

## **BOARD OF GOVERNORS**

### **PUBLIC SESSION AGENDA**

Saturday, November 20, 2021

ZOOM Videoconference Only

11:30 AM – 1:30 PM

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**Members** – Vacant (Chancellor), Amanda Alexander, Kostas Bach, Allison Beswick, Darwyn Coxson, Joyce Henley, Michael Lo, Joel McKay, Geoff Payne, Michael Reed, Andrew Robinson – VICE-CHAIR, Paul Sanborn, Gregory Stewart, Catherine Wishart – CHAIR

1. **Acknowledgement of Territory**

2. **Chair's Remarks**

- Declarations of Conflict
- Correspondence Received

3. **Approval of Agenda**

*That, the Agenda for the Public Session of the November 20, 2021 meeting of the Board of Governors be approved as presented.*

4. **Approval of Minutes**

a. **Public Session Minutes of September 17, 2021 – page 4**

*That, the Public Session Minutes of the September 17, 2021 meeting of the Board of Governors be approved as presented.*

5. **Business Arising from Previous Public Session Minutes**

None

6. **Presentation – Student Experience: the Importance within the UNBC Context** – Amelia Kaiser, Director of Student Affairs (15 mins)

7. **Reports of Committees and Related Motions**

(i) **Audit and Risk Committee** – G. Stewart, Chair – **page 10**

(ii) **Executive Committee** – C. Wishart, Chair – **page 13**

a. **Northern Centre for Clinical Research** – K. Lewis – **page 16**

**Presentation:** K. Lewis, Acting Vice-President Research & Innovation, Paul Winwood, Associate Professor, Northern Medical Program, Division of Medical Sciences UNBC, Julia Bickford, Regional Director – Research Evaluation & Analytics, Northern Health (15 mins)

*That, on the recommendation of the Executive Committee, and on endorsement from Senate, the Board of Governors approves the Northern Centre for Clinical Research, for a 3-year term, with the expectation that annual reviews will be conducted to assess challenges and successes of the Centre.*

(iii) **Finance and Investment Committee** – A. Beswick, Chair – **page 53**

a. **2022/2023 UNBC Tuition Fees** – R. Somani – **page 55**

*Whereas s.27(2) of the University Act grants the Board the authority to set, determine and collect fees;*

*And Whereas the Government of British Columbia's Tuition Limit Policy, limits domestic tuition and mandatory fee increases to the rate of inflation (2%);*

*Now therefore, on the recommendation of the President, and in compliance with the Government of British Columbia's Tuition Limit Policy, and the recommendation of the Finance and Investment Committee the Board approves the 2022/2023 Tuition Fee Schedule for the University of Northern British Columbia as presented including a differential fee increase for international undergraduate students as presented in the fee schedule.*

*Effective on approval of the Board.*

b. **Delegation of Authority to the President to Approve Fees** – R. Somani – **page 64**

*Whereas the University Act grants the Board the authority to set, determine and collect fees, and whereas;*

*The Government of British Columbia's Tuition Limit Policy limits domestic tuition and mandatory fee increases to the rate of inflation;*

*The UNBC Fees Committee reviews all fees and applications related to fees, considers submissions from interested and impacted parties, and provides advice and recommendations to the President with respect to fees, and;*

*Now therefore, on the recommendation of the Finance and Investment Committee, the Board delegates the authority to approve all fees for the 2022 – 2023 planning and budget cycle, except for tuition fees, to the President, acting with the advice of the UNBC Fees Committee and in compliance with the Province of British Columbia's Tuition Limit Policy, effective on approval of the Board.*

c. **Agreements, Scholarships, Bursaries and Awards** – M. Dale – **page 71**

*That, on the recommendation of the Finance and Investment Committee, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for the period of September 2021 to October 2021, as presented.*

8. **Board Motions**

None

9. **Mandatory and Standing Reports - Public Session**

a. **Report of the Interim President – G. Payne**

- Regular Report – **page 72**
- COVID-19 – Update (verbal)
- Senate Update (verbal)

b. **Public Reports of the Vice-Presidents, written**

- Interim Provost and Vice-President Academic – M. Dale – **page 79**
  - o Maclean's Magazine
  - o Notification of Upcoming Promotion & Tenure Process – **page 86**
- Vice-President, Finance and Administration – R. Somani – **page 88**
  - o Reports on Safety Regulations – **page 97**

**10. Other Business**

a. Schedule of Upcoming UNBC Events

- December 8, 2021 - Employee Recognition Event – Virtual Event

**11. Adjournment**

BOARD OF GOVERNORS – PUBLIC SESSION  
Approved for Submission:



Catherine Wishart  
UNBC Board Chair

<b>Agenda Item:</b>	7.i. Audit and Risk Committee Report
<b>Material:</b>	1. Audit and Risk Committee Quarterly Public Written Report

***Audit and Risk Committee Report to the UNBC Board of Governors***

**Submitted by: Greg Stewart**

**Dates of meeting(s) since last report: November 3, 2021**

**Topics reviewed and discussed:**

**1. Enterprise Risk Management – Risk Identification Interviews**

- *General discussion, questions, and points of consideration*
  - Conducted risk identification interviews with Audit and Risk Committee - led by Naeem Rajabali from KPMG
  - Focus of the interviews is to identify university-wide risks from all relevant perspectives before transitioning to developing action plans
    - The exercise comprises 18 individual or group interviews with more than 45 people from diverse perspectives.
    - In addition to UNBC risk register, ongoing framework for managing university-wide risks will also be finalized as part of the exercise expected to be completed by March 2022.
  - The conversation was broad. Categories of risks discussed:
    - Impact of shifting demographics
    - Staffing, attraction, retention, and HR risks of the University
    - Information systems and technology
    - Facility and its suitability for current and future needs
    - Regulation and compliance, such as safety
    - Maintaining connections and engaging with alumni
    - Financial controls, policies, and procedures
    - Governance structures, composition, and decision making
    - Political support and management of those relationships
    - Funding review of BC post-secondary institutions
    - Wildfire risks
- *Outcomes (motion, bring forward to future discussion)*
  - Offer extended to Audit and Risk Committee members to provide further risks as they are identified by individuals.

**2. Risks Associated with the Fall Semester Return to Campus.**

- *General discussion, questions, and points of consideration*
  - No reported outbreaks on campus but have had cases
  - Continuing vigilance around wearing masks
- *Outcomes (motion, bring forward to future discussion)*
  - Will continue to update the committee in future meetings.

**3. Other Business – “Fraud Risk Management Survey Report – 2020/2021” from the Office of the Auditor General of British Columbia**

- *General discussion, questions, and points of consideration*
  - The survey report, which was published on November 2, 2021 – the Committee had not seen the report at the time of the meeting.
  - Rahim Somani provided a high-level overview along with the next steps.
  - UNBC has effective internal control in place to mitigate such risk; however, all of these are not formalized and may include informal arrangement and ongoing practices.
  - As a follow-up to Enterprise Risk Management exercise, starting in April 2022 UNBC will begin to formalize the Fraud Risk Management framework including ongoing Fraud Risk Assessment, relevant policies, awareness, training, and safe reporting framework.
- *Outcomes (motion, bring forward to future discussion)*
  - The “Fraud Risk Management Survey Report – 2020/2021” will be circulated to the Audit and Risk Committee.
  - Looking to address the fraud risk framework addressed between April and September 2022, after the completion of the Enterprise Risk Management project.

<b>Agenda Item:</b>	7.ii. Executive Committee Report
<b>Material:</b>	1. Executive Committee Quarterly Public Written Report

***Executive Committee Report to the UNBC Board of Governors***

**Submitted by: Catherine Wishart**

**Dates of meetings since last report: October 6, 2021 and November 5, 2021**

**Topics reviewed and discussed:**

**1. Governance**

- General questions and points of consideration:
  - Board orientation.
  - Order in Council appointment.
  - Executive Committee composition and attendance. Discussed what good governance is, what we are trying to achieve at UNBC (broad discussion and input, integrity of processes, appropriate transparency), how the Executive Committee fits into the overall governance structure for a small institution, and how we maintain effectiveness across the Board structures.
  - Priority presentations for closed and public sessions: what does the Board want to learn about UNBC to support informed decision-making, what do we want in the public sessions to support broader awareness of UNBC initiatives?
- Outcomes:
  - The first Board orientation session will be held November 8 and recorded for future use. Additional resources will be added over the next few months.
  - The Crown Agencies and Board Resourcing Office informed us there were no suitable candidates in the October posting for a final Order in Council appointment. The posting will go out again in the spring.
  - Information on how UNBC has structured HR/Governance/Executive Committee in the past, and how other universities structure their committees is being gathered. Exploring structure of the Committee as well as whether all Board members should be able to attend some or all of the meeting.
  - A list of priority presentation/education sessions was identified: student recruitment and experience, Indigenous identity and institutional risk, Indigenous initiatives, wildfire and other infrastructure risks, international education.

**2. Human Resources**

- General questions and points of consideration:
  - Human Resources Annual Dashboard: how are we including equity, diversity and inclusion data in our collection and analysis?
  - COVID-19 - university community well-being, including on-going impacts on mental health
  - President's Annual Review executive summary discussed as per policy.
- Outcomes:
  - President's Annual Review completed and signed off.

**3. In-Camera: President Search Committee process**

- Appointment of Search Committee members as per policy
- Initial plans for meeting and process

<b>Agenda Item:</b>	7.ii.a. Northern Centre for Clinical Research – K. Lewis
<b>Material:</b>	<ol style="list-style-type: none"> <li>1. Briefing Note</li> <li>2. UBC Faculty of Medicine, UNBC and Northern Health – Northern Centre for Clinical Research Executive Summary</li> <li>3. Memorandum of Understanding between UNBC, Northern Health Authority, and University of British Columbia as represented by its Faculty of Medicine</li> </ol>
<b>Motion:</b>	<p><i>That, on the recommendation of the Executive Committee, and on endorsement from Senate, the Board of Governors approves the Northern Centre for Clinical Research, for a 3-year term, with the expectation that annual reviews will be conducted to assess challenges and successes of the Centre.</i></p>

**BOARD OF GOVERNORS BRIEFING NOTE  
(SUBMITTED TO PEC FOR DISCUSSION/INFORMATION)  
BOARD PUBLIC AGENDA ITEM #:7.ii.a**

<b>Meeting Date:</b>	To PEC for information – October 26, 2021 Executive Committee – November 5, 2021 Board of Governors – November 20, 2021			
<b>Subject:</b>	<b>Northern Centre for Clinical Research (NCCR)</b>			
<b>Purpose:</b>	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
<b>Submitted By:</b>	Kathy Lewis, Acting VP Research and Innovation			

**1.0 ISSUE AND PURPOSE**

- 1.1 The University of Northern British Columbia (UNBC), Northern Health (NH), and the UBC Northern Medical Program propose the development of a Northern Centre for Clinical Research (NCCR).
- 1.2 Our vision is a research Centre that fosters collaborative clinical and medical life sciences research leading to innovation in technologies, processes and clinical practice in the northern, remote, rural and Indigenous geographical, social and cultural contexts, and increases accessibility to, and participation in research opportunities for the people of northern British Columbia.

**2.0 BACKGROUND**

- 2.1 Clinical research is developing in Northern BC but there remains a fundamental gap in support for clinical trials and biomedical research. The strong and unique partnerships between UBC, UNBC and NH provide an ideal foundation to develop a research Centre in the north. The partners believe this Centre is necessary to provide the infrastructure and partnerships to successfully run national and international clinical trials, and support clinical research for patients and faculty in the North.
- 2.2 The Centre will have a tri-partite governance agreement based on the partnership between UBC (NMP), UNBC, and Northern Health (NH). A Memorandum of Agreement defines the relationship and responsibilities of the 3 partners that oversee and operate the NCCR (appendix A). Members of the Centre will include UBC Faculty of Medicine and UNBC faculty, clinician-scientists, clinical faculty, and NH partners who will be directly accountable for the goals and vision of the new Centre.
- 2.3 Currently, patients in Northern BC do not have access to investigational therapeutics offered through clinical trials unless they are prepared to travel to other parts of the province. Through this Centre, it is anticipated that northern residents will have greater access to clinical trials. In this way, clinical research capacity is inextricably tied to improved access to care. Furthermore, it is anticipated that a supportive clinical research infrastructure will benefit recruitment of new clinicians who are interested in developing a research component to their careers while practicing in the north.

### **3.0 KEY ACTIONS, PROGRESS AND RISKS**

- 3.1 Over the past year, a proposal for the Centre has been jointly drafted. These documents are moving through the UBC Faculty of Medicine approval process for new Centres. NH is currently seeking endorsement and approval of the NCCR from the NH Executive and Board for endorsement and approval of the NCCR. Similarly we are seeking approval from the UNBC Board, and endorsement from Senate.
- 3.2 There are a few risks associated with the development of the NCCR. These include:
  - 3.2.1 Sustainability – Working with the UNBC office of Research and Innovation, the UBC development office, and the Spirit of the North Foundation, we are seeking external funding through donors and industry partners to help support long-term funding of the Centre.
  - 3.2.2 Research capacity within the health system – while NH has a clinical research manager, RCCbc has committed to funding a research associate and admin for the Centre, and UBC has committed to funding a part-time Centre Director, several key roles to ensure success of clinical trials in the north are not yet funded – such as positions in pharmacy and lab services that directly support research.
  - 3.2.3 Realistic expectations for southern clinical research units – it will be critical that we grow slowly as a Centre and gradually take on new studies that are relevant to the North and in step with our operational capacity in the north. There may be pressure and unrealistic expectations to participate in many trials from southern BC clinical trials units who do not fully understand the feasibility constraints within the northern health care system.

### **4.0 RECOMMENDATION**

- 4.1 We recommend that Senate and the UNBC Board of Governors endorse and approve respectively, the Northern Centre for Clinical Research, for a 3-year term, with the expectation that annual reviews will be conducted to assess challenges and successes of the Centre. After 3-years, a “go-no go” decision will be made about whether to continue the NCCR.

## Northern Centre for Clinical Research

### EXECUTIVE SUMMARY

The Regional Associate Dean's Office Northern BC (UBC), the Northern Health Authority (NH) and the University of Northern British Columbia (UNBC), propose the development of a Northern Centre for Clinical Research (NCCR).

#### **Vision:**

Our vision is a research centre that fosters collaborative clinical and medical life sciences research leading to innovation in technologies, processes and clinical practice in the northern, remote, rural and Indigenous geographical, social and cultural contexts, and increases accessibility to, and participation in research opportunities for the people of northern British Columbia.

#### **Mission:**

Our mission is to enhance the capacity and cohesion of the clinical and life sciences research programs in the north, creating strategic opportunities to share resources among UBC faculty, NH and UNBC, in collaboration with local partners. Located in Prince George, and with a distributed northern presence the Centre will focus on medical life sciences and clinical research and innovation, including clinical trials and virtual enabled health, across the north; it will provide infrastructure support and serve as a space for research excellence, knowledge exchange and translation in these areas. It will also provide a venue for collaboration among health researchers and practitioners interested in medical life sciences, clinical and medical education research in northern BC. The Centre will champion the Faculty of Medicine's social accountability mandate, UNBC's Strategic Research Plan, and Northern Health's strategy of quality through learning and innovation, by delivering research excellence that transforms health outcomes and care for disadvantaged populations in northern British Columbia, as well as those across Canada and the globe.

#### **Envisioned Impact and Goals:**

The goals of the NCCR are aligned with the goals in the four transformative pillars of the UBC Faculty of Medicine Strategic Plan (Research, Education, Organization, Partnerships), the UNBC strategic research plan and NH Strategic plan

- a. To create a vibrant, interdisciplinary axis for researchers and clinicians interested in life sciences and clinical research in the north. (*Research, Partnerships, Organization*)
- b. To advance clinical research and innovation in rural, remote and Indigenous health, in hospital and community settings, including virtual enabled healthcare delivery, grounded on a framework based on the quadruple aim (*Research, Partnerships*).
- c. To promote equity for northern BC residents through excellence in health research programs embedded in the northern context that are accessible, relevant and beneficial to the people and communities of Northern British Columbia (*Research, Partnerships*)

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- d. To promote engagement of partner institutions in the region and beyond (including but not limited) to UBC, UNBC, Northern Health Authority, the Rural Coordination Centre of BC and indigenous communities and organizations. (*Partnerships*)
- e. To provide an environment in which to build and maintain effective collaborations that harness collective research strengths from across northern BC and other northern Canadian universities and research organizations. (*Partnerships, Organization*)
- f. To enable and lead new opportunities that expand clinical and life science research excellence within the Northern Health region. (*Research*)
- g. To provide an institutional platform which enables participation in clinical trials in northern BC. (*Research*)
- h. To provide an institutional platform to help investigators secure competitive research funding and be recognized for excellence both nationally and internationally (*Research*).
- i. To increase research training and mentoring opportunities for health professionals in the north, and students in graduate programs, postdoctoral fellows, the MD Undergraduate Program, Health Professions education programs, postgraduate residency and undergraduate programs. (*Education, Partnerships*).

### BACKGROUND

UNBC, NH and UBC have a strong history of partnership and collaboration in education and research, quality improvement and health care delivery with a common goal to address health inequities experienced by northern, rural and Indigenous populations in British Columbia. They have a shared commitment to develop health research in the north and have forged strong relationships with other stakeholders including the Provincial Health Services Authority (PHSA), the Rural Coordination Centre of BC (RCCbc), Divisions of Family Practice and the Northern Medical Programs Trust. Building on this partnership, the Regional Associate Dean's Office Northern BC (UBC), NH and UNBC are proposing a Northern Centre for Clinical Research (NCCR).

#### **The UBC Faculty of Medicine Northern Medical Program**

The Northern Medical Program (NMP) was launched in partnership with UNBC in 2004 as a distributed site of UBC's MD undergraduate program. To ensure success in meeting the goal of training physicians with skills in rural medicine and health who will work in Northern and rural communities, the NMP has focused on providing learning experiences in a northern and rural context. These include clinical training in remote regional hospitals, immersion experiences in Indigenous and remote communities and rural research opportunities across northern BC. The success of the NMP has largely been dependent on support from its partners, in particular UNBC, NH and Carrier Sekani Family Services. Outcome data for the NMP attests to its success with approximately two thirds of graduates working in rural and smaller communities and one third staying in northern BC.

Alongside the success of medical education, NMP faculty have been successful in establishing research programs in several areas and disciplines to address fundamental questions that are of importance to northern, rural, remote and Indigenous peoples. These include research in cancer health care delivery, clinical trials, cancer in Indigenous peoples, obesity and diabetes, clinical epidemiology of addictions, barriers to healthcare for northern and Indigenous populations across multiple disciplines, vitamin D levels and cognitive deficit, virtual health and medical education. Among these programs, NMP

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researchers have successfully established medical life sciences research in the north which have a need for a home in the north and to be better embedded in the clinical context to advance knowledge translation. NMP research programs have also generated opportunities for research trainees and research personnel, diversifying opportunities for postgraduate training and employment in Northern BC, and increasing research opportunities for undergraduate and postgraduate medical trainees.

Despite being small in number, NMP faculty have established several successful unique research collaborations. However, clinical research activities, in particular clinical trials, in the north have been very limited to date. To further grow clinical and life science research in the north there is a need to increase research infrastructure and support, grow the critical mass of researchers and for culture change that can be achieved through development of a Research Centre embedded in Northern Health. This is an important next step for the NMP. The recent launch of UBC Masters of Physiotherapy and Occupational therapy programs in the north (MPT-N and MOT-N) builds on health professions education programs in the north and adds new research opportunities which will also benefit from the proposed research centre.

### **Northern Health**

Northern Health provides a full range of health care services to the 285,254<sup>[i]</sup> residents of Northern BC. Serving an area of 605,576 square kilometers, it is the largest geographic health region in the province covering over two-thirds of BC and comprised largely of rural and remote communities. Northern Health has a strategic commitment to partnership, research, learning and innovation, and strives to embed a person- and family-centered approach in everything we do. Northern Health is committed to partnering with First Nations, Métis and Inuit peoples and communities, to build a health system that honours diversity and provides culturally safe services. With a long history of investing in research collaborations in the north, NH is also an academic training environment; our staff and physicians are the preceptors and mentors for health professions students across the north, where insights and observations at the point-of-care lead to meaningful and relevant research questions for the North. Innovation is a foundational NH value, seeking creative and practical solutions for the unique challenges that face vast rural and northern health service environments. NH has long seen the potential benefit of the Academic Health Sciences Network collaboration amongst our partners. In the North, partnership is a natural way to leverage resources toward shared aims. The North is too small for silos and 'going it alone'. This Centre is an exciting opportunity to build capacity that no single institution in the North could achieve on its own.

While Northern Health has a strong track record for partnering to support health systems and policy research, there is also a growing commitment and investment to building clinical research infrastructure and capacity. Recently, NH has funded several internal research positions to provide the necessary operational supports for clinical research to be successful. In addition, NH was successful in securing funding from the Michael Smith Foundation for Health Research (MSFHR) to expand its research infrastructure and specifically support four priority areas: 1) clinical research, 2) research administration 3) knowledge translation, and 4) research-related data/analytics coordination. This increased capacity within NH will also support a longer-term vision for a sustainable regional health research system that addresses and responds to the knowledge gaps and research needs of local communities and the province.

## **UNBC**

UNBC is a small, research-intensive university with a primary campus in Prince George, and several regional campuses in central and northern BC. It is a university both in and for the north. UNBC has taken advantage of its location to advance multi-disciplinary research on the social, cultural, psychological, and environmental determinants of health in rural communities, including First Nations communities, and on planning and provision of health care services and preventative health programs that address the challenges of rural location and cultural suitability. UNBC has several health-related undergraduate and graduate programs, including Health Sciences, Nursing, and Social Work and faculty in these programs have developed research programs in collaboration with other universities, NH, PHSA, First Nations Health Authority and other provincial institutions. UNBC's focus on interdisciplinary research has also resulted in faculty in other programs, for example Environmental Science, Business Studies, Computer Science, and Geography, who have contributed significantly to health-related research. The UNBC Office of Research provides the UNBC research community with services and resources to develop outstanding research programs, including in clinical and life science research.

To further support health researchers, UNBC has an established Health Research Institute (HRI) focused on knowledge creation, knowledge synthesis and exchange, fostering linkages, and capacity development. The HRI functions as a network that guides researchers to sources of support and collaboration. The HRI provides the organizational vehicle to foster health research partnerships, and has served as the secretariat for partnerships with Northern Health, Provincial Health Services Authority, Academic Health Sciences Network (specifically the BC SUPPORT Unit Northern Centre) and the Rural Coordination Centre of BC (Northern Node). The HRI actively works with its partners to advocate for and assist in the development of the appropriate infrastructure required by health researchers in the North. The HRI will support and advocate for biomedical sciences and clinical research that will lead to positive health outcomes for people in the north.

## **PARTNERS**

The partners for the governance of the NCCR will be the UBC Faculty of Medicine, NH and UNBC. It will also build on established relationships and work closely with several other key partners who are engaged in healthcare delivery and research in Northern BC.

### **Rural Coordination Centre for BC (RCCbc)**

The Rural Coordination Centre of BC (RCCbc), in conjunction with the Rural Education Action Plan (REAP), seeks to improve the health of rural people and communities of British Columbia by: Supporting physician and healthcare provider health and practice; growing relationships through collaboration and partnerships; augmenting feedback loops; and enhancing innovation. One of its areas of interest is rural health services research, evaluation and quality improvement. The RCCbc is keen to support rural physicians and other health professionals to undertake research in the north and will provide some funding for the operations of the centre. The NCCR will provide space and infrastructure to support the research goals of northern physicians and the RCCbc.

### **Rural Doctors UBC Chair in Rural Health**

The UBC Chair in Rural Health plays a key role in developing, implementing, and maintaining an innovative integrated rural health program in BC. This includes clinical, research, and educational activities focused on the needs and delivery of health services in rural, remote, and Indigenous

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communities. The current chairholder, Dr John Pawlovich, has expertise in virtual enabled models of care, a key focus of the NCCR, and will be a core member of the centre.

### **The UBC Department of Family Practice Centre for Rural Health Research.**

Research from this centre focuses on evidenced-based primary rural healthcare and maternity services. It's vision, mission and goals align with the NCCR.

### **Indigenous partners**

An important goal for the NCCR will be to address research questions which are relevant to the unique health needs of northern indigenous persons and communities. Such research needs to be undertaken in a culturally sensitive manner and in partnership with indigenous people and communities. The NCCR will build partnerships with indigenous organizations to facilitate engagement with and input from indigenous people in clinical research in northern BC.

### **Carrier Sekani Family Services (CSFS)**

CSFS provides holistic health and wellness services for Carrier and Sekani people in North Central BC. The Quality and Innovation Department supports CSFS to lead and partner on research activities that focus on improving the health and social services we provide. CSFS Executive Director of Health Services, Dr. Holyk (adjunct faculty at UNBC and UBC) maintains an active research portfolio and is currently the Principal Investigator on a 5-year CIHR funded study and is partnered on six research projects with UBC faculty. CSFS will partner with the NCCR to continue to increase its capacity to undertake meaningful research that is of importance to the Nations we serve.

### **UBC FoM Centre for Excellence Indigenous Health**

Building on well established relationships for education with the NMP and the Masters Programs in physical therapy and occupational therapy, the NCCR will partner with the Centre for Excellence in Indigenous Health to develop culturally sensitive health research programs with indigenous people in northern BC.

### **Central Interior Native Health Society (CINH)**

CINH provides holistic approach to health care that promotes physical, spiritual, emotional and cultural harmony within all Aboriginal Peoples who reside in North Central British Columbia. Many UBC clinical faculty members work for CINH and it provides placements of NMP, MPT-N and nursing students.

