

**THE UNIVERSITY OF WINNIPEG
BOARD OF REGENTS
BOARD MEETING AGENDA**

Monday, March 31, 2014
Convocation Hall
5:30 p.m.

- 5:30 p.m.**
1. Call to Order
 2. Adoption of the Agenda
 3. Adoption of Minutes – January 27, 2014
 4. Board Education – Presidential Search Process
 5. Reports
 - 5.1 Chair's Remarks
 - 5.2 President & Vice-Chancellor's Remarks
 - 5.3 Nominating Committee
 - 5.4 Governance and Community Relations Committee
 - 5.5 Audit Committee
- 6:45 p.m.**
6. In Camera
- 8:30 p.m.**
7. Adjourn

THE UNIVERSITY OF WINNIPEG
(the “University”)
Meeting of the Board of Regents (the “Board”) held on
Monday, January 21, 2014 at 5:30 p.m.

PRESENT: L. Adeleye-Olusae, L. Axworthy, P. Campbell, R. Campbell-Stovell, A. Forest, M. Fultz, K. Grower, R. Ingram, E. Johnstone, L. Kakegamic, B. Keyser, J. Knox, C. Lee, R. Lewis, P. McLeod, N. Murdock, G. O’Farrell, O. Siddiqui, N. Tajdin, R. Taylor, M. Vachon, L. Waters

PRESENT WITH CONSENT OF THE BOARD: B. Balan, T. Einarson, M. Emslie, D. Fitzpatrick, P. Hossack, C. Morrison, R. Nakoneczny, D. Radi, J. Rattray, J. Read, M. Reimer, K. Rosen, C. Russell, L. Warkentin

REGRETS: N. Besner, J. Dearborn, Z. Fleisher, R. Hart, A. Moran, R. Silver, B. Suderman, G. Van Den Bosch, D. Vanderwel

B. Keyser acted as Chair of the meeting and C. Morrison acted as Secretary. Notice of Meeting having been given and a quorum of Regents being present, the Chair declared the meeting to be properly constituted for the transaction of business.

1. Approval of Agenda

B. Keyser tabled the Agenda. On a motion by L. Kakegamic and seconded by G. O’Farrell:

RESOLVED THAT the Agenda is approved.

Carried.

2. Approval of the Minutes of the Meeting of November 25, 2013

B. Keyser tabled the Minutes of the Meeting of November 25, 2013, and requested a motion for the approval of same. On a motion by P. Campbell and seconded by J. Knox:

RESOLVED THAT the Minutes of the Meeting of November 25, 2013 be approved.

Carried.

3. Board Education

K. Rosen presented a report on Brand Messaging.

4. Chair's Remarks

B. Keyser provided an update on the Presidential Search.

5. Report of the President and Vice-Chancellor

L. Axworthy's report included information on the following:

- a summation of the incident which occurred at the P. Fontaine lecture on January 22, 2014;
- a presentation was made at a meeting of the Indigenous Advisory Circle, with respect to the possibility of creating a new structure for Wii Chiiwaakanak Learning Centre;
- A. Stokke of Mathematics & Statistics appeared on Lang & O'Leary on CBC on December 3, 2013;
- J. Ritch has been invited to be a member of the College of Reviewers for NSERC Industrial R&D Fellowships program;
- M. Martin has received \$150,000 from the province of Manitoba, Jobs and the Economy;
- D. Blair has received \$14,000 from the Province of Manitoba, Conservation and Water Stewardship;
- C. Wiebe has received \$79,016 from the Canada Foundation for Innovation (CFI);
- C. St. Germain is the first recipient of the Johnson Waste Management Bursary;
- K. Edwards will travel to the Reservation Economic Summit in Las Vegas in March, 2014; and
- a public lecture entitled A Brief History of the Supreme Court Decision on the Métis Land Claim Case will be given on February 6, 2014.

6. Nominating Committee

C. Lee advised that J. Rodgers has submitted his resignation, leaving a vacancy for the Vice-Chair of the Board. He tabled an updated Committee Membership List, for information.

7. Governance and Community Relations Committee

P. McLeod advised that the Governance and Community Relations Committee is continuing its policy work, and will likely be bringing items for approval at the next meeting of the Board.

8. Joint Finance/Audit Committee

E. Johnstone advised that the Finance and Audit Committee had met jointly, on January 21, 2014, to the mandates of both committees and in particular, the area of risk management. As it was noted that the concept of risk management is not clearly defined, both committees are recommending amendments to the general By-Law. C. Morrison indicated that a Notice of Motion will be presented at the next meeting of the Board of Regents, with a vote to take place at the following meeting.

9. **In Camera Discussion**

10. **Adjournment**

As there was no further business to come before the meeting, on a motion by M. VAchon:

RESOLVED THAT the meeting be terminated.

Carried.

Chair

Secretary

PRESIDENT'S REPORT
MONTHLY REPORT TO THE PRESIDENT'S REPORT
March 31, 2014

ACADEMIC EXCELLENCE

Provost and Vice-President, Academic and International

- March 24th – 28th the VP Academic participated in a CBIE (Canadian Bureau of International Education) mission to Brazil to sign research agreements with Brazilian equivalents to the Tri-Council (CIHR, NSERC, SSHRC).
- Office of the VP Academic and the Provost's Office at the University of Manitoba coordinated and co-hosted the WestVAC/ WestVPR conference, March 5th – 7th in Victoria which saw its highest attendance in several years. The VP Academic & International (Neil Besner) and VP Finance & Administration (Bill Balan) made a presentation, *When Worlds Collide*, which examined the relationship between the Financial and Academic entities of post secondary institutions.

Faculty of Arts

- An endowment fund for Arts research and teaching awards has been created; its balance is already \$10,000.00
- 2 inaugural Faculty of Arts Awards in Research Excellence were administered:
 - Tenured faculty category: Dr. Murray Evans, English
 - Probationary faculty category: Dr. Adam Scarfe, Philosophy
- Dr. Jenny Wills, English Department, lectured at Stanford in February. (See <http://news-centre.uwinnipeg.ca/all-posts/uwinnipeg-professor-lectures-at-stanford-university>)

Faculty of Business & Economics & PACE & CTLT

- Departments of Business & Economics & PACE:
 - Business Masters in Management in Technology, Innovation & Operations (MiM-TIO) was approved at March Senate.
 - A Bachelor in Business Administration (Honours) program was approved at March Senate.
 - A new Innovation Engineering program at PACE, first in Canada, was approved at March Senate. This program was developed in collaboration with Manitoba Manufacturers and Exporters and the University of Maine.
 - Dean's Advisory Council formed with 7 local/regional CEOs; currently reviewing the Faculty's strategic plan.
 - New proposal underway for an Intelligent Building at the Buhler building to be joined to Western Diversification funding proposal.

- Process completed to pilot a new prior learning assessment and recognition based on the submission of a portfolio.
- Several student competitions (40 students attended Jeux De Commerce West, Ethics Bowl, and the Gathering of Accounting Associates, Professionals, and Students) and Executive speakers on campus.
- Online Learning:
 - 3-year plan for course development online reviewed and approved by Deans and Senior Administration. Online registration at PACE is operational. PACE marketing first Certificate in Management starting in Spring 2014.
 - Completing a list of courses to be transferred to the eCampus Manitoba website.
 - Development of a strategy is underway for a fully online degree.
 - CTLT is creating a template for online courses including navigation, and working with course authors through the new online course model.
- Community, Donors, Marketing, Management & Other Faculty:
 - Several new partnership agreements being formed/negotiated (Desjardins, Brazil pilot project, accounting bodies, donors).
 - MOU signed with Harbin University of Commerce (HUC) for 40-60 students per year beginning in 2016.
 - New events on campus: India Centre Science & Spirituality, MBlog, CYBF Entrepreneur Round Tables.

Faculty of Kinesiology

- The UWinnipeg Sun Life Diabetes Awareness and Education Program has had two presentations accepted at the Global Summit on the Physical Activity of Children, in Toronto during May; a conference of international researchers in childhood physical activity.
- The Dr. David F. Anderson Gymnasium Bleacher sale has raised over \$80,000 during the initial launch of the initiative. Along with an annual \$20,000 commitment from the Ian and Kim Anderson Foundation, funds will be applied to the cost of replacing the west bleachers.

Faculty of Science

- Dr. Charles Wong's Tier 2 CRC has been renewed; it is now titled Canada Research Chair in Ecotoxicology.
- Dr. Matt Dyce of Geography won the award for best paper in the last 12 months in the Journal of Historical Geography. (See <http://news-centre.uwinnipeg.ca/all-posts/uwinnipeg-faculty-member-awarded-journal-of-historical-geography-prize/>)
- Dr. Anna Stokke of Mathematics & Statistics was featured in the Globe & Mail on Saturday, March 1 for her continuing efforts to improve mathematics education.

(See <http://www.theglobeandmail.com/news/national/education/why-the-war-over-math-is-distracting-and-futile/article17178295/>)

Graduate Studies

- As of the end of February 2014, applications for the UW Graduate Studies programs are up by 43% (year-to-date figures), including significant increases in both full-time international (+62%) and full-time domestic (+76%) applications.

English Language Program (ELP)

- ESL Teacher Certificate Program (ESL TCP): We recently received confirmation from the Registrar that any degree student that successfully completes the ESL TCP will be awarded 6 transfer credits as elective credits towards any UW degree. This is significant as it recognises the program across the university and will allow opportunities for UW students and ELP growth; to date credits for the ESL TCP have only been recognised/allocated to students in the B.Ed program.
- Compared to 2013, we have seen enrollment increases in the 14 Week program (5%) and the ESL TCP (54%) for the Winter 2014 term.

