



Vancouver Community College Board of Governors Public Meeting Agenda

May 31, 2023, at 5:30 p.m.

VCC Broadway Campus, Room 5025

In-Person or Zoom option for Public & Guests:

<https://vcc.zoom.us/j/64397010942?pwd=YWFYcWNGNXFITm5qdFBRSGRZRmVOdz09>

Zoom Phone: +1 778 907 2071

Meeting ID: 643 9701 0942

Password: 037455

ATTENDANCE

Board Members

Joey Hartman (Chair, Board/HRC)
Libby Davies (Vice Chair)
Jeffrey Yu (Chair, FAC)
Mahin Rashid (Chair, Governance)
Justine Gonzales
Karen Brooke
Nadia Belokopitov
Paul Yeung
Seung Oh
Shobha Rajagopalan
Sue Hammell
Yanni Wong

Staff Resources

David Wells VP, Academic & Applied Research
Ian Humphreys VP, Admin & International Development
Kate Dickerson VP, People Services
Jane Shin VP, Students & Community Development
Elmer Wansink AVP, IT & CIO
Clayton Munro AVP, Student & Enrolment Services
Tannis Morgan AVP, Academic Innovation
Jamie Choi ED, Finance & CFO
Karen Wilson ED, Marketing & Communications
Moira Gookstetter ED, VCC Foundation
Deborah Lucas EA, Board of Governors (Recording Secretary)

Ex-Officio

Ajay Patel President & CEO
Natasha Mandryk Chair, Education Council

Guests

Taryn Thomson President, VCCFA
Chris Joyce President, CUPE Local 4627
Stefan Nielsen Organizer, Advocacy & Governance, SUVCC

**VCC recognizes and acknowledges the Musqueam, Squamish and Tsleil-Waututh people,
on whose traditional and unceded territories we live, learn and work.**

Item	Topic	Action	Speaker	Time	Attach	Page
1.	CALL TO ORDER, LAND ACKNOWLEDGEMENT/ OPENING REMARKS		J. Hartman/ A. Patel	8 min		
2.	APPROVAL OF AGENDA/CONSENT AGENDA					
	<i>"THAT the VCC Board of Governors approve the agenda and approve/ acknowledge receipt of the following items on the consent agenda."</i>	Decision	J. Hartman	2 min		
	2.1 Minutes: Mar 29, 2023, Public Meeting				✓	3
	2.2 Minutes: Apr 14, 2023, Special Public Meeting				✓	5
	2.3 Board Correspondence & Activity				✓	11
	2.4 News & Events				✓	12
	2.5 VCCFA Report				✓	15

3. ACTION TRACKER:						
	No items	Info	J. Hartman	1 min	--	--
4. CONSTITUENCY GROUP REPORTS						
	4.1 CUPE Local 4627	Info	Constituency Reps	5 min	--	--
	4.2 SUVCC			5 min	--	--
	4.3 VCCFA			5 min	✓	15
5. EDUCATION COUNCIL REPORT						
	5.1 Chair's Report	Info	N. Mandryk	5 min	✓	17
	5.2 Academic Year 2023/2024, 2024/2025, and 2025/2026	Decision	N. Mandryk	10 min	✓	19
6. FINANCE AND AUDIT COMMITTEE REPORT						
	6.1 Chair's Report	Info	J. Yu	5 min	--	--
	6.2 2022/23 Financial Performance (12-months ending Mar 31, 2023)	Info	J. Yu	5 min	✓	25
	6.3 2022/23 Audited Financial Statements	Decision	J. Yu	5 min	✓	30
7. GOVERNANCE COMMITTEE REPORT				20 min		
	7.1 Chair's Report	Info	M. Rashid		--	--
	7.2 REVISED: E.2.1 Named Recognition of Assets	Decision	M. Rashid		✓	56
	7.3 REVISED: F.1.1 Ethical Conduct for Research Involving Humans REVISED: F.1.2 Ethics & Integrity in Research and Scholarly Activity RESCIND: F.1.3 Conflict of Interest Related to Research	Decision	M. Rashid		✓	67
8. HUMAN RESOURCES COMMITTEE REPORT						
	8.1 Chair's Report	Info	J. Hartman	5 min	--	--
9. VCC FOUNDATION						
	9.1 Elect Board Member to VCC Foundation Board	Decision	J. Hartman	5 min	--	--
	9.2 VCCF Executive Director Report	Info	M. Gookstetter	20 min	--	--
10. NEW BUSINESS						
	10.1 Debrief: Post-Secondary Board Governance Workshop – Apr 17, 2023	Info	J. Hartman	5 min	--	--
	10.2 Debrief: Colleges & Institutes Canada World Congress: Collective Intelligence – Apr 23-26	Info	J. Hartman	5 min	--	--
11. NEXT MEETING & ADJOURNMENT						
	Next regular meeting: Jun 28, 2023	Info	J. Hartman	1 min	--	--



Vancouver Community College Board of Governors

DRAFT Special Public Meeting Minutes

April 14, 2023, at 9:00 a.m.

Via Zoom

ATTENDANCE

Board Members

Joey Hartman (Chair, Board/HRC)
 Libby Davies (Vice Chair)
 Jeffrey Yu (Chair, FAC)
 Mahin Rashid (Chair, Governance)
 Justine Gonzales
 Karen Brooke
 Nadia Belokopitov
 Paul Yeung
 Seung Oh
 Shobha Rajagopalan
 Sue Hammell REGRETS
 Yanni Wong REGRETS

Ex-Officio

Ajay Patel President & CEO
 Natasha Mandryk Chair, Education Council

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 Ian Humphreys VP, Admin & International Development
 Kate Dickerson VP, People Services
 Jane Shin VP, Students & Community Development
 Elmer Wansink AVP, IT & CIO
 Clayton Munro AVP, Student & Enrolment Services
 Tannis Morgan AVP, Academic Innovation REGRETS
 Karen Wilson ED, Marketing & Communications
 Deborah Lucas EA, Board (Recording Secretary)

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1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

- J. Hartman called the meeting to order at 9.17 a.m., presented the land acknowledgement and opening remarks.

2. APPROVAL OF AGENDA AND CONSENT AGENDA

MOTION: THAT the Board of Governors approve the Apr 14, 2023, Special Public Meeting agenda.
Moved, Seconded & CARRIED (Unanimously)

3. SIGN LANGUAGE INTERPRETATION DIPLOMA

3.1 Credential

- The Sign Language Interpretation Diploma Program was suspended by Douglas College as of Mar 30, 2023, over concerns about the program's sustainability due to low enrolment. VCC and Douglas agreed on a proposal to the transition curriculum and operations to VCC. Due to the expedited nature of this matter, a Special Board Meeting was required to approve the credential and tuition.
- This acquisition of this diploma is being done in consultation with the Ministry of Post-Secondary Education and Future Skills, and representative groups from within the Deaf Community and Interpreting profession. It meets the mandate obligations of the Ministry and VCC and will be in support of the recently passed provincial accessibility legislation.
- Prior to its suspension, most of the students accepted into Douglas College's program were graduates of VCC's ASL and Deaf Studies Certificate. This supports the results of an earlier provincial study that indicated the diploma program aligned more closely with VCC's ASL and Deaf Studies programs.

- Currently, only the Program Outcomes are available for review. The curriculum (Program Content Guide (PCG) and course outlines) are undergoing consultation and revision, with the goal of September 2023 deployment. Only the credential is being presented for approval to allow for the expedited program development.
- The sustainability of the program was the primary concern of the Board. The government has committed to one-time funding, but VCC will enter discussions with the Ministry for a long-term plan. Adding an international stream, and including online delivery were suggested.
- EdCo approved the credential on Apr 11, 2023.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the new Sign Language Interpretation Diploma credential.
Moved, Seconded & CARRIED (Unanimously)

3.2 Tuition

- Tuition for the Sign Language Interpretation Diploma is bound by provincial legislation and regulations in relation to post-secondary programming for domestic students. It is the same tuition that Douglas College would have set for the Fall 2023 intake and is inclusive of the 2% increase.
- The closest comparative program is George Brown College in Toronto.
- With sustainability of the program being the concern, FAC approved a Motion which provides a layer of risk mitigation, in that VCC's support of this expedited transition is on the condition of government approved one-time funding, and that through 2023/24 and 2024/25, Ministry staff will work with VCC to develop a longer-term sustainability plan. During this time the program will be reviewed, in consultation with community and professionals, presenting the opportunity for the tuition to be reviewed and revised.
- FAC approved the proposal at a Special Meeting on Apr 14, 2023.

MOTION:

Whereas the Ministry of Post-Secondary Education and Future Skills (the "Ministry") has asked Vancouver Community College (VCC) to support the transition of the Sign Language Interpretation Diploma program from Douglas College to VCC on an expedited basis, with classes starting in September 2023; and

Whereas it is the intention of the Ministry, based on the letter received March 31, 2023, and subject to funding approval, to provide additional one-time support for the September 2024 program intake. Through 2023/24 and 2024/25, Ministry staff will work with VCC to develop a longer-term sustainability plan for the program, following anticipated program improvements that will be initiated over the next 18 months; therefore, be it

Resolved, That the Finance & Audit Committee recommend the Board of Governors approve domestic tuition of \$7,415.95 for the Sign Language Interpretation Diploma Program, effective April 14, 2023.

Moved, Seconded & CARRIED (Unanimously)

4. NEXT MEETING & ADJOURNMENT

- The next regular Board of Governors Public Meeting is on May 31, 2023.
- With no further business the meeting adjourned at 9.55 a.m.

APPROVED MAY 31, 2023, PUBLIC BOARD MEETING



Vancouver Community College Board of Governors

DRAFT Public Meeting Minutes

March 29, 2023, at 5:30 p.m.

VCC Broadway Campus, Room 5025
Zoom for guests & public

ATTENDANCE

Board Members

Libby Davies (Vice Chair) ACTING CHAIR
 Joey Hartman (Chair, Board/HRC)
 Jeffrey Yu (Chair, FAC)
 Mahin Rashid (Chair, Governance)
 Justine Gonzales
 Karen Brooke
 Nadia Belokopitov REGRETS
 Paul Yeung
 Seung Oh REGRETS
 Shobha Rajagopalan
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Guests

Taryn Thomson President, VCCFA
 Chris Joyce President, CUPE Local 4627
 Brynn Joyce Executive Director, SUVCC

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1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

- L. Davies called the meeting to order at 5:34 p.m., presented the land acknowledgement and opening remarks:
 - Congratulated the VCC Foundation on another successful Flourish Gala fundraising event on Feb 28, 2023, and encouraged people to view the Flickr album on [VCC.ca](https://www.vcc.ca) for photos from the evening.
- A. Patel presented opening remarks:
 - Expressed appreciation for the organizers and guests for making the Flourish Gala a success. It was a phenomenal sold-out event attended by employees, students, alumni, local industry leaders and government representatives.
 - Congratulated the VCC community on the announcement that VCC is recognized as one of BC's Top Employers for a third consecutive year.

2. APPROVAL OF AGENDA AND CONSENT AGENDA

MOTION: THAT the Board of Governors approve the Mar 29, 2023, public meeting agenda, with the addition: **10.1** Strategic Innovation Plan Update, and;
 THAT the Board of Governors acknowledge receipt of the following items on the consent agenda:

- 2.1** Minutes: Feb 8, 2023, Public Meeting
- 2.2** Board Correspondence & Activities
- 2.3** News & Events

Moved, Seconded & CARRIED (Unanimously)

3. NEW BOARD MEMBER OATH OF OFFICE

- As a result of the VCC By-Election for positions on the Board and Education Council, Yanni Wong was elected as the Board of Governors Student Representative for the Broadway Campus. Yanni is currently a student in VCC's Automotive & Collision Refinishing Program. The term ends Oct 31, 2023. Yanni hopes to bring value to the Board with his experience from working in Hong Kong and the UK in the building engineering field, and from the VCC student perspective.

4. ACTION TRACKER

- No brought forward actions from Feb 8, 2023, Board of Governors Public Meeting.

5. CONSTITUENCY GROUP UPDATES

5.1 CUPE Local 4627

- No report.

5.2 Student Union of Vancouver Community College (SUVCC)

- B. Joyce reported to the Board on behalf of the SUVCC. It included their continued advocacy efforts for Open Education Resources (OER) sustainable funding and OER adoption at VCC. Library Services Coordinator, Elena Kuzima, was acknowledged for supporting the OER campaign event in March.

5.3 Vancouver Community College Faculty Association (VCCFA):

- T. Thomson reported to the Board on behalf of the VCCFA. The report included reference to the Enrolment Plan, specifically growth in international programming and the importance of having sufficient support services in place for the unique needs of international students.

6. EDUCATION COUNCIL (EDCO)

6.1 Chair's Report

- N. Mandryk presented to the Board highlights of the Education Council (EdCo) Chair's report in the meeting materials, including:
 - The concept paper for a proposed Automotive Parts and Service Management Diploma.
 - Reinstatement of the Renal Dialysis Technician Short Certificate program (suspended Nov 2020), following consultation with health authorities.
 - Membership changes: As a result of the by-election in March, EdCo welcomed new Downtown Student Representative Emmy Cheung. All four student seats are filled. There were no nominees for vacant Student Success faculty seat.

6.2 Enrolment Plan 2023/24

- Education Council (EdCo) reviewed two iterations of the annual Enrolment Plan ("the Plan") The plan reflects budgeted registrations projected by Finance, which in turn represent prospective enrolment and form the basis of full-time equivalent (FTE) calculations. The plan is used to guide the number and size of course or cohort offerings in departments and program areas.
- When presented to EdCo, D. Wells, VP, Academic & Applied Research, stated that some areas in the final iteration are incomplete or may be revised, however, any final revisions would not result in significant changes to projections, and affected areas of operations will be informed.
- Regarding the significant increase in international enrolment, K. Brooke noted the importance of considering the impact of growth from a student support perspective; expanding services to accommodate growth. In response, Management clarified that these services are considered during the tuition proposal process and incorporated in the financial analysis.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the 2023–24 Enrolment Plan.
Moved, Seconded & CARRIED (Unanimously)

6.3 Computer Systems Technology Articulation Agreement: VCC & Canadian College of Technology and Business (CCTB)

- Education Council’s Curriculum Committee has worked on developing this Articulation Agreement between VCC and the Canadian College of Technology and Business (CCTB), which gives CCTB Information Systems Technology Diploma students the opportunity to apply for admission into Term 2 of VCC’s Computer Systems Technology Diploma Program. In addition, as VCC graduates, international students would be eligible for a post-graduate work permit (PGWP), which they would not qualify for by graduating from a private institution.
- As per College & Institute Act, it is a matter for joint EdCo and Board approval. EdCo approved it on Feb 14, 2023.

MOTION: THAT the Board of Governors, on the advice of Education Council, approve the Computer Systems Technology Articulation Agreement with the Canadian College of Technology and Business (CCTB), in the form presented at this meeting.
Moved, Seconded & CARRIED (Unanimously)

6.4 Suspension of the Teaching Online Certificate Program

- Education Council approved the suspension of the Teaching Online Certificate (TOC) Program on Feb 14, 2023, in accordance with VCC policy C.3.3 Suspension and/or Discontinuance of Programs.
- The program has not received a lot of interest, and the School of Instructor Education recommends covering the outcomes in the Provincial Instructor Diploma Program (PIDP) instead of a separate certificate. PIDP students have expressed interest in online learning training as part of this program. The TOC courses will continue to be offered as electives in the PIDP until redesigned and fully integrated into this program.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the suspension of the Teaching Online Certificate program effective Mar 29, 2023.
Moved, Seconded & CARRIED (Unanimously)

6.5 Revised Hospitality Management Diploma and the new Hospitality Management Certificate credential

- As a result of a program renewal in 2021, the Hospitality Management Diploma Program has been revised to reflect changes in the sector and meet industry demands.
- Dennis Innes, Dean, Hospitality and Applied Business, presented a summary including an explanation of the new 8-week co-op practicum at the end of the program, which allows students to transition into the workplace. There is strong industry support to accommodate practicums.
- An important revision is the early exit option of graduating with a Hospitality Management Certificate, for students who complete the first year of the diploma program.
- The Hospitality Department is continuing work on reviewing their processes from an Indigenization and Decolonization lens.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the revised Hospitality Management Diploma and the new Hospitality Management Certificate credential.
Moved, Seconded & CARRIED (Unanimously)

6.6 New Preparatory Music Certificate Program

- The Music Department has been offering preparatory music courses to prepare students for entry into the Music Diploma Program. The new Preparatory Music Certificate Program has been designed to open a pathway to the diploma program for both domestic and international students.
- There is a guaranteed entry to the diploma program (on meeting grade criteria). This guaranteed pathway is important when recruiting international students as a two-year study program provides eligibility for a full Post Graduate Work Permit (PGWP) upon program completion.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Preparatory Music Certificate program.
Moved, Seconded & CARRIED (Unanimously)

6.7 New Event Management Short Certificate Program.

- As a result of industry consultation on the renewal of the leadership suite of programs within Continuing Studies, the new Event Management Short Certificate has been developed.
- The program meets the needs of students seeking flexible programming (part-time, day and evenings). Also, offering an Award of Achievement helps graduates get work in the industry faster, without completing the certificate program.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Event Management Short Certificate program.
Moved, Seconded & CARRIED (Unanimously)

7. FINANCE AND AUDIT COMMITTEE (FAC) REPORT

7.1 Chair's Report

- The Finance and Audit Committee (FAC) met on Mar 15, 2023.
- In addition to public agenda items 7.2-7.6, FAC approved two procurement matters:
 - Renewal of contract with BC Electronic Library Network Services.
 - Replacement of electrical transformers at the Downtown Campus.
- The next meeting is May 17, 2023. The Committee will receive the 2022/23 audited financial statements, as well, the Audit Findings Report from KPMG.

7.2 Financial Performance (2022/23 January Forecast to Budget)

- 2022/23 Forecast (9 months actual + 3 months forecast). VCC is projecting a net surplus of \$779K. Revenue is forecasted to be \$142.6M compared to budget of \$142.1M (\$520K above budget).
- Expenses are forecasted to be \$143.9M (\$1.8M higher than budget). This is due to increased Professional Fees, including agency fees and higher costs to complete building/telecom projects addressing aging infrastructure and facilities.

7.3 2023/24 Operating Budget

- The VCC operating budget for 2023/24 is \$156.1M. It is developed with various assumptions made by management, including:
 - \$57M Ministry of Post-Secondary Education & Future Skills (PSEFS) operating grant of
 - Domestic tuition and mandatory fees increase by 2% in 2023/24.
 - International tuition and mandatory fees increase by 4% in 2023/24.
 - Professional fees \$1.7M to execute various initiatives (JEDI, Accessibility, Cyber Security and SIP related)
 - \$2M contingency fund.
- FAC reviewed the first draft on Jan 25, 2023, and approved the final draft on Mar 15, 2023.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2023/24 Operating Budget, as presented at the Mar 29, 2023, meeting.
Moved, Seconded & CARRIED (Unanimously)

7.4 2023/24 Capital Budget

- For 2023/24, the VCC Capital Budget is \$3M. It is to be allocated for facilities improvements including, library, furniture and equipment, classroom enlargement and IT projects. It is the same budget as the prior year. FAC reviewed the first draft on Jan 25, 2023, and approved the final draft on Mar 15, 2023.
- If costs increase, thus exceeding the budget, an amendment would be brought back to the Board for approval.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the \$3.0 Million 2023/24 Capital Budget, as presented at the Mar 29, 2023, meeting.
Moved, Seconded & CARRIED (Unanimously)

7.5 Tuition: Renewed Event Management Short Certificate Program

- Continuing Studies, Program Coordinator, Joy Dalla-Tina, presented the tuition proposal to the Finance & Audit Committee (FAC), which had been pre-approved by Senior Team.
- FAC considered the increased demand for events since COVID-19 restrictions have been lifted. They support the inclusion of micro-credentials, which aligns with VCC's Strategic Innovation Plan and student/industry demand.
- FAC approved the proposed tuition, agreeing that program sustainability had been considered, while offering the program at a reasonable market rate.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition fees of \$3,806 for the renewed Event Management Short Certificate Program, effective Mar 29, 2023.
Moved, Seconded & CARRIED (Unanimously)

7.6 Tuition: Certificate in Preparatory Music Program Courses: MUSC 1040 and MUSC 1041

- Shirley Lew, Dean, Arts & Sciences, presented the tuition proposal to the Finance & Audit Committee (FAC), which had been pre-approved by Senior Team.
- FAC agreed with the proposals for both domestic and international tuition. The domestic tuition recommendation takes into consideration the Ministry 2% tuition cap. Comparable programs at other institutions might not reflect true costs if they have been restricted by 2% cap for a period.
- Offering this certificate creates an international revenue stream for the college, while supporting the department's vision of growing the music program pathway to include a Bachelor of Applied Music Degree.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of \$399 per credit for domestic students and \$695 per credit for international students for two new courses under the Certificate in Preparatory Music Program: MUSC 1040 and MUSC 1041.
Moved, Seconded & CARRIED (Unanimously)

8. GOVERNANCE COMMITTEE (GC) REPORT

8.1 Chair's Report

- The Governance Committee met on Mar 2, 2023.
- The Committee identified the 2023 Board Evaluation process and timeline, which was subsequently approved by the Board. It will be conducted throughout April and May. Recommendations from the evaluation are brought to the full board and may contribute to the agenda for the annual board retreat in the Fall.
- Discussion is ongoing with regards to board succession planning. Strategies to ensure continuity of leadership are being considered as most appointed members terms expire at the same time in 2024 and 2025.
- The next Governance Committee meeting is Apr 19, 2023.

9. HUMAN RESOURCES COMMITTEE (HRC) REPORT

9.1 Chair's Report

- The Human Resources Committee collaborated with President Patel on developing Performance Objectives for 2023. The objectives are established with the overarching view that VCC learners (past, present, and potential) are at the center of the work we do at VCC. The objectives are evaluated by the committee throughout the year and can be re-calibrated if necessary. By the end of the year the HRC will have developed the process for a larger in-depth performance review process (as required every 3-years)
- At the next meeting in May, the HRC will consider the annual Executive Compensation Disclosure Statement, a reporting requirement of the Ministry which is publicly posted.

10. NEW BUSINESS

10.1 UPDATE: Strategic Innovation Plan (SIP)

- A. Patel introduced a new publication updating internal and external audiences on VCC's Strategic Innovation Plan (SIP) accomplishments to date. The publication ***In Motion*** articulates the progress of the SIP, including a section "VCC is in Motion" which lists current projects. As well, narrative under each of the five key objectives on how its affected students, community etc.
- Overall, the SIP is progressing positively. It is designed to allow nimbleness to adjust priorities as needed.
- The Board are encouraged to read the publication and direct questions to himself or VP, Jane Shin.

11. NEXT MEETING & ADJOURNMENT

- The next regular Board of Governors Public Meeting is on May 31, 2023.
- With no further business the meeting adjourned at 6:58 p.m.