### **First Nations Health Authority**

The NCCR will work with the FNHA to foster meaningful collaborations and partnership that supports research with First Nations people in the north and across BC. This will build on Initial discussions with Sonya Isaac-Mann (Vice President, Community Health and Wellness, Programs and Services) and Dr Shannon McDonald (Chief Medical Officer).

### **National Collaborating Centre for Indigenous Health**

Hosted by UNBC, the National Collaborating Centre for Indigenous Health (NCCIH) is a national Indigenous organization established in 2005 by the Government of Canada and funded through the Public Health Agency of Canada (PHAC) to support First Nations, Inuit, and Métis public health renewal and health equity through knowledge translation and exchange. It is connected to indigenous organizations and communities across Canada and is keen to develop and promote collaborations with the NCCR.

### **Other Partners**

#### **Provincial Health Services Authority (including BC Cancer)**

The BC Cancer Centre for the North (under PHSA) provides cancer care services in partnership with NH. Cancer research in the Centre includes therapeutic interventions through clinical trials, cancer prediction, and community-based research to address the cancer healthcare needs of northerners. The NCCR will collaborate with the Cancer Centre and include its research active clinicians and faculty

**Divisions of Family Practice in northern BC** (Northern Peace, Northern Interior Rural, Pacific Northwest, Prince George)

#### **Academic Health Sciences Network (AHSN)**

The AHSN has an established northern node which includes leaders and faculty from the 3 key partners for the NCCR. This partnership will research enable collaborations and support from across the province as outlined further below.

#### **Spirit of the North Healthcare Foundation**

The Spirit of the North Healthcare Foundation was created to provide people meaningful opportunities to contribute to improving healthcare within the service area of the University Hospital of Northern BC, (UHNBC).

## OPPORTUNITIES AND IMPACT

The Northern Centre for Clinical Research (NCCR) will leverage the Faculty of Medicine and UNBC's distributed education and research sites to capitalize on collaborations, expand research capacity, and strengthen operational affiliations for faculty members, graduate students, and affiliated members to enhance our goal to address health disparities for northern and Indigenous British Columbians. The NMP and the new Physical Therapy and Occupational Therapy programs in the north are examples of existing and new collaborations between these organizations.

The NCCR will have the necessary autonomy and operating conditions to provide infrastructure support and maximize growth of a critical mass of researchers and trainees. Collaborations with clinicians, researchers and research programs at UBC, UNBC, Northern Health, and across the province could flourish under a more robust operating structure. The NCCR will support hospital and community based clinical, life sciences, and health education research that will improve the health of northern and rural people in BC and beyond.

#### **Clinical Research**

Clinical research is developing in Northern BC but there remains fundamental gap in clinical trial research and there is limited support in the healthcare environment. The strong and unique partnerships between

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UBC, UNBC and NH provide an ideal foundation to develop a research centre in the north. The critical mass of researchers and volume of activity is insufficient for each institution to be successful alone. However, under a Centre model, the NCCR will foster collaboration, generate research ideas, and enable sharing of resources (e.g., clinical research coordinators, equipment, storage). We believe this centre is necessary to provide the infrastructure and partnerships, in particular with Clinical Trial Units in the lower mainland and PHSA (BC Cancer Centre), to successfully run national and international clinical trials, and support clinical research and faculty in the north.

### **Medical Life Sciences**

Medical life sciences and clinical research are irrevocably linked as they sit next to each other on the continuum of health research. The integration between medical life sciences and clinical research is bidirectional: Lab-based discoveries move from the bench to the bedside with clinical research needed to validate lab-based findings. Clinical observations may need to be studied more closely in a lab-based setting to understand biological and molecular mechanisms and confirm etiology. This link between medical life sciences and clinical research will be integral to the culture of the NCCR. The Centre will provide a home for medical life sciences research in the north.

### **Virtual Health**

Virtual care has been used by providers in Northern BC for many years to augment and enhance, the in-person longitudinal, relationship-based approach to collaborative health practice, including team-based models of care. Carrier Sekani Family Services (CSFS) implemented a virtually enabled care approach over a decade ago and serves as an excellent example of how technology contributes to greater primary care equity, access and sustainability for rural, remote First Nations communities. Northern Health is committed to implementing innovative technologies to support new ways of practicing. NH's strategic plan identifies virtual health as an important means of improving access and coordination of health services, even when those services are not readily available in every community. The COVID-19 pandemic has further focused attention on virtual enabled healthcare. In particular, the COVID 19-online clinic catalyzed the exciting implementation of a new NH virtually enabled primary and community care clinic. FNHA rapidly developed the First Nations Virtual Doctor of the Day program, which enables First Nations people and their families, access to primary health care closer to home. RCCBC has implemented several virtual supports for clinicians practicing in rural and remote BC through the Real-Time Virtual Supports (RTVS) program. Recently, the NMP and Department of Medicine working with NH and the Departments of Family Practice, Emergency Medicine, and Dermatology and Skin Science were successful in securing funding for a new faculty position virtual/ remote and rural health through the FoM Academic Renewal competition. Alongside this position, the NCCR will provide an opportunity to solidly establish the scholarship of remote, rural and First Nations virtual healthcare delivery and knowledge translation in this field for UBC and its partners. The work will be grounded on a framework based on the quadruple aim and social accountability with an emphasis on equity of access of care and also cultural sensitivity and safety.

### **Space**

The Donald Rix Northern Health Sciences Centre, which houses the NMP at UNBC has approximately 3400 square feet of laboratory space for biomedical scientists as well as an Animal Care Unit (1000 square feet). However, there is currently no dedicated clinical research space in northern BC. Through the partnership with NH, and with the formation of a research centre, space will be made available at the University Hospital of Northern BC campus. This campus already hosts the Northern Simulation Centre, which services all northern BC and is a result of the partnership between UNBC, NH and the NMP.

### Training and Mentorship

The recent establishment of the Division of Medical Sciences at UNBC and the formation of a Research Centre in the north will facilitate new graduate programs in Northern BC focused in clinical and life sciences research, and will increase capacity to recruit postdoctoral fellows. Through the partnerships, collaborations and networks that the Centre will facilitate, it will provide mentorship for rural and northern physicians interested in research.

### Other Opportunities

The NCCR will continue to build on existing linkages between research in the north and the three operational units of the BC Academic Health Sciences Network: the BC SUPPORT Unit, Clinical Trials BC (CTBC) and Research Ethics BC (REBC). To date, UNBC’s Office of Research and the Health Research Institute, along with Northern Health’s Research, Evaluation, and Analytics team, and the NMP have engaged with CTBC to develop the foundational resources needed to support clinical research in the north, including quality management system components. Further, the UNBC Office of Research and Research Ethics Board (REB) and the NH Research Review Committee have worked with REBC to fully implement the provincial harmonized system for research ethics reviews of multi-jurisdictional studies involving human subjects. The UNBC REB is in the process of establishing a clinical research sub-committee of the REB to further support clinical researchers in the north by complimenting the services provided by UBC’s Clinical Research Ethics Board.

NH has a rich history of partnering with the First Nations Health Authority (FNHA) on several common initiatives. For example, the Northern Biobank Initiative involved extensive consultations with 54 First Nations communities across the north; both NH and FNHA are key partners on this project. The implementation of the NCCR will support further collaborations and linkages with FNHA, CSFS and other rural, indigenous and northern stakeholders.

The appointment of new faculty for the Physical Therapy and Occupational Therapy programs provides an opportunity for new research programs in northern BC.

## GOVERNANCE STRUCTURE AND FUNCTION

The Centre will have a tri-partite governance agreement based on the partnership between UBC (NMP), UNBC, and Northern Health (NH). A Memorandum of Agreement will define the relationship and responsibilities of the 3 partners that oversee and operate the NCCR (appendix B).



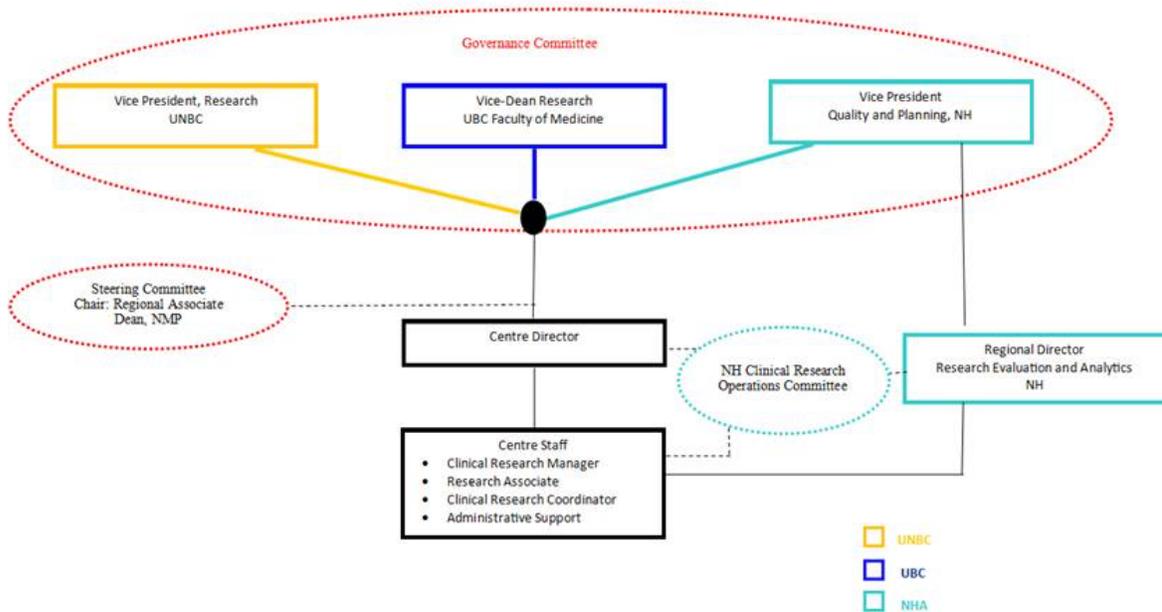
## UBC Faculty of Medicine, UNBC and Northern Health

Members of the centre will include UBC Faculty of Medicine and UNBC faculty, clinician-scientists, clinical faculty, and NH partners who will be directly accountable for the goals and vision of the new Centre. Faculty will actively participate in governance and strategic planning through its governance structure. A Director of the Centre will be appointed who will report to a **Governance Committee**. The Governance Committee will ensure the integrity of the tripartite partnership. This committee will be comprised of the:

- Vice-Dean Research, faculty of Medicine UBC
- Vice President Research and Innovation, UNBC
- Vice President, Planning and Quality NH

The Centre Director will be a member of a **NH Clinical Research Operations Committee**. This committee will ensure close connection and communication between the Centre and NH operations leaders to discuss opportunities and mitigate any challenges pertaining to workflow in the laboratory, pharmacy, or other clinical care areas impacted by clinical research.

Strategic direction and management of the Centre will be informed by a **Steering Committee** which will be chaired by the Regional Associate Dean, Northern BC (UBC). The Steering Committee will be advisory to the Governance Committee and the Director. Membership will include: The above leadership from UBC, UNBC, and NH, as well as the NH Regional Director, Research Evaluation and Analytics, NH Director, Regional Tertiary Services/UHNBC Clinical Supports, and representatives from RCCbc, members of the centre from the Northern Interior, Northeast and Northwest, patient partners, NH Clinical Trials Advisory Group (CTAG), HRI, and the NH Clinical Research Committee, and a faculty representative from each of UBC and UNBC. An indigenous advisory council, with representation from our indigenous partners and communities, will also be created to provide input to the steering committee and research proposals.



Supervised by the Director of the Centre, NCCR staff will include a Clinical Research Manager (already employed by NH and jointly reporting to the Regional Director, Research Evaluation and Analytics), a

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Research Associate, a Clinical Research Coordinator, and an administrative Assistant. Depending on need and budget it is hoped that this team will increase in future years. Specifically, the centre plans to employ more Research Assistants that can support researchers.

Faculty will leverage new and existing collaborations with researchers, patient partners, and organizations to ensure a northern approach to research scope and operations. For each of the primary research areas: (1) clinical research; (2) biomedical research (3) Virtual Health (4) medical education research, the NCCR will establish research units with the following components:

- Stakeholder Panels (including patient partners).
- Basic/Laboratory Scientists or Applied/Community Scientists
- Clinician Scientists
- M.D. Specialists
- M.D. Family Practitioners
- Other professionals engaged in clinical, biomedical and medical education research.
- Community Organizations
- Policy Makers

The **key function** of the NCCR will be to provide infrastructure support to northern clinical and biomedical researchers either as a point of triage to its partners or directly. This will primarily take the form of research administration including support and guidance for grant writing, budget development and management, operational administration, biosafety, phlebotomy and sample processing, regulatory and REB applications, monitoring regulated studies, intellectual property management, clinical trial administration, research contracts and legal agreements. It will provide computer equipment, software, VC facilities and, depending on need, data management/storage systems and freezers/refrigeration. For clinical trials, we envisage that it will function as a clinical trials unit in the north that can coordinate with units in the lower mainland to enable northern people to participate in multicentre trials. It will provide a resource and space for northern physicians and other health professional to receive advice and direct support to develop and conduct research projects with a knowledge translation intent. It will also support a learning health system approach that will visualize how data can inform policy and practice in fulfilment of the Rural Framework. These resources are not available to clinical and biomedical researchers in the north at present.

The administrative team at the NCCR will work closely with UNBC partners including the Division of Medical Sciences, the Office of Research, Health Research Institute, Research Finance, Human Resources and Contracts and Supply Chain Management to collectively provide mechanisms to support clinical and biomedical research activities in the north. The NCCR will work with the HRI to establish clear expectations with the various supporting units in the north as to which unit will support what type of health-related research. It will create efficiencies through collaboration and further enhance research capacity by complementing what is currently in place in northern BC. A specific example would be the sharing of staff between multiple clinical trials because of the anticipated low accrual per trial with the relatively small population in the north. With UBC Faculty of Medicine as one of the three partners, the Centre will be also be able to facilitate access to UBC research supports. Through building upon operational capacities

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at partner organizations, the NCCR will create synergies and further build the partnership networks in the region and across the province.

The NCCR will provide research training opportunities and mentorship for physicians and other health professionals interested in research across northern BC as well as graduate students, MD and undergraduate students at UBC and UNBC, and UBC Residents.

The Centre will provide a space for networking, sharing and receiving input for research ideas as well as hosting a seminar series, research days and journal clubs/mentor groups for trainees. There will be opportunities for internal competitive research funding and initiatives to encourage co-supervision of research trainees.

### INTERDISCIPLINARY/INTER-PROFESSIONAL RESEARCH AND LEARNERS TRAINING OUTCOMES

Training outcomes will include:

Understanding and application of research methodology

Understanding and application of statistical analysis

Grant writing skills.

Understanding regulatory requirements and compliance for clinical trials

Understanding and using SOPs

Understanding research ethics and being able to apply for ethics approval

Effective research administration (budgets, HR, contracts etc.)

Effective research team management

Knowledge translation and exchange in life sciences and clinical research

### MEMBERS

See Appendix A for full details

#### CORE INVESTIGATORS (MINIMUM OF 10)

NAME	RANK, INSTITUTION (% RESEARCH)
Barreto, Tyler	Clinical Instructor, Department of Family Practice, UBC (10 %)
Besserer, Floyd	Assistant Professor, Department of Emergency Medicine, UBC (50 %)
Caron, Nadine	Professor, Department of Surgery, UBC (50 %)
Constantin, Alina	Senior Lab Instructor, Northern Medical Program, Division of Medical Sciences, UNBC. Affiliate Senior Lab Instructor, Department of CPS, UBC (40 %)
De Leeuw, Sarah	Professor, Northern Medical Program, Division of Medical Sciences, UNBC Affiliate Professor, Population and Public Health (SPPH), UBC (100 %)
Freeman, Shannon	Associate Professor, Nursing, UNBC (100 %)
Furber, Kendra	Assistant Professor, Northern Medical Program, Division of Medical Sciences, UNBC. Affiliate Assistant Professor, Department of Cellular & Physiological Sciences, UBC (100%)

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Fyfe, Trina	NMP librarian, UNBC (100%)
Gingerich, Andrea	Assistant Professor, Northern Medical Program, Division of Medical Science, UNBC. Affiliate Assistant Professor, Department of Family Practice, UBC (100%)
Gray, Sarah	Associate Professor, Northern Medical Program, Division of Medical Sciences, UNBC. Affiliate Associate Professor, Cellular & Physiological Sciences, UBC (100%)
Jaworsky, Denise	Clinical Instructor, Department of Medicine, UBC (25%)
Lee, Chow	Professor, Biochemistry & Molecular Biology, UNBC (100%)
Mitchell-Foster, Sheona	Assistant Professor, Division of General Gynaecology & Obstetrics, Department of Obstetrics & Gynecology, UBC (50%)
Manyanga, Taru	Assistant Professor, Division of Medical Sciences, MPT-N, UNBC (100%)
Markham, Ray	Clinical Professor, Department of Family Practice, UBC (10%)
Maurice, Sean	Senior Lab Instructor, Division of Medical Sciences, Northern Medical Program, UNBC. Affiliate Senior Lab Instructor, Cellular and Physiological Sciences, UBC (100%)
Meyer, Anthon	Clinical Assistant Professor, Department of Family Practice, UBC (10%)
Mullins, Paul	Clinical Assistant Professor, Division of Gastroenterology, Dept of Medicine, UBC (10%)
Nelson, Dave	Clinical Associate Professor, Department of Orthopaedics, UBC (10%)
Olson, Robert	Associate Professor, Department of Surgery, Division of Radiation Oncology and Developmental Radiotherapeutics (Head), UBC (50%)
Pawlovich, John	Clinical Professor, Department of Family Practice, UBC (25%)
Pettersen, Jacqui	Associate Professor, Division of Neurology, Department of Medicine, UBC (50%)
Singh, Anurag	Clinical Assistant Professor, Division of Nephrology, Department of Medicine, UBC (10%)
Snadden, Dave	Professor, Department of Family Practice, UBC (100%)
Winwood, Paul	Associate Professor, Northern Medical Program, Division of Medical Sciences, UNBC. Affiliate Associate Professor, Division of Gastroenterology, Department of Medicine, UBC (100%)
New Position	Assistant Professor, Dept of Psychiatry, UBC (50%, not included in FTE)

**TOTAL FTE: 14.3**

### ASSOCIATE INVESTIGATORS

Anekwe, David	Assistant Professor, Department of Physical Therapy, UBC (100%)
Banner-Lukaris, Davina	Associate Professor, School of Nursing, UNBC (100%)
Callaghan, Russ	Professor, Northern Medical Program, Division of Medical Sciences, UNBC Affiliate Professor, Department of Psychiatry, UBC (100%)
Dymond, Melissa	Clinical Instructor, UBC, Emergency Medicine (10%)
Ho, Kendall	Professor, Department of Emergency Medicine, UBC (50%)

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Kuo, Kuo-Hsing	Associate Professor, Northern Medical Program, Division of Medical Sciences, UNBC
Larstone, Roseann	Regional Director, Indigenous Health, Northern Health
New Positions (2)	Assistant Professor, Dept of Occupational Science and Occupational Therapy UBC

### AFFILIATE INVESTIGATORS

Holyk, Travis	Adjunct faculty, UBC. Executive Director Research, Primary Care and Strategic Services, Carrier Sekani Family Services
Kaminska, Mal	Assistant Professor, Northern Medical Program, Division of Medical Science, UNBC. Affiliate Assistant Professor, Department of Family Practice, UBC
Greenwood, Margo	Professor, First Nations studies and Education, UNBC. Academic Leader of the National Collaborating Centre for Indigenous Health. Vice President of Indigenous Health, Northern Health.
Parkes, Margot	Professor, School of Health Sciences, Faculty of Human and Health Sciences, UNBC
Pelletier, Chelsea	Associate Professor, School of Health Sciences, Faculty of Human and Health Sciences, UNBC
Roots, Robin	Senior Instructor, Dept of Physical Therapy, UBC
Wahab, Matthew	Clinical Instructor, Dept of Family Practice, UBC
Wimmers, Julia	Senior Lab Instructor, Northern Medical Program, Division of Medical Sciences, UNBC, Affiliate Senior Lab Instructor, Department of CPS, UBC

### AFFILIATED LEARNERS

It is anticipated that there will be 10 or more graduate students, participating in health sciences, interdisciplinary studies and biochemistry programs at UNBC and public health program at UBC, supervised by Core and Associate Investigators, who will be affiliated with the centre.

Students may use the centre when participating in research with core and associate investigators. It is anticipated that students would include those from UBC's MD Undergraduate Program, MPT-N and MPT-N programs, as well as UNBC students in the MScN, MScN-FNP, and BScN programs, as well as family practice and psychiatry residents.

### EVALUATION AND CONTINUED AFFILIATION OF MEMBERS

An internal Academic Review of the NCCR will be conducted after 3 years and then every 5 years, alternating between external and internal reviews, in accordance with the Guidelines and procedures for Faculty of Medicine Centres and Institutes.

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### BUDGET

The NMP's annual operating budget contains dedicated General Purpose Operating Funds (GPOF) to support the recruitment, start-up and on-going salary and benefit costs for UBC research faculty. The NMP budget will support the salary of the Centre Director and some operational costs.

The operating budget for the NCCR will be obtained through the distribution of the indirect costs of research derived from grants of UBC faculty members who are core members of the centre according to institutional policy. Additionally, a proportion of the indirect costs derived from the grants of UNBC faculty members in the Division of Medical Sciences who are core members of the centre will be used to support the budget. Once the Centre is established, it is envisaged that members will be able to hire Research Associates which will provide some revenues back to the Centre.

Funding for the Clinical Research Manager will be provided by NH with whom they are employed. Additional funding will be available from a Michael Smith HA infrastructure grant held by NH.

RCCbc have agreed to provide funding to support an administrative assistant and Research Associate.

Future funding opportunities include the Canadian Foundation for Innovation (CFI) and philanthropy which will be sought.

<u>Revenue</u>					
	<b>Year 1 Jan -Mar 2022</b>	<b>Year 2 2022/2023</b>	<b>Year 3 2023/2024</b>	<b>Year 4 2024/2025</b>	<b>Year 5 2025/2026</b>
NMP	\$15,630	\$73,170	\$50,000	\$50,000	\$50,000
NHA	\$27,338	\$111,537	\$113,767	\$116,043	\$118,363
UNBC*	\$5,000	\$10,000	0	0	0
Indirect Costs	0	0	\$67,669	\$69,023	\$70,403
RccBC	\$25,910	\$114,360	\$116,440	\$118,518	\$120,598
<b>Total</b>	<b>\$73,878</b>	<b>\$309,067</b>	<b>\$347,876</b>	<b>\$353,584</b>	<b>\$359,364</b>
<u>Expenses</u>					
Centre Director**	\$7,500	\$30,000	\$30,000	\$30,000	\$30,000
Clinical Research Manager (\$90,000/year)***	\$27,338	\$111,537	\$113,767	\$116,043	\$118,363
Admin Assistant CUPE grade 6****	\$8,130	\$33,171	\$67,669	\$69,023	\$70,403
Research Associate (\$28/hour)	\$13,435	\$59,259	\$60,300	\$61,338	\$62,378
Supplies/Facilities	\$5,000	\$20,000	\$20,000	\$20,000	\$20,000

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Clinical Research Coordinator (\$26/hour)	\$12,475	\$55,100	\$56,140	\$57,180	\$58,220
<b>total</b>	<b>\$73,878</b>	<b>\$309,067</b>	<b>\$347,876</b>	<b>\$353,584</b>	<b>\$359,364</b>

\*Funding from UNBC for the first 2 years will come from rural/northern health research funds. held at UNBC. It is envisaged that indirect costs from both UBC and UNBC will cover this long term. In addition, other funding sources will be pursued.

\*\* the Centre Director will receive \$15,000 salary (0.1 FTE) and a \$15,000 grant to support their research.

\*\*\*Budgeted salaries reflect the cost of salary and benefits and a 2% increase each year.

\*\*\*\*Half time for first 2 years, then full time.

### SPACE

At UHNBC (NH):

- 2+ offices that can be signed out (including a place to have conversations with research participants, one with an exam bed)
- Admin office
- Common area
- -80 freezer (and associated outlet/power supply)
- Storage/filing cabinets
- Incorporate Indigenous components (to create a welcoming and collaborative space)

### HUMAN RESOURCES PLAN

Centre Director (0.1 FTE)

Administrative/Clinical Research Manager (1 FTE)

Research Associate (1 FTE)

Clinical Research Coordinator (1 FTE)

Administrative Assistant (1 FTE)

### A CENTRE OF RESEARCH EXCELLENCE IN THE NORTH

The NCCR will serve as a research centre for the Faculty of Medicine, UNBC and Northern Health by providing clinical and medical life sciences research excellence, knowledge translation and exchange that is innovative, collaborative, and through its partnerships, is uniquely responsive to the contexts and needs of the north as well as rural, remote and Indigenous populations across the province and country.