UWinnipeg Collegiate

- A team of Grade 10 Collegiate students won a \$500.00 grant from Wavemakers, the youth wing for the Centre for Affordable Water and Sanitation Technology in Calgary. The students' proposal focused on reversing the eutrophication of Lake Winnipeg.
- 73 Collegiate students have applied and been accepted, through Seamless Admission, into the University of Winnipeg for next year.

Student Recruitment

- Open House 2014, held on February 19th, was a success again this year. Feedback received from Faculty, staff and attendees was very positive regarding the quality of questions students asked as well as the quality of information students received. This year's Open House included an information fair, Faculty presentations, mini-lectures, tours, an application centre located at Student Central, and a Counsellor's Lounge. All were well attended and well received. Attendance included approximately 1303 students, 210 parents, 45 High School Counsellors, 250 UWinnipeg staff, 41 Student Ambassadors as well as volunteers.
- By the end of March, Student Recruitment will have also participated in the following Recruitment events: Brandon Career Symposium, Rotary Career Symposium and MACAC Minnesota Recruitment fair tour as well as supporting SPUR Youth Leaders event.

Library

- The Library undertook a strategic planning session on February 27th and 28th with the intention of finding ways to streamline and enhance operations, looking specifically at increasing dialogue and engagement with students and faculty, and

minimizing redundancies and inefficiencies. A report will be presented to the VPA for approval once the process is complete.

- Parts of the Library are currently being re-carpeted in areas that were identified as health and safety hazards.

Outstanding Student Experience

Student Services

Aboriginal Student Services Centre (ASSC)

In total, 533 applications were received for the Fall/Winter 2013– 2014 academic year up 21 from last reporting period: 291 students identified as First Nations, 224 as Métis, 10 as Inuit, and 8 as Other. Of the 533 applications received, 389 (72%) were admitted, resulting in 216 (54%) registrations.

In addition to the over 2400 student contacts handled on-site, an additional 1392 contacts were made through recruitment events for a total of 3792 student/potential student contacts. The Liaison Officer and ASSC staff attended 10 career fairs and 11 school presentations, and provided 6 campus tours.

The Transition Year Program (TYP) enrolment for this year is 159, an increase of 7 new student registrations for the Winter Term and an overall increase of 14 from last year's 145 registrations. That group has filled 5 sections of Academic Writing, 3 sections of Intro to University, and 1 section of Intro to Computers, and also filled 460 of the 650 reserved seats (returning the remaining unused seats back prior to the start of classes).

The 6th University Preparatory Program concluded this month and 5 students will be writing the GED on March 14th and 15th. With an initial enrolment of 14 students, we are pleased that 33% have completed the program – this is a highly at-risk, marginalized population. This group will be eligible for admission as either Mature or Mature Access students and able to enter the Transition Year Program.

Elders in Residence have been conducting Smudge Ceremonies, counselling students, offering traditional teachings, and sharing circles on-site at ASSC and Campus. Plans are underway for the annual University of Winnipeg Graduation Powwow on April 5th—this year's theme will be a celebration of Aboriginal language.

Academic Advising

In January, 2014, Academic Advisors had 471 scheduled appointments and 529 drop-ins for a total of exactly 1000 meetings with students. Numbers are high since it was the start of winter

term and students have many questions during this time period. In February, appointments totaled 333 while drop ins numbered 239, reflecting the fact that few students are on campus during Reading Week. Academic Advisors met with 1572 students in January and February, 2014, up 32% from that time period in 2013.

Accessibility Services

Accessibility Services (AS) registered 38 new students in January and February, 2014. This represents a 44.7% increase in the number of new students over last year during this time period.

In January and February, 269 tests and exams with accommodations were scheduled by AS staff for students. This is a 9% increase over last year's scheduled exams during this time period.

Admissions

Now that the first major application deadline (Dec 1) has passed, Admissions has been busy admitting students. With the new self-reporting grades process for high school students in Manitoba, UWinnipeg is now able to make rolling admission offers to students without having to wait for interim grades. This is a significant change to our process, which is proving to be very beneficial in terms of turnaround time and providing a quality admission experience for our prospective students.

Admissions took part in the Collegiate Open House on Feb 6 and the Open House on campus on Feb 19 for prospective students, where they talked with students about requirements and even had some students submit their online applications on the spot!

Adult Learner Services/Recognition of Prior Learning

Academic Advising/Adult Learner Services offered eight Study Smart Workshops in January 2014 and 168 people participated, learning more about topics such as Note Taking, Reading Strategies, Critical Thinking, Memory/Test Taking, and Dealing with Exam Anxiety.

Awards and Financial Aid

January is busy given it is the beginning of the second installment of student loans for the Winter Term. The Manitoba Student Aid Program at UW has more than 1,200 students borrowing funds to pay for their education.

The Fall/Winter 2014 major and applied-for entrance scholarships for first year students were selected in February. Normally this process happens in the Spring but for the first time, UWinnipeg used the entrance awards as a significant recruitment tool, to attract some of the Province's best and brightest to UW for the Fall 2014 term.

On Feb 14 along with the Louis Riel Institute, the Awards and Financial Aid Office hosted an information session in the Aboriginal Student Services area targeted at providing information to Metis students about financial assistance available at UWinnipeg.

Campus Living

A new Director of Campus Living started on January 29th, 2014. Overall, campus living is 87% full; this winter occupancy rate reflects the normal modest decline from the fall peak, reflecting a loss of students who complete single semester programs and return home.

A new Residence Life training program for student leaders is being developed with on-campus services and external community resources. Student staffing structure, job descriptions, and compensation for the 11 student staff roles are being modified to reflect tiered leadership structure within the team. A residence contract review committee is being formed to gather feedback from students to improve policies and procedures.

Career Services

The University of Winnipeg Career Services office held its annual Career Fair in January, which attracted approximately 1500 students and 80 exhibitors. Over the past two months Career Services has given three Employment Presentations about resume/cover letter writing, job search and interview skills to students from International Student Services, Business Administration and the Educational Assistant Diploma Program.

Counselling

Dr. Jan DeFehr continues to be booked with individual counselling appointments. Additionally she meets with UW mentors and UWSA peer support workers, helping them prepare to respond to students in distress. Plans are underway to develop a student counseling practicum, together with the University of Manitoba, Faculty of Social Work.

Diversity Food Services

The U of W has teamed up with Winnipeg Folk Festival in a new partnership that will see Diversity as the main food service provider for all volunteers and performers at the 2014 Winnipeg Folk Festival this July. Nearly 10,000 meals are prepared and served each day during the five-day festival in the backstage La Cuisine kitchen facility.

Diversity continues to participate in University community initiatives. They are contributing to the Student Life "Thrive Week" March 24 - 28 by offering space for events as well as healthy food options for the participants.

Chef Ben and Kirsten Godbout, Operations Manager, are working with Food Matters (a provincially funded initiative) to assist in the development of a tool kit for institutional food service providers. The tool kit supports procurement practices that support local farmers and producers - a practice that is at the heart of the company.

Healthy Campus Advisory Committee

The UWinnipeg Healthy Campus Advisory Committee held its inaugural meeting in February. This committee is responsible for developing a Healthy Campus policy, determining ways to

promote all aspects of health and wellness for the campus community and setting metrics to monitor effectiveness

International Student Services

Throughout the months of January and February, International Student Services has offered several events and workshops aimed at engaging the international student community on campus. Topics included, *Ready, Set, Go Library Resource Session*; *Survival 101: Manitoba Edition* (preparing for Winnipeg winters, ways to understand Canadian culture); *Saving Money, Eating Better*; *International Student Employment Session*; and *Cookies, Coffee, and Conversation* (fun and interactive activities to encourage the students to build their conversational English-speaking skills and confidence).

ISS hosted two monthly potlucks in the International Student Centre in January and February, each with approximately 35 students in attendance.

The International Tutor Program began in January 2014, offering tutoring in Mandarin and English to international undergraduate students in 13 different subject areas in addition to assistance with academic writing. International Student Services continues to offer legal and immigration advice, through lawyer Jennifer Bird.

Klinic Student Health Services

During the period of January 6 – January 31, 2014, there were 192 client visits in total and $\frac{3}{4}$ of the visits were by females. Thirty-seven (37) new clients were seen, accounting for 19% per cent of overall client visits. Thirty-one percent of these visits were sexual or reproductive health related. The Dietitian conducted one presentation for International Students on *Navigating the Canadian Grocery Store*.

Orientation 2014

Planning is underway for Orientation 2014 which will take place on August 25, 26, 27, and 28, 2014. Orientation welcomes our new students to our University, informs them of services and supports available to them and prepares them for their classes in fall of 2014.

Student Central

The Student Central at The University of Winnipeg continues to be the central hub, where students, staff, faculty and community come for information and assistance regarding university entrance, course registration and fee payments. In January and February 2014 the number of students assisted was 8264 and 3011 respectively. The start of term in January with the course registration and fee payment deadlines in that month significantly impacted the numbers.

Student Intake & Conduct Office

The Student Intake & Conduct Manager (a new role) began on January 27, 2014. This person acts as the Intake Social Worker for students who have concerns and are seeking services. She does a consultation with the student, which includes an assessment of their situation, a risk assessment, triage of their situation in terms of urgency to be seen, and make connections with appropriate services and supports (e.g., counselling, Clinic Health Services, UWSA Peer Support). She has connected with students primarily through the Student Wellness & Resource Intake telephone line and the posted walk-in times, and since February 10, she has seen over 50 students.

She has conducted 5 presentations to faculty and staff groups to describe the process of helping students to connect to services and supports, has conducted 4 staff consults and made numerous telephone and in person connections with community agency partners.

