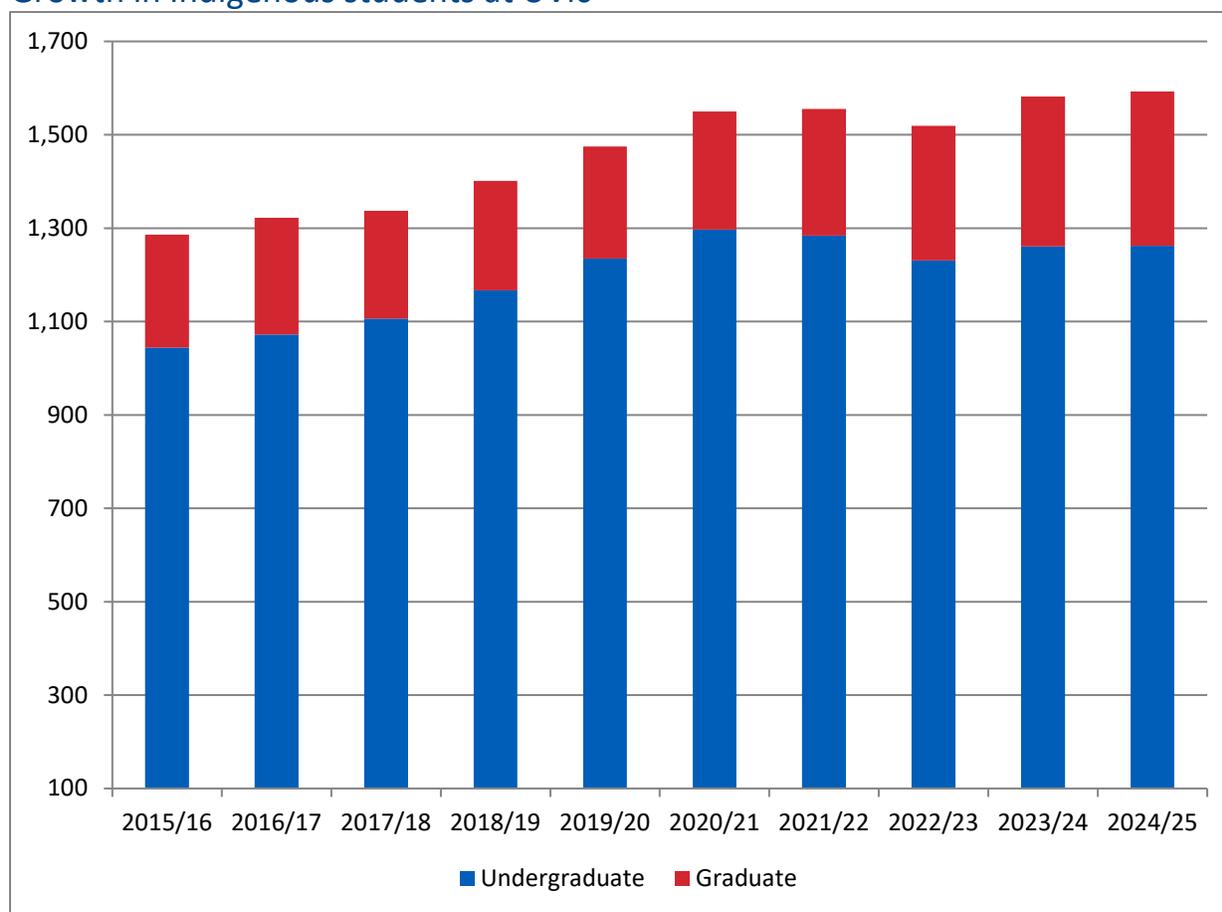


Figure 1: Currently, there are 1,262 Indigenous undergraduate and 331 Indigenous graduate students registered at UVic. Figures reflect individual students rather than FTEs.

Because Indigenous students may self-identify at any point in their education, there is some uncertainty as to actual enrolment numbers, which may be higher than indicated. The [Better Data Project](#)—aimed at enhancing the collection of information to inform inclusive action provides for more inclusive and expansive options for individuals to self-identify,.

Attracting new students

UVic sets enrolment targets every year for our new incoming classes to ensure overall enrolment levels are met and we achieve goals associated with new and growing programs (e.g., the technology- and health-related expansions) as well as our strategic enrolment goals. The applications and admissions cycle requires us to work with each Faculty to set enrolment targets and admission cut-offs to meet those enrolment levels.

About 77% of UVic students come from outside of the Greater Victoria Area—one of the highest of any Canadian university west of Quebec. In terms of geographic distribution, the greatest number of undergraduate registrants has consistently been from Vancouver Island, while the next largest group has been from the Lower Mainland.

Numbers of applicants are increasing, in large part due to new scholarships and increased recruitment efforts led by the Division of Student Affairs. Our partnership with Kaplan has also

started to bring new international applicants for our admission officers to review. Thanks to significant efforts within Student Affairs and the Faculties, including direct outreach and opening waitlists, we have been able to successful progress students from applicants to registrants. Progression efforts are particularly important as competition for top students intensifies.

Fall undergraduate applicants, admits and registrants

	2020	2021	2022	2023	2024	5-yr % chg
Total applicants	15,443	16,680	17,854	16,439	16,801	8.8%
Total admits	10,757	12,147	11,297	11,822	12,547	16.6%
Registrants						
Vancouver Island	1,482	1,387	1,319	1,232	1,457	-1.7%
Lower Mainland	1,142	1,202	822	914	1,049	-8.1%
Rest Southern BC	454	525	419	436	448	-1.3%
Other BC	170	199	185	207	219	28.8%
Rest of Canada	707	894	758	715	643	-9.1%
Outside Canada	371	611	591	585	538	45.0%
Total registrants	4,326	4,818	4,094	4,089	4,321	-0.1%

Table 3: New registrants have remained stable in the past five years.

Domestic undergraduate headcounts: new, returning and graduating

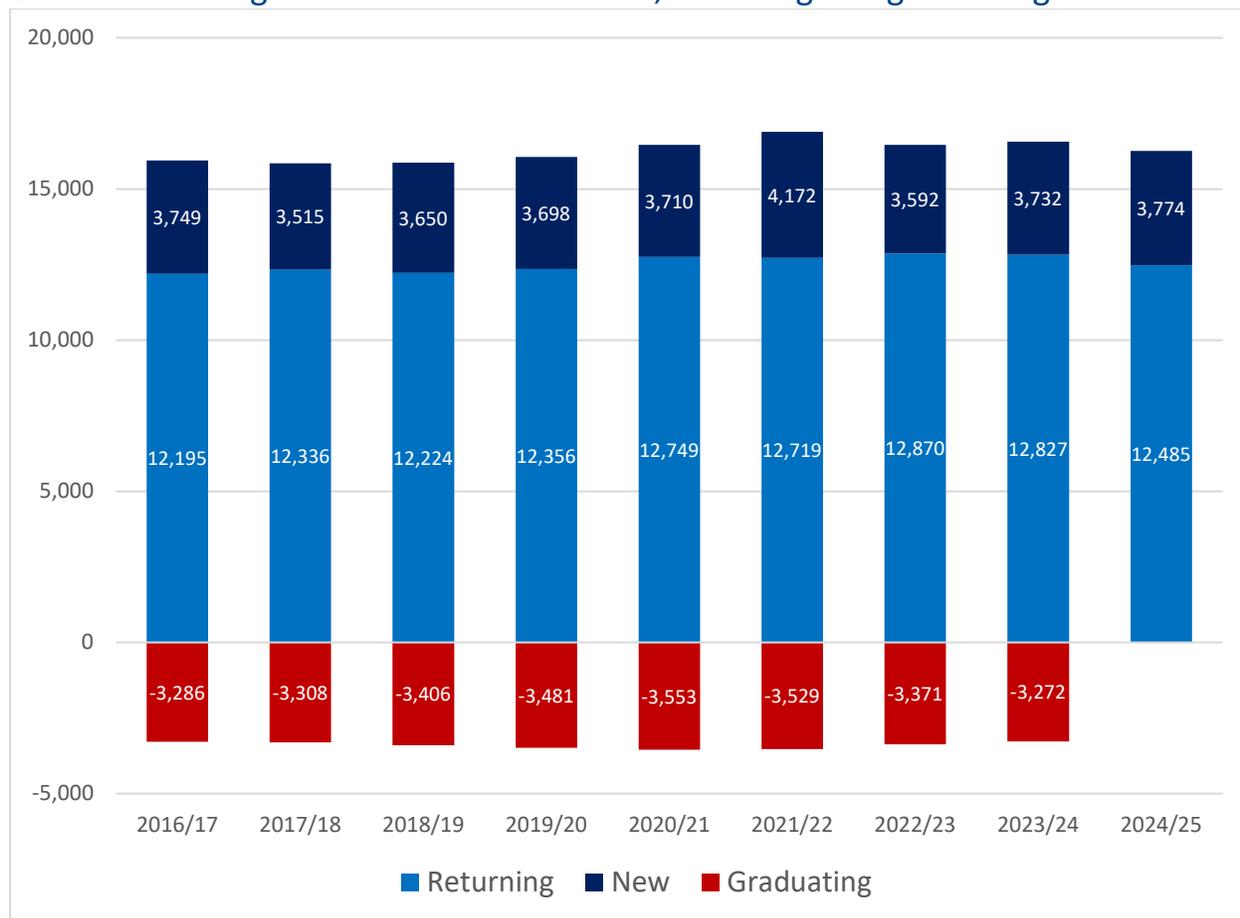


Figure 4: New intake targets take into account the expected number of returning students and the expected number of graduating students each year.

International undergraduate headcounts: new, returning and graduating

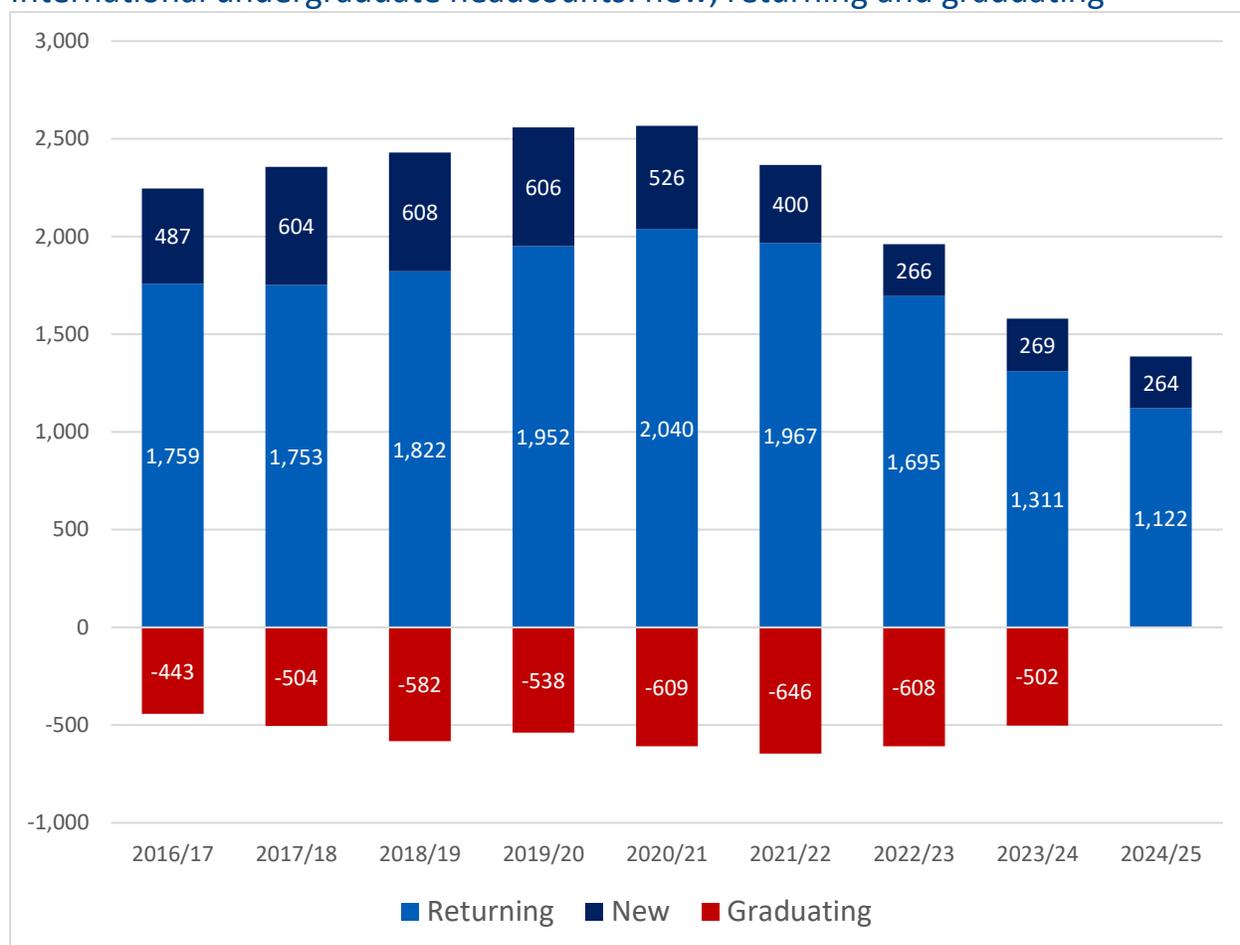


Figure 5: New intake targets take into account the expected number of returning students and the expected number of graduating students each year. For international students, this includes degree-seeking students and excludes those on international exchange.

The largest group of new undergraduate students has historically been BC high school students, and 2024 is no exception. Although we have seen a decrease in students coming from BC colleges, they continue to play an important role due to strong partnerships and pathway agreements. UVic and Camosun College have the single biggest transfer pathway in BC, with over 300 students per year transferring from Camosun to UVic in a typical year. About 1,500 students registered at UVic previously attended Camosun. Many of these students transfer to UVic through our engineering bridge program.

Undergraduate registrants by previous institution type

	2020	2021	2022	2023	2024	5-yr % change
BC high schools	2,240	2,633	2,140	2,216	2,494	11.3%
BC colleges	710	503	438	400	451	-36.5%
Total BC	2,950	3,136	2,578	2,616	2,945	-0.2%
All high school	2,913	3,612	2,940	2,990	3,184	9.3%
All post-secondary	1,413	1,201	1,147	1,099	1,137	-19.5%
Total registrants	4,326	4,813	4,087	4,089	4,321	-0.1%

Table 4: Most UVic students enter from high school.

UVic currently has students from over 128 countries. After Canada, the primary country of origin is China, with India and the United States as second and third. The proportion of students from China has declined over five years, from 43% to 22% of the overall international student population. In the same timeframe, we have seen an increase in students from Iran, Vietnam, Nigeria, Pakistan, Philippines, Mexico and Bangladesh, among other countries.

We are committed to diversifying the international student population by country and continue to implement several international recruitment strategies, including the strengthening of our recruitment network. This year, our partnership with Kaplan has been responsible for 74 new registrants, including from China, Vietnam, India, Turkey, South Korea and Brazil.

International headcounts by country (fall 2024)

Country	Graduate		Undergraduate		Total	
	Headcount	Percent	Headcount	Percent	Headcount	Percent
China	337	25%	457	21%	794	22%
India	128	9%	296	13%	424	12%
USA	106	8%	253	11%	359	10%
Iran	232	17%	68	3%	300	8%
Nigeria	40	3%	53	2%	93	3%
Mexico	26	2%	66	3%	92	3%
Vietnam	14	1%	69	3%	83	2%
Republic of Korea	12	1%	69	3%	81	2%
Japan	10	1%	69	3%	79	2%
United Kingdom	17	1%	57	3%	74	2%
Other	448	33%	750	34%	1,198	33%
Total	1,370		2,207		3,577	

Table 5: Most international students at UVic are from China, India, the USA and Iran. Note that percentages may not equal 100 because of rounding.

Challenges, strategies and new initiatives

As our overall domestic enrolments are strong, our focus going forward will be on international recruitment and further diversification, guided by our Strategic Enrolment Plan, Equity Action Plan and Indigenous Plan. We also continue to prioritize the retention and success of all students, including by offering culturally appropriate supports. The recruitment and success of graduate students across all Faculties is central to our mission as a research-intensive university.

Our strategies to maintain and recover international undergraduate enrolments within the context of a challenging post-secondary landscape have minimized the impact of government relations and global affairs. Compared to many of our peer institutions across Canada, UVic did not experience as sharp a decline in international enrolment.

Strategies have included a strengthening of our recruitment efforts, and new entrance scholarships. Our partnership with Kaplan continues to expand our recruitment network and our ability to attract high achieving students from around the globe. Our value proposition—which is reflected in our new marketing campaign for key international markets—continues to be a high-

quality, research-enriched education that includes significant experiential learning opportunities, including our highly successful co-op program.

UVic annually reviews the size and scope of our scholarship programs to ensure we are competitive and successful in attracting and retaining top-performing students. We also continue to offer bursaries to improve access for equity-deserving groups and students who demonstrate financial need during their studies, for both domestic and international students. To remain competitive, attract high-quality students, and meet our enrolment targets, we will need to continue to prioritize entrance scholarships. The value of student financial aid is outlined in the Student Awards and Financial Aid Report submitted annually to the Board of Governors.

We will also look for opportunities to expand and strengthen our academic programming in key areas of growth—both in terms of provincial priorities and our own education and research strengths, informed by our strategic plans. For example, with provincial support we continue to expand enrolment in the Faculty of Engineering and Computer Science, and the new West Shore campus—a partnership between UVic, Camosun College and Royal Roads University that’s currently under construction—will provide new space for computer science and software engineering students. The Faculty of Health, which will become operational on May 1, 2025, will provide opportunities to attract new learners to our existing programs and to offer new health-related programs of interest to students that will also help address unmet need in the province.

Professional master’s programs, accelerated degree options and micro-credentials are other ways we can reach new learners, including adult learners, career professionals and international students. Through micro-credentials, learners can potentially stack or ladder credits into degree programs, certificates or diplomas.

Finally, and importantly, UVic will continue to prioritize opportunities for Indigenous students and support their success. In recent years, specifically for Indigenous students, we have increased one-to-one supports and culturally relevant co-op opportunities, created new and expanded existing pathway opportunities, expanded scholarships and bursaries, and increased community partnerships and outreach. We continue to work on decolonization efforts across the university, including through academic and non-academic programming, working towards our goal of increasing Indigenous student enrolment and success.

Conclusion

Our enrolment outlook this year remains mixed. We have surpassed our targets for domestic and graduate enrolments but continue to be challenged by lower international undergraduate student numbers, as are many other post-secondary institutions in BC and Canada. We will once again achieve our funded PSFS target, and we are well positioned to deliver on several of our key enrolment goals articulated in our Strategic Enrolment Plan.