APPENDIX A

NORTHERN CENTRE FOR CLINICAL RESEARCH (NCCR)

CORE MEMBERS

1. **BARRETO**, Tyler      Clinical Instructor, Department of Family Practice, UBC  
[barretotw@gmail.com](mailto:barretotw@gmail.com)

Research:              Pregnancy an Obstetrical Care, Burnout among early-career Family physicians

Publications:

- i.     **Barreto TW**, Estacio A, Winkler P. The Overlap Between Rural Hospital Needs and Medical Student Goals in Texas. *Primer*. 2020;4:18
  - ii.    Hall JW, Holman H, **Barreto TW**, et al. Point-of-Care Ultrasound in Family Medicine Residencies Year Update: A CERA Study. *Fam Med*. 2020;52(7):505-511.
  - iii.   **Barreto TW**, Eden A, Brock A. The Impact of Practicing Obstetrics on Burnout Among Early-Career Family Physicians. *Fam Med*. 2020;52(6):408-413.
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2. **BESSERER**, Floyd    Assistant Professor, Department of Emergency Medicine, UBC  
[Floyd.besserer@unbc.ca](mailto:Floyd.besserer@unbc.ca)

Research: Prehospital, Resuscitation, Trauma

Publications:

- i.     **Besserer F**, Kawano T, Dirk J, Meckler G, Tissjen J, DeCaen A, Scheuermeyer F, Beno S, Christenson J, Grunau B. The association of intraosseous vascular access and survival among pediatric patients with out-of-hospital cardiac arrest. *Resuscitation* 2021 - manuscript currently under review.
- ii.    Awad E, Humphries K, Grunau B, **Besserer F**, Christenson J. The effect of sex and age on return of spontaneous circulation and survival to hospital discharge in patients with out of hospital cardiac arrest: a retrospective analysis of a Canadian population. *Resuscitation Plus*; January 2021, DOI: <http://dx.doi.org/10.1016/j.resplu.2021.100084>
- iii.   Guy A, Kawano T, **Besserer F**, Scheuermeyer F, Kanji HD, Christenson J, Grunau B. The association between no-flow interval and survival with favourable neurological outcome

in out-of-hospital cardiac arrest: implications for outcomes and ECPR eligibility.  
Resuscitation 2020. DOI: 10.1016/j.resuscitation.2020.06.009

- iv. Kiraly A, Stedford A, Awad E, Adams G, **Besserer F**. Emergency department ultrasound gross contamination rates in a community ED. Med Res Innov 2020;4:1-4. DOI: 10.15761/MRI.1000173
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3. CARON, Nadine      Professor (tenure), Department of Surgery, UBC  
[Nadine.caron@yahoo.com](mailto:Nadine.caron@yahoo.com)

Research:            Indigenous Oncology, health services and Genomic Sciences

Publications:

- i.      JA McVicar, A Poon MD, **NR Caron**, MD Bould, J Nickerson, M Doucette Issaluk, C Sheffield, C Champion, N Ahmad, DI Mclsaac. (2021) Perioperative Outcomes of Indigenous Peoples in Canada: A Systemic Review. Canadian Medical Association Journal.
  - ii.     Caron NR, Wilcox P, Chongo M, Arbour LA, Wasserman W, Correard S, Hudson M. Front. Public Health, (2020) Indigenous Genomic databanks: pragmatic considerations and cultural contexts. 8:111. <https://doi.org/10.3389/fpubh.2020.00111> Published 24 April 2020
  - iii.    Hudson M, Garrison NA, Sterling R, Caron NR et al. Nat Rev Genet (2020). Rights, interests and expectations: Indigenous perspectives on unrestricted access to genomic data. <https://doi.org/10.1038/s41576-020-0228-x> Published 6 April 2020
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4. CONSTANTIN, Alina      Senior Lab Instructor, Division of Medical Sciences, Northern Medical Program, Division of Medical Sciences, UNBC  
Affiliate Senior Lab Instructor, Department of CPS, UBC  
[Alina.constantin@unbc.ca](mailto:Alina.constantin@unbc.ca)

Research:            Medical education. Neurosciences: Sensory plasticity.

Publications:

- i.      Maurice, S; Mytting, K; Gentles, J; Roots, R; Constantin, A; Kruger, S; Sim, S; Brock, W; Oyedele, O; Soles, J; Snadden, D. The healthcare travelling roadshow: a qualitative study of a rural community engagement initiative in Canada. Rural Remote Health. 2019. Sep;19(3):5238. Epub 2019 Sep 10.

- ii. Monteon JA, Constantin AG, Wang H, Martinez-Trujillo JC, Crawford, JD. Electrical Stimulation of the Frontal Eye Fields in the Head-Free Macaque Evokes Kinematically Normal 3D Gaze Shifts *J Neurophysiol* 2010 104:3462-3475.
- iii. Constantin AG, Wang H, Monteon JA, Martinez-Trujillo JC, Crawford JD. 3-Dimensional eye-head coordination in gaze shifts evoked during stimulation of the lateral intraparietal cortex. *Neuroscience*. 2009 Dec 15;164(3):1284-302. Epub 2009 Sep 4. PMID: 19733631

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5. de LEEUW, Sarah                      Professor, Division of Medical Sciences, Northern Medical Program  
UNBC  
Affiliate Professor, Population and Public Health (SPPH), UBC  
[Sarah.deleeuw@unbc.ca](mailto:Sarah.deleeuw@unbc.ca)

Research:                                  Anti-colonial feminist methods; Indigenous and northern/rural geographies; critical health humanities

Publications:

- i. Greenwood, M., **de Leeuw, S.**, Lindsay, N., Eds. (May 2018). *2<sup>nd</sup> Edition: Determinants of Indigenous Peoples' Health: Beyond the Social*. Toronto, Ont.: Canadian Scholars' Press. 386 pgs.
- ii. **de Leeuw, S.**, Larstone, R., Greenwood, M., Cross, N., Fell, B., Aurobach, K., Sutherland, J. (2021). Educating the 'heart and mind': A humanities-informed Indigenous cultural immersion program in experiential medical education. *International Journal of Indigenous Health*. 87-107. <https://jps.library.utoronto.ca/index.php/ijih/article/view/33078>
- iii. **de Leeuw, S.** with Aldred, T., Alderfer-Mumma, C., Farales, M., Greenwood, M., Hoogeveen, D., Sloan Morgan, V., O'Toole, R., and Parkes, M. (2020). Mining Sick: Creatively Unsettling Normative Narratives about Industry, Environment, Extraction and the Health Geographies of Rural, Northern, and Indigenous Communities in British Columbia. *The Canadian Geographer*. 82-96. <https://onlinelibrary.wiley.com/doi/full/10.1111/cag.12660>

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6. FREEMAN, Shannon                      Associate Professor, Nursing, UNBC  
[Shannon.freeman@unbc.ca](mailto:Shannon.freeman@unbc.ca)

Research:                                  Health, Northern Issues, Rural Health Services



Publications:

- i. **Fyfe TM**, Lavoie JG, Payne GW, Banner D. Rhesus D factor (RhD) negative women's experiences with pregnancy: An interpretive description. *Women Birth*. 2020;33(6):e511-e8.
  - ii. **Fyfe TM**, Payne GW. Rural healthcare delivery: Navigating a complex ecosystem. *Healthc Manage Forum*. 2020;33(2):80-4.
  - iii. Fyfe TM, Ritchey MJ, Taruc C, Crompton D, Galliford B, Perrin R. Appropriate provision of anti-D prophylaxis to RhD negative pregnant women: a scoping review. *BMC Pregnancy Childbirth*. 2014;14:411.
  - iv. Fyfe TM, Akins R, Gagné P, Cheifetz C, Petrocelli S, Payne GW. Regional Medical Campuses in Canada and the United States: A Systematic Review. *Journal of Regional Medical Campuses*. 2018;1(3):1-19.
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9. GINGERICH, Andrea      Assistant Professor, Northern Medical, Program Division of  
Medical Science, UNBC  
  
Affiliate Assistant Professor, Department of Family Practice,  
Northern Rural Program, UBC  
[Andrea.gingerich@unbc.ca](mailto:Andrea.gingerich@unbc.ca)

Research:                      Medical education

Publications:

- i. **Gingerich A**, Sebok-Syer SS, Larstone R, Watling CJ, Lingard, L. (2020) Seeing but not believing: Insights into the intractability of failure to fail. *Medical Education* **54**(12): 1148-1158
  - ii. **Gingerich A**, Ramlo SE, van der Vleuten CPM, Eva KW, Regehr G (2017) Inter-rater variability as mutual disagreement: Identifying raters' divergent points of view. *Advances in Health Sciences Education*. 22(4): 819-838.
  - iii. **Gingerich, A.**, Regehr, G., & Eva, K.W. (2011). Rater-based assessments as social judgments: Rethinking the etiology of rater errors. *Academic Medicine*. 86(10 Suppl):S1-S7.
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10. GRAY, Sarah              Associate Professor, Division of Medical Sciences Northern  
Medical Program, UNBC  
  
Affiliate Associate Professor, Cellular & Physiological Sciences,  
UBC  
[Sarah.gray@unbc.ca](mailto:Sarah.gray@unbc.ca)

Research: Endocrine regulation of metabolism, Diabetes/Obesity

Publications:

- i. (2021) Filatov E, Short LA, Forster MAM, Harris S, Schien E, Hughes M, Cline DL, Appleby A, and Gray SL. Contribution of thermogenic mechanisms by male and female mice lacking Pituitary Adenylate Cyclase-Activating Polypeptide in response to cold acclimation. *Am J Physiol Endocrinol Metab.* 2021 Mar 1;320(3):E475-E487. doi: 10.1152/ajpendo.00205.2020. Epub 2020 Dec 28. PMID 33356993.
  - ii. (2021) McMillan TR, Forster MAM, Short LI, Rudecki AP, Cline DL, and Gray SL. Melanotan II Partially Rescues the Impaired Thermogenic Capacity of PACAP Deficient Mice. *Exp Physiol.* 2021 Feb;106(2):427-437. doi: 10.1113/EP088838. Epub 2020 Dec 17. PMID: 33332767.
  - iii. REVIEW: (2016) Rudecki, A and Gray SL. PACAP in the defense against Energy Homeostasis. *Trends Endocrinol Metab, Cell Press.* (9):620-32.
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11. JAWORSKY, Denise Clinical Instructor, Department of Medicine, UBC  
[djaworsky@unbc.ca](mailto:djaworsky@unbc.ca)

Research: Rural Health, Community engagement in epidemiology, HIV

Publications:

- i. Jaworsky D, Nicholson V. Allyship: Braiding Our Wisdom, Our Hearts and Our Spirits. Accepted to the *Journal of Indigenous HIV Research.* 2020.
  - ii. Jaworsky D, Loutfy M, Lu M, Ye M, Bratu A, Serada P, Bayoumi A, Richardson L, Kuper A, Hogg RS, Comparative Outcomes And Service Utilization Trends (COAST) Study. Influence of the definition of rurality on geographic differences in HIV outcomes in British Columbia: a retrospective cohort analysis. *CMAJ Open.* 2020. 8(4):E643-650.
  - iii. Jaworsky D. An allied research paradigm for epidemiology research with Indigenous peoples. *Archives of Public Health.* 2019. 77:22.
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12. LEE, Chow Professor, Biochemistry & Molecular Biology, UNBC  
[Chow.lee@unbc.ca](mailto:Chow.lee@unbc.ca)

Research: Natural Products Drug Discovery and RNA Cancer Research

Publications:

- i. Zeb M, Tackaberry LE, Massicotte HB, Egger KN, Reimer K, Lu G, Heiss C, Azadi P, **Lee CH**. (2021) Structural elucidation and immuno-stimulatory activity of a novel polysaccharide containing glucuronic acid from the fungus *Echinodontium tinctorium*. *Carbohydrate Polymers* 258:117700.
  - ii. Yaqoob A, Li WM, Liu V, Wang C, Mackedenski S, Tackaberry LE, Massicotte HB, Egger KN, Reimer K, **Lee CH**. (2020) Grifolin, neogrifolin and confluentin from the terricolous polypore *Albatrellus flettii* suppress KRAS expression in human colon cancer cells. *PLOS ONE* 15(5):e0231948.
  - iii. Li WM, Chan CM, Miller AL, **Lee CH**. (2017) Live-imaging of miR-430 in the developing zebrafish embryo using a specific molecular beacon. *Journal of Biological Chemistry* 292:3568-3580.
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13. MITCHELL-FOSTER, Sheona Assistant Professor, Division of General Gynaecology & Obstetrics, Department of Obstetrics & Gynecology, UBC

[Sheona.mitchell-foster@unbc.ca](mailto:Sheona.mitchell-foster@unbc.ca)

Research: Reproductive Health in marginalized and vulnerable populations

Publications:

- i. Moses E, Pedersen H, **Mitchell S**, Sekikubo M, Mwesigwa D, Singer J, Biryabarema C, Byamugisha J, Money DM, Ogilvie GS. A randomized-controlled trial comparing uptake of community based self-collected HPV testing with visual infection with acetic acid (VIA) for cervical cancer screening in Kampala, Uganda: Preliminary results. *Tropical Medicine & International Health* (2015) 20(10):1355-1367.
  - ii. **Mitchell S**, Shaw D. The Worldwide Epidemic of Female Obesity. *Best Practice & Research Clinical Obstetrics & Gynecology*. (2014) doi:10.1016/j.bpobgyn.2014.10.002
  - iii. **Mitchell S**, Sekikubo M, Biryabarema C, Byamugisha J, Steinberg M, Jeronimo J, Money DM, Christilaw C, Ogilvie GS. 2014. Factors associated with high-risk HPV positivity in a low-resource setting in sub-Saharan Africa. *American Journal of Obstetrics and Gynecology* 210(1): 81.e1-81.e7
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14. MANYANGA, Taru Assistant Professor, Division of Medical Sciences, MPT-N, UNBC  
Affiliate Assistant Professor, Master of Physical Therapy, UBC

[Taru.manyanga@unbc.ca](mailto:Taru.manyanga@unbc.ca)

Research: Childhood & Adolescence obesity, global health

Publications:

- i. JP Kuwornu, J Amoyaw, **T Manyanga**, E Cooper, E Donkor, A Nkurumah. Measuring the Overall Burden of Early Childhood Malnutrition in Ghana: A Comparison of Estimates from Multiple Data Sources. *International Journal of Health Policy and Management*. (Revisions requested and submitted).
  - ii. **T Manyanga**. (2020). Examining lifestyle behaviours and weight status of primary schoolchildren: Using Mozambique to explore the data gaps in low- and middle-income countries. Thesis abstract. *Applied Physiology, Nutrition, and Metabolism*. 45(2):220. doi: 10.1139/apnm-2019-0863.
  - ii. **T Manyanga**, JD Barnes, J-P Chaput, L Dubois, PT Katzmarzyk, EF. Mire, A Prista, MS. Tremblay. (2020). Prevalence and correlates of objectively measured weight status among urban and rural Mozambican primary schoolchildren: a cross-sectional study. *PLoS ONE* 15(2): e0228592. DOI: 10.1371/journal.pone.0228592
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15. MARKHAM, Ray      Clinical Professor, Department of Family Practice, UBC  
[RMarkham@rccbc.ca](mailto:RMarkham@rccbc.ca)

Research:

Publications:

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4. MAURICE, Sean      Senior Lab Instructor, Division of Medical Sciences  
Northern Medical Program, UNBC  
Affiliate Senior Lab Instructor, Cellular and  
Physiological Sciences, UBC  
[Sean.maurice@unbc.ca](mailto:Sean.maurice@unbc.ca)

Research:      Rural Health Workforce Development and  
Proteoglycan Biology

Publications:

- i. Gingerich, A., Van Volkenburg, K., **Maurice, S.B.**, Simpson, C. and Roots, R. (2021). Urban ideals and rural realities: physiotherapists navigating paradox in overlapping roles. *Medical Education*. February 22, 2021. <https://doi.org/10.1111/medu.14476>
- ii. Timms, K.P. and **Maurice, S.B.** (2020). Context-Dependent Bioactivity of Versican Fragments. *Glycobiology*. 30(6), 365-73. <https://doi.org/10.1093/glycob/cwz090>

- iii. **Maurice, S.B.**, Mytting, K., Gentles, Q., Roots, R., Constantin, A., Kruger, S., Sim, S., Brock, W., Oyedele, O., Soles, J. and Snadden, D. (2019). The Healthcare Travelling Roadshow: a Qualitative Study of a Rural Community Engagement Initiative in Canada. *Rural and Remote Health*. 19, 5238. <https://www.rrh.org.au/journal/article/5238>
- 

16. MEYER, Anthon Clinical Assistant Professor, Department of Family Practice, UBC  
[anthonmeyer@hotmail.com](mailto:anthonmeyer@hotmail.com)

Research: Community Family Physician Care Models

Publications:

- i. Clifford B, **Meyer A**, Hobson B. COPD Clinical Guidelines for Practice Support Coaching Module. UBC CPD 2018
- ii. Hubler D, Humber N, **Meyer A**, Gupta R. Quality Team Baser Care for Rural BC. 2019
- 

7. MULLINS, Paul Clinical Assistant Professor, UBC [pddmullins@gmail.com](mailto:pddmullins@gmail.com)

Research: Barrett's Esophagus; Alcoholic Liver Disease; Colon Screening.

Publications:

- i. Tomaszewski M, Sanders D, Enns R, et al The risk of colonoscopy in a population-based colon screening program – an observational cohort study. *Can Med Assoc J* 2021 (in press).
- ii. Patients' Perspectives on early liver transplantation in Alcoholic-Liver Disease. Wong E, Mullins PD, Wallach J-P, et al. *Hepatology Communications* 2019; 3(8):1022-31.
- iii. Polymorphisms *TBX5* and *GDF7* are associated with increased risk for Barrett's Esophagus. Palles C, Chegwidden L, Xinzhong L, et al. *Gastroenterology* 2015; 48: 367-78.
- iv. Common variants at the MHC locus and at chromosome 16q24.1 predispose to Barrett's esophagus. Su Z, Gay, LJ, Strange A, et al. *Nature Genetics* 2012; 44: 1131-36.

17. NELSON, Dave Clinical Associate Professor, Department of Orthopaedics, UBC  
[daveynelson@gmail.com](mailto:daveynelson@gmail.com)

Research: Osteoporosis and bone trauma.

Publications:

i Maurice SB, Bell T, Daniels T, Fetterly CR, Nelson DR, Winwood PJ, Bourque WT, Harris RL. Tibial bone versican content decreases with zoledronate treatment in adult miceOsteoporosis International 2014; 25(7); 1975-1981.

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18. OLSON, Robert Associate Professor, Department of Surgery, Division of Radiation Oncology and Developmental Radiotherapeutics (Head), UBC  
[Rolson2@bccancer.bc.ca](mailto:Rolson2@bccancer.bc.ca)

Research: Clinical Trials focusing on Precision Radiotherapy in Metastatic Cancer, Cancer Care Health Services Delivery, Utilization of Patient Reported Outcomes, Supportive Care in Cancer

Publications:

- i. Palma D, **Olson R**, Harrow S, Gaede S, Louie A, Haasbeek C, Mulroy L, Lock M, Rodrigues G, Yaremko B, Schellenberg D, Ahmad B, Griffioen G, Senthil S, Swaminath A, Kopeck N, Liu M, Moore K, Currie S, Warner A, Senan S. Stereotactic ablative radiotherapy versus standard-of-care palliative treatment in patients with oligometastatic cancer (SABR-COMET): a randomized, phase II, open-label trial. The Lancet 2019;393(10185):2051-8. CA 25% (IF 59.102; Citations 576)
  - ii. **Olson R**, Tiwana M, Barnes M, Cai E, McGahan C, Roden K, Yurkowski E, Gentles Q, French J, Halperin R, Olivetto I. Impact of using audit data to improve evidence-based utilization of single fraction radiotherapy for bone metastases in British Columbia. Int J Radiat Oncol Biol Phys 2016;94 (1):40-7.
  - iii. **Olson R**, Chhanabhai T, McKenzie M. Feasibility study of the Montreal cognitive assessment (MoCA) in patients with brain metastases. Support Care Cancer 2008;16:1273-8.
- 

19. PAWLOVICH, John Clinical Professor, Department of Family Practice, UBC  
[jpawlovich@csfs.org](mailto:jpawlovich@csfs.org)

Research: Advancements in virtual health and continuing education for rural Healthcare providers to address inequalities in access to health services In remote regions.

Publications:

- i. The Role of Telehealth in Improving Continuity of Care: The Carrier Sekani Family Services model.  
Holyk, T., **Pawlovich, J.**, Ross, C., & Hooper, A. BCMJ, Vol 59, No. 9, November 2017, page (s) – 459-464.
- ii. Telehealth and Patient-Doctor Relationships in Rural and Remote Communities.  
Toh, N., **Pawlovich, J.**, Grzybowski, S. Canadian Family Physician, December 2016 vol 62 no. 12 961-963.
- iii. Clinical Texting Among Medical Trainees of the University of British Columbia. Guo, D., Phan, N., Ho, K., **Pawlovich, J.**, Kitson, N. Journal of Cutaneous Medicine and Surgery. 1-6.

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20. PETERSEN, Jacqui Associate Professor, Division of Neurology, Department of Medicine, UBC

[Jacqui.pettersen@unbc.ca](mailto:Jacqui.pettersen@unbc.ca)

Research: Optimizing and promoting brain health and cognition

Publications:

- i. **Pettersen JA.** (2017). Does high dose vitamin D supplementation enhance cognition? A randomized trial in healthy adults. *Experimental Gerontology*, 90:90-97.  
DOI: 10.1016/j.exger.2017.01.019 Altmetrics: 177 (Top 5% of all research outputs).
- ii. **Pettersen JA**, Keith J, Gao, FQ, Spence DJ, Black SE. (2017). CADASIL accelerated by acute hypotension: Arterial and venous contribution to leukoaraiosis. *Neurology*, 88:1077-1080.  
DOI: 10.1212/WNL.0000000000003717; Altmetrics: 19 (Top 25% of all research outputs).
- iii. **Pettersen JA.** (2016). Vitamin D and executive functioning: Are higher levels better? *Journal of Clinical and Experimental Neuropsychology* 38(4):467-477. Altmetrics: 11.0 (i.e., top 25% of all research outputs scored by Altmetrics).

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21. SINGH, Anurag Clinical Assistant Professor, Division of Nephrology, Department of Medicine, UBC

[anuragsingh@hotmail.com](mailto:anuragsingh@hotmail.com)

Research: Knowledge translation and Health Sciences Research, Mechanism of Vascular disease

Publications:

- i. Carson RC, Forzley B, Thomas S, Preto N, Hargrove G, Virani A, Antonsen J, Brown M, Copland M, Michaud M, **Singh A**, Levin A. Balancing the Needs of Acute and Maintenance Dialysis Patients during the COVID-19 Pandemic: A Proposed Ethical Framework for Dialysis Allocation. Clin J Am Soc Nephrol. 2021
  - ii. **Singh A**, Ramnath RD, Foster RR, Wylie EC, Fridén V, Dasgupta I, Haraldsson B, Welsh GI, Mathieson PW, Satchell Reactive oxygen species modulate the barrier function of the human glomerular endothelial glycocalyx. PLoS One. 2013;8(2):e55852. 2013
  - iii. Foster RR, Armstrong L, Baker S, Wong DW, Wylie EC, Ramnath R, Jenkins R, **Singh A**, Steadman R, Welsh GI, Mathieson PW, Satchell SC. Glycosaminoglycan regulation by VEGFA and VEGFC of the glomerular microvascular endothelial cell glycocalyx in vitro. Am J Pathol. 2013
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22. SNADDEN, Dave Professor (tenure), Department of Family Practice, UBC  
[David.snadden@ubc.ca](mailto:David.snadden@ubc.ca)

Research: Rural health care – recruitment and retention and system improvement, medical education

Publications:

- i. Johnston, S., Belanger, E., Wong, K. and Snadden, D. (2020) How can rural community-engaged health services planning affect sustainable health care system changes? - A process description and qualitative analysis of data from the Rural Coordination Centre of British Columbia's Rural Site Visits Project. PRE PRINT: medRxiv 2020.11.19.20232769; doi: <https://doi.org/10.1101/2020.11.19.20232769>
  - ii. Snadden D., Reay T., Hanlon N. and MacLeod M. (2019). "Engaging primary care physicians in system change - an interpretive qualitative study in a remote and rural health region in Northern British Columbia, Canada." BMJ Open 9(5): <http://dx.doi.org/10.1136/bmjopen-2018-028395>
  - iii. Snadden D, Kunzli M. Working hard but working differently – a qualitative study on the impact of generational change on rural healthcare. CMAJ Open 2017 Sep 12;5(3):E710-E716. doi: <https://doi.org/10.9778/cmajo.20170075>
  - iv. Snadden D, Bates J, Burns P, Casiro O, Hays R, Hunt D, Towle A. Developing medical schools: expansion of medical student capacity in new locations. AMEE guide 55. Medical Teacher, 2011;33:518-219
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23. WINWOOD, Paul Associate Professor, Northern Medical Program, Division of Medical Sciences, UNBC  
Affiliate Associate Professor, Division of Gastroenterology, Department of Medicine, UBC  
[Paul.winwood@unbc.ca](mailto:Paul.winwood@unbc.ca)

Research: Liver Fibrosis, Medical Education

Publications:

- i. Bukong T, Maurice S, Chahal B, Schaeffer D, **Winwood PJ** Veriscan: a novel modulator of hepatic fibrosis. *Laboratory Investigation* 2016; 96: 361-374
- ii. Benyon RC, Iredale JP, Goddard S, **Winwood PJ**, Arthur MJP. Increased expression of tissue inhibitor of metalloproteinases-1 and -2 relative to interstitial collagenase in fibrotic human liver. *Gastroenterology* 1996; 110: 821-831.
- iii. **Winwood PJ**, Schuppan D, Iredale JP, Kawser A, Docherty AJP, Arthur MJP. Kupffer cell-derived 95 Kd type IV collagenase/gelatinase B: Characterization and expression in cultured cells. *Hepatology* 1995; 22: 304-315.

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ASSOCIATE MEMBERS

1. ANEKWE, David Assistant Professor, Department of Physical Therapy, UBC  
[David.anekwe@unbc.ca](mailto:David.anekwe@unbc.ca)

Research: Rehabilitation in the ICU

Publications:

- I. Anekwe, David E Siobhan C. Milner Andre Bussieres Michel De Marchie Jadranka Spahija. (2019). ICU Clinicians' Perspectives on Early Mobilization: A Qualitative Study. *Journal of Physiotherapy*.
- II. Anekwe, David E., Karen Kin-Yue Koo, Michel de Marchie, Peter Goldberg, Dev Jayaraman, and Jadranka Spahija. (2019). Interprofessional survey of perceived barriers and facilitators to early mobilization of critically ill patients in Montreal, Canada. *Journal of intensive care medicine*. 34(3): 218-226.
- III. Anekwe, David, Michel de Marchie Jadranka Spahija. (2017). Effects of Pressure Support Ventilation may be Lost at High Exercise Intensities in People with COPD. *COPD: Journal of Chronic Obstructive Pulmonary Disease*. 14(3): 284-292.