The Intake and Conduct Manager has led the coordination of THRIVE week - dedicated to promoting wellness and raising awareness of resources that are available both on and off campus, for students staff and faculty. THRIVE week will run from March 24-28, 2014 and includes free healthy breakfast food, yoga, puppies on campus, a mindfulness workshop, music, dancing, performances and the 1st Annual UWinnipeg Mental Health Summit with guest facilitator, Jonny Morris from the Canadian Mental Health Association British Columbia.

A partnership with the WRHA Mental Health Promotion team has been secured- a Mental Health Promotion Specialist will work a .2 to support the mental health component of the Healthy Campus strategy.

Indigenous, Government, and Community Affairs

Access:

- Ongoing partnership with the four child welfare authorities and the Province to support 19 students currently enrolled in the Tuition Waiver Program for youth raised in the child welfare system. Fall term marks available at the end of January led to additional communication with students and Authorities; preparations for third intake beginning with 2014/15 application release in February. Revised and updated acceptance letter template, accompanying information sheet, release of information document and Authority/Agency agreements, etc. Booth University College and Saskatchewan universities now look to be replicating the program with assistance from UW.

Indigenous:

- Formalized longstanding relationships through MOU signings with Fisher River Cree Nation and Dakota Ojibway Tribal Council.
- Finalized Elder Protocols administrative policy and Indigenous Advisory Circle Terms of Reference after broad circulation and discussion and consensus.

- Partnered with Indspire (former National Aboriginal Achievement Foundation), faculty, staff and students and hosted 150 Indigenous students on March 20, 2014, and introduce them to the University.
- Met with the new Director of the TRC National Research Centre about UW's engagement with the archives.
- Worked in partnership with UW professors , community leaders and UW Community Learning leaders to develop an Indigenous evaluation model that will provide UW students with an opportunity to learn and implement program evaluation.
- Met with potential government funders to source funding to launch the BSc in Science, the Environment and Indigenous Knowledge.
- 'Indigenous and Proud' self-identification campaign has been has been launched.
- Indigenous web portal has been updated.
- Indigenous Advisory Circle and MDP Advisory Circle meetings held in January, next meetings scheduled for June, 2014.

Budgets and Funding

- Prepared 2013/14 budgets and development of 2014/15 budgets, especially around forecasting for fundraised Community Learning areas.
- Preparation is underway for the May 21st fifth annual I Heart UWinnipeg dinner in support of the Opportunity Fund.
- UW Science Adventures (formerly Eco-U Summer Camp) 2014 funding achieved through work with new donors; planning and hiring process begun.
- Researching new potential donors.
- Completing reports to 2013 funders.

Strategic Events / Learning Opportunities:

- Residential School Symposium March 21, 2014.
- Justice Murray Sinclair, Chief Commissioner of the Truth and Reconciliation Commission of Canada, spoke to campus community in February.
- Partnered with the Province, community partners and UW professors on the UN Women Safe Cities global initiative in Winnipeg.
- Preparations to host Winnipeg Chamber's Leadership Winnipeg project on campus in April are underway.

Represented the University in the Community (selected):

- Economic Development Winnipeg Leadership breakfast, *Literacy's Impact on Criminal Justice and Youth* hosted by Frontier College, International Women's Day event at the

Legislature, *Heart Medicine Work: Reclaiming Indigenous Women's Knowledge to End Violence Against Women* organized by Ka Ni Kanichihk, exceed Science in Spirituality India Centre campus event and arranged for WPS Opportunity Fund announcement at Multifaith Breakfast.

Indigenous Inclusion – Director Wab Kinew (selected activities)

- Indigenous Insights is 80% complete. A demo reel and completed module entitled "New Beginnings" are complete and being circulated internally and externally as a proof of concept. Feedback will be incorporated with target completion June 2014.
- Young Entrepreneurs second cohort winner was selected as Diandre Hart Thomas, an 18 year old Cree woman who pitched an online resource for teaching Indigenous youth traditional culture. In addition to travelling to the Reservation Economic Summit on March 17 to pitch her idea, she launched her website in mid-March and is growing her business. This project realizes partnerships with the Winnipeg Chamber of Commerce, the Aboriginal Chamber of Commerce and the US based National Centre for American Indian Enterprise Development
- Committed to support an Ojibwe language contest run by the UWASC via the Dr. T. Kinew fund
- Defended the winning novel *The Orenda* at Canada Reads 2014 on CBC Radio and Television and introduced as UWinnipeg Director of Indigenous Inclusion.
- Attended numerous conferences in BC, New Brunswick, Manitoba and Ontario to speak about education and business and was introduced as UWinnipeg Director of Indigenous Inclusion.
- Wrote a column for VICE which is a thorough analysis of the First Nations Control of First Nations Education Act announcement
- Furthered partnerships with Treaty Relations Commission of Manitoba and NCI FM
- Spoke at classes including for Menno Simons College
- Completing second term of Master's in Indigenous Governance.

Wii Chiiwaakanak Learning Centre

- Current programming includes: Pow wow club, cultural teachings, Sacred Seven, Let's Talk Science, Let's Speak Cree, Change Ur Tune with the Indigenous Leadership Development Institute, reading circle and adult literacy with Frontier College, and an advanced computer class.
- Young Entrepreneurs program wrapped up with two youth winners headed off the Las Vegas to pitch at the 27th Annual National Reservation Economic Summit on March 17, 2014.
- Received 25,000 in funding from the Winnipeg Foundation, with other additional funding requests submitted to potential donors. All programming externally fundraised.
- Brochure completed and prepared for printing.

- Web site redesign underway.
- Completing Masters Certificate in Project Management in the fall of 2014.

Collegiate Model School

- Forty students in total are enrolled in the Model School this year, 30 students in grades 9 – 12 and 10 in the Mature Student program.
- Summer employment partnership with the Manitoba Civil Service Commission, Federal Government, Winnipeg Aboriginal Sport Achievement Centre and the Model School. We are hoping to employ 25 youth and young adults for July/August internships with government. (This will be our third year with the provincial partnership.)
- Created a new partnership with Apprenticeship Manitoba Jobs and Skills Development Jobs and the Economy to access trade programs including apprenticeships and internships for students from the Model School Program and other high schools affiliated with the Shine On program.
- Aboriginal Affairs department is now funding a small project to update and expand the profiles of promising Canadian programs and the Model School is one of those selected.
- Planning with Freeze Frame and the Aboriginal Directorate is almost complete to begin a joint project. It will run in the spring session of 2014 for grade 9 students, includes linking with a rural school and working on issues around urban/rural food security.

Eco-Kids on Campus

- After a fall hiatus, the Eco-Kids on Campus program resumed with Strathcona School beginning in January, followed by Sister Mac in May.
- Inner-city students in grade 6 come to UW for eight weeks to participate in fun, hands on science activities that nurture curiosity, encourage high school graduation while introducing the students to a post-secondary institution.
- Since its inception in 2008, the program has provided nearly 200 weeks of programming to almost 600 inner-city children. We are continuing to work with the Faculty of Science, the Faculty of Education, the UWSA Bike Lab and the Winnipeg Aboriginal Sport Achievement Centre to grow and develop curriculum and presenters.

Shine On Initiative

- Eighth year in partnership with the Province of Manitoba Aboriginal Education Directorate
- Work with children and youth who are underrepresented in post- secondary; work in inner city junior and senior high schools to assist students with school related activities such as applying for bursaries and scholarships, obtaining identification including driver's licenses, birth certificates and Treaty/Metis cards.

Human Resources, Audit and Sustainability

Bargaining/Labour Relations

UWFA

Collective bargaining for our Regular Academic Staff bargaining concluded in February of this year with the University of Winnipeg Faculty Association on a 3 year collective agreement which will be in place until the end of March of 2016.

When bargaining was last reported, the University and the UWFA had jointly requested the appointment of a conciliator. Conciliation took place January 27 and 28, 2014. We were unable to reach agreement on the outstanding compensation issues and on January 29, 2014 jointly requested the appointment of Arne Peltz as a mediator by the Minister under the Labour Relations Act.

The Minister of Labour appointed Mr. Peltz, an external lawyer, and experienced arbitrator and mediator. The parties scheduled mediation for 3 days, February 6, 7 and 8, 2014. Mediation days were lengthy (10 + hours each day), and at the conclusion of day 3 reached a tentative agreement. That agreement was ratified by the UWFA membership the following week.

There are numerous governance changes to the collective agreement which will be beneficial to both parties, and significant changes requested by UWFA which would have had a substantial financial and operational impact were not bargained into the agreement. One of the more significant changes has more of a future orientation - changes to the tenure and promotion process. These changes will establish faculty-based committees chaired by the Faculty Dean. There will be significant consultation and work required within each faculty to establish faculty-based criteria, and given the scope of the change will not be implemented until 2015.

Conclusion:

The General Salary Increases over the 3 years total 6.9%, just below the total of the U of M three year deal.

The Association has been advised at our request, by the mediator that this agreement will require a number of steps to be taken by the administration in order to effectively meet the budget impacts of this agreement, including reduced hiring, class cap reviews and increased support for on-line learning. They have also indicated willingness to work with the administration on going to government to discuss the U of W's funding situation.

IUOE

This four-year collective agreement expires March 31, 2014, and the parties have served notice to bargain. The initial meeting is set for March 27, 2014. We have received our bargaining mandate, and are finalizing our proposals. IUOE represents our Physical Plant employees.

Administrative Series Review:

Upon presentation of the review and recommended changes, the University received a number of questions from AESES that required further analysis and discussion prior to implementation. Those questions have been responded to, and the Union has requested a further meeting with Human Resources to finalize the review in order that we can move forward. Once the agreement has been reached with the Union, communications to those participating in the review, including their managers will be prepared and undertaken.