APPROVED MAY 31, 2023, PUBLIC BOARD MEETING



Board of Governors Public Meeting May 31, 2023

BOARD OF GOVERNORS CORRESPONDENCE

DATE	TO	DETAIL
Apr 19, 2023	The Honourable Jennifer Whiteside Minister of Mental Health and Addictions	INVITATION: Intro to VCC Board Chair, Vice Chair, President RESPONSE: Meeting on May 3, 2023
May 5, 2023	The Honourable Adrian Dix Minister of Health and Minister responsible for Francophone Affairs	INVITATION: Intro to VCC Board Chair, Vice Chair, President
May 5, 2023	Councillor Christine Boyle	INVITATION: Intro to VCC Board Chair, Vice Chair, President RESPONSE: Meeting on Jun 12, 2023

BOARD OF GOVERNORS ACTIVITY

DATE	EVENT	
Apr 4, 2023	Board Education: Facilitator - Nahanee Creative Digital Decolonizing Practices	Virtual Session 2 of 3 (In-person Session 1: Dec 1, 2022)
Apr 17, 2023	Post-Secondary Board Governance Workshop	Attended in-person by: J. Hartman, A. Patel, N. Belokopitov, J. Yu, N. Mandryk, K. Brooke, P. Yeung, D. Lucas
Apr 23-26, 2023	Colleges & Institutes Canada World Congress: Collective Intelligence	Attended in-person by: J. Hartman, N. Belokopitov
Apr 27, 2023	VCC Alumni Awards Recognition Reception, Downtown Campus	Attended in-person by: K. Brooke
May 4, 2023	Board Education: Facilitator - Nahanee Creative Decolonizing Implementation - SWOT Analysis	Virtual Session 3 of 3 (In person Session 1: Dec 1, 2022, Virtual Session 2: Apr 4, 2023)
May 26, 2023	VCC Student Awards	Attended in-person by: J. Gonzales, S. Rajagopalan, K. Brooke
May 30, 2023	Brandefresh Project Status update	Virtual Session: Attendance tbc.



VCC NEWS AND EVENTS

April – May 2023

- On May 18, VCC hosted its annual Mental Health and Wellbeing Day. In support of the Canadian Mental Health Association, VCC's Counselling Services, People Services, and Student Union of VCC invited students, employees, and the community to drop into one of the many wellness activities, such as sound-healing, Tai Chi, and hand massages.
- VCC hosted the National Council of Deans of Apprenticeship, Trades and Technology annual spring meeting on May 16-18. NCDATT is national network of like-minded individuals who champion the development of apprenticeship, trades, and technology professionals.

- On May 10, members of VCC were honoured to join VCC Indigenous Cultural Advisor Ginger Gosnell-Meyers as she received the YWCA Women of Distinction Awards. VCC nominated Ginger in the 'Reconciliation in Action' category.
- VCC hosted Experience VCC on May 9-11, which featured a blend of on-campus tours and virtual info sessions hosted by VCC instructors representing more than 140 programs in health sciences, trades, technology and university transfer.



VCC members with YWCA Women of Distinction Award winner, Ginger Gosnell-Meyers.

- On May 9, VCC hosted community leaders from Vancouver Korean-Canadian Scholarship Foundation to discuss increased opportunities for international exchange and collaborative learning.
- On May 5, members of VCC's Indigenous Education and Community Engagement department created an important display at the Downtown campus to call attention to the numerous Missing Murdered Indigenous Women, Girls and Two Spirited people (MMIWG2S).
- Hy's Steakhouse hosted its annual fundraising event in support of the John Aisenstat Memorial scholarship on May 4, which was created in 2019 to recognize high academic achievement and to provide financial support to a VCC student pursuing studies in the hospitality and culinary arts. This year's event raised over \$13,000.
- On May 4, VCC's International Education department and the SUVCC hosted Eid al-Fitr, an Islamic festival, known as the "Festival of Breaking the Fast."
- On May 2, VCC hosted delegates from diverse African communities in BC at the Downtown campus. Members from VCC met with the delegation to learn about the group's priorities and challenges.



- VCC honoured its 2022-23 [Outstanding Alumni Award recipients](#) at an on-campus reception on Apr. 27. The awards celebrate the significant contributions made by VCC alumni in their profession, at VCC and in the communities they serve.
- On Apr. 24, VCC Nursing student, Eddy Gooch was recognized by the Colleges and Institutes Canada (CICan) with a Leadership Excellence Award for Students (Gold) presented at the World Federation of Colleges and Polytechnics World Congress 2023.
- On Apr. 19, VCC students secured a total of 19 medals across baking, culinary arts, auto repair, hairstyling, aesthetics, and graphic design in the Skills BC provincial competitions held at the Tradex Centre in Abbotsford.
- On Apr. 19, VCC announced that Jessie Williams will be joining the college as VCC's Dean, Indigenous Initiatives. Having previously served as the Director of Indigenous Relations at Simon Fraser University, and Manager of Education for her Nation, she comes with extensive experience in building and delivering Indigenization, decolonization, and reconciliation efforts. A welcoming ceremony with the college community is being planned for Jessie when she begins in July.
- On Apr. 14, eight VCC Fashion students captivated guests with their thought-provoking grad collections at Vancouver Fashion Week held at the Chinese Cultural Centre.
- On Apr. 3, VCC announced the signing of an agreement with the Scottish Qualifications Authority that establishes exciting new opportunities for learners looking to access international college degree programs.

GOVERNMENT RELATIONS

- VCC participated in an announcement on the Province's new StrongerBC: Future Ready Action Plan on May 2. Premier David Eby made the announcement alongside Selena Robinson, Minister of Post-Secondary Education and Future Skills and Brenda Bailey, Minister of Jobs, Economic Development and Innovation. VCC Nursing student, Eddy Gooch also spoke at the event.
- On Apr. 12, VCC was honoured to host Minister Selena Robinson for a tour of the Broadway campus. Minister Robinson met with VCC leaders as well as students from various programs.



Top: VCC with other PSIs at the StrongerBC announcement. Bottom: Minister Robinson visits with VCC students.



VCC IN THE NEWS (HIGHLIGHTS)

- VCC launches online reporting for sexual violence, [VCC news](#), May 17.
- See the winners of the 26th Annual Golden Plates Awards, [Georgia Straight](#), May 4 (VCC defends title as Best Professional Culinary School).
- This Canadian school is the first to be ASE certified, [Auto Service World](#), May 2.
- A cut above: VCC hairstyling instructors receive their Red Seal Endorsement, [VCC](#), Apr. 25
- Hawaiian-inspired fashions from Coquitlam grad on show in Vancouver, [Daily Hive](#), Apr. 14.
- Here's the full list of winners from this year's Stars of Vancouver 2023, [Vancouver is Awesome](#), Mar. 23 (VCC nabs top 3 choice in 'Continuing Studies' and 'Cooking Classes').
- Access to education and diversity in leadership key contributors to eliminating racial discrimination, [Canadian Immigrant](#), Mar. 20 (op-ed by Ajay Patel).

UPCOMING EVENTS

- [Student Awards](#), May 26. Celebrating outstanding student achievement with an awards ceremony, Broadway campus, Building B event space
- [Jewellery Art and Design Student Exhibition](#), June 2-15. Showcasing the creative work of first and second-year students, Downtown campus, atrium.
- [Deaf Deaf World](#), June 3. Family-friendly event organized for the Deaf and hard of hearing community. Broadway campus, Building B event space.
- VCC Convocation, June 22 at the Vancouver Playhouse.

PREPARED BY: VCC Marketing & Communications
DATE: May 19, 2023

VCCFA Report to the College Board – May, 2023

Prepared by Taryn Thomson, VCCFA President

Recently our union went with a delegation to the Federation of Post-Secondary's AGM, held in Kamloops. I thought I would take this opportunity to share some of the topics of concern and interest at the AGM.

Decolonizing ourselves

Learning continues to occur around decolonizing our federation, our institutions, our rules and processes, our unions, and ultimately, ourselves. This work is deeply personal and profoundly impactful. Therefore, it is slow. I was fortunate to attend a Talking Circle workshop and participate in a Blanket Ceremony. This was nicely bookended by a talk on the last morning by Dr. Lee Brown (<https://ifs-iherg.sites.olt.ubc.ca/lee-brown-phd/>) about emotional intelligence, the colonial way of valuing thinking over feeling, and the profound damage this has done to our society.

Equity

We had two speakers on the topic of equity. The first was Dr. Kumari Beck (<https://www.sfu.ca/education/faculty-profiles/kbeck.html>) who spoke of the importance of inclusion (active, intentional and continuous) and of commitment (that must be bound to action). She said that EDI is not a set of issues, but a lens through which all issues should be considered. Next we heard from BC's first Human Rights Commissioner, Kasari Govender (<https://bchumanrights.ca/about-us/our-team/>) about race based data collection. Her basic point was that if we are blind to race in our collection of data, we will not get the full picture.

FPSE is planning to do an equity audit and is hoping for participation from members from each local. The audit should happen in the fall. The VCCFA bargaining team has proposed that the college and union jointly undertake an equity audit of our employees to provide much needed data about who we are.

Equity came up a lot in our discussions in terms of members being able to fully participate in the work of the union. How do we make it possible for non-regular faculty, folks from marginalized groups, single parents to fully participate in the work of the union?

Future Ready Action Plan for BC

We heard about the Future Ready Action Plan from many speakers, but particularly from CAUT President Peter McInnis who raised red flags we all recognized as familiar about the trend towards incentivising micro credentials. We must question the educational merit of this trend since it comes not from educators, but from a government wanting to dole out easy cash in the run up to an election. I have been around long enough to remember the “Essential Skills” trend from the mid 2000’s, geared towards isolating skills needed for success in work and packaging them into short courses designed to get folks quickly upskilled and into the workforce. The problem with all of this is that for most of us, what is required is much more than a short six-week course. Literacy in 6 weeks? It’s preposterous and offensive to educators.

Here is a link to an article McInnis wrote about the topic:

<https://www.caut.ca/bulletin/2023/05/presidents-message-strange-case-disappearing-academic-staff>

Closer to Home

Back at VCC, we have stopped bargaining until the fall to allow for holidays for the bargainers. We continue to file grievances where necessary and work towards understandings with the college on a wide variety of issues. We are pleased that most of the EAL layoffs are about to be rescinded, but concerned that there are jobs on the line and reductions occurring in College Foundations. We will have more to report on that matter for the June BOG meeting.



INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: May 31, 2023

ISSUE: Education Council Chair Report to Board of Governors

SIGN LANGUAGE INTERPRETING DIPLOMA

The transfer of Douglas College's Sign Language Interpretation Diploma to VCC is in progress, following approval by both colleges' governance bodies. VCC's Board of Governors approved program tuition and the credential at a special meeting on April 14, 2023. Due to the tight timeline before the September 2023 program launch at VCC, an exception was made to usual process, and the Board approved the credential prior to Education Council approval of curriculum.

Education Council reviewed and approved the program content guide (PCG) at its May 9, 2023 meeting. The curriculum mirrors what has been taught at Douglas College, and only minor adjustments were made to language to align with VCC's registration process. To expedite the approval process, the PCG went directly to Education Council, without prior review by Curriculum Committee. The rationale for expediting the process was to alleviate uncertainty for potential students and facilitate admissions processes for the Fall 2023 intake. Curriculum Committee was informed of this approach and received the PCG for information.

Course details are still being finalized and are expected to come to Curriculum Committee and Education Council in June.

BAKING AND PASTRY ARTS PROGRAM REVISIONS

Three programs in the Baking and Pastry Arts department within the School of Hospitality, Food Studies, and Applied Business underwent significant curriculum revision in 2022: Artisan Baking Certificate, Pastry Arts Certificate, and Baking Foundation Certificate. EdCo approved the revised curricula in 2022.

The Artisan Baking and Pastry Arts revised curricula both include more advanced study, improve program currency, reduce instructor changes, and align more closely with institutional learning outcomes and Industry Training Authority (now SkilledTradesBC) goals.

Baking Foundation is a six-month program that ladders into the full 11-month Artisan Baking and Pastry Arts Certificates and is taught primarily as a post-secondary program for high school students. The curriculum changes align this program with the 11-month programs to allow students to transition seamlessly into their preferred specialty, with their foundational skills already established.

Since a tuition reset was originally sought, EdCo moved to advise to the Board to approve these “significantly revised” programs. At this time, tuition will not be adjusted. The credentials, credit hours and program costs for all three programs remain the same as previously. Accordingly, Education Council is presenting these program revisions to the Board for information only.

EDUCATION COUNCIL PLANNING DAY

EdCo has two Planning Day sessions per year; the next session is planned for June 12. Planning Day provides an opportunity for members to engage with emerging topics. An educational session focusing on academic freedom in governance is being planned with the aim of establishing a common dialogue about academic freedom and its relation to EdCo’s work. For the second session, VP Academic & Research David Wells will lead a discussion about VCC’s Academic Plan.

PREPARED BY: Natasha Mandryk, Chair, Education Council

DATE: May 23, 2023



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: May 31, 2023

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Academic Year 2023/2024, 2024/2025, and 2025/2026

BACKGROUND:

Dave McMullen, Registrar, presented the proposed academic year schedule for 2023/2024, 2024/2025, and 2025/2026.

This document supports the coordination of academic and campus activities and operation of the Registrar's Office. It includes public holidays and College closures, term dates, exam periods, and grade submission deadlines.

DISCUSSION:

There were questions about the dates for the College closure over the winter break. This falls under the purview of People Services; for this reason, the dates are listed as "TBD" in the Academic Year document.

RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the Academic Year 2023/2024, 2024/2025, and 2025/2026.

ATTACHMENT: APPENDIX A – Academic Year 2023/2024, 2024/2025, and 2025/2026

PREPARED BY: Natasha Mandryk, Chair, Education Council

DATE: May 19, 2023

APPENDIX A**Academic Year Information**

Note: Some vocational and/or trades programs may start or end on dates that do not coincide with the semester-based dates below. Please contact the appropriate instructional department for additional information.

Public Holidays and Closures (2022/2023)	
Event	Date
Labour Day	Mon, Sep 05, 2022
National Day for Truth and Reconciliation	Fri, Sep 30, 2022
Thanksgiving	Mon, Oct 10, 2022
VCC Day	Wed, Nov 02, 2022
Remembrance Day	Fri, Nov 11, 2022
Holiday Closure (TBD)	Fri, Dec 23, 2022 – Mon, Jan 02, 2023
Family Day	Mon, Feb 20, 2023
Good Friday	Fri, Apr 07, 2023
Easter Monday	Mon, Apr 10, 2023
Victoria Day	Mon, May 22, 2023
Canada Day	Mon, Jul 03, 2023 (Observed)
BC Day	Mon, Aug 07, 2023

Term Dates (2022/2023) (For courses running the entire term)			
Term	Fall	Winter	Spring/Summer
First Day of Class	Tue, Sep 06, 2022	Wed, Jan 04, 2023	Mon, May 08, 2023
Last Day of Class	Mon, Dec 12, 2022	Tue, Apr 11, 2023	Fri, Aug 11, 2023

Exam Period	Tue, Dec 13 – Mon, Dec 19, 2022	Wed, Apr 12 – Tue, Apr 18, 2023	Mon Aug 14 – Fri, Aug 18, 2023
Grade Submission Deadline	Wed, Dec 21, 2022	Tue, Apr 25, 2023	Fri, Aug 25, 2023

Public Holidays and Closures (2023/2024)	
Event	Date
Labour Day	Mon, Sep 04, 2023
National Day for Truth and Reconciliation	Mon, Oct 02, 2023 (Observed)
Thanksgiving	Mon, Oct 09, 2023
VCC Day	TBD
Remembrance Day	Mon, Nov 13, 2023 (Observed)
Holiday Closure (TBD)	Fri, Dec 22, 2023 – Tue, Jan 02, 2024
Family Day	Mon, Feb 19, 2024
Good Friday	Fri, Mar 29, 2024
Easter Monday	Mon, Apr 01, 2024
Victoria Day	Mon, May 20, 2024
Canada Day	Mon, Jul 01, 2024
BC Day	Mon, Aug 05, 2024

Term Dates (2023/2024) (For courses running the entire term)			
Term	Fall	Winter	Spring/Summer
First Day of Class	Tue, Sep 05, 2023	Thu, Jan 04, 2024	Mon, May 06, 2024
Last Day of Class	Mon, Dec 11, 2023	Wed, Apr 10, 2024	Fri, Aug 09, 2024

Exam Period	Tue, Dec 12 – Mon, Dec 18, 2023	Thu, Apr 11 – Wed, Apr 17, 2024	Mon Aug 12 – Fri, Aug 16, 2024
Grade Submission Deadline	Wed, Dec 20, 2023	Wed, Apr 24, 2024	Fri, Aug 23, 2024

Public Holidays and Closures (2024/2025)	
Event	Date
Labour Day	Mon, Sep 02, 2024
National Day for Truth and Reconciliation	Mon, Sep 30, 2024
Thanksgiving	Mon, Oct 14, 2024
VCC Day	TBD
Remembrance Day	Mon, Nov 11, 2024
Holiday Closure (TBD)	Mon, Dec 23, 2024 – Wed, Jan 01, 2025
Family Day	Mon, Feb 17, 2025
Good Friday	Fri, Apr 18, 2025
Easter Monday	Mon, Apr 21, 2025
Victoria Day	Mon, May 19, 2025
Canada Day	Tue, Jul 01, 2025
BC Day	Mon, Aug 04, 2025

Term Dates (2024/2025) (For courses running the entire term)			
Term	Fall	Winter	Spring/Summer
First Day of Class	Tue, Sep 03, 2024	Mon, Jan 06, 2025	Mon, May 05, 2025

Last Day of Class	Mon, Dec 09, 2024	Wed, Apr 09, 2025	Fri, Aug 08, 2025
Exam Period	Tue, Dec 10 – Mon, Dec 16, 2024	Thu, Apr 10 – Wed, Apr 16, 2025	Mon Aug 11 – Fri, Aug 15, 2025
Grade Submission Deadline	Thu, Dec 19, 2024	Fri, Apr 25, 2025	Fri, Aug 22, 2025

Public Holidays and Closures (2025/2026)	
Event	Date
Labour Day	Mon, Sep 01, 2025
National Day for Truth and Reconciliation	Tue, Sep 30, 2025
Thanksgiving	Mon, Oct 13, 2025
VCC Day	TBD
Remembrance Day	Tue, Nov 11, 2025
Holiday Closure (TBD)	Tue, Dec 23, 2025 – Mon, Jan 05, 2026
Family Day	Mon, Feb 16, 2026
Good Friday	Fri, Apr 03, 2026
Easter Monday	Mon, Apr 06, 2026
Victoria Day	Mon, May 18, 2026
Canada Day	Wed, Jul 01, 2026
BC Day	Mon, Aug 03, 2026

Term Dates (2025/2026) (For courses running the entire term)			
Term	Fall	Winter	Spring/Summer
First Day of Class	Tue, Sep 02, 2025	Mon, Jan 05, 2026	Mon, May 04, 2026

Last Day of Class	Fri, Dec 05, 2025	Wed, Apr 08, 2026	Fri, Aug 07, 2026
Exam Period	Mon, Dec 08 – Mon, Dec 15, 2025	Thu, Apr 09 – Fri, Apr 17, 2026	Mon Aug 10 – Mon, Aug 17, 2026
Grade Submission Deadline	Thu, Dec 18, 2025	Fri, Apr 24, 2026	Mon, Aug 24, 2026



INFORMATION NOTE

PREPARED FOR: VCC Board of Governors

DATE: May 31, 2023

ISSUE: **Financial Performance (for the Twelve Months ended March 31, 2023)**

2022/23 Operating Overview (April 2022 – March 2023)

Revenue for the year was \$143.9million compared to budget of \$142.1 million (\$1.84 million above budget) and prior year of \$134.6 million (\$9.29 million above than prior year). Domestic tuition revenue is down by \$922K (excluding ABE/EAL) compared to original budget, and international revenue is up by \$6.1 million. **(Table 1, 2 and 3).**

The School of Hospitality, Food Studies and Applied Business domestic tuition revenue is \$170K lower than budget. International tuition revenue is up by \$3.69 million; Business Management is up by \$1.2 million and Project Management and Accounting are up by \$1.08 million and \$351K respectively. Hospitality program international tuition revenue is also up by \$777K. The School of Trades, Technology and Design domestic tuition revenue is higher than budget by \$155K and international tuition revenue was higher than budget by \$762K. Auto Collision Program revenue is down by \$272K and Electronic Repair Technology, CAD & BIM and Hair Design and Skin/Body Therapy programs revenues are higher than budget by \$999K.

The School of Health and Science domestic tuition revenue is higher by \$113K and international tuition revenue is higher by \$226K than budget due to Health Care Assistant Diploma program. The School of Arts and Sciences domestic tuition is higher than budget by \$55K, and international tuition revenue is up by \$359K, mostly coming from University Transfer programs. College Career Access and College Foundations programs tuition revenues are down by \$336K than budget, but Adult Basic Education and ESL Pathway programs domestic tuition are increased by \$104K compared to budget.

Continuing Studies domestic tuition revenue was down by \$808K; Paralegal & Office admin by \$134K, Counselling by \$133K, ECCE by \$138K and medical Device Reprocessing Technician program by \$223K lower than budget. International tuition revenue was up by \$1.01 million; \$739K from ECCE program and \$340K from IT Operations and Network program.

Other revenues such as movie rentals, space rental, commercial services and interest income is higher by \$3.4 million. Revenues for commercial services were higher than budget as the budgeted revenues were conservatively forecast due to the uncertainty related to the COVID 19 global pandemic.

Expenses are forecasted to be \$142.8 million compared to budget of \$142.1 million (\$733K higher than budget) and prior year of \$136 million (\$11.2 million above than prior year). The main increases in professional fees and building and telecom are due to various projects, Campus Plan, contracts delivery and agency fees \$1.7 million and due to higher cost to address aging infrastructures and facilities of \$964K. \$1.25 million was contributed to the Foundation to support entrance bursary and its fundraising project and \$423K increased cost of goods sold due to increased revenues, but these overages are offset by contingency and one time AIC related expense adjustment.

Additional notes:

Due to high interest rates, the 2022/23 interest income was \$2.3M. Other factors that contributed to the high interest income were increases in cash and in international students payments. The reported cash balance was \$68.7 million but the student deposit and deferred tuition liability were \$46.8 million – as a result \$46.8 million is considered restricted cash for refund liability.