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2. BANNER-LUKARIS, Davina Associate Professor, School of Nursing, UNBC  
[Davina.Banner-Lukaris@unbc.ca](mailto:Davina.Banner-Lukaris@unbc.ca)

Research: Cardiovascular, rural health and engagement science

Publications:

- i. **Banner, D.**, Bains, M., Carroll, S., Kandola, D. K., Rolfe, D. E., Wong, C., & Graham, I. D. (2019). Patient and public engagement in integrated knowledge translation research: are we there yet?. *Research involvement and engagement*, 5(1), 1-14.
- ii. **Banner, D.**, Kandola, D., Bates, J., Horvat, D., Ignaszewski, A., Singer, J., & Lear, S. A. (2019). Patient experiences of Undertaking a Virtual cardiac rehabilitation Program. *Canadian Journal of Cardiovascular Nursing*, 29(2).
- iii. **Banner, D.**, Schiller, C. J., & Freeman, S. (2019). Medical assistance in dying: A political issue for nurses and nursing in Canada. *Nursing Philosophy*, 20(4), e12281.

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3. **CALLAGHAN, Russ** Professor, Division of Medical Sciences, Northern Medical Program, UNBC  
Affiliate Professor, Department of Psychiatry, UBC  
[Russ.callaghan@unbc.ca](mailto:Russ.callaghan@unbc.ca)

Research: Health consequences associated with cannabis use, impacts of cannabis legalization; Mindfulness-based interventions in medicine.

Publications:

1. **Callaghan, R.C.**, Sanches, M., Kish, S.J. (2020). Quantity and frequency of cannabis use in relation to cannabis-use disorder and cannabis-related problems. *Drug and Alcohol Dependence*. Sep 11;217:108271. doi: 10.1016/j.drugalcdep.2020.108271.
- ii. Biasutti, WR, Leffers, KSH, **Callaghan, R.C.** (2020). Systematic review of cannabis use and risk of occupational injury. *Substance Use & Misuse*. 55(11):1733-1745. doi: 10.1080/10826084.2020.1759643.
- iii. **Callaghan, R.C.**, Sanches, M., Benny, C., Stockwell, T., Sherk, A., Kish, S.J. (2019). Who consumes most of the cannabis in Canada? Profiles of cannabis consumption by quantity. *Drug and Alcohol Dependence*. Dec 1;205:107587. doi: 10.1016/j.drugalcdep.2019.107587.

<sup>01</sup> BC Stats: Sub Population Population Projections P.E.O.P.L.E. 2019): <https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-projections?keyword=population&keyword=projections>

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4. **Dymond, Melissa** Clinical Instructor, UBC, Emergency Medicine
  5. **Ho, Kendall** Professor, UBC, Department of Emergency Medicine  
[Kendall.ho@ubc.ca](mailto:Kendall.ho@ubc.ca)

Research: Kendall Ho is the medical director of the Healthlink BC Virtual Physicians program called HEiDi. He has been active in digital health research for over 20 years, applying innovative technologies to support patient transition between emergency departments and the

community. Areas of foci for his research include: virtual health, sensors and wearables development and use of big data in health care settings, health apps to improve patient care, and raising digital health literacy for health professionals and patients. He is the lead of the Real Time Virtual Support pillar of the BC Emergency Medicine Network, and his DigEM unit is responsible for provincial evaluation of virtual care. He is a member of provincial and federal Health Ministries' digital health committees, and the National Research Council Medical Devices Research Centre Advisory Board. Professionally he is a member of the Canadian Virtual Care Task Force, the International Medical Informatics Association Telehealth working group, and the International Federation of Emergency Medicine Novel and Advanced Technologies Special Interest Group. Dr. Ho's work has been recognized with provincial and national awards for research and education in digital health and community engagement.

Publications:

**Ho K**, Lauscher HN, Stewart K, Abu-Laban RB, Scheuermeyer F, Grafstein E, Christenson J, Sundhu S. [Integration of virtual physician visits into a provincial 8-1-1 health information telephone service during the COVID-19 pandemic: a descriptive study of HealthLink BC Emergency iDoctor-in-assistance \(HEiDi\)](#). CMAJ Open. 2021 Jun 15;9(2):E635-E641. doi: 10.9778/cmajo.20200265. Print 2021 Apr-Jun. PMID: 34131026

**Ho K**, Novak Lauscher H, Cordeiro J, Hawkins N, Scheuermeyer F, Mitton C, Wong H, McGavin C, Ross D, Apantaku G, Karim ME, Bhullar A, Abu-Laban R, Nixon S, Smith T. [Testing the Feasibility of Sensor-Based Home Health Monitoring \(TEC4Home\) to Support the Convalescence of Patients With Heart Failure: Pre-Post Study](#). JMIR Form Res. 2021 Jun 3;5(6):e24509. doi: 10.2196/24509. PMID: 34081015

Basu A, Kuziemyky C, de Araújo Novaes M, Kleber A, Sales F, Al-Shorbaji N, Flórez-Arango JF, Gogia SB, **Ho K**, Hunter I, Iyengar S, John O, John S, Kulatunga G, Rajput VK, Ranatunga P, Udayasankaran JG. [Telehealth and the COVID-19 Pandemic: International Perspectives and a Health Systems Framework for Telehealth Implementation to Support Critical Response](#). Yearb Med Inform. 2021 Apr 21. doi: 10.1055/s-0041-1726484. Online ahead of print. PMID: 33882598

**MEMORANDUM OF UNDERSTANDING**

Dated this \_\_\_\_ day of \_\_\_\_\_, 2021.

**BETWEEN:**

**University of Northern British Columbia (“UNBC”)**

and

**Northern Health Authority (“NH”)**

and

**University of British Columbia, as represented by its Faculty of Medicine (“UBC”)**

**(Individually, a “Party” and collectively, the “Parties”)**

**This Memorandum of Understanding (“MOU”) is not intended to be legally binding and is a summary of the basis upon which the Parties intend to collaborate with respect to the development and operation of the Northern Centre for Clinical Research (“NCCR”)**

**IT IS HEREBY ESTABLISHED THAT:**

WHEREAS the NCCR will be established as a jointly developed clinical research centre between UBC, UNBC and NH to address existing and emerging capacity gaps within clinical research in Northern British Columbia;

AND WHEREAS there is a history of cooperation and collaboration between UBC, UNBC and NH, and establishment and maintenance of the NCCR will require building on that collaborative foundation;

AND WHEREAS there is a common intent among the Parties to formalize an inter-organizational commitment to support the NCCR;

THEREFORE the parties agree to work towards the creation of the NCCR whose mission and organizing terms are as follows:

## **Article 1: Mission**

1.1 The Parties commit to the development of the Northern Centre for Clinical Research. The mission of the NCCR is to enhance the capacity and cohesion of the clinical and biomedical life sciences research programs in Northern British Columbia, creating strategic opportunities to share resources among UBC, NH and UNBC, in collaboration with local partners.

1.2 In meeting the unique needs of research in the rural and remote environment of Northern BC where the culture of clinical research is still developing, it is important to establish a governance and operational structure to facilitate the unique needs and contributions of the different Parties.

1.3 The Parties also recognize that many operational policies and guidelines will take time to develop and the purpose of this Memorandum of Understanding is to identify shared principles and clarify that it is the intent of the Parties to formalize the structure of the NCCR, operational policies and guidelines for each of the below areas, and the responsibilities and obligations of each Party, on the basis of the principles set out herein.

## **Article 2: Organizational Terms**

### **Guiding Principles**

2.1 The Parties intend that any subsequent agreement and NCCR operations will be guided by the following principles:

2.1.1 The Parties are committed to developing and supporting a collaborative approach based on respect, transparency and equity among members.

2.1.2 All the Parties' contribution to the NCCR will be equally valued.

2.1.3 Inclusive decision-making - Decisions concerning the NCCR will be made by consensus and be inclusive of all Parties through the establishment of a Governance Committee.

2.1.4 Emergent and evolving design – it is acknowledged that the NCCR will change and mature over time. The Parties will embrace a culture of continuous quality improvement, and will remain open to making adjustments in order to effectively meet the needs of Northern researchers and participants.

2.1.5 Honesty – open and honest dialogue will be valued. Each Party should feel safe to voice concerns.

2.1.6 Shared resources - each Party brings unique assets to this collaboration, which will contribute to the collective resourcing required to effectively support the goals and objectives of the centre. The shared resources will be considered equal in value and will span both direct and indirect supports.

## **Article 3: Operational Structure**

3.1 It is intended that the NCCR will be governed by a Governance Committee which will include representation from each of the three Parties. Membership of the Governance Committee may change over time but will maintain equal representation from each Party. The details of operational processes and the Governance Committee structure will be agreed between the Parties.

3.2 Each Party will develop and maintain their own policies and structures for administrative workflows, such as finance and HR, and will be guided by the following operational principles:

3.2.1 Space – Physical space assigned to the NCCR will be governed and operated by this MOU and any subsequent agreements, and available to all members of the NCCR.

3.2.2 Faculty Appointments – members of the NCCR, both core and affiliate, may have an appointment at any of the Parties to the MOU.

3.2.3 Indirect Cost of research/revenue - research funds can be held at any of the three Parties. Each Party commits to development and implementation of an agreed-upon policy regarding what and how indirect costs of research are allocated to the NCCR.

3.2.4 Finance – The Parties commit to following generally accepted accounting principles to support the financial management of the NCCR. Each Party may hold funds associated with the NCCR and will report on the revenue and expenses associated with the NCCR regularly.

3.2.5 Human Resources – Each Party may have employees assigned or seconded to the NCCR. These employees will be subject to the human resources policies and procedures of that Party and will maintain a line manager within their organization but may also report to the NCCR Director, directly or indirectly.

**Article 4: SOPs**

4.1 This MOU does not replace the formal SOPs at each organization. Each organization commits to reviewing and working together to modify SOPs where necessary.

**Article 5: Duration of the Agreement and Terms of Withdrawal**

5.1 The NCCR and any subsequent agreement between the Parties will be formally reviewed within the first five years of operation or earlier if the Parties agree. This review should coincide with the end of the term of the NCCR Director. All Parties will have the opportunity to adjust their commitment and participation in the NCCR at that time.

SIGNED FOR ON BEHALF OF THE UNIVERSITY OF BRITISH COLUMBIA	SIGNED FOR ON BEHALF OF THE UNIVERISTY OF BRITISH COLUMBIA	SIGNED FOR ON BEHALF OF THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA
By:	By:	By:
Title:	Title:	Title:
Date:	Date:	Date:

<b>SIGNED FOR ON BEHALF OF NORTHERN HEALTH</b>		
By:  Title  Date:		

DRAFT

<b>Agenda Item:</b>	7.iii. Finance and Investment Committee Report
<b>Material:</b>	1. Finance and Investment Committee Quarterly Public Written Report

***Finance and Investment Committee Report to the UNBC Board of Governors***

**Submitted by: Allison Beswick**

**Dates of meetings since last report: November 4<sup>th</sup>, 2021**

**Topics reviewed and discussed:**

**1. Approval of the agenda**

- Amendment of agenda sequence to ensure committee member who has input on specific item was present.

**2. Item 7a – fee increase to international students**

- Regarding fee increase for international students
  - Concern around optics to international students,
    - making sure the fee increase is just not for bottom line
    - and making sure that the international students have the programs to help them get jobs etc. in the community and other support that they need

Outcomes: The international office is being discussed in a number of meetings and making sure that programs are available and meet the needs of students is being discussed. The international student office will be invited to a future Finance & Investment meeting to present summary of programs and resources offered to international students. The Registrar will be invited to talk to the Committee at a future meeting re: international student support as well.

**3. Item 7b – course fee increases**

- Discussion around course fees and the reality. The policy and the spirit of the policy.
- Outcomes – this is being discussed at the Ministry level currently and the results will be reported back to the Finance & Investment Committee.

**4. Item 7c**

- Any conflicts or concerns that we should be aware of in 7c?
  - None

**5. Land Trust**

- Reminder as to why we are here.
- Ensuring financial viability of the project.
- Concern over use of lands currently for fieldwork/fieldtrips for course.

<b>Agenda Item:</b>	7.iii.a. 2022/2023 UNBC Tuition Fees – R. Somani
<b>Material:</b>	<ol style="list-style-type: none"> <li>1. Briefing Note</li> <li>2. 2022/2023 Tuition Fee Schedule</li> <li>3. Province of British Columbia, Tuition Limit Policy</li> </ol>
<b>Motion:</b>	<p><i>Whereas s.27(2) of the University Act grants the Board the authority to set, determine and collect fees;</i></p> <p><i>And Whereas the Government of British Columbia’s Tuition Limit Policy, limits domestic tuition and mandatory fee increases to the rate of inflation (2%);</i></p> <p><i>Now therefore, on the recommendation of the President, and in compliance with the Government of British Columbia’s Tuition Limit Policy, and the recommendation of the Finance and Investment Committee the Board approves the 2022/2023 Tuition Fee Schedule for the University of Northern British Columbia as presented including a differential fee increase for international undergraduate students as presented in the fee schedule.</i></p> <p><i>Effective on approval of the Board.</i></p>

## BOARD OF GOVERNORS BRIEFING NOTE

### AGENDA ITEM # 7.iii(a)

<b>Meeting Date:</b>	November 20, 2021			
<b>Subject:</b>	<b>Proposed 2022-23 Tuition</b>			
<b>Purpose:</b>	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
<b>Submitted By:</b>	Rahim Somani, Vice President, Finance and Administration			

## 1.0 KEY PRINCIPLES AND ASSUMPTIONS

**1.1 Domestic Undergraduate and Graduate Students:** Tuition fee increase is limited to the amount allowed under the Province of British Columbia Tuition Limit Policy, which is currently 2%.

### 1.2 International Undergraduate Students:

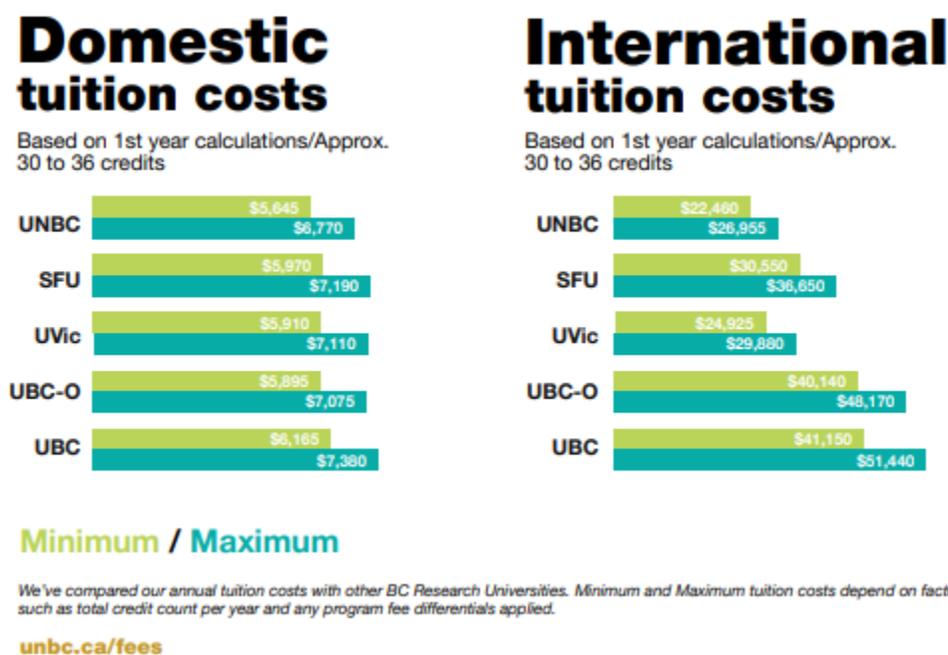
- a. **Students commencing studies prior to September 2021:** The proposed tuition fee increase is 2%, consistent with the proposed increase for the domestic students with the specific rate as noted in the table, based on date of admission.
- b. **Students commencing studies after August 31, 2021:** The proposed tuition fee increase is 4%, which is consistent to the rate used to determine tuition fee for the new students commencing their studies after August 31, 2021. The same tuition fee rate will be used for all new students commencing after August 31, 2022.

## 2.0 FINANCIAL IMPLICATIONS

**2.1** The average impact of increase for the domestic undergraduate student is expected to be \$14/month for eight months based on a full-time course load of 30 credits per year.

**2.2** Other Post-Secondary Institutions including research and teaching universities in British Columbia have been increasing the tuition fee for international undergraduate students at a higher rate as compared to domestic undergraduate students. UNBC implemented the differential increase for the first time in 2021. See Figure 1 for comparison of domestic and international tuition.

Figure 1: Domestic and International Tuition Comparison



2.3 Based on informal consultations, the RUCBC institutions are considering fee increase for international undergraduate students in the range of 2% to 8% with the anticipated average increase being ~4%.

### 3.0 TUTION FEE SCHEDULE FOR APPROVAL

3.1 The attached schedule presents the proposed tuition fees for 2022-23 for confirmation by the Finance and Investment Committee and recommendation to the Board of Governors for approval based on the assumptions outlined in section 1 above. It also presents the projected tuition fee rates for the subsequent four-year period, based on existing assumptions.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**

**Proposed 2022/23 Tuition Fees**

*(proposed to the Board of Governors November 20, 2021)*

	For Approval				For Information			
	2021/22	2022/23	Change (\$)	Change (%)	2023/24	2024/25	2025/26	2026/27
<b>UNDERGRADUATE</b>								
<b>Basic Tuition Per Credit Hour</b>								
- Domestic	188.12	191.88	3.76	2.0%	195.72	199.63	203.62	207.69
- International								
▪ Commencing Studies Between May 1, 2005 and August 31, 2019	658.42	671.58	13.16	2.0%	685.01	698.71	712.68	726.93
▪ Commencing Studies between September 1, 2019 and August 31, 2021	748.72	763.68	14.96	2.0%	778.95	794.53	810.42	826.63
▪ Commencing Studies September 1, 2021 Onward	763.40	793.94	30.54	4.0%	825.70	858.73	893.08	928.80
<b>Post Baccalaureate Diploma Tuition Per Credit Hour</b>	276.61	282.14	5.53	2.0%	287.78	293.54	299.41	305.40
<b>Other Undergraduate Tuition Related Charges and Information</b>								
- International Deposit (One Time)	7,500.00	7,500.00	0.00	0.0%	7,500.00	7,500.00	7,500.00	7,500.00
- Course Challenge Fee	94.06	95.94	1.88	2.0%	97.86	99.82	101.82	103.86
- Co-operative Education Work Term Fees	564.36	575.65	11.29	2.0%	587.16	598.90	610.88	623.10
- BC Residents 65 and older								
▪ BC residents aged 65 or older eligible for admission, receive a waiver of tuition, subject to space availability								
- Withdrawal & Tuition Refund								
▪ 50% of tuition up to the date of withdrawal without academic penalty								
<b>GRADUATE</b>								
<b>Minimum Program Fees</b>								
Unless otherwise noted, the <b>minimum</b> total program fee for Masters level programs is:								
▪ For full-time studies, 3 (three) full-time tuition fee units								
▪ For part-time studies, 9 (nine) part-time tuition fee units								
<b>International students</b>								
▪ Full-time studies, 3 (three) full-time tuition fee units required.								
Maximum 9 (nine) semesters of study charged at full-time rates								
<b>- All Masters level programs not specifically noted</b>								
▪ Full-time unit	1,749.46	1,784.45	34.99	2.0%	1,820.14	1,856.54	1,893.67	1,931.54
▪ Part-time unit	924.72	943.21	18.49	2.0%	962.07	981.31	1,000.94	1,020.96
▪ Full-time unit - International (Fall 2022 new admissions)	-	2,498.23			2,548.19	2,599.15	2,651.13	2,704.15
<b>- Master of Arts in Disability Management, Master of Science in Community Health, and Master of Science in Nursing</b>								
▪ Full-time unit	2,219.28	2,263.67	44.39	2.0%	2,308.94	2,355.12	2,402.22	2,450.26
▪ Part-time unit	1,165.12	1,188.42	23.30	2.0%	1,212.19	1,236.43	1,261.16	1,286.38
▪ Full-time unit - International (Fall 2022 new admissions)	-	3,169.14			3,232.52	3,297.17	3,363.11	3,430.37
<b>- Master of Education</b>								
▪ Full-time unit	2,389.97	2,437.77	47.80	2.0%	2,486.53	2,536.26	2,586.99	2,638.73
▪ Part-time unit	1,254.74	1,279.83	25.09	2.0%	1,305.43	1,331.54	1,358.17	1,385.33
▪ Full-time unit - International (Fall 2022 new admissions)	-	3,412.88			3,481.14	3,550.76	3,621.78	3,694.22

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<b>- Master of Engineering in Integrated Wood Design</b>								
▪ Full-time unit (Domestic and International students)	5,307.19	5,413.33	106.14	2.0%	5,521.60	5,632.03	5,744.67	5,859.56
This program is full-time, with a minimum program fee of 3 (three) full-time units								
<b>- Master of Science - Engineering</b>								
▪ Full-time unit	1,749.46	1,784.45	34.99	2.0%	1,820.14	1,856.54	1,893.67	1,931.54
▪ Full-time unit - International (Fall 2022 new admissions)	-	2,498.23			2,548.19	2,599.15	2,651.13	2,704.15
<b>- Master of Social Work</b>								
▪ Full-time unit	2,048.56	2,089.53	40.97	2.0%	2,131.32	2,173.95	2,217.43	2,261.78
▪ Part-time unit	1,075.49	1,097.00	21.51	2.0%	1,118.94	1,141.32	1,164.15	1,187.43
▪ Full-time unit - International (Fall 2022 new admissions)	-	2,925.34			2,983.85	3,043.53	3,104.40	3,166.49
<b>- Special Education Graduate Certificate</b>								
▪ Full-time unit	2,460.29	2,509.50	49.21	2.0%	2,559.69	2,610.88	2,663.10	2,716.36
▪ Full-time unit - International (Fall 2022 new admissions)	-	3,513.30			3,583.57	3,655.24	3,728.34	3,802.91
This certificate program is full-time, with a minimum program fee of 3 (three) full-time units								
<b>- Master of Business Administration</b>								
▪ Registration Deposit - Domestic and International	2,000.00	2,000.00	0.00	0.0%	2,000.00	2,000.00	2,000.00	2,000.00
▪ MBA Program Tuition - Domestic	7,126.74	7,269.27	142.53	2.0%	7,414.66	7,562.95	7,714.21	7,868.49
▪ MBA Program Tuition - International	8,323.20	8,489.66	166.46	2.0%	8,659.45	8,832.64	9,009.29	9,189.48
▪ MBA Program Fee - Domestic and International	442.17	451.01	8.84	2.0%	460.03	469.23	478.61	488.18
▪ Pre-MBA Program Course Fee - Domestic	659.73	672.92	13.19	2.0%	686.38	700.11	714.11	728.39
▪ Pre-MBA Program Course Fee - International	758.69	773.86	15.17	2.0%	789.34	805.13	821.23	837.65
This program is full-time, with a minimum program fee of 5 (five) full-time units								
<b>Masters Time Extension - Per Semester - Domestic Only Except Where Noted</b>								
- All Masters level programs not specifically noted	1,749.46	1,784.45	34.99	2.0%	1,820.14	1,856.54	1,893.67	1,931.54
- Master of Arts in Disability Management, Master of Science in Community Health, and Master of Science in Nursing	2,219.28	2,263.67	44.39	2.0%	2,308.94	2,355.12	2,402.22	2,450.26
- Master of Education	2,389.97	2,437.77	47.80	2.0%	2,486.53	2,536.26	2,586.99	2,638.73
- Master of Social Work	2,048.56	2,089.53	40.97	2.0%	2,131.32	2,173.95	2,217.43	2,261.78
- Master of Business Administration	1,319.46	1,345.85	26.39	2.0%	1,372.77	1,400.23	1,428.23	1,456.79
- Master of Business Administration - International	1,517.38	1,547.73	30.35	2.0%	1,578.68	1,610.25	1,642.46	1,675.31
<b>Other Graduate Tuition Related Charges and Information</b>								
- Continuing Registration Fee - Domestic Only	616.11	628.43	12.32	2.0%	641.00	653.82	666.90	680.24
- Non-Degree Graduate Students	973.08	992.54	19.46	2.0%	1,012.39	1,032.64	1,053.29	1,074.36
- Non-Degree Graduate Students - International	1,362.31	1,389.56	27.25	2.0%	1,417.35	1,445.70	1,474.61	1,504.10
- Graduate - Late Registration Fee	100.00	100.00	0.00	0.0%	100.00	100.00	100.00	100.00
- BC Residents 65 and older								
▪ BC residents aged 65 or older eligible for admission, receive a waiver of tuition, subject to space availability								

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**

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*(proposed to the Board of Governors November 20, 2021)*

	For Approval				For Information			
	2021/22	2022/23	Change (\$)	Change (%)	2023/24	2024/25	2025/26	2026/27
<b>DOCTORAL</b>								
<b>Minimum Program Fees</b>								
- Unless otherwise noted, the <b>minimum</b> total program fee for PhD level programs is 9 (nine) full-time units The time extension fee for domestic students is equal to the basic full time unit, per semester								
- PhD basic full-time unit	1,749.46	1,784.45	34.99	2.0%	1,820.14	1,856.54	1,893.67	1,931.54
- PhD basic full-time unit - International (Fall 2022 new admissions)	-	2,498.23			2,548.19	2,599.15	2,651.13	2,704.15
<b>Other Doctoral Tuition Related Charges and Information</b>								
- Continuing Registration Fee - Domestic Only	616.11	628.43	12.32	2.0%	641.00	653.82	666.90	680.24
- Graduate - Late Registration Fee	100.00	100.00	0.00	0.0%	100.00	100.00	100.00	100.00

## Tuition Limit Policy

Government has taken action to limit tuition and mandatory fee increases to the rate of inflation. The limit for tuition and mandatory fees is 2%.