Compensation Disclosure:

Human Resources is responsible for the preparation of the University's annual compensation disclosure report which is required by the external auditors. This work is underway. Once the report is audited, the University provides copies to the Library, and submits the information to the provincial government through the Minister.

Audit

Audit Services has been involved in a variety of initiatives during this period including:

- Participation in the development of the University's Enterprise Risk Management plan;
- Completed an efficiency and effectiveness review of the Accounts Payable processes;
- Engaged an information technology auditor to undertake a review of systems not currently supported by TSC;
- Completed the Housing (Star Rez) system audit, presented to the President and Senior Executive and the Audit Committee
- Spent significant time with management in preparing the annual audit plan, including reviewing current and potentially anticipated future risks, organization and operational changes which may require audit in the future. The plan was presented for approval to the Audit Committee at the March meeting.

Sustainability

The University of Winnipeg received recognition from the Province of Manitoba receiving a 2013 Manitoba Excellence in Sustainability Award. This year, the University won in the category of Action on Climate Change, Air Quality and Energy Efficiency, in essence recognizing the significant achievement of reaching our Kyoto targets.

In addition, the Campus Sustainability Office has been involved in a number of important initiatives as follows:

- Most significantly, we have worked with many areas of the University to develop a change to the University's Capital Projects and Renovations Policy, tabled in March with the Finance Committee which reflects the Sustainability Strategy adopted by the Board in January 2012. This was truly a team effort including Finance, Operations and the CRC.
- Progress is continuing to be made on the PACE certificate program in Sustainability as we are now moving forward with focus groups to assess the program and overall interest;
- The University of Winnipeg is now officially registered in the STARS which is a transparent self-reporting system specifically for colleges and universities to measure their sustainability performance. Significant work will be required before we submit our data and receive our initial rating.
- Work continues with the Campus Fair Trade Committee. There has been assessment of our current suppliers, and the committee is confident that our major suppliers meet the Fair Trade criteria. The Sustainability Office has been working with Athletics, Bookstore, and others on this initiative.
- The Director has been successful in obtaining additional funding from the Canadian Beverage Container Recycling Association to purchase additional new bins to enhance recycling and composting on campus. The initiative has been well received to date, and the additional funding (\$25 to \$40,000) will enable the University to purchase these new bins and to expand their deployment to Buhler and RCFE. The work has been sent out for bid, and the process is close to being finalized.
- The Physical Plant management has been working very closely with the Sustainability Office, and we want to acknowledge their cooperation and assistance – they have been very inclusive in their recent RFP for cleaning, and have invited Sustainability input they have worked with us to have Johnson now collecting recycling.
- The University is starting with e-waste pick up again – first for the University community; however we would like to see that expand to a community drop-off should there be capacity for us to manage that effectively.
- Continuing to work with the CRC on the new housing complex (Buhler South) and providing assistance and input where possible on sustainability elements.

FINANCE AND ADMINISTRATION

Capital

- Construction for the United Rec-Plex continues
- Discussions regarding the NRC Building are ongoing.
- Responses to the RFP for Bryce Hall conversion for Collegiate music program shared with Manitoba Conservatory of Music occupancy were received. Awarding the contract awaits Board of Regents approval.

- Seeking feasibility study funding for the Heritage Conservation and Exhibit space project, which will assist in making a grant application to Canadian Heritage's Cultural Spaces program.
- 49 Oak St listed for sale.

Operations

- We continue to push hard to complete the 2013-2014 COPSE minor capital and deferred maintenance projects by March 31.
- Projects include improvements to Campus Power supply

Sustainability projects

- The removal of sunshades on the east side of Manitoba Hall has been postponed until the summer of 2014 as the work will be too disruptive to classes in Manitoba Hall. A portion of the funding provided by COPSE will be used to place netting over the side of the building to ensure safety until we are able to complete the work. COPSE approved the reallocation of the funds remaining unspent to update fire escape plans and upgrade the fire alarm system in certain buildings and provide some new carpeting for the Library.
- COPSE awarded the University an additional \$2 million in additional Deferred Maintenance monies which will be carried forward to 2014-2015. The majority of this funding has been allocated to deal with the Manitoba Hall sunshades including window replacement. We will develop a plan for the remainder of the funding once we have finalized the cost of work on Manitoba Hall.
- COPSE also announced a new envelope of funding of \$1 million available to the sector for sustainability related projects. The University will be developing proposals to obtain a portion of these funds, building on the success we have demonstrated through the investments we have made to date.

Finance

- Work is underway on the 2014-2015 budget, identifying opportunities to further streamline University operations and balance future budgets. Early drafts show a sizable gap which we are working to close.
- The Provincial Budget delivered on the Minister's promised 2.5% grant increase for 2014-2015. We will find out about the permitted tuition increase in April. The budget also announced the elimination of the Council on Post-Secondary Education (COPSE). The COPSE Act has a significant impact on the University regulating everything from what programs we are permitted to offer to restricting what we are able to do financially and limiting tuition increases. We are closely monitoring the development of new legislation to determine the impact on the University.
- The 2013-2014 Risk Management Analysis has been completed and will be presented to the Board in March.

Technology

- The replacement of the Novel networking environment with an industry standard Windows environment has been completed. All of the departmental shared storage discs and printers have been migrated. Performance tuning and quality assurance checks are being carried out. The conversion of old GroupWise archive files to the new email standard will be completed in early April.
- Projects based on the new student technology fee are underway and proceeding to plan. The top priorities are risk mitigation, student degree planning tools, upgrades to the class scheduling/room allocation system, and classroom technology.
- A new network intrusion detection/prevention system has been implemented. It operates in conjunction with the anti-virus software to protect the University's networks against a broad range of malware, denial of service attacks, and other forms of intrusion.
- TSC is continuing to work with the other members of MRnet to define and size the potential for broadening the existing shared services association. The objective is to identify additional areas where Manitoba's public and post-secondary educational institutions can achieve economies of scale through collaborative action.

Online Learning

- CTLT has conducted a survey of students to gauge their perception of the learning management system (Nexus). The survey achieved a high response rate; results are being analyzed and should be available in mid-April. Information collected will be used to guide the planning of enhancements. A separate survey will be conducted among faculty users of the system.
- Technical staff are designing a mobile studio package to add lecture capture capacity. The current TV studio is at capacity. The use of two portable Cisco Telepresence systems as lecture/video recording environment is being explored.

MARKETING AND COMMUNICATIONS

Media and News

- From January 11 – March 27, the department generated earned media coverage by producing **69 news stories**, including these top headlines:
 - UWinnipeg Collegiate launches performing arts school
 - Kreviazuk recalls chasing passion at U of W
 - Internationally recognized filmmaker Dr. Ian Mauro joins UWinnipeg
 - Reaction to provincial budget – Axworthy

- Three extraordinary people to receive honorary doctorates
- UWinnipeg, Faculty Association achieve new Collective Agreement
- UWinnipeg achieves Climate Registered status
- UWinnipeg and Nunavut Arctic College forge partnership
- Axworthy receives Lieutenant-Governor Award
- Young indigenous entrepreneurs to pitch business plans in Las Vegas
- From January 8 to March 27, UWinnipeg generated 148 media hits.

Web and Social Media

- Gains made on the social media front from January 1 – March 14 include:
 - Twitter followers grew 5.4% to 6,851 followers
 - Facebook likes increased 21.9% to 3,440
 - Linked In: 1,888 connections (11.1% increase)
 - Linked In education page has 14,285 followers
- From January 10 to March 14, there were 226,119 unique visitors to the University of Winnipeg website (1.9 million views).
- Significant progress is being made transitioning web content from Sitellite to new Cascade (content management system), along with campus-wide staff training on new software

Marketing and Communications

- Provided comprehensive marketing and communications support for several high profile and major institutional events and initiatives, including:
 - Collegiate Open House (February 6)
 - 2014 UWinnipeg Open House (February 19)
 - Middle East Week (February 24-28)
 - Special Convocation for honorary doctorate recipients (Chantal Kreviazuk, Joseph B. Stern, Dr. Denis Mukwege) to be held March 26
 - Launch Collegiate Performing Arts program, to be held March 26
- Published February edition of UWinnipeg's "Community Report" in Winnipeg Free Press, highlighting Open House 2014, Opportunity Fund, UWinnipeg faculty members and researchers, UWinnipeg student achievements, the United Health & RecPlex, and upcoming events.
- Provided marketing and communications support for: Wab Kinew's participation and success in the national "Canada Reads" CBC initiative; student wellness/healthy campus ("Thrive") activities, international recruitment efforts, admissions, Indigenous student recruitment (ad campaign)

- Developed a campaign to help promote Indigenous student self-declaration
- Provided extensive communications support to UWinnipeg's Strike Committee during final/public phase of UWinnipeg's labour negotiations with the Faculty Association (January to mid-February)
- Conducted research, writing and early production for new UWinnipeg magazine to launch in late spring
- Created a suite of customized graphics for campus sustainability promotions

Conferences & Events Services

New Events Package for Internal & External events:

The Conference & Events department has been working on and will roll out the new event package for both internal and external use in April. The department has met with VP/AVP; Dean's; Executive Assistants & Department Assistants to review the package and the process.

In addition, Service Provider usage was tracked in 2013 and the sub account information for 2014 has been distributed to all departments. These budgets will be used to cover off Service Provider costs for internal events in the 2014/15 fiscal year.

Events Since Last President's Report

Right her Future – March 25th

Collegiate Performing Arts Launch – March 26th

Dr. Mukwege, one of three Honorary Degree recipients spoke on his work in the Congo.