ATTACHMENTS: APPENDIX A - Tables:
Table 1, 2 and 3: Summary – Forecast Revenue by School (Apr 2022 – Mar 2023)
Table 4 – Statement of Operations for the Twelve Months ended March 31, 2023

PREPARED BY: Jamie Choi, Executive Director FS & CFO

DATE: May 24, 2023

Summary – Forecast Revenue by School

APPENDIX A

Table 1:
Domestic Tuition Revenue by School – Actual Compared to Budget and Prior Year

	Current Year 2022/23 Actual (Apr 2022 - Mar 2023)	Current Year 2022/23 Budget (Apr 2022 - Mar 2023)	Variance (Forecast vs Budget)	Prior Year 2021/22 Actuals (Apr 2021 - Mar 2022)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	2,649,178	3,457,317	(808,139)	3,721,221	(1,072,043)
SCHOOL OF ARTS AND SCIENCES	1,476,888	1,421,790	55,098	1,462,902	13,986
ABE & EAL TUITION FREE	3,453,102	3,684,766	(231,664)	3,547,095	(93,993)
SCHOOL OF HEALTH	4,292,040	4,178,126	113,914	4,219,349	72,690
SCHOOL OF HOSP, FOOD & BUSINESS	1,562,197	1,732,340	(170,143)	1,505,383	56,815
DIVISION OF LIBRARY, TEACH & LEARN	634,511	903,448	(268,937)	693,144	(58,633)
SCHOOL OF TRADES, TECH & DESIGN	2,605,973	2,450,327	155,646	2,654,547	(48,575)
	16,673,888	17,828,114	(1,154,226)	17,803,641	(1,129,753)

Table 2:
International Tuition Revenue by School – Actual Compared to Budget and Prior Year

	Current Year 2022/23 Actual (Apr 2022 - Mar 2023)	Current Year 2022/23 Budget (Apr 2022 - Mar 2023)	Variance (Forecast vs Budget)	Prior Year 2021/22 Actuals (Apr 2021 - Mar 2022)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	4,711,888	3,693,859	1,018,029	1,425,272	3,286,616
SCHOOL OF ARTS AND SCIENCES	610,649	250,723	359,926	304,017	306,632
SCHOOL OF HEALTH	440,660	213,993	226,667	188,877	251,783
SCHOOL OF HOSP, FOOD & BUSINESS	29,118,036	25,423,247	3,694,789	21,320,247	7,797,789
DIVISION OF LIBRARY, TEACH & LEARN	72,282	0	72,282	10,932	61,350
SCHOOL OF TRADES, TECH & DESIGN	11,233,748	10,471,262	762,486	9,057,745	2,176,002
	46,187,263	40,053,084	6,134,179	32,307,091	13,880,172

Table 3:
Combined Domestic and International Tuition Revenue by School - Actual

	Current Year 2022/23 Actual (Apr 2022 - Mar 2023)	Current Year 2022/23 Budget (Apr 2022 - Mar 2023)	Variance (Forecast vs Budget)	Prior Year 2021/22 Actuals (Apr 2021 - Mar 2022)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	7,361,066	7,151,176	209,890	5,146,493	2,214,573
SCHOOL OF ARTS AND SCIENCES	2,087,537	1,672,513	415,024	1,766,920	320,617
ABE & EAL TUITION FREE	3,453,102	3,684,766	(231,664)	3,547,095	(93,993)
SCHOOL OF HEALTH	4,732,700	4,392,119	340,581	4,408,226	324,473
SCHOOL OF HOSP, FOOD & BUSINESS	30,680,233	27,155,587	3,524,646	22,825,630	7,854,603
DIVISION OF LIBRARY, TEACH & LEARN	706,793	903,448	(196,655)	704,076	2,717
SCHOOL OF TRADES, TECH & DESIGN	13,839,720	12,921,589	918,131	11,712,293	2,127,427
	62,861,151	57,881,198	4,979,953	50,110,732	12,750,419

Statement of Operations –Comparison to Budget and Prior Year
2022/23 Actual for Twelve Months Ended March 31, 2023

Table 4:

(In \$ Thousands)	Current Year 2022/23 Actual	Current Year 2022/23 Budget	Forecast vs Budget	Comments	Prior Year 2021/22 Actuals	Current Year Forecast vs Prior Year Actuals
Province of B.C. Grants	52,159	60,421	(8,262)	Varinace restricted to support Campus Plan and capital projects	60,041	(7,882)
Adult Upgrading Grant (AUG)	316	400	(84)		320	(4)
Sales of goods and services	4,789	3,677	1,111	Rental revenue higher by \$65K, bookstores revenue higher by \$147K; food services revenue \$455K; salon and spa revenue high by \$202K	3,577	1,212
Tuition and student fees	63,463	57,768	5,695	Table 1, 2 & 3	50,027	13,436
ABE/EAL Tuition Free	3,453	3,685	(232)	CCA \$115K, CF \$221K less than budget; ABE \$69K, EAL \$35K higher than budget	3,547	(94)
Other grants, fees & contract services	8,739	7,649	1,090	Micro-Credential \$230K, ASP \$190K , HCA & BSN \$447K and Ihub Project \$260K higher	8,411	328
Miscellaneous income	2,523	2,034	489	Movie rental \$187K higher than budget, other college wide misc income higher by \$300K	1,989	534
Donation income (Foundation Related)	640	760	(120)		582	59
Amortization of deferred capital contributio	5,534	5,352	182		5,769	(235)
Interest income	2,351	380	1,971	Due to higher interest rates	410	1,941
REVENUES	143,968	142,126	1,842		134,674	9,294
SALARY AND BENEFIT EXPENSES	101,904	103,324	1,420	\$1M faculty salary added to deliver added cohorts and contracts. Faculty sickness over by \$250K. CUPE salary is up by \$200K. CS is down by \$100K. Admin salary down by \$500K due to vacancies and \$750K reclassification to capital expense(related to the Campus Plan); benefits down by \$1.2M.	99,459	(2,445)
Supplies and general expenses	10,301	10,630	329	One time AIC related adjustment \$530K favourable ; contingency \$1.35M removed in forecast; \$1.25M contribution to foundation increased to support entrance bursary and fundraising campaign	9,661	(640)
AUG Financial Aid	316	400	84		320	4
Bursary/Scholarship	640	760	120		582	(59)
Professional fees	9,639	7,914	(1,726)	To carry out contracts delivery and projects added during the fiscal year; increased international students agency commission \$973K	7,088	(2,551)
Building and telecom	7,705	6,741	(965)	Utilities and building engineering fees increased	6,687	(1,018)
Cost of Goods Sold	3,195	2,771	(424)	Cost of goods sold higher due to higher retail revenues	2,556	(639)
Depreciation Expense	9,157	9,586	429	Less asset retirement obligation depreciation amount	9,672	514
OPERATING EXPENSES	40,953	38,802	(2,152)		36,565	(4,388)
TOTAL EXPENSES	142,857	142,126	(733)		136,024	(11,222)
NET SURPLUS (DEFICIT) BEFORE EXTRAORDINARY ITEM	1,110		1,110		(1,350)	20,516
Gain on transfer of capital lease					1,357	(1,357)
NET SURPLUS (DEFICIT) AFTER EXTRAORDINARY ITEM	1,110	0	1,110		7	1,104

*ABE : Adult Basic Education
*CCA: College & Career Access

*EAL : English as Additional Language
*CF: College Foundation

*ASP: Aboriginal Service Plan
*AUG: Adult Upgrading Grant



DECISION NOTE

PREPARED FOR: VCC Board of Governors

DATE: May 31, 2023

ISSUE: **RECOMMENDATION FOR APPROVAL:**
VCC 2022/23 Audited Financial Statements

BACKGROUND:

Section 55 of the *College and Institute Act* requires that post-secondary institutions conduct an audit of their accounts and transactions annually. The 2022/23 audited financial statements presented satisfy this audit requirement under the Act.

KPMG LLP was appointed in accordance with the Selection and Appointment of Auditors Policy and Procedure after VCC had gone through a RFP process. This is a five year commitment, with 2022/23 being the third year KPMG has conducted the audit for VCC.

DISCUSSION:

This package includes:

- 2022/23 Audited Financial Statements

RECOMMENDED MOTION:

THAT, on the recommendation of the Finance and Audit committee, the Board of Governors approve the 2022/23 Audited Financial Statements.

ATTACHMENTS: APPENDIX A: Audited Financial Statement for the year ended March 31, 2023

PREPARED BY: Jamie Choi, Executive Director, FS & CFO

DATE: May 25, 2023

APPENDIX A



Financial Statements of

VANCOUVER COMMUNITY COLLEGE

And Independent Auditor's Report

Year ended March 31, 2023

VANCOUVER COMMUNITY COLLEGE

Statement of Management Responsibility

The financial statements have been prepared by management in accordance with Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia. The integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes of the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. A summary of the significant accounting policies are described in Note 2 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements.

The Vancouver Community College Board of Governors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control, and exercises these responsibilities through the Finance and Audit Committee. The Finance and Audit Committee reviews the internal financial statements on a quarterly basis and external audited financial statements yearly. The Finance and Audit Committee also discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The external auditors, KPMG LLP, conducts an independent examination, in accordance with Canadian auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of Vancouver Community College and meet when required. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the financial statements.

On behalf of Vancouver Community College:

Ajay Patel
President and CEO
May 31, 2023

Jamie Choi
Executive Director, Finance & CFO
May 31, 2023

INDEPENDENT AUDITOR'S REPORT

To the Board of Governors of Vancouver Community College, and to the Minister of the Ministry of Post-Secondary Education and Future Skills, Province of British Columbia

Opinion

We have audited the financial statements of Vancouver Community College (the "Entity"), which comprise:

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

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

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

Basis for Opinion

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

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

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

Emphasis of Matter – Financial Reporting Framework

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

Our opinion is not modified in respect of this matter.

Emphasis of Matter – Comparative Information

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

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

Our opinion is not modified in respect of this matter

Other Matter – Comparative Information

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

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

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

We also:

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

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

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

Chartered Professional Accountants

Vancouver, Canada

May 31, 2023

VANCOUVER COMMUNITY COLLEGE

Statement of Financial Position

March 31, 2023, with comparative information for 2022

	2023	2022
		(Restated - note 3)
Financial assets		
Cash and cash equivalents	\$ 68,754,053	\$ 54,516,168
Investments (note 4)	8,237,500	237,500
Accounts receivable	8,526,809	3,927,642
Due from government and government organizations (note 5)	1,386,322	1,300,165
Inventories for resale	903,989	941,818
	87,808,673	60,923,293
Liabilities		
Accounts payable and accrued liabilities (note 6)	52,264,368	43,745,404
Due to government and government organizations (note 5)	7,611	866,012
Employee future benefits (note 7)	2,676,000	2,737,000
Deferred tuition fees (note 8)	17,980,193	10,106,329
Deferred revenue (note 9)	9,024,894	11,281,506
Deferred capital contributions (note 10)	87,724,276	71,774,115
Asset retirement obligation (note 3)	4,862,938	4,862,938
Capital lease obligation (note 11)	401,723	1,044,270
	174,942,003	146,417,574
Net debt	(87,133,330)	(85,494,281)
Non-financial assets		
Tangible capital assets (note 12)	104,293,277	101,224,850
Inventories held for use	114,893	115,143
Prepaid expenses	968,023	1,286,754
	105,376,193	102,626,747
Accumulated surplus	\$ 18,242,863	\$ 17,132,466

Contractual obligations and contractual rights (notes 14 and 15)

Contingent liabilities (note 16)

See accompanying notes to financial statements.

Approved on behalf of the Board:

President

Chair of the Board

VANCOUVER COMMUNITY COLLEGE

Statement of Operations and Accumulated Surplus

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

	Budget	2023	2022
	(note 2 j)		(Restated - note 3)
Revenue			
Province of British Columbia grants and contributions	\$ 64,505,734	\$ 55,928,520	\$ 63,908,975
Province of British Columbia contracts	2,167,223	2,749,801	3,775,143
Federal Government grants and contracts	4,612,496	4,486,964	4,518,369
Tuition and student fees	57,768,217	63,463,439	50,027,285
Sales of goods and services	3,677,220	4,788,600	3,576,645
Other grants and contracts	869,291	1,502,312	117,600
Miscellaneous income	2,793,978	3,162,922	2,570,296
Investment income	380,000	2,351,416	409,991
Revenue recognized from deferred capital contributions	5,351,640	5,533,824	5,769,288
	142,125,799	143,967,798	134,673,592
Expenses (note 17)			
Instruction and instructional support	135,647,335	136,047,016	130,535,747
Ancillary operations	5,318,464	5,772,926	4,645,514
Special purpose	1,160,000	1,037,459	963,998
	142,125,799	142,857,401	136,145,259
Annual surplus (deficit) before the undernoted	\$ -	\$ 1,110,397	\$ (1,471,667)
Gain on transfer of capital lease (note 11)	\$ -	-	\$ 1,356,625
Annual surplus (deficit)	\$ -	\$ 1,110,397	\$ (115,042)
Accumulated surplus, beginning of year (note 3)	17,132,466	17,132,466	17,247,508
Accumulated surplus, end of year	\$ 17,132,466	\$ 18,242,863	\$ 17,132,466

See accompanying notes to financial statements.

VANCOUVER COMMUNITY COLLEGE

Statement of Changes in Net Debt

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

	Budget	2023	2022
	(note 2 j)		(Restated - note 3)
Annual surplus (deficit)	\$ -	\$ 1,110,397	\$ (115,042)
Acquisition of tangible capital assets	(3,000,000)	(12,225,446)	(8,903,674)
Acquisition of tangible capital assets through capital lease	564,569	-	(22,234)
Amortization of tangible capital assets	9,021,893	9,157,019	9,793,072
Disposal of tangible capital assets	-	-	36,035
Transfer of tangible capital assets under capital lease (note 11)	-	-	8,609,094
	6,586,462	(3,068,427)	9,512,293
Acquisition of inventories	-	(114,893)	(115,143)
Acquisition of prepaid expenses	-	(968,023)	(1,286,754)
Use of inventories	-	115,143	101,611
Use of prepaid expenses	-	1,286,754	957,260
	-	318,981	(343,026)
Decrease (increase) in net debt	6,586,462	(1,639,049)	9,054,225
Net debt, beginning of year (note 3)	(85,494,281)	(85,494,281)	(94,548,506)
Net debt, end of year	\$ (78,907,819)	\$ (87,133,330)	\$ (85,494,281)

See accompanying notes to financial statements.

VANCOUVER COMMUNITY COLLEGE

Statement of Cash Flows

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

	2023	2022
Cash provided by (used in):		(Restated - note 3)
Operating activities:		
Annual surplus (deficit)	\$ 1,110,397	\$ (115,042)
Items not involving cash:		
Amortization of tangible capital assets	9,157,019	9,793,072
Revenue recognized from deferred capital contributions	(5,533,824)	(5,769,288)
Change in employee future benefits	(61,000)	150,000
Change in non-cash operating working capital:		
Increase in accounts receivable	(4,599,167)	(854,120)
Decrease (increase) in inventories for resale	37,829	(3,471)
Decrease in due from government and other government organizations	(86,157)	(1,111,352)
Decrease (increase) in prepaid expenses	318,731	(329,494)
Decrease (increase) in inventories held for use	250	(13,532)
Increase in accounts payable and accrued liabilities	8,518,964	9,345,390
Increase (decrease) in due to Province of British Columbia and other government organizations	(858,401)	124,569
Increase in deferred tuition fees	7,873,864	3,091,846
Increase (decrease) in deferred revenues	(2,256,612)	1,563,683
Gain on transfer of capital lease	-	(1,356,625)
Net change in cash from operating activities	13,621,893	14,515,636
Investing activities:		
Purchase of investments	(8,000,000)	-
Net change in cash from investing activities	(8,000,000)	-
Capital activities:		
Acquisition of tangible capital assets	(12,225,446)	(8,889,873)
Net change in cash from capital activities	(12,225,446)	(8,889,873)
Financing activities:		
Principle payment on capital lease obligation	(642,547)	(841,385)
Deferred capital contributions received	21,483,985	7,390,036
Net change in cash from financing activities	20,841,438	6,548,651
Net increase in cash and cash equivalents	14,237,885	12,174,414
Cash and cash equivalents, beginning of year	54,516,168	42,341,754
Cash and cash equivalents, end of year	\$ 68,754,053	\$ 54,516,168
Supplemental information on non-cash items:		
Gain on transfer of capital lease: (note 11)		
Transfer of tangible capital assets	\$ -	\$ (8,609,094)
Transfer of capital lease obligation	-	6,828,518
Transfer of deferred capital contributions	-	3,137,201
	\$ -	\$ 1,356,625
Tangible capital assets acquired through capital lease obligations	\$ -	\$ 22,234
Interest received during the year	2,351,416	409,991
Interest paid during the year	38,427	357,966

See accompanying notes to financial statements.

1. Authority, Purpose and Nature of Operations:

Vancouver Community College (the "College") is a post-secondary educational institution funded in part by the Province of British Columbia and incorporated under the College and Institute Act on November 28, 1978. The College is a not-for-profit entity governed by a Board of Governors, the majority of whom are appointed by the provincial government of British Columbia. The College is exempt from income taxes under Section 149 of the *Income Tax Act*.

The College serves a diverse urban community by providing excellent programs and services that prepare learners for ongoing education, direct entry into employment, career advancement and greater participation in the community.

2. Significant accounting policies:

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

(a) Basis of accounting:

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

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

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

Regulation 198/2011 requires that restricted contributions received or receivable are to be reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors. Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.

2. Significant accounting policies (continued):

(a) Basis of accounting (continued):

Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contributions have been met. For British Columbia tax-payer supported organizations, these contributions include government transfers and externally restricted contributions.

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of Canadian Public Sector Accounting Standards which requires government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with Public Sector Accounting Standard PS3410. As a result, revenue recognized in the Statement of Operations and Accumulated Surplus and certain related deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

(b) Cash and cash equivalents:

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

(c) Financial instruments:

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

(i) Fair value category: Portfolio investments in equity instruments that are quoted in an active market and derivative instruments are reflected at fair value as at the reporting date. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments is recorded as an expense. Unrealized gains and losses on financial assets are recognized in the Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the Statement of Operations and Accumulated Surplus and related balances reversed from the Statement of Remeasurement Gains and Losses.

(ii) Cost category: Gains and losses are recognized in the Statement of Operations and Accumulated Surplus when the financial asset is derecognized due to disposal or impairment. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments is included in the cost of the related investments.

(iii) The College does not have any financial instruments that are recorded at fair value and hence does not have any remeasurement gains and losses.

2. Significant accounting policies (continued):

(c) Financial instruments (continued):

(iv) The following items are included in the cost category and measured as follows:

- (A) Accounts receivable are measured at amortized cost using the effective interest method.
- (B) Investments are comprised of a term deposit that is capable of prompt liquidation and redeemable annually for the next 4-years. The investments are cashable on demand and are recorded at amortized cost based on the transaction price on the trade date. All interest income, gains and losses are recognized in the Statement of Operations and Accumulated Surplus in the period in which they arise.
- (C) Accounts payable and accrued liabilities are measured at amortized cost using the effective interest method.

(d) Inventories for resale:

Inventories held for resale, including books and school supplies, are recorded at the lower of cost or net realizable value. Cost includes the original purchase cost, plus shipping and applicable duties. Net realizable value is the estimated selling price less any costs to sell. Inventories are written down to net realizable value when the cost of inventories is estimated not to be recoverable. When circumstances that previously caused inventories to be written down below cost no longer exist, the amount of write down previously recorded is reversed.

(e) Non-financial assets:

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

(i) Tangible capital assets:

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Interest during construction is capitalized whenever external debt is issued to finance the construction of tangible capital assets. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives shown below. Land is not amortized as it is deemed to have a permanent value.

Asset	Basis
Buildings	30 - 50 years
Building improvements	15 years
Furniture and equipment	5 years
Leasehold improvements	Remaining lease term
Computer hardware and software	4 years
Computer equipment under capital lease	3 - 5 years

2. Significant accounting policies (continued):

(e) Non-financial assets (continued):

(i) Tangible capital assets (continued):

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

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

Leases of tangible capital assets which transfer substantially all the benefits and risks of ownership are accounted for as leased tangible capital assets. Capital lease obligations are recorded at the present value of the minimum lease payments excluding executor costs. The maximum-recorded value of the leased assets cannot exceed the leased property's fair value when determining the discount rate to be used.

(ii) Inventories held for use:

Inventories held for use are recorded at the lower of cost and replacement cost.

Cost includes the original purchase cost, plus shipping and applicable duties. Replacement cost is the estimated current cost to replace the items.

(iii) Prepaid expenses:

Prepaid expenses are recorded at cost and amortized over the period where the service benefits are received.

(f) Employee future benefits:

(i) The College and its employees make contributions to the College Pension and Municipal Pension Plans which are multi-employer joint trustee plans. These plans are defined benefit plans, providing a pension on retirement based on the member's age at retirement, length of service and highest earnings. Defined contribution plan accounting is applied because the assets and liabilities of the plan are not segregated by employer. Contributions are expensed as they become payable.

(ii) Sick leave benefits are also available to the College's employees. The costs of these benefits are actuarially determined based on length of service and best estimates of benefit usage, retirement ages and expected future salary and wage increases. The obligation under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits. Actuarial gains and losses are amortized over the expected employee average remaining service life.

2. Significant accounting policies (continued):

(f) Employee future benefits (continued):

- (iii) The College provides long-service and gratuity benefits to the employees. The costs of these benefits are actuarially determined based on length of service and best estimates of benefit usage, retirement ages and expected future salary and wage increases. The obligation under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits. Actuarial gains and losses are amortized over the expected employee average remaining service life.
- (iv) Employees who are retiring at age 55 or over and who receive pension under the provisions of the Pension Act, receive a benefit where the College pays for the premiums of Group Life Insurance coverage in the amount of \$10,000 for a period of 5-years from the date of retirement.
- (v) Certain College employees are entitled to the continuation of health and dental benefits while on disability leave. The costs of insured benefits reflected in these financial statements are the employer's portion of the insurance premiums owed for coverage of employees during the period.

The most recent valuation of the College's future employee benefits as described in (ii) to (v) was estimated by an actuarial valuation completed on March 31, 2021 with results extrapolated to March 31, 2023.

(g) Revenue recognition:

(i) Fees for services:

Tuition fees are collected in advance and recognized as revenue at the time services are provided. Student fees and sales of goods and services are reported as revenue at the time the services are provided or the products are delivered, and collection is reasonably assured.

(ii) Contributions:

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

Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are recorded in accordance with Regulation 198/2011 (Note 2(a)) which requires that they be recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.

2. Significant accounting policies (continued):

(g) Revenue recognition (continued):

(ii) Contributions (continued):

Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred revenue and recognized in revenue in the year in which the stipulation or restriction on the contributions have been met.

(iii) Investment income:

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

(h) Expense recognition:

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

(i) Foreign currency translation:

The College's functional currency is the Canadian dollar. Transactions in foreign currencies are translated into Canadian dollars at the exchange rate in effect on the transaction date. Monetary assets and liabilities denominated in foreign currencies and non-monetary assets and liabilities which were designated in the fair value category under the financial instrument standard are reflected in the financial statements in equivalent Canadian dollars at the exchange rate in effect on the Statement of Financial Position date. Any gain or loss resulting from a change in rates between the transaction date and the settlement date or statement of financial position date is recognized in the Statement of Operations and Accumulated Surplus.

(j) Budget information:

The budget information has been derived from the 2022/23 Budget approved by the Board of Governors of the College on March 30, 2022. The Budget is reflected in the Statement of Operations and Accumulated Surplus and the Statement of Changes in Net Debt.

(k) Use of estimates:

The preparation of the financial statements in accordance with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, and related disclosures. Key areas where management has made estimates and assumptions include those related to the useful lives of tangible capital assets, amortization of related deferred capital contributions, the present value of employee future benefits, and provisions for contingencies and commitments. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

2. Significant accounting policies (continued):**(l) Asset retirement obligations:**

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

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

The College's asset retirement obligation is primarily related to the removal of asbestos in buildings.

The estimate of the asset retirement obligation includes undiscounted costs directly attributable to the asset retirement activities and is recorded as a liability and increase to the related tangible capital assets. The amount capitalized in tangible capital assets is amortized using the amortization accounting policy outlined in Note 2(e)(i).

The carrying value of the liability is reconsidered at each financial reporting date with changes to the timing or amount of the original estimate of cash flows recorded as an adjustment to the asset retirement obligation liability and tangible capital assets.