The university will continue to focus on delivering quality academic programs; ensuring our outreach activities and pathways resonate in the increasingly competitive post-secondary market; offering competitive scholarship and bursary programs aligned with our recruitment and retention goals; maximizing research opportunities for students; and ensuring that key university supports and services are responsive to students’ needs.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

Date: November 8, 2024

To: Operations and Facilities Committee

For: Information

From: Elizabeth Croft, Vice-President Academic and Provost

A handwritten signature in black ink, appearing to read "Elizabeth Croft".

cc: President and Vice-Chancellor

Meeting Date: November 26, 2024

Subject: Annual Report on Non-Academic Misconduct Allegations and Resolutions

Background:

The Resolution of Non-Academic Misconduct Allegations (Policy AC1300) requires the Office of the Associate Vice-President Student Affairs to provide an annual report to Senate and the Board of Governors detailing the nature of non-academic misconduct allegations, types of policy violations, sanctions assigned to students found responsible for violating the policy, and appeals.

Policy AC1300 broadly addresses student conduct incidents related to:

- theft, damage or destruction of property;
- unauthorized entry or presence on university property;
- fraud or impersonation;
- disruptive or dangerous behaviours;
- alcohol and drugs; and
- illegal activities that result in criminal charges or conviction.

The annual report contains information on the types of allegations submitted and reviewed under Policy AC1300, outcomes and sanctions, and related trends observed by the Office of Student Life.

Previous Consultation:

The report was shared and discussed at the November 1, 2024 meeting of Senate, with the Executive Director, Student Development and Success available to answer questions.

Planned Further Action:

The annual report contains information on how the Office of Student Life plans to respond to the trends outlined in the report. For example, the office plans to continue working with campus partners to identify and implement opportunities for early intervention and prevention, and to continue to expand learning and accountability resources for students related to the outcomes of resolution processes under the policy.

As noted at Senate, a review of Policy AC1300 is scheduled to begin in 2025.

Basis for Jurisdiction: University Act (s.27)
Procedures of the Board of Governors (Section 8.1)
Resolution of Non-Academic Misconduct Allegations (Policy AC1300)
Response to At-Risk Behaviour (Policy SS9125)

Attachment(s):

Annual Report on Non-Academic Misconduct Allegations and Resolutions 2023/24



2023-2024

ANNUAL REPORT ON NON-ACADEMIC MISCONDUCT
ALLEGATIONS AND RESOLUTIONS

August 2024

Introduction

The university's Resolution of Non-Academic Misconduct Allegations Policy (hereinafter referred to as 'Policy AC1300') was approved by the Senate and the Board of Governors in May 2011. Policy AC1300 came into effect in August 2011 and was renewed and updated in August 2017. The University's Office of Student Life (OSL) is the department on campus responsible for the administration of policy AC1300. Additionally, the OSL plays a critical role in the administration of the Response to At-Risk policy, among others. Policy AC1300 is slated for review in 2024 and this process will take place over the coming months. The focus of this review will be to further develop voluntary and alternative resolution processes, ensure alignment with best practices, developments in the field and other UVic policies, and consider conduct models that are equipped to respond to the current and anticipated student context.

Policy AC1300 requires annual reporting to Senate and the Board of Governors detailing the nature of non-academic misconduct allegations, types of policy violations, sanctions assigned to students found responsible for violating the policy, and appeals. In addition to this information, trends identified over the 2023-2024 year are also summarized.

As of this 2023-2024 annual report, The Office of Student Life (OSL), the office responsible for the administration of policy AC1300, has moved to managing and observing data according to a September-August model. The purpose of this shift is to provide more meaningful statistics and reporting of trends on a year-over-year basis to align with the academic calendar.

Purpose and Scope of Policy AC1300

Policy AC1300 was developed and implemented to respond to student non-academic misconduct in a clear, predictable, and transparent manner with consistent response mechanisms. Generally, policy jurisdiction applies to student conduct issues that occur on university property and off-campus conduct only when the behaviour is directly connected to university operations or where students are formally representing the university. The policy does not govern issues of academic integrity or academic appeals, issues of student conduct administered under the Sexualized Violence Prevention and Response Policy (GV0245), or issues that are governed by previously established university policies including the Discrimination and Harassment Policy (GV0205).

Policy AC1300 was designed to broadly address student conduct incidents that arise, such as:

- ❖ Theft, damage or destruction of property
- ❖ Unauthorized entry or presence on university property
- ❖ Fraud or impersonation
- ❖ Disruptive or dangerous behaviours to self or others
- ❖ Unlawful or high-risk alcohol and/or drug use
- ❖ Assisting in non-academic misconduct
- ❖ Failure to follow previous sanctions
- ❖ Illegal activities by a student occurring on university property or in connection with a university activity

Policy AC1300 and its associated procedures include processes that are intended to facilitate fair and consistent decisions when resolving student misconduct allegations while supporting the clarification of what constitutes non-academic student misconduct at the university. Further, the policy and associated procedures:

- Encourage the informal resolution of issues whenever appropriate
- Describe how a member of the university community can submit an allegation
- Set out investigative processes for formal allegations
- Describe possible sanctions for confirmed misconduct
- Provide criteria for determining any sanction(s) for confirmed misconduct (after investigation)
- Provide protocols for communicating decisions to the respondent and complainant; and
- Provide processes to appeal decisions and sanctions

2023-2024 Trends

Notable conduct trends observed by the Office of Student Life from September 2023-present are described below. These trends have resulted in increased focus and outcomes in the following areas:

- Informal/Voluntary Resolution Processes: There continues to be a marked shift towards the application of Informal/Voluntary Resolution processes to address non-academic misconduct concerns. This process includes engaging students in dialogue related to their behaviour, support needs, and expectations for participation in university life, to arrive at mutually agreed-upon outcomes. This typically includes a combination of outcomes aligned with what would be considered minor sanctions under policy AC1300. This approach allows for a more student-centred process and outcome that promotes meaningful engagement and accountability from the student wherever possible.
- Unit Collaboration and Early Intervention: A key area of focus in the 2023-2024 academic year has been on the development of collaboration across campus units for early resolution and intervention into conduct concerns. This involves comprehensive collaboration to address areas of risk, ensure access to wellness supports and responses, and implement de-escalatory approaches as much as possible.

For example, the OSL meets regularly with Residence Services, EQHR, and support units on campus to discuss emerging conduct concerns and to determine the most appropriate policy response. The OSL continues to develop tools for shared practice and approach, decision-making criteria, and guiding principles across campus units.

The majority of referrals related to student conduct originate from Residence Services, academic departments, and Campus Security Services.

- Faculty and Department Consultation: The Office of Student Life has experienced an increase in the number of consultation inquiries and requests from faculties and departments across campus to assist with emerging student conduct concerns at the early stages of concern. The Office of Student Life works closely with academic units to resolve these issues informally.
- Growth in Case Complexity: The Office of Student Life has seen a significant increase in case files involving students with complex support needs requiring intervention, intensive support, and inter-office collaboration. Students demonstrating behaviours driven by underlying support needs, such as complex mental health issues, require processes and response models that are accessible, supportive, and interdisciplinary while also considering, at times, significant impact to community and academic spaces.

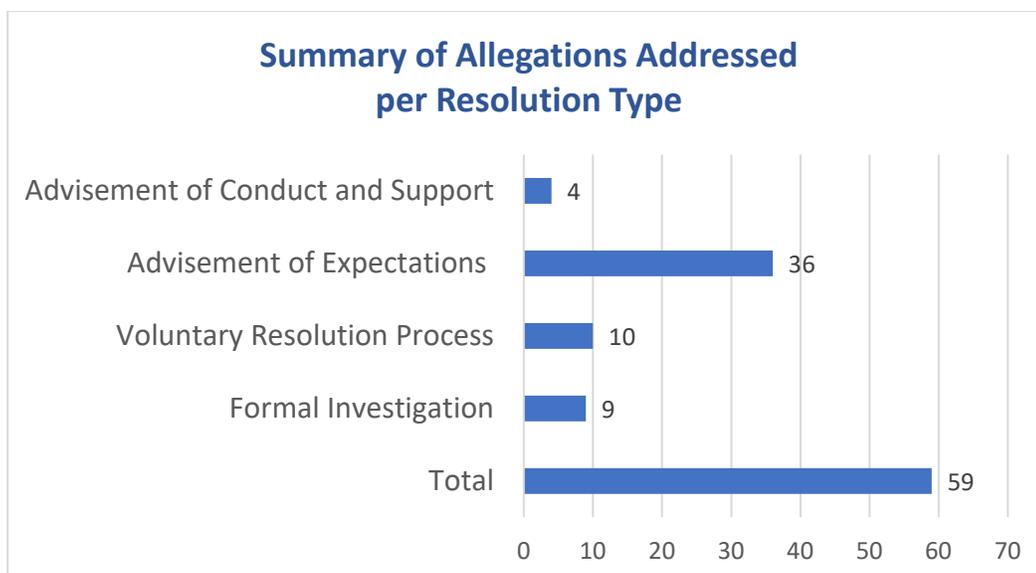
The Office continues to build and maintain collaborative relationships with units on campus such as the Student Wellness Centre to support opportunities for referrals and support where conduct concerns and health support needs intersect. This includes the consideration of wellness and health-based processes to support a resolution under relevant policy.

- Process Development in Response to Complex Needs: The Office of Student Life continues to focus internal efforts on the development of process, learning outcomes, and approaches to support complex student and community needs. The Office of Student Life prioritized ensuring process and outcomes are accessible, equitable, and considerate of unique identities, while balancing the need for procedural fairness, meaningful outcomes, and community safety and wellbeing.

Allegations Submitted and Reviewed Under the Policy

Table 1 - Summary of Non-Academic Misconduct Allegations and Resolution Processes

This table contains information on the processes used to respond to allegations under Policy AC1300.



Advisement of Conduct and Support – where behaviours are clearly linked to unmet support needs or impactful barriers and student experiences, the OSL may prioritize a connection to support and wellness resourcing to resolve the concerns. This approach is paired with clear communication about behavioural and community expectations in a manner that considers underlying support needs.

Advisement of Expectations - to address low-impact behaviours, or those already addressed under a different process, the OSL may choose to remind students of community expectations and discuss the concerns in a manner that does not require further process or outcomes.

Voluntary Resolution Process – Where possible and appropriate, and where the student has taken accountability for their actions, the OSL may engage a voluntary process to arrive at agreed-upon sanctions under the policy.

Formal Investigation – When appropriate, the OSL will initiate a formal investigation into a student’s alleged conduct. Based on the findings and decision, the OSL may apply minor sanctions or make a recommendation for major sanctions.

Notes regarding allegations and resolution processes:

- This number compares to 49 allegations reviewed during the April 2022- March 2023 reporting period.
- A student may be investigated under Policy AC1300 for multiple allegations.
- Both formal investigations and voluntary resolution processes largely involved allegations of dangerous and disruptive behaviour. This behaviour predominantly included concerns related to threats of harm to self and others, possession of weapons, theft, and unauthorized access.

- Approximately one third of all reported cases involve students requiring complex support and intervention. As a result, many of these cases require significant resourcing, collaboration across campus partners, and time to reach a resolution.
- The currently reported number does not adequately reflect the progressive disciplinary nature of some of these files, whereby a student may interact with multiple processes under the policy.

Table 2 – Nature of Reported Allegations/Concerns

This table shows the occurrence of different types of allegations/concerns received by the OSL during the academic year.

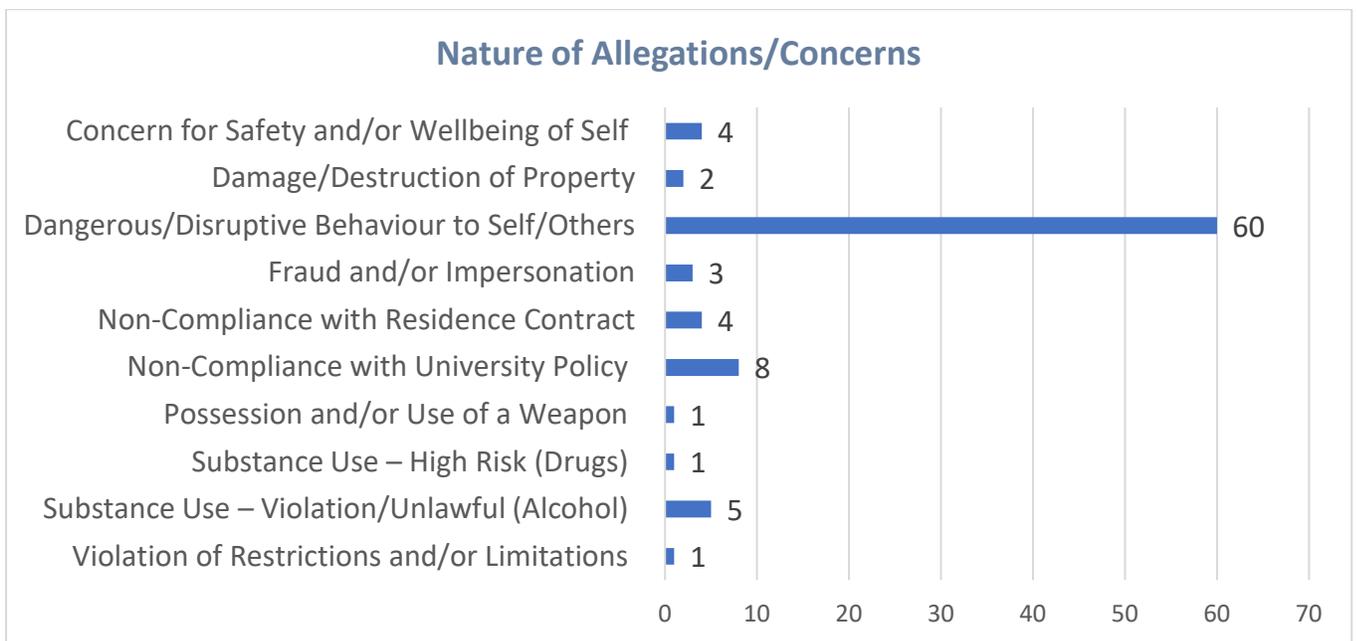
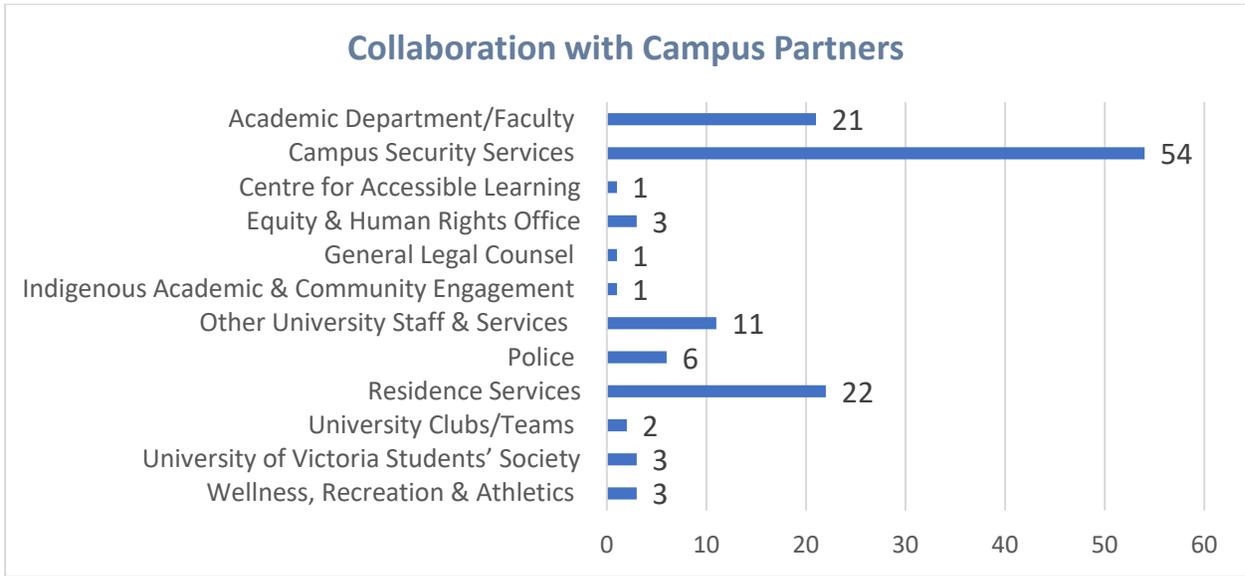


Table 3 – Collaboration with Campus Partners

This table shows the frequency with which the OSL consulted and collaborated with various campus departments to resolve non-academic conduct matters.

This consultation includes reviewing reports of student conduct concerns, assessing the policy/contract options for response, and determining the most appropriate resolution pathway. The OSL plays a key role in evaluating process options and making recommendations on the preferred approach to support student and community wellbeing, appropriate outcomes, and alignment with policies and best practice. Academic and non-academic units across campus are invited and encouraged to seek consultation from the OSL when concerns arise in a particular context including classroom and academic settings, residence, athletics, or social spaces.



Interim Measures

Non-academic misconduct processes under AC1300 operate in accordance with the university’s Response to At-Risk Behaviour policy (SS9125), which provides a framework for the university to respond immediately to at-risk behaviour.

Respondents of non-academic processes may have interim measures in the form of restrictions and behavioural expectations imposed on them under SS9125. Actions imposed under SS9125 are intended to mitigate risks to the safety of individuals and/or the university community. Interim measures typically remain in place throughout the duration of a non-academic misconduct process until such time that they are replaced or removed by process outcomes. Cases with interim measures tend to be complex, as they can require extensive and time sensitive coordination with campus and community partners, responses to unexpected circumstances, and management of interim measure breaches.

During the 2023-2024 reporting period, the Student Conduct and Case Resolution team worked with 16 cases with interim measures.

Student Support Pairings

Students participating in non-academic misconduct processes are offered opportunities to be paired with Student Support Coordinators from the Office of Student Life’s Student Support Coordination Program. Student Support Coordinators can provide help with navigating conduct policies and procedures, act as a liaison with investigators, offer moral and practical support during conduct meetings, and offer referrals to other university and community-based resources.

During the 2023-2024 reporting period, 21 students opted to work with Student Support Coordinators throughout their conduct process.