<b>The tuition limit applies to:</b>	<ul style="list-style-type: none"> <li>• Professional programs.</li> <li>• Cost recovery/continuing education credentialed programs.</li> <li>• All other credentialed and open enrolment programs.</li> <li>• Mandatory fees, including capital construction support (e.g., building fees), consumable fees (e.g., fees charged for field trips and consumable supplies) and other mandatory fees (e.g., application fees and technology fees).</li> </ul>
<b>The tuition limit does not apply to:</b>	<ul style="list-style-type: none"> <li>• International student tuition and mandatory fees.</li> <li>• Third-party contracts.</li> <li>• New programming (first year). Institutions may set the initial tuition and mandatory fee rate for new instructional programs (not amendments to existing programs). After the first year, tuition and mandatory fees will be subject to the tuition limit policy.</li> <li>• Community/continuing education non-credentialed courses. Most of these are short-term courses offered in the evening or on the weekend (e.g., first aid, photography).</li> <li>• Mandatory fees for student association or society fees (collected on behalf of student associations).</li> </ul>

## Tuition Limit Policy Application

Government introduced the tuition limit policy in 2005. In 2007, the policy was extended to include institutional and program mandatory fees.

Public post-secondary institutions are expected to ensure programs and courses are affordable and accessible for students. In accordance with applicable legislation, post-secondary boards (Boards) are responsible for setting, determining, and collecting tuition and mandatory fees within the tuition limit policy.

The following provides clarification on the application of the tuition limit policy as it relates to both new and existing programs and fees.

<b>Existing programs</b>	<ul style="list-style-type: none"> <li>Tuition and fees for existing programs and services must not increase more than the rate set by the policy.</li> </ul>
<b>Updates to Existing programs</b>	<ul style="list-style-type: none"> <li>Post-secondary institutions are expected to keep programs current. Updates to existing programs are considered part of this ongoing process and are expected to be achieved within the tuition limit policy.</li> </ul>
<b>Revised programs<sup>1</sup></b>	<ul style="list-style-type: none"> <li>It is recognized that, at times, substantial changes to a program may be necessary.</li> <li>An existing program that is substantially revised may be submitted to the Ministry for determination as to whether the program is new for the purposes of the tuition limit policy.</li> <li>Prior to introducing a new level of tuition, institutions must submit a written request to the Ministry for review, outlining the revisions that led to new or changed objectives, goals, learning competencies and outcomes for the program and students. Written request to include the following information on the understanding that additional information may be required. <ol style="list-style-type: none"> <li>Rationale for the program change (include any changes that result from new requirements of regulatory or licensing bodies).</li> <li>Outline of the main program changes (e.g. new or changed objectives, goals and learning competencies for the program and students).</li> <li>Provide a “course mapping” (i.e. listing out existing courses besides a listing of new ones, including associated changes).</li> <li>Outline the tuition and mandatory fees (please list mandatory fees individually) for the revised program and how they compare to the current program. Outline how the tuition and mandatory fees for the revised program compare to similar programs in British Columbia (or outside of British Columbia, if there are no similar programs in British Columbia).</li> <li>Whether tuition and mandatory fees for courses that form part of other existing programs are being kept consistent to ensure students attending the same course in a different program are not paying a differential tuition and mandatory fee.</li> <li>The number of credits, hours and program length of the revised program and how it compares to the current program.</li> <li>Whether the revised program will be offered if it is not considered new under the tuition limit policy. Include the start date of the revised program.</li> <li>Impact the revised program would have on existing students (i.e. would the revisions cause any existing students to face a tuition fee increase part way through the program).</li> <li>Comparison of current and revised program changes (e.g. admission requirements, delivery method and other program requirements).</li> <li>If the revised program requires the hiring of new staff and faculty.</li> <li>Whether the revised program has been approved by the Education Council and Board of Governors.</li> <li>Outline the labour market demands for graduates of the revised program, how the program aligns with industry and student demand. Would the revised program create new employment opportunities? Would graduates have knowledge/technical skills that employers require in order to hire?</li> <li>When the former program was last revised.</li> <li>Other applicable information.</li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>Revised programs are evaluated by the Ministry and an independent third party reviewer to determine whether they are new for the purpose of the tuition limit policy.</li> <li>When a revised program qualifies as a new program for the purpose of the tuition limit policy, the institution may establish tuition and mandatory fees for the first year that the program is offered and must apply government's tuition policy in subsequent years.</li> <li>Specifically, the institution may establish tuition and mandatory fees for courses that form part of the new program and not part of any other existing program. Tuition and mandatory fee increases for any courses in the new program that form part of other existing programs must be kept within the rate set by the tuition limit policy. This ensures that students attending the same course in different programs are not paying a differential fee based on their program, reflecting the spirit of the tuition limit policy by keeping tuition and mandatory fees for existing programs to a minimum.</li> </ul>
<b>New programs</b>	<ul style="list-style-type: none"> <li>Boards establish the tuition amount for the first year, and the rate increase set by the policy applies thereafter.</li> </ul>
<b>New mandatory fees<sup>2,3,4</sup></b>	<ul style="list-style-type: none"> <li>New mandatory fees may be introduced for new services if there is a clear benefit to students.</li> <li>Proactive consultation and engagement with students should be undertaken prior to Board review and approval.</li> <li>Institutions should also consult with the Ministry early in the process when new fees are being considered.</li> <li>BC public post-secondary institutions are required to report details on any new mandatory fees to the Ministry as part of the annual tuition and fees reporting requirements. The report needs to be signed by the Vice President of Finance and/or Academics.</li> </ul>

Boards are responsible for ensuring that all requirements have been met before approving new tuition or mandatory fee amounts.

<sup>1</sup> Institutions are to ensure that revised programs go through the PSIPS and/or Degree Quality Assessment Board (DQAB) process as appropriate.

<sup>2</sup> Applies to any new mandatory fees that bring the total tuition and mandatory increase above the 2% rate set by the tuition limit policy.

<sup>3</sup> Mandatory fees are defined as those fees a student must pay to the institution in order to complete a program.

<sup>4</sup> Optional fees do not need to be reported.

## Related Links

- [Data & Research](#)
- [Budget Letters](#)
- [Mandate Letters](#)

<b>Agenda Item:</b>	7.iii.b. Delegation of Authority to the President to Approve Fees – R. Somani
<b>Material:</b>	<ol style="list-style-type: none"> <li>1. Government of BC Tuition Limit Policy</li> <li>2. UNBC Fees Committee Terms of Reference</li> </ol>
<b>Motion:</b>	<p><i>Whereas the University Act grants the Board the authority to set, determine and collect fees, and whereas;</i></p> <p><i>The Government of British Columbia’s Tuition Limit Policy limits domestic tuition and mandatory fee increases to the rate of inflation;</i></p> <p><i>The UNBC Fees Committee reviews all fees and applications related to fees, considers submissions from interested and impacted parties, and provides advice and recommendations to the President with respect to fees, and;</i></p> <p><i>Now therefore, on the recommendation of the Finance and Investment Committee, the Board delegates the authority to approve all fees for the 2022 – 2023 planning and budget cycle, except for tuition fees, to the President, acting with the advice of the UNBC Fees Committee and in compliance with the Province of British Columbia’s Tuition Limit Policy, effective on approval of the Board.</i></p>

## Tuition Limit Policy

Government has taken action to limit tuition and mandatory fee increases to the rate of inflation. The limit for tuition and mandatory fees is 2%.

<b>The tuition limit applies to:</b>	<ul style="list-style-type: none"> <li>• Professional programs.</li> <li>• Cost recovery/continuing education credentialed programs.</li> <li>• All other credentialed and open enrolment programs.</li> <li>• Mandatory fees, including capital construction support (e.g., building fees), consumable fees (e.g., fees charged for field trips and consumable supplies) and other mandatory fees (e.g., application fees and technology fees).</li> </ul>
<b>The tuition limit does not apply to:</b>	<ul style="list-style-type: none"> <li>• International student tuition and mandatory fees.</li> <li>• Third-party contracts.</li> <li>• New programming (first year). Institutions may set the initial tuition and mandatory fee rate for new instructional programs (not amendments to existing programs). After the first year, tuition and mandatory fees will be subject to the tuition limit policy.</li> <li>• Community/continuing education non-credentialed courses. Most of these are short-term courses offered in the evening or on the weekend (e.g., first aid, photography).</li> <li>• Mandatory fees for student association or society fees (collected on behalf of student associations).</li> </ul>

## Tuition Limit Policy Application

Government introduced the tuition limit policy in 2005. In 2007, the policy was extended to include institutional and program mandatory fees.

Public post-secondary institutions are expected to ensure programs and courses are affordable and accessible for students. In accordance with applicable legislation, post-secondary boards (Boards) are responsible for setting, determining, and collecting tuition and mandatory fees within the tuition limit policy.

The following provides clarification on the application of the tuition limit policy as it relates to both new and existing programs and fees.

<b>Existing programs</b>	<ul style="list-style-type: none"> <li>Tuition and fees for existing programs and services must not increase more than the rate set by the policy.</li> </ul>
<b>Updates to Existing programs</b>	<ul style="list-style-type: none"> <li>Post-secondary institutions are expected to keep programs current. Updates to existing programs are considered part of this ongoing process and are expected to be achieved within the tuition limit policy.</li> </ul>
<b>Revised programs<sup>1</sup></b>	<ul style="list-style-type: none"> <li>It is recognized that, at times, substantial changes to a program may be necessary.</li> <li>An existing program that is substantially revised may be submitted to the Ministry for determination as to whether the program is new for the purposes of the tuition limit policy.</li> <li>Prior to introducing a new level of tuition, institutions must submit a written request to the Ministry for review, outlining the revisions that led to new or changed objectives, goals, learning competencies and outcomes for the program and students. Written request to include the following information on the understanding that additional information may be required. <ol style="list-style-type: none"> <li>Rationale for the program change (include any changes that result from new requirements of regulatory or licensing bodies).</li> <li>Outline of the main program changes (e.g. new or changed objectives, goals and learning competencies for the program and students).</li> <li>Provide a “course mapping” (i.e. listing out existing courses besides a listing of new ones, including associated changes).</li> <li>Outline the tuition and mandatory fees (please list mandatory fees individually) for the revised program and how they compare to the current program. Outline how the tuition and mandatory fees for the revised program compare to similar programs in British Columbia (or outside of British Columbia, if there are no similar programs in British Columbia).</li> <li>Whether tuition and mandatory fees for courses that form part of other existing programs are being kept consistent to ensure students attending the same course in a different program are not paying a differential tuition and mandatory fee.</li> <li>The number of credits, hours and program length of the revised program and how it compares to the current program.</li> <li>Whether the revised program will be offered if it is not considered new under the tuition limit policy. Include the start date of the revised program.</li> <li>Impact the revised program would have on existing students (i.e. would the revisions cause any existing students to face a tuition fee increase part way through the program).</li> <li>Comparison of current and revised program changes (e.g. admission requirements, delivery method and other program requirements).</li> <li>If the revised program requires the hiring of new staff and faculty.</li> <li>Whether the revised program has been approved by the Education Council and Board of Governors.</li> <li>Outline the labour market demands for graduates of the revised program, how the program aligns with industry and student demand. Would the revised program create new employment opportunities? Would graduates have knowledge/technical skills that employers require in order to hire?</li> <li>When the former program was last revised.</li> <li>Other applicable information.</li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>Revised programs are evaluated by the Ministry and an independent third party reviewer to determine whether they are new for the purpose of the tuition limit policy.</li> <li>When a revised program qualifies as a new program for the purpose of the tuition limit policy, the institution may establish tuition and mandatory fees for the first year that the program is offered and must apply government's tuition policy in subsequent years.</li> <li>Specifically, the institution may establish tuition and mandatory fees for courses that form part of the new program and not part of any other existing program. Tuition and mandatory fee increases for any courses in the new program that form part of other existing programs must be kept within the rate set by the tuition limit policy. This ensures that students attending the same course in different programs are not paying a differential fee based on their program, reflecting the spirit of the tuition limit policy by keeping tuition and mandatory fees for existing programs to a minimum.</li> </ul>
<b>New programs</b>	<ul style="list-style-type: none"> <li>Boards establish the tuition amount for the first year, and the rate increase set by the policy applies thereafter.</li> </ul>
<b>New mandatory fees<sup>2,3,4</sup></b>	<ul style="list-style-type: none"> <li>New mandatory fees may be introduced for new services if there is a clear benefit to students.</li> <li>Proactive consultation and engagement with students should be undertaken prior to Board review and approval.</li> <li>Institutions should also consult with the Ministry early in the process when new fees are being considered.</li> <li>BC public post-secondary institutions are required to report details on any new mandatory fees to the Ministry as part of the annual tuition and fees reporting requirements. The report needs to be signed by the Vice President of Finance and/or Academics.</li> </ul>

Boards are responsible for ensuring that all requirements have been met before approving new tuition or mandatory fee amounts.

<sup>1</sup> Institutions are to ensure that revised programs go through the PSIPS and/or Degree Quality Assessment Board (DQAB) process as appropriate.

<sup>2</sup> Applies to any new mandatory fees that bring the total tuition and mandatory increase above the 2% rate set by the tuition limit policy.

<sup>3</sup> Mandatory fees are defined as those fees a student must pay to the institution in order to complete a program.

<sup>4</sup> Optional fees do not need to be reported.

## Related Links

- [Data & Research](#)
- [Budget Letters](#)
- [Mandate Letters](#)

# Fees Committee

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## Terms of Reference

### Preamble

The Fees Committee reviews all University fee changes, including, but not limited to, changes to full-time and part-time graduate and undergraduate student tuition and ancillary fees, library fees, late payment penalties, Residence fees, and parking fees. The University and the Fees Committee do not review fees set by student bodies as these bodies are independent of University administration.

The Fees Committee works closely with the Finance Department to monitor the overall effect of fee changes. Senior administrators who are members of the Committee are responsible for informing their constituents of the recommendations of the Committee as they related to their areas of operations.

The Fees Committee is advisory to the President, who then approves and recommends the proposed fees schedule to the Board.

Once the fees schedule is approved by the Board, the Registrar ensures that fee changes, particularly those requiring Calendar entry, are implemented and that students receive current and correct information on fees. The Finance Department implements the fee changes in the accounts.

**[Fee Proposal Form \(/sites/default/files/sections/fees-committee/20210924-fee-proposal-form.pdf\)](/sites/default/files/sections/fees-committee/20210924-fee-proposal-form.pdf)**

## **Objectives / Ends**

- Review applications for changes to existing fees
- Review applications for new fees
- Reasonable
- Fair
- Impacts on students, programs, and departments
- Recognize market forces
- Entertain submissions from interested parties and stakeholders
- Administer the requirements of provincial tuition cap, if in force

## **Authority**

m) The Board of Governors has the following powers as given by the University Act, Section 27 (2):

- i. to set, determine and collect the fees
- ii. to be paid for instruction, research and all other activities in the university,
- iii. for extramural instruction,
- iv. for public lecturing, library fees, and laboratory fees,
- v. for examinations, degrees and certificates,
- vi. for the use of any student or alumni organization in charge of student or alumni activities, and
- vii. for the building and operation of a gymnasium or other athletic facilities;

n) to pay over

- i. the fees collected for a student or alumni organization that the organization may request, and
- ii. in accordance with section 27.1, the fees collected for a student society or a provincial or national student organization;

## Membership

- Registrar (Chair)
- Provost
- NUGSS Vice-President Finance
- GSS Representative
- University Librarian
- Dean of CSAM
- Dean of CASHS
- Dean of Graduate Programs
- Vice-Provost Student Recruit
- Dean of Regional Programs
- Director of Ancillary Services
- Chief Information Officer
- Vice-President, Finance & Business Operations
- Associate Vice-President Financial Services (non-voting)
- Manager, Financial Services & Systems (non-voting)
- Executive Assistant, Registrar & Vice-Provost, SE (recording secretary)



<b>Agenda Item:</b>	7.iii.c. Agreements, Scholarships, Bursaries and Awards – M. Dale
<b>Material:</b>	<p><i>See “Appendix 1” – Page 103</i></p> <p>1. Agreements, Scholarships, Bursaries and Awards as recommended and approved by the UNBC Senate for the period of September 2021 to October 2021.</p>
<b>Motion:</b>	<p><i>That, on the recommendation of the Finance and Investment Committee, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for the period of September 2021 to October 2021, as presented.</i></p>

<b>Agenda Item:</b>	9.a. Report of the Interim President
<b>Material:</b>	1. Quarterly Public Written Report of the Interim President

## **Report to the UNBC Board of Governors**

**Submitted by: Dr. Geoffrey Payne, Interim President and Vice-Chancellor  
For the Period: September 2021 to November 2021**

### **Overview**

As my tenure as the Interim President nears two years, this report will reflect the evolution of my activities. As noted in the extensive and comprehensive reports received from the Vice-Presidents, the activities of the University are well in hand. I am updated on a regular basis by the Vice-Presidents and I provide input as needed to support the University as a whole. There has been a deliberate shift in my portfolio to activities that are now more University wide and externally focused as we achieve stability and a foundation to build upon. Outlined below are a number of those key areas of focus that have been active during the period since my last report in September 2021.

### **COVID-19**

As we continue to navigate the COVID-19 global pandemic, I am impressed by the collective efforts our university community to ensure that our campuses remain open and students continue to be engaged in their academic pursuits. We continue to look at ways to learn from the past 20 months during the pandemic that will influence the direction of UNBC and more broadly how higher education will change going forward. Through our vigilance we have had limited COVID infections within our university community and again, I thank all for their efforts to keep themselves and those around them safe.

I attended the Universities Canada fall meeting scheduled in Ottawa last month. During this meeting, there was an “across the country” look at how other Universities have been dealing with the pandemic. I was pleased to hear that although some of the approaches to vaccines and masks were different at individual Universities, the outcome was very similar that most of the campuses had not experienced any significant outbreaks of COVID. Although this is positive news, we must remain committed to our approach going forward in terms of safety protocols and continue to adhere to them as outlined by the Provincial Health Office. Further, encouraging those that can get vaccinated to do so.

### **Engagement**

Critical to our ongoing success is to re-establish and enhance connections with our broader community and stakeholders. This has been an area of extreme growth within my portfolio and it will continue to expand going forward to benefit the University through a variety of connections, opportunities and integral relationships. Appendix A of my report is a summary of key meetings and engagements that have occurred during this period.

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**Our Mission:** To inspire leaders for tomorrow by influencing the world today.

#### **Our Values**

*Experiential learning and discovery*

*Inclusiveness and diversity*

*Community*

*Integrity*

*Academic Excellence*

#### **Our Signature Areas**

*Environment and Natural Resources*

*First Nations and Indigenous priorities*

*Health and Quality of Life*

*Northern Community Sustainability and Development*

*Innovative and Quality Distributed Delivery Programs*

### **Regional Connections**

I had the opportunity to attend the relaunching of the Regional Advisory Councils. Led by the Provost, Dr. Dale, these recent meetings focused on the presentations from the Deans of the five new faculties and the Office of Indigenous Initiatives. I had the opportunity to hear from council representatives serving the Northwest and the Northeast. During our discussions, I heard their concerns, identified future opportunities and the importance to enhance our relationships.

### **Northern Post-Secondary Institution Collaborations**

Over the past year, the four Northern post-secondary Institution Presidents have been working on ideas that capitalize on the individual strengths of each institution to collectively enhance opportunities for students. At our recent meeting, we discussed a number of items, including an emerging project from BCCAT (BC Council on Admissions and Transfer) in regard to online learning in remote and regional communities. This will become critical in the post-pandemic era, as we look to utilize the lessons learned in online delivery and expand UNBC opportunities to our regions and beyond.

I was also appointed as the Chair of the Northern Post-Secondary Council (NPSC) and I will oversee the group through 2022.

There was also a meeting of NPSC and Mr. Joel McKay, President & CEO of the Northern Development Initiatives Trust to discuss the Canada Learning Bond project and opportunities to leverage this program to support northern communities through educational opportunities. I also meet regularly with Dr. Dennis Johnson, President of the College of New Caledonia to enhance on existing opportunities and to discover new opportunities between our two institutions.

### **Research Universities of British Columbia Council (RUCBC)**

There are monthly meetings with the Presidents of the Research Universities of BC (University of British Columbia, University of Victoria, Simon Fraser University, Royal Roads University and Thompson Rivers University). The areas of interest during the October and November meetings were:

- University COVID Response and working with Government
- Partnership opportunities that link all the Universities (e.g., international student hub)
- BC Government Post-Secondary Funding Review

### **National and Global Engagements**

As I begin to increase activities with a national and international scope, I would like to bring the following to the attention of the Board and the University Community.

- On October 20, I had a meeting with other University Presidents and the McConnell Foundation to discuss collaborative approaches to combat Climate Change. The McConnell Foundation is a not-for-profit foundation focused on building resilient inclusive and sustainable communities. UNBC also continues to work with the McConnell on social innovation projects which was

previously initiated during my tenure as VP Research in collaboration with Simon Fraser University, BCIT and Vancouver Island University.

- On November 5<sup>th</sup>, I officially signed a MOU with the University of Central Asia on establishing a partnership focused on collaborative teaching and research opportunities for students and faculty. The University of Central Asia is very similar to UNBC in its commitment to sustainability and community connectedness.
- On October 25<sup>th</sup>-28<sup>th</sup> I attended the Universities Canada fall meeting with Canadian University Presidents and stakeholders. The focus of the meeting covered the important topics of partnerships related to Equity Diversity and Inclusion, Education, Innovation and Universities in the Post-Covid era.

### **Alumni & Donors**

- On September 27<sup>th</sup>, I attended the UNBC Alumni Council meeting which I provided an update on means to interact with our alumni.
- On November 6<sup>th</sup>, I attended the UNBC Timberwolves basketball games where I hosted “Wolf Club” members, whom are supporters and contributors to UNBC and in particular UNBC Athletics.
- On November, 8<sup>th</sup>, 9<sup>th</sup> and 15<sup>th</sup> I hosted engagement dinners with donors and supporters of UNBC. The purpose of the dinners was to highlight our activities at UNBC, enhance and expand upon our relationships with these community members. These opportunities to meet our community members will continue to be a regular activity in my schedule.

### **Leadership Searches**

Beginning in early December, the University will continue the search process for the next Provost and Vice President Academic. The University is also in the final stages of finalizing the committee for the next steps in the UNBC Chancellor search.

### **Equity, Diversity and Inclusion and Confronting Racism**

Over the course of the last few months there have been continued activities related to our efforts in supporting Equity, Diversity and Inclusion at UNBC. The President’s Task Force on Equity, Diversity and Inclusion has concluded and with the support of the Executives of the Faculty Association, CUPE, Student Societies and Board of Governors, there will be the launching of the new University wide Task Force on Equity, Diversity and Inclusion to broaden the scope of the work to bring transformative change to UNBC. There have been two identified Co-Chairs for the new Task Force which will supported by Backau Consulting.

Key activities continue which include the following:

- Search for the inaugural Director for Equity, Diversity and Inclusion moves to candidate selection.
- UNBC officially signs on Scarborough Charter for Anti-Black Racism on November 18th.
- Support for the Collective for Anti-Racism (CAR-UNBC) events during the 2021 “Inspiring Women Among Us” conference.

#### **President’s Executive Council Retreat**

On November 2<sup>nd</sup>, PEC held a retreat to look at key areas of focus leading into 2022 and beyond. This will begin to shape the foundation of a new strategic vision for UNBC. The areas of discussion were:

- Enrolment
- Student Experience
- International
- Post-COVID
- Regions
- Community Engagement
- Equity Diversity and Inclusion
- Post-Secondary Funding Review
- Partnerships
- Mental Health & Well-Being

#### **Summary**

Overall, as Interim President, I continue to work with the UNBC community to establish a positive foundation to move UNBC forward in a strategic and pro-active direction that supports the continued success in achieving the University’s mission and mandate.