3. Asset retirement obligation:

On April 1, 2022, the College adopted Canadian public sector accounting standard PS 3280, Asset Retirement Obligations. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets. The College has adopted the new accounting standard using the modified retroactive transitional provisions, which results in the restatement of the comparative information as at and for the year ended March 31, 2022 as follows:

	As previously stated	Adjustment	As restated
Statement of financial position:			
Asset retirement obligation liability	\$ -	\$ 4,862,938	\$ 4,862,938
Tangible capital assets	97,579,930	3,644,920	101,224,850
Accumulated surplus	18,350,484	(1,218,018)	17,132,466
Statement of operations and accumulated surplus:			
Instruction and instructional support	130,414,174	121,573	130,535,747
Annual surplus (deficit)	6,531	(121,573)	(115,042)
Accumulated surplus, beginning of year	18,343,953	(1,096,445)	17,247,508
Statement of changes in net debt:			
Annual surplus (deficit)	6,531	(121,573)	(115,042)
Amortization of tangible capital assets	9,671,499	121,573	9,793,072
Net debt, beginning of year	(89,685,568)	(4,862,938)	(94,548,506)
Statement of cash flows:			
Cash flows from operating activities:			
Annual surplus (deficit)	6,531	(121,573)	(115,042)
Amortization of tangible capital assets	9,671,499	121,573	9,793,072

4. Investments:

Investments consist of:

- (a) \$237,500 - a guaranteed investment certificate ("GIC") with an automatic monthly renewal that bears interest of 0.2% per annum.
- (b) \$10 million - Five-in-One GIC, with a \$2 million distribution amount redeemable annually in April, that bears interest of 3.6% per annum. As at March 31, 2023, \$2 million has been classified as cash and cash equivalents due to the redeemable nature of the distribution amount.

5. Due from / to government and government organizations:

	2023		2022	
Due from the Province of British Columbia	\$	20,300	\$	72,351
Due from the Federal Government		1,366,022		1,227,814
	\$	1,386,322	\$	1,300,165
Due to the Province of British Columbia	\$	7,611	\$	13,048
Due to BCIT		-		852,964
	\$	7,611	\$	866,012

The amounts due from and due to are due on demand and are non-interest bearing.

6. Accounts payable and accrued liabilities:

	2023		2022	
Accounts payable and accrued liabilities	\$	10,543,074	\$	9,240,609
Salaries and benefits payable		9,240,783	\$	6,776,117
Accrued vacation payable		3,504,885	\$	3,563,707
Student deposits		28,975,626	\$	24,164,971
	\$	52,264,368	\$	43,745,404

7. Employee future benefits:**(a) Pension plan:**

The College and its employees contribute to the College Pension Plan and Municipal Pension Plan (jointly trusted pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the pension plans, including investing assets and administering benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at August 31, 2022, the College Pension Plan has about 16,600 active members, and approximately 10,100 retired members. As at December 31, 2022, the Municipal Pension Plan has about 240,000 active members, including approximately 7,000 from colleges.

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

7. Employee future benefits (continued):

(a) Pension plan (continued):

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

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

The College paid \$7,401,858 (2022 - \$7,433,104) for employer contributions to the plans in fiscal 2023.

The next valuation for the College Pension Plan will be as at August 31, 2024. The next valuation for the Municipal Pension Plan will be December 31, 2024, with results available in 2025.

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

(b) Employee future benefits:

	2023	2022
Sick leave (i)	\$ 1,296,000	\$ 1,292,000
Long-service and gratuity (ii)	239,000	266,000
Long term disability health & dental benefits (iii)	1,053,000	1,082,000
Retiree life insurance benefits (iv)	88,000	97,000
Accrued benefit liability, end of year	\$ 2,676,000	\$ 2,737,000

(i) Certain employees of the College are entitled to sick leave benefits in accordance with the terms and conditions of their employment contracts. These include post-retirement benefits, benefits that are expected to be provided after employment but prior to retirement and which vest or accumulate during service; and compensated absence benefits, benefits paid during employment, including sick pay benefits that accumulate and are payable upon a future illness or injury-related absence. The benefit expense associated with the covered benefits attributed to the accounting period is included in the College's Statement of Operations and Accumulated Surplus and the accrued benefit liability for the benefits attributed to employee service to the accounting date are included in the College's Statement of Financial Position.

(ii) Certain excluded employees (employed prior to August 2010) earn 3-days per year in addition to vacation in accordance with the terms and conditions of their employment contracts. The current gratuity plan for support staff ceased to accumulate as of December 31, 2016, and the balance of gratuity plan will not increase in the future.

7. Employee future benefits (continued):

(b) Employee future benefits (continued):

(iii) Certain employees of the College are entitled to the continuation of extended health, dental and Medical Service Plan (“MSP”) benefits in accordance with the terms and conditions of their employment contracts. Coverage is extended to disabled employees, their spouses and dependent children while on disability. Faculty and exempt employees receive these benefits from their date of disability to the earlier of recovery from disability and return to work or age 65.

(iv) Employees who are retiring at age 55 or over and who receive pension under the provisions of the Pension Act, receive a benefit where the College pays for the premiums of Group Life Insurance coverage in the amount of \$10,000 for a period of 5-years from the date of retirement.

	2023	2022
Balance, beginning of the year	2,782,000	2,757,000
Current benefit cost	123,000	130,000
Interest cost	98,000	72,000
Benefits paid	(213,000)	(281,000)
Plan amendments	-	97,000
Expense for long term disability health & dental benefits	(67,000)	120,000
Recognized actuarial (gain)/loss	(20,000)	(113,000)
Accrued benefit obligation, end of year	\$ 2,703,000	\$ 2,782,000
Accrued benefit obligation, end of year consists of:		
Accrued obligation, end of year	\$ 2,703,000	\$ 2,782,000
Unamortized actuarial gain	(27,000)	(45,000)
Accrued benefit liability, end of year	\$ 2,676,000	\$ 2,737,000

The significant actuarial assumptions adopted in measuring the College’s accrued benefit obligations are as follows:

	2023	2022
Discount rates	4.00%	3.50%
Expected future base wage and salary increases	2.50%	2.50%

8. Deferred tuition fees:

Deferred tuition includes tuition received in advance of the related activity performed.

	Opening balance	Receipts during year	Recognized as revenue	2023
Deferred tuition	\$ 10,106,329	\$ 71,337,303	\$ (63,463,439)	\$ 17,980,193

	Opening balance	Receipts during year	Recognized as revenue	2022
Deferred tuition	\$ 7,014,483	\$ 53,119,131	\$ (50,027,285)	\$ 10,106,329

9. Deferred revenue:

Deferred revenue includes grants, contributions and contract fees received in advance of the related activity performed.

	Opening balance	Receipts during year	Recognized as revenue	2023
Deferred contract	\$ 3,514,384	\$ 7,416,448	\$ (8,666,645)	\$ 2,264,187
Deferred contributions	7,767,122	10,077,856	(11,084,271)	6,760,707
Deferred revenue and contribution	\$ 11,281,506	\$ 17,494,304	\$ (19,750,916)	\$ 9,024,894

	Opening balance	Receipts during year	Recognized as revenue	2022
Deferred contract	\$ 2,445,790	\$ 9,327,400	\$ (8,258,806)	\$ 3,514,384
Deferred contributions	7,272,033	11,593,363	(11,098,274)	7,767,122
Deferred revenue and contribution	\$ 9,717,823	\$ 20,920,763	\$ (19,357,080)	\$ 11,281,506

10. Deferred capital contributions:

Deferred capital contributions represent the unamortized amount of externally restricted grants and other funding received for the purchase of tangible capital assets. Amortization of deferred capital contributions is recorded as revenue in the Statement of Operations and Accumulated Surplus over the useful life of the related asset.

	2023	2022
Balance at beginning of the year	\$ 71,774,115	\$ 73,290,568
Contributions received	21,483,985	7,390,036
Adjustment - lease transfer to BCIT (Note 11)	-	(3,137,201)
Less amortization to revenue	(5,533,824)	(5,769,288)
	\$ 87,724,276	\$ 71,774,115

Deferred capital contributions are comprised of the following:

	2023	2022
Unamortized capital contributions	\$ 71,316,641	\$ 70,246,580
Unspent contributions	16,407,635	1,527,535
	\$ 87,724,276	\$ 71,774,115

11. Capital lease obligation:

(a) Annacis Island Campus:

During 2014/15, Vancouver Community College and BCIT entered into a Memorandum of Understanding to share a facility space on Annacis Island in Delta, British Columbia. As part of this arrangement, Vancouver Community College and BCIT entered into a joint lease agreement for a building with a third party.

In 2021/22, the College transferred its share of the joint lease to BCIT without consideration. As a result, the carrying values as at transfer date of the related tangible capital assets of \$8,609,094, capital lease obligation of \$6,828,518, and unamortized deferred capital contributions of \$3,137,201 were written off resulting in a recognition of an extraordinary gain of \$1,356,623 in the Statement of Operations and Accumulated Surplus.

Total interest paid on the capital lease for year 2022 was \$288,437.

(b) Computer and copier equipment

During 2017/18 up to 2022/23, the College has entered into various capital leases for computer and copier equipment. The future minimum lease payments for all computer and copier equipment capital lease is as follows:

2024	\$	278,620
2025		137,370
2026		4,011
Total minimum lease payments		420,001
Less amounts representing interest (Nil to 1.85% per annum)		(18,278)
Present value of net minimum capital lease payments		\$ 401,723
Total interest on the capital leases for the year		\$ 38,427

Capital lease obligation for computer and copier equipment as of March 31, 2022 was \$1,044,270.

12. Tangible capital assets:

2023	Land	Buildings	Building improvements	Building - construction in progress	Furniture and equipment	Computer hardware and software	Computer equipment under capital lease	2023 Total
Cost								
Opening balance	\$ 7,744,768	\$ 149,277,585	\$ 33,292,751	\$ -	\$ 31,642,669	\$ 21,547,554	\$ 7,031,215	\$ 250,536,542
Additions	-	-	3,761,078	3,802,585	3,477,524	1,184,259	-	12,225,446
Disposals	-	-	-	-	(2,613,297)	-	-	(2,613,297)
Ending	7,744,768	149,277,585	37,053,829	3,802,585	32,506,896	22,731,813	7,031,215	260,148,691
Accumulated amortization								
Opening balance	-	89,757,852	8,298,600	-	26,206,810	19,456,655	5,591,775	149,311,692
Disposals	-	-	-	-	(2,613,297)	-	-	(2,613,297)
Amortization	-	2,722,789	2,344,888	-	1,987,783	1,150,604	950,955	9,157,019
Closing balance	-	92,480,641	10,643,488	-	25,581,296	20,607,259	6,542,730	155,855,414
Net book value	\$ 7,744,768	\$ 56,796,944	\$ 26,410,341	\$ 3,802,585	\$ 6,925,600	\$ 2,124,554	\$ 488,485	\$ 104,293,277

12. Tangible capital assets (continued):

2022	Land	Buildings (Restated - note 3)	Building improvements	Building under capital lease	Furniture and equipment	Leasehold improvements	Computer hardware and software	Computer equipment under capital lease	2022 Total (Restated - note 3)
Cost									
Opening balance	\$ 7,744,768	\$ 149,277,585	\$ 27,678,945	\$ 7,350,333	\$ 30,000,728	\$ 4,202,525	\$ 20,717,623	\$ 7,008,981	\$ 253,981,488
Additions	-	-	5,613,806	-	2,383,685	-	906,183	22,234	8,925,908
Disposals	-	-	-	(7,350,333)	(741,744)	(4,202,525)	(76,252)	-	(12,370,854)
Ending	7,744,768	149,277,585	33,292,751	-	31,642,669	-	21,547,554	7,031,215	250,536,542
Accumulated amortization									
Opening balance	-	86,422,560	6,266,211	1,633,421	25,315,770	925,239	18,388,322	4,292,822	143,244,345
Disposals	-	-	-	(1,878,437)	(705,702)	(1,065,328)	(76,258)	-	(3,725,725)
Amortization	-	3,335,292	2,032,389	245,016	1,596,742	140,089	1,144,591	1,298,953	9,793,072
Closing balance	-	89,757,852	8,298,600	-	26,206,810	-	19,456,655	5,591,775	149,311,692
Net book value	\$ 7,744,768	\$ 59,519,733	\$ 24,994,151	\$ -	\$ 5,435,859	\$ -	\$ 2,090,899	\$ 1,439,440	\$ 101,224,850

13. Associated organization:

The Vancouver Community College Foundation (“the Foundation”) is a separate society formed to raise funds to further the interests of the College and to provide scholarships and bursaries for students of the College. The College does not control the Foundation; therefore, the Foundation’s assets, liabilities, revenues and expenses are not included in these financial statements.

The College had the following transactions with the Foundation:

	2023	2022
Foundation contributed awards and bursaries to the College	\$ 592,801	\$ 542,722
Foundation provided project funding and equipment to the College	235,216	1,274,646
Foundation reimbursed the College for salaries expenses	589,266	488,594
College contributed grants to the Foundation for operating expenses	625,779	560,511

As of March 31, 2023, the College had accounts receivable from the Foundation of \$205,047 (2022 - \$131,889) for expenses that were paid for by the College on behalf of the Foundation. At March 31, 2023, the Foundation had net assets of \$19.7 million (2022 - \$18.3 million).

For the year ended March 31, 2023, gift in kind donations from the Foundation to the College were \$12,438 (2022 - \$1,000).

The College contributed \$750,000 (2022 - \$900,000) to the Foundation for the restricted purpose of future campus projects and \$500,000 (2022 - nil) for the entrance awards for VCC students.

14. Contractual obligations:**(a) Building construction contracts:**

During the year ended March 31, 2009, the College completed construction of a new campus building. At year end, the College has an outstanding letter of credit with the City of Vancouver, secured by a term deposit for \$237,500. This letter of credit will be held until Phase II of the campus redevelopment has been completed.

14. Contractual obligations (continued):**(b) Service contracts:**

The College entered into a number of long term service contracts for equipment rentals and services with expected payments as follows:

2024	\$	5,224,656
2025		1,359,434
2026		125,330
	\$	6,709,420

15. Contractual rights:

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The College's contractual rights arise because of contracts entered into to lease building space and to provide educational services.

The following table summarize the contractual rights of the College for future assets:

2024	\$	4,944,379
2025		4,705,103
2026		466,708
2027		114,590
	\$	10,230,780

16. Contingent liabilities:

The College is currently engaged in or party to certain pending matters. A reasonable estimate of these future contingent liabilities is made and is recorded in the financial statements as a liability where the outcome is assessed as likely and the amount is determinable. No amounts are recorded where the outcomes of amounts or losses are uncertain.

17. Expenses by object:

The following is a summary of expenses by object:

	2023	2022
		(Restated - note 3)
Salaries and benefits	\$ 101,903,910	\$ 99,458,675
Supplies and services	20,894,656	17,527,063
Building and telecom	7,706,796	6,810,822
Cost of goods sold	3,195,020	2,555,627
Amortization	9,157,019	9,793,072
	\$ 142,857,401	\$ 136,145,259

18. Financial risk management:

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

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

(a) Credit risk:

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

(b) Market and interest risk:

Market risk is the risk that changes in market prices, such as interest rates, will affect the College's income. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk.

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

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

(c) Liquidity risk:

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

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



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: May 31, 2023

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Renewal of E.2.1 Named Recognition of Assets

BACKGROUND:

Policy E.2.1 Named Recognition of Assets (formerly *Named Recognition of Buildings, Endowments and Units*) was last renewed in 2005. The policy establishes the principles and processes that guide the naming of any VCC assets, including buildings, academic areas, endowments and equipment of significant value. In making decisions, the policy establishes the importance of maintaining the College's reputation, shared values, academic freedom and independence, and the importance of meaningful consultation with Indigenous leaders around naming. In addition, it acknowledges that the College will adhere to the Province of British Columbia's Naming Privileges' policy and all its requirements.

The Administrative Policy Committee requested more information on approvals and additional consultation with the Indigenous Education and Community Engagement department. Both follow-ups were completed.

DISCUSSION:

The policy and procedures went for community feedback in February-March 2023. One comment was received with some recommendations related to procurement language. Some minor revisions pertaining to clearer language on which proposals need to go to the Ministry for approval, and adding related policies were also identified and updated.

Operations Council had no additional comments.

RECOMMENDATION:

THAT, on the recommendation of the Governance Committee, the Board of Governors approve the revised E.2.1 Named Recognition of Assets policy and procedures.

PREPARED BY: Ajay Patel, President

ATTACHMENTS: APPENDIX A: E.2.1 Policy (Current Version)
APPENDIX B: E.2.1 Policy (Revised)
APPENDIX C: E.2.1 Procedures (Revised)

APPENDIX A

Current Policy



Title: **Named Recognition of Buildings, Endowments and Units Policy**

Effective Date: **November 24, 2005**

Policy Category: **Marketing & Development**

Number: **E.2.1**

Purpose	This policy governs the granting of named recognition for individuals and/or organizations whose accomplishments or generosity advance the mission of the College, and contribute to its growth and reputation.
Policy	Named recognition may be offered for the naming of campus buildings or facilities, endowments, and units including, but not limited to, schools, centres, libraries and common spaces.
Applies to	The VCC community and donors to VCC.
Procedures	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Capital projects and programming will continue to be based on established academic and other operational criteria and approved in keeping with the College's established practices and mission. 2. Permanent named recognition may be offered for a gift received or for exemplary service. In the event of changed circumstances of either the beneficiary or the donor, the College reserves the right to terminate or alter the named recognition, in consultation with the donor or honouree, where possible. 3. Limited term named recognition of a building, part of a building, or academic unit may be offered for a gift received. At the expiration of the term, the donor will be given the first opportunity to extend the named recognition upon such terms and conditions as may be agreed between the donor and the College. 4. Facilities supported by gifts may be named after a donor, or a third party at the wish of a donor, provided that the donation represents a significant part of the cost or is regarded as central to the completion of the facility. Where a third party is involved, the written agreement of that third party is required. Minimum funding requirements in each category will be set by the appropriate Vice President, in consultation with other Vice Presidents, and approved by the President.

5. Only in exceptional circumstances may facilities be named to honour outstanding service of employees while they are employed at the College.
6. Named recognition will be revoked if, in the opinion of the Board of Governors, there are subsequent changed circumstances respecting the donor or honouree, such as, but not limited to issues that contradict the mission, ethics and/or values of the College or bring its reputation into disrepute.

Pre-Approval of Fundraising/Named Recognition:

All fundraising inquiries, campaigns and proposals to the private sector (individuals, corporations, foundations and organizations) offering named recognition, are to be discussed and approved by the appropriate Vice President, or his/her designate, following consultation with the President, Vice Presidents and Deans.

APPROVALS:

Named Recognition of Campus Facilities:

1. Board of Governors' approval is required for named recognition of buildings, complexes of buildings, roads, walkways, gardens, etc. upon recommendation from the President.
2. Presidential approval is required for named recognition of facilities that are part of the College's inside space, including rooms, laboratories, lounges, recreational areas, etc., upon the recommendation of the appropriate Vice President(s). Where named recognition involves inside space directly connected to a specific instructional area, the Dean of that area will be consulted.

Named Recognition of Schools and Centres:

1. Board of Governors' approval is required for named recognition of schools and centres.
2. Proposals for the naming of schools and centres are to be made to the Board of Governors by the President, on the advice of the appropriate Vice Presidents and the Dean of the school or centre involved.
3. The appropriate Vice President and the Dean of the school or centre shall consult with the members of the unit involved.
4. Naming of Schools and Centres will, under no condition, imply or allow the donor influence over the decision-making

processes associated with the teaching or service elements of the area in question.

All new names shall be filed with the Executive Director of the Vancouver Community College Foundation and the Director of Facilities. The President's office, or designate, shall be responsible for informing the College community of such new names.

Definitions

Unit	A unit includes, but is not limited to, schools, programs, centres or departments.
Facilities	A facility includes, but is not limited to, buildings, complexes of buildings, rooms, laboratories, libraries, lounges, recreational areas, roads, walkways and gardens.
Named Recognition	The naming of units and facilities in recognition of individuals or organizations whose accomplishments or generosity advance the mission of the College and contribute to its growth and reputation.

1. Policy Sponsor Vice President, Finance & Administration

2. Approvals:

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

3. Amendments

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

4. Review Date



APPENDIX B Revised Policy

POLICY

Policy Name	Named Recognition of Assets
Policy Number	E.2.1
Approval Body	Board of Governors
Policy Sponsor	President
Next Scheduled Review Date	xxx
Effective Date	DRAFT: March 16, 2023

CONTEXT AND PURPOSE

The purpose of this policy is to set out the principles that guide the naming of Vancouver Community College (VCC; the College) assets.

VCC may recognize outstanding accomplishments and significant contributions when individuals, businesses, organizations, and others provide a contribution in exchange for naming privileges and recognition associated with an asset of VCC. These associations with members of the community, and ceremonies held to mark such recognition, represent significant events in the institution's history, and strengthen the ties between the College and community at large.

DEFINITIONS

Facility Assets:

- all or portions of campus buildings or facilities including wings, rooms, libraries, foyers, common spaces, atriums, and other indoor and outdoor physical structures, including gardens, parks, and monuments
- roads, walkways, parking lots and other transportation infrastructure
- recreational areas and other public spaces

Physical, Academic or Other Assets:

- equipment of significant value (eg. over \$25K)
- collections of books or art
- endowments
- scholarships, prizes, bursaries or awards
- academic areas including, but not limited to, schools, centres, programs, departments.

Functional: The actual purpose for which a facility or physical asset is designed, or the function to which it is suited.

Honorific: Bestowing honour or respect in recognition of individuals who have made substantial or long-term contributions to the VCC.

Philanthropic: The act of philanthropy; gifts to the College or VCC Foundation, which have real or value-in-kind, which are given without benefit (as defined by the Canada Revenue Agency).

Sponsorship: Where an entity exchanges value (cash, value-in-kind, or both) for mutual recognition and benefit.

Value-in-Kind (VIK): In-kind contributions of goods, services or time in lieu of cash.

SCOPE AND LIMITS

The policy applies to VCC, and donors to VCC and the VCC Foundation who facilitate this process.

The policy applies to both financial and value-in-kind contributions that advance the mission of the College and contribute to its growth and reputation.

This policy does not apply to Functional naming.