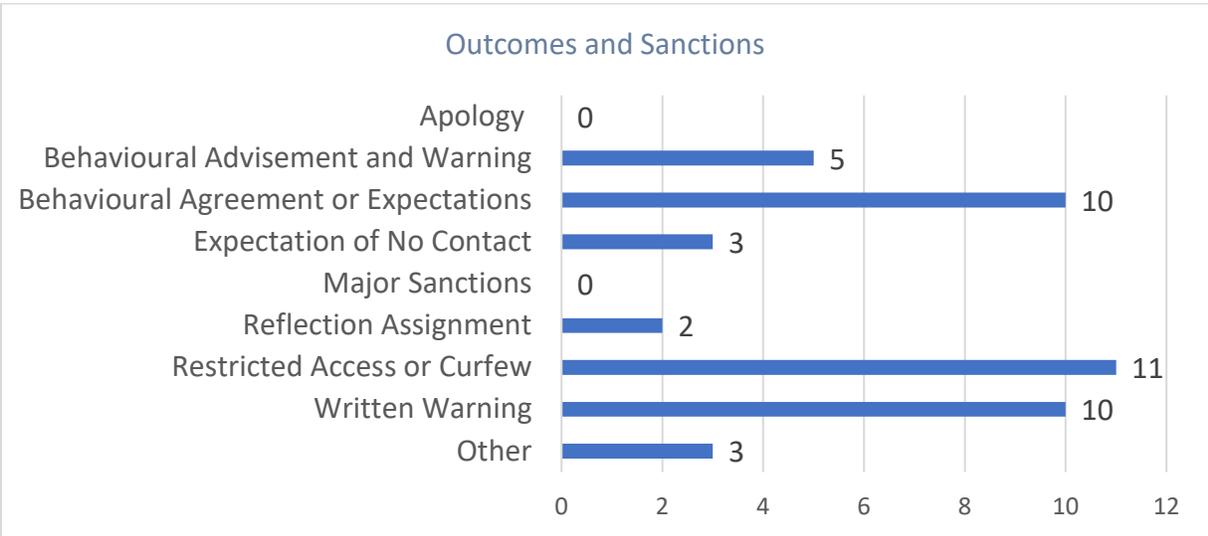
Outcomes and Sanctions

Decisions on appropriate sanctions for confirmed misconduct are made based on numerous considerations, including:

- The seriousness and impact of the Respondent’s conduct on the University Community, a University Activity or the university’s reputation or property
- Whether the incident is isolated
- Whether the incident was inadvertent or deliberate
- Whether other university policies were violated
- Related financial costs
- Other mitigating factors

In acknowledgement of emerging trends, the OSL has applied Behavioural Expectations in many cases. This approach allows for dialogue, coaching, and clear instruction related to appropriate behaviour on campus in a manner that can respond to specific circumstances and the different stages of student development.

Table 4 – Summary of Conduct Process Outcomes and Sanctions



Please note that, based on the timing of when this report was prepared, not all cases included in this report have reached a resolution and, as such, no information on the outcome is available.

Appeals

A Respondent may appeal a decision or action taken by the university under Policy AC1300, provided that sufficient grounds exist in accordance with formal appeal procedures.

No appeals were submitted during the 2023-2024 reporting period.

Response to Trends

In response to the identified trends, the Office of Student Life plans to:

- Continue working with Residence Services, health services, and other campus partners to identify and implement opportunities for early intervention and prevention.
- Explore options for enhancing operational capacity and resources to support increasing case complexity and case volume.
- Develop further support resources for faculty and departments to respond to non-academic behavioural concerns occurring in the academic environment.
- Continue to expand learning and accountability resources for students related to the outcomes of resolution processes under the policy.

Response to At-Risk Behaviour Policy

The University's Response to At-Risk Behaviour Policy (SS9125) is intended to provide a framework for the institution to respond immediately to at-risk behaviour. In general, policy SS9125 may be applied where any community member is exhibiting high-risk behaviour that requires an institutional response with leadership from Campus Security Services. Several units may be involved in the application and administration of the policy and a list of Administrative Authorities is contained within the policy.

Student Affairs, and the Office of Student Life (OSL) as the primary delegate, is the Administrative Authority under the policy for responding to students registered or actively participating in degree-seeking programs for behaviours occurring outside the classroom environment. The Office of Student Life plays a key role in determining appropriate interventions and applying Interim Measures in response to the at-risk behaviour, managing the interim measures, and consulting with Campus Security to address ongoing safety needs for the student and broader community. These behaviours often also fall under the Non-Academic Misconduct policy, the OSL is also often involved in the long-term resolution process to address the concerns.

In recent years, the OSL has witnessed an increase in the complexity and risk associated with concerning student behaviours. As such, a significant amount of resourcing and consultation is required to appropriately manage students exhibiting at-risk behaviour. In the 2024-2025 year, the OSL aims to capture data to best reflect trends in this area and to identify opportunities for supporting and intervening in concerning conduct in a manner that meets the needs of the community. The OSL also continues to focus on establishing pathways under the At-Risk policy to introduce health-based interventions where behaviours may be resulting from underlying mental health concerns.

At-Risk Behaviour

According to policy SS9125, at-risk behaviour is behaviour that:

- involves unlawful, dangerous, or violent conduct
- leads to a reasonable belief that the safety or security of any person(s) is threatened, whether or not the threat was communicated to such person(s)
- leads to a reasonable belief that the individual engaging in the behaviour is at imminent risk of harm or self-harm
- leads to a reasonable belief that the safety of property is threatened.

In the 2023-2024 year, the Office of Student Life was involved in administering interim measures for 18 students who were reportedly engaging in at-risk behaviour.

- 16 files included allegations of non-academic misconduct
 - These included behaviours that were alleged to be dangerous and that

presented a risk to the safety and wellbeing of community members.

- 2 files reviewed under at-risk also involved risk of damage to university property
- 2 cases involved allegations of sexualized violence under the Sexualized Violence Prevention and Response policy

Interim Measures

Interim Measures, applied under policy SS9125, restrictions on a student's ability to enter upon or to carry out activities upon university premises, or their ability to exercise university privileges. Interim measures are not intended to be disciplinary in nature and, instead, are focused on addressing concerns to safety and wellbeing. When applying Interim Measures, the Office of Student Life aims to balance a student's access to learning and community spaces while also addressing risks to self, others, and property. To determine the appropriate measures, and potential impacts, the OSL will consult with campus partners including Campus Security and General Counsel.

Interim Measures applied during the 2023-2024 academic year included:

- 15 cases involved restricted access to areas, or all, of University Property
- 7 files involved a relocation within the Residence Complex
- 6 cases involved an Expectation of No Contact with another community member
- 18 files involved Behavioural Expectations

Interim Measures applied under policy SS9125 are designed to address safety concerns and may include the following:

- ❖ Restriction from accessing all or parts of campus (for example, the Residence Complex, CARSA, or specific buildings.)
- ❖ Expectations of No Contact
- ❖ Residence Room Relocation or Removal from On-Campus Residence
- ❖ Behavioural Expectations
- ❖ Requirement for online learning



University
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SUBMISSION TO THE UVIC BOARD OF GOVERNORS

Date: November 14, 2024

To: Operations and Facilities Committee

For: Information

From: Elizabeth Croft, Vice-President Academic and Provost

A handwritten signature in black ink, appearing to read "Elizabeth Croft".

cc: President and Vice-Chancellor

Meeting Date: November 26, 2024

Subject: Report on Student Financial Aid 2023/24

Background:

The annual Report on Student Financial Aid provides information on UVic's longstanding commitment to recruit and retain outstanding students from diverse backgrounds and removing barriers to admission, retention and success through awards and financial aid programs. It includes current and historical information on scholarships, bursaries, awards and work study funding administered by the Office of Student Awards and Financial Aid.

The 2023/24 report details funding for undergraduate scholarships and awards, undergraduate and graduate bursaries and the work study program administered by Student Awards and Financial Aid for the academic year (May 1, 2023 to April 30, 2024).

To attract high performing students and remain competitive with comparator universities, the value of entrance scholarships has increased from the previous year by approximately \$1.3 million, as has the number of scholarships and recipients. In-course scholarships and awards have remained consistent with the previous year.

To help remove financial barriers and support the retention and success of a diverse student population, UVic provided \$4.5 million in bursaries and awards to 863 students. As well, UVic's work study program continues to provide valuable work and/or research experience for registered undergraduate and graduate students who require financial assistance.

Funding received by Indigenous students has increased significantly over the previous year, both in terms of recipients and value. Funding is a record high at over \$1 million.

Previous Consultation:

Throughout the year, the Senate Committee on Awards regularly approves new and revised awards for the Board of Governors’ approval. The Committee shared their annual report with Senate at their Nov. 1, 2024 meeting.

Planned Further Action:

UVic will continue to review trends in government student assistance and the impact on demand for post-secondary programs and will continue to adjust financial aid programs to meet the needs of a diverse student population, aligned with our enrolment goals and university plans and priorities.

Basis for Jurisdiction: Strategic Plan
Strategic Enrolment Plan
Student Awards Policy (AC1130)

Attachment(s): Report on Student Financial Aid 2023/24

Report on Student Financial Aid 2023/24



University
of Victoria



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Summary of student financial aid funding

This report details funding for undergraduate scholarships and awards, undergraduate and graduate bursaries and the work study program administered by Student Awards and Financial Aid (SAFA)¹ for the academic year 2023/24 (May 1, 2023 to April 30, 2024).

Merit-based awards for graduate students are administered by the Faculty of Graduate Studies and are not included in this report. It should be noted that all types of student financial aid received by undergraduate and graduate students expended from general operating, specific purpose and sponsored research funds totaled \$56,688,000 in 2023/24.

Over the past 10 years, the commitment of additional funding from various sources (base budget, carry-over, annual donor funds and endowed sources) has made it possible to increase both the value and number of undergraduate scholarships and awards as well as undergraduate and graduate bursaries. Despite year-to-year fluctuations due to the planned use of carry-over funds, the overall trend has been robust support for all forms of financial aid.

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Scholarships & awards	\$9,849,772	\$8,863,835	\$8,424,656	\$8,111,205	\$8,888,680	\$9,186,152	\$12,870,136	\$16,031,567	\$11,487,781	\$12,569,582
Bursaries	\$4,585,880	\$4,110,174	\$3,967,071	\$4,708,338	\$4,147,739	\$5,896,917	\$5,640,417	\$3,334,366	\$3,787,489	\$4,446,461
Work study	\$714,538	\$661,929	\$652,027	\$640,990	\$747,967	\$906,128	\$643,366	\$687,395	\$549,691	\$748,737
Total	\$15,150,190	\$13,635,938	\$13,043,754	\$13,460,533	\$13,784,386	\$15,989,197	\$19,153,919	\$20,053,328	\$15,824,961	\$17,764,780

Table 1: All forms of undergraduate financial support and funding awarded to graduate students on the basis of financial need.

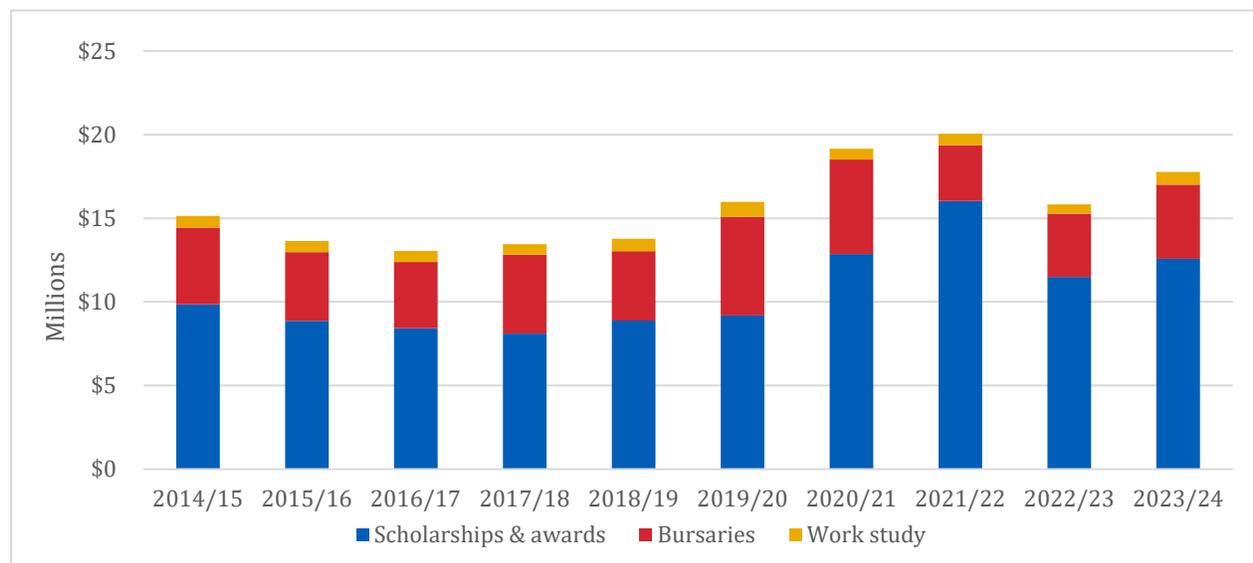


Figure 1: All forms of undergraduate financial support and funding awarded to graduate students on the basis of financial need.

¹SAFA administers bursaries and work study for both undergraduate and graduate students, and the dollar values for these types of aid include funding awarded to graduate students.

The COVID-19 pandemic impacted supports to students in 2020/21 through 2022/23. The enhanced automatic domestic entrance scholarship program that was introduced for the incoming class of 2020/21 was oversubscribed as the number of domestic high achieving students increased dramatically and resulted in an unprecedented number of students admitted with averages of 85% and higher during those years.

To ensure the financial sustainability of the domestic entrance scholarship program, automatic renewable entrance scholarships were removed, scholarship values were lowered, and the admission averages needed to qualify for automatic entrance scholarships were increased. The resulting reductions in both the number and total value of automatic entrance scholarships offered in 2022/23 were reflected in the report for that year.

In May 2023, UVic committed to a significant additional investment of \$2.5 million in base budget funding for the undergraduate scholarship program: \$1.5 million for domestic students and \$1 million for international students. As the entrance scholarship programs for the incoming class of September 2023 were finalized in September 2022, and offers were made from December 2022 through April 2023, this additional budget allowed UVic to increase scholarship values and create new scholarship offerings for students admitted for September 2024. The impact of these increases will be reflected in the 2024/25 student financial aid report, submitted to the Board of Governors next year.

Student financial aid is an instrumental factor in the decision making of prospective and current students, and our enrolment figures are provided in the annual Enrolment Analysis Report.

This report outlines information on UVic's undergraduate scholarship program, then provides funding information as it supports recruitment and retention efforts, Indigenous students and students with lived experience in care.

Undergraduate scholarship program

UVic offers one-time entrance scholarships and awards, a limited number of renewable entrance scholarships funded by annual donations and endowments, and in-course scholarships and awards in support of the recruitment and retention of high-achieving undergraduate students.

In 2023/24, 3,832 undergraduate students received 5,401 entrance and in-course scholarships totalling more than \$12.5 million from base budget, carry-over, annual donor and endowed sources of funding. This represents a 9% increase in the total dollar value of scholarships awarded in the previous year.

Scholarships are awarded to undergraduate students in two categories: entrance scholarships that support our recruitment goals and in-course scholarships that reward academic achievement and support retention and success.

Student financial aid funding in support of recruitment

Entrance scholarships

The majority of entrance scholarships are offered based on the admission average of the applicant. There are also entrance scholarships and awards offered on the basis of specific criteria such as admission average, volunteer commitment, athleticism, leadership, or other criteria specified in the

terms of reference for each award, including equity-deserving groups and those who experience barriers to participating in post-secondary education.

Summary of all undergraduate entrance scholarships			
	May 2022-April 2023	May 2023-April 2024	Change from 2022/23-2023/24
Number of scholarships	1,135	2,036	▲ 901
Number of recipients	935	1,462	▲ 527
Value of scholarships	\$3,062,535	\$4,331,159	▲ \$1,268,624
Average award per recipient	\$3,275	\$2,962	▼ -\$313

Table 2: Comparison of all undergraduate entrance scholarships awarded in 2022/23 and 2023/24.

Entrance scholarships offered on the basis of admission average are referred to as automatic scholarships. To be considered for this scholarship category in 2023/24, prospective students were required to self-report their final or predicted grade 12 marks by March 15, 2023.

Students entering with a self-reported admission average of 90% or higher were offered automatic entrance scholarships with values ranging from \$1,500 to \$4,000. Indigenous students with an admission average of 85% or higher were offered \$1,500 in addition to any other entrance scholarships they may have qualified to receive.

Scholarship-offer letters advised students that funding would be granted upon confirmation of final grades in August and registration in a full course load in the 2023/24 Winter Session. The number and total value of offers made annually varies depending on the admission average of each student in the entering class.

Admission average required to qualify	Value	2022/23 # offered	2022/23 # accepted	2022/23 \$ awarded	Value	2023/24 # offered	2023/24 # accepted	2023/24 \$ awarded	Change in # accepted from 2022/23-2023/24	Change in \$ awarded from 2022/23-2023/24
Renewable scholarships*										
98.00 - 100% (\$ awarded in 2022/23 were deferred from 2021/22)	\$7,000	2	2	\$14,000	n/a				- 2	- \$14,000
96.00 - 97.99% (\$ awarded in 2022/23 + 2023/24 were deferred from 2021/22 + 2022/23)	\$6,000	10	10	\$60,000	\$6,000	8	8	\$48,000	- 2	- \$12,000
Total Renewable		12	12	\$74,000		8	8	\$48,000	- 4	- \$26,000
Non-renewable scholarships										
98.00 - 100%	n/a				\$4,000	249	56	\$224,000	56	\$224,000
98.00 - 100% (\$ awarded in 2023/24 were deferred from 2022/23)	\$5,000	326	66	\$330,000	\$5,000	1	1	\$5,000	- 65	- \$325,000
96.00 - 97.99%	\$4,000	878	187	\$748,000	\$3,000	645	172	\$516,000	- 15	- \$232,000
96.00 - 97.99% (\$ awarded in 2023/24 were deferred from 2022/23)	n/a				\$4,000	13	13	\$52,000	13	\$52,000
94.00 - 95.99%	n/a				\$2,000	988	251	\$502,000	251	\$502,000
94.00 - 95.99% (early offers to Ontario students)	\$3,000	22	18	\$54,000	n/a				- 18	- \$54,000
94.00 - 95.99% (\$ awarded in 2022/23+2023/24 were deferred from 2021/22)	\$3,500	14	14	\$49,000	\$3,500	8	8	\$28,000	- 6	- \$21,000
90.00 - 93.99%	n/a				\$1,500	2,314	568	\$852,000	568	\$852,000
90.00 - 93.99% (deferred from 2020/21)	\$2,500	1	1	\$2,500	n/a				- 1	- \$2,500
90.00 - 93.99% (\$ awarded in 2022/23+2023/24 were deferred from 2021/22)	\$3,000	47	47	\$141,000	\$3,000	13	13	\$39,000	- 34	-\$102,000
90.00 - 93.99% (Early offers to Ontario students)	\$2,000	112	29	\$58,000	n/a				- 29	-\$58,000
85.00 - 100% (Indigenous students only)	\$1,500	130	23	\$34,500	\$1,500	161	62	\$93,000	39	\$58,500
85.00 - 89.99% (\$ awarded in 2022/23 were deferred from 2021/22)	\$2,000	26	26	\$52,000	n/a				- 26	-\$52,000
Base Budget Other	varies	19	19	\$37,623	varies	20	20	\$38,875	1	\$1,252
Total Non-Renewable		1,575	430	\$1,506,623		4,412	1,164	\$2,349,875	734	\$843,252
Totals		1,587	442	\$1,580,623		4,420	1,172	\$2,397,875	730	\$817,252

Table 3: Comparison of all automatic entrance scholarships offered and accepted in 2022/23 and 2023/24.