Special Convocation – March 26th

Opportunity Fund/War Child fundraiser with Chantal Kreviazuk – March 26th

Upcoming Events:

Canadian Music Centre Juno Performance – March 29th

University Aboriginal Student Association Pow Wow – April 5th

Long Service Awards – May 1st

Foundation Donor Dinner \$100,000 plus - May 6th

Retiree Reception – May 7th

Foundation Donor Wine & Cheese \$25,000 - \$99,000 – May 8th

Holocaust Symposium – May 15th

Notice of Motion

For Approval at the May 5, 2014 Board of Regents Meeting:

1. That By-Law No. 1/2010 be amended in accordance with the attached revisions, with respect to:
 - a. removal of oversight of insurance from the mandate of the Finance Committee;
 - b. addition of oversight of enterprise risk management, including insurance, to the mandate of the Audit Committee;
 - c. amendment of the name of the Audit Committee to the "Audit and Risk Committee"; and
 - d. editorial revisions to ensure consistency in use of the terms "Secretary" and "University Secretary".

By-Law No. 1/2010
of
The University of Winnipeg
(being the General By-law of the University)

The Board of Regents of The University of Winnipeg, under the powers vested in it by The University of Winnipeg Act C.C.S.M. c. U70, as amended from time to time, enacts the following as By-law No. 1 of The University of Winnipeg.

1 GENERAL PROVISIONS

- (1) In this by-law,
- (a) “academic staff” means employees of the University holding the rank of Instructor, Lecturer, Assistant Professor, Associate Professor, Professor, or Collegiate Instructor, and shall include Librarians and Counsellors;
 - (b) “Act” means The University of Winnipeg Act C.C.S.M. c. U70, as amended from time to time;
 - (c) “Alumni Association” means the Alumni Association of The University of Winnipeg;
 - (d) “Alumni regent” means a regent appointed or elected by the Alumni Association, pursuant to clause 5(2)(c) of the Act;
 - (e) “board” means the Board of Regents of the University;
 - (f) “by-law” means an enactment of the board regulating:
 - (i) its own internal governance and structure, including its committees;
 - (ii) the regulation of the behaviour of its members in matters pertaining to the University;
 - (iii) the establishment of a trust relationship with respect to the assets of the University; and
 - (iv) matters which are fundamental to the governance of the University and which is within the board’s jurisdiction pursuant to the Act;
 - (g) “committee” means a committee of the board and includes:
 - (i) a standing committee of the board established by this by-law;
 - (ii) an *ad hoc* committee of the board established by resolution;
 - (h) “electronic communication facilities” means telephone; teleconferencing; e-mail or any other method as they develop and are made available;
 - (i) “external regent” means a regent elected or appointed by:
 - (i) the Alumni Association;
 - (ii) the General Council; or
 - (iii) the Lieutenant Governor in Council;
 - (j) “policy” means an enactment of the board dealing with the management and regulation of the University in matters which embrace the general goals and fundamental principles of the

University, and which is within the board's jurisdiction pursuant to the Act;

- (k) "President" means the President of the University;
 - (l) "regent" means a member of the board pursuant to subsection 5(2) of the Act;
 - (m) "resolution" means any enactment of the board which is within the board's jurisdiction pursuant to the Act and which is not a by-law or a policy;
 - (n) "Secretary" means the ~~Corporate-University~~ Secretary or such other person as the board may designate;
 - (o) "Senate regent" means a regent elected by the Senate pursuant to paragraph (5)(2)(e) of the Act;
 - (p) "support staff" means employees of the University not designated as academic staff;
 - (q) "support staff regent" means a regent elected by the support staff pursuant to paragraph 5(2)(j) of the Act;
 - (r) "University" means The University of Winnipeg; and
 - (s) "UWSA regent" means a regent who is:
 - (i) the President of The University of Winnipeg Students Association or
 - (ii) appointed or elected by The University of Winnipeg Students Association pursuant to paragraph 5(2)(i) of the Act.
- (2) Nothing in this or any other by-law shall be construed as interfering with the Senate's responsibility for the academic policy of the University.

2 APPOINTMENTS AND ELECTIONS

- (1) The result of any election or appointment to the board made by:
 - (a) the Alumni Association;
 - (b) the board;
 - (c) the Senate;
 - (d) the General Council;
 - (e) the Lieutenant Governor in Council; or
 - (f) The University of Winnipeg Students' Association
 shall be communicated in writing to the Secretary no later than June 15 of the year in which the election or appointment is to take effect.
- (2) The Human Resources department of the University shall be responsible for securing nominations and conducting elections for support staff regents in a timely manner, so that the Secretary can be notified in writing of the result no later than June 15 in the year in which an election is required.

3 MEETINGS

- (1) The annual meeting of the board shall be held not later than the 30th day of June in each year, or at such other time as a majority of the board may from time to time decide. Notice of the date, time and place of the meeting shall be given to each regent at least seven days prior to the meeting. The meeting:
 - (a) shall receive the annual report of the President;
 - (b) shall receive the annual reports of the standing committees;
 - (c) may receive such other annual reports as may properly be brought before the board;
 - (d) shall elect a Chair, and a Vice-Chair, to serve until the next annual meeting;
 - (e) shall elect the chairs of standing committees to serve until the next annual meeting; and
 - (f) may transact such other business as may properly be brought before the annual meeting of the board.

- (2) A general meeting of the board shall be held at least six times in each year, on such days as a majority of the board may from time to time decide. Notice of the date, time and place of each meeting, together with any further information that may be deemed appropriate by the Chair, or in the absence of the Chair, by the Vice-Chair of the board, shall be given to each regent at least five days prior to the meeting.

- (3) A special meeting of the board may be called at any time with written notice to the Secretary by:
 - (a) the Chair; or
 - (b) in the absence of the Chair or at the request of the Chair, by the Vice-Chair; or
 - (c) any six regents.

The Secretary shall give to each regent not less than forty-eight hours notice of the date, time and place of the meeting and of the general nature of the business to be transacted at the meeting.

- (4) The accidental omission to give notice of any meeting or the non-receipt of any notice by any regent shall not invalidate any resolution passed or any proceedings taken by the board.

- (5) The Chair may with the consent of any meeting adjourn the same from time to time to a fixed time and place and no notice of the time and place of the holding of the adjourned meeting need be given to any regent. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

- (6) Fifteen regents shall constitute a quorum. The absence of a quorum shall render invalid any proceedings conducted, save only a motion to adjourn the meeting to a new date, time and (if so specified in the motion) place, or a motion to terminate the meeting.
- (7) Except as otherwise provided in this by-law, questions arising at any meeting of the board shall be decided by majority vote.
- (8) The Chair shall vote only in the case of an equality of votes.
- (9) Questions of procedure arising at any meeting of the board shall be decided in accordance with the Procedural By-law of the board.
- (10) The Chair or other presiding officer may invite administrative officers of the University to attend meetings of the board, to assist the board in its deliberations.
- (11) The following persons shall be entitled to attend meetings of the board as observers, namely:
 - (a) the President of The University of Winnipeg Faculty Association (or designate);
 - (b) the Vice-President of the Association of Employees Supporting Educational Services for The University of Winnipeg (or designate);
 - (c) a representative of the International Union of Operating Engineers, The University of Winnipeg local; and
 - (d) a representative of the Public Service Alliance of Canada, the University of Winnipeg local.
- (12) Every person entitled to attend a meeting of the board as an observer under subsection (11) shall withdraw from the meetings when an item under consideration is, or relates to, a matter that is, or relates to labour relations within the University.
- (13) Every person entitled to attend a board meeting as an observer under subsection (11) shall have the right to speak on all matters coming before that meeting, with the prior approval of the Chair, unless precluded by subsection (12) above, but shall not have the right to propose, second or vote upon any motion coming before the meeting.
- (14) Any regent may participate in a meeting by means of electronic communication facilities, and be counted as present at the meeting, and vote on questions arising at the meeting, if:
 1. meeting materials have been distributed by the usual methods;

2. regents participating in a meeting by electronic means are able to participate fully in the meeting; and
3. arrangements for participating by electronic means are made with sufficient time in advance of the meeting, as determined by the ~~University~~ Secretary.

Resolutions may be submitted to the board for consideration and decision, without an in-person meeting of the board, by means of electronic communication facilities, if:

1. urgent consideration is required, as determined by the Chair of the board; and
 2. all regents have received the resolution(s) and appropriate background materials by the usual methods.
- (15) The Chair or other presiding officer may determine at any time that a meeting, or any such portion of such meeting, shall be held in the absence of the public, and on such determination being made, all members of the public shall be excluded [and all observers shall withdraw from the meeting].
- (16) All committee meetings are to be held in the absence of the public, although the Chair may at any time schedule non-members to attend and address the meeting on specific topics.

4 CHAIR, VICE-CHAIR, AND PAST CHAIR

- (1) CHAIR
The Chair shall be elected from among the external regents. The Chair shall preside at all meetings of the board, shall perform the duties imposed by the Act and by any by-law or resolution of the board, and shall exercise such powers and perform such functions as are customarily incumbent upon the presiding officer of a board.
- (2) VICE-CHAIR
The Vice-Chair shall be elected from among the external regents. If the Chair is unable or unwilling to act, the Vice-Chair shall perform all the duties and have all the powers of the Chair and shall perform such duties and exercise such powers as may from time to time be delegated by the board.
- (3) PAST CHAIR
The Past Chair shall be the immediate past Chair of the board. If the immediate Past Chair is unable or unwilling to serve, the previous Past Chair shall be the Past Chair.