POLICY PRINCIPLES

1. The College acknowledges that, as a public institution, its reputation is a valuable asset. To protect its image, identity and reputation, all naming agreements will align and support the mission, mandate and strategic direction of VCC, and strengthen the College's brand.
2. Naming opportunities will be established to advance the shared values and mission of VCC and that contribute to its growth and reputation.
3. Place names have the power to convey histories and teachings, explain environmental and spiritual phenomena, and reflect ownership and responsibility. VCC respects, values and honours its history, and recognizes the land on which it resides and operates. With this perspective, the College will engage in meaningful consultation with Indigenous leaders when considering named recognition of VCC assets.
4. VCC adheres to the Province of British Columbia's Naming Privileges' Policy and, in so doing, will only consider naming recognition opportunities that align with this policy.
5. The College may name assets using the following classifications:
 - a. for Functional purposes (not covered by this policy);
 - b. for Honorific purposes, including naming bestowed by one of the local Indigenous host communities;
 - c. in recognition of Philanthropic support; or
 - d. for time-limited purposes in recognition of sponsor or other support.
6. Named Recognition of any asset will, under no condition, imply or allow the donor influence over the decision-making processes associated with the teaching, operation, or service elements of any area of the institution.
7. Naming opportunities will be independent of all appointment, admission and curriculum decisions, which VCC will continue to make in keeping with its established practices and academic mission and other operational criteria.
8. Naming agreements will not provide influence or create a perceived or real impact on any future business opportunities with the College.
9. All approved naming agreements will be documented through a contractual agreement and will clearly detail all actions to be undertaken.
10. The College will not enter into naming agreements with any entity that:
 - a. is in conflict with any applicable legislation or College policies

- b. adversely affects the College's reputation
- c. acts in a contrary manner to the BC Human Rights Code
- d. promotes tobacco, firearms, weapons, academic dishonesty, any product or service that may compromise safety or security on campus, or is harmful, dangerous or illegal

RELATED RESOURCES

VCC Policies and Procedures

A.3.6 Standards of Employee Conduct & Conflict of Interest

E.2.1 Named Recognition of Asset Procedures

E.3.1 Sponsorship

Other

Naming Advisory Committee (NAC) Terms of Reference

BC Naming Privileges Policy (https://www2.gov.bc.ca/assets/gov/government/services-for-government-and-broader-public-sector/buy-goods-services-and-construction/support-services/naming_privileges_policy.pdf)

Canada Revenue Agency: Charities and giving (<https://www.canada.ca/en/services/taxes/charities.html>)



APPENDIX C Revised Procedures

PROCEDURES

Procedures Name	Named Recognition of Assets
Procedures Number	E.2.1
Approval Body	Board of Governors
Policy Sponsor	President
Next Scheduled Review Date	xxx
Effective Date	DRAFT: March 16, 2023

Asset Naming Opportunities

1. The College Advancement department is responsible for receiving all requests for asset naming.
2. Each proposal will be vetted by the College Advancement department and reviewed informally with key departments, including but not limited to Finance, Facilities, Marketing and Communications, Students' Union of VCC before moving a proposal forward to the Naming Advisory Committee for review.
3. Each Naming proposal will be reviewed on a case-by-case basis and will be assessed fairly and equitably based on the following considerations including but not limited to:
 - a. Relative risk
 - b. Existing supplier agreements with the College
 - c. Potential Conflict of Interest
 - d. Alignment to the College mission, vision, and strategies
 - e. Cultural fit
 - f. Sustainability practices
 - g. Relative value and leveraging opportunities
 - h. Increased awareness of the College
 - i. Impact on the College's image and reputation
 - j. Potential for scholarships and donations
 - k. Revenue potential
 - l. Improved community relations
 - m. International opportunities
 - n. Student employment opportunities
 - o. Capacity to fulfill the requirements of a sponsorship agreement

Naming Parameters

4. The financial contribution received in exchange for naming recognition must be commensurate with the size, location, and visibility of the asset.
5. An offer of financial or in-kind contribution does not guarantee that naming recognition will be granted by VCC or the Province of British Columbia.
6. Each opportunity for naming recognition must be considered on its individual merits.

7. Limited term named recognition will be determined based on the type of naming (Philanthropic or Honourific) in conjunction with The Province British Columbia's Naming Privileges' Policy.
8. Pursuant to the BC Government Naming Privileges Policy, all naming proposals related to facility assets are subject to final review and approval by the Province.

Asset Naming Approval Process

	Facility Assets	Academic Program Naming	Physical Assets: Equipment over \$25K	Physical Assets: Collections	Other Assets
Department & Dean	X	X	X	X	X
Vice President	X	X	X	X	X
Naming Advisory Committee	X	X			
President	X	X			
VCC Board	X	X			
VCC Foundation	X	X	X	X	X
Ministry	X				

Naming Advisory Committee

9. Based on the recommendations from College Advancement, the Naming Asset Committee (NAC) will review building or space and academic program naming proposals and provide a recommendation to the President, who will take proposals to both the VCC Foundation and College Boards.
10. The chief function of the Committee will be to ensure uniformity and consistency of names being considered for College assets.
11. The NAC will invite specific departments or other College resources to provide input or feedback on proposals, as needed. An external consultation process may also be undertaken with Indian Band Councils, Tribal Chiefs, or their Indigenous spokespersons.

Naming Agreements

12. All proposals for the named recognition of assets will be established through a written agreement developed by the College Advancement department.
13. Every named recognition proposal resulting in the naming of a College asset will be documented with a written agreement or Deed of Gift that addresses the details outlined in this policy, including the length of term for the naming.
14. All VIK will be coordinated and evaluated for its value and use by College Advancement, before formal agreements are put in place. VIK opportunities range from small vendors or supplier deals to large-scale equipment.
15. College Advancement will maintain a roster of all named assets.

Termination of an Agreement

16. All Deed of Gifts or partnership agreements that are created with a donor or partner will

include a termination clause to ensure that each party is protected in the event that the partnership must end prior to the term of the agreement. Reasons for ending an agreement early may include terms not being met, or reputational issues by the donor or partner, or a breach in one or more of the College policy principles. In all cases, the discontinuation, transfer or change to the name of an asset will require government approval.

RELATED RESOURCES

E.2.1 Named Recognition of Assets Policy



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: May 31, 2023

ISSUE: **RECOMMENDATION FOR APPROVAL:**
 Revisions to F.1.1 Ethical Conduct for Research Involving Humans and F.1.2 Ethics and Integrity in Research and Scholarly Activity Policies and Procedures, and;
 Rescinding F.1.3 Conflict of Interest Related to Research Policy and Procedures

BACKGROUND:

VCC's research policies underwent a scheduled full review. The revised versions align with the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2022\)](#), which was updated since the last policy review in 2017.

The policy review process included extensive research on other institutions' policies and Research Ethics Board (REB) guidelines. Consultations took place with VCC's REB membership, VP Academic & Research D. Wells, as well as the REB chair at Kwantlen Polytechnic University (KPU).

Key changes to F.1.1 Ethical Conduct for Research Involving Humans include

- addition of a section on research involving Indigenous peoples in Canada
- clarification of language around composition of the REB and inclusion of at least one seat for an Indigenous member
- establishment of a formal appeals process, with a related Memorandum of Understanding (MOU) with Kwantlen Polytechnic University (KPU)

Key changes to F.1.2 Ethics and Integrity in Research and Scholarly Activity include

- establishment of a clear, detailed process and timelines for handling allegations of misconduct to ensure timely resolution
- expanded definition of research misconduct, adapted from UFV Responsible Conduct of Research and Scholarship and the Government of Canada Model Policy on Scientific Integrity 7.8 Responsible Conduct of Research
- requirement to follow First Nations Principles of Ownership, Control, Access, and Possession (OCAP) for data collected by, on, or from Indigenous communities

The external scan indicated that institutions generally do not have separate policies on conflict of interest in research. Accordingly, content from policy F.1.3 Conflict of Interest Related to Research was merged into policies F.1.1 and F.1.2, and the proposal is to rescind policy F.1.3.

DISCUSSION:

Education Policy Committee discussed the policies at several meetings. Requested edits were completed, including a stronger commitment to having at least one Indigenous member on the REB; addition of an explicit statement on equity, diversity, and inclusion (EDI); and expanding eligibility for the REB Chair position to employees in general (not limited to faculty).

All three policies were posted for College feedback; no feedback was received.

Since these policies are approved solely by the Board, they were presented to Education Council for information only at its April 11, 2023, meeting and presented to Governance Committee by the Policy Sponsor, VP, Academic & Applied Research.

RECOMMENDATION:

THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to F.1.1 Ethical Conduct for Research Involving Humans and F.1.2 Ethics and Integrity in Research and Scholarly Activity Policies and Procedures and rescind F.1.3 Conflict of Interest Related to Research Policy and Procedures.

ATTACHMENTS:

- Appendix A: F.1.1 Ethical Conduct for Research Involving Humans Policy (Clean Copy)
- Appendix B: F. 1.1 Ethical Conduct for Research Involving Humans Policy (Tracked Copy)
- Appendix C: F.1.1 Ethical Conduct for Research Involving Humans Procedures (Clean Copy)
- Appendix D: F.1.1 Ethical Conduct for Research Involving Humans Procedures (Tracked Copy)
- Appendix E: F.1.2 Ethics and Integrity in Research and Scholarly Activity Policy (Clean Copy)
- Appendix F: F.1.2 Ethics and Integrity in Research and Scholarly Activity Policy (Tracked Copy)
- Appendix G: F.1.2 Ethics and Integrity in Research and Scholarly Activity Procedures (Clean Copy)
- Appendix H: F.1.2 Ethics and Integrity in Research and Scholarly Activity Procedures (Tracked Copy)
- Appendix I: F.1.3 Conflict of Interest Related to Research Policy (To be rescinded)
- Appendix J: F.1.3 Conflict of Interest Related to Research Procedures (To be rescinded)

PREPARED BY: David Wells, VP Academic & Research

DATE: April 20, 2023



APPENDIX A Clean Copy

POLICY

Title	Ethical Conduct for Research Involving Humans
Policy No.	F.1.1
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Applied Research
Last Revised/Replaces	September 27, 2017; April 5, 2013; April 26, 2007
Effective Date	Draft: January 25, 2023

CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) recognizes the importance of research to the educational process.

The College is committed to ensuring the highest level of ethical standards in research involving humans and to seeing that participants' safety, welfare, dignity, and rights are protected.

This Policy and related Procedures establish principles and procedures to guide and ensure the ethical conduct of research involving humans carried out within the jurisdiction of Vancouver Community College or under its auspices. This policy and procedures are compliant with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans –TCPS 2 (2022).

The College's Research Ethics Board (REB) evaluates and monitors the quality and ethical standards of college research involving humans. The REB has the authority to terminate research activity at VCC that has not been approved through the College's Ethics Review process.

SCOPE AND LIMITS

This policy applies to any research activities conducted within the jurisdiction of Vancouver Community College or under its auspices that include human participants:

- a. Inclusion of College employees and/or students either as researchers or participants.
- b. Affiliation between the College and other institutions and/or members of the public.
- c. Non-College individuals or organizations using the College name or its resources and/or conducting research on College students and/or employees.

This policy does not apply to the normal administration, evaluation, or improvement of an operation, program, service, or activity within the College. Such activities include, but are not limited to, quality assurance studies, performance reviews, or testing within normal educational requirements.

DEFINITIONS

Conflict of Interest: A situation in which a researcher's/investigator's personal or financial interests are in conflict or perceived to conflict with the College's interests or mission, or with the proper performance of the employee's job duties, responsibilities, or obligations. A conflict of interest may be actual, potential, or perceived. A perceived conflict of interest can be as detrimental as an actual conflict of interest as such actions similarly undermine or compromise public confidence in the College or the College's trust in the employee's ability to discharge work responsibilities and obligations.

Ethics Review: Ethics Review means the processes and guidelines by which research proposals are evaluated to determine if they meet the quality and ethical principles and standards for research involving humans. The College will align its ethics review practices with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans.

Minimal Risk: Minimal Risk means risk that is within the range normally encountered by, and acceptable to, the participant in everyday life.

Principal Researcher/Principal Investigator: Principal Researcher and Principal Investigator are considered by the College to mean the same thing and will be used interchangeably through these policy and procedures documents; Principal Researcher/Investigator refers to the person responsible and accountable for a particular research project and, by extension, for the ethical conduct of the research and research team members' actions.

Research: Research refers to an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.

Risk: The possibility of the occurrence of harm. The level of foreseeable risk posed to participants by their involvement in research is assessed by considering the magnitude or seriousness of the harm and the probability that it will occur, whether to participants or to third parties.

STATEMENT OF POLICY PRINCIPLES

1. The College ensures oversight of its research activities involving humans by establishing an appropriate structure within the College.
2. In carrying out its responsibilities, the College is at all times guided by the Tri- Council Policy Statement (TCPS) and/or future standards as may come to stand in its place. In particular, the College will adopt as the College's research ethics principles the core principles contained and defined within TCPS:
 - a. Respect for Persons
 - b. Concern for Welfare
 - c. Justice
3. The College will recognize the independence and authority delegated to the REB and may not override, without a formal appeal process, REB decisions reached on the grounds of ethics.
4. The College will establish a fair process to hear appeals, according to the TCPS guidelines.

RELATED RESOURCES

[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2022\)](#)

VCC Policies and Procedures

- A.3.1 Prevention of Harassment, Discrimination, and Bullying
- A.3.3 Freedom of Information & Protection of Privacy (FOIPPA)
- A.3.6 Standards of Employee Conduct and Conflict of Interest
- A.3.9 Records Management
- B.1.13 Honoraria
- D.4.3 Student Non-Academic Conduct
- D.4.5 Academic Integrity
- F.1.2 Ethics and Integrity in Research and Scholarly Activity
- F.1.1 Ethical Conduct for Research Involving Humans Procedures



APPENDIX B Tracked Copy

POLICY

Title	Ethical Conduct for Research Involving Humans
Policy No.	F.1.1
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	September 27, 2017; April 5, 2013; April 26, 2007
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Research: Research refers to an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.

~~Risk: Risk refers to the likelihood that something harmful might occur and to the potential magnitude of the harm.~~

~~Sponsor: Sponsor refers to a VCC dean/director who assumes responsibility for research implemented by an individual or organization outside of VCC during the period of the research project.~~

~~* federal guidelines developed by Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research~~

Council of Canada; Tri-Council Policy Statement 2: Ethical Conduct for Research Involving Humans (2018)

Risk: The possibility of the occurrence of harm. The level of foreseeable risk posed to participants by their involvement in research is assessed by considering the magnitude or seriousness of the harm and the probability that it will occur, whether to participants or to third parties.

RELATED RESOURCES

[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2022\)](#)

VCC Policies and Procedures

- A.3.1 Prevention of Harassment, Discrimination, and Bullying
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- B.1.13 Honoraria
- D.4.3 Student Non-Academic Conduct
- D.4.5 Academic Integrity
- F.1.2 Ethics and Integrity in Research and Scholarly Activity
- F.1.1 Ethical Conduct for Research Involving Humans Procedures



APPENDIX C Clean Copy

PROCEDURES

Title	Ethical Conduct for Research Involving Humans
Procedures No.	F.1.1
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Applied Research
Last Revised/Replaces	September 27, 2017; April 5, 2013; April 26, 2007
Effective Date	Draft – January 25, 2023

RESEARCH ETHICS BOARD

A. Mandate

1. The President delegates the Vice President, Academic and Research (VPAR), as the administrator responsible for establishing the REB to conduct ethics review and reconsiderations, appointing members to the REB, and providing administrative and financial resources that ensure the REB can fulfil its duties.
2. The REB is an independent body responsible for reviewing the ethical acceptability of all proposed and ongoing research that involves human participants conducted within the jurisdiction of VCC or under its auspices.
3. The College mandates the REB to approve, reject, and propose modifications to, or terminate any proposed or ongoing research involving human participants that is conducted within or by members of the College using the considerations set forth in the Tri-Council Policy Statement as a minimum standard. The REB's decision to approve or deny proposals for research is made independently and may not be set aside without formal appeal.
4. The REB serves as a consultative body on research ethics and assists in educating the VCC community including faculty, staff and students about research ethics.

B. Equity, Diversity and Inclusion

5. VCC is committed to the work of decolonization, accessibility and inclusivity for all. The Research Ethics Board membership will strive, at a minimum, to reflect diversity in racial, ethnic, and gender composition.

C. Membership of the Research Ethics Board

6. The REB will consist of at least five (5) members, including broad gender representation, of whom:
 - a. at least two (2) are faculty who possess broad expertise in the methods or in the areas of research that are covered by the REB;
 - b. at least one (1) member is knowledgeable in ethics;

- c. for biomedical research, at least one (1) member is knowledgeable in the relevant law; and
 - d. at least one (1) member has no affiliation with the College, recruited from the community served by the institution.
 7. VCC will designate at least one seat for an Indigenous member appointed to the REB.
 8. Community members will receive an honorarium as per VCC policy B.1.13 Honoraria.
 9. To ensure the independence of REB decision making, VCC senior administrators will not serve on the REB.
 10. Each member should be appointed to fulfill the formal requirements outlined in paragraph 6. Except for community members, all members of the REB will have current or recent experience conducting research with humans and/or research ethics expertise. Membership will strive to represent the breadth of disciplines at VCC. The VPAR shall maintain general records related to REB membership and qualifications of members (a copy of the CV of each member along with any documentation of research ethics training).
 11. Appointments shall be made by the VPAR. There will be an annual call-out for new membership indicating areas of expertise required. From this pool of applicants, VPAR may choose to select new members. New members will complete the current TCPS CORE (or equivalent) training and receive an orientation from the REB Chair.
 12. The term of appointment for each member will be three years, for two consecutive terms maximum. Members may be re-appointed to REB after a three-year break. Appointment of members will be staggered when possible, to help maintain continuity and ensure diversity of opinion.
 13. The REB may remove a member with a 2/3 vote.
 14. The REB may from time to time also call on ad hoc advisors if it lacks the specific expertise or knowledge to review the ethical acceptability of a research proposal competently. Ad hoc advisors will not be counted in the quorum for an REB, nor be allowed to vote on REB decisions.
 15. The REB will elect a Chair from among its membership. The position is renewable on a two-year term for a maximum of six years. The Chair must be a VCC employee with previous REB experience. If the REB is unable to elect a Chair from among their membership, the VPAR will recommend one or more candidates for appointment.
 16. If the Chair is temporarily unable to perform their duties, the VPAR will be informed and the REB will elect one from among their membership to be appointed temporary Chair for the duration of the term.
- D. Meetings and Attendance
17. The REB will meet at a minimum of six times a year and additionally as needed to review requests, provide educational training for members and carry out REB business.
 18. Regular attendance by REB members at meetings is required. Members will notify the Chair in a timely manner if unable to attend the meetings. Two unexplained absences may be construed as notice of resignation.
 19. A quorum for committee purposes for a full review is at least four members with appropriate expertise, excluding the chair. Where possible, the REB will reach decisions by consensus; otherwise, a simple majority will prevail. The Chair will not vote, except in

the event of a tie. Meetings are held in-camera during the decision-making process of research proposals undergoing a full board review.

20. The Chair will provide regular updates of delegated reviews and brief rationale for decisions to the REB.
21. The REB will establish and publish a yearly meeting schedule and deadlines for submissions to be considered at each meeting.

E. Record Keeping

22. Minutes of all VCC REB meetings will be prepared and maintained by the Chair or designate. The minutes will clearly document the Committee's decisions and any dissents and the reasons for them. Minutes are accessible to authorized representatives of the institution, researchers, and funding agencies.
23. The REB Chair (or designate) is responsible for the preparation, maintenance, and secure storage of adequate documentation of REB activities, including the following:
 - a. Copies of all research proposals reviewed, REB members who completed the review, certificates of approval, scientific evaluations, if any, that accompany the proposals, approved sample consent documents, progress reports by researchers and reports of injuries to participants;
 - b. Records of continuing review activities;
 - c. Copies of all correspondence between the REB and the researchers;
 - d. A list of REB members and roles of expertise;
 - e. Standard operating procedures (SOPs) for the REB.
24. The REB will submit an annual report to the VPAR and Education Council, listing the number of proposals reviewed, approved, and denied and other annual activities of the REB, such as further education/training of members or education provided to faculty.
25. All such required records will be retained for seven years, according to the VCC Records Retention schedule. Records relating to research that is conducted will be retained for seven years upon completion of the research, or longer if mandated by law.

ETHICS REVIEW

26. Research Requiring Ethical Review

- a. Unless specifically excluded under paragraph 27, any research conducted by an individual under the auspices of Vancouver Community College (VCC) is subject to mandatory ethics review and approval prior to the commencement of the research if it involves:
 - i. living human participants or
 - ii. research on human biological materials (tissues, organs, plasma, serum, DNA, RNA, proteins, cells, skin, hair, nail clippings, urine, saliva and other bodily fluids (TCPS2, Article 2.1) or materials related to human reproduction (embryos, fetuses, fetal tissues and human reproductive materials (TCPS2, Article 2.1) derived from living or deceased individuals.

27. Activities not requiring REB review

- a. Research that relies on publicly available information when: (a) the information is legally accessible to the public and appropriately protected by law; or (b) the information is publicly accessible and there is no reasonable expectation of privacy.
 - b. Research that exclusively uses data obtained from pre-existing or archival databases that are in the public domain with no identifying information attached to records
 - c. Research involving observation of people in public places where: (a) there is no intervention staged by the researcher or direct interaction with the individuals or groups; (b) individuals or groups targeted for observation have no reasonable expectation of privacy; and (c) any dissemination of research results does not allow identification of specific individuals.
 - d. Research that exclusively uses anonymous secondary use information or anonymous human biological materials, so long as any data linkage, recording, or dissemination of results does not generate identifiable information.
 - e. Quality assurance and quality improvement studies, program evaluation activities and performance reviews, or testing within the normal educational requirements when used exclusively for assessment, management or improvement purposes.
 - f. Creative practices through which art is made or interpreted, provided these processes are not used to obtain responses from participants that will be analyzed to answer a research question.
 - g. Any research not affiliated with or supported by the College (i.e., conducted by College employees or students on their own time, outside their College role, not using College employees, students, or resources).
28. If a researcher is uncertain whether contemplated research does or does not require approval under this policy, then the researcher shall consult with the Chair of the VCC REB.

Review Procedure

29. Application Process

- a. The principal investigator is responsible for submitting research proposals to the REB for review prior to initiating research. To undergo REB review, researchers will submit electronically the Request for Ethics Review (Form 1).
- b. The principal investigator must disclose any real or perceived conflict of interest to the REB at the time of application.
- c. Prior to VCC REB review, researchers who plan research involving First Nations, Inuit and Métis peoples, regardless of where they reside and whether their names appear on an official register, must consult the TCPS (Chapter 9) for additional guidance on such research. These communities have unique histories, cultures and traditions. Among the key principles that must be respected in the research plan are:
 - i. Need for community engagement;
 - ii. Respect for First Nations, Inuit and Métis governing authorities;

- iii. Engagement with organizations and communities of interest;
- iv. Recognition of complex authority structures;
- v. Recognition of diverse interests within communities;
- vi. Respect for community customs and codes of practice;
- vii. Requirement of mutual benefits in research; and
- viii. Recognition of the role of elders and other knowledge holders.

30. Review of Multi-Jurisdictional Research

- a. The VCC REB is responsible for the ethical acceptability of research undertaken within VCC's jurisdiction or under its auspices, including research conducted by staff or students of VCC outside the institute's jurisdiction or outside Canada. In such cases, the research must be reviewed by VCC's REB as well as the REB(s) of any partner institution or site. Where VCC or TCPS standards differ from that of the other institution or the other jurisdiction, VCC requires its researcher to comply with the higher standards.

31. Determining the Level of Research Ethics Review

- a. The REB applies a *proportionate approach* to ethics review based on the general principle that the more potentially invasive or harmful the proposed research, the greater the care necessary in its review. Potential harm is usually understood in relation to risks, which are defined in terms of the magnitude of harm and the probability of its occurrence. Applications to the REB may be placed in one of the review categories below.

32. Full Board Review

- a. Where a proposal poses more than minimal risk (as defined by the Tri-Council Guidelines in Articles 2.9 and 6.12), the REB will:
 - i. assess the harm and/or benefits of the proposed research project,
 - ii. determine if the research design can answer the research questions, and
 - iii. ensure that the research procedures and materials conform to established ethical standards.
- b. A quorum of the REB Chair and four voting REB members, who meet the minimum requirements of representation and expertise necessary to provide an adequate research ethics review of the proposal(s) under consideration, will review the proposal.