***Automatic entrance scholarships**

- To ensure the sustainability of the automatic entrance scholarship program, automatic renewable scholarships were eliminated for the incoming classes of 2022/23 and 2023/24.
- 8 renewable scholarships totalling \$48,000 were deferred from 2022/23 to 2023/24.

- 1,164 non-renewable automatic entrance scholarships were accepted, with a total value of \$2,349,875.
- The average value of automatic entrance scholarships was \$2,046.

Competitiveness of UVic’s entrance scholarship program

The table below shows UVic’s automatic entrance scholarship values as compared to those of five other Canadian universities in 2023/24.

Automatic entrance scholarship comparators 2023/24			
University	Scholarship name	Amount	Admission average
UVic	President's Entrance Scholarship	\$4,000	98% - 100% (IB 40+)
	President's Entrance Scholarship	\$3,000	96% - 97.99% (IB 38-39)
	University of Victoria Entrance Scholarship	\$2,000	94% - 95.99% (IB 36-37)
	University of Victoria Entrance Scholarship	\$1,500	90% - 93.99% (IB 32-35)
	University of Victoria Entrance Scholarship (Indigenous students only)	\$1,500	85% - 100% (IB 32+)
	University of Victoria International Entrance Scholarship	\$5,000	88% - 100%
Guelph	University of Guelph Entrance Scholarship	\$2,000	95%+
	University of Guelph Entrance Scholarship	\$1,000	90% - 94.99%
Queen's	Senator Frank Carrel Merit Scholarship	\$5,000 x 4 years	94% + (IB 38+)
	Principal's Scholarship	\$7,000	95% + (IB 39+)
SFU	International Excellence Entrance Scholarship	\$10,000	3.7/4.0
	University Transfer Entrance Scholarship	\$3,000	to top five applicants
U Calgary	President's Admission Scholarships	\$5,000	95%+
	IB Diploma Entrance Scholarship	\$2,000	IB 35+
UBC	Automatic Entrance Scholarships	\$0	None offered

Table 4: UVic’s comparative and competitive position in 2023/24.

Diversity in engineering and computer science

To increase the participation of under-represented groups of students in the Faculty of Engineering and Computer Science, entrance scholarships for women students and for Indigenous students were offered for the first time in September 2020.

In 2023/24, 82 entering students received the Women in Engineering and Computer Science Entrance Scholarship with a total value of \$159,000 compared to 69 students who received \$122,000 in the 2022/23 program year.

In 2023/24, we also awarded the Indigenous Students in Engineering and Computer Science Entrance Scholarship to 6 recipients with a total value of \$27,500.

Scholarships for women students entering the Faculty of Engineering and Computer Science			
Admission average	Value	# of students	\$ accepted
98.00 - 100%	\$3,000	8	\$24,000
96.00 - 97.99%	\$2,500	8	\$20,000
94.00 - 95.99%	\$2,000	19	\$38,000
90.00 - 93.99%	\$1,750	26	\$45,500
85.00 - 89.99%	\$1,500	21	\$31,500
TOTAL		82	\$159,000

Table 5: Scholarships for women students in engineering and computer science.

Entrance scholarships 2024/25

For the incoming class of September 2024, the following adjustments were made to the values of automatic entrance scholarships:

Non-renewable entrance scholarships	
98.00 to 100%	\$4,000
96.00 to 97.99%	\$3,500
94.00 to 95.99%	\$2,500
90.00 to 93.99%	\$2,000
85.00 to 100%	\$1,500 (Indigenous students only)
University/college transfer scholarships	
GPA 7.5 to 9.0	\$2,000

Table 6: Value of automatic entrance scholarships.

Student financial aid in support of retention

In-course scholarships and awards

The majority of in-course scholarships are awarded on the basis of grade point average in a minimum of 12 units of UVic courses in two of the three terms in the previous academic year, while others are awarded by departmental nomination. There are also in-course scholarships and awards offered on the basis of specific criteria with consideration given to admission average, volunteer commitment, athleticism, leadership, equity-deserving groups and those who experience barriers to participating in post-secondary education.

Undergraduate students are eligible for scholarships and awards made available through contributions from corporate and individual donors as well as from UVic's operating budget.

Summary of in-course scholarships			
	May 2022-April 2023	May 2023-April 2024	Change from 2022/23-2023/24
Number of scholarships	3,109	3,373	▲ 264
Number of recipients	2,268	2,370	▲ 102
Value of scholarships	\$8,425,246	\$8,238,423	▼ -\$186,823
Average award per recipient	\$3,715	\$3,476	▼ -\$239

Table 7: Comparison of all undergraduate scholarships awarded in 2022/23 and 2023/24.

- In 2023/24, 2,370 students who demonstrated academic excellence in the previous academic year received in-course scholarships and awards with a total value of more than \$8.2 million, a \$186,823 (or 2%) decrease from the previous year. This decrease was largely the result of the discontinuation of higher value automatic renewable entrance scholarships in 2022/23.
- The summary of in-course scholarships includes renewals of entrance scholarships for 578 students with a total value of more than \$3.7 million. This represents a 19% decrease in the number of scholarship renewals and a 17% decrease in the total value of renewals from the previous year. The commitment to scholarship renewals will be reduced year by year as previous renewable scholarship recipients complete their programs of study.
- In 2023/24, the average in-course scholarship and award per recipient was \$3,476, a 6% decrease from the average of \$3,715 in the previous year. Again, this is related to the reduced commitment to renewals of high value automatic renewable entrance scholarships.

Bursary program

UVic's bursary program helps remove financial barriers and supports the retention and success of a diverse student population. As one of the major funding tools in the university's financial assistance strategy, bursaries reduce the gap between total financial need and available resources when primary resources are insufficient.

Students who have applied and qualified for government student assistance, and whose financial need exceeds the maximum government aid available, are eligible to apply for bursary funding. While most bursary funds require applicants to also receive government student assistance, there are need-based bursaries that do not. For example, bursaries for international students, students with lived experience in care, childcare bursary applicants and the LE,NO~~N~~ET bursary program do not require recipients to participate in the government student assistance program to be eligible.

Students submit bursary applications that Financial Aid Officers in SAFA assess to determine eligibility. Basic educational expenses recognized by the provincial student assistance authority are included in the assessment of financial need. These costs include tuition and mandatory fees, books and supplies, accommodation, food, transportation, personal expenses, and childcare costs, if applicable. For 2023/24, the living allowance used to assess financial need was enhanced to reflect the higher cost of living in Greater Victoria. The costs not covered by other sources, or unmet need, are calculated by deducting student, parental and spousal contributions and government aid from the allowable costs detailed above. Bursaries are made available to cover a percentage of the applicant's unmet need.

Students who do not qualify for government student assistance due to extenuating circumstances or who experience an unforeseen financial crisis are also eligible to apply for bursary funding. These students are advised to contact SAFA regarding their financial situation. Bursary funding may be approved on a discretionary basis. SAFA will continue to work with students to explore all options available, including bursaries, to assist with financial need.

In 2023/24:

- 770 undergraduate students received bursaries valued at \$3,876,696; and
- 93 graduate students received bursaries valued at \$569,765.

- Included in the totals above, 23 undergraduate or graduate international students received bursaries valued at \$166,310.

Bursaries are awarded throughout the academic year with most funding awarded based on Summer Session and Winter Session online applications.

The allocation formula used to distribute bursary funding ensures a greater level of support for students with the most significant financial barriers. The pool of applicants with the highest financial need is primarily composed of students with dependents. In 2023/24, the bursary program was once again able to meet 100% of the total assessed unmet need of undergraduate and graduate applicants.

As part of Budget 2023, the British Columbia government doubled the provincial weekly loan maximums from \$110 per week to \$220 per week for individuals and from \$140 per week to \$280 per week for students with dependents to help make post-secondary education more affordable for students.

The federal government announced the following temporary measures that were in effect from August 1, 2023 to July 31, 2024:

- increased Canada Student Grants by 40% from pre-pandemic levels, up to \$4,200 for an eight-month program; and
- increased the Canada Student Loan weekly limit from \$210 to \$300 per week.

Year	Number of bursary and award recipients	Value of bursaries and awards (\$)
2015/16	1,394	\$4,110,175
2016/17	1,503	\$3,697,071
2017/18	1,468	\$4,708,338
2018/19	1,480	\$4,147,739
2019/20	2,336	\$5,896,917
2020/21	2,766	\$5,640,417
2021/22*	880	\$3,334,466
2022/23*	888	\$3,787,489
2023/24*	863	\$4,446,461

Table 8: The total value of bursaries and awards received by domestic and international undergraduate and graduate students from 2015/16 to 2020/21 and bursaries only in 2021/22 to 2023/24.

**There was a substantial change to reporting conventions starting in 2021/22 to make reporting consistent with Senate regulations around the classification of awards. Historically, student financial aid given as “awards” was reported with the bursary section of the report as many “awards” have a financial need component in addition to demonstrating academic merit. The category of “awards” where the recipient is selected primarily on the basis of academic merit is now included in the scholarship section of the report.*

Work study program

The work study program creates valuable experiential learning opportunities for students to engage in work, research, and other activities at UVic during their studies. The program, which runs during the Winter Session only, provides work experience for registered undergraduate and graduate students (both domestic and international) who require financial assistance.

Students are not required to receive government student assistance to participate in the work study program, but they must demonstrate financial need according to a standardized needs assessment.

In 2023/24:

- The program had a budget of \$695,000 plus carryover from previous years.
- The hourly rate of pay was a minimum of \$17.50 per hour (up from \$16.50 per hour in 2022/23).
- 1,080 students were eligible to participate in the program.
- 456 students (336 domestic and 120 international) were hired into 324 positions.
- Participants earned \$748,737 for an average of \$1,642 per student.

Funding for Indigenous students

UVic is committed to increasing the recruitment, retention and success of Indigenous students across all faculties, as reflected in our Strategic Enrolment Plan and aligned with our Strategic Plan.

Funding received by Indigenous students										
	2019/20		2020/21		2021/22		2022/23		2023/24	
	# of recipients	\$ Value								
Scholarships (UG only)	120	\$333,199	116	\$444,842	143	\$511,780	110	\$440,284	154	\$547,271
Bursaries (UG + GR)	109	\$223,831	139	\$370,910	104	\$293,488	93	\$291,138	107	\$453,406
Awards (UG + GR)	14	\$18,884	10	\$17,937	11	\$15,360	11	\$12,038	13	\$24,937
Work study (UG + GR)	28	\$50,994	7	\$13,749	14	\$28,576	10	\$17,700	15	\$25,395
Total \$		\$626,908		\$847,438		\$849,204		\$761,160		\$1,050,874

Table 9: The types of funding received by undergraduate scholarship recipients—as well as undergraduate and graduate bursary, award and work study funding recipients—who have self-identified as Indigenous.

In 2024, UVic created the Indigenous Language Revitalization Award, and it was offered for the first time in September of this year. These awards are given to Indigenous undergraduate and graduate students from nine local First Nations who are entering or continuing in specific Indigenous language programs at UVic. The award covers tuition and mandatory fees required for the completion of the student's program of study. No application is necessary; Etalewtx^w | ÁTOL,ÁUTW, the Office of Vice-President Indigenous (OVPI) recommends new and/or continuing students for the award.

Students from the following First Nations are eligible: Songhees, Esquimalt, Tsartlip, Pauquachin, Tseycum, Tsawout, Sci'aneuw, T'Sou-ke and Malahat. Eligible programs of study include:

- Certificate in Indigenous Language Proficiency
- Certificate in Indigenous Language Revitalization
- Diploma in Indigenous Language Revitalization
- Bachelor of Education in Indigenous Language Revitalization
- Bachelor of Arts in Indigenous Language Proficiency
- Graduate Certificate in Indigenous Language Revitalization
- Master of Education in Indigenous Language Revitalization
- Master of Arts in Indigenous Language Revitalization

Funding for students with lived experience in care

In 2014/15, UVic created the University of Victoria Youth in Care Award to support students with lived experience in care and not on the basis of academic merit. The award originally covered up to eight terms of funding or completion of a first degree, whichever came first, of actual tuition costs excluding mandatory fees. Entering, in-course and transfer students who met the eligibility criteria and who were registered in their first undergraduate degree were eligible to apply.

In 2017/18, the terms of reference for the award were amended to complement the new BC Provincial Tuition Waiver Program announced by the Ministry of Post-Secondary Education and Future Skills. The UVic award was amended to cover the actual tuition costs and mandatory fees for all terms of study required for completion of a first undergraduate degree for students who were previously in care in BC for at least one year but who do not meet the Provincial Tuition Waiver Program age or number of years in care criterion. Donor funds support book costs and living expenses.

Additional information about support for students with lived experience in care in BC:

- UVic's Youth in Care Award has no age limit and the minimum amount of time in care to qualify for the award is 12 months. Time in care must have been in BC.
- The BC Provincial Tuition Waiver Program has no age limit and the minimum time in care to qualify is 24 months. Those funded under a youth agreement at the time of turning 19 are automatically considered regardless of the duration of their time in care.
- In 2023/24, 51 students received the UVic award (compared to 46 recipients in the previous year) totaling \$348,253.
- Of these students, 47 also qualified for the BC Provincial Tuition Waiver Program.
- 9 UVic students with lived experience in care graduated in 2023/24.

Government student assistance

Federal, provincial and territorial loan and grant programs continue to play a significant role in meeting the financial needs of students.

As part of Budget 2023, the British Columbia government announced the following initiatives for their August 1, 2023 to July 31, 2024 program year to help make post-secondary education more affordable for students and to support individuals who need help repaying their student loans:

- doubled the provincial weekly loan maximums from \$110 per week to \$220 per week for individuals and from \$140 per week to \$280 per week for students with dependants;

- enhanced the BC Repayment Assistance Plan by increasing the income threshold for when a student loan payment is not required from \$25,000 per year to \$40,000 per year or higher depending on family size and indexing the thresholds annually to inflation; and
- lowered the maximum payment required from 20% to 10% of family income.

The federal government announced the following temporary measures that were in effect from August 1, 2023 to July 31, 2024:

- increased Canada Student Grants by 40% from pre-pandemic levels, up to \$4,200 for an eight-month program;
- increased the Canada Student Loan weekly limit from \$210 to \$300 per week; and
- waived the requirement for mature students, aged 22 years or older, to undergo credit screening to qualify for federal grants and loans.

In 2023/24, 5,816 undergraduate and graduate students received \$92 million in funding through all Canadian federal and provincial/territorial student assistance programs. More than \$24 million of that total was awarded as non-repayable grant funding.

In addition to Canadian government student assistance, 70 students received Direct Loans from the US Department of Education totalling more than \$1M USD.

Next steps

Economic changes have impacted participation in post-secondary studies, government assistance levels and the demand on the UVic bursary program. UVic will continue to review trends in government student assistance and the impact on demand for post-secondary programs. We will continue to adjust our financial aid programs to meet the needs of students and align with our enrolment goals and university priorities.

In the 2023/24 budget year, UVic allocated a significant additional investment of \$2.5 million in continuing base budget funding to support the undergraduate domestic and international scholarship programs. This commitment made it possible to increase the scholarship values for automatic entrance scholarships offered to academically well-prepared students who commenced their studies at UVic in September 2024.

The impact of the increased entrance scholarship values and lowered admission average required to qualify will be included in the 2024/25 report submitted to the Board of Governors in fall 2025.

The university has made significant investments in student financial aid over the last 10 years, including in the context of our Strategic Enrolment Plan, and future budget priorities will continue to reflect our institutional goals.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

Date: November 14, 2024

To: Operations and Facilities Committee

For: Decision

From: Elizabeth Croft, Vice-President Academic and Provost

A handwritten signature in black ink, appearing to read "Elizabeth Croft".

cc: President and Vice-Chancellor

Meeting Date: November 26, 2024

Subject: AC1110 Educational Service Contract Policy Revisions

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposed revisions to the Educational Service Contract Policy (AC1110).

Background:

The Educational Service Contract Policy (AC1110) outlines the process by which the University of Victoria may provide educational services to organizations other than the university community. Highlights of the proposed revisions are as follows:

- **Definitions:** The definition of “Educational Service Contract” has been expanded to encompass all UVic entities collectively referred to as the University. This definition specifies that third-party organizations include Indigenous Nations, agencies, and communities. A definition for “University Community” was added. Clarification was added to “Educational Service” to note that services may be offered on or off campus and through in-person, virtual or hybrid modalities.
- **Policy:** The Policy now clarifies that recipients of a contracted educational service are not UVic students *at the time the service is provided*. The Approval section of the Policy has been revised in alignment with the Signing Authority Policy (FM5400). Lastly, an added consideration for approval is the likelihood of reputational harm, financial, legal, or other risks to the University.

- **Authorities and Officers:** References to the “Vice-President Academic” have been expanded to include the full title of “Vice-President Academic and Provost.”
- **Procedures:** This section (formerly the Schedule of Direct Costs and Overhead Charges) is now a set of procedures. The list of potential contractors has been expanded to include Governments of other Canadian provinces and territories as well as Indigenous Nations and communities. The internal allocation of overhead charge recoveries has been adjusted for the Dean, VPAC, and UVic’s central administration.

Previous Consultation:

Over the past year, the Working Group has made several revisions to the policy based on consultations with Deans’ Council and Academic Leadership, Associate Deans Academic, Chairs/Directors, the University Secretary, and the Office of the Vice-President Research and Innovation.

Planned Further Action:

Following approval, the Office of the University Secretary will post the revised policy to the UVic website and the Office of the Vice-President Academic and Provost will communicate with academic units.

Basis for Jurisdiction: University Act

Attachment(s): Educational Service Contract Policy AC1110 (clean version and track changes version)



Educational Service Contract Policy

University Policy No.: AC1110
Classification: Academic and Students
Approving Authority: Board of Governors
Effective Date: TBD
Supersedes: March 2008
Last Editorial Change: n/a
Mandated Review: TBD

Associated Procedures: [Procedures for Direct Costs and Overhead Charges](#)

Purpose

- 1.00 The purpose of this policy is to outline the process by which the University of Victoria may provide educational services to organizations other than the University Community.

Definitions

- 2.00 For the purposes of this policy, the following definitions apply:

“University Community” means: (a) Students and continuing studies students; (b) faculty, librarians, and staff members; (c) anyone holding a University appointment; (d) post-doctoral fellows; (e) all individuals employed under contracts with University faculty members as the employer and who provide research or administrative services directly supporting faculty members’ research activities (including grant-funded employees); (f) anyone volunteering with a University program or activity; or (g) members of the Board of Governors and Senate.