5 BOARD OFFICERS

- (1) The Board Officers shall be the Chair, the Vice-Chair, the Past Chair, and the Chancellor.
- (2) The Board Officers shall:
 - (a) establish search and re-appointment committees for the office of President;
 - (b) negotiate and conclude terms and conditions of employment for the President, and recommend appointment or re-appointment of the President to the board;
 - (c) perform an annual compensation and performance review of the President.
- (3) The Board Officers may require or invite the attendance of the President or other employees at meetings of the Board Officers as they deem appropriate.
- (4) The Board Officers shall keep or cause to be kept adequate minutes of all meetings of the Board Officers.

6 PRESIDENT

The President shall be the chief executive officer of the University and shall be the executive officer of the board and of the Executive Committee.

7 SECRETARY

The ~~Corporate~~-University Secretary, or other such person as the board may designate, shall be the Secretary of the board. The Secretary shall keep or cause to be kept adequate minutes of all meetings of the board and of the Executive Committee and of such other meetings as the board may direct, and shall give, or cause to be given, notices of all meetings of the board and of the Executive Committee. The Secretary shall supervise or otherwise attend to all correspondence and perform all duties incidental to the office of Secretary, and shall present to the board all communications addressed officially to the Secretary or to the board as a whole, and shall be the custodian of the records of the board and of the seal of the University.

8 POWERS OF THE BOARD

(1) BORROWING POWER

The board may from time to time, by resolution, but subject always to the limitations contained in the Act:

- (a) borrow money upon the credit of the University in such amounts and upon such terms as the board may deem expedient;

- (b) issue and re-issue debt obligations of the University;
- (c) pledge or sell its debt obligations for such amounts and upon such terms as the board may deem expedient;
- (d) mortgage, hypothecate, pledge or in any other manner create a security interest in any of the real or personal property (or both) of the University, whether owned at the time of the creation of that security interest or acquired subsequently, in order to secure the payment of any existing or future debt of the University or the University's performance of any covenant.

(2) POWER TO DEAL WITH PROPERTY

The board may, by resolution, authorize the sale, leasing, exchange or acquisition of any real or personal property or rights by the University upon such terms as the board deems fit.

9 SIGNING AUTHORITY AND CORPORATE SEAL

- (1) Contracts or instruments in writing requiring the signature of the University may be signed by any two of the Chair, Vice-Chair, President and Controller of the University or by such other person(s), shown on the signing officers list as amended from time to time by the President. All contracts and instruments in writing so signed shall be binding upon the University without any further authorization or formality. In particular, but without limitation, the signing officers are authorized to make, draw, accept, endorse, sign and deal with cheques, promissory notes, bills of exchange, and other negotiable instruments on behalf of the University, whether under seal or not; they may sell, transfer, exchange, convert and otherwise deal in and with securities owned by or registered in the name of the University.
- (2) The Secretary may affix the corporate seal of the University to contracts and other instruments in writing, signed in the manner outlined in subsection (1).

10 POLICY DEVELOPMENT

- (1) Pursuant to subsection.12(1) of The University of Winnipeg Act, the board has overall responsibility for the University, and may determine all matters of University policy, except those specifically assigned to the senate by the Act.
- (2) The Governance and Community Relations Committee of the board shall be responsible for the board's policy development processes, and shall make recommendations to the board for approval of statements of policy, and review board statements of policy, and make recommendations for

amendment to statements of policy, as it determines to be necessary, or as directed by the board.

- (3) The statements of policy made by the board shall be broad, and contain principles to direct the University Administration in formulating detailed University policies, outlining required operational practices and procedures.
- (4) University policies shall be based on, and be consistent with statements of policy made by the board.
- (5) The University Administration may formulate University policies in subject areas, where the board has not made statements of policy, in accordance with the overall values and operational requirements of the University.
- (6) University policies shall be submitted to the Governance and Community Relations Committee of the board, and any other appropriate committee, for information.
- (7) The University Administration shall consult on a proposed University policy with all those members of the University community who will be affected by the proposed policy.
- (8) The ~~University~~ Secretary shall be responsible for the coordination, distribution, and communication of board statements of policy and University policies, and liaison between the board and the University Administration, with respect to policy development.

11 COMMITTEES OF THE BOARD

- (1) The standing committees of the board shall be:
 - Executive
 - Finance
 - Audit and Risk
 - Governance & Community Relations
 - Nominating

which shall have the powers and duties outlined below.

The board may establish *ad hoc* committees as it deems necessary.

- (2) Chairs and members of standing committee shall hold office until the adjournment of the next annual meeting, or until their respective successors have been elected or appointed, whichever is later.

- (3) Except as otherwise provided in this By-law, the President shall appoint an executive officer for each standing committee; the executive officer shall appoint a secretary for the committee.
- (4) The chair or other presiding officer may invite any person(s) to attend meetings of the committee, to assist the committee in its deliberations.
- (5) Except as otherwise provided in this By-law:
 - (a) questions arising at any meeting of a committee shall be decided by a majority vote;
 - (b) meetings shall be at the call of the chair, or at the request of any three members;
 - (c) the chair shall vote only in the case of an equality of votes;
 - (d) questions of procedure arising at any meeting of a committee shall be decided in accordance with the Procedural By-law;
 - (e) reasonable notice of the date, time and place of each meeting shall be given, either in writing or orally, to every member unless all members have waived notice of the meeting; attendance of a member at a meeting shall constitute that member's waiver of notice of that meeting;
 - (f) one-half of those members who are eligible to vote shall constitute a quorum for any meeting, not including *ex officio* members; the absence of a quorum shall render invalid any proceedings conducted, save only a motion to adjourn the meeting to a new date, time and (if so specified in the motion) place, or a motion to terminate the meeting;
 - (g) the secretary of the committee shall make, or cause to be made, a reasonable record in writing of all material matters dealt with at each meeting and shall cause copies of that record to be sent to all members promptly;
 - (h) the committee shall perform its duties in such a manner as it may deem expedient, but, with the exception of the Executive Committee, no committee shall commit University funds or bind the board to a course of action without the approval of the board;
 - (i) the committee shall undertake all matters that may be assigned to it under this or any other by-law or resolution or referred to the committee by the board;
 - (j) the committee shall report on its activities at such times and in such detail as the board may direct;
 - (k) each standing committee shall submit a report to the board no later than the annual meeting in each year;
 - (l) except as otherwise provided in this By-law, the Chair of the board, the Chancellor and the President shall be voting members of all standing committees, *ex officio*, but shall not be counted in determining a quorum;

- (m) the chair of each standing committee shall be elected by the board from amongst the external regents;
 - (n) subject to the foregoing, each committee may establish its own rules for the calling and conduct of meetings;
 - (o) no committee shall initiate or engage in fund-raising activities without the approval of the board;
 - (p) a majority of the members of each standing committee shall be external regents.
- (6) If at any time a member of a standing committee has been absent without permission of the committee recorded in its minutes for three or more consecutive meetings, the member's seat shall be declared vacant by the committee.
- (7) A member of a committee of the board, may participate in a meeting by means of electronic communication facilities, and be counted as present at the meeting, and vote on questions arising at the meeting, if:
- 1. all members have received the meeting materials by the usual methods;
 - 2. members participating in a meeting by electronic means is are able to participate fully in the meeting; and
 - 3. arrangements for participating by electronic means are made with sufficient time in advance of the meeting, as determined by the University Secretary.

Resolutions may be submitted to a committee of the board, for consideration and decision, without an in-person meeting of the committee, by means of electronic communication facilities, if:

- 3. urgent consideration is required, as determined by the Chair of the board, in consultation with the Chair of the committee; and
- 4. all members have received the resolution(s) and appropriate background materials by the usual methods.

12 EXECUTIVE COMMITTEE

- (1) The Executive Committee shall:
- (a) exercise all the powers and perform all the duties of the board in the management and direction of the property and affairs of the University during all intervals between meetings of the board, save only that the Executive Committee shall not be empowered to pass, modify or repeal any by-laws of the University.
 - (b) report all actions of the Executive Committee to the next meeting of the board, which shall have the same powers to review, amend,

repeal and ratify actions of the Executive Committee that the board has with respect to its own actions.

- (2) The Chair of the board shall be the chair of the Executive Committee, and the Vice-Chair of the board shall be the vice-chair of the Executive Committee.
- (3) The Executive Committee shall be comprised of:
 - (a) the Board Officers;
 - (b) the President;
 - (c) the chair of each standing committee;
 - (d) one Senate regent;
 - (e) one UWSA regent;
 - (f) one support staff regent.

13 FINANCE COMMITTEE

- (1) The Finance Committee shall advise the board on matters pertaining to the income and expenditure of the University, including:
 - (a) budgets and financial reporting;
 - ~~(b)~~ ~~insurance;~~
 - ~~(e)~~(b) construction, acquisition, uses and maintenance of the capital assets of the University, including buildings and grounds;
 - ~~(d)~~(c) long term planning for the University's capital needs.
- (2) The Finance Committee shall be comprised of not fewer than seven regents including at least:
 - (a) five external regents;
 - (b) one Senate regent;
 - (c) one UWSA regent; and
 - (d) one support staff regent.