33. Delegated Review

- a. Where a proposal
 - i. poses only minimal risk,
 - ii. has been approved elsewhere by a Tri-Council policy-compliant REB, and/or
 - iii. is research conducted by students under the supervision of an instructor as part of an approved course research proposal (course designation) designed to fall under the minimal risk category,

- b. the REB Chair will assign a minimum of two members to review the proposal and its conformity to established research ethics standards and practices. Every effort will be made to transmit a decision within ten (10) working days.

34. Delegated Review of Course-Based Research

- a. An instructor wishing to offer a course that requires or permits students to participate in research involving humans solely for pedagogical purposes shall submit to the REB Chair an application that includes the following information:
 - i. course description;
 - ii. course syllabus;
 - iii. general description of the type(s) of research projects that are likely to be part of the course;
 - iv. description of the instructor's training and familiarity with research ethics including completion of the current TCPS CORE tutorial or equivalent;
 - v. means by which the students in the course are made familiar with appropriate ethical standards
 - vi. means by which the students submit their research to the instructor;
 - vii. means by which students' research plans are assessed and approved by the instructor (including consent forms, data, questionnaires, etc.)
 - viii. means by which the conduct of the research is monitored by the instructor; and
 - ix. any other relevant information.
- b. The delegated process described above does not apply to:
 - i. thesis or project courses where the research is the key evaluative component within the course,
 - ii. course-based research by students which is above minimal risk, or
 - iii. research which forms a component of an instructor's own research.
- c. Where students are carrying out research that is part of a faculty member's own research program, this research proposal must be reviewed by the REB as in the Full Board Review, or Delegated Review procedure described above.
- d. The Chair of the REB or someone delegated by the Chair (including an REB member, or a non-REB member within the department/faculty with appropriate experience and expertise) shall have the authority to conduct an ethical review of course-based research involving humans conducted solely for pedagogical purposes. The REB Chair or delegate shall only approve course-based research involving humans that involves minimal risk to participants.
- e. The records related to Course-Based Research Ethics Review shall be stored by the Office of the VPAR and be retained for a minimum of seven (7) years.
- f. Instructors must re-submit a request for approval whenever there are material changes planned in any of the elements listed above, or every 2 years (whichever is greater). Re-submission will be required when the official course outline is reviewed according to the normal review schedule, if there are any material changes.

- g. Extension of approval to a new instructor requires submission of the form “Course-Based Research Extension of Approval”.

35. Decision Making

- a. The REB review will be based upon fully detailed research proposals or, where applicable, progress reports. The REB will function impartially, provide a fair hearing to those involved, and provide reasoned and appropriately documented opinions and decisions.

36. Conflicts of Interest

- a. If the REB is reviewing research in which an REB member has a personal interest in the research under review (e.g., as a researcher or as an entrepreneur), conflict of interest principles require that the member not be present when the REB is discussing or making its decision.
- b. REB members will disclose disputes, conflicts, or collaborations with researchers (within the last two years) whose research is being reviewed, to the REB Chair. The REB Chair will make a determination as to whether they may participate in the review.

37. The REB will notify the researchers in a timely manner in writing of its decision to:

- a. Approve the proposed research activity as submitted; or
- b. Require minor modifications of the proposed research activity. The resubmitted proposal will be reviewed by the Chair or delegate of the REB; or
- c. Require significant modifications or additional information or major revisions. The resubmitted proposal will be reviewed by the REB; or
- d. Reject the proposed research activity.

38. Reconsideration of Research Ethics Board Decisions

- a. Researchers have the right to request, and the REB has the obligation to provide, reconsideration of decisions affecting a research project. The principal investigator must submit to the REB a written request for reconsideration, with rationale. The onus is on researchers to justify the grounds on which they request reconsideration by the REB and to indicate any alleged breaches to the established research ethics review process, or any elements of the REB decision that are not supported by this Policy.
- b. The REB will provide a response in writing within 7 business days.

39. Formal Appeals

- a. VCC will enter into a Memorandum of Understanding (MOU) with another B.C. post-secondary institution with a Research Ethics Board for the purpose of identifying an appeal board for VCC REB.
- b. If a request for a reconsideration is unsuccessful in resolving the disagreement and the REB has refused ethics approval of research, the principal investigator has the right to a formal appeal of the REB’s decision. A principal investigator wishing to formally appeal a decision of the VCC REB to reject a research proposal or to rescind approval of on-going research must provide the VPAR with the following documents within 30 business days of receipt of notification of the REB’s decision following its reconsideration:
 - i. the final application, as submitted to the VCC REB, and

- ii. a statement of the basis of the appeal (procedural, substantive, or both) and the rationale for the appeal.
 - c. The REB Chair will provide to the VPAR the REB materials specified in the MOU.
 - d. The VPAR will submit all the materials to the REB Appeal Board within five working days of receipt of the materials described above.
 - e. Decisions of the Appeal Board will be final and binding upon VCC and the Research Project Investigators.
40. Continuing Ethics Research Review
- a. The REB will maintain continuing oversight of the research after the project has received initial ethical approval. The REB will make the final determination as to the nature and frequency of continuing research ethics review in accordance with a proportionate approach to research ethics review.
 - b. At minimum, continuing research ethics review will consist of an annual status report (for multi-year research projects), and an end-of-study report (projects lasting less than one year).
 - c. Researchers will report to the REB any unanticipated issue or event that may increase the level of risk to participants or that has other ethical implications that may affect participants' welfare.
 - d. A report, in the format specified by the REB, must be submitted by the principal investigator to the REB within 60 days of the completion of data collection Requirement for Free, Informed and Continuing Consent.
41. This policy will be reviewed at least once every five years.

RELATED RESOURCES

- F.1.1 Ethical Conduct for Research Involving Humans Policy



APPENDIX D Tracked Copy

PROCEDURES

Title	Ethical Conduct for Research Involving Humans
Policy No.	F.1.1
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	September 27, 2017; April 5, 2013; April 26, 2007
Effective Date	Draft – January 25, 2023

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B. Equity, Diversity and Inclusion

5. VCC is committed to the work of decolonization, accessibility and inclusivity for all. The Research Ethics Board membership will strive, at a minimum, to reflect diversity in racial, ethnic, and gender composition.

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7. VCC will designate at least one seat for an Indigenous member appointed to the REB.
8. Community members will receive an honorarium as per VCC policy B.1.13 Honoraria.
9. To ensure the independence of REB decision making, VCC senior administrators will not serve on the REB.
10. Each member should be appointed to fulfill the formal requirements outlined in paragraph 6. Except for community members, all members of the REB will have current or recent experience conducting research with humans and/or research ethics expertise. Membership will strive to represent the breadth of disciplines at VCC. The VPAR shall maintain general records related to REB membership and qualifications of members (a copy of the CV of each member along with any documentation of research ethics training).
11. Appointments shall be made by the VPAR. There will be an annual call-out for new membership indicating areas of expertise required. From this pool of applicants, VPAR may choose to select new members. New members will complete the current TCPS CORE (or equivalent) training and receive an orientation from the REB Chair.
12. The term of appointment for each member will be three years, for two consecutive terms maximum. Members may be re-appointed to REB after a three-year break. Appointment of members will be staggered when possible, to help maintain continuity and ensure diversity of opinion.
13. The REB may remove a member with a 2/3 vote.
14. The REB may from time to time also call on ad hoc advisors if it lacks the specific expertise or knowledge to review the ethical acceptability of a research proposal competently. Ad hoc advisors will not be counted in the quorum for an REB, nor be allowed to vote on REB decisions.
15. The REB will elect a Chair from among its membership. The position is renewable on a two-year term for a maximum of six years. The Chair must be a VCC employee with previous REB experience. If the REB is unable to elect a Chair from among their membership, the VPAR will recommend one or more candidates for appointment.
16. If the Chair is temporarily unable to perform their duties, the VPAR will be informed and the REB will elect one from among their membership to be appointed temporary Chair for the duration of the term.

D. Meetings and Attendance

17. The REB will meet at a minimum of six times a year and additionally as needed to review requests, provide educational training for members and carry out REB business.
18. Regular attendance by REB members at meetings is required. Members will notify the Chair in a timely manner if unable to attend the meetings. Two unexplained absences may be construed as notice of resignation.

19. A quorum for committee purposes for a full review is at least four members with appropriate expertise, excluding the chair. Where possible, the REB will reach decisions by consensus; otherwise, a simple majority will prevail. The Chair will not vote, except in the event of a tie. Meetings are held in-camera during the decision-making process of research proposals undergoing a full board review.

20. The Chair will provide regular updates of delegated reviews and brief rationale for decisions to the REB.

21. The REB will establish and publish a yearly meeting schedule and deadlines for submissions to be considered at each meeting.

E. Record Keeping

22. Minutes of all VCC REB meetings will be prepared and maintained by the Chair or designate. The minutes will clearly document the Committee's decisions and any dissents and the reasons for them. Minutes are accessible to authorized representatives of the institution, researchers, and funding agencies.

23. The REB Chair (or designate) is responsible for the preparation, maintenance, and secure storage of adequate documentation of REB activities, including the following:

a. Copies of all research proposals reviewed, REB members who completed the review, certificates of approval, scientific evaluations, if any, that accompany the proposals, approved sample consent documents, progress reports by researchers and reports of injuries to participants;

a.b. Records of continuing review activities;

c. Copies of all correspondence between the REB and the researchers;

Section 1: Ethics Review

d. A list of REB members and roles of expertise;

e. Standard operating procedures (SOPs) for the REB.

24. The REB will submit an annual report to the VPAR and Education Council, listing the number of proposals reviewed, approved, and denied and other annual activities of the REB, such as further education/training of members or education provided to faculty.

25. All such required records will be retained for seven years, according to the VCC Records Retention schedule. Records relating to research that is conducted will be retained for seven years upon completion of the research, or longer if mandated by law.

ETHICS REVIEW

2-26. Research Requiring Ethical Review

a. Unless specifically excluded under ~~Item A.2 below~~ paragraph 27, any research conducted by an individual under the auspices of Vancouver Community College (VCC) ~~involving (a)~~ is subject to mandatory ethics review and approval prior to the commencement of the research if it involves:

i. living human participants or

- ii. ~~(b)~~ research on human biological materials ¹~~or~~(tissues, organs, plasma, serum, DNA, RNA, proteins, cells, skin, hair, nail clippings, urine, saliva and other bodily fluids (TCPS2, Article 2.1) or materials related to human ~~reproduction~~²reproduction (embryos, fetuses, fetal tissues and human reproductive materials (TCPS2, Article 2.1)) derived from living or deceased individuals ~~is subject to mandatory ethics review and approval prior to the commencement of the research.~~

~~1.~~—Exceptions

27. Activities not requiring REB review

- ~~b.~~a. Research that relies on publicly available information when: (a) the information is legally accessible to the public and appropriately protected by law; or (b) the information is publicly accessible and there is no reasonable expectation of privacy.
- ~~c.~~b. Research that exclusively uses data obtained from pre-existing or archival databases that are in the public domain with no identifying information ~~being used.~~attached to records
- ~~d.~~c. Research involving observation of people in public places where: (a) there is no intervention staged by the researcher or direct interaction with the individuals or groups; (b) individuals or groups targeted for observation have no reasonable expectation of privacy; and (c) any dissemination of research results does not allow identification of specific individuals.
- ~~e.~~d. Research that exclusively uses anonymous secondary use information or anonymous human biological materials, so long as any data linkage, recording, or dissemination of results does not generate identifiable information.
- ~~f.~~e. Quality assurance and quality improvement studies, program evaluation activities and performance reviews, or testing within the normal educational requirements when used exclusively for assessment, management or improvement purposes.

¹“~~tissues, organs, plasma, serum, DNA, RNA, proteins, cells, skin, hair, nail clippings, urine, saliva and other bodily fluids~~” (TCPS 2, Article 2.1)

²“~~embryos, fetuses, fetal tissues and human reproductive materials~~” (TCPS 2, Article 2.1)

- ~~g.~~f. Creative practices through which art is made or interpreted, provided these processes are not used to obtain responses from participants that will be analyzed to answer a research question.
- ~~h.~~g. Any research not affiliated with or supported by the College (i.e., conducted by College employees or students on their own time, outside their College role, not using College employees, students, or resources).

- ~~3-28.~~ _____ If a researcher is uncertain whether contemplated research does or does not require approval under this policy, then the researcher shall consult with the Chair of the VCC ~~-REB.~~

3.— Proportionate Approach to Ethics Assessment

29. Application Process

- a. The principal investigator is responsible for submitting research proposals to the REB for review prior to initiating research. To undergo REB review, researchers will submit electronically the Request for Ethics Review (Form 1).
- b. The principal investigator must disclose any real or perceived conflict of interest to the REB at the time of application.
- c. Prior to VCC REB review, researchers who plan research involving First Nations, Inuit and Métis peoples, regardless of where they reside and whether their names appear on an official register, must consult the TCPS (Chapter 9) for additional guidance on such research. These communities have unique histories, cultures and traditions. Among the key principles that must be respected in the research plan are:
 - i. Need for community engagement;
 - ii. Respect for First Nations, Inuit and Métis governing authorities;
 - iii. Engagement with organizations and communities of interest;
 - iv. Recognition of complex authority structures;
 - v. Recognition of diverse interests within communities;
 - vi. Respect for community customs and codes of practice;
 - vii. Requirement of mutual benefits in research; and
 - viii. Recognition of the role of elders and other knowledge holders.

30. Review of Multi-Jurisdictional Research

- a. The VCC REB is responsible for the ethical acceptability of research undertaken within VCC's jurisdiction or under its auspices, including research conducted by staff or students of VCC outside the institute's jurisdiction or outside Canada. In such cases, the research must be reviewed by VCC's REB as well as the REB(s) of any partner institution or site. Where VCC or TCPS standards differ from that of the other institution or the other jurisdiction, VCC requires its researcher to comply with the higher standards.

31. Determining the Level of Research Ethics Review

- a. The REB applies a *proportionate approach* to ethics review based on the general principle that the more potentially invasive or harmful the proposed research, the greater the care necessary in its review. Potential harm is usually understood in relation to risks, which are defined in terms of the magnitude of harm and the probability of its occurrence. Applications to the REB may be placed in one of the review categories below.

~~Proposals are reviewed and may be approved through one of the means listed below. Regardless of the review strategy, the REB remains responsible for the ethics review of all research involving human participants that is carried out at the College.~~

4-32. Full Board Review

- a. Where a proposal poses more than minimal risk (as defined by the Tri-Council Guidelines in Articles 2.9 and 6.12), the REB will: ~~(a) assess the harm and/or benefits of the proposed research project, (b) determine if the research design is capable of answering the research questions, and (c) ensure that the research procedures and materials conform to established ethical standards.~~
- i. assess the harm and/or benefits of the proposed research project,
 - ii. determine if the research design can answer the research questions, and
 - iii. ensure that the research procedures and materials conform to established ethical standards.
- b. A quorum of the REB Chair and four voting REB members, who meet the minimum requirements of representation and expertise necessary to provide an adequate research ethics review of the proposal(s) under consideration, will review the proposal.

5-33. Delegated Review

- a. Where a proposal
- i. ~~(a)~~ poses only minimal risk,
 - ii. ~~(b)~~ has been approved elsewhere by a Tri-Council policy-compliant REB, and/or
 - iii. ~~(c)~~ is research conducted by students under the supervision of an instructor as part of an approved course research proposal (course designation) designed to fall under the minimal risk category,
- b. the REB Chair will assign a minimum of two ~~(2)~~ members to review the proposal and its conformity to established research ethics standards and practices. Every effort will be made to transmit a decision within ten (10) working days.

To undergo REB review, researchers will submit to the REB, in addition to the Request for Ethics Review (Form 1), the following documentation:

34. Delegated Review of Course-Based Research

- a. An instructor wishing to offer a course that requires or permits students to participate in research involving humans solely for pedagogical purposes shall submit to the REB Chair an application that includes the following information:
- i. course description;
 - ii. course syllabus;
 - iii. general description of the type(s) of research projects that are likely to be part of the course;
 - iv. description of the instructor's training and familiarity with research ethics including completion of the current TCPS CORE tutorial or equivalent;
 - v. means by which the students in the course are made familiar with appropriate ethical standards

- vi. means by which the students submit their research to the instructor;
 - vii. means by which students' research plans are assessed and approved by the instructor (including consent forms, data, questionnaires, etc.)
 - viii. means by which the conduct of the research is monitored by the instructor; and
 - ix. any other relevant information.
- b. The delegated process described above does not apply to:
- i. thesis or project courses where the research is the key evaluative component within the course,
 - ii. course-based research by students which is above minimal risk, or
 - iii. research which forms a component of an instructor's own research.
- c. Where students are carrying out research that is part of a faculty member's own research program, this research proposal, ~~in sufficient detail to permit the REB to make an assessment of its ethical acceptability;~~ must be reviewed by the REB as in the Full Board Review, or Delegated Review procedure described above.
- a. ~~Experimental protocol (where appropriate);~~
 - b. ~~Informed consent statement and forms (as necessary: normally, participants must also be given a copy of the informed consent form which they have signed);~~
 - c. ~~Copies of questionnaires and research instruments (where appropriate);~~
 - d. ~~Evidence of TCPS 2-CORE completion or equivalent research ethics training;~~
 - e. ~~Such other material or information as the REB may request.~~

RESEARCH ETHICS BOARD

A. ~~Mandate~~

- a. ~~The REB is responsible for reviewing the ethical acceptability of all research conducted within the jurisdiction of VCC or under its auspices that involves human participants: its role is to educate researchers and to review and monitor research proposals and projects. It conducts independent multidisciplinary review of research proposals to determine if they meet ethical requirements necessary for initiation or annual continuance.~~
- b. ~~The REB serves as a consultative body on research ethics and assists in educating the VCC community about research ethics.~~
- d. **Authority** The Chair of the REB or someone delegated by the Chair (including an REB member, or a non-REB member within the department/faculty with appropriate experience and expertise) shall have the authority to conduct an ethical review of course-based research involving humans conducted solely for pedagogical purposes. The REB Chair or delegate shall only approve course-based research involving humans that involves minimal risk to participants.

- e. The records related to Course-Based Research Ethics Review shall be stored by the Office of the VPAR and be retained for a minimum of seven (7) years.
- f. Instructors must re-submit a request for approval whenever there are material changes planned in any of the elements listed above, or every 2 years (whichever is greater). Re-submission will be required when the official course outline is reviewed according to the normal review schedule, if there are any material changes.

7.—Extension of approval to a new instructor requires submission of the form “Course-Based Research Ethics Board

- ~~d.g. The College mandates the REB to approve, reject, and propose modifications to or termination~~Extension of any proposed or ongoing research involving human participants that is conducted within or by members of the College, using the considerations set forth in the Policy as a minimum standard.Approval”.

~~6.1. The REB is an independent standing committee with terms of reference approved by the Board of Governors. The REB's decision to approve or deny proposals for research is made independently and may not be set aside without formal appeal.~~

~~B.A. Membership of the Research Ethics Board~~

- ~~a.—The REB shall consist of at least five (5) members, including both men and women, of whom:~~
 - ~~a.—at least two (2) are faculty who possess broad expertise in the methods or in the areas of research that are covered by the REB;~~
 - ~~b.a. at least one (1) member is knowledgeable in ethics;~~
 - ~~c.a. for biomedical research, at least one (1) member is knowledgeable in the relevant law; and~~
 - ~~i.— at least one (1) member has no affiliation with the College, recruited from the community served by the institution.~~

~~Each member should be appointed to fulfill the formal requirements of a single category.~~

- ~~b.—The REB may from time to time also call on specialists to advise on particular proposals that require additional expertise for appropriate review.~~
- ~~c.—The REB will elect a Chair each year from among its membership. The position is renewable.~~

8.—Meetings and Attendance

- ~~a.—The REB will meet regularly and as needed to review requests and carry out REB business. It is preferred for members to attend and participate in face-to-face meetings.~~
- ~~b.—A quorum for committee purposes for a full review is at least four (4) members, excluding the chair. Where possible, the REB will reach decisions by consensus;~~

~~otherwise a simple majority will prevail. The Chair will not vote, except in the event of a tie.~~

~~9. Record Keeping~~

~~a. Minutes of all VCC-REB meetings shall be prepared and maintained by the chair or designate. The minutes shall clearly document the Committee's decisions and any dissents and the reasons for them. Minutes are accessible to authorized representatives of the institution, researchers, and funding agencies.~~

~~b. The REB will prepare and maintain adequate documentation of REB activities, including the following:~~

~~i. Copies of all research proposals reviewed, certificates of approval, scientific evaluations, if any, that accompany the proposals, approved sample consent documents, progress reports by researchers and reports of injuries to participants;~~

~~d. a. Records of continuing review activities; Copies of all correspondence between the REB and the researchers;~~

~~ii. A list of REB members; and~~

~~iii. Written procedures for the REB.~~

~~c. The required records will be retained for three (3) years, and records relating to research that is conducted will be retained for at least three (3) years after completion of the research.~~

7.35. Decision Making

a. The REB review ~~shall~~will be based upon fully detailed research proposals or, where applicable, progress reports. The REB will function impartially, provide a fair hearing to those involved, and provide reasoned and appropriately documented opinions and decisions. ~~The REB will accommodate reasonable requests from researchers to participate in discussions about their proposals, but not be present when the REB is making its decision. When the REB is considering a negative decision, it shall provide the researcher with all the reasons for doing so (within five to eight weeks) and give the researcher an opportunity to reply before making a final decision.~~

36. Conflicts of Interest~~Final decisions in~~

a. ~~If the full REB is reviewing research in which an REB member has a personal interest in the research under review (e.g., as a researcher or as an entrepreneur), conflict of interest principles require that~~ are based on consensus or majority quorum (i.e., at least four [4]) ~~the member not be present when the REB is discussing or making its decision.~~

b. ~~REB members present, plus the chair) will be adopted only if the members attending the meeting possess~~ disclose disputes, conflicts, or collaborations with researchers (within the relevant competence and knowledge necessary ~~last two years) whose research is being reviewed, to the REB Chair.~~

The REB Chair will make a determination as to whether they may participate in the review ~~the proposals under consideration.~~

~~8.37.~~ The REB will notify the researchers in a timely manner in writing of its decision to:

- a. Approve the proposed research activity as submitted; or
- b. Require minor modifications of the proposed research activity. The resubmitted proposal will be reviewed by the Chair or delegate of the REB; or
- c. Require significant modifications or additional information or major revisions. The resubmitted proposal will be reviewed by the REB; or
- d. Reject the proposed research activity.

~~—The REB will submit an annual report to Senior Management listing the number of proposals reviewed, approved, and denied.~~

~~9.38.~~ Reconsideration of Research Ethics Board Decisions

- a. Researchers have the right to request, and the REB has the obligation to provide, reconsideration of decisions affecting a research project. The principal investigator must submit to the REB a written request for reconsideration, with rationale. The onus is on researchers to justify the grounds on which they request reconsideration by the REB and to indicate any alleged breaches to the established research ethics review process, or any elements of the REB decision that are not supported by this Policy.
- ~~d. —The REB will be guided by principles of natural and procedural justice in its decision-making. Such principles include providing a reasonable opportunity to be heard; an explanation of the reasons for opinions or decisions, and the opportunity for rebuttal; fair and impartial judgment; and reasoned and written grounds for the decisions.~~

~~10. —Appeals~~

- b. The REB will provide a response in writing within 7 business days.