“Educational Service Contract” means a contract (or grant) under which the University (including organizational units within the university such as faculties and UVic entities reporting through the Vice-President Academic and Provost) agrees to provide an Educational Service to a third-party organization (including Indigenous Nations, agencies, communities and branches of government) or persons who are not its registered students at the time the service is provided.

“Educational Service” means the development or delivery of an educational program, materials, or related services, whether offered on or off-campus and through in-person, virtual or hybrid modalities, and includes:

- Development and delivery of workshops;
- Development of educational materials in any form, including digital;
- Management and administration services for educational programs or courses;
- Dissemination of information through any format including publication of materials, development of web sites or maintenance or development of data-bases;
- Development or offering of programs initiated by third parties whether or not they are also offered to students enrolled at the University if the program is for a limited term;

but does not include:

- Contracts for services through the Division of Continuing Studies and the Gustavson School of Business Executive Education;
- Gifts or sponsorships to be used to assist in developing new or current University courses or programs;
- Contracts for the development, delivery or revision of academic courses or materials primarily for the benefit of enrolled students;
- Contracts or grants through the Office of Vice-President Research and Innovation;
- Contracts to organize scholarly conferences, meetings or seminars on a not-for-profit basis primarily for the benefit of University faculty, staff or students;
- Contracts or categories of contracts excluded by the Vice-President Academic and Provost.

Policy

3.00 The University's primary mission under the *University Act* is to provide instruction in all branches of knowledge, both in credit and non-credit programs, conduct research and maintain the facilities necessary to carry out those activities. Under this Policy, the University may provide Educational Services under a contract to external organizations or to persons who are not its enrolled students at the time the service is provided. The University recognizes the importance of providing these services as part of the dissemination of knowledge and as a valuable contribution to the community. However, it must do so in a way that does not detract from the operations of the University as required by the Act, and after careful consideration of the benefits and risks to the University.

3.01 Any programming offered under this policy is done so in accordance with and subject to the normal governance approval processes for such programming.

Approval

4.00 All Education Service Contracts must be approved by the Dean of the Faculty and, if the value of the contract exceeds \$250,000 (or the limit set in the Signing Authority Policy ([FM5400](#)), whichever is higher), by the Vice-President Academic and Provost or designate.

5.00 Once approval has been obtained, the Contract must be signed in accordance with [Policy FM5400: Signing Authority Policy](#).

6.00 An Educational Service Contract requires approval of the Dean, and if required based on limits set out in the Signing Authority Policy, the Vice-President Academic and Provost.

7.00 The Dean may reduce the overhead amount from the amount established by the Schedule, by reducing or eliminating the faculty's portion of overhead that would otherwise be returned under section 10.00.

8.00 Any requests to reduce the amount of the direct costs or overhead charges below the amounts fixed by the Schedule, other than as set out in section 7.00, must be approved by the Vice-President Academic and Provost.

Payment for Educational Services

9.00 All fees for Educational Services will be payable to the University.

- 10.00 Subject to section 7.00, overhead charges will be divided in accordance with the Schedule as established by the Vice-President Academic from time to time. A proportion of the charge will normally be given to the Faculty providing the service, the office of the Vice-President Academic and Provost, and the central administration.
- 11.00 Any alteration of the normal distribution of the overhead charge, other than alteration by a Dean in accordance with section 7.00, must be agreed to by the Vice-President Academic in advance of signing the Contract.

Authorities and Officers

- 12.00 The authorities and officers for this policy are:
- (i) Approving Authority: Board of Governors
 - (ii) Designated Executive Officer: Vice-President Academic and Provost
 - (iii) Procedural Authority: Vice-President Academic and Provost
 - (iv) Procedural Officer: Vice-President Academic and Provost

Relevant Legislation

[University Act](#)



Procedures for Direct Costs and Overhead Charges

Procedural Authority: Vice-President
Academic and Provost

Procedural Officer: Vice-President Academic
and Provost

Effective Date: March 0/8

Supersedes: December 2020

Last Editorial Change:

Parent Policy: Education Service Contract Policy

1.00 Approval

- 1.1 An Educational Service Contract and all supporting materials must be received in the Office of the Dean or, if required, the Office of the Vice-President Academic and Provost, with sufficient time prior to signing to allow a thorough review of the Contract, including legal review where necessary.
- 1.2 In submitting a request for approval of an Educational Service Contract, the Party initiating the request must submit a memorandum signed by them and the Chair/Director of the unit (if the Faculty has departments/schools) to the Dean, stating that the resources are available to carry out the contract, outlining the expected benefit to the University or the community and any potential risks, and setting out any impact the contract will have upon the mandate of the unit which will have the responsibility for the contract.
- 1.3 Where the Educational Service Contract must be approved by the Vice-President Academic and Provost, the Dean must sign a memorandum transmitting the Educational Service contract to the Vice-President Academic and Provost and certifying that the Dean has reviewed the contract and the memorandum described in section 10.00 of the Policy and that they are satisfied that the contract can be carried out as promised and will not adversely impact the unit's ability to carry out its mandate.
- 1.4 Relevant factors to be considered for approving Educational Service Contract include but are not limited to:
 - a. Alignment with institutional goals and priorities;
 - b. Compliance with relevant laws and regulations and University policies and procedures;
 - c. The price paid to the University includes all direct costs to the University and an appropriate overhead amount to reflect indirect costs to the University as set out in the Schedule;
 - d. The provision of the Educational Service will not, in the opinion of the person approving, adversely affect the ability of the University to use its personnel and resources in the carrying out of its primary mandate;
 - e. The provision of the Educational Service will benefit the University or the community.

- f. There is no reasonable likelihood of reputational harm, financial, legal or other risks to the University; and
- g. Any other factor that the Dean or Vice-President Academic and Provost considers appropriate in the circumstances.

2.00 Overhead charge to be Included in Contract Price

2.1 When an Overhead Charge is to be Included

An overhead charge shall be included in the price that is payable to the University by an external contractor under an Educational Service Contract.

2.2 Costs Included in the Calculation of Overhead Charges

The overhead charge is calculated on the total of all direct costs of providing the service under the Educational Service Contract less the excluded costs referred to in Paragraph 1.3.

2.3 Excluded Costs that are Not Included in the Calculation of Overhead Charges

The following costs are excluded from the calculation of an overhead charge:

- (a) Direct costs that are not charged to any UVic account; and
- (b) Cost of property or equipment that will not be legally or beneficially owned by UVic.

3.00 Overhead Charge Percentage

Unless the Vice-President Academic and Provost approves a different percentage or method of calculating an overhead charge with regard to a particular contract or class of contracts or the Dean alters the overhead in accordance with Section 7.00 of the Policy, the following percentage shall be included in the contract price of an Educational Services Contract with an external contractor:

Government of British Columbia	30% (minimum)
Governments of other Canadian provinces and territories	30% (minimum)
Government of Canada	30% (minimum)
Educational institutions (Canadian and non-Canadian)	30% (minimum)
Foreign governments	30% (minimum)
Non-profit organizations and societies	15% (minimum)
Corporations and private individuals	30% (minimum)
Indigenous Nations and communities	15% (minimum)

Note: All overhead charges in this schedule are minimum charges. The Dean or Vice-President Academic and Provost may adjust the overhead rate based on the client profile and their circumstances. It may be appropriate, in some cases, to charge a higher overhead. The minimum is a suitable rate when the educational services contract provides a benefit to the University, or is in the nature of public service, or is provided to a charitable or public service

organization, or Indigenous Nations or communities where these entities are the sole contracting parties and have limited funds. A higher rate should be charged if none of these factors is present. The actual cost to the University of administering many educational services contracts (including accounting, oversight, and loss of available personnel and space for other uses more directly mandated for the university) is estimated as closer to 50%. This should be kept in mind in selecting the overhead rate.

4.00 Direct Costs that should be Included in Educational Service Contracts

The following costs should be included in Educational Service Contracts:

- a. The cost (salary and benefits in accordance with prevailing policies) of providing release time for faculty and staff who will be involved in providing services under the Educational Service Contract;
- b. The purchase or rental cost of any equipment that must be acquired to provide the services required under the Educational Service Contract. Where an equipment will not be fully depreciated over the period of the contract and the equipment will be used by the University for other purposes, a proportionate share of the cost must be attributed to the Educational Service Contract;
- c. The cost of materials that the University will be required to supply under the Educational Service Contract;
- d. The costs of travel and accommodation that will be incurred by the University in providing the services under the Educational Service Contract;
- e. The costs of computing, license fees for special software required for the contract, photocopying, long distance telephone, fax and courier charges that will likely be incurred in providing the services under the Educational Service Contract;
- f. Where University floor space will be dedicated to the fulfilment of the University's obligations under an Educational Service Contract, the fair market rental value of the floor space should be treated as a direct cost;
- g. Where major items of University equipment will be dedicated to the fulfilment of the University's obligations under an Educational Service Contract, the fair market rental of the equipment should be treated as a direct cost.

4.00 Internal Allocation of Overhead Charge Recoveries

Overhead charge recoveries will be internally reallocated on the following basis unless the Vice-President Academic and Provost approves a different allocation for a particular contract.

Faculties: Where the services under an Educational Service Contract are provided by a Faculty, the internal Allocation of overhead charge recoveries will be:

Dean of Faculty	50%
Vice-President Academic and Provost	15%
University's central administration	35%

(to defray the cost of the University's operating expenses including use of facilities, e.g. classroom, office, meeting rooms, general IT services and supports including educational

technologies, the Library, administrative service departments such as payroll and registration, and the costs of utilities).

Note that the amount received by the Faculty may be affected by Section 7.00 of the Policy.

DRAFT FOR DISCUSSION ONLY

v.
Last revised:



Educational Service Contract Policy

University Policy No.: AC1110
Classification: Academic and Students
Approving Authority: Board of Governors
Effective Date: ~~March/08~~TBD
Supersedes: ~~May/2000~~March 2008
Last Editorial Change: ~~December 2020~~n/a
Mandated Review: ~~March/15~~TBD

Associated Procedures: ~~Name of Procedures~~[Procedures for Direct Costs and Overhead Charges](#)

Purpose

1.00 The purpose of this policy is to outline the process by which the University of Victoria may provide educational services to organizations other than the ~~U~~university ~~C~~community.

Definitions

2.00 For the purposes of this policy, the following definitions apply:

“University Community” means: (a) [Students and continuing studies students](#); (b) [faculty, librarians, and staff members](#); (c) [anyone holding a University appointment](#); (d) [post-doctoral fellows](#); (e) [all individuals employed under contracts with University faculty members as the employer and who provide research or administrative services directly supporting faculty members’ research activities \(including grant-funded employees\)](#); (f) [anyone volunteering with a University program or activity](#); or (g) [members of the Board of Governors and Senate](#).

“Educational Service Contract” means a contract (or grant) under which the University [\(including organizational units within the university such as faculties and UVic entities reporting through the Vice-President Academic and Provost\)](#) agrees to provide an Educational Service to a ~~third-party~~[third-party](#) organization (including [Indigenous Nations, agencies, communities and](#) branches of government) or persons who are not its registered students [at the time the service is provided](#).

~~[Services may be offered on or off campus and through in-person, virtual or hybrid modalities](#)~~

“Educational Service” means the development or delivery of an educational program, materials, or related services, ~~[whether offered on or off-campus and through in-person, virtual or hybrid modalities](#)~~, and includes:

- ~~[Development and delivery of workshops](#)~~;
- Development of educational materials in any form, including digital;
- Management and administration services for educational programs or courses;
- Dissemination of information through any format including publication of materials, development of web sites or maintenance or development of data-bases;
- ~~[Provision of off-campus programs to persons not registered students](#)~~;

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- Development or offering of programs initiated by third parties whether or not they are also offered to students ~~registered-enrolled~~ at the University if the program is for a limited term;

but does not include:

- ~~Contracts for services through the Division of Continuing Studies and the Gustavson School of Business Executive Education;~~
- Gifts or sponsorships to be used to assist in developing new or current University courses or programs;
- ~~Contracts for the development, delivery or revision of academic courses or materials primarily for the benefit of enrolled students;~~
- ~~Contracts or grants through the Office of Vice-President Research and Innovation~~
- ~~Research contracts or grants;~~
- Contracts to organize scholarly conferences, meetings or seminars on a not-for-profit basis primarily for the benefit of University faculty, staff or students;
- Contracts or categories of contracts excluded by the Vice-President Academic and Provost.

~~“Schedule” Procedures means the Schedule Procedures of for Direct Costs and Overhead Charges as fixed by the Vice-President Academic and Provost from time to time.~~

Policy

~~3.00~~ The University’s primary mission under the *University Act* is to provide instruction in all branches of knowledge, both in ~~degree and continuing education~~ credit and non-credit programs, conduct research and maintain the facilities necessary to carry out those activities. Under this Policy, the University may provide Educational Services under a contract to external organizations or to persons who are not its ~~registered-enrolled~~ students at the time the service is provided. The University recognizes the importance of providing these services as part of the dissemination of knowledge and as a valuable contribution to the community. However, it must do so in a way that does not detract ~~financially~~ from the operations of the University as required by the Act, and after careful consideration of the benefits and risks to the University.

~~3.01 Any programming offered under this policy is done so in accordance with and subject to the normal governance approval processes for such programming.~~

Approval

~~2-004.00~~ All Education Service Contracts must be approved by the Dean of the Faculty and, if the value of the contract exceeds \$250,000 (or the limit set in the Signing Authority Policy (FM5400), whichever is higher), by the Vice-President Academic and Provost or designate, or Head of the Division and, if the value of the contract exceeds \$75,000, by the Vice-President Academic or designate.

~~3-005.00~~ Once approval has been obtained, the Contract must be signed in accordance with Policy FM5400: Signing Authority Policy 1002: Signing Authority Policy (http://web.uvic.ca/univsec/pol_pro/pol_1000/1002SA.html)

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~~6.00~~ An Educational Service Contract requires approval of the Dean, and if required based on limits set out in the Signing Authority Policy, the Vice-President Academic and Provost

~~4.00~~—

~~Alignment with institutional goals and priorities;~~

~~Compliance with relevant laws and regulations and University policies and procedures;~~

~~5.00~~— The price paid to the University includes all direct costs to the University and an appropriate overhead amount to reflect indirect costs to the University as set out in the Schedule;

~~6.00~~— The provision of the Educational Service will not, in the opinion of the person approving, adversely affect the ability of the University to use its personnel and resources in the carrying out of its primary mandate; and

~~The provision of the Educational Service will benefit the University or the community.~~

~~There is no likelihood of reputational harm, financial, legal or other risks to the University; and~~

~~7.00~~— Any other factor that the Dean or Vice-President Academic and Provost considers appropriate in the circumstances;

Commented [EA1]: Moved to Procedures

~~8.00~~~~7.00~~ The Dean may reduce the overhead amount from the amount established by the Schedule, by reducing or eliminating the faculty's portion of overhead that would otherwise be returned under section ~~45~~~~10~~.00.

~~9.00~~~~8.00~~ Any requests to reduce the amount of the direct costs or overhead charges below the amounts fixed by the Schedule, other than as set out in section ~~79~~.00, must be approved by the Vice-President Academic and Provost.

~~10.00~~ An Educational Service Contract and all supporting materials the material set out in section 4 must be received in the Office of the Dean or, if required, the Office of the Vice-President Academic and Provost, with sufficient time prior to signing to allow a thorough review of the Contract, including legal review where necessary;

Commented [EA2]: Moved to Procedures

Certification

~~11.00~~ In submitting a request for approval of an Educational Service Contract, the ~~P~~party initiating the request must submit a memorandum signed by them and the Chair/Director of the unit of the unit (if the Faculty has departments/schools) to the Dean, stating that the resources are available to carry out the contract, outlining the expected benefit to the University or the community and any potential risks, and setting out any impact the contract will have upon the mandate of the unit which will have the responsibility for the contract.

~~12.00~~ Where the Educational Service Contract must be approved by the Vice-President Academic and Provost, the Dean must sign a memorandum transmitting the Educational Service contract to the Vice-President Academic and Provost and certifying that the Dean has reviewed the contract and the memorandum described in section ~~102~~.00 and that they are satisfied that the contract can be carried out as promised and will not adversely impact the ~~unit's ability to carry out its mandate~~, mandate of the unit.

Payment for Educational Services

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v.

Last revised:

~~43.00~~ 9.00 All fees for Educational Services will be payable to the University.

~~44.00 The Vice-President Academic has the authority to amend the Schedule of Direct Costs and Overhead Charges when required.~~

~~45.00~~ 10.00 Subject to section 79.00, overhead charges will be divided in accordance with the Schedule as established by the Vice-President Academic from time to time. A proportion of the charge will normally be given to the Faculty providing the service, the office of the Vice-President Academic and Provost, and the central administration.

~~46.00~~ 11.00 Any alteration of the normal distribution of the overhead charge, other than alteration by a Dean in accordance with section 79.00, must be agreed to by the Vice-President Academic in advance of signing the Contract.

Authorities and Officers

~~47.00~~ 12.00 The authorities and officers for this policy are:

- (i) Approving Authority: Board of Governors
- (ii) Designated Executive Officer: Vice-President Academic [and Provost](#)
- (iii) Procedural Authority: Vice-President Academic [and Provost](#)
- (iv) Procedural Officer: Vice-President Academic [and Provost](#)

Relevant Legislation

[University Act](#), citation (hyperlinked)

Related Policies and Documents

[Schedule of Direct Costs and Overhead Charges](#) (attached)



Schedule Procedures of for Direct Costs and Overhead Charges

Procedural Authority: Vice-President
Academic and Provost

Procedural Officer: Vice-President Academic
and Provost

Effective Date: March 0/8
Supersedes: December 2020
Last Editorial Change:

Parent Policy: Education Service Contract Policy

1.00 ~~4.00~~ Approval

- 1.1 An Educational Service Contract and all supporting materials must be received in the Office of the Dean or, if required, the Office of the Vice-President Academic and Provost, with sufficient time prior to signing to allow a thorough review of the Contract, including legal review where necessary.
- 1.2 In submitting a request for approval of an Educational Service Contract, the Party initiating the request must submit a memorandum signed by them and the Chair/Director of the unit (if the Faculty has departments/schools) to the Dean, stating that the resources are available to carry out the contract, outlining the expected benefit to the University or the community and any potential risks, and setting out any impact the contract will have upon the mandate of the unit which will have the responsibility for the contract.
- 1.3 Where the Educational Service Contract must be approved by the Vice-President Academic and Provost, the Dean must sign a memorandum transmitting the Educational Service contract to the Vice-President Academic and Provost and certifying that the Dean has reviewed the contract and the memorandum described in section 10.00 of the Policy and that they are satisfied that the contract can be carried out as promised and will not adversely impact the unit's ability to carry out its mandate.
- 1.4 Relevant factors to be considered for approving Educational Service Contract include but are not limited to:
 - a. Alignment with institutional goals and priorities;
 - b. Compliance with relevant laws and regulations and University policies and procedures;
 - c. The price paid to the University includes all direct costs to the University and an appropriate overhead amount to reflect indirect costs to the University as set out in the Schedule;
 - d. The provision of the Educational Service will not, in the opinion of the person approving, adversely affect the ability of the University to use its personnel and resources in the carrying out of its primary mandate;
 - e. The provision of the Educational Service will benefit the University or the community.

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- f. There is no reasonable likelihood of reputational harm, financial, legal or other risks to the University; and
- g. Any other factor that the Dean or Vice-President Academic and Provost considers appropriate in the circumstances.

2.00 Overhead charge to be Included in Contract Price

~~4~~2.1 When an Overhead Charge is to be Included

An overhead charge shall be included in the price that is payable to the University by an external contractor under an Educational Service Contract.

~~2~~4.2 Costs Included in the Calculation of Overhead Charges

The overhead charge is calculated on the total of all direct costs of providing the service under the Educational Service Contract less the excluded costs referred to in Paragraph 1.3.

~~2~~4.3 Excluded Costs that are Not Included in the Calculation of Overhead Charges

The following costs are excluded from the calculation of an overhead charge:

- (a) Direct costs that are not charged to any UVic account; and
- (b) Cost of property or equipment that will not be legally or beneficially owned by UVic.

~~2~~3.00 Overhead Charge Percentage

Unless the Vice-President Academic and Provost approves a different percentage or method of calculating an overhead charge with regard to a particular contract or class of contracts or the Dean alters the overhead in accordance with Section 7.00 of the Policy, the following percentage shall be included in the contract price of an Educational Services Contract with an external contractor:

Government of British Columbia	30% (minimum)
<u>Governments of other Canadian provinces and territories</u>	<u>30% (minimum)</u>
Government of Canada	30% (minimum)
Educational institutions (Canadian and non-Canadian)	30% (minimum)
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Note: All overhead charges in this schedule are minimum charges. The Dean or Vice-President Academic and Provost may adjust the overhead rate based on the client profile and their circumstances. It may be appropriate, in some cases, to charge a higher overhead. The minimum is a suitable rate when the educational services contract provides a benefit to the University, or is in the nature of public service, or is provided to a charitable or public service

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organization, [or Indigenous Nations or communities where these entities are the sole contracting parties and have with](#) limited funds. A higher rate should be charged if none of these factors is present. The actual cost to the University of administering many educational services contracts (including accounting, oversight, and loss of available personnel and space for other uses more directly mandated for the university) is estimated as closer to 50%. This should be kept in mind in selecting the overhead rate.

34.00 Direct Costs that should be Included in Educational Service Contracts

The following costs should be included in Educational Service Contracts:

- a. The cost (salary and benefits [in accordance with prevailing policies](#)) of providing release time for faculty and staff who will be involved in providing services under the Educational Service Contract;
- b. The purchase or rental cost of any equipment that must be acquired to provide the services required under the Educational Service Contract. Where ~~the an~~ equipment will not be fully depreciated over the period of the contract and the equipment will be used by the University for other purposes, a proportionate share of the cost must be attributed to the Educational Service Contract;
- c. The cost of materials that the University will be required to supply under the Educational Service Contract;
- d. The costs of travel and accommodation that will be incurred by the University in providing the services under the Educational Service Contract;
- e. The costs of computing, [license fees for special software required for the contract](#), photocopying, long distance telephone, fax and courier charges that will likely be incurred in providing the services under the Educational Service Contract;
- f. Where University floor space will be dedicated to the fulfilment of the University's obligations under an Educational Service Contract, the fair market rental value of the floor space should be treated as a direct cost;
- g. Where major items of University equipment will be dedicated to the fulfilment of the University's obligations under an Educational Service Contract, the fair market rental of the equipment should be treated as a direct cost.

4.00 Internal Allocation of Overhead Charge Recoveries

Overhead charge recoveries will be internally reallocated on the following basis unless the Vice-President Academic and Provost approves a different allocation for a particular contract.

Faculties: Where the services under an Educational Service Contract are provided by a Faculty, the internal Allocation of overhead charge recoveries will be:

Dean of Faculty	5045%
Vice-President Academic and Provost	150%
University's central administration	35%

(to defray the cost of the University's operating expenses including [use of facilities, e.g. classroom, office, meeting rooms, general IT services and supports including educational](#)

DRAFT FOR DISCUSSION ONLY

v.

Last revised:

[technologies](#), the Library, administrative service departments [such as payroll and registration](#), and the costs of utilities)

Note that the amount received by the Faculty may be affected by Section [79.00](#) of the Policy.

Division of Continuing Studies:

~~Where services are provided to an external contractor by the Division of Continuing Studies under an Educational Service Contract, overhead charge recoveries will be shared between the University's central administration and the Division of Continuing Studies in the same proportions (calculated on the financial information of preceding fiscal year) as the University's contribution of operating funds to the Division of Continuing Studies' budget is relative to the total revenue of the Division of Continuing Studies.~~



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

Date: November 8, 2024

To: Operations and Facilities Committee

For: Decision

From: Kevin Hall, President and Vice-Chancellor

A handwritten signature in black ink that reads "Kevin Hall".

Meeting Date: November 26, 2024

Subject: Public Interest Disclosure Act (PIDA): policy and procedures

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the Public Interest Disclosure Act policy and procedures, effective December 1, 2024.

Background:

The Public Interest Disclosure Act, SBC 2018, c 22 (PIDA), came into force on December 1, 2019, and allows for disclosures of serious wrongdoing (i.e. “whistleblowing”) by public servants. Under PIDA, the UVic 'Chief Executive' (i.e., UVic President) must also establish and maintain internal PIDA procedures. Per government directive, research universities are required to complete implementation of PIDA by December 2024.

The UVic Director, Internal Audit was appointed as the interim PIDA Designated Officer in late 2023, which included responsibility for developing the PIDA policy and procedures on behalf of the President. The Director, Internal Audit formed a PIDA policy development committee comprised of leaders nominated by the respective Executive Council members, from: Governance Services; Equity & Human Rights; Communications & Public Affairs; Indigenous Strategic Priorities & Community Engagement; Research; Campus Security; Human Resources; Faculty Relations; General Counsel; and Student Development & Success.

Previous Consultation:

- Project plan approved by the Audit Committee in January 2024.

Planned Further Action:

Once approved, the policy will be added to the university’s online policy manual.

Internal Audit is/will be working with Communications to:

- make changes to the existing Safe Disclosure mechanism to include PIDA aspects in alignment with the policy
- ensure UVic websites reference and link to PIDA resources, including new policy and procedures, as necessary
- develop and execute a campus-wide communications roll-out around PIDA, including implementation of the new policy.
- Create and publish required annual report

Basis for Jurisdiction: University Act, s. 27
Board procedures s. 8.1

Attachment(s): Public Interest Disclosure Act policy and procedures



Public Interest Disclosure Act (PIDA)

University Policy No.: TBD
Classification: Governance
Approving Authority: Board of Governors
Effective Date: TBD
Supersedes: NEW
Last Editorial Change: n/a
Mandated Review: TBD

Associated Procedures: [Public Interest Disclosure Act - Procedures](#)

Purpose

1.00 The purpose of this policy is to articulate how the University complies with the Public Interest Disclosure Act (PIDA).

PIDA requires certain public bodies to provide Employees with a process for making Disclosures, seeking advice about making a Disclosure, or making a complaint about Reprisal.

UVic is committed to all obligations under PIDA and adopts this policy and associated procedures to meet them.

Definitions

2.00

“BC Ombudsperson” means the local provincial Ombudsperson appointed under the Ombudsperson Act (RSBC 1996, c.340).

“Designated Officer” means the university employee(s) designated in this policy’s procedures, to receive reports of Wrongdoing, fulfill investigations, provide updates on disclosures, and receive requests for advice.

“Discloser” means an Employee who requests advice or makes a disclosure or complaint about Wrongdoing or reprisal under PIDA.

“Disclosure” means a submission of information alleging wrongdoing or Reprisal made by a Discloser in accordance with this policy and associated procedures.

“Employee” means:

- a) a current employee or member of the Board of Governors of UVic; and
- b) a former employee or former member of the Board of Governors of UVic, if the Wrongdoing occurred or was discovered by the Discloser when they were employed by UVic.

“Interim Measure” means any temporary restrictions or conditions on an individual’s ability to enter upon or to carry out activities upon University premises, or their ability to exercise University privileges under University policy or collective agreements.

“Protection Official” means the:

- Provincial Health Officer in respect of a health-related matter;
- the agency responsible for the Emergency and Disaster Management Act in respect of an environmental matter; or
- an appropriate police force in any other case.

“Reprisal” means any of the following measures taken against, or counseled to be taken against, an Employee because the Employee has, in good faith, made a request for advice, a Disclosure, or a complaint about a Reprisal, or cooperated with a PIDA Investigation:

- a) a disciplinary measure;
- b) a demotion;
- c) a termination of employment;
- d) any measure that adversely affects the Employee’s employment or working conditions;
- e) a threat to take any of the measures referred to in sections (a) to (d).

“Respondent” means any Employee who is alleged or found to have committed Wrongdoing.

“Supervisor” means an individual who instructs, directs, and manages employees in the performance of their occupational duties.

“Wrongdoing” means any of the following, that came into force before or after the establishment of PIDA, in or relating to UVic:

- a. a serious act or omission that, if proven, would constitute an offence under enactment of B.C. 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. a gross or systemic mismanagement;
- e. knowingly directing or counselling a person to commit a wrongdoing described in (a) to (d).

Jurisdiction/Scope

3.00 This Policy applies exclusively to Employees who make Disclosures or who wish to seek advice about making Disclosures if the Wrongdoing occurred or was discovered when the Employee was employed by the University.

4.00 Matters that do not come under the scope of this Policy may be addressed in other UVic policies, procedures, collective agreements, rules, or guidelines including, without limitation, under the:

- Financial Irregularities Response Management guidelines;
- Enterprise Risk Management policy;
- Collective Agreements as applicable;
- Scholarly Integrity Policy;
- Conflict of Interest policies;

- Sexualized Violence Prevention and Response policy;
- Discrimination and Harassment Prevention and Response policy;
- Information Security policy; the Protection of Privacy policy;
- Prevention of Violence in the Workplace policy; and
- Environmental Health and Safety policy.

UVic encourages those who become aware of improper conduct to report it in accordance with the applicable Policies. If a Disclosure does not relate to a matter that constitutes a Wrongdoing, existing processes for investigation will be followed.

- 5.00** If a Disclosure is deemed to be a matter more appropriately investigated using the processes defined under another institutional policy, the matter will be referred accordingly. This will not affect overall PIDA protections and timeline requirements.
- 6.00** If an Employee wishes to report conduct that the Employee believes constitutes Wrongdoing and does not wish to do so under other applicable Policies above, the Employee may do so under this Policy.
- 7.00** Where applicable, individuals who are not Employees may make disclosures following processes according to other applicable UVic policies.
- 8.00** Except with respect to Reprisals, this Policy does not apply to disputes between Employees and UVic with respect to their employment with UVic. Individual employment disputes are managed in accordance with the applicable UVic policies, procedures, rules, guidelines, collective agreements, or other employment contracts.

Policy

- 9.00** UVic will offer Employees a mechanism to make Disclosures about Wrongdoings that affect the University, university Employees, and operations of the University.
- 10.00** UVic will provide Employees with PIDA information, including PIDA definitions and protections. This will include training for Supervisors and Designated Officers.
- 11.00** Employees may make Disclosures either internally at UVic, or directly to the BC Ombudsperson.
- 12.00** Each person who receives, reviews, and investigates Disclosures must carry out those functions in an expeditious, fair, and proportionate manner as appropriate in the circumstances; and in accordance with the principles of procedural fairness.
- 13.00** A person must not engage in any Reprisal, or counsel or direct another person to engage in a Reprisal, against an Employee. This protection does not apply to protect an Employee from the consequences of their own Wrongdoing, misconduct or improper activity unrelated to their rights under PIDA. An Employee who engages in Reprisal may be subject to discipline, up to and including termination of employment.

- 14.00** UVic will publish an annual report regarding Disclosures and publish this as set out in the Procedures.

Roles and Responsibilities

15.00 *President*

The President is responsible for:

- a) assigning the role of Designated Officer;
- b) ensuring that instruction is available to all Employees about PIDA, this policy and its associated procedures;
- c) publishing annual PIDA reports; and
- d) responding to the BC Ombudsperson regarding steps taken to address recommendations relating to a finding of Wrongdoing made by the BC Ombudsperson.

16.00 *Designated Officer*

The Designated Officer, or delegate(s), are responsible for:

- a) receiving requests for advice;
- b) receiving Disclosures; and
- c) investigating Disclosures.

For the purposes of this Policy, the Director, Internal Audit or delegate will be responsible for (a) and (b); and determinations around (a) and (c) will be made in conjunction with any, but not limited to, the following: University Secretary; Associate Vice-President, Human Resources; General Counsel; Deputy Provost; Faculty Relations; or faculty leaders.

The Designated Officer investigates Disclosures in accordance with the PIDA Procedures, or in consultation with the BC Ombudsperson. The Designated Officer can request assistance from the BC Ombudsperson during an investigation, or refer a Disclosure, in whole or in part, to the Ombudsperson. If the Designated Officer refers the Disclosure to the BC Ombudsperson, the Designated Officer must notify the Discloser.

17.00 *BC Ombudsperson*

Appointed by the Lieutenant Governor as an officer of the Legislature, the BC Ombudsperson investigates allegations of Wrongdoing from public Employees, as well as allegations of Reprisal. The BC Ombudsperson works independently of UVic and has discretion regarding whether to begin an investigation after a Disclosure is made. The BC Ombudsperson prepares a report upon the completion of an investigation into whether the BC Ombudsperson has made a finding of Wrongdoing.

18.00 *Discloser*

Disclosers have a duty to make Disclosures in good faith. An Employee who makes a bad faith, malicious or intentionally false Disclosure may be subject to discipline, up to and including termination of employment. Such Employees may also face other legal consequences such as penalties under PIDA or civil claims brought by affected individual(s).

19.00 Supervisors

Supervisors are responsible for responding to requests for advice from Employees, receiving Disclosures and referring Disclosures to the Designated Officer, or other senior official, as set out in this policy's associated procedures.

Supervisors should also make Disclosers aware of other relevant policies (see 'Related Policies and Documents' below).

Authorities and Officers

The following is a list of authorities and officers for this policy:

- (i) Approving Authority: Board of Governors
- (ii) Designated Executive Officer: President
- (iii) Procedural Authority: President
- (iv) Procedural Officer: Director, Internal Audit

Relevant Legislation

[Public Interest Disclosure Act](#)

Related Policies and Documents

- Enterprise Risk Management Policy (GV0225)
- Faculty Collective Agreement
- Scholarly Integrity Policy (AC1105)
- Conflict of Interest policies (GV0210, HR6200, AC1200, RH8215)
- Sexualized Violence Prevention and Response Policy (GV0245)
- Discrimination and Harassment Policy (GV0205)
- Information Security Policy (IM7800)
- Protection of Privacy Policy (GV0235)
- Prevention of Violence in the Workplace (SS9120)
- Internal Audit Policy (GV0220)
- Financial Irregularities Response Management guidelines
- Associated PIDA procedures

External Resources

<https://bcombudsperson.ca/public-interest-disclosure/>



Public Interest Disclosure Act - procedures

Procedural Authority: President
Procedural Officer: Director, Internal Audit

Effective Date: TBD
Supersedes: NEW
Last Editorial Change: n/a

Parent Policy: Public Interest Disclosure Act

Purpose

- 1.00** These procedures establish the processes by which the University will respond to requests for advice, Disclosures of Wrongdoing, and complaints of Reprisal under the Public Interest Disclosure Act (PIDA).

Definitions

- 2.00** The definitions contained within the University's PIDA policy apply to these procedures.
- 3.00** Days: all time periods listed are business days.

Requesting Advice

- 4.00** An Employee who is considering making a Disclosure may request and receive advice from:
- a. the Designated Officer
 - b. the Employee's supervisor
 - c. the Employee's union representative or employee association representative
 - d. the BC Ombudsperson
 - e. a lawyer
- 5.00** Be advised that the Supervisor, Designated Officer, or BC Ombudsperson may require requests for advice to be in writing.
- 6.00** Requests for advice will be acknowledged within 5 days by anyone under 4.0 (a-b); and reviewed and / or submitted to the Designated Officer within 30 days.

Making Disclosures

- 7.00** If an Employee reasonably believes that they have information that demonstrates Wrongdoing, the employee may make a Disclosure to:
- a. their Supervisor (current employees only)
 - b. the Designated Officer, or
 - c. the BC Ombudsperson

- 8.00** Disclosures must be submitted in writing, by one of these methods:
- Hard copy mail
 - Email
 - UVic Safe Disclosure:
<https://www.uvic.ca/internalaudit/safe-disclosure/form/index.php>
 - Reporting to the BC Ombudsperson
- 9.00** Disclosures submitted will be acknowledged within 5 days; and reviewed and / or submitted to the Designated Officer within 30 days.
- 10.00** Disclosures must 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 is 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 an existing University policy or process, or applicable law, and if so, the name of the University policy, process, or applicable law; and
 - e. whether the Wrongdoing has already been reported under the policy or another process, and if so, the name of the person to whom it was reported and the response, if any, that the discloser received.
 - f. sufficient information to enable the recipient of the Disclosure to determine if the Discloser is an Employee; and
 - g. sufficient details about the alleged Wrongdoing to enable the allegation to be investigated.
 - h. potential witnesses to the Wrongdoing.
- 11.00** Disclosures can be made anonymously. Employees who make anonymous Disclosures should be aware that this may limit UVic's ability to respond to the request. It is possible that an anonymous Disclosure will not contain adequate detail to enable a full and thorough investigation, and the Designated Officer may thus be unable to seek clarification or further information if there is no way to contact the anonymous Discloser. Additionally, the Designated Officer may be unable to advise an anonymous Discloser of whether an investigation will be conducted, or the progress or results of an investigation.
- 12.00** An anonymous Discloser need not be notified under Ss. 30.00, 32.00, and 39.00. If an anonymous Discloser provides contact information, notifications may be sent to the Discloser at the discretion of the Designated Officer or BC Ombudsperson as applicable.
- 13.00** If the subject matter of the disclosure relates to a matter for which UVic has more appropriate investigative processes it will be referred to the appropriate authority.