**Appendix A: Interim President Selected Activity Report**

<b>President's Monthly Activity Report            To the Board of Governors            November 20, 2021            Last Meeting Attended: September 17, 2021</b>		
<b>September</b>		
15th	Transition Task Force Meeting	Prince George
16 <sup>th</sup>	MSFHR Chair/Vice-Chair Call	Prince George
17th	Minister of AEST visit to campus	Prince George
17 <sup>th</sup>	UNBC Timberwolves Soccer Games	Prince George
21st	Northern Innovation Network Joint Working Group	Prince George
21st	Meeting with School District #57 Superintendent	Prince George
22nd	President's Task Force on Equity, Diversity, & Inclusion	Prince George
22nd	Council of Western Canadian University Presidents (COWCUP)	Prince George
22nd	Regional Advisory Council Meeting Fort St. John	Prince George
24th	Meeting with Northern Health President & CEO	Prince George
26th	David Douglas Botanical Garden Society – Official opening of the new arbor event	Prince George
27th	MSFHR AGM, Board and Committee meetings	Prince George
28th	Meeting with DDBGS Representatives	Prince George
28th	PSI Northern Presidents and Public Health Follow Up Meeting	Prince George
29th	MSFHR Consolidation Agreement Virtual Signing Event	Prince George
30 <sup>th</sup>	Truth & Reconciliation Talking Circle Event	Prince George
<b>October</b>		
4th	Meeting with DM AEST RE BCCDC Rapid Testing and Vaccination Threshold Guidance	Prince George
5th	President's Task Force on EDI Meeting	Prince George
5th	Dinner meeting with NPSC and CEO of Northern Development Trust	Prince George
6 <sup>th</sup>	Meeting with Mayor of Prince George	Prince George
7 <sup>th</sup>	CKPG Interview RE: Macleans Rankings	Prince George
15th	RUCBC Presidents Meeting	Vancouver
15 <sup>th</sup>	PG Chamber of Commerce Business Excellence Awards	Prince George
17 <sup>th</sup>	Dinner Meeting RE Major Project Proponent Introduction	Prince George
18th	Meeting with City Manager, City of Prince George	Prince George
19th	Breakfast Meeting with CNC President	Prince George
19th	RAC Meeting Northwest Region	Prince George
19th	UNBC Land Trust – Stakeholder Interview with DIALOG Design	Prince George
20th	UNBC Timberwolves Athletics Announcement Event	Prince George
20 <sup>th</sup>	McConnell Foundation – Collective Action on Climate Change	Prince George

20th	Meeting with SD #57 Acting Superintendent	Prince George
22nd	CKPG Interview RE: Enrollment Numbers	Prince George
25 <sup>th</sup> – 28th	Universities Canada Fall 2021 Membership Meetings	Ottawa
<b>November</b>		
1 <sup>st</sup>	Breakfast Meeting with CNC President	Prince George
1 <sup>st</sup>	MSHRBC Board Orientation Session 1	Prince George
4 <sup>th</sup>	Academic All Canadian Awards Ceremony	Prince George
4 <sup>th</sup>	Meeting with Donor T. Steadman	Prince George
5th	Virtual Signing Ceremony with University of Central Asia	Prince George
8th	Meeting with PG Community Foundation Representatives	Prince George
12th	Virtual Visit with NSERC President	Prince George
12th	Prince George Technology Group Auroralinx Summit Review Meeting	Prince George
15th	MSHRBC Board Orientation Session 2	Prince George
16th	Ministry Announcement RE New Master of Applied Science in Engineering Program	Prince George
16th	Prince George Technology Group Auroralinx Summit Review Meeting	Prince George
17 <sup>th</sup>	RUCBC Presidents Committee Meeting	Prince George
17th	2021 IWAU Opening – President to provide remarks	Prince George
18 <sup>th</sup>	Meeting with Donor T. Steadman	Prince George
18 <sup>th</sup>	Signing & Launch of the Scarborough Charter on Anti-Black Racism and Black Inclusion in Canadian Higher Education	Prince George

<b>Agenda Item:</b>	9.b. Reports of the Vice-Presidents – Interim Provost and Vice-President Academic
<b>Material:</b>	1. Quarterly Public Written Report of the Interim Provost and Vice-President Academic

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Northern Community Sustainability and Development

Innovative and Quality Distributed Delivery Programs

## Report to the UNBC Board of Governors

Submitted by Dr. Mark Dale, Interim Provost and Vice-President Academic  
For the period October 2021 to November 2021

Key current initiatives and collaborations of the Office of the Provost and Vice-President Academic that support UNBC's Strategic Priorities:

### *Strategic Priority #1 - Attract, retain and develop outstanding students, faculty and staff*

#### 1. Office of Faculty Relations

UNBC created a new administrative position to promote healthy labour relations with our Faculty Association. Dr. Bill Owen began the role of Vice Provost, Faculty Relations, on April 1, 2021. The priorities for the office were to ensure a smooth transition to the new collective agreement, especially implementing the new salary grid, and to address outstanding grievances.

Dr. Owen worked with the Faculty Association Grievance Officer and was able to resolve over 10 grievances, some dating back to 2019. Two multi-day arbitration hearings were cancelled this summer as the result of finding resolutions to the grievances before the hearings.

The transition to the new Collective Agreement has been relatively smooth. The transition to the new salary grid was a very large multi-unit undertaking. Retroactive payments were staged depending upon employment category and current status (active or not). Members have appreciated the communication regarding the timelines. The Office of Faculty Relations has held information sessions for the Deans, and collaborative sessions with the Faculty Association for Chairs. More sessions are planned. The aim of these sessions to ensure a common understanding of core provisions in the Collective Agreement.

#### 2. Indigenous

##### a. Office of Indigenous Initiatives

- Supporting UNBC's online Truth and Reconciliation Talking Circle hosted in Prince George on September 30<sup>th</sup> to commemorate Canada's first National Day for Truth and Reconciliation. The event was attended by over 300 participants from across Canada and provided opportunities for community to come together to learn about Truth and Reconciliation, acknowledge the progress that has been made, and highlight the work that still needs to be done. Event highlights included presentations by First Nations Studies Chair, Dr. Daniel Sims, First Nations Assistant Professor, Dr. Jessie King, and English Professor, Dr. Rob Budde, as well as traditional dance performances by Kelsey Abraham and his daughter Bella Rain Abraham.

- Continuing to support the Office of Indigenous Initiatives in the “Four Connections” celebrations that will be hosted by UNBC Terrace Campus on December 21<sup>st</sup>. The celebration will focus on new beginnings and indigenous artists which is leading to important connections and relationships with communities and their Elders.
  - Planning the design and construction of:
    - a ceremonial fire circle to host events that promote meaningful acts of reconciliation.
    - a Welcome area to receive and host Elders.
  - Supporting monthly Walking this Path Together Talking Circle for UNBC staff, faculty, and students. Presents opportunities for the UNBC community to come together to discuss what Indigenization means to them and how we all can move forward with this process.
  - Participating in three Regional Advisory Council meetings each held with broad community representation from South Central, North East or North West to continue to build connections, relationships, and identify opportunities.
  - Continuing to monitor the Aboriginal Service Plan changes announced by the Ministry for implementation in 2022/23. The overall principles for the ASP funding and distribution model is anticipated to be released soon.
  - Supporting the unveiling of the Nenachalhuya, The Cedar Plank project in September: the Lhuhuhwhezdel, Gathering Place at the Prince George Campus, now exhibits 32 carved and painted planks by Cree/Dakelh artist Clayton Gauthier. The hand-carved and hand-painted planks represent 32 nations from across northern BC.
3. Graduate Degree Programs
- b. New and Renewed Programming
- Continuing to facilitate various aspects of the planning and implementation of the UBC Physical Therapy and Occupational Therapy degree programs.
  - As part of this implementation, working with Northern Health, Northern Medical Program and other UNBC health related programs to develop an Inter-Professional Training Centre in Prince George. A feasibility study is under way by a consultant in collaboration with UNBC, UBC and NH stakeholders.
  - Continuing to support the Dean and the School of Education in the renewal of the Master of Education Program. Revisions to the degree requirements have been approved by Senate and the Board. UNBC will need to submit a proposal to DQAB and the Ministry for approval. The tentative start date is July 2023.
  - Continuing to support the Dean, the Chair, and the Department of Psychology in changes to the Master of Education Counselling specialization.
  - Supporting the Dean and the School of Business in preparing for the MBA degree program to be offered in Grande Prairie. The Deputy Minister at the Alberta’s Ministry of Advanced Education approved UNBC’s proposal, on the recommendation of the Campus Alberta Quality Council, to offer the MBA program at Grande Prairie Regional College starting July 2022.
  - Supporting the Dean, the Chair and the School of Engineering in the implementation of the MASc in Engineering degree program. The Minister approved the proposal in September. There will be a public announcement in

November.

- Supporting the development of a PhD in Interdisciplinary Studies degree program. The Chair is currently developing the required motions. Because UNBC is not exempt at the PhD level, a full program proposal will be submitted to DQAB and the Minister for approval.

#### 4. Undergraduate Degree Programs

##### a. New and Renewed Programming

Continuing support and facilitation of various aspects of the following new academic programs at UNBC:

- Civil and Environmental Engineering Laboratory: Year 3 of the phased-in operating budget development continues for the new Civil and Environmental programs. Reviewing approaches and strategies to expand enrollments using an integrated team approach.
- Nursing in the Northeast: Supporting the School of Nursing and various stakeholders from across the University for the implementation with the first cohort of students beginning. A permanent SLI joined UNBC/Fort St John campus and additional faculty searches continue.
- Bachelor of Education: Continuing to support the Dean and the School of Education with the implementation of the refreshed BEd at all UNBC campuses. The School of Education has developed a combined regional delivery model for the Northwest and South-Central campuses that delivers the renewed BEd program. This will be the first time the BEd program will be offered at the South-Central site.
- Responded to a call from the Ministry to provide some programming options to increase Nursing undergraduate students within our campuses. Worked with our Collaborative Partners and Northern Health to provide preliminary options for the Ministry to review.
- Supporting the Dean and the Chair of First Nations Studies in partnership with the Wilp Wilxo'oskwhl Nisga'a Institute in developing a Certificate of Nisga'a Language Fluency and a Bachelor of Nisga'a Language Fluency degree. Motions are currently moving through UNBC's approval process. A degree program proposal will be submitted to DQAB and the Minister for approval. The proposed start date is September 2022.

##### b. COVID-19

- Supporting learning outcomes from the COVID-19 experience by exploring approaches and technologies to enhance online and hybrid delivery of programming to meet the needs of students wherever they study.
- COVID response continues to evolve for Winter 2022 terms, with plans for in-person scheduled classes for the majority of courses, but with a substantial number on-line.

#### 5. Student Affairs

- Supporting a successful Fall orientation program delivered on-line and in-person for all students to participate, engage, learn, and build connections. Over 450 students participated in the Welcome to UNBC and Weeks of Welcome activities that were delivered as part of 13 different events. One of the most popular events, Welcome to UNBC: Campus Connect, had over 250 students split into groups and guided by 50 Orientation leaders. This is an interactive campus-wide scavenger hunt for students, with Orientation Leaders providing personalized tours of the campus and providing information about services.
- Contributing to this success was the release of the new online Orientation program that provided

information for undergraduate, graduate and international students. Over 250 students self-enrolled and took part in the new program. A view of this on-line program was also extended to staff and faculty and resulted in over 50 participants engaging.

6. International Education: uTrek Program

- Supporting International Education consultation and planning for a University credit based, English language pathway that is planned to start in 2022 or 2023. The Deans of the Faculty of Business and Faculty of Environment will lead the development of various programming options in collaboration with the UNBC International Office. The initial focus of the uTrek program will be on undergraduate business and commerce courses as well as English proficiency for an academic setting.

7. Kaffeeklatsch Discussions

- Facilitating open discussions among students, the Readiness Group, and various academic and service units on issues related to the evolving academic planning and pedagogy in the pandemic era. This has been a highly successful format for broadly based discussions.

*Strategic Priority #2 - Enhance the quality and impact of academic programming and delivery*

1. Academic Restructuring:

- Building on the success of the Academic Leadership Development Orientation program offered to the Deans in 2020-2021, a compressed program is being finalized for Chairs and administrators. This is scheduled to begin in November 2021, and will focus on transformational leadership. It is an opportunity to bring together the Deans, Program Chairs and Directors across Faculties and units.
- Continuing to work with units to implement operational, system and reporting modifications related to the transition to five Faculties.

2. Registrar

a. Delivery Methods

- Preparing for F22 scheduling and registration requirements.

b. Transition to the Five Faculties

- Continuing to support the planning and implementation of the Banner system changes. Phase 2 began in summer, with a redesign and rebuild of the Banner codes and system to create further efficiencies (e.g. in course scheduling, calendar entries, admissions) and to prepare for degree audit enhancements in the future.

3. Recruitment

- Nearing completion of Phase 1 of the Customer Relationship Management (CRM) software (Sales Force and Target X). This phase is to support the full student recruitment cycle. Phase 2 will focus on the student retention spanning Registrar services and Student Affairs.
- Reinvigorating the Student Recruitment team through the recent hires including a new Indigenous Student Recruiter who is an alumna of UNBC.

4. Library

- a. Supporting the Library of the Future and Learning Commons project that continues to progress with detailed plans established for renovating the main floor of the Library. This includes expanded student learning spaces, comfortable seating and more power outlets, a new student event room, maintaining highly visible library services within the Learning Commons, and expanding access to 24/7.

Construction on this phase begins in November 2021 with completion by March 2022.

- b. A Library Commons working group has been established to bring together regularly the different units providing student services there to ensure effective collaboration and an outstanding student experience.
- c. The Library has formed a working group to conduct a needs assessment, stakeholder engagement, a selection process, and to implement the plan for an Integrated Library System (ILS), the core technology for library operations and services (library catalogue, collection control, etc.).

*Strategic Priority #3 - Enhance the research culture*

1. Research personnel

- a. Faculty
  - Oversee the hiring of tenure-track faculty with proven research excellence or promise.
- b. Academic administrators
  - Encourage continued research productivity, setting an example of research activity and quality.

*Strategic Priority #4 - Ensure financial accountability, sustainability and operational effectiveness*

1. Planning and Budget

- a. Integrated Planning
  - Finalizing the implementation of the 21/22 planning and priorities with the President, Vice-Presidents, Integrated Planning, and Financial Services.
  - Developing the Integrated Planning Framework and 22/23 planning process with the President, Vice-Presidents, Integrated Planning, and Financial Services.
  - Institutional Research along with the Registrar provided a brief introduction to the Board of Governors on current data being used at UNBC and how data informs UNBC decision making.
  - Continuing to support the implementation of the Phase 1 Customer Relationship Management (CRM) System Project for an integrated approach across UNBC student services. Roll out of the Recruitment module is planned for January 2022.
- b. Information Technology
  - Supporting the role of a Chief Information Security Officer and the realigned reporting:
    - To focus on a university-wide mandate because the technology used to manage it has become a critical infrastructure that affects every aspect of the university.
    - To develop and implement an information security program for UNBC to defend against unauthorized access to research data, fraud, and disruption of operations.
    - To implement multi-factor authorization for systems at UNBC.
  - Continuing to ensure our systems can support alternative delivery for teaching and services. This includes work in collaboration with the Centre for Teaching and Learning for options that enhance hybrid teaching modes.
- c. Supporting the implementation of Ellucian WorkFlow optimization and automation to replace paper-based processes. An initial pilot project is underway to facilitate training on the toolset, to increase capacity and knowledge of lean approaches and to undertake priority projects.
- d. Labour Relations
  - Attended the Joint Consultation Committee meeting with the UNBC FA to discuss articles and issues to deal proactively with potential grievances and to increase communications and improve relations.
  - The Vice-Provost Faculty Relations has been very effective at improving the relationship between the

Faculty Association and the administration, and in facilitating the implementation of the new Collective Agreement.

2. Workforce Planning

- Continuing to monitor issues and support enhancements or adjustments.
- Developing communication matrix for new Faculties.
- Facilitating the hiring of an Administrative Manager to support the Dean and the Faculty of Human and Health Sciences.

3. Regional Planning

- Regional Advisory Council terms of reference were revised in consultation with diverse community stakeholders within southcentral, northwest and northeast BC. The primary focus of these meetings was to introduce our Office of Indigenous Initiatives and our new Faculty Deans while listening to our stakeholders' feedback and interests.

*Other current and key initiatives and collaborations:*

Develop interdisciplinary PhD program, working with former Dean Schorcht and VPR.

Working with the VPR on increasing the number of course-based Master's programs.

*Summary & Looking Forward (Portfolio Goals & Priorities for the next 6 -12 months)*

Maintain and enhance academic excellence through the challenging pandemic cycles; refine medium-term goals based on Executive retreat (November 2), and on the objectives and action plans from the Strategic Planning and Budget Standing Committee (December 3).

<b>Agenda Item:</b>	9.b. Reports of the Vice-Presidents – Interim Provost & Vice-President Academic <ul style="list-style-type: none"><li>• Notification of Upcoming Promotion &amp; Tenure Process</li></ul>
<b>Material:</b>	1 Memorandum dated November 10, 2021 from M. Dale to G. Payne re: University Promotion and Tenure Committee

## MEMORANDUM

TO: Geoffrey Payne, President and Vice-Chancellor (Interim)

FROM: Mark Dale, Interim Provost and Vice-President Academic



DATE: November 10, 2021

RE: **University Promotion and Tenure Committee**

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Dr. Payne,

The UPTC has received notice that one (1) faculty member will be applying for tenure, eight (8) faculty members will be applying for tenure and promotion to Associate Professor, nine (9) faculty members will be applying for promotion to Full Professor, one (1) Librarian will be applying for promotion to Librarian IV, six (6) Senior Instructors will be applying for promotion to SI III, one (1) Senior Lab Instructor will be applying for continuation and promotion to SLI III, and one (1) Senior Lab Instructor will be applying for promotion to SLI III and ten (10) Senior Lab Instructors will be applying for promotion to SLI IV.

The UPTC committee will meet the first week of December.

The UPTC consists of: the Provost, Dean, five (5) tenured faculty members, one elected by secret ballot by each Faculty, five (5) alternates, one for each Faculty, one (1) tenured faculty member appointed by the Faculty Association, one (1) librarian, and one (1) senior laboratory instructor.

<b>Agenda Item:</b>	9.b. Reports of the Vice-Presidents – Vice-President, Finance and Administration
<b>Material:</b>	1. Quarterly Public Written Report of the Vice-President, Finance and Administration

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*First Nations and Indigenous priorities*

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*Northern Community Sustainability and Development*

*Innovative and Quality Distributed Delivery Programs*

## **Report to the UNBC Board of Governors**

**Submitted by: Rahim Somani, Vice President, Finance and Administration**

**Date: November 10, 2021**

### **1.0 An Overview**

1.1 The portfolio of the Vice President, Finance and Administration comprises:

- ⇒ Office of the Vice President, Finance and Administration
- ⇒ Financial Services (Colleen Smith, Associate Vice President)
- ⇒ Business Services and Continuing Studies (Lisa Haslett, Director)
- ⇒ Facilities Management and Capital Planning (David Claus, Director)
- ⇒ Human Resources (Kerry Roberts, Director)
- ⇒ Safety and Security (Sarah Elliott, Director)
- ⇒ Health and Wellbeing (Shelley McKenzie, Director)
- ⇒ Integrated Planning (Bernadette Patenaude, Director-joint reporting / Provost)

### **2.0 Transformational journey of collective excellence**

2.1 The primary focus for UNBC Administrative Services in short- and medium-term remains on (a) strategic planning and budget, (b) data-informed decision-making and transparency, (c) enterprise risk management, (d) ongoing process optimization and collective excellence, and (e) increasingly inclusive people development, employee engagement and success.

2.2 Following the implementation of revised organizing framework for UNBC Human Resources, the organizing frameworks for Safety and Security and Financial Services are currently being reviewed.

2.3 As part of process review, mapping, and optimization:

- ⇒ Pilot review of employee requisition form and relevant processes is in progress in consultation with relevant stakeholders.
- ⇒ KPMG is facilitating a pro-bono Lean workshop to review the payroll process to support integration and optimization.

### **3.0 Deficit Mitigation and Financial Accountability**

3.1 UNBC continues to diligently progress its four-year financial sustainability framework, which commenced in 2020-21 to achieve both short and long-term financial sustainability and entails difficult decisions. The steps taken to date include rationalization of priorities, vertical reduction and corresponding layoffs, reduction in operating expenses and deferral of some expenses.

**Office of the Vice President, Finance and Administration**

3.2 The key principles for university planning and budgeting remain consistent, which include: (a) invest in the core mission of knowledge creation and dissemination (teaching and research), campus life and infrastructure aligned with strategic priorities, (b) achieve operational effectiveness, efficiency, and excellence, and (c) systematically address the financial sustainability through a structured approach and minimize the need for one-time budget adjustments.

#### **4.0 Strategic Planning and Budget**

4.1 As part of the conceptual framework, the Strategic Planning and Budget Standing Committee constituted by the President's Executive Council continues to meet. The re-alignment of 2021-22 operating budget is being completed based on the input received from units.

4.2 Relevant templates for seeking input regarding 2022-23 goals, objectives and priorities including financial assumptions has been circulated with the return timeline of December 3. This process will be regarded as a learning process to feed into the future exercises.

#### **5.0 Enterprise Risk Management (ERM) Framework**

5.1 As part of the KPMG facilitated ERM project, risk identification interviews are in progress (18 interviews comprising more than 45 people) which will be followed by risk prioritization workshop. Key deliverables expected by Spring 2022 include UNBC's ERM policy, risk register and future roadmap that will inform UNBC's risk appetite, mitigation, and management plan.

5.2 As a follow-up to Enterprise Risk Management exercise, UNBC will re-engage KPMG to formalize the Fraud Risk Management framework including ongoing Fraud Risk Assessment, relevant policies, awareness, training, and safe reporting framework. The exercise is expected to begin in April 2022 with an expected completion around Fall of 2022.

#### **6.0 Overall Financial Summary**

**Table 1: Overall Financial Summary: Year-To-Date (Quarter 2 of 2021-22)**

<b>\$ in Millions</b>	<b>2019-20 Actual</b>	<b>2020-21 Actual</b>	<b>2020-21 YTD Q2</b>	<b>2021-22 Budget</b>	<b>2021-22 YTD Q2</b>	<b>2021-22 Forecast</b>	<b>% Utilized</b>
Revenues	90.93	92.90	46.59	95.32	49.61	94.90	52%
Expenditures	84.43	81.02	38.49	90.33	43.41	88.80	49%
Capital and Transfers	4.42	6.61	2.48	4.99	3.66	4.99	73%
<b>General Operating Fund</b>	<b>2.08</b>	<b>5.27</b>	<b>5.62</b>	<b>-</b>	<b>2.54</b>	<b>1.11</b>	<b>-</b>
Other Funds	(10.35)	3.06	1.65	(4.85)	1.28	(5.12)	-
Adjustments	7.30	(3.18)	(8.83)	4.79	(9.18)	4.00	-
Ancillary Services Fund	(0.13)	(1.87)	(0.85)	(2.09)	0.22	(2.09)	11%
<b>Consolidated Surplus / (Deficit) before restricted contributions</b>	<b>(1.10)</b>	<b>3.28</b>	<b>(2.41)</b>	<b>(2.15)</b>	<b>(5.14)</b>	<b>(2.10)</b>	<b>-</b>

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- 6.1 The consolidated position generally remains negative during the initial quarters, given the bulk of tuition and ancillary services revenue is recognized in subsequent quarters, whereas the employee costs are incurred on a proportionate basis.
- 6.2 The year-to-date consolidated deficit for current year is higher than the previous year due to implementation of new employee compensation frameworks and recording of expenses related to Voluntary Retirement Incentive Program.

**7.0 Transition and Return to Campus**

- 7.1 The paramount goal remains to protect the **health and wellbeing** of the UNBC community, while continuing to ensure effective university operations and services, and delivery of programs to the best degree possible.
- 7.2 **Safety planning** as well as orientations transitioned away from the COVID-19 modules to campus plans. Work site inspections through WorkSafe BC and the City of Prince George byelaw officers continued throughout the period and did not result in any infractions.
- 7.3 With the reduction of public health restrictions UNBC continued a safe transitional period for the return of faculty, staff, and students to campus. Additional sanitization requirements remain in place as well as the requirement for non-medical masks to be worn in all indoor public spaces including classrooms, laboratories, and lecture theatres.
- 7.4 Supporting new vaccination requirements announced by the Public Health Officer for health care workers. Staff in the School of Nursing and Northern Medical Program provided their proof of vaccination to the Director, Health and Wellbeing.
- 7.5 Long overdue replacement of **closed-circuit security monitoring system** at the Prince George Campus is planned for 2021-22.
- 7.6 During these challenging and rapidly changing circumstances and despite limited resources, UNBC continues to show its **resilience** and make steady progress, primarily driven by **unwavering commitment, dedication, and collective team effort** of the entire UNBC community as **OneUNBC** with exemplary efforts from Safety and Security supported by Human Resources, Health and Wellbeing, Facilities Management, members of Planning and Continuity team, and other portfolios.

**8.0 Human Resources**

- 8.1 The revised organizing framework for UNBC Human Resources has been implemented with the incumbent Director (Kerry Roberts) returning from his leave and Interim Director (Arleta Lucarelli) taking on a role of Assistant Director, HR responsible for Rewards, Analytics, People and Organizational Development. New HR Service Partner for Health & Wellbeing (Kristi Muchalla) was also appointed to bring focused oversight and support to employee medical leave management, benefits administration, and pension plan.

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- 8.2 The work on pending employee recognition for 2019 and 2020 has been completed and the events will be organized in the coming months, subject to relevant event guidelines from the Public Health Authorities. Two hundred forty-five (245) employees are expected to be recognized for their long service (221), service excellence (2) and Creative Initiative (2 team awards comprising 22 people).
- 8.3 For the year 2021, eighty (80) are expected to be recognized for long service (69), service excellence (1) and creative initiative (1 team of approximately 10 people).
- 8.4 As part of annual renewal, UNBC negotiated a decrease of 12.1% in the long-term disability premium paid by the employees without decreasing the benefit. The employees will save an average \$520/year (minimum \$200/year; maximum \$1,000/year).
- 8.5 In collaboration with Payroll Services and Vice Provost, Faculty Relations, implementation of Faculty Agreement and retro compensation calculations and payments have been completed.
- 8.6 Since January 2021, the process for filling 160 positions (CUPE: 81, Faculty: 71, and Exempt: 11) was completed, which include new and vacant positions, re-organized positions, term renewals and replacements, reclassification, job-changes, etc.
- 8.7 The recruitment of 34 open positions is in progress including CUPE: 15, Faculty: 12, and Exempt: 7. Recruitment of Information Technology personnel has been extremely challenging and poses a significant risk for UNBC.
- 8.8 Reasons identified by employees leaving UNBC during the exit interviews include: (a) relocation, (b) not enough career growth opportunities and lack of guidance and support, (c) work/life balance, (d) inter-personal conflict, and (e) choosing not to return from leave.

**9.0 Capital Projects**

- 9.1 All projects are progressing on time and within budget ensuring complete adherence to the sanitary requirements and safety standards recommended by the Public Health Authorities.
- 9.2 Key risks include budgetary pressures due to increased material costs and shipping delays from global supply chain disruption. These are being monitored and managed through adjustments to design, sequencing and scope of library changes as required.
- 9.3 The renovations for the Physical Therapy and Occupational Therapy are substantially complete. The scope of work for the library renovation has been defined based on the available resources from the project budget and remaining implementation time. This work will begin immediately and extend into early 2022.
- 9.4 The revitalized Five-Year Capital plan development for next year's submission is in its initial stages of conceptualization. The revitalized process is expected to be guided by the campus masterplan with an opportunity to review it on a periodic basis (as required) and will entail space review, review of future UNBC programs and initiatives, planning for capital replacement and routine capital including assessment of UNBC facilities through gradual updating of Facilities Condition Index. The process will also incorporate social indicators to determine the socio-economic impact of UNBC capital projects.

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**Facilities Management**

- 9.5 All equipment is currently being operated within the guidelines established under the regulations related to:
- ⇒ Power Engineers, Boiler, Pressure Vessel and Refrigeration Safety Regulation
  - ⇒ Elevating Devices Safety Regulations
  - ⇒ Electrical Installation and Operating Regulations
- 9.6 The two elevators in the Teaching and Learning Building were modernized this past summer. An internal audit of pressure vessels identified several units that require replacement; this work will be completed in January 2022.
- 9.7 Preparations for winter campus operations are nearly complete. The Bioenergy plant maintenance shutdown is currently in progress, with no major issues identified.
- 9.8 Maintenance Assistants have completed 250 office moves in support of the implementation of the Five Faculty model and capital projects.

**10.0 Business Services**

- 10.1 Business Services continues to advance a strong service excellence focus, with division-wide training in September/October, and department-level meetings focused on new service initiatives through November and December. Specific highlights include:

**Hospitality Services**

- 10.1.1 Initially the return-to-campus was quite busy for internal events and programs. However, Gathering and Events restrictions have increased, and the Hospitality Team has shifted focus in the slow-down to promotional strategies for digital events management and upgrading room booking software for improved campus service.
- 10.1.2 As of October 28, UNBC Food Services feeds 307 students on a meal plan (2020-21: 82; Estimate 2021-22: 125). Engagement activities in the Dining Hall this semester include working with a student-led group called Eco Living Kitchen (ELK) to support Community Cooking on Campus. October's ELK event had an Indigenous focus, and special guest Chef Fred Murdoch created moose stew, baked salmon, smoked dried salmon, and more.

**Retail Services**

- 10.1.3 The Bookstore team sold over 3,700 textbooks in-store, and over 1,000 online during the start of Fall semester. The store is undergoing a refresh, making the space more accessible and optimizing space for seasonal merchandising.
- 10.1.4 One of the key operational goals for the Bookstore this quarter is to update and refine reporting processes, and quarterly reporting time has been reduced by 35% to date. Print Services procedures and reporting have also been enhanced, especially with HR updates such as new hires, smoothing employee experience.

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**Housing and Residence Life**

10.1.5 We have 475 students in Housing this Fall (95% occupancy). The Residence Team has accommodated several late move-ins and continue to build and deliver intentional and pro-active programming that supports the diverse needs of students living on campus.

**Continuing Studies**

10.1.6 During quarter 2, Continuing Studies delivered 33 virtual or face-to-face courses, 8 of which were custom programming on request. A total of 287 participants were trained, 85% outside of UNBC campus communities. Continuing Studies Online delivered 21 asynchronous courses, training 301 new students, 85% from outside of BC. The team contributed to internal training, developing, and delivering a CUPE Supervisory Training Program, and hosting 10 open de-escalation courses for the whole community, training over 200 individuals through September and October.

10.1.7 Partnership activities in Continuing Studies include advancement of Mass Timber development program with UNBC School of Engineering, contributing to Northern Health project to provide Cultural Awareness Training for Health Professionals, and licensing courseware to Nicola Valley Institute of Technology (NVIT) for their Natural Resource Management program.

10.1.8 Process improvements in Continuing Studies include development of a new framework with Contracts & Supply Chain Management, which converts instructor contracts to a 2-3-year cycle, reducing long-term work in both departments.

**Northern Sport Centre**

10.1.9 At the end of October, NSC had 1362 active student members, with 2995 members in total. The NSCL Board of Directors has identified strategic priorities for 2021-2024, provided for information (see Appendix B).

**Overall Revenue Summary**

Revenue Summary (\$ '000)	2020-21			2021-22					% of Annual Target Achieved	Current Year Actual vs Budget		Current Year vs Previous Year Actual	
	Actual			Budget			Actual			Q2	YTD	Q2	YTD
	Year	Q2	YTD	Year	Q2	YTD	Q2	YTD					
Housing and Residential Services	700	346	377	717	356	395	1,224	1,302	182%	244%	229%	253%	246%
Retail Services	1,327	578	702	1,459	600	788	599	801	55%	0%	2%	4%	14%
Continuing Studies	1,386	357	643	1,435	236	783	364	1,245	87%	55%	59%	2%	94%
Northern Sport Centre	1,042	289	300	1,565	405	676	301	757	48%	-26%	12%	4%	152%
<b>Total Revenue</b>	<b>4,454</b>	<b>1,571</b>	<b>2,022</b>	<b>5,176</b>	<b>1,597</b>	<b>2,643</b>	<b>2,488</b>	<b>4,105</b>	<b>79%</b>	<b>56%</b>	<b>55%</b>	<b>58%</b>	<b>103%</b>

**UNBC Childcare and Early Learning Centre**

10.1.10 The UNBC Childcare Society held their Annual General Meeting on October 28, 2021. BC has limited certified Early Childhood Educators, which presents recruitment challenges, and the Society is developing staff recruitment and retention plan. Outdoor space improvements are planned for summer 2022, with the primary purpose to increase accessibility.

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**11.0 Athletics and Recreation**

11.1 UNBC Timberwolves became the first college or university athletics program in Canada to unveil an alternate logo and jersey designed completely by an Indigenous artist – Gitksan artist Trevor Angus. This story was broadcasted by all local media outlets, featured on CBC National and Global BC, and received mention by local MLA Shirley Bond and Premier John Horgan.

⇒ <https://www2.unbc.ca/timberwolves/news/timberwolves-reveal-indigenous-logo-jerseys-first-their-kind-canadian-university-sport>

11.2 Soccer season successfully completed with the teams showcasing the jersey on the final weekend. Basketball season is underway, and November 6 was Nats'ilnik (gathering) and the teams showcased their new alternate jersey, with UHNBC Drummers in attendance.

11.3 In November, UNBC Will celebrate 38 Academic All Canadians from 2020-21. These are Student Athletes who achieved a GPA of 3.67 or higher and took a minimum of 18 credit hours in the academic year.

11.4 Men's and Women's Basketball Complete Schedule:

⇒ <https://www2.unbc.ca/timberwolves/news/2021-2022-canada-west-basketball-schedule-unveiled>

**12.0 Health and Wellbeing**

12.1 Seasonal flu vaccination clinics are underway, utilizing an online booking system. All time slots were immediately taken – primarily by faculty and staff. Hence, the Medical Clinic staff and Nursing student volunteers opened additional times for students. ~600 flu vaccine doses are expected to be administered (2020: 300 doses). Moreover, several pop-up COVID-19 vaccine clinics at UNBC campuses administered over 100 COVID-19 vaccine doses.

12.2 The Access Resource Centre, Counselling Services and Medical Clinic are experiencing a significant volume of students (a) more complex needs or conditions, which has been more demanding on staff; (b) most recent appointments in the Medical Clinic are new patients; (c) Counselling Services had 38 intakes in a 2-week period during October; and (d) ARC intakes are back to pre-pandemic levels and the number of active students are increasing; exams accommodation are lower due to some of the exams being conducted online.

12.3 In mid-October, Virtual Support Group sessions were offered with a Homewood Health practitioner for CUPE (<5 attendees), Exempt (4 attendees) and Faculty (no attendees). Similar sessions will be planned in new year.

12.4 A Student Mental Health & Wellbeing Working Group has been established to work through the CSA National Standard of Canada for Mental Health and Well-Being for Post-Secondary Students, conducting an internal audit and engaging with the university community more widely to enhance student health and wellbeing. UNBC has been shortlisted by the Canadian Mental Health Association to partner on a peer student support network. The list of partners is expected to be finalized before Christmas.

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**13.0 Land Trust**

13.1 Land Trust planning is on track. As part of extensive community and indigenous engagement seventeen interviews are being conducted comprising approximately 75 people, which will be followed by a series of participatory workshops to define guiding principles and design guidelines to feed into the Business Plan and act as guiding parameters for UNBC Land Trust development.

**14.0 Key Priorities and Status Update**

14.1 Finalize and implement **strategic planning and budget framework**; update of employee costs, Full-Time Equivalent (FTE) position control, reserves and surplus (**section 4**).

14.2 Implement **Enterprise Risk Management Framework** and integrate Risk Management and progress realignment of Safety and Security portfolio (**section 5**).

14.3 Finalize the approach and implementation plan related to administrative services for **process mapping, review, and optimization**; explore option for **automation (section 8)**.

14.4 Ongoing review and optimization of business plans related to **Business Services** to achieve greater impact, efficiencies, and contribution over time (**ongoing**).

14.5 Progress planning and implementation of approved **capital projects** as per schedule and within budget (**ongoing**).

14.6 Ongoing monitoring and proactive mitigation of safety, security, health, and wellbeing risks, particularly related to COVID-19 pandemic, restart and return to campus plan (**ongoing**).

14.7 Review and finalize the organizing framework for UNBC **Human Resources function (Completed)**, oversee formulation of an **increasing inclusive people development approach** and **employee engagement strategy** and the next round of CUPE bargaining (**In-progress**).

**Appendix A: Report on Safety Regulations**

**Prepared by: Jason McCannon, Assistant Director, Facilities Management**

**Date: November 1, 2021**

**1.0 Power Engineers, Boiler, Pressure Vessel, and Refrigeration Regulations**

1.1 The Power Plant and Bio Energy Plant, including all ancillary equipment, are currently being operated within the guidelines established under the regulation. The servicing and repairs of all equipment falling under the regulation is being completed by qualified staff and/or contractors.

a. **2021 Regulation Changes:** There are no new regulation changes this period that affect UNBC operations.

1.2 **Pressure Vessels:** In 2021, an internal audit of pressure vessels in the power plant has identified several pressure vessels needing replacement to maintain our operating permit with Technical Safety BC (TSBC). New replacement equipment has been ordered and will be installed in January 2022.

**2.0 Elevating Devices Safety Regulations**

2.1 The University is operating within the guidelines established under the provincial regulation.

2.2 The servicing and repairs of all Elevating devices falling under the regulation is being completed by qualified contractors.

2.3 In August 2021, UNBC completed the modernization of the two elevators in the Teaching and Learning Building atrium. All related certificates of inspection have been submitted and both elevators are permitted for use by TSBC.

a. **2021 Regulation Changes:** There are no new regulation changes this period that affect UNBC operations.

**3.0 Electrical Installation and Operating Regulations**

3.1 All electrical installations and operations fall under Technical Safety BC; the University is operating within the guidelines established under the provincial regulation.

3.2 The University employs a certified Electrician who acts as the Field Safety Representative (FSR). TSBC has granted the University an exemption whereby work on the high voltage systems (over 600V) is permitted by a qualified contractor.

**VISION:** Inspiring better quality of life through leadership and excellence in sport development, fitness education & programming, and community health & wellbeing.

**MISSION:** To provide inclusive, accessible, responsive, and engaging opportunities for growth and development in sport, fitness, health and active living.

## CORE VALUES

1. Service Excellence - Ensuring customers' expectations are exceeded and experiences are unmatched
2. Accountability - Taking ownership of our actions in a timely and accurate manner
3. Integrity - Providing a respectful environment conducive to ethical, transparent behavior that will instill trust
4. Forward thinking - Cultivating progressive, innovative actions that affect positive change
5. Compassion and Inclusivity - Nurturing a compassionate environment responding to community needs and enabling inclusion, truth and reconciliation

## NSC STRATEGIC OBJECTIVES

### 1.0 Community Engagement

- 1.1 Map needs and existing services within the community of Prince George with regard to user groups. Develop and implement a framework to determine future strategic focus and priority user groups.
- 1.2 Define what Centre of Excellence means to NSC, based on the framework above, and continue to evolve brand identity accordingly.
- 1.3 Incorporate concepts of Equity, Diversity, Inclusion, and Indigenization into operations.

### 2.0 Financial and Operational Sustainability

- 2.1 Create an overall asset management and resource mobilization strategy and associated plan for phased implementation.
- 2.2 Develop strategy and identify resources required to service priority user groups to achieve future strategic focus.
- 2.3 Identify sponsorship opportunities and incorporate associated revenue as part of asset management strategy.
- 2.4 Develop optimal space utilization and "infill" programming.

### 3.0 Governance

- 3.1 Conduct a Board self-evaluation every 12-18 months.
- 3.2 Explore options to formulate advisory committees for key strategic assignments.

<b>Agenda Item:</b>	9.b. Reports of the Vice-Presidents – Acting Vice-President, Research and Innovation
<b>Material:</b>	1. Quarterly Public Written Report of the Acting Vice-President, Research and Innovation

## ***Report to the UNBC Board of Governors***

**Submitted by Dr. Kathy Lewis, Acting Vice President, Research and Innovation (and Graduate Programs)**

**Board Meeting Date: 20 Nov., 2021**

### **1. Preamble**

This is a very busy time of year for ORI, as tri-agency (NSERC, SSHRC and CIHR) applications are due in late fall. ORI provides grant-writing and approval support for faculty who are applying for these competitive, but foundational grants. We have also been engaged in work in the area of equity, diversity and inclusion, specifically to ensure our Public Accountability and Transparency information, and our EDI Action Plan, meet or exceed requirements by the Tri-agency Institutional Programs Secretariat and the Canada Research Chairs Program. This has included updating and re-organizing information on our website for ease of access, and working with HR at UNBC on university wide policies related to EDI.

### **2. Overview of Office of Research and Innovation Portfolio**

The ORI portfolio consists of:

- **Direct Reports:** research support and project officers, research ethics support, graduate scholarships, research contracts, development officer and support.
- **Research Centres** (with reporting to OR): Pacific Institute for Climate Solutions, Quesnel River Research Centre, Centre for technology Adoption for Aging in the North, TeejLab, Research Data Centre, Northern Health Sciences Research Facility, Research Ethics Board<sup>1</sup>
- **Research Services:** High Performance Computing, Enhanced Forestry Lab, Northern Analytical Services Lab
- **Research Institutes** (Autonomous, supported by Office of Research): Northern Collaborative Centre for Indigenous Health, Natural Resources and Environmental Studies Institute, Community Development Institute, Health Research Institute, John Prince Research Forest, Aleza Lake Research Forest

### **3. Reports from Centres, Institutes and Boards**

No reports received since last Board of Governors meeting.

### **4. Research Grants, Contracts and Outreach**

- Northern Collaborative Centre for Indigenous Health received a direct award from Employment and Social Development Canada for a project on First Nations family models of care in early childhood.
- Rahul Jain (Social Work) was awarded an Interior Universities Research Coalition award for his work on “Human Computer Interactions and Health Care Resilience”.
- Davina Banner-Lukaris was awarded a Michael Smith Foundation Health Research Award on “Raising Awareness of Conflict of Interest in Patient-Oriented Research”
- Three SSHRC Connection Grants were awarded to UNBC researchers
  - Nathan Andrews “Extractive Bargains: States, Natural Resources and the (Elusive) Search for Consensus”

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<sup>1</sup> REB is an independent decision-making body supported administratively by the ORI

- Robert Budde – SSHRC Connection Grant Title: “Utloo Noye Khunni/Weaving Words Writing and Storytelling Celebration”
- Zoe Meletis – SSHRC Connection Grant Title: “Critique, renewal, and celebration: feminism, the arts, and more inclusive post COVID-19 futures”
- Eight SSHRC Institutional Grants (SIGs) were awarded internally:
  - Six Explore Grants (Ben Bradley, Fiona MacDonald, Harley Banack, Lianne Tripp, Nathan Andrews, Paul Bowles)
  - Two Exchange Grants (Nathan Andrews, Shiva Mohan)
- UNBC has processed 144 research contracts so far this fiscal year compared to 114 processed during the same period last fiscal. Some highlights:
  - Mark Shrimpton partnered with Ecofish Research and UVIC on 4-year LNG Canada sponsored project Titled: Conservation and Recovery Research on Oolichan in Haisla Territory.
  - Chow Lee partnered with Translational Life Science (UBC researchers) on a project to use his mushroom extracts to develop therapeutic products for neuropsychiatric applications including depression, anxiety, craving, addiction, post-traumatic stress disorder and pain.
  - CTAAN Richard McAloney received funding from Rio Tinto Alcan Inc. On a project Titled: Technology to support dementia care in Kitimat: Community Aging Initiative.

## **5. Student Research Support**

Since the last Board report:

- Three Graduate Entrance Research Scholarships were provided to incoming Graduate Students.
- Doctoral Tuition Waiver awards, 27 new, 25 renewed. Of these 2 went to PhD Psychology, 16 went to PhD Health Sciences and 34 PhD NRES.

## **6. Research Facilities and Infrastructure**

- The new Management Board for the Northern Analytical Lab Services (NALS) facility has had several meetings and is working effectively to support the internal and external activities of NALS.
- I have been working on setting up a similar management board for Research Computing at UNBC. The demand for research computing support at UNBC is growing, but also changing as desktop computers become more powerful. A management board, consisting primarily of users, will help set directions and develop ways to provide technical support for research computing. The new Senior Lab Instructor has arrived on campus, and this position will support researchers and students in accessing high performance computing services.

## **7. Graduate Programs**

- Senate motions to change the approval authority for various milestones in a graduate student’s program of study have been developed and are working their way through the approval process. Authority for approval is being moved from the Vice President to the authority best able to make the decision – usually the Supervisor, Program Chair or Dean.

## **8. Partnerships and Advancement Activities**

- UNBC and Northern Health – ongoing development of a revised MOU, and structured 3-year action plan to start work on priority research, education and knowledge transfer needs in the Northern Health Region. Revised MOU will be coming to the Board in the next few months.
- UNBC, Northern Health and UBC – have finalized a MOU between the three institutions, and a proposal, to jointly host the Northern Centre for Clinical Research. This will greatly enhance the

ability for UNBC and UBC faculty, and NH clinicians, to engage in clinical research. This is going to Senate for information and coming to the Board for the current or next meeting.

- Since the last Board of Governors meeting, we have had 13 new donor-funded student awards approved by the Senate Committee on Scholarships and Bursaries, and have revised terms and conditions on 8 additional awards.

**9. Priorities for upcoming months**

- Work with Finance to ensure good communication and efficient processes with regard to gift entry and transfers.
- Continue to develop strategic and operational plans with components that directly report to the Office of Research and Innovation, including a people plan and budget.
- Start work on an updated Strategic Research Plan



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Selection Criteria and Procedures for the Governor General's Gold Medal be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To provide programs and the selection committee with clearer criteria and application guidelines.

**Proposed By:** Dr. Kathy Lewis, Acting Vice President of Research & Innovation

**Research & Innovation Contact:** N/A

**Faculty/Academic Department:** Office of Research & Innovation

**First Nations Content:** No

**Date to SCSB:** August 25, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210825.03

**Moved by:** Hanlon

**Seconded by:** Zogas

**Committee Decision:** CARRIED

**Attachments:** 3 Pages

**Approved by SCSB:** August 25, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**

## Revised - Governor General Gold Medal Criteria

### Eligibility

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- Every graduate program will normally make one nomination for the Gold Medal, upon receipt of nominations from various supervisors to the graduate program.
- The nomination must be made by, and supported by, the Chair of the Graduate Program or Graduate Committee if NRES, MCPMS or IDIS.
- Graduation GPA should normally be above 4.10.

**Note:** *The GPA calculation will not include: transfer credit; any courses over and above the approved minimum degree requirements or otherwise taken as 'extra' to the degree; any courses that are below the degree level being attained (e.g. undergraduate courses taken during the course of a student's UNBC Master's or Doctoral degree).*

### Committee

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The selection committee will comprise of the Deans of the five faculties and chaired by Vice President of Research and Innovation.

### Selection Criteria

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The nomination of the Graduate Program (or Committee) Chair will include an evaluation of the following criteria:

1. ~~The result of the oral examination for project, thesis, or dissertation, which should normally be 'Clear Pass.'~~ Quality and significance of the project/thesis/dissertation (60%);
2. ~~The quality of the project, thesis, or dissertation and the significance of the results.~~ Professional activity of the candidate (e.g., conference participation, publication record, additional research, etc.) (20%); and
3. ~~The quantity and quality of publications and/or awards and/or conference presentations accrued during the nominee's time as a registered graduate student at UNBC in the degree program for which they are being nominated.~~ GPA (20%).

The GGGM Review Committee will also consider/request the following information:

1. ~~The decision of the oral examination and a list of the revisions required by the examining committee.~~
2. ~~An evaluation by the external examiner, if available.~~
3. ~~An independent review of the significance of the research.~~
4. ~~The time taken to complete the graduate program.~~

**Note:** The weighting of specific criteria may differ according to the nature of the graduate degree (e.g. PhD, professional Master's) in order that every nominee is given the fairest consideration.

### Required Documents

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- A complete nomination package will contain the following:
  - A joint letter from the internal supervisory committee that outlines clearly and succinctly the quality and impact of the nominee's research (1-2 pages maximum).
- A supporting letter from the external examiner that speaks to the potential of the nominee's work (1-2 pages maximum); and

- An annotated CV.
- 

**Tiebreaker:**

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~~In the event of a tie, the deciding vote will be that of:~~

- ~~1. The Dean of the appropriate faculty if the tied students are from the same faculty;~~
- ~~2. The Vice President Research and Innovation as Chair of the review committee.~~



# Information Sheet

Office of Graduate Programs  
University of Northern British Columbia  
3333 University Way, Prince George, BC V2N 4Z9  
Telephone: (250) 960-5007 Facsimile: (250) 960-5362  
World Wide Web: [www.unbc.ca](http://www.unbc.ca)

## Clean Copy REVISED - Governor General Gold Medal

### Eligibility

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- Every graduate program will normally make one nomination for the Gold Medal, upon receipt of nominations from various supervisors to the graduate program.
- The nomination must be made by, and supported by, the Chair of the Graduate Program or Graduate Committee if NRES, MCPMS or IDIS.
- Graduation GPA should normally be above 4.10.  
*Note: The GPA calculation will not include: transfer credit; any courses over and above the approved minimum degree requirements or otherwise taken as 'extra' to the degree; any courses that are below the degree level being attained (e.g. undergraduate courses taken during the course of a student's UNBC Master's or Doctoral degree).*

### Committee

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The selection committee will comprise of the Deans and the Vice President Research and Innovation. The committee is chaired by the Vice President Research and Innovation.

### Selection Criteria

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The nomination of the Graduate Program (or Committee) Chair will include an evaluation of the following criteria:

1. Quality and significance of the project/thesis/dissertation (60%);
2. Professional activity of the candidate (e.g., conference participation, publication record, additional research, etc.) (20%); and
3. GPA (20%).

Note: The weighting of specific criteria may differ according to the nature of the graduate degree (e.g. PhD, professional Master's) in order that every nominee is given the fairest consideration.

### Required Documents

A complete nomination package will contain the following:

- A joint letter from the internal supervisory committee that outlines clearly and succinctly the quality and impact of the nominee's research (1-2 pages maximum).
  - A supporting letter from the external examiner that speaks to the potential of the nominee's work (1-2 pages maximum); and
  - An annotated CV.
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Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That revised Selection Criteria and Procedures for Governor General’s Silver Medal be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To provide students and the selection committee with guidelines regarding the process for breaking a tie.

**Proposed By:** Linda Fehr

**Research & Innovation Contact:** N/A

**Faculty/Academic Department:** Awards and Financial Aid

**First Nations Content:** No

**Date to SCSB:** August 25, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210825.04

**Moved by:** Zogas

**Seconded by:** Gehloff

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** August 25, 2021

**Date**

**Chair’s Signature**

**For Information of Senate & Board**

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
GOVERNOR GENERAL'S ACADEMIC MEDALS**

**Selection Criteria and Procedures**

*GOVERNOR GENERAL'S SILVER MEDAL*

**Calendar Description**

Number	1
Value:	Silver Medal
Eligibility:	Awarded in the final year to the undergraduate student who achieves the highest academic standing upon graduation from a Bachelor degree program. All students (full-time and part-time) are eligible.
Criteria:	Academic excellence.
Note:	The Senate Committee on Scholarships and Bursaries will determine the final recipient. The award will be presented to the recipient at the convocation ceremony in May.

**Selection Criteria**

The Silver Medal will be awarded on the basis of the highest GPA over the student's program. **Note: The GPA calculation will not include transfer credit.**

**In the case of a tie, the recipient will be determined on the basis of GPA based upon the last 60 credit hours of UNBC course work. If a tie still exists consideration will be given to the number of: courses completed, course withdrawals, and courses repeated.**



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That revised Awards Procedures for the UNBC Scholars Award be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To provide students with clearer information regarding the process for requesting a deferral.

**Proposed By:** Linda Fehr

**Research & Innovation Contact:** N/A

**Faculty/Academic Department:** Awards and Financial Aid

**First Nations Content:** No

**Date to SCSB:** August 25, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210825.05

**Moved by:** Gehloff

**Seconded by:** Mayes

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** August 25, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**

## UNBC SCHOLARS AWARD PROCEDURES

NOTE: You may be eligible for additional awards. Please consult the Scholarships, Bursary & Awards Guide: [www.unbc.ca/financial-aid](http://www.unbc.ca/financial-aid)

1. **Conditions** – UNBC Scholars Awards are conditional on students proceeding with and completing an 80% course load (24 credit hours) at the University of Northern British Columbia in the 2021/2022 academic year. UNBC Scholars must be enrolled as full-time students in each of the September and January Semesters (taking a minimum of 12 credit hours in each semester). Failure to meet these conditions will result in forfeiture of the award.
2. **Registration** – A deadline to register for your classes for September 2021 Semester to secure your UNBC Scholars Award will be communicated to you in early Spring 2021. NOTE: “register” means you must pick the classes you wish to enroll in and register for them online using UNBC’s MyUNBC portal via [www.unbc.ca](http://www.unbc.ca).
3. **Grade Attainment** – Recipients of the UNBC Scholars Award will be expected to achieve a final admission average of no lower than 80% (B average) in order to receive their award.
4. **Replacement** – Any award administered by the University of Northern British Columbia is subject to replacement by an award of equal or greater value. The UNBC Scholars waiver **replaces** all other UNBC tuition waivers of lesser value (e.g. Academic Achievers, Springboard to Success, etc.).
5. **Multiple Awards** – The University reserves the right to limit the amount of money awarded to any student and, if necessary, to reassign awards to other students by reversion. The Senate Committee on Scholarships and Bursaries will generally recommend that no individual student receive an award or combination of UNBC awards exceeding a determined value.
6. **Deferral** – ~~This award may be deferred for one semester only, at the discretion of the Awards and Financial Aid Unit, a written request must be received no later than the last day of the first month of the semester in which the award is tenable. Under certain circumstances, students may request a deferral of their award for up to one academic year. Requests for deferral must be submitted in writing to the Awards and Financial Aid Unit no later than the last day of the first month in which the award is tenable. Deferral requests for more than one semester will be forwarded to the Senate Committee on Scholarships and Bursaries for approval. For more information on how to request a deferral, students are advised to contact [awards@unbc.ca](mailto:awards@unbc.ca).~~
7. **Payment** – The UNBC Scholars Award covers the cost of tuition only, and will be granted in the form of a tuition waiver at the beginning of each semester. The Awards and Financial Aid Unit must confirm that the student is registered in the appropriate course load before the tuition waiver can be processed.
8. **Fee Deadline** – You should be aware that any ancillary fees owing (i.e. student union fees, student services fees, medical plan, athletics and recreation fees, etc.) are due on the first day of classes each semester. UNBC Scholars are responsible for paying all ancillary fees and any applicable UNBC Residence costs.
9. **Residence** – To be guaranteed a space in the UNBC Residences, you must apply on-line at [www.unbc.ca/housing/](http://www.unbc.ca/housing/), and submit your Residence Application Fee no later than March 1, 2021.
10. **Renewal Criteria** – This award is renewable annually, provided that the recipient:
  - a) Completes an 80% course load (24 credit hours); and b) Maintains at least a “B” average (minimum grade point average 3.00) each academic year.
11. **Taxation** – The full amount of scholarships, bursaries, awards and/or tuition waivers that are received by you as a student with respect to your enrolment in a program that entitles you to claim the education amount are not taxable and are no longer reported as income on your tax return. If you are not eligible for the education amount, report on your tax return only the amount that is more than \$500. T4A’s will be available via Student Online Services late February each year.
12. **Student Loans** – The onus is on students who are receiving awards, and who are currently receiving financial aid in the form of student loans and grants, to notify their provincial agencies as soon as possible about the change in their financial circumstances.

(Cut below)

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 Please sign this portion and return it to the Awards and Financial Aid Unit by: XXX X, 20XX

### NOTIFICATION OF AWARD ACCEPTANCE

I, \_\_\_\_\_, declare that I have read and understood the foregoing  
 (print name)

UNBC Scholars Award procedures and wish to accept the award assigned to me. By accepting this award, I hereby grant the University of Northern British Columbia the irrevocable and unrestricted right to use, re-use and/or publish my: (1) name, city of residence, testimonials and/or, (2) any photographs of me taken by the University to promote and support the University of Northern British Columbia. By signing this consent form I give consent to use this material in any and all publications of UNBC and I waive all rights to inspect and/or approve the finished product in which the testimonial and/or photograph will be published.

Name of Award: UNBC SCHOLARS AWARD [ ] Tick if applying for BScN Collaborative Program

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return By: Preferable Method is Scan/Email: [awards@unbc.ca](mailto:awards@unbc.ca)



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the District of Houston Bursary be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To activate the District of Houston Bursary commencing the 2022-2023 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** July 9, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210825.06

**Moved by:** Zogas

**Seconded by:** Hanlon

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** August 25, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**

**AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** District of Houston Bursary

**Awards Guide Description/Intent:** The community of Houston is nestled in the beautiful Bulkley Valley amongst some of BC's finest outdoor recreational opportunities. Strategically located halfway between the hub cities of Prince George and Terrace, Houston is home to the outdoor enthusiast. The District of Houston is proud to support a student with this award who is from the District of Houston or a community in the Regional District of Bulkley-Nechako.

**Donor:** District of Houston

**Value:** \$1,000

**Number:** One

**Award Type:** Bursary

**Eligibility:** Available to a full-time undergraduate student. First preference will be given to a student from the District of Houston. Second preference will be given to a student from a community in the Regional District of Bulkley-Nechako.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Effective Date:** Established 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Vi Lambie Memorial Award be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To activate the Vi Lambie Memorial Award commencing the 2021-2022 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** July 14, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210825.07

**Moved by:** Gehloff

**Seconded by:** Zhou

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** August 25, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**

**AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Vi Lambie Memorial Award

**Awards Guide Description/Intent:** Violet (Vi) Lambie was a driving force behind the Mackenzie Nature Observatory and the Mugaha Marsh Banding Station. She dedicated nearly 25 years to bird work at the station along with countless hours of volunteer time. Vi's passion for Ornithology will be remembered by many, and continue to influence bird conservation in Canada for many, many years to come. With this award, Vi's family and friends would like to support a student with a shared passion for bird work.

**Donor:** John D. Lambie

**Value:** \$1,000

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full-time student enrolled in the Ecosystem Science & Management Program or Natural Resources and Environmental Studies Program who demonstrates passion and enthusiasm toward Ornithology. First preference will be given to a graduate student pursuing research or a career in Ornithology. Second preference will be given to an undergraduate student pursuing research in Ornithology.

**Criteria:** Academic proficiency.

**Effective Date:** Established 2020

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the Chair of the Ecosystem Science & Management Program.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Morrison Undergraduate Scholarship in History, with a name change to Morrison History Scholarship be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To revise the Morrison Undergraduate Scholarship in History commencing the 2021-2022 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** July 14, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210825.08

**Moved by:** Hanlon

**Seconded by:** Palmer

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** August 25, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** ~~In-course~~General

**Award Name:** ~~Morrison Undergraduate Scholarship in History~~Morrison History Scholarship

**Awards Guide Description/Intent:** This scholarship has been established to mark the service to UNBC of Dr. William R. Morrison, founding Dean of Research and Graduate Studies, and member of the History Department. To be awarded annually to an outstanding student. Dr. Morrison wishes to recognize an outstanding student in the History Program at UNBC.

**Donor:** ~~William Morrison~~Dr. William R. Morrison

**Value:** ~~\$250~~\$500

**Number:** One

**Award Type:** Scholarship

**Eligibility:** Available to the top fourth-year History major as selected by the History Department. If there is no suitable undergraduate candidate, a scholarship may be awarded to an outstanding graduate student as selected by the History Department.

**Criteria:** Academic excellence

**Note:** ~~If there is no suitable undergraduate candidate, two graduate scholarships may be awarded, or one at \$500 (see Morrison Graduate Scholarship in History).~~

**Effective Date:** Established 2010

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC History Department.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Tajuddaula Sadruddin Somani Equity, Diversity & Inclusion Award for Varsity Athletes be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To revise the Tajuddaula Sadruddin Somani Equity, Diversity & Inclusion Award for Varsity Athletes commencing the 2021-2022 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** Yes – But minor edit to criteria not requiring re-submission to SCFNAP (Determined by the Development Officer)

**Date to SCSB:** August 16, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210825.09

**Moved by:** Stathers

**Seconded by:** Palmer

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** August 25, 2021

**Date**

**Chair's Signature**

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** Athletic

**Award Name:** Tajuddaula Sadruddin Somani Equity, Diversity and Inclusion Award for Varsity Athletes

**Awards Guide Description/Intent:** To support UNBC's varsity student-athletes and the Equity, Diversity and Inclusion (EDI) efforts at UNBC, the Somani Family has established an endowed EDI award for student athletes from the First Nations, Métis or Inuit groups, visible minorities, and other underrepresented groups. The notion of accepting diversity and differences as strengths and nurturing compassion is pivotal for peace, prosperity and societal development, which resonates well and aligns with UNBC's motto "En Cha Huna". Integrating equity, diversity and inclusion (EDI) is critical for achieving UNBC's long-term aspirations and its ambitious and inspiring vision to transform the lives of communities through excellence, inclusivity, and compassion. Moreover, student athletes play a critical role in societal development as responsive and ethical citizens, future leaders and compassionate human beings.—

**Donor:** Tajuddaula Sadruddin Somani and Family represented by Rahim Somani

**Value:** \$500

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full-time undergraduate female or male student-athlete who is a member of a Timberwolves varsity team self-identifying as First Nations, Metis, Inuit, Person of Colour, visible minority or a member of an under-represented group.

**Criteria:** Demonstrated financial need and ~~academic excellence~~[academic proficiency](#).

**Effective Date:** Endowed 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by UNBC Athletics Director and verification by the UNBC Awards Office.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Judith Sandford Bursary be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To activate the Judith Sandford Bursary commencing the 2021-2022 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Advancement Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** Yes (Determined by the Development Officer)

**Date to SCSB:** July 21, 2021

**\*SCFNAP Vetting Process: (Section to be completed by SCFNAP Committee Recording Secretary)**

SCFNAP Motion Number: SCFNAP202109.03

SCFNAP Meeting Date: September 15, 2021 approved

SCFNAP Brief Summary of Committee Discussion: No changes or concerns expressed.  
Discussion on how eligibility is assessed.

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210922.03

**Moved by:** Bankole

**Seconded by:** Gehloff

**Committee Decision:** CARRIED.

**Attachments:** 1 Page

**Approved by SCSB:** September 22, 2021  
Date

Neil Hanlon, Acting Chair  
Chair's Signature

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Judith Sandford Bursary

**Awards Guide Description/Intent:** Judith has worked in the nursing field for over 50 years. Carrier Sekani Family Services (CSFS) would like to acknowledge the work of Judith for her contribution in nursing. Before working with CSFS, Judith worked with the First Nations and Inuit Health Branch (FNIHB) - now First Nations Health Authority (FNHA). While employed with FNIHB, Judith worked with many communities, including Takla, Lake Babine, Fort Ware and Ingenika. Judith continues to work with the 11-member nations of CSFS, as the Nurse Manager.

**Donor:** Carrier Sekani Family Services

**Value:** \$1,000

**Number:** One

**Award Type:** Bursary

**Eligibility:** Available to a full-time undergraduate student enrolled in the Nursing Program, who has completed 60 credit hours. First preference will be given to a First Nations student from a Carrier Sekani Family Services (CSFS) member nation (Burns Lake Band, Cheslatta Carrier Nation, Nedleh Whut'en First Nation, Nee Tahi Buhn Band, Saik'uz First Nation, Stelat'en First Nation, Takla Lake First Nation, Wet'suwet'en First Nation and Yekooche First Nation). Second preference will be given to a First Nations student of Carrier or Sekani descent. Third preference will be given to a resident of Northern British Columbia.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Note:** If the eligible student is from a Carrier Sekani Family Services (CSFS) member nation, they can receive both the Judith Sandford Bursary and Sarah Hein Bursary.

**Effective Date:** Endowed 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Native Northwest Reconciliation Award be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To activate the Native Northwest Reconciliation Award commencing the 2022-2023 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** Yes (Determined by the Development Officer)

**Date to SCSB:** September 2, 2021

**\*SCFNAP Vetting Process: (Section to be completed by SCFNAP Committee Recording Secretary)**

SCFNAP Motion Number: SCFNAP202109.05

SCFNAP Meeting Date: September 13, 2021 approved

SCFNAP Brief Summary of Committee Discussion: No changes or concerns expressed.  
Discussion on how eligibility is assessed.

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210922.04

**Moved by:** Bankole

**Seconded by:** Gehloff

**Committee Decision:** CARRIED.

**Attachments:** 1 Page

**Approved by SCSB:** September 22, 2021  
**Date**

Neil Hanlon, Acting Chair  
**Chair's Signature**

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Native Northwest Reconciliation Award

**Awards Guide Description/Intent:** Native Northwest's story began in 1983 with a social worker, a rack of postcards, and the vision of building everyday connection to Indigenous cultures. The company features Native arts and cultures, designed by Indigenous artists, built on a foundation of respect and authenticity. Native Northwest ties authentic designs to bold, new concepts where artists can tell the stories of their communities and cultures through their distinct designs. This award has been established to support Indigenous students pursuing an education in wellness, learning or culture at UNBC.

**Donor:** Native Northwest

**Value:** \$1,000

**Number:** One

**Award Type:** Award

**Eligibility:** Available to full-time Indigenous students. First preference will be given to students who are enrolled in the Bachelor of Education Program – Elementary Years. Second preference will be given to students enrolled in a Health Sciences Program. Third preference will be given to students enrolled in a First Nations Studies Program.

**Criteria:** Demonstrated financial need and academic proficiency.

**Effective Date:** Established 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Sarah Hein Memorial Bursary be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To activate the Sarah Hein Memorial Bursary commencing the 2021-2022 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Advancement Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** Yes (Determined by the Development Officer)

**Date to SCSB:** July 21, 2021

**\*SCFNAP Vetting Process:** (Section to be completed by SCFNAP Committee Recording Secretary)  
 SCFNAP Motion Number: SCFNAP202109.04  
 SCFNAP Meeting Date: September 15, 2021 approved  
 SCFNAP Brief Summary of Committee Discussion: No changes or concerns expressed.  
 Discussion on how eligibility is assessed.

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210922.05

**Moved by:** Bankole

**Seconded by:** Gehloff

**Committee Decision:** CARRIED.

**Attachments:** 1 Page

**Approved by SCSB:** September 22, 2021  
Date

Neil Hanlon, Acting Chair  
Chair's Signature

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Sarah Hein Memorial Bursary

**Awards Guide Description/Intent:** Sarah Hein worked as nurse between 1967 and 2019, retiring her career with Carrier Sekani Family Services (CSFS). CSFS was incorporated in 1990, as a child welfare agency and now provides health and legal services to 11 northern Indigenous communities – within Northern BC's Central Region. Sarah is not only a traditional Stellat'en matriarch, she was an Indigenous cultural advocate who overcame racism and sexism to provide education, training and nursing services as a Community Health Nurse with CSFS.

**Donor:** Carrier Sekani Family Services

**Value:** \$1,000

**Number:** One

**Award Type:** Bursary

**Eligibility:** Available to a full-time undergraduate student enrolled in the Nursing Program, who has completed 60 credit hours. First preference will be given to a First Nations student from a Carrier Sekani Family Services (CSFS) member nation (Burns Lake Band, Cheslatta Carrier Nation, Nedleh Whut'en First Nation, Nee Tahi Buhn Band, Saik'uz First Nation, Stellat'en First Nation, Takla Lake First Nation, Wet'suwet'en First Nation and Yekooche First Nation). Second preference will be given to a First Nations student of Carrier or Sekani descent. Third preference will be given to a resident of Northern British Columbia.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Note:** If the eligible student is from a Carrier Sekani Family Services (CSFS) member nation, they can receive both the Judith Sandford Bursary and Sarah Hein Bursary.

**Effective Date:** Endowed 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Vivian Shaw Memorial Bursary be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To activate the Vivian Shaw Memorial Bursary commencing the 2021-2022 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** September 10, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210922.06

**Moved by:** Bankole

**Seconded by:** Gehloff

**Committee Decision:** CARRIED.

**Attachments:** 1 Page

**Approved by SCSB:** September 22, 2021  
Date

Neil Hanlon, Acting Chair  
Chair's Signature

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Vivian Shaw Memorial Bursary

**Awards Guide Description/Intent:** This award has been established in loving memory of Vivian Shaw. Vivian was thrilled to have the Northern Medical Program (NMP) at UNBC and wished to support students in the NMP who plan to continue their career in Northern BC.

**Donor:** Vivian Shaw

**Value:** \$3,500

**Number:** Two

**Award Type:** Bursary

**Eligibility:** Available to a student who has been accepted into the Northern Medical Program (NMP) and plans to remain in Northern British Columbia following their studies. First preference will be given to a resident of Northern British Columbia.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Application Instructions:** Applications will be available from the Northern Medical Program Student Affairs Coordinator in September each year. Applicants should attach a letter describing their intent to work in Northern British Columbia following their studies if it is not already listed on their application.

**Effective Date:** Endowed 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the Northern Medical Program.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Allan Forsell Scholarship be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To revise the Allan Forsell Scholarship commencing the 2021-2022 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** August 24, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210922.07

**Moved by:** Stathers

**Seconded by:** Palmer

**Committee Decision:** CARRIED.

**Attachments:** 1 Page

**Approved by SCSB:** September 22, 2021  
**Date**

Neil Hanlon, Acting Chair  
**Chair's Signature**

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** Graduate

**Award Name:** Allan Forssell Scholarship

**Awards Guide Description/Intent:** Since 1989, Special Education Technology – BC (SET-BC) has worked in partnership with BC school districts and Level I and II Independent schools to support their K-12 students' access to and knowledge of assistive technology.

Allan Forssell was an educator who worked for ~~the Special Education Technology (SET-BC) Program~~. He assisted school districts in the North Coast Region of the province of BC by providing training and support for students with ~~disabilities~~ diverse learning needs who needed special adaptive equipment. Before joining SET-BC, Allan was a principal, a vice-principal, and a teacher in Prince Rupert. He has been described by his community as a "tireless fighter for the rights of children."

This award has been established to support students interested in assistive technology or teaching and/or supporting people with complex and diverse learning needs. The successful applicant may be going into occupational therapy, physical therapy, a support worker position, a teaching position, or a technician position working on assistive technology, etc.

**Donor:** ~~The~~ Special Education Technology - BC (SET-BC)

**Value:** ~~\$750~~ \$1,000

**Number:** One

**Award Type:** Scholarship

**Eligibility:** Available to ~~a~~ graduate students enrolled in the Education Program who ~~is~~ are a residents of ~~n~~ Northern British Columbia and demonstrates an intention of remaining ~~therein~~ the North. First Preference will be given to ~~a~~ students with a demonstrated interest in educational technology or teaching people with disabilities assistive technology or teaching and/or supporting people with complex and diverse learning needs.

**Criteria:** Academic excellence.

**Conditions:** ~~Successful applicants must agree to: 1) Provide SET-BC with their photo and bio; 2) SET-BC publicly announces their name as the recipient of this award.~~

**Application Instructions:** ~~Complete the Community Involvement section of the online Awards Application and complete the career goals/reasearch interest section of the application form stating your interest in special needs students.~~

**Note:** ~~Selection of the recipient will be made by a committee chaired by the Graduate Programs Office. Recipients of the award may apply again and hold the award twice.~~

**Effective Date:** Endowed 1995, Revised 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Cora Donald Bursary be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To revise the Cora Donald Bursary commencing the 2021-2022 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** September 2, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210922.08

**Moved by:** Stathers

**Seconded by:** Palmer

**Committee Decision:** CARRIED.

**Attachments:** 1 Page

**Approved by SCSB:** September 22, 2021  
Date

Neil Hanlon, Acting Chair  
Chair's Signature

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Cora Donald Bursary

**Awards Guide Description/Intent:** The BC Tel Pioneers ~~are~~was a non-profit organization of active and retired employees in the telecommunications industry. Today, the program is known as the TELUS Community Ambassadors. This initiative empowers TELUS team members and retirees to give where they live through a national volunteer club structure that provides volunteer services to communities across Canada. This bursary ~~has been~~was established in memory of the first Prince George chief telephone operator Cora Donald.

**Donor:** ~~The BC Tel Pioneers~~TELUS Community Ambassadors

**Value:** ~~\$700~~\$800

**Number:** One

**Award Type:** Bursary

**Eligibility:** Available to a full-time undergraduate or graduate student. First Preference will be given to an applicant who indicates a career path in the telecommunications field.

**Criteria:** Academic proficiency and demonstrated community/volunteer service in the Prince George Community.

~~**Application Instructions:** Complete the Community Involvement and Career Goals sections of the online Awards Application.~~

~~**Note:** Subject to passing grades, recipients may apply for this award more than once.~~

**Effective Date:** Endowed 1999, Revised 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Klohn Crippen Berger Award be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To revise the Klohn Crippen Berger Award commencing the 2021-2022 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** Yes, but minor edits so not submitting to SCFNAP (Determined by the Development Officer)

**Date to SCSB:** September, 10, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210922.09

**Moved by:** Stathers

**Seconded by:** Palmer

**Committee Decision:** CARRIED.

**Attachments:** 1 Page

**Approved by SCSB:** September 22, 2021  
**Date**

Neil Hanlon, Acting Chair  
**Chair's Signature**

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-Course

**Award Name:** Klohn Crippen Berger Award

**Awards Guide Description/Intent:** Formed in 1951, Klohn Crippen Berger (KCB) is an award-winning engineering, geoscience and environmental consulting firm delivering professional and practical technical solutions. They are committed to their vision to “Build a Better World” by contributing to social responsibility in the workplace and in the communities in which they operate. This award has been established by KCB to support UNBC students from Northern British Columbia.

**Donor:** Klohn Crippen Berger

**Value:** \$2,000

**Number:** One ~~in each 2018/19, 2019/20, 2020/21 (Funds to be disbursed in one lump sum)~~

**Award Type:** Award

**Eligibility:** Available to a full-time undergraduate student who has completed 30 credit hours ~~or a full-time second year graduate student enrolled in an Environmental Studies or Engineering Program~~ in the [UNBC BAsc Civil Engineering, UNBC BAsc Environmental Engineering or UNBC/UBC BAsc Environmental Engineering Programs](#). First preference will be given to a First Nations student. Second preference will be given to a resident of Northern British Columbia.

**Criteria:** Demonstrated financial need and academic proficiency.

**Effective Date:** Established 2018, [Revised 2021](#)

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Simons Foundation Bursary for Lone Parents be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To revise the Simons Foundation Bursary for Lone Parents commencing the 2021-2022 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Advancement Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** August 18, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210922.10

**Moved by:** Stathers

**Seconded by:** Palmer

**Committee Decision:** CARRIED.

**Attachments:** 1 Page

**Approved by SCSB:** September 22, 2021  
Date

Neil Hanlon, Acting Chair  
Chair's Signature

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Simons Foundation Bursary for Lone Parents

**Awards Guide Description/Intent:** The intent of the Simons Foundation Bursary ~~Fund~~ is to recognize and financially support promising and ambitious lone parents determined to pursue university educational opportunities. Preference for the award of these bursaries is given to female students as single mothers and their children who form the largest group living in poverty. ~~and it~~ is the intent of the Foundation to provide opportunities for ~~these~~ these individuals to complete their education and raise their standards of living.

**Donor:** The Simons Foundation

**Value:** ~~\$750~~ \$1,500

**Number:** ~~Variable~~ Two

**Award Type:** Bursary

**Eligibility:** Available to full-time UNBC students who are lone parents, ~~and whose children are enrolled in the UNBC Daycare. Preference will be given to a female student. First preference will be given to female students whose child or children are enrolled in daycare, pre-school, grade school or high school.~~

**Criteria:** Demonstrated financial need.

**Application Instructions:** ~~Complete the Financial Need section of the online Awards Application and submit proof confirming that your child(ren) are enrolled in the UNBC Daycare to the Awards Office. Students must submit proof that their child or children are registered in daycare, pre-school, grade school or high school to the UNBC Awards and Financial Aid Office.~~

**Effective Date:** Endowed 1996, Revised 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the UNBC Mental Health Champions Award be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To revise the UNBC Mental Health Champions Award commencing the 2021-2022 Academic Year.

**Proposed By:** Tara Mayes, Development Officer – Donor Relations

**Research & Innovation Contact:** Tara Mayes, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**First Nations Content:** No (Determined by the Development Officer)

**Date to SCSB:** September 9, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210922.11

**Moved by:** Stathers

**Seconded by:** Palmer

**Committee Decision:** CARRIED.

**Attachments:** 1 Page

**Approved by SCSB:** September 22, 2021  
**Date**

Neil Hanlon, Acting Chair  
**Chair's Signature**

**For Information of Senate & Board**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** ~~General~~[Entrance](#)

**Award Name:** UNBC Mental Health Champions Award

**Awards Guide Description/Intent:** This award has been established to support UNBC students who have undertaken formal or semi-formal training in mental health care and awareness.

**Donor:** Andrew and Kimberley Seabrook

**Value:** \$500

**Number:** Three ~~in 2021/22 and three in 2022/23~~

**Award Type:** Award

**Eligibility:** Available to a ~~full-time undergraduate~~ student [entering UNBC from School District 57](#) who has ~~undertaken formal or semi-formal training in mental health care and awareness~~[completed the Mindfulness and Mental Wellness Course](#). ~~First preference will be given to a student from School District 57. Second preference will be given to a resident of Northern British Columbia. First preference will be given to students from Prince George Secondary School (PGSS).~~

**Criteria:** ~~Demonstrated financial need and academic proficiency.~~ [Satisfactory academic standing.](#)

**Application Instructions:** ~~Applicants must include the following in their application: 1) the formal or semi-formal training they have undertaken in mental health care and awareness 2) their goals of sharing these teachings, habits, and attitudes with the greater UNBC community as champions for mental wellness.~~

**Effective Date:** Established 2020, [Revised 2021](#)

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by ~~the UNBC Awards Office.~~ [the high school teachers instructing the Mindfulness and Mental Wellness Course.](#)