39. Formal Appeals

- a. VCC will enter into a Memorandum of Understanding (MOU) with another B.C. post-secondary institution with a Research Ethics Board for the purpose of identifying an appeal board for VCC REB.

If a request for a review/reconsideration is unsuccessful in resolving the disagreement, ~~the researcher~~ and the REB has refused ethics approval of research, the principal investigator has the right to a formal appeal of the REB's decision ~~to the Vice President, Academic & Research (VPAR).~~ Upon application by a researcher for a formal appeal of a REB decision, the VPAR shall refer the matter to an . A principal investigator wishing to formally appeal committee; the VPAR may either refer the matter to an appeal committee at another institution or may establish a decision of the VCC REB to reject a special Research Ethics Appeal committee to hear the appeal. In either case, no member of the REB whose decision is being appealed may be a member of the committee that hears the appeal. If the matter is referred to

another institution for review, that institution must have a Research Ethics Policy and Board whose operations are compliant with the *Tri-Council Policy Statement*, and VCC must have a prior agreement in place with that institution to refer appeals under this policy. In either case, the decision of the appeal committee shall be final.

~~11. Conflicts of Interest~~

- a. ~~If the REB is reviewing research in which a member of the REB has a personal interest in the research under review (e.g., as a researcher or as an entrepreneur), conflict of interest principles require that the member not be present when the REB is discussing or making its decision.~~
- b. ~~Disclosure of conflicts of interest will comply with the VCC's Conflict of Interest in Research policy (F.1.03).~~

~~12. Review of Multi-Centered Research~~

~~REB is responsible for the ethical acceptability of proposal or to rescind approval of ongoing research undertaken within VCC's jurisdiction or under its auspices. In case of any ethical concerns, when local practices or standards in other jurisdiction vary from those of VCC, VCC's REB will require its researchers to comply with whichever expectations are more rigorous.~~

~~Section 2: Free and Informed Consent~~

~~A. Requirement for Free and Informed Consent~~

~~13. Research governed by this Policy may begin only if (a) prospective participants, or authorized third parties, have been given the opportunity to give free and informed consent voluntarily (i.e., without manipulation, undue influence, or coercion) about~~

~~participation, and (b) their free and informed consent has been given and is maintained throughout their participation in the research.~~

~~14. Evidence of free and informed consent by the subject or authorized third party should ordinarily be obtained in writing. Where written consent is culturally unacceptable, or where there are good reasons for not recording consent in writing, the procedures used to seek free and informed consent shall be documented.~~

~~15. The REB may approve a consent procedure which does not include, or which alters, some or all of the elements of informed consent set forth above, or waive the requirement to obtain informed consent, provided that the REB finds and documents that:~~

- a. ~~The research involves no more than minimal risk to the participants;~~
- b. ~~The waiver or alteration is unlikely to have an adverse effect on welfare of the participants;~~
- c. ~~The research could not practicably be carried out without the waiver or alterations;~~
- d. ~~In the case of a proposed alteration, the nature and extent of the alteration is clearly defined. Wherever possible and appropriate, a plan to provide~~

~~debriefing to participants and the opportunity to refuse consent and/or withdraw data and/or biological materials.~~

~~B.—Special Considerations Regarding Consent~~

- ~~16.—In some *randomized and/or blind clinical trials*, neither the research participants nor the researchers know which treatment the participants are receiving. Random/blind assignment is not regarded as an alteration of consent requirements if the participants are informed of the probability of being randomly assigned.~~
- ~~17.—Some social science research requires the use of *partial disclosure or deception* (e.g., giving participants false information about themselves, events, social conditions, the purpose of the research); for such techniques to be considered an exception to the general requirement of full disclosure for consent, the research must meet all the REB waiver/alteration requirements.~~
- ~~18.—In some population and public health research, prior informed consent is not obtainable as communicating with community members through a consent process could affect the group response. In such cases, researchers must explain clearly why the research question cannot be answered without an exception to the requirement of prior consent and, if possible, seek community engagement prior to data collection.~~
- ~~19.—An individual medical emergency, where an individual who requires urgent medical care is unable to must provide consent for research due to unconsciousness or a loss of decision-making ability, is subject to special exemption from informed consent requirements because certain medical emergency practices can be applied only when such emergencies occur. The REB may allow research that involves medical emergencies to be carried out without participants' informed consent if all of the the VPAR with the following apply:~~
- ~~a.—There is a serious threat to the prospective participant that requires immediate intervention;~~
 - ~~b.—The research offers the best or only option for treatment;~~
 - ~~c.—The risk documents within 30 business days of the research treatment is clearly justified by the prospect receipt of the direct benefits to the participant;~~
 - ~~d.—The participant is not conscious or otherwise able to make an informed consent notification of the REB's decision;~~
 - ~~e.—Third-party authorization cannot be secured in sufficient time, despite due diligence; and~~
 - ~~f.—No relevant prior directive by the participant is known.~~

~~When a previously incapacitated participant regains decision-making ability or third-party authorization is found, consent shall be sought promptly for any continuing or subsequent treatment related to the research.~~

20.—Whether or not consent is required for research involving *naturalistic observation* depends on the degree of privacy expected by individuals in a given setting, the nature of the research, and the potential to violate sensitive interests. Purely observational research done in public settings where there is no expectation of privacy is exempt from REB review; however, some material that is publicly accessible may still require participants' consent due to the expectation of privacy attached to certain groups or activities (e.g., religious/cultural ceremonies, online chatroom discussions).

C.—Informing Potential Participants

21.—General Conditions

- b. ~~Researchers shall provide, to prospective participants or authorized third parties, full and frank disclosure of all information relevant to voluntary, informed, and ongoing consent. Throughout the consent process, the researcher must ensure that prospective participants are given adequate opportunities to discuss and contemplate their participation. The REB may approve research without requiring that the researcher obtain participants' consent where the REB is satisfied that all of the following apply:~~its reconsideration:
- i. ~~Information that the individual is being invited~~final application, as submitted to participate the VCC REB, and
 - ii. a statement of the basis of the appeal (procedural, substantive, or both) and the rationale for the appeal.
- c. The REB Chair will provide to the VPAR the REB materials specified in a the MOU.
- d. The VPAR will submit all the materials to the REB Appeal Board within five working days of receipt of the materials described above.
- e. Decisions of the Appeal Board will be final and binding upon VCC and the Research Project Investigators.

40. Continuing Ethics Research Review

- ~~e.a.~~ The REB will maintain continuing oversight of the research after the project; has received initial ethical approval. The REB will make the final determination as to the nature and frequency of continuing research ethics review in accordance with a proportionate approach to research ethics review.
- a.—A comprehensible statement of the research purpose, the identity of the researcher(s), the expected duration and nature of participation, and a description of research procedures;
 - b.—A comprehensible description of reasonably foreseeable harms and benefits that may arise from research participation, as well as the likely consequences of non-action, particularly in research related to treatment, or where invasive methodologies are involved, or where there is a potential for physical or psychological harm;
 - c.—An assurance that prospective participants are free not to participate, have

~~the right to withdraw at any time without prejudice to pre-existing entitlements;~~

~~and will be given continuing and meaningful opportunities for deciding whether or not to continue to participate.~~

~~D.—Decision-Making Capacity~~

~~22.—Subject to applicable legal and regulatory requirements, individuals who lack the ability, either permanently or temporarily, to decide for themselves whether or not to participate, the REB shall ensure that, as a minimum, the following conditions are met:~~

- ~~a.—The researcher involves the participants in the decision-making process to the greatest extent possible;~~
- ~~b.—The researcher seeks and maintains consent from authorized third parties who have the participants' best interests in mind;~~
- ~~c.—The authorized third party may not be the researcher or any other member of the research team;~~
- ~~d.—The researcher demonstrates that the research is being done for the participants' direct benefit or the benefit of others in the same category; in the latter situation, the researcher shall demonstrate the research will pose only minimal risk and burden to the participant;~~
- ~~e.—When participation in a research project occurred through third-party authorization, and a participant regains decision-making ability during the course of the project, the participant's informed consent shall be sought as a condition of continuing participation.~~

b. At minimum, continuing research ethics review will consist of an annual status report (for multi-year research projects), and an end-of-study report (projects lasting less than one year).

c. Researchers will report to the REB any unanticipated issue or event that may increase the level of risk to participants or that has other ethical implications that may affect participants' welfare.

d. A report, in the format specified by the REB, must be submitted by the principal investigator to the REB within 60 days of the completion of data collection Requirement for Free, Informed and Continuing Consent.

41. This policy will be reviewed at least once every five years.

RELATED POLICIES

F.1.1 Ethical Conduct for Research Involving Humans Policy



APPENDIX E Clean Copy

POLICY

Title	Ethics and Integrity in Research and Scholarly Activity
Policy No.	F.1.2
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Applied Research
Last Revised/Replaces	September 27, 2017; April 5, 2013
Effective Date	Draft: January 25, 2023

CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) is committed to supporting, promoting, and developing processes that ensure the highest standards of ethics and integrity in research and scholarly activity.

This policy designates responsibility for maintaining these standards; and specifies processes for addressing allegations of, and a timely response to, misconduct related to ethics and integrity in research and scholarly activity.

SCOPE AND LIMITS

VCC expects all those conducting research and scholarly activity under the auspices of the College (researchers, faculty, students, technical assistants, administrators, etc.) to adhere to the principles and processes articulated in this policy and accompanying procedures.

DEFINITIONS

Conflict of Interest: A situation in which a researcher's/investigator's personal or financial interests are in conflict or perceived to conflict with the College's interests or mission, or with the proper performance of the employee's job duties, responsibilities, or obligations. A conflict of interest may be actual, potential, or perceived. A perceived conflict of interest can be as detrimental as an actual conflict of interest as such actions similarly undermine or compromise public confidence in the College or the College's trust in the employee's ability to discharge work responsibilities and obligations.

Research and Scholarly Activity: *Research* and *scholarly activity* refer to an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation. Scholarly activity includes research and pilot studies; the dissemination of new knowledge through such means as publications, presentations, and exhibitions; and the application of new knowledge in professional practice and student learning. Scholarly activity also includes creative activities designed to further artistic endeavour.

Researcher/Investigator: The terms *researcher* and *investigator* are used interchangeably for the purposes of this policy; *researcher/investigator*, for the purposes of this policy, means an individual—a VCC employee (faculty, staff and/or administrators at VCC), student, or other—either paid or volunteering to conduct research or scholarly activity at or through the College.

Research Misconduct: Misconduct in research refers to conduct that deviates from that which is acceptable within the scholarly community, and includes, but is not limited to:

- a. Plagiarism (i.e. presenting and using another's published or unpublished work, as one's own, without appropriate referencing and, if required, without permission);
- b. Fabrication (ie. making up data, source material, methodologies or findings, including graphs and images);
- c. Conflict of scholarly interest such as opposing the publication or compromising the work of another author, particularly in the publications and review forums, for the purposes of benefiting oneself directly or indirectly;
- d. Failure to comply with College policies and procedures with respect to research and scholarly activity;
- e. Failure to recognize the substantive intellectual contributions of all collaborators by including in publications and reports those collaborators and no others;
- f. Failure to comply with College policies on conflict of interest or intellectual property rights;
- g. Using unpublished work of other scholars and researchers without permission and/or due acknowledgement;
- h. Using research funds in a manner that is not consistent with the terms and conditions under which those funds were received;
- i. Failure to obtain all required approvals for research involving humans, or failure to conduct research in accordance with prescribed protocols;
- j. Failure to use archival material in accordance with the rules of the archival source;
- k. The use of materials and concepts obtained through confidential processes such as manuscript review or funding applications without prior written permission of the author;
- l. Failure to disclose any conflict of interest, financial or other, to the College, journals, funding agencies, or those requesting opinions;
- m. Failure to maintain guarantees of confidentiality to research participants subject to the limits prescribed by law;
- n. The use of redundant publications (i.e. the re-publication of one's own previously published work or part thereof, or data, in any language, without adequate acknowledgement of the source, or justification);
- o. The destruction of research records, be they one's own or of another's research data or records, to specifically avoid the detection of wrongdoing;
- p. Using grant or award funds for purposes inconsistent with the policies of the funder; contravening funder financial policies; or providing incomplete, inaccurate or false information on documentation.

STATEMENT OF POLICY PRINCIPLES

1. The College expects that all research and scholarly activities will be conducted with the highest level of integrity and ethics.

2. The Vice-President Academic & Research (or delegate) is responsible for promoting integrity in research and supporting educational activities on research and research practices.
3. Researchers are responsible for maintaining the highest level of integrity and ethics while conducting research and scholarly activity.
4. The College will establish a fair unbiased and timely process for investigating and responding to allegations of misconduct in research.
5. Misconduct while undertaking research and scholarly activity is unacceptable and may be cause for disciplinary action or sanctions.

RELATED RESOURCES

[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2022\)](#)

VCC Policies and Procedures

- A.3.1 Prevention of Harassment, Discrimination, and Bullying
- A.3.3 Freedom of Information & Protection of Privacy (FOIPPA)
- A.3.6 Standards of Employee Conduct and Conflict of Interest
- A.3.9 Records Management
- D.4.3 Student Non-Academic Conduct
- D.4.5 Academic Integrity
- F.1.1 Ethical Conduct for Research Involving Humans
- F.1.2 Ethics and Integrity in Research and Scholarly Activity Procedures



APPENDIX F Tracked Copy

POLICY

Title	Ethics and Integrity in Research and Scholarly Activity
Policy No.	F.1.2
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Applied Research
Last Revised/Replaces	September 27, 2017; April 5, 2013
Effective Date	Draft: January 25, 2023

CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) is committed to supporting, promoting, and developing processes that ensure the highest standards of ethics and integrity in research and scholarly activity.

This policy designates responsibility for maintaining these standards; and specifies processes for addressing allegations of, and a timely response to, misconduct related to ethics and integrity in research and scholarly activity.

SCOPE AND LIMITS

VCC expects all those conducting research and scholarly activity under the auspices of the College (researchers, faculty, students, technical assistants, administrators, etc.) to adhere to the principles and processes articulated in this policy and accompanying procedures.

STATEMENT OF POLICY PRINCIPLES

1. The College expects that all research and scholarly activities will be conducted with the highest level of integrity and ethics.
2. The Vice-President Academic & Research (or delegate) is responsible for promoting integrity in research and supporting educational activities on research and research practices.
- 2.3. Researchers are responsible for maintaining the highest level of integrity and ethics while conducting research and scholarly activity.
4. The College will establish a fair unbiased and timely process for investigating and responding to allegations of misconduct in research.
- 3.5. Misconduct while undertaking research and scholarly activity is unacceptable and may be cause for disciplinary action or sanctions.

DEFINITIONS

Researcher/Investigator: The terms *researcher* and *investigator* are used interchangeably for the purposes of this policy; *researcher/investigator*, for the purposes of this policy, means an individual—a VCC employee (faculty, staff and/or administrators at VCC), student, or other—either paid or volunteering to conduct research or scholarly activity at or through the College.

Conflict of Interest: A situation in which a researcher's/investigator's personal or financial interests are in conflict or perceived to conflict with the College's interests or mission, or with the proper performance of the employee's job duties, responsibilities, or obligations. A conflict of interest may be actual, potential, or perceived. A perceived conflict of interest can be as detrimental as an actual conflict of interest as such actions similarly undermine or compromise public confidence in the College or the College's trust in the employee's ability to discharge work responsibilities and obligations.

Research and Scholarly Activity: Research and scholarly activity refer to an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation. Scholarly activity includes research and pilot studies; the dissemination of new knowledge through such means as publications, presentations, and exhibitions; and the application of new knowledge in professional practice and student learning. Scholarly activity also includes creative activities designed to further artistic endeavour.

Researcher/Investigator: The terms *researcher* and *investigator* are used interchangeably for the purposes of this policy; *researcher/investigator*, for the purposes of this policy, means an individual—a VCC employee (faculty, staff and/or administrators at VCC), student, or other—either paid or volunteering to conduct research or scholarly activity at or through the College.

Research Ethics Board (REB): A decision-Misconduct: Misconduct in research refers to conduct that deviates from that which is acceptable within the scholarly community, and includes, but is not limited to:

- a. Plagiarism (i.e. presenting and using another's published or unpublished work, as one's own, without appropriate referencing and, if required, without permission);
- b. Fabrication (ie. making body that reviews research proposals up data, source material, methodologies or findings, including graphs and images);
- c. Conflict of scholarly interest such as opposing the publication or compromising the work of another author, particularly in the publications and review forums, for the purposes of benefiting oneself directly or indirectly;
- d. Failure to comply with College policies and procedures with respect to research and scholarly activity;
- e. Failure to recognize the substantive intellectual contributions of all collaborators by including in publications and reports those collaborators and no others;
- f. Failure to comply with College policies on conflict of interest or intellectual property rights;
- g. Using unpublished work of other scholars and researchers without permission and/or due acknowledgement;
- h. Using research funds in a manner that is not consistent with the terms and conditions under which those funds were received;
- i. Failure to obtain all required approvals for research involving human humans, or failure to conduct research in accordance with prescribed protocols;
- j. Failure to use archival material in accordance with the rules of the archival source;
- k. The use of materials and concepts obtained through confidential processes such as manuscript review or funding applications without prior written permission of the author;
- l. Failure to disclose any conflict of interest, financial or other, to the College, journals, funding agencies, or those requesting opinions;

- ~~a.m.~~ Failure to maintain guarantees of confidentiality to research participants to ensure that ethical principles are upheld, subject to the limits prescribed by law;
- n. The use of redundant publications (i.e. the re-publication of one's own previously published work or part thereof, or data, in any language, without adequate acknowledgement of the source, or justification);
- o. The destruction of research records, be they one's own or of another's research data or records, to specifically avoid the detection of wrongdoing;
- p. Using grant or award funds for purposes inconsistent with the policies of the funder; contravening funder financial policies; or providing incomplete, inaccurate or false information on documentation.

RELATED RESOURCES

[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2022\)](#)

VCC Policies and Procedures

- A.3.1 Prevention of Harassment, Discrimination, and Bullying
- A.3.3 Freedom of Information & Protection of Privacy (FOIPPA)
- A.3.6 Standards of Employee Conduct and Conflict of Interest
- A.3.9 Records Management
- D.4.3 Student Non-Academic Conduct
- D.4.5 Academic Integrity
- F.1.1 Ethical Conduct for Research Involving Humans
- F.1.2 Ethics and Integrity in Research and Scholarly Activity Procedures



APPENDIX G Clean Copy

PROCEDURES

Title	Ethics and Integrity in Research and Scholarly Activity
Procedures No.	F.1.2
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Applied Research
Last Revised/Replaces	August 31, 2022; September 27, 2017; April 5, 2013
Effective Date	Draft January 25, 2023

APPROPRIATE CONDUCT IN RESEARCH AND SCHOLARLY ACTIVITY

Researchers must engage in appropriate conduct by ensuring that they:

1. Engage in culturally sensitive practices of research with scholarly and scientific rigour, through all stages of the work: planning, obtaining, recording, analyzing, storing, reporting, and publishing data or results.
2. Recognize substantive contributions of all collaborators (including students); use unpublished work of other researchers and scholars only with permission and with due acknowledgement; and use archival materials in accordance with the rules of the archival source.
3. Include in the authorship of published work all those who have materially contributed to and share responsibility for the concepts of the publication, and only those persons.
4. Use information, concepts or data as permitted by author(s) and licensing agreements.
5. Seek and obtain approval from the VCC Research Ethics Board (REB) before engaging in any research involving humans (unless exempted under the Vancouver Community College Policy F.1.1, Ethical Conduct for Research Involving Humans), and comply fully with the approved research protocols.
6. Comply with VCC operational and financial terms of research grants and/or contracts awarded to a researcher.
7. Disclosing as early as possible in writing to the sponsors of the research project, VCC and other institutions, journals or funding agencies, any material conflict of interest, financial or other, that might influence their decision on whether the researcher should be asked to review manuscripts or applications, test products, or be permitted to undertake work sponsored from outside sources.
8. Voluntarily and immediately disclose in writing to the Research Ethics Board (REB), any conflict of interest, including material financial interest in a company that contracts with VCC to undertake research, particularly research involving the company's products: including ownership, substantial stock holding, directorship, significant honoraria, or consulting fees, but does not include minor stock holdings in a large publicly traded company.

ATTRIBUTION OF AUTHORSHIP

9. Authorship implies significant intellectual contributions to the work which, when recognized, must include people who have materially contributed to and share responsibility for content.
10. Students will be given the appropriate recognition for authorship or collection of data in any publication.

HANDLING OF RESEARCH DATA

11. Research is conducted and data are acquired in different manners. In the case of collaborative work, all members of the research team are responsible for ensuring proper acknowledgement of each team member when the data is released in any form.
12. All data collected by, on or from Indigenous communities must follow the First Nations Principles of Ownership, Control, Access and Possession (OCAP).
13. A complete set of all original research data must be securely retained by the principal researcher for the time specified by the VCC Record Retentions Schedule following the completion of the research or as required by law, whichever is longer. Data collected under the principles of OCAP are an exception to this.
14. Data must be securely stored and if in digital format must be password protected and held on a Canadian server to ensure data sovereignty.

ALLEGATIONS OF RESEARCH MISCONDUCT

15. Allegations of misconduct in research may be made by any person(s) within or outside the College. Anonymous allegations will not be investigated.
16. Allegations must be in writing, dated and signed by the individual(s) making the allegations. Such allegations must contain fully documented evidence and must normally be made within six months of the alleged misconduct.
17. The allegation shall be received by the Vice President, Academic & Research (VPAR). Allegations received by others must be treated confidentially and conveyed directly to the VPAR.
18. If the VPAR is a party to the alleged misconduct, the President will assume the VPAR's role in applying this policy.
19. In the event of an allegation of misconduct being made that involves funds from the federal Tri-Agencies an exact copy of the allegation shall be forwarded to the Secretariat on Responsible Conduct of Research (SRCR).
20. In cases of collaborative research involving other institutions, the VPAR may modify these procedures to facilitate the conduct of parallel or joint investigations of alleged research misconduct, or as otherwise deemed appropriate by the VPAR.
21. Throughout the informal and formal investigation, the identities of all parties involved, and any records, data, files, electronic recordings or information gathered during the proceedings shall be kept in confidence by all concerned, except in the case of allegations involving federal Tri-Agency funds.

22. The VPAR is responsible for retaining, in a secure location, and controlling appropriate access to any records, data, files, electronic recordings, or information arising from this policy.

INITIAL REVIEW OF RESEARCH MISCONDUCT

23. At any time during the course of an investigation into research misconduct, the VPAR has the authority to:
- a. Close down and declare “off limits” facilities used for research;
 - b. Protect the administration of College and external funds involved in the research;
 - c. Obtain and retain relevant documentation (e.g. lab notes, Computer disks, hard drives, proof of credentials) related to an investigation;
 - d. Request that members of the College appear before an Investigative Committee and that they answer the Investigative Committee’s questions or provide materials to it;
 - e. Dismiss the allegation if, based on reasonable information, the VPAR believes that continued investigation will result in a determination that the alleged misconduct in research has not occurred; and
 - f. Take such other action as the VPAR deems appropriate.
24. Upon receipt and review of an allegation the VPAR (or delegate) shall proceed as outlined below, or shall appoint an individual to review the matter (the reviewer) and report to the VPAR.
25. Within five (5) working days of receiving the allegation, the VPAR shall inform the Researcher in writing of the allegation. The VPAR will conduct confidential, informal consultations with all parties to determine if an informal resolution is possible.
26. If informal consultation fails to resolve the allegation, the VPAR shall convene a meeting with all parties to discuss the allegation.
27. Following this meeting, the VPAR may:
- a. Initiate an investigation, or
 - b. Dismiss the allegation.
 - c. Address an allegation regarding a student under Academic Integrity Policy D.4.5
28. If the VPAR decides a formal investigation is warranted the Researcher will be notified with 14 days of the consultation. If an employee association was notified, then it will be informed of the decision at the same time.
29. If an allegation pertains to the use federal Tri-Agency funds, the VP Research shall inform the SRCR confirming whether the investigation is proceeding or not.