Public Disclosures involving imminent risk of Danger

- 14.00** If an Employee reasonably believes that a matter constitutes an imminent risk of a substantial and specific danger to the life, health, or safety of persons, or to the environment, the Employee may make a Disclosure to the public if the Employee:
- a. consults a relevant Protection Official before making the disclosure,

- b. receives direction from the Protection Official, and
- c. makes the disclosure to the public in accordance with the following:
 - i. the direction received under paragraph (b);
 - ii. [sections 5 \[unauthorized release of information\]](#) and [6 \[personal information\]](#) of PIDA.

15.00 Immediately after making a public disclosure, the Employee must advise the Employee's Supervisor, if any, and/or the Designated Officer about the Disclosure to the public and make a Disclosure in accordance with the Policy and these Procedures.

16.00 When a Disclosure is received by a Designated Officer or Supervisor, the Designated Officer will follow the procedures as required by PIDA.

Protection Against Reprisal

17.00 Employees must not engage in any Reprisal against a person who has requested advice or made a Disclosure under this policy/procedure or the guidelines of PIDA, or anyone who has cooperated in an investigation conducted in accordance with PIDA.

18.00 If a Discloser has a concern that Reprisal may arise or has occurred, the Discloser may bring that concern to the attention of the Designated Officer. The Designated Officer will assess the risk of Reprisal and may implement interim measures where feasible to avoid or minimize the risk of Reprisal. Depending on the circumstances, the following are examples of interim measures that may be taken:

- removal of the Discloser from the supervision of a specific supervisor or appointment of additional supervisors for the Discloser; or
- change in the Discloser's performance evaluators.

19.00 Any Employee found to have enacted an instance of Reprisal may be subject to disciplinary actions. Reprisal or retaliation is prohibited conduct and will be taken seriously. It will be addressed by the University as a separate matter under applicable University policies, processes, or collective agreements.

20.00 Allegations of Reprisal/retaliation should be brought forward to the Designated Officer who will inform the appropriate individual with supervisory responsibility for consideration under applicable University policies, processes or collective agreements.

21.00 In addition, if an Employee believes that they have experienced Reprisal, the Employee may contact the Designated Officer or the BC Ombudsperson's office to make a complaint. If an Employee is a member of a union or association, they may also wish to contact their union or association as a resource.

22.00 Employees may also contact the BC Ombudsperson directly to receive advice or make a Disclosure alleging Reprisal. Disclosures involving alleged Reprisal made to the BC Ombudsperson's office are investigated by the BC Ombudsperson.

Investigations

- 23.00** Any person involved in receiving, reviewing, and investigating Disclosures will strive to carry out these functions expeditiously and equitably, appropriate in the circumstances.
- 24.00** When initiating an investigation, the Designated Officer will implement measures to safeguard the confidentiality of the Discloser, to the extent possible, throughout the process and ensure risks of Reprisal are managed to the extent reasonably possible.
- 25.00** The Designated Officer will assess the Disclosure to:
- a. confirm that the Discloser is an Employee;
 - b. determine whether the allegations in the Disclosure would, if substantiated, meet the definition of Wrongdoing;
 - c. confirm whether the alleged Wrongdoing occurred in or relating to UVic;
 - d. confirm that contents of the Disclosure meet the requirements of this procedure;
 - e. evaluate the risk of Reprisal against the Discloser;
 - f. evaluate whether the Disclosure reveals information that gives rise to an imminent risk; and
 - g. If the Designated Officer reasonably believes that a Disclosure reveals information that gives rise to an imminent risk, they may make a report to an appropriate Protection Official (Ss. 14.00-16.00).
- 26.00** All investigations carried out under these procedures must:
- a. be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
 - b. be objective, conducted in accordance with the principles of procedural fairness, and impartial to both the Discloser and the Respondent(s) when evaluating the alleged Wrongdoing;
 - c. comply with all relevant provisions in any applicable collective agreement or policy, including notice, timelines, and other process requirements; and
 - d. be sensitive to the interests of all parties involved and maintain confidentiality to the extent possible under the circumstances.
- 27.00** The Designated Officer or BC Ombudsperson may require that an investigation of a Disclosure submitted that is not pursuant to PIDA be postponed or suspended if there is evidence that such investigations were initiated with an intention to compromise the investigation of a Disclosure under PIDA.
- 28.00** The Designated Officer must refuse to investigate or stop an investigation if the Disclosure primarily relates to:
- a. a dispute between an Employee and UVic with respect to the Employee's employment;
 - b. a matter relating to law enforcement, i.e. actions of police force(s) or members, or ongoing police investigation(s);
 - c. a matter relating to the prosecution of an offence;
 - d. the exercise of an adjudicative function of court, tribunal, or other statutory decision maker, including a decision, or the processes or deliberations that have led or may lead to a decision, by the court, tribunal, or other statutory decision maker.

- 29.00** The Designated Officer may refuse to investigate or stop an investigation of a Disclosure if any of the following conditions are met:
- a. no adequate details are provided for an alleged Wrongdoing;
 - b. the Disclosure is frivolous, has not been made in good faith, or has not been made by a Discloser as defined by this policy;
 - c. the investigation would not be effective due to extreme time lapses;
 - d. the Disclosure has already been investigated;
 - e. the Disclosure would be more appropriately investigated under another UVic policy or procedure;
 - f. a prescribed reason under regulations issued pursuant to PIDA to refuse to investigate or stop investigating applies.
- 30.00** If a Disclosure is not determined to warrant a PIDA investigation, or a PIDA investigation is suspended, the Designated Officer will notify the Discloser (if provided contact information), including reasons, within 30 days. These may include reference to a more appropriate UVic policy or procedure.
- 31.00** If the Designated Officer reasonably believes a disclosed Wrongdoing is evidence of a crime, the alleged offence must be reported to a Protection Official.
- 32.00** If a PIDA investigation proceeds after a Disclosure, the Designated Officer will notify:
- a. the President, within 30 days (or, if the President is alleged to be responsible for the disclosed Wrongdoing, the Chair of the Board of Governors); unless the Designated Officer believes the notification may compromise the investigation or breach the privacy of the Discloser in a manner that makes them susceptible to Reprisal;
 - b. the Discloser (within 30 days);
 - c. any Respondents that are subject to a PIDA investigation at an appropriate time, with regards to the protection of integrity of a PIDA investigation and in accordance with the principles of procedural fairness.
- 33.00** If, during an investigation, the Designated Officer reasonably believes another Wrongdoing has occurred, this potential Wrongdoing may also be investigated or reported to an appropriate authority.
- 34.00** The Designated Officer may consolidate an investigation with another investigation if it is relevant to do so, in accordance with PIDA and principles of procedural fairness.
- 35.00** Any Employee who does not protect confidentiality and privacy as related to this policy and procedures, may be subject to disciplinary action. Those who breach confidentiality and privacy may also face disciplinary actions, and possible legal penalties.
- 36.00** All information and records made and received to administer this policy are evidence of UVic's compliance with PIDA. Any information or records collected during an investigation will be retained and disposed of in accordance with UVic's Records Management Policy and procedures.

Outcomes of Investigations

- 37.00** The University will report the outcomes of investigations, including the following:
- a) finding of Wrongdoing, if any;
 - b) reasons to support the finding of Wrongdoing; and
 - c) any recommendations to address the finding if needed.
- 38.00** The investigation report will be provided to the President, unless they are implicated in founded Wrongdoing. If the President is implicated in founded Wrongdoing, the report will be provided to the Chair of the Board of Governors.
- 39.00** Subject to the University's obligations under British Columbia's [Freedom of Information and Privacy Act \(FIPPA\)](#):
- a. the Designated Officer will provide a summary of the investigation report to the Discloser; and
 - b. where practical, the Designated Officer will also provide a summary of the investigation report to any Employee alleged or found to be responsible for Wrongdoing, and their Supervisor.

Confidentiality

- 40.00** The University is committed to acting in accordance with FIPPA which regulates the collection, use, disclosure, storage, and retention of personal information; and also to UVic's privacy and information security policies.

Annual Report

- 41.00** Annually, the Designated Officer will provide a report to the President and Audit Committee, detailing activities under this policy. This report will include the number of Disclosures received, investigations commenced, results of Disclosures found to substantiate Wrongdoing, and other information as prescribed by PIDA and applicable regulations.
- 42.00** The report will not publicly identify anyone who has participated in the Disclosure process, including Employees who have asked for advice but not made a Disclosure.
- 43.00** UVic will publish an annual summary report on the University's website.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

Date: November 14, 2024

To: Compensation and Review Committee

For: Information

From: Kristi Simpson, Vice-President Finance and Operations
Kane Kilbey, Associate Vice President Human Resources

cc: President and Vice-Chancellor

Meeting Date: November 26, 2024

Subject: Pay Transparency Report

A handwritten signature in black ink, appearing to read 'K. Simpson'.

Background:

The BC Government passed the Pay Transparency Act into legislation in May 2023. The goal of this legislation is to address the gender pay gap in British Columbia, where [women make 17 cents less than men on average](#).

The Act rolled out in 3 phases. UVic previously developed communication, systems and resources to support the first two phases, including ensuring that the expected salary or salary range is published on publicly advertised job postings.

The third and final stage of implementation required UVic to publish a Pay Transparency Report in November 2024. To help employers plan for this new reporting requirement, the BC Gender Equity Office has published [guidance](#) and required the BC Public Service and six Crown corporations with more than 1000 employees (ICBC, BC Hydro, WorkSafeBC, BC Housing, BC Lottery Corporation and BC Transit) to publish Pay Transparency report in 2023.

Discussion:

UVic and all other universities with more than 1000 employees published their first ever Pay Transparency Reports on November 1, 2024. A public version of our report is available on UVic's [Better Data Project](#) website and is attached for your reference.

The metric definitions and structure of the report is determined by the province to provide consistent and comparable measures. The report focuses on describing the pay gap

between men, women and nonbinary people for regular and overtime pay for the period April 1, 2023 to March 31, 2024.

At UVic, our pay gap is:

- Women make 7.5% (mean) and 0.8% (median) less than men
- Nonbinary people make 17.2% (mean) and 2.7% (median) less than men

The Act's paid overtime metrics are less meaningful at UVic as staff generally bank additional time worked for time off later. Only 5.7% of all employees received overtime pay during the reporting period. These are concentrated in a few departments and job types (e.g. trades) and as such, the gender make-up of a few job types and departments where overtime is regularly paid impacts our metrics. This is also reflected paid overtime hours:

- Of those who were paid overtime during the reporting period, women worked 18.2 hours (average) and 4.8 hours (median) fewer than men.
- Nonbinary people worked 22.0 hours (average) and 4.9 hours (median) less than men.

The data is telling us that the steps we have taken to embed pay equity into our compensation systems and practices are closing the historical pay gaps between genders. The median pay gaps are the most equitable.

This data can also help us design targeted strategies to improve gender pay equity, including continuing to introduce staff compensation systems with pay equity principles (as we are doing with CUPE 917), targeting negotiated market or classification adjustments to the lowest paid classifications (as we have done with CUPE 917 and 951) and regular salary anomalies reviews (as we are doing with faculty and librarians). The success of these more modern programs is evident among our younger (40 and under) employee cohort.

This is one of the first reports to work with information from the Better Data Project. As more employees complete the survey, our Pay Transparency Reporting will become more robust. Sharing the report will build trust with people from equity-deserving groups and demonstrate our commitments in the Equity Action Plan.

Previous Consultation:

Verbal update for Compensation and Review Committee January 2024

Basis for Jurisdiction:

University Act

Pay Transparency Act

Attachment(s):

November 2024 Pay Transparency Report

University of Victoria Pay Transparency Report

Prepared in accordance with the provisions of
B.C.'s Pay Transparency Act

November 1, 2024



University
of Victoria



Employer details

Employer:	University of Victoria
Address:	3800 Finnerty Rd, Victoria, BC V8P 5C2
Reporting year:	2023/24
Reporting period:	April 1, 2023 – March 31, 2024
NAICS code:	61 – Education services
Number of employees:	1000 or more employees

Introduction

The University of Victoria (UVic) is committed to creating an inclusive and equitable living, learning, and working environment for all our students and employees, and we are regularly recognized as one of [BC's Top 100 Employers](#) and [Best Diversity Employers](#). As outlined in our [Equity Action Plan](#), UVic actively works to attract, advance, and retain students, staff, faculty, librarians and senior leadership from systemically and historically marginalized communities.

Over the years, UVic has advanced gender equity in our workplace through targeted actions, including:

- Establishing processes to ensure that people who are doing the same job are compensated fairly, regardless of gender. Several collective agreements made with our unions outline processes for job evaluation with the goal of upholding pay equity.¹ For faculty and librarians, pay equity reviews and salary adjustments are undertaken to address gender inequities.
- Offering supports for employees with children such as enhanced parental leave and on-site \$10-a-day child care.
- Creating a supportive workplace for trans people by expanding the gender options on UVic forms, improving access to gender neutral bathrooms, and supporting research excellence with the establishment of the Chair in Transgender Studies and the Transgender Archives.
- Advancing equity strategies that support people who face intersectional oppression (e.g., Indigenous women, nonbinary disabled people), such as providing training to employees on equity-related topics and creating the [Indigenous Plan X^wk^wənəŋɪstəl W ŁENENISTEL](#) and [Equity Action Plan](#).

Our commitment to eliminate any gender pay gaps continues. Our pay gap for women is 7.5% (mean) and 0.8% (median), which is below the 17% [provincial average](#). Our gender pay gap for nonbinary people is 17.2% (mean) and 2.7% (median).² Reporting on the gender pay gap of our workforce will assist us further to identify gaps, adopt strategies to address them, and evaluate the effectiveness of the strategies.

¹ See [CUPE 951](#) Articles 27 & 35, [CUPE 917](#) LOU #16, [PEA](#) 19.02 and [Faculty Association](#) 9.2(e).

² Statistics Canada has not yet released data on the pay gap for nonbinary people.

About the data

The data in this report includes earnings between April 1, 2023 and March 31, 2024. In preparing this report, UVic merged multiple sources of data to increase accuracy.

In November 2023, UVic launched the [Better Data Project](#) with the goal of improving identity data about our community. The project adopts current best practices and was developed with broad consultation. About 35% of employees from the reporting period have completed the Better Data questionnaire. Where Better Data information was unavailable, we relied on previously authorized methods of disclosing and recording gender. These methods include information on gender that was collected prior to the implementation of separate fields for sex and gender and before British Columbia adopted the [Gender and Sex Data Standard](#).³

The Better Data Project designed the question on gender in accordance with feedback from our community. This resulted in eight potential options for respondents: man (cis or trans), woman (cis or trans), nonbinary, genderqueer, genderfluid, Two-Spirit, identity not listed, and prefer not to answer. To more easily compare UVic with other institutions, certain genders were grouped together. If someone had a gender of nonbinary, man, or woman, they were placed in the corresponding category.⁴ Everyone else was placed in the “unknown” group. Mean and median hourly pay gaps for all genders in the Better Data questionnaire are available as an appendix.

The report includes continuing, term, casual, and grant-funded positions. Some jobs where UVic assists with payroll processing but where the individual is employed by an agency or other entity (e.g., University Club, Pacific Climate Impacts Consortium) were excluded.

Gender of UVic’s workforce

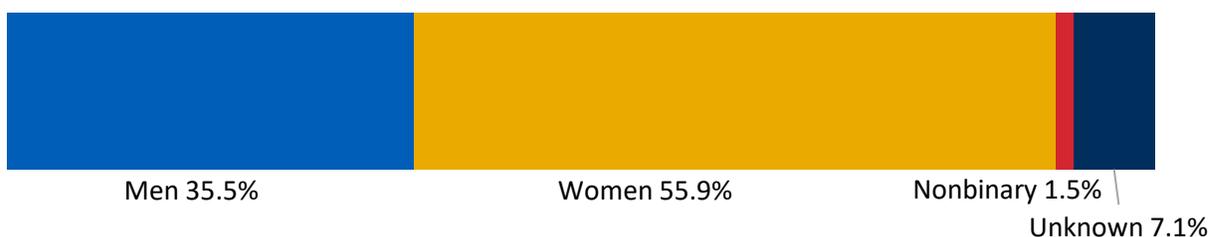


Figure 1: The people who had earnings in the reporting period is composed of 35.5% men, 55.9% women, 1.5% nonbinary people, and 7.1% unknown.

³ If someone selected “prefer not to answer” on their Better Data questionnaire, they are placed in the “unknown” group, regardless if there was data about the person’s gender available through other sources.

⁴ Respondents could choose to select more than one gender on the Better Data Questionnaire (e.g., “nonbinary” and “genderqueer”, “man” and “Two-Spirit”). There are six people in the dataset that had a gender of “nonbinary” and “man” or “woman.” These employees were placed in the nonbinary category.

Hourly pay

Mean hourly pay gap

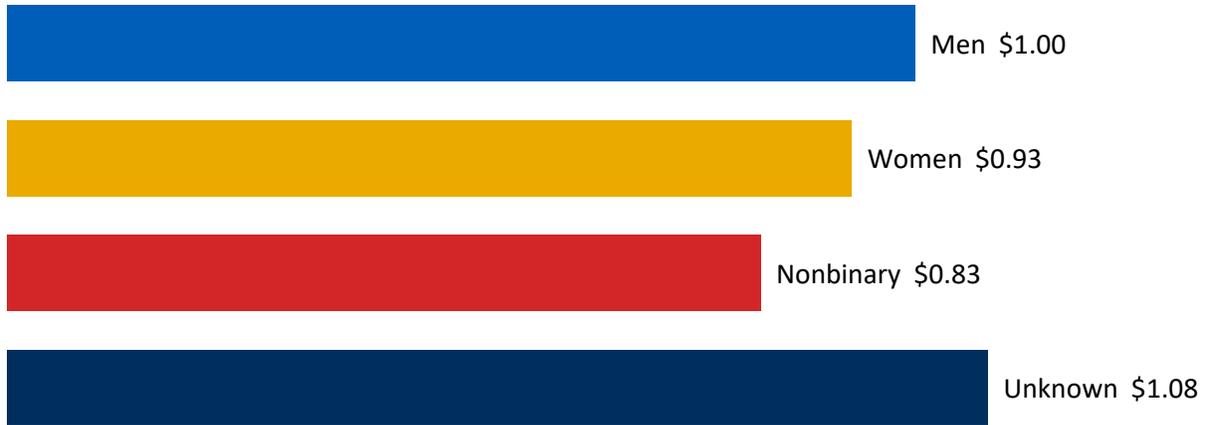


Figure 2: Women's mean (average) hourly wages at UVic are 7.5% less than men's mean hourly wages. Nonbinary mean hourly wages are 17.2% less than men's. For every dollar a man earns on average (mean), a woman earns 93 cents and a nonbinary person earns 83 cents.

Median hourly pay gap



Figure 3: Women's median hourly wages are 0.8% less than men's median hourly wages. Nonbinary people's median hourly wages are 2.7% less than men's. For every dollar a man earns on average (median), a woman earns 99 cents and a nonbinary person earns 97 cents.

Are men, women and nonbinary people paid equally for the same job?