14 AUDIT AND RISK COMMITTEE

- (1) The Audit and Risk Committee shall advise the board on matters pertaining to internal control, financial reporting, internal and external auditing, enterprise risk management, including insurance, and compliance with laws, regulations and any internal code of conduct, including:
 - (a) consideration of the accounting practices and financial reporting of the University;
 - (b) review of the University's system of internal controls and its accounting procedures; and
 - (c) monitoring the effectiveness of internal auditing.
- (2) In carrying out its duties, the Audit and Risk Committee shall:
 - (a) meet as required to discuss observations and recommendations from the annual audit of the University's finances;

- (b) meet with the internal and external auditors of the University, at least once annually; and
 - (c) bring before the board any matters which the Committee considers appropriate.
- (3) The Audit and Risk Committee shall be comprised of:
- (a) not fewer than three external regents, two of whom shall not be members of the Finance Committee and one of whom shall be the Vice-Chair of the Finance Committee;
 - (b) one of the three external regents shall be the chair of the Committee;
 - (c) at least one but not more than two persons who are not regents;
 - (d) at least one member of the Audit and Risk Committee shall be a member of a self-regulating professional accounting body;
 - (e) all of the members of the Audit and Risk Committee shall, in the view of the Nominating Committee, be competent to assess processes related to internal control and financial reporting; and
 - (f) the Audit and Risk Committee shall not include any members *ex officio*.
- (4) The Secretary shall provide to the members of the Audit and Risk Committee, copies of all financial reports and other documents provided to the Finance Committee, and, upon request, any other such information.

15 GOVERNANCE and COMMUNITY RELATIONS COMMITTEE

- (1) The Governance and Community Relations Committee shall advise the board on matters pertaining to board governance and relations with the external community, including policy on:
- (a) board orientation;
 - (b) board training, education and professional development;
 - (c) community linkage;
 - (d) social responsibility and civic engagement.
- (2) The Governance and Community Relations Committee shall be comprised of not fewer than eight regents including at least:
- (a) five external regents;
 - (b) one Senate regent;
 - (c) one UWSA regent; and
 - (d) one support staff regent.

16 NOMINATING COMMITTEE

- (1) The Nominating Committee shall advise and recommend to the board on matters pertaining to the operation of the board, including:
- (a) persons to be elected as Board Officers;
 - (b) persons to be elected as chairs of standing committees .

- (2) The Nominating Committee shall appoint vice-chairs and other members of committees, and board representatives to other bodies.
- (3) The Nominating Committee shall be responsible for identifying the areas of expertise most suitable and necessary for the board to carry out its functions and duties at any time, and shall liaise with the United Church of Canada, the Provincial Government, and the Alumni Association, regarding their appointments to the board.
- (4) The Nominating Committee shall be comprised of not fewer than seven regents, including:
 - (a) the Past Chair of the board who shall be the chair;
 - (b) the Chair of the board;
 - (c) one Senate regent;
 - (d) one UWSA regent; and
 - (e) one support staff regent.

17 THE UNIVERSITY OF WINNIPEG STUDENTS ASSOCIATION

- (1) The students of the University shall be entitled to organize and to continue a students association to be called “The University of Winnipeg Students Association” (the UWSA).
- (2) The UWSA shall submit to the board, for the board’s information, articles of incorporation, constitution, and by-laws of the UWSA and all amendments to same as enacted.

18 ENACTMENT, AMENDMENT, OR REPEAL OF BY-LAWS

- (1) Any enactment of the board which meets the definition of a by-law shall be enacted by the board as described below; the same process shall be used whether for the adoption of a new by-law, the amendment of a by-law, the repeal of a by-law, or the simultaneous repeal of a by-law and adoption of a replacement by-law.
- (2) Any by-law may be adopted, amended, or repealed by either of the following methods:
 - (a) by a vote of two-thirds of those regents present and voting at a properly called and constituted meeting of the board, provided that a statement of the substance of any proposed new by-law, amendment, or repeal shall have been either tabled in writing at the previous meeting of the board or distributed to each regent at least fifteen days prior to the meeting at which the vote is taken; or
 - (b) by the consent in writing of all regents.

19 REPEAL OF ALL PRIOR BY-LAWS

By-law No. 1/2009 of the University and all its predecessors are repealed. That repeal, however, shall not in any way affect the validity of anything done or omitted pursuant to any such previous General By-law.

EFFECTIVE July 1, 2009.

CONSOLIDATED as of ~~February 4, 2013~~ March 31, 2014

Amended:

May 10, 2010

Delete entirely provisions regarding Policy Development (Articles 10, 11 and 12) and replaced with new provisions (Article 10).

June 20, 2011

Board members and members of Board committees to be allowed to participate in and vote at meetings, via electronic communication facilities.

February 4, 2013

Added a representative of the Public Service Alliance of Canada, the University of Winnipeg local, to be entitled to attend Board meetings as an observer.

Provision included regarding holding Board meetings (or a portion thereof) and Committee meetings in the absence of the public.

March 31, 2014

Removed oversight of insurance from the mandate of the Finance Committee.

Added oversight of enterprise risk management, including insurance, to the mandate of the Audit Committee.

Amended the name of the Audit Committee to reflect the “Audit and Risk Committee”.

Editorial revisions to ensure conformity of the term “University Secretary”

The University of Winnipeg
Indigenous Advisory Circle
Terms of Reference

The University of Winnipeg recognizes that it is situated on Treaty One land in the heart of the Métis Nation. The University chooses to operate with respect for all Indigenous peoples.

SCOPE:

The University of Winnipeg Indigenous Advisory Circle (UWIAC) is a visionary body that advises the President and Vice-Chancellor; the Associate Vice-President Indigenous, Government and Community Affairs; senior administrators; and the University community. It reports to the President and Vice-Chancellor of the University.

The UWIAC provides an institutional mechanism to contribute Indigenous perspectives to the University's governance, programs, services and initiatives. Members have expertise and experience in a range of areas of concern to Indigenous peoples, but particularly in education and development.

BACKGROUND:

The UWIAC was created on November 28, 2011, when the Board of Regents adopted the Indigenous Advisory Circle Policy. The UWIAC evolved from the Masters of Development Practice Indigenous Advisory Circle constituted in September, 2010, to guide the development of the MDP program.

PURPOSE:

The purpose of the UWIAC is to:

- A. Provide vision, leadership and guidance on Indigenous issues;
- B. Assist in ensuring that the University and its governance, programs, services and initiatives are guided by awareness and understanding of Indigenous peoples;
- C. Advise on matters related to local, national and international Indigenous communities;
- D. Improve Indigenous students' access to education at The University of Winnipeg by advancing the University's fundraising objectives for scholarships and bursaries for Indigenous students;
- E. Serve as informed advocates for The University of Winnipeg in the community;
- F. Assist in addressing and making recommendations regarding concerns about Indigenous issues; and
- G. Monitor the implementation of its recommendations.

STRUCTURE:

The President shall be responsible for appointing all members of UWIAC and shall make such appointments with the objective of maintaining a balance between external and internal appointees.

External appointees to the UWIAC shall represent a broad range of Indigenous peoples external to the University, and so shall be comprised of not fewer than eight Indigenous people who, as much as possible, represent:

- a balance in gender;
- First Nations, Métis and Inuit communities;
- international peoples; and
- urban, rural and northern peoples.

The President may appoint Indigenous University faculty, staff, students, and others to the UWIAC as internal appointees.

The President shall appoint the Chair of UWIAC.

The UWIAC shall be supported by the University's Associate Vice President of Indigenous, Government and Community Affairs, and the Department of Indigenous, Government and Community Affairs acts as Secretariat.

The Chair or a representative of the Governance and Community Relations Committee of The University of Winnipeg Board of Regents shall be invited to attend and participate in meetings.

RESPONSIBILITIES AND TERMS:

UWIAC members consult regularly with Indigenous and non-Indigenous governments, organizations, communities and peoples nationally and internationally, and make recommendations to the President to assist the University in achieving its objectives of Indigenous inclusion.

The UWIAC operates by consensus. A quorum is represented by a simple majority of the current members being present at a duly-called meeting.

The length of a UWIAC member's term is three years; a member may be re-appointed twice, with the total membership not to exceed nine years.

MEETINGS:

Regular meetings of the UWIAC are held three times annually, in the fall, winter and spring academic terms. Additional meetings may be called, if required.

Dates of the meetings are determined by the Secretariat in consultation with the UWIAC, and shall be determined and communicated a minimum of one month prior to the meeting date. Meeting packages are distributed at least one week prior to meeting.

UWIAC members are invited to attend The University of Winnipeg Board of Regents meetings as observers, as Board of Regents members are invited to attend UWIAC

meetings as observers. The University Secretary, as the secretariat to the Board of Regents, is responsible for extending invitations to Board of Regents' meetings.

COMMITMENT:

In the event that a member of the UWIAC is absent from two consecutive meetings, the Chair will request clarification of the member's intention to remain on the UWIAC. In the absence of a response, the member may be understood to have effectively resigned from the UWIAC and will be given communication to this effect in writing, by letter or by email.

UNIVERSITY BYLAWS & POLICIES:

The members of UWIAC shall at all times act in accordance with University Bylaws and Policies, Procedures, Guidelines and Terms of Reference.

REMUNERATION:

The members of the UWIAC serve without remuneration, and no member will directly or indirectly receive any financial benefit from serving as a member. Members who live outside of Winnipeg may claim expenses, such as travel to Winnipeg, in accordance with University policies.

Please see:

Travel, Hospitality and Business Expenditures Policy

<http://www.uwinnipeg.ca/index/cms-filessystem-action/pdfs/admin/policies/thbexpenditures1113.pdf>

as well as the **Travel and Business Expenditures Procedures**

<http://www.uwinnipeg.ca/index/cms-filessystem-action/pdfs/admin/policies/travelprocedures1113.pdf>

CONFLICT OF INTEREST:

UWIAC members are responsible for preventing real or perceived conflicts of interest to protect the integrity of The University of Winnipeg and the UWIAC. Failure to declare a real or perceived conflict of interest may result in the end of the member's appointment to the UWIAC.

Members must sign a Code of Conduct and Performance Declaration annually as required by the University.