FORMAL INVESTIGATION

30. If the VPAR determines that a formal investigation is warranted, they shall, within 14 days of the decision, appoint an investigative committee of a minimum of three

members, none of whom shall have any conflict of interest with respect to any parties concerned in the allegations.

31. Members of the Investigative Committee shall have the appropriate expertise to evaluate the particulars of the allegation and may or may not be members of the College community.
32. All parties shall be notified of the composition of the committee.
33. Any objection to the composition of the Investigative Committee shall be made to the VPAR within 5 working days of this notification. The only grounds for objection are alleged bias or conflict of interest.
34. The mandate of the Investigative Committee is to determine on a balance of probabilities whether misconduct in research has occurred, and if so, its extent and seriousness. The decision is based upon a majority vote and the determination is binding on the College.
35. The Investigative Committee shall invite the researcher to make a submission in writing upon viewing the evidence presented against them.
36. The Investigative Committee has the right to examine any records, data, information, documents, files, and associated materials related to the investigation and question any student or member of faculty or staff during its investigation. The Office of VPAR will be responsible for storing and maintaining appropriate access to records, consistent with applicable policy and legislation.
37. All parties, both those who have made the allegations, and the Researcher(s) involved, shall be given an opportunity to be interviewed, to comment on the allegations, and to respond to any evidence before the Investigative Committee.
38. The investigation may include interviews, which will be held in camera.
39. Records of meetings will be considered confidential to the extent permitted by law.
40. The Investigative Committee has the right to seek impartial expert opinions and advice, as it deems necessary, in order to ensure that the investigation is thorough and authoritative.
41. The Investigative Committee will submit a written report to the VPAR within 30 days of its appointment including the substantive evidence that was considered in its review and its recommendations.
42. Upon receipt of the Investigative Committee's report, the VPAR shall reach a decision and prepare a final report within 14 days containing:
 - a. A copy of the allegation;
 - b. The findings of the VPAR as to whether the allegation has been upheld;
 - c. A statement of the reasons for the findings.
43. The final report shall also describe any actions that are to be taken including, but not limited to:
 - a. Sanctions to be taken against a Researcher who is found to have engaged in misconduct;

- b. Actions to be taken to protect or restore the reputation of the Researcher if wrongly accused;
 - c. Actions to protect an individual found to have made a responsible accusation;
 - d. Sanctions against an individual found to have made an irresponsible or malicious allegation.
44. Sanctions shall be consistent with VCC policies and collective agreements.
45. The report of the Investigative Committee and the final report prepared by the VPAR will be forwarded, to the President, the respondent(s) and their dean, the complainant(s), and any bargaining unit informed of the proceedings. Any distribution of the report shall be consistent with the British Columbia Freedom of Information and Protection of Privacy Act.
46. The VPAR is responsible for ensuring that any actions specified in the final report are carried out.
47. Where the finding is that misconduct has occurred, the VPAR shall forward the report of the Investigative Committee and the final report within 30 days of the conclusion of the investigation, to any granting agency (in the case of federal Tri-Agency funds, to the SRCR) or sponsor known to have provided support for the scholarly activity and may inform other relevant persons or agencies in the interests of protecting the integrity of scholarly activity.
48. Where the VPAR dismisses an allegation, or determines that scholarly misconduct has not occurred, the Office of the VPAR shall maintain one copy of all materials in a secure place for a period of one year from the date of such determination. The secured copy of the materials shall be consulted only if a complaint of mischievous or malicious allegation is submitted regarding the original complaint. After one year, the remaining copy of materials will be destroyed.

RELATED RESOURCES

- F.1.2 Ethics and Integrity in Research and Scholarly Activity Policy



APPENDIX H Tracked Copy

PROCEDURES

Title	Ethics and Integrity in Research and Scholarly Activity
Procedures No.	F.1.2
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	August 31, 2022; September 27, 2017; April 5, 2013
Effective Date	Draft January 25, 2023

APPROPRIATE CONDUCT IN RESEARCH AND SCHOLARLY ACTIVITY

~~Appropriate and mandatory~~ Researchers must engage in appropriate conduct ~~in~~ by ensuring that they:

~~Engage in culturally sensitive practices of~~ research ~~and~~ with scholarly activity ~~includes but is not limited to~~ and scientific rigour, through all stages of the following:

1. work: planning, obtaining, recording, analyzing, storing, reporting, and publishing data or results ~~using scholarly and scientific rigor and integrity.~~
2. Recognize substantive contributions of all collaborators (including students); use unpublished work of other researchers and scholars only with permission and with due acknowledgement; and use archival materials in accordance with the rules of the archival source.
3. Include in the authorship of published work all those who have materially contributed to and share responsibility for the concepts of the publication, and only those persons.
 1. ~~Obtaining the permission of the author(s) before using new~~ Use information, concepts, or data ~~originally obtained through access to confidential manuscripts.~~
 4. ~~Seeking as permitted by author(s) and obtaining~~ licensing agreements.
 - 4.5. Seek and obtain approval ~~by~~ from the VCC Research Ethics Board (REB) before engaging in any research involving humans (unless exempted ~~by~~ under the Vancouver Community College Policy F.1.011, Ethical Conduct for Research Involving Humans), and ~~then complying~~ comply fully with the approved research protocols. ~~Complying with VCC regarding the operational and financial terms of research grants and/or contracts awarded to the researcher.~~
 2. ~~Voluntarily and immediately disclosing in writing to the Vice President, Academic & Research (or delegate) any material financial interest in a company that contracts with VCC to undertake research, particularly research involving the company's products: material financial interest includes ownership, substantial stock holding, directorship, significant honoraria, or consulting fees, but does not include minor stock holdings in a large publicly traded company.~~
6. Comply with VCC operational and financial terms of research grants and/or contracts awarded to a researcher.

~~5.7.~~ Disclosing as early as possible in writing to the sponsors of the research project, VCC and other institutions, journals or funding agencies, any material conflict of interest, financial or other, that might influence their decision on whether the researcher should be asked to review manuscripts or applications, test products, or be permitted to undertake work sponsored from outside sources.

~~6.8. Disclosing Voluntarily and immediately disclose in writing to the VCC Research Ethics Board (REB), any conflicts/conflict of interest in research involving humans, including any material financial interest in a company that contracts with the College/VCC to undertake research, particularly studies/research involving the company's products: such disclosure will be made including ownership, substantial stock holding, directorship, significant honoraria, or consulting fees, but does not include minor stock holdings in the application to the REB for ethical review. a large publicly traded company.~~

ATTRIBUTION OF AUTHORSHIP

~~7.9.~~ Authorship implies significant intellectual contributions to the work which, when recognized, must include people who have materially contributed to and share responsibility for content.

~~8.10.~~ Students will be given the appropriate recognition for authorship or collection of data in any publication.

HANDLING OF RESEARCH DATA

~~9.11.~~ Research is conducted and data are acquired in different manners. In the case of collaborative work, all members of the research team are responsible for ensuring proper acknowledgement of each team member when the data is released in any form.

~~12. All data collected by, on or from Indigenous communities must follow the First Nations Principles of Ownership, Control, Access and Possession (OCAP).~~

~~10.13.~~ A complete set of all original research data must be securely retained by the principal researcher for ~~a period of five (5) years~~ the time specified by the VCC Record Retentions Schedule following the completion of the research or as required by law, whichever is longer. ~~All collaborators must have free access~~ Data collected under the principles of OCAP are an exception to the relevant data at all times and authorization to copy may not be withheld by any team member without valid reason. this.

RESPONSIBILITIES OF THE COLLEGE

~~3. VCC is responsible for promoting integrity in research. VCC will engage in educational activities including workshops in support of research and research practices and will post related documents and processes on MyVCC. New faculty will be made aware of research policies as part of their orientation. Updates and changes to research policies will be announced through internal College media and will be available on the College's website.~~

~~14. VCC is responsible for investigating and responding in a timely manner to~~ Data must be securely stored and if in digital format must be password protected and held on a Canadian server to ensure data sovereignty.

ALLEGATIONS OF RESEARCH MISCONDUCT

- ~~11.15.~~ Allegations of misconduct in research, including informing the appropriate funding council may be made by any person(s) of conclusions reached and actions taken within or outside the College. Anonymous allegations will not be investigated.
16. VCC Allegations must be in writing, dated and signed by the individual(s) making the allegations. Such allegations must contain fully documented evidence and must normally be made within six months of the alleged misconduct.
17. The allegation shall be received by the Vice President, Academic & Research (VPAR). Allegations received by others must be treated confidentially and conveyed directly to the VPAR.
18. If the VPAR is a party to the alleged misconduct, the President will assume the VPAR's role in applying this policy.
19. In the event of an allegation of misconduct being made that involves funds from the federal Tri-Agencies an exact copy of the allegation shall be forwarded to the Secretariat on Responsible Conduct of Research (SRCR).
20. In cases of collaborative research involving other institutions, the VPAR may modify these procedures to facilitate the conduct of parallel or joint investigations of alleged research misconduct, or as otherwise deemed appropriate by the VPAR.
21. Throughout the informal and formal investigation, the identities of all parties involved, and any records, data, files, electronic recordings or information gathered during the proceedings shall be kept in confidence by all concerned, except in the case of allegations involving federal Tri-Agency funds.
22. The VPAR is responsible for creating/retaining, in a secure location, and controlling appropriate access to any records, data, files, electronic recordings, or information arising from this policy.

INITIAL REVIEW OF RESEARCH MISCONDUCT

23. At any time during the course of an investigation into research misconduct, the VPAR has the authority to:
- a. Close down and declare "off limits" facilities used for research;
 - b. Protect the administration of College and external funds involved in the research;
 - c. Obtain and retain relevant documentation (e.g. lab notes, Computer disks, hard drives, proof of credentials) related to an investigation;
 - d. Request that members of the College appear before an Investigative Committee and that they answer the Investigative Committee's questions or provide materials to it;
 - e. Dismiss the allegation if, based on reasonable information, the VPAR believes that continued investigation will result in a determination that the alleged misconduct in research has not occurred; and
 - f. Take such other action as the VPAR deems appropriate.

24. Upon receipt and review of an allegation the VPAR (or delegate) shall proceed as outlined below, or shall appoint an individual to review the matter (the reviewer) and report to the VPAR.
25. Within five (5) working days of receiving the allegation, the VPAR shall inform the Researcher in writing of the allegation. The VPAR will conduct confidential, informal consultations with all parties to determine if an informal resolution is possible.
26. If informal consultation fails to resolve the allegation, the VPAR shall convene a meeting with all parties to discuss the allegation.
27. Following this meeting, the VPAR may:
- a. Initiate an investigation, or
 - b. Dismiss the allegation.
 - c. Address an allegation regarding a student under Academic Integrity Policy D.4.5
28. If the VPAR decides a formal investigation is warranted the Researcher will be notified with 14 days of the consultation. If an employee association was notified, then it will be informed of the decision at the same time.
29. If an allegation pertains to the use federal Tri-Agency funds, the VP Research shall inform the SRCR confirming whether the investigation is proceeding or not.

FORMAL INVESTIGATION

30. If the VPAR determines that a formal investigation is warranted, they shall, within 14 days of the decision, appoint an investigative committee of a minimum of three members, none of whom shall have any conflict of interest with respect to any parties concerned in the allegations.
31. Members of the Investigative Committee shall have the appropriate expertise to evaluate the particulars of the allegation and may or may not be members of the College community.
32. All parties shall be notified of the composition of the committee.
33. Any objection to the composition of the Investigative Committee shall be made to the VPAR within 5 working days of this notification. The only grounds for objection are alleged bias or conflict of interest.
34. The mandate of the Investigative Committee is to determine on a balance of probabilities whether misconduct in research has occurred, and if so, its extent and seriousness. The decision is based upon a majority vote and the determination is binding on the College.
35. The Investigative Committee shall invite the researcher to make a submission in writing upon viewing the evidence presented against them.
- 12-36. The Investigative Committee has the right to examine any records, data, information, documents, files, and associated materials related to the investigation and question any student or member of faculty or staff during its investigation. The Office of VPAR will be responsible for storing and maintaining an active Research Ethics Board, as per Policy F.1.01, Ethical Conduct for Research Involving Humans appropriate access to records, consistent with applicable policy and legislation.

RESPONSIBILITIES OF THE RESEARCHER

37. All parties, both those who have made the allegations, and the Researcher(s) involved, shall be given an opportunity to be interviewed, to comment on the allegations, and to respond to any evidence before the Investigative Committee.
38. The researcher investigation may include interviews, which will be held in camera.
39. Records of meetings will be considered confidential to the extent permitted by law.
40. The Investigative Committee has the right to seek impartial expert opinions and advice, as it deems necessary, in order to ensure that the investigation is thorough and authoritative.
41. The Investigative Committee will submit a written report to the VPAR within 30 days of its appointment including the substantive evidence that was considered in its review and its recommendations.
42. Upon receipt of the Investigative Committee's report, the VPAR shall reach a decision and prepare a final report within 14 days containing:
- a. A copy of the allegation;
 - b. The findings of the VPAR as to whether the allegation has been upheld;
 - c. A statement of the reasons for the findings.
43. The final report shall also describe any actions that are to be taken including, but not limited to:
- a. Sanctions to be taken against a Researcher who is found to have engaged in misconduct;
 - b. Actions to be taken to protect or restore the reputation of the Researcher if wrongly accused;
 - c. Actions to protect an individual found to have made a responsible for maintaining high standards of conduct in research. The College holds researchers accusation;
 - d. Sanctions against an individual found to have made an irresponsible or malicious allegation.
44. Sanctions shall be consistent with VCC policies and collective agreements.
45. The report of the Investigative Committee and the final report prepared by the VPAR will be forwarded, to the President, the respondent(s) and their dean, the complainant(s), and any bargaining unit informed of the proceedings. Any distribution of the report shall be consistent with the British Columbia Freedom of Information and Protection of Privacy Act.
46. The VPAR is responsible for ensuring that they maintain any actions specified in the appropriate standards final report are carried out.
- 13-47. Where the finding is that misconduct has occurred, the VPAR shall forward the report of the Investigative Committee and the final report within 30 days of the conclusion of the investigation, to any granting agency (in the case of federal Tri-Agency funds, to the SRCR) or sponsor known to have provided support for the scholarly activity

and may inform other relevant persons or agencies in the interests of protecting the integrity and ethics while conducting research under this policy, and that they meet the requirements for conducting research, some of which are noted in this policy of scholarly activity.

ALLEGATIONS OF SCHOLARLY MISCONDUCT

- ~~4. Allegations of conflicts of interest related to research and involving employees will be addressed under College policies A.3.6 Standards of Employee Conduct & Conflict of Interest and F.1.03 Conflict of Interest Related to Research. Allegations of conflicts of interest related to research and involving students will be addressed under College policy D.4.3 Student Code of Conduct (Non-Educational matters).~~
48. Where the VPAR dismisses an allegation, or determines that scholarly misconduct has not occurred, the Office of the VPAR shall maintain one copy of all materials in a secure place for a period of one year from the date of such determination. The secured copy of the materials shall be consulted only if a complaint of mischievous or malicious allegation is submitted regarding the original complaint. After one year, the remaining copy of materials will be destroyed.

RELATED RESOURCES

- F.1.2 Ethics and Integrity in Research and Scholarly Activity Policy



APPENDIX I (TO BE RESCINDED)

POLICY

Title	Conflict of Interest Related to Research
Policy No.	F.1.3
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	April 5, 2013
Effective Date	September 27, 2017

CONTEXT AND PURPOSE

This policy and related procedures addresses Vancouver Community College's (VCC; the College) expectation that all members of the College community involved in research activities identify and address actual, potential or perceived conflict of interest situations.

It is essential that public trust be maintained by the appropriate disclosure and management of conflict of interest situations.

SCOPE AND LIMITS

The College expects all those involved in research activities within the jurisdiction of the College or under its auspices (e.g., researchers, faculty, students, technical assistants, administrators, staff, etc.) to uphold the principles and processes articulated in this policy and accompanying procedures.

STATEMENT OF POLICY PRINCIPLES

1. All members of the College community engaged in research are expected to act in a manner that maintains public trust and confidence in the College and, in particular, to avoid any conflicts of interest or perceived conflicts of interest.
2. When it is not possible to avoid a conflict of interest in research activities, then it is the responsibility of the affected College community member to disclose this situation to the College immediately.
3. The College will consider conflict of interest allegations related to research associated with VCC, regardless of whether the research is led by someone within or outside of the College.
4. The College ensures conflicts of interest are dealt with appropriately.

DEFINITIONS

Researcher/Investigator: The terms *researcher* and *investigator* are used interchangeably for the purposes of this policy; *researcher/investigator*, for the purposes of this policy, means an individual—a VCC employee (faculty, staff and/or administrators at VCC), student, or other—either paid or volunteering to conduct research or scholarly activity at or through the College.

Conflict of Interest: Conflict of interest, for the purposes of this policy and its procedures, means a situation in which a researcher's/investigator's personal or financial interests are in conflict or perceived to be in conflict with the College's interests or mission, or with the proper performance of the employee's job duties, responsibilities, or obligations. A conflict of interest may be actual, potential, or perceived: a perceived conflict of interest can be as detrimental as an actual conflict of interest. Such actions undermine or compromise public confidence in the College or the College's trust in the employee's ability to discharge work responsibilities and obligations.

Research and Scholarly Activity: *Research* and *scholarly activity* refer to an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation. Scholarly activity includes research; the dissemination of new knowledge through such means as publications, presentations, and exhibitions; and the application of new knowledge in professional practice and student learning.

Research Ethics Board (REB): A decision-making body that reviews research proposals involving human participants to ensure that ethical principles are upheld.

RELATED LEGISLATION & POLICIES

Legislation

Federal Government

Tri-Council Policy Statement 2: Ethical Conduct for Research Involving Humans (2018)

Tri-Agency Framework: Responsible Conduct of Research (2016)

Agreement on the Administration of Agency Grants and Awards (2016)

Policies

- A.3.1 Prevention of Harassment, Discrimination, and Bullying
- A.3.3 Freedom of Information & Protection of Privacy (FOIPPA)
- A.3.6 Standards of Employee Conduct and Conflict of Interest
- D.4.3 Student Code of Conduct (Non-Educational Matters)
- D.4.5 Student Educational Conduct
- F.1.1 Ethical Conduct for Research Involving Humans
- F.1.2 Ethics and Integrity in Research and Scholarly Activity

RELATED PROCEDURES

Refer to F.1.3 Conflict of Interest Related to Research Procedures

ACKNOWLEDGEMENTS

This policy is based upon the Conflict of Interest Related to Research policy of Langara College, with permission.



APPENDIX J (TO BE RESCINDED)

PROCEDURES

Title	Conflict of Interest Related to Research
Policy No.	F.1.3
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	April 5, 2013
Effective Date	September 27, 2017

These procedures are organized under the following headings: Standard for Assessing Actual, Potential or Perceived Conflicts of Interest; Disclosure of Actual, Potential or Perceived Conflicts of Interest; Allegations of Actual, Potential or Perceived Conflicts of Interest, Conflict of Interest Involving the Research Ethics Board (REB) members:

STANDARD FOR ASSESSING ACTUAL, POTENTIAL, OR PERCEIVED CONFLICTS OF INTEREST RELATED TO RESEARCH

The following questions, although not exhaustive, will be used to identify real, potential, or perceived conflicts of interest:

1. Would the researcher be biased in any way that would affect the goals of the research?
2. Would an outside observer question the ability of the researcher to make a proper decision in light of possible private or personal interests?

DISCLOSURE OF ACTUAL, POTENTIAL, OR PERCEIVED CONFLICTS OF INTEREST RELATED TO RESEARCH

3. Any potential conflict of interest will be voluntarily and immediately disclosed in writing by the researcher to the Vice President, Academic & Research (VPAR) or delegate.
4. A conflict is to be allowed only when it can be managed in a way that protects and serves the interests, integrity, and reputation of the College, as well as its legal and contractual obligations, and will stand the test of reasonable and independent scrutiny.
5. Where the VPAR or delegate is satisfied that the researcher can conduct the proposed study without compromise, the VPAR or delegate will provide the researcher a letter stating the same.
6. Where the VPAR or delegate determines that a more structured review is required, the VPAR or delegate will name an *Ad Hoc Conflict of Interest In Research Resolution Committee* (Ad Hoc COIRR Committee) to review voluntarily disclosed conflicts of interest. The Ad Hoc COIRR Committee will assess and resolve the potential conflict in a timely, fair, and open manner. If the conflict is irresolvable, it is in the committee's purview to deny the research.
7. The Ad Hoc COIRR Committee will consist of:

- Two (2) peers.
 - The Vice President, Academic & Research or delegate
8. The Ad Hoc COIRR Committee will communicate in writing with the researcher regarding any decision with respect to the conflict and clearly outline any conditions of managing the conflict.
 9. If necessary, researchers will be given the opportunity to relinquish or modify those interests that are conflicting such that the Ad Hoc COIRR Committee is satisfied.
 10. In the interest of facilitating research, the Ad Hoc COIRR Committee will make reasonable attempts to provide a means of managing the conflict, rather than simply disallowing the research for the sake of avoiding a conflict of interest.

ALLEGATIONS OF ACTUAL, POTENTIAL, OR PERCEIVED CONFLICTS OF INTEREST RELATED TO RESEARCH

11. Allegations of conflicts of interest related to research will be addressed under VCC policy A.3.6, Standards of Employee Conduct & Conflict of Interest. Allegations of conflicts of interest related to research and involving students will be addressed under College policies D.4.3, Student Code of Conduct (Non-educational Matters) and/or D.4.5, Student Educational Conduct. Individuals should advise the College of any perceived conflict of interest as soon as possible.

CONFLICTS OF INTEREST INVOLVING RESEARCH ETHICS BOARD (REB) MEMBERS

12. To maintain the independence and integrity of ethics review, it is of the highest importance that members of the REB avoid real or perceived conflicts of interest. For example, REB members are in a clear conflict of interest: a) when their own research projects are under review by their REB; or b) when they have been in direct academic conflict, have collaborated with, or have provided support to the researcher whose proposal is under review.
13. In the cases where a member of the REB has a conflict of interest pertaining to the research under review, that person shall not be present when the REB is discussing or making decisions on that research.
14. In the cases of disagreement over conflicts of interest, both the REB member in the alleged conflict and the researcher might present evidence and offer a rebuttal concerning the nature of the conflict of interest. The other members of the REB should make a final decision regarding how to proceed.
15. Senior administrators shall not serve on the REB as their presence casts doubt on the independence of the REB's decision making.

RELATED POLICIES

Refer to F.1.3 Conflict of Interest Related to Research Policy