A formal job evaluation system is used to assess many staff jobs on pay equity factors (e.g., skill, responsibility, working conditions, etc.) and assign salary scales as outlined in our collective agreements. These frameworks are gender neutral and designed so that there is equal pay for work of equal value. Differences in hourly rate within a classification is normally attributed to years of service. For some roles, new hires are placed within a salary range based on their prior experience.

Staff jobs that are not evaluated and classified using pay equity factors are assigned to a salary rate or range where people are paid equally for doing the same job, or the same pay increment step regardless of gender.

For faculty and librarians, merit and salary progression are assessed through a bi-annual performance review on criteria that are collectively established with the Faculty Association including provisions to ensure gender pay equity, among others. As well, in 2014, UVic adjusted the salaries of 260 of our approximately 900 faculty and librarians, based on [recommendations from the Joint Committee on Gender Pay Equity](#).

Overtime pay

Generally, employees bank time in lieu instead of receiving a payment for overtime. Only 5.7% of all employees received overtime pay during the reporting period. Trades and other specialized areas (e.g., certain University Systems staff, Animal Care staff, Ocean Networks Canada staff, etc.) tend to receive overtime pay because of specific agreements. The gender composition of a few job types and departments where overtime is regularly available impact our metrics.

Percentage of employees receiving overtime pay by gender

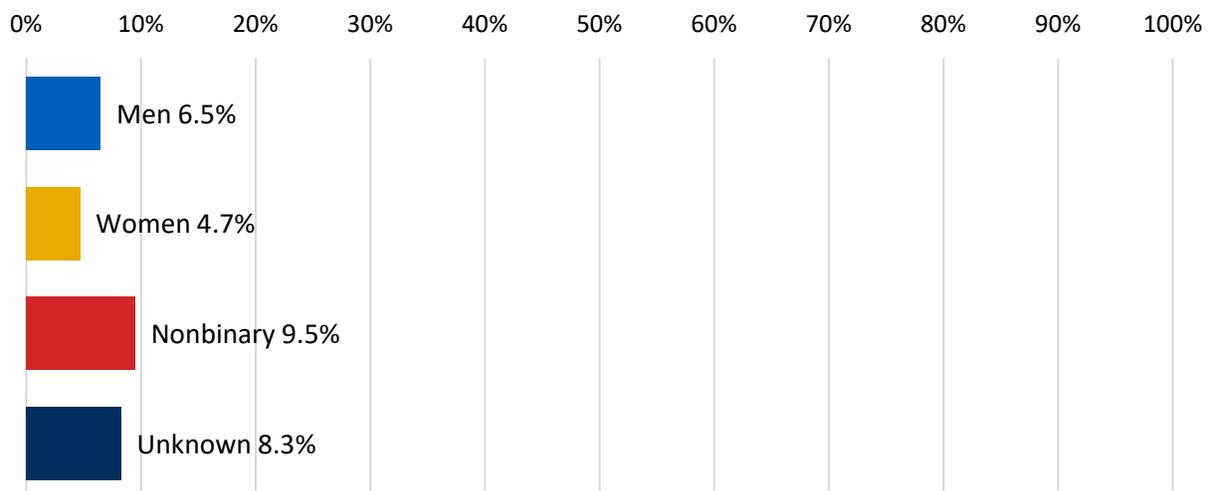


Figure 4: 6.5% of men, 4.7% of women and 9.5% of nonbinary people received overtime pay.

Mean overtime pay gap

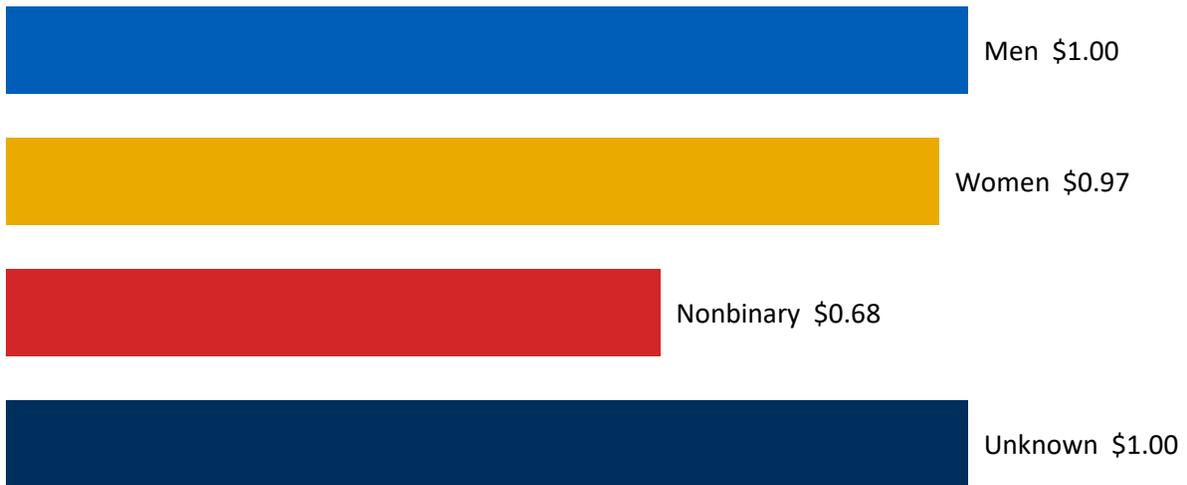


Figure 5: Of those who were paid overtime during the reporting period, women's mean overtime pay is 2.8% less than men's mean overtime pay. Nonbinary people's mean overtime pay is 31.6% lower than men's. For every dollar of overtime a man earns on average (mean), a woman earns 97 cents and a nonbinary person earns 68 cents.

Median overtime pay gap

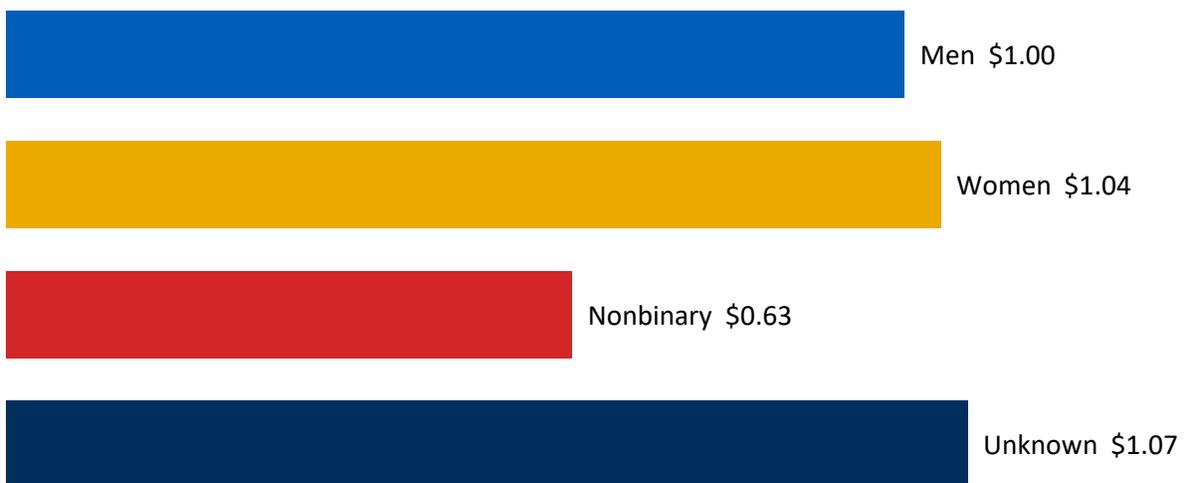


Figure 6: Of those who were paid overtime during the reporting period, women's median overtime pay is 3.72% more than men's mean overtime pay. Nonbinary people's median overtime pay is 37.0% lower than men's. For every dollar of overtime a man earns on average (median), a woman earns \$1.04 and a nonbinary person earns 63 cents.

Mean number of overtime hours worked



Figure 7: Of those who were paid overtime during the reporting period, women worked 18.2 hours fewer than men on average (mean). Nonbinary people worked 22.0 fewer hours, while the unknown group worked 1.2 more than men on average (mean).

Median number of overtime hours worked

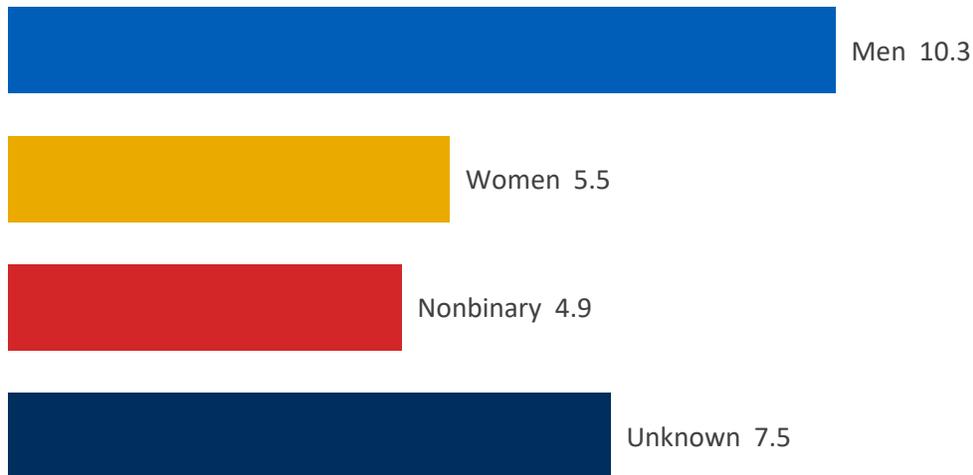


Figure 8: Of those who were paid overtime during the reporting period, women worked 4.8 hours fewer than men on average (median). Nonbinary people worked 5.4 fewer hours, while people in the unknown group worked 2.8 less than men on average (median).

Bonus pay

No employee at UVic received bonus pay.

Percentage of each gender per pay quartile

At UVic, jobs in the lowest pay quartile are typically casual appointments while jobs in the highest pay quartile are generally faculty and administrative professional appointments.

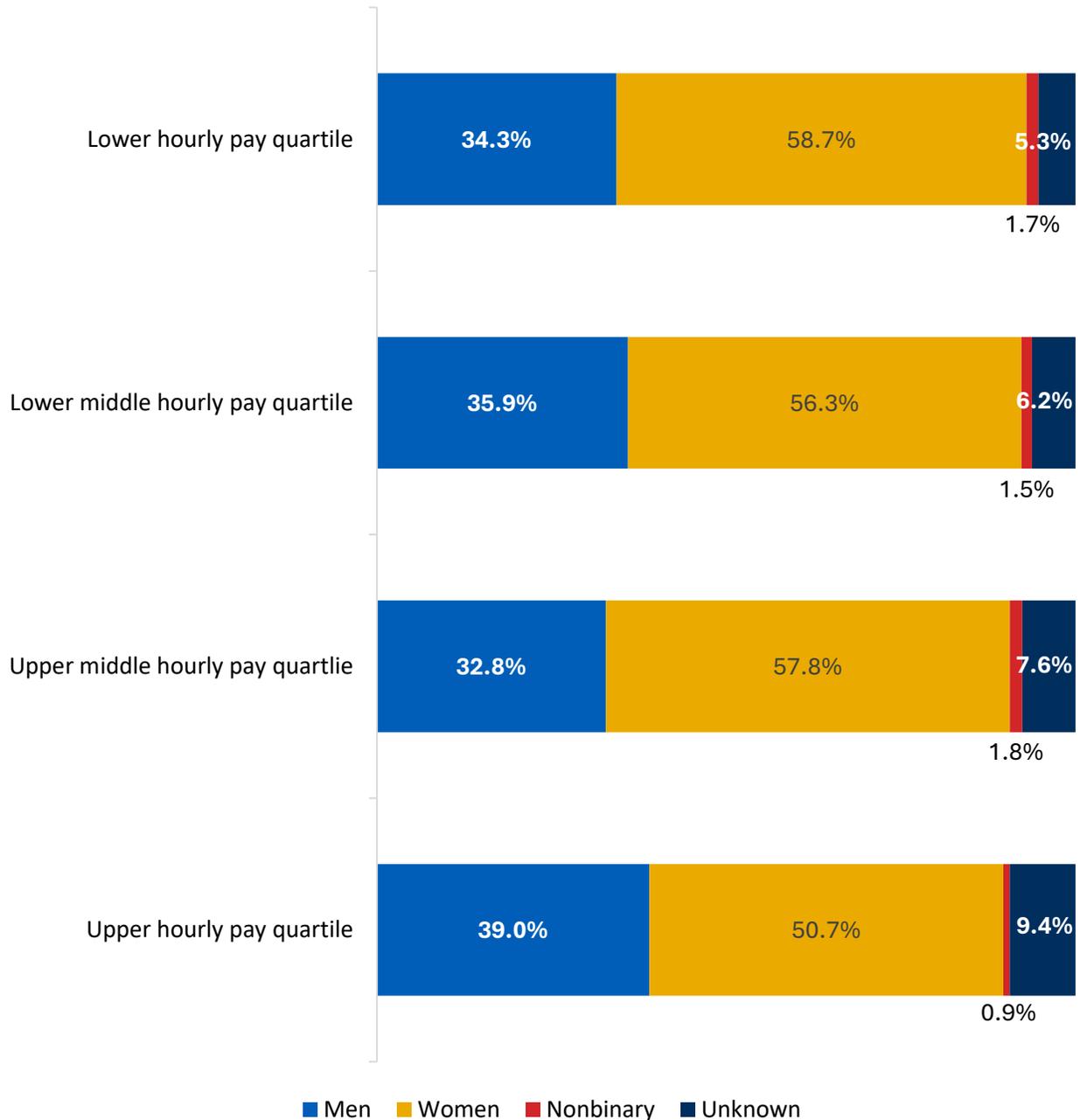


Figure 9: Men make up 34.3% of the lowest paid positions and 39.0% of the highest paid positions. Women make up 58.7% of the lowest paid positions and 50.7% of the highest paid positions. Nonbinary people make up 1.7% of the lowest paid positions and 0.9% of the highest paid positions.

Explanatory notes

- This report has been prepared in accordance with British Columbia’s Pay Transparency Act. Technical definitions for the metrics included in this report are included in the [Pay Transparency Regulation](#).
- The earnings amounts, number of hours worked and the type of earning (e.g., overtime pay) were derived from payroll systems. The data was evaluated and plans to address any obvious errors implemented. It is possible that some errors in the underlying data occurred, but these are unlikely to have a substantial impact on the results.
- Non-credit instructors (e.g., instructors teaching in continuing studies) are paid for in-class hours. A conversion formula was used to infer how many hours the instructor would have spent preparing for the class, to give a more accurate picture of the person’s hourly wage.
- Our payroll processes predate the *Pay Transparency Act*. Hours recorded under certain earn codes were adjusted to better reflect the true number of hours worked (e.g. faculty on study leave had their hours corrected to prevent an artificial inflation).
- One of our earning codes (Compensatory Time Payout) can sometimes be accrued at the regular rate and sometimes at the overtime rate. The working group preparing this report determined that almost all hours recorded under this code were paid at the regular rate and therefore classified earnings under this code as ordinary pay.
- The [Guidance for Preparing Pay Transparency Reports](#) advises to exclude retroactive payments for prior fiscal years. Our data hasn’t been recorded in a way that allows us to parse which retroactive payments were made in this fiscal year from prior fiscal years. Almost all retroactive payments processed by UVic in the 2023/24 fiscal year were for the prior reporting period. All retroactive payments have been removed from the dataset.
- Gender is a dynamic field in UVic’s analytics infrastructure, meaning that only an employee’s most recent gender is available. For example, if an employee completed the Better Data questionnaire in July 2024, this gender would be used even though the pay transparency reporting period ends in March 2024.

Conclusion

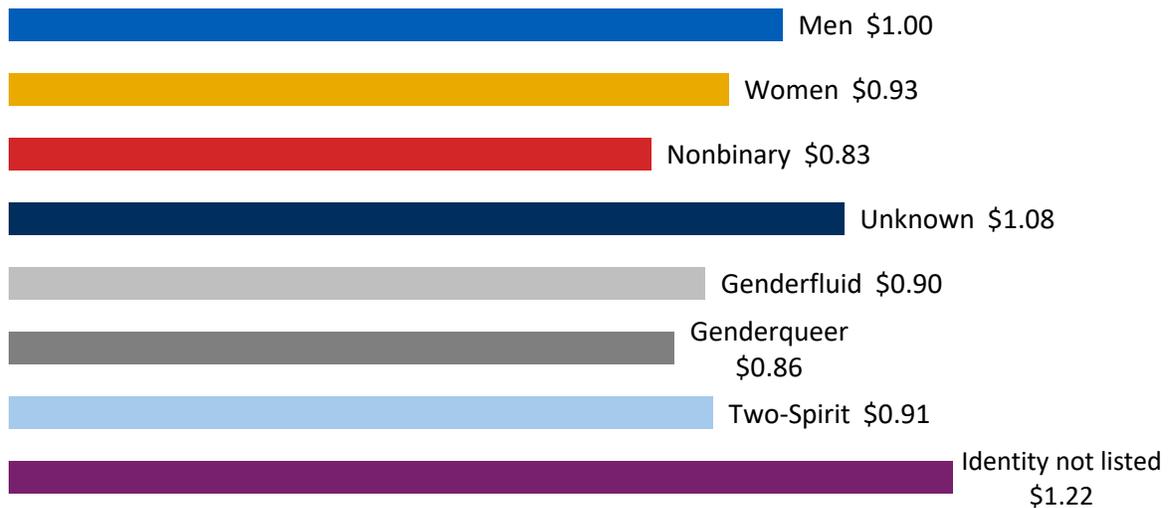
UVic is committed to being a provincial leader in equity, diversity, inclusion and belonging. We recognize that we still have work to do, and we will continue to implement initiatives to eliminate pay gap inequities, guided by our [Strategic Plan](#), [Indigenous Plan Xʷkʷənənistəl WƷENENISTEL](#) and [Equity Action Plan](#).

Through the Better Data Project, we expect to support transparency and accountability of our equity goals, consistent with provincial standards and requirements. As of September 9, 2024, 28% of all students and 64% of all continuing employees have completed the questionnaire. Initial insights are available on our [Better Data Project website](#), and we expect our future Pay Transparency Reports to be enhanced by the data collected through this initiative.

Appendix: Pay gap with expanded gender options

The [Better Data](#) questionnaire was developed in consultation with our campus community. The resulting question includes more genders than prescribed in the pay transparency report (i.e., genderfluid, genderqueer, Two-Spirit) and allows respondents to select multiple genders (e.g., "man" and "Two-Spirit"). Below is the gender pay gap for anyone that selected one of these genders. If the person has yet to complete the Better Data questionnaire, their gender would have been incorporated using earlier collection methods.

Mean hourly pay gap



Median hourly pay gap