DATE: February 1, 2014

**THE UNIVERSITY OF WINNIPEG
INDIGENOUS ADVISORY CIRCLE**

**CODE OF CONDUCT
2014/2015**

University of Winnipeg Indigenous Advisory Circle members (UWIAC) are responsible for adhering to the policies and by-laws, and all subsequent revisions thereto, of the UWIAC and the University of Winnipeg.

UWIAC members are responsible for preventing real or perceived conflicts of interest to protect the integrity of The University of Winnipeg.

Contravention may result in a request for a UWIAC member to resign from the Indigenous Advisory Circle and/or other actions.

Circle members shall:

1. Perform duties with honesty, integrity, independence and good faith and shall act only in the best interests of Indigenous peoples and the University;
2. Act responsibly with the prudence of a reasonable individual;
3. Prepare for, attend and participate in meetings of the UWIAC, and committees as appropriate;
4. Respect the confidentiality of information received in the performance of duties, as well as the confidentiality of the deliberations of the UWIAC, both during and after tenure on the UWIAC;
5. Respect the consensus reached by the UWIAC;
6. Ensure no real or perceived advantage is taken by virtue of a position on the UWIAC or from information obtained due to being a member of the UWIAC; and
7. Immediately disclose to the Chair or the members of the UWIAC as may be appropriate, any existing or potential conflict of any interest on any issue. Such disclosure shall be recorded in the minutes at the meeting where the disclosure is made or, where made between meetings, at the next meeting of the UWIAC or Committee as may be appropriate.

I declare that I have read, understood and agree to adhere to this Code of Conduct with respect to The University of Winnipeg Indigenous Advisory Circle.

Agreed by: _____

Signature: _____

Witness: _____

Date: _____



THE UNIVERSITY OF
WINNIPEG

POLICY: PRES #ELDER PROTOCOLS
PROCEDURES: Included herein
APPENDIX:

ELDER PROTOCOLS

AUTHORITY: University Administration

RESPONSIBILITY: President

Effective Date: February 20, 2014

Purpose:

The University of Winnipeg recognizes that it is situated on Treaty One land in the heart of the Metis Nation. The University chooses to operate with respect for all Indigenous Peoples.

The University of Winnipeg recognizes that Elders are very important members of First Nation, Metis and Inuit communities and have valuable knowledge to share with Indigenous and non-Indigenous students and communities. The University of Winnipeg affirms the value of Indigenous knowledge and teachings.

Within Indigenous cultures, Elders are particularly entitled to be treated with respect. The term “Elder” refers to someone who has acquired significant knowledge over a number of years of First Nation, Metis or Inuit traditional teachings, ceremonies, and / or healing practices, models living in a Good Way, and has gained the wisdom that enables them to share their insight with others. The purpose of this policy is to assure Elders are treated with respect by members of the University community where they are invited to be part of University activities or ceremonies.

Scope:

This Policy applies to all members of The University of Winnipeg community (students, employees, visitors, and volunteers) who utilize the experiences and knowledge of Indigenous Elders, on or off campus, for University of Winnipeg purposes.

Responsibility:

The President, on behalf of The Administration of the University, is responsible for the development, administration and review of this Policy and its Protocols, in consultation with the Indigenous Advisory Circle and the Associate Vice-President, Indigenous, Government and Community Affairs. The Associate Vice-President, Indigenous,

Approved: February 18, 2014

Revised:

Cross Reference:



Government and Community Affairs is responsible for the day-to-day operation of this Policy and its Protocols.

Protocols:

To assist and promote the achievement of the objective of this Policy, the following protocols are to be observed whenever members of the University community seek to engage Elders for purposes such as to speak to a class, participate in an initiative, program or project, or assist and advise on cultural events and other activities including but not limited to opening and closing prayers, pipe ceremonies, and workshops.

Extending Invitations to Elders

The offering of tobacco, considered a sacred medicine, is generally considered the accepted protocol among most Elders to begin the relationship, however, it is also appropriate to ask individual Elders for direction.

If the Elder accepts the tobacco, s/he is accepting the request however, it is also important to be specific when communicating a request. If the Elder is not able to do what they are asked, they will say so and not accept the tobacco. It is acceptable to ask for a referral if the Elder is unable to accept a request.

Tobacco can be given in a pouch, wrapped in a piece of cloth, or even in the form of a cigarette. The minimum amount of tobacco is the amount needed to use in a Ceremonial Pipe, but a pouch of tobacco is still the most common form.

Elder Acknowledgement

If Elders are present at a presentation, meeting or event, it is a sign of respect to acknowledge their presence.

Elder Host

Where Elders are invited to a campus or off campus event on behalf of the University, the person or organization responsible shall host the Elder and their Helper, if any.

Where a feast, meal or refreshments are served, the Elder and their Helper shall be served first and shall not be required to wait in line or be left standing if there is a shortage of chairs.

The Elder host is responsible for transportation, greeting the Elder and Helper, and following the protocols outlined, as well as arranging for the gift of appreciation after the presentation, meeting or event.

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Revised:

Cross Reference:



Elder Helpers

Elders may bring their own Helper who assists the Elder in preparation of a ceremony. If the Elder has their own Helper, it is important that they are fairly compensated.

Gifts of Appreciation

Elders never ask to be paid for their work, as it would be culturally inappropriate to sell cultural knowledge. Traditional Indigenous cultural knowledge is not and cannot be owned by an individual or institution.

If the Elder agrees to a request and accepts the tobacco, it is customary to provide a gift after the request is granted and the assistance is provided to show appreciation. In the past, Elders were given food, clothing and other necessities in exchange for their help, and now monetary gifts are acceptable if presented as a gift and not as payment. It is considered inappropriate to fail to have the gift ready to be delivered at the conclusion of the ceremony or occasion or to request the Elder to attend at a later date to pick up their gift.

If a monetary gift is being offered, for security and control purposes it is recommended that a cheque be requisitioned and acquired prior to the time that the gift is required to be provided. In the event that circumstances do not permit a cheque, a cash gift is also acceptable.

Elders should never be asked to sign a receipt as acknowledgement of their gift even if it is financial. When offering a gift, Elders should not be requested to provide their Social Insurance Number, their date of birth, or to sign in acknowledgment of receipt. Where the gift is in cash, a University of Winnipeg employee should be present as a witness to the delivery of the gift.

The Aboriginal Student Services Centre will set the remuneration for the Elders in Residence employed by the Centre.

Elders who are employees of the University will be remunerated according to their contract with the University.

Travel

A financial reimbursement of any expenses or costs incurred in connection with the Elder's involvement (i.e. travel, food, accommodation) should be offered to the Elder in addition to their gift, under a separate travel claim.

Approved: February 18, 2014

Revised:

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THE UNIVERSITY OF
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POLICY: PRES #ELDER PROTOCOLS
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Elder and Elder Helper Remuneration

There are Elder/Elder Helper forms available at the end of this Policy in Appendix 1.

Support and Resource

The University of Winnipeg employs Elders in Residence at the Aboriginal Student Services Centre (ASSC), and at times these Elders may be available to assist with campus requests as part of their responsibilities or in addition to their responsibilities. Members of the University community also have relationships and regular contact with Elders who teach or co-teach courses on campus, provide cultural teachings at the Wii Chiiwaakanak Learning Centre, and in other ways.

Questions or assistance with the Policy and its Protocols can be referred to the Department of Indigenous, Government and Community Affairs, the Aboriginal Student Services Centre, or the Department of Indigenous Studies. The Elder Request Form and the Elder Services Honorarium Form are attached in the Appendix of this Policy as support documents.

Review:

This Policy and the Protocols shall be reviewed at least once every five years.

Appendix:


Elder Request Form

Elder/Elder Helper Services Honorarium Form

Approved: February 18, 2014

Revised:

Cross Reference:

 <p>THE UNIVERSITY OF WINNIPEG</p>	<p>POLICY: PRES #ELDER PROTOCOLS PROCEDURES: Included herein APPENDIX:</p>
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Elder Request Form

Host name	
Unit/department/organization	
Email address	
Elder requested	
Name of event request is being made for	
Date of event	
Start and end time for Elder to be present	
Describe why you would like Elder(s) at this event	
Has tobacco been prepared to present at the event?	
Has a gift been prepared (if for a non-Elder in Residence, or for an Elder-in-Residence if beyond their regular work day) ?	
Has the Elder/Elder Helper Services Honorarium Form been completed?	
Has travel and/or parking arrangements been made?	

*Please submit this form to the a) Aboriginal Student Services Centre, or, b) the Department of Indigenous, Government and Community Affairs, or, c) the Department of Indigenous Studies a minimum of two weeks prior to your event. If possible please submit earlier so as to ensure Elder

<p>Approved: February 18, 2014 Revised: Cross Reference:</p>



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availability and, when appropriate, time for the Elder(s) to discuss the needs of the event with the Host.

Elder/Elder Helper Services Honorarium Form
PAYMENT INFORMATION

Date: _____

Honorarium for: _____
(first and last name)

Address: _____
(street name and number, city/town, province, postal code)

Phone #: _____

Elder gift to non-Elder in Residence or to Elder in Residence if beyond their regular work day? Yes/No

Was Tobacco offered: Yes/No

Purpose of visit, if not Elder in residence (ceremony, opening and closing prayer, guest lecture, consultation, etc.) Include location, date, time, and contact person, if different than Host.

Amount: _____

AUTHORIZATION AND APPROVALS

Elder host or person requesting reimbursement: _____

Department Name _____ Dept # _____

Signature of Host _____

Witness to honorarium gift (for accountability purposes a secondary signature is required)

First and last name of witness: _____

Department Name _____ Dept # _____

Signature of witness _____

ACCOUNT TO BE CHARGED

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Revised:

Cross Reference:



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Approved: February 18, 2014
Revised:
Cross Reference: