



## BOARD OF GOVERNORS PUBLIC MEETING

Friday, October 3, 2025

1:00 PM

*Clock Tower Boardroom, CT309*

### AGENDA

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

- |                |   |
|----------------|---|
| 1:00PM         | <b>1. CALL TO ORDER — David Hallinan</b> <ul style="list-style-type: none"><li>a. Welcome new governors (Information)<ul style="list-style-type: none"><li>i. Dr. Airini (President and Vice-Chancellor)</li><li>ii. Inderpreet Bains (Elected student)</li><li>iii. Amisha Patel (Elected student)</li></ul></li><li>b. Announcement of election of board chair and vice-chair (Information)</li></ul> |
| 1:05           | <b>2. TERRITORIAL ACKNOWLEDGMENT — David Hallinan</b>   |
| 1:07           | <b>3. RECOGNITION OF EXCELLENCE — David Hallinan</b> <ul style="list-style-type: none"><li>a. <a href="#">Courtney Mason</a></li><li>b. Jason Johnston-Sedore — awarded King Charles III Coronation medal</li></ul>   |
| 1:17<br>Page 1 | <b>4. ADOPTION OF AGENDA</b>  |
| 1:18           | <b>5. CONFLICT OF INTEREST DISCLOSURES</b>  |
| 1:19<br>Page 3 | <b>6. APPROVAL OF MINUTES</b> <ul style="list-style-type: none"><li>a. Minutes of board public meeting of June 14, 2024 (For Decision)</li></ul>  |
| 1:20<br>Page 8 | <b>7. BOARD CHAIR'S REPORT — David Hallinan</b> <ul style="list-style-type: none"><li>a. 2024 – 2025 Summary of Board Activities (Information)</li></ul>  |

- 1:25**  
Page 11  
Page 14
- 1:30**
- 8. FINANCE COMMITTEE — David Hallinan**
- a. Statement of Financial Information (For Decision) — M. Milovick
    - i. SOFI Compliance Checklist
    - ii. [SOFI Report](#)
  - b. Q1 Results (Information) — M. Milovick
- 1:47**  
**1:57**  
Page 19  
**2:05**  
Page 29
- 9. PRESIDENT’S REPORT — Dr. Airini**
- a. President’s Report to the Board (Information)
    - i. Annual Report to the Board on the Implementation of the Sexualized Violence Policy (BRD 25-0) (Information) — Sara Wolfe
    - ii. Policy ADM 32-0 Responsible Use of University Space (Notice of Motion) Scott Blackford
- 2:15**  
Page 38
- 10. SENATE REPORT — Dr. Airini**
- i. Category III Proposal, Department of Literatures, Languages, and Performing Arts: Technical Theatre Certificate (For Decision)
  - ii. Formation of a New Department of Data Science (For Decision)
  - iii. Division and Transition within the Counselling, Academic Supports, and Assessment (CASA) Department (For Decision)
- 2:25**
- 11. PRESENTATION**
- a. [Future TRU and Deficit Mitigation Plan](#) (For Decision) — Dr. Airini / Shannon Wagner / Matt Milovick
- 2:55**
- 12. NEXT BOARD MEETING**
- a. The next board meeting is scheduled for Friday, December 5, 2025 in the Clock Tower Boardroom.
- 2:55**
- 13. TERMINATION OF MEETING**



## BOARD OF GOVERNORS

### PUBLIC MEETING

Friday, June 20, 2025

1:00 PM

*Clock Tower Boardroom, CT309*

### MINUTES

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#### **Board members present:**

Hasnat Dewan, Brett Fairbairn, Heather Fader, David Hallinan, Jim Hamilton, Dian Henderson, Cindy Ozouf, Rohini Ranganatha, Niki Remesz, Dancing Water Sandy, Christine Sorensen, Tim Webber

#### **Regrets:**

Hee Young Chung, DeDe DeRose, Mugesh Narayanasamy

#### **Executive and others present:**

Matt Milovick (Vice-President Administration and Finance), Shannon Wagner (Interim Provost and Vice-President Academic), John Sparks (General Counsel and Corporate Secretary), Lynda Worth (University Governance Coordinator), Yvette Laflamme (AVP, Finance), Shayne Olsen (AVP, People and Culture; *for agenda items 9.a.i. and 9.a.ii.*); Brian Christianson (Architect, Stantec; *for agenda item 11.c. only*)

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#### **1. CALL TO ORDER — David Hallinan**

D. Hallinan, acting board chair, called the meeting to order at 1:01pm and then delivered his opening remarks.

##### **a. Acknowledgement of departing governors**

D. Hallinan thanked the following departing governors for their service:

- i. Brett Fairbairn
- ii. Mugesh Narayanasamy
- iii. Rohini Ranganatha

## 2. TERRITORIAL ACKNOWLEDGMENT — David Hallinan

D. Hallinan delivered the territorial acknowledgment.

## 3. RECOGNITION OF EXCELLENCE — David Hallinan

a. Saskia Stinson — 3M National Teaching Fellowship recipient

Dean of Arts, Yasmin Dean, introduced Saskia Stinson, who then said a few words and was presented with framed certificate by the board chair.

## 4. ADOPTION OF AGENDA

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

## 5. CONFLICT OF INTEREST DISCLOSURES

No governors declared conflicts.

## 6. MINUTES OF PREVIOUS MEETING

a. Minutes of Board Public meeting of March 28, 2025

*On motion duly made and adopted, it was **RESOLVED** that the minutes of the board public meeting of March 28, 2025 be approved as circulated.*

## 7. ACTING BOARD CHAIR'S REPORT — David Hallinan

a. Reappointment of governors (until July 31, 2027): Jim Hamilton, Niki Remesz, Dancing Water Sandy, Christine Sorensen, and Tim Webber

D. Hallinan congratulated several governors for their reappointments.

D. Hallinan also reported that, at the in camera meeting in the morning, the board had approved the government's mandate letter, which would be posted online shortly.

## 8. REPORT FROM THE AUDIT COMMITTEE — Tim Webber

T. Webber, chair of the Audit Committee, reported on the Committee's activities from its most recent meeting, which was held on June 11.

a. Audited 2024/25 Financial Statements and Fourth Quarter Results

The following documentation was circulated with the agenda package:

- i. Audited Financial Statements, March 31, 2025
- ii. KPMG Audit Findings Report for the year ended March 31, 2025

T. Webber invited Y. Laflamme to present the audited financial statements and fourth quarter results, which she did.

*On motion duly made and adopted, it was **RESOLVED** that the audited financial statements, for the year ended March 31, 2025, be adopted as circulated.*

b. Student Full Time Equivalent Summary Report for fiscal year 2024/25

T. Webber invited M. Milovick to speak to this agenda item, a copy of which was circulated with the agenda package, for information. Discussion ensued.

9. **PRESIDENT'S REPORT — Brett Fairbairn**

a. President's Report to the Board

President Fairbairn spoke to some matters in his written report, a copy of which had been circulated with the agenda package.

i. Harassment and Discrimination Prevention (Information)

B. Fairbairn invited S. Olsen to present the following agenda items:

- 1. Report from the Human Rights Officer
- 2. Report required under section 14.1 of Policy BRD 17-0 (Harassment and Discrimination Prevention)

ii. Revisions to regulations in Policy BRD 17-01 Harassment and Discrimination Prevention

B. Fairbairn, with support from S. Olsen, reported for information some revisions the president had made to the regulations of the Harassment and Discrimination policy.

b. President's Reports to Senate

B. Fairbairn reported that the following president's reports to senate were circulated to the board for their information:

- i. April 2025
- ii. May 2025
- iii. June 2025

## 10. SENATE REPORT

B. Fairbairn, Chair of Senate, presented the senate report, which contained two items for decision.

a. TRU Bold

*On motion duly made and adopted, it was **RESOLVED** that the board approve TRU Bold, as drafted.*

b. Proposed revisions to Terms of Reference for Environmental Sustainability Advisory Committee (ESAC)

B. Fairbairn noted that, as a joint committee of senate and the board, the proposed revisions to the committee's Terms of Reference required approval by both bodies.

*On motion duly made and adopted, it was **RESOLVED** that the board approve the proposed revisions to the Terms of Reference for the Environmental Sustainability Advisory Committee, as circulated.*

## 11. BUSINESS

a. Institutional Accountability Plan and Report (IAPR)

On behalf of Dorys Crespín-Mueller, M. Milovick presented the IAPR, a copy of which was circulated with the agenda package.

*On motion duly made and adopted, it was **RESOLVED** that the board approve the 2024/25 Institutional Accountability Plan and Report, as circulated.*

b. 2027/2028 Academic Schedule of Dates

The academic schedule of dates, determined in accordance with policy BRD 26-0 Annual Academic Schedule, was circulated with the agenda package for information. A governor had a question about one of the dates, which the secretariat agreed to collect and pass along to the Registrar.

c. Campus Master Plan Refresh

M. Milovick and B. Christianson presented the campus master plan refresh, documentation related to which was circulated with the agenda package.

*On motion duly made and adopted, it was **RESOLVED** that the board approve the 2025 Campus Master Plan refresh, as circulated.*

## **12. PRESENTATION**

### **a. Enrolment Update (Spring 2025)**

D. Prymak and D. Bourdon presented a spring 2025 enrolment update.

## **13. NEXT BOARD MEETING**

### **a. The next board meeting is scheduled for Friday, October 3, 2025 in the Clock Tower Boardroom.**

## **14. RECOGNITION OF PRESIDENT FAIRBAIRN — David Hallinan**

D. Hallinan recognized and thanked President Fairbairn for his service to the board and to TRU.

## **15. TERMINATION OF MEETING**

There being no further agenda items, the meeting ended at 3:11PM.



## Board of Governors

### Summary of Activities

May 1, 2024 to April 30, 2025

### Responsibilities

The powers and duties of the Board of Governors are outlined in the Thompson Rivers University Act. In summary, the management, administration and control of the property, revenue, business, and affairs of the University, except for the responsibilities vested in the Senate or the Planning Council for Open Learning, are vested in the Board.

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### Membership

Fifteen Governors serve on the Board: the Chancellor, the President, eight external members appointed by the Lieutenant Governor in Council, two faculty members, two students, and one employee who is not a faculty member.

Membership effective April 30, 2025:

	<u>Initial Appointment Date</u>
David Hallinan, Order-in-Council Appointee (Acting Chair)	31 July-2023
Brett Fairbairn, President and Vice-Chancellor	01-December-2018
DeDe DeRose, Chancellor	01-March-2024
Hee-Young Chung, Order-in-Council Appointee	17-May-2021
Heather Fader, Order-in-Council Appointee	31 July-2023
Jim Hamilton, Order-in-Council Appointee	31-July-2021
Nicole Remesz, Order-in-Council Appointee	31-July-2024
Dancing Water Sandy, Order-in-Council Appointee	31-July-2024
Christine Sorensen, Order-in-Council Appointee	31-July-2024
Timothy Webber, Order-in-Council Appointee	31-July-2024
Hasnat Dewan, Elected Faculty Member	01-January-2021
Dian Henderson, Elected Faculty Member	01-January-2024
Cindy Ozouf, Elected Staff Member	01-January-2024
Mugesh Narayanasamy, Elected Student Member	01-September-2024
Rohini Ranganatha, Elected Student Member	01-September-2024

## **Activities**

Meetings of the Board of Governors typically consist of both a public and in camera (closed to the public) session. To the extent permitted by legislation, the University strives to have matters dealt with at the public meetings of the Board. The Board held five (5) regular meetings this year, as well as four (4) extraordinary meetings.

Below is a summary of the Board's accomplishments over the past year:

### **Recognition of Excellence**

The Board recognized the following individuals or groups for their excellence in achievement in the noted endeavours:

- TRU Sustainability Office: Gold award recipient of Colleges and Institutes Canada (CICan) Leadership Excellence Award for Managerial Staff (June 2024)
- Renee Anderson (BCcampus Award for Excellence in Open Education), Susan Forseille (TRU Prior Learning Assessment and Recognition), Saskia Stinson (2024 West Coast Teaching Excellence Award) (June 2024)
- Dr. Roderick (Rod) McCormick – Royal Society of Canada recognition (October 2024)
- TRU World — Excellence in International Education Marketing Award from the BC Council for International Education (BCCIE) (December 2024)
- Dr. Anita Sharma — 2024 Research Management Excellence Award from the Canadian Association of Research Administrators (CARA) (December 2024)
- School of Trades and Technology (Tim Kasten) completion of the 35<sup>th</sup> Training House (February 2025)

### **Senate Matters**

The Board approved the following matters as recommended by Senate:

- Approval of TRU initiating a process of withdrawal from Northwest Committee on Colleges and Universities
- Approval of Category III (new programs), Bachelor of Arts, Major in Politics and International Studies, and Post-Baccalaureate Diploma in Politics and International Studies
- Approval of Bachelor of Arts, Major in Applied Creative Arts, Category III revision
- Approval of Category III, Diploma in Computer Network and Cybersecurity

### **Honorary Doctorate Recommendations**

The Board approved 4 individuals to receive Honorary Doctorate degrees from Thompson Rivers University.

### **Tenure and Promotion Approvals**

The Board of Governors approved 35 tenure recommendations and 33 promotion recommendations from May 2024 to April 2025.

## **Documents Approved or Reviewed**

The following documents were approved or reviewed by the Board during the past year:

- Review of the Executive Compensation Attestation letter
- Review of Student Full Time Equivalent Summary Report for fiscal year 2023/24
- Approval of Agreement between SkilledTradesBC and TRU for the 2024/25 fiscal year
- Approval of Honorary Degree candidates from a report by the Awards and Honours Committee
- Review of 2024 Board Evaluation Survey Results
- Review of 2024 Enterprise Risk Management Report
- Approval of Capital Projects Plan
- Review of the Winter 2024 Office of Safety and Emergency Management Quarterly Report
- Approval of budget submissions for FA proposals from BCOS
- Approval of Audited 2023/24 Financial Statements and Fourth Quarter Results
- Approval of revisions to the Policy Development and Approval policy
- Approval of the Institutional Accountability Plan and Report
- Approval of Financial Information Act
- Review and approval of the Guaranteed International Tuition Fee Model
- Review and approval of various policy revisions
- Review and approval of TRUBold
- Review and approval of the External Auditor Plan and Fees
- Approval of Guidelines for Submission of Materials for Board Agenda Packages
- Review of Tenure and Promotion recommendations
- Approval of annual Mandate Letter from BC Minister responsible for post-secondary institutions
- Approval of Honorary Degree candidates from the report by the Awards and Honours Committee
- Review of the marketing strategy for domestic recruitment report
- Review of the 2025-2026 Budget Context and Balance Budget Strategy
- Review and approval of the Strategic Internationalization Plan
- Review and approval of the Operating Reserves Strategy
- Review of the Attestation to Compliance with the Communications Strategy
- Review of the Risk and Safety Services report
- Review of 2024-25 Third Quarter Financial Results and Forecast
- Approval of 2025-26 Domestic Tuition and Other Fees
- Approval of 2024-25 International Tuition and Other Fees
- Review of the Campus Master Plan Refresh
- Approval of 2025-26 Budget



## MEMORANDUM

Date: September 17, 2025

To: Board of Governors

From: Dr. Airini, President & Vice Chancellor

Re: Financial Information Act Annual Reporting

Attachment(s): Statements of Financial Information 2024-25

### Executive Summary:

This agenda item is being presented to the Board of Governors **FOR DECISION**

**Key Take-Aways for the Board:** Provide the Board with information about the province's requirements for reporting under the Financial Information Act (FIA) and seek approval to file report to government.

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

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

The following links provide additional information:

[Financial Information Act](#)

**Discussion:** The information provided within the reporting package and includes TRU's audited financial statements.

- **Risks** Submission of the FIA is a legislated requirement.
- **Budgetary Implications:** n/a
- **Consultation:** n/a
- **Communications Desirable:** as per Province and FIA legislation

**Recommendation(s):** Administration is recommending that the Board of Governors approve the submission of the FIA report (as provided).

***“RESOLVED that the Board of Governors approve The FIA Report as provided”***

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

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

**Page 1: Corporation Information**

**Ministry Information**

**General: Section One**

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

**Page 2: Statement of Assets & Liabilities: Section Two**

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

**Operational Statement: Section Three**

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

**Statement of Debts: Section Four**

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

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

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

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

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

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

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

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

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

**Page 5: Inactive Corporations: Section Eight**

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

**Approval of Financial Information: Section Nine**

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

**Access to the Financial Information: Section Ten**

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

# Financial Information Regulation, Schedule 1

## Checklist – Statement of Financial Information (SOFI)

### For the Corporation:

Corporate Name: Thompson Rivers University Contact Name: Christina Duquette

Fiscal Year End: March 31, 2025 Phone Number: (250) 371-5691

Date Submitted: \_\_\_\_\_ E-mail: Cduquette@tru.ca

### For the Ministry:

Ministry Name: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Date Received: \_\_\_\_\_ Deficiencies: Yes ☐ No ☐

Date Reviewed: \_\_\_\_\_ Deficiencies Addressed: Yes ☐ No ☐

Approved (SFO): \_\_\_\_\_ Further Action Taken: \_\_\_\_\_

Distribution: Legislative Library ☐ Ministry Retention ☐

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>General</b>					
1 (1) (a)	Statement of assets and liabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consolidated Statement of Financial Position - Consolidated Financial Statements
1 (1) (b)	Operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consolidated Statement of Operations and Accumulated Surplus - Consolidated Financial Statements
1 (1) (c)	Schedule of debts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Note 9 - Consolidated Financial Statement
1 (1) (d)	Schedule of guarantee and indemnity agreements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section 5
1 (1) (e)	Schedule of employee remuneration and expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section 6
1 (1) (f)	Schedule of suppliers of goods and services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section 7
1 (3)	Statements prepared on a consolidated basis or for each fund, as appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statements prepared on an a consolidated basis
1 (4) 1 (5)	Notes to the financial statements for the statements and schedules listed above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section 2 & 3 Financial Statements, Notes to Consolidated Financial Statements

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Statement of Assets &amp; Liabilities</b>					
2	<ul style="list-style-type: none"> <li>A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and</li> <li>Show changes in equity and surplus or deficit due to operations</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Operational Statement</b>					
3 (1)	Prepared in accordance with GAAP or stated accounting principles / policies and consists of: <ul style="list-style-type: none"> <li>a Statement of Income or Statement of Revenue and Expenditures, and</li> <li>a Statement of Changes in Financial Position</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 (2) 3 (3)	<ul style="list-style-type: none"> <li>The Statement of Changes in Financial Position may be omitted if it provides no additional information</li> <li>The omission must be explained in the notes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3 (4)	Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Schedule of Debts</b>					
4 (1) (a) 4 (2)	List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Note 9 - Consolidated Financial Statements
4 (1) (b)	Identify debts covered by sinking funds or reserves and amounts in these accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4 (3) 4 (4)	<ul style="list-style-type: none"> <li>The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information</li> <li>The omission must be explained in a note to the schedule</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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

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

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

# Sexualized Violence Prevention and Response

## Annual Report 2024-2025

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

SVPR provides personalized support services to all members of the campus community. Regardless of when or where the incident(s) occurred, SVPR ensures comprehensive assistance to all survivors of sexualized and domestic violence. This includes emotional support, safety planning, academic support, referrals to campus and community resources, information on reporting options, and support through formal reporting processes. SVPR values feedback from community members to improve its services. Feedback mechanisms include a webform accessible on the SVPR website, as well as anonymous surveys at the end of each training session.

### Disclosures and Reports

Disclosures of sexualized violence	65
Disclosure of domestic violence	9
Number of formal reports to TRU	11
Number of TRU faculty/staff who have notified the SVPR of a disclosure	17

### Supports Accessed

Individuals who accessed at least one kind of support	84
Support sessions overall	90
Emotional support, including written communication	137
Safety planning	23
Referrals to campus/community-based supports (counselling, housing support, outreach, advocacy, Victim Services, food security or substance/alcohol use)	120
Academic support (WEC, DEF, etc.)	7
Medical supports (support accessing campus medical clinic or hospital, help accessing medication)	1

Accessibility supports (support accessing or referral to campus service)	2
Housing needs	3
Financial supports	5
Information about reporting options	23
Support through formal processes	13
Information about other support strategies or services	76
Supporting the support person	10

## Education and Prevention Activities\*

\*These charts do not include events listed under New Initiatives.

### *Student and Employee Orientation Activities*

Type	Format	Number of participants
Adventure Student Orientation	In person presentation	37
New Faculty Orientation	Tabling	20
Winter 2025 International Student Orientation	In person presentation	350
Spring 2024 International Student Orientation	In person presentation	100
Fall 2024 International Student Orientation	In person presentation	600+
Back to School BBQ	Tabling	600+
Wolfpack Athlete Orientation*		
Law Student Orientation*		

\*unable to attend due to staff shortage

### *Tools for Change Training*

Program	Format	Number of participants
Residence Advisors	In person, 6 hours	27
Adventure Studies (First year students)	In person, 6 hours	37
Engineering (5 <sup>th</sup> year students)	In person, 6 hours	15
Engineering (First year students)	In person, 6 hours	25
Peer Mentors and Ambassadors *		

\*unable to facilitate due to staff shortage

### Introduction to SVPR Presentations

<i>Class/Club/Group</i>	<i>Number of participants</i>
Human Service Worker	25
Communications	16
University Library staff	6
Communications	16
House 5/Soup Circle	15
Queer Connections	10
Communications	14
Communications	18
Communications	25
Communications	14
Communications	17

### Campaigns

<b>Name</b>	<b>Duration</b>	<b>Format</b>	<b>Content</b>	<b>Collaborator</b>
Red Zone Campaign	6 weeks	Tabling, social media, posters	Defining sexualized violence, consent, bystander intervention, online safety, safer partying, SVPR resources and services	Residence
16 Days of Action Against Gender-Based Violence	16 days	Social media, Student Street engagement activity, workshop		Writing Center
Sexual Assault Awareness Month	1 month	Tabling, social media, posters, events		Wellness Center, Writing Center, Community-Based Art Therapist

### Movie Series

<b>Collaborator</b>	<b>Number of participants</b>	<b>Content</b>	<b>Film</b>
Orientation and Transitions	25	Introduction to SVPR, consent, bystander	Superbad

		intervention, safer partying, SVPR services and resources	
Gender and Sexual Diversity	2	Trans Awareness, SVPR services and resources	The Stroll
Orientation and Transitions	20	SVPR services and resources	Taylor Swift Eras Tour
Gender and Sexual Diversity	45	SVPR services and resources	Single All the Way

### *Tabling/Wagon-ing\**

\*Ambassadors engaged in outreach across campus using a wagon full of prizes and resources.

Associated with	Number of participants	Content
Red Zone Campaign: Tabling in Residence	410	SVPR services, safer parting, online safety, consent, bystander intervention, healthy relationships
Red Zone Campaign: Wagon-ing On Campus	55	
<i>Perceptions of Sexualized Violence</i> Survey Promotion	157	Survey promotion, SVPR services, SVPR Moodle course

### *Resource Fairs*

Host	Number of participants
TRUSU Pride Parade and Resource Fair	26
North Tower Residence Halloween Resource Fair	35
Student Life Winter Resource Fair	48

### *Pop Up Events*

Host	Number of participants
Writing Center	15
House 5 / Cplul'kw'ten	5

*Other*

Type	Audience	Collaborator	Number of participants
Workshop: Spoken Word Poetry	Students, employees	The Writing Center	9
Workshop: The Art of Resistance	Students, employees	Pamela Fry, community-based art therapist	8
Workshop: Writing Advocacy Letters	Students, employees	The Writing Center	6
Event: Consent Tea	Students, employees	The Wellness Center	62
Speaker Event: Meghan Gardiner, "The Power of Sharing Your Story"	Students, employees	The Wellness Center	73
Radio Interview	Students, employees	Mark Zhang from Counseling services	Unknown
Student Newspaper Interview	Students, employees	The Omega	unknown
Guest Lecture: Wellness in Helping Profession/Nature-based programming	Students	Adventure Studies	13
Responding to Disclosures training	Community based peer program participants	Kamloops Sexual Assault Counseling Center, Kamloops Mental Health and Substance Use	6
Take Back the Night March	Kamloops community	Kamloops Sexual Assault Counseling Center	unknown
Workshop: Burnout/Wellness in Helping Professions	TRU employees	none	6
Guest Lecture: Intimate Partner Violence Social Work Class	TRU students	Andrei Ouspenski, HUMS and Social Work	14
Indigenous Wellness Circle	TRU students	Andrea Brassard, Counseling	2
"Dissolve": Theatre Performance	Kamloops community	Y Women's Emergency Shelter	20

Throughout 2024-2025, the Sexualized Violence Prevention and Response Office (SVPRO) explored new education and prevention strategies that are rooted in community-building, accessibility, and peer-support. The Office is working from the belief that a strong sense of community and connection to each other *is* preventative. Programming for the 2024-2025 year focused on developing and disseminating materials that can be accessed remotely or facilitated by multiple members of the TRU community. Our goal was to increase access to training and empower active participation by staff, faculty, and student leaders rather than solely relying on material that is delivered in person by an SVPRO Manager. These efforts are well aligned with TRU's vision of the university as a place of belonging "where all people are empowered to transform themselves, their communities, and the world" and the Secwépemc values *Kw'seltknéws* (we are all related and interconnected with nature, each other, and all things) and *Me7 Plúlkwt es Knucwentwécw-kt* (we come together to help one another).

SVPR also increased high-visibility engagement activities to introduce students to the Office's services and TRU's policy, through increased tabling on Student Street and in Residence and by piloting a Peer Ambassador Program. The creation of the Ambassador program was in response to feedback from the Ministry of Advanced Education's 2022 survey that indicated that students want consistent Sexualized Violence Prevention related activities on campus that are highly visible.

## New Education/Prevention Initiatives

This section only covers new initiatives. For a list of ongoing initiatives ran in 2024-25, please see the Education and Prevention Activities section above.

### *Updated Online Faculty/Staff Responding to Disclosures Training*

SVPR staff and People and Culture collaborated over the last year to rebuild the Responding to Disclosures training with new engagement activities and updated content on a new virtual platform. Each month, participants are entered into a draw to win a \$50 gift card to campus food services. Participants are invited to share a statement about the importance of the training to be used in institutional promotional marketing. This February, staff worked with TRU's Marketing and Communications team to pilot a short-term compliance measure mechanized through TRU Connect, campus-wide employee communications system, in which readers were flagged to read a statement regarding the mandatory nature of the training. Since launching in October 2024, 237 TRU employees have completed the new training.

### *New Student-Facing Moodle Course*

SVPR teamed with People and Culture and TRU's Moodle support team to launch a new asynchronous student-facing training on Moodle, *Safer Campuses for Everyone*. This 60-minute online training provides students with information about how to support survivors,

consent, bystander intervention, strategies to act on this issue, and resources on and off campus. Participants who complete this training receive a certificate of completion. This training was marketed in November, December, and January to accompany two of SVPR's annual campaigns: *16 Days of Action Against Gender Based Violence* and SAAM (*Sexual Assault Awareness Month*). SVPRO also used social media, prize draws and tabling to promote this training. As of March 10<sup>th</sup>, 2025, **70** TRU students have enrolled in the training, and **30** students have completed the course and received their certificate. TRU's Culinary Arts program also mandated this training to all incoming first year students moving forward. Upon completing the online training, **18** students engaged in a one hour in-person follow up session with SVPR staff to further enhance their learning. This may provide a new opportunity to engage smaller cohorts on campus who do not have the capacity to attend a 6-hour *Tools for Change* training.

#### *SVPR Support Source/Drop in Group*

This initiative is offered in collaboration with a new sexualized-violence focused Counseling role in Student Services. This open group is offered every week for two hours, during which students and staff can drop in, meet staff, ask questions, and connect with peers. Refreshments and light activities are provided. Between mid-January and March 31 of 2025, **9** students have attended in total, with **3-4 students attending each week**. Of note, half of the students are trans or non-binary which is a group that was under represented in accessing SVPRO services prior to starting this group.

#### *Make and Learn Sessions*

This initiative provides low-barrier, accessible opportunities to meet SVPR staff, build community, and engage in professional development related to sexualized violence. Using Student Services' new Wellness and Inclusion room and artmaking as an engagement activity, SVPR staff facilitate informal conversation and present resources and information related to sexualized violence and supporting survivors. Four sessions were offered over July and August of last summer, and an additional 2 sessions were offered during the winter semester. On average, **6** employees attended **per session**.

#### *SVPR Student Ambassadors*

Feedback from the 2022 Ministry of Advanced Education Survey indicated that the TRU community wants the Office to engage in more high visibility activities. To address this gap, SVPR piloted a Peer Ambassador Program. Two students were hired to work 3-5 hours per week from September 2024 to April 2025. Ambassadors have primarily focused student outreach and engagement activities including tabling, pop-up events in popular student-service locations like Residence, Indigenous Student Services, and the Writing Center, and short introductory presentations in classrooms. Ambassadors ran 1-2 activities per month. They have also supported the development of 4 workshop tool kits to be used by Residence Advisors to ensure that student perspectives and voice are included.

### *Residences Programming Tool Kits*

This collaboration between Residence and SVPR is designed to increase the reach of SVPR peer-led programming. SVPR staff, Ambassadors, Residence staff and a BSW social work practicum student worked towards the development of four workshop tool kits on supporting survivors, consent, bystander intervention and healthy relationships. These tool kits are being designed for Residence Advisors with the goal of creating accessible, peer-led SV programming that can be ran and easily modified year to year. Each tool kit contains a slide deck of content and resources, and a cache of games, activities and discussion questions that Residence Advisors can “mix and match” to create their own event. These workshops will be piloted and evaluated next academic year.

### *Faculty “Introduction to SVPR” Slide Deck*

This slide deck is designed for faculty to incorporate a short overview of TRU’s SVPR services into their classroom orientations and includes brief suggestions for introducing the conversation to the classroom. This resource was promoted during the *16 Days of Activism Against Gender-Based Violence* campaign, *January’s SAAM (Sexual Assault Awareness Month)* campaign, and is available on the SVPR website.

### *“Supporting SVPR” Employee Checklists*

Three action-oriented checklists were created to give CUPE staff, faculty and administrators concrete strategies to support SVPR’s work. These resources were promoted during the *16 Days of Activism Against Gender-Based Violence* campaign and *January’s SAAM (Sexual Assault Awareness Month)* campaign. They are available on the SVPR website.

## **Additional Activities Undertaken by SVPR**

### *Student Perceptions of Sexualized Violence Survey*

The *Student Perceptions of Sexualized Violence Survey* was launched by the Ministry on February 10<sup>th</sup>. **1392** TRU students completed the survey, with a response rate of 12%. TRU’s SVPR Office and Student Ambassador’s collaborated with TRU’s Student Service’s Communications team and TRU’s Residence staff to promote the survey through social media and tabling activities both on campus and within Residence. The initial survey report can be found on the [SVPR website](#). Notable highlights of the survey include:

- TRU outranked all other institutions in students’ perceptions related to *prevention efforts* and *trust in institutional response*;
- 29% of students identified SVPR staff as the person they were most likely to disclose to, with all other PSI’s ranking between 22%-25%;
- TRU outranked every other institution in 6 different areas of *awareness of and access to resources*

### *Policy Revision Update*

Student Services, with the assistance of General Counsel and People and Culture, reviewed the Policy and suggested amendments to the processes outlined in the SV Policy. A working group provided community consultation on and off campus. Six consultations were held with student, faculty and community groups along with an online form for anonymous submissions. The AVP Students, the Director of Student Affairs, and the Sexualized Violence Prevention and Response Managers drew on resources organized by the Ministry of Advanced Education, Skills and Training; Kamloops Sexual Assault and Counselling Center; and BC Campus.

Student Services welcomed feedback on the proposed amendments from February 14 through April 11, 2024. In-person and virtual meetings were held with partners that included TRUFA, TRUFA's Gender Equity Committee, TRU Student Union, CUPE, People and Culture, Legal Counsel, TRU's Gender and Sexual Diversity Manager, and Indigenous Student Services. The amendments were passed and are now included in the Policy.

Below are some of the key proposed amendments to the Policy and the rationale:

1. **Clarifications to previous Definitions**, including: a) **Consent**: Added the age of consent to align with Canadian legislation; b) **Responsible Officer**: Changed the Responsible Officer for non-students from the Dean of Law to AVP People and Culture and added who to report to if the Report involves a member of leadership within the institution or a Responsible Officer of the Policy; c) **Sexualized Violence**: Expanded this definition to include technology and facilitated violence which will assist the University in responding to Reports of online harassment, virtual distribution of sexually explicit photographs, and online stalking; d) **Student** and **University Community**. Updated these definitions to align with current wording in other institutional policies.
2. **Added new Definitions**, including: a) **Accommodations**: This definition will support academic concessions for people who experience sexualized violence; b) **Retaliation**: This definition will clarify what action constitutes acts of retaliation.
3. **Further defined Scope**: These changes align with the Harassment and Discrimination Prevention Policy and allow provisions to apply while determining scope.
4. **Clarification of what constitutes Disclosure and Support**. This provides clarification of what information is needed by the SVPRO when there is a disclosure.
5. **Clarifications on when a third-party report** will be accepted for investigation.
6. **Clarification in the investigation processes** with the timeline for interim measures review extended from 14 days to 20 days which better aligns with the time needed for investigations.

**7. Direction on who is responsible for storing records** involving investigations of sexualized violence.

In addition to the Policy updates , the Sexualized Violence Prevention and Response Office met with the General Manager of Residence Services to review Campus Living Center's addendum on the Policy for responding to and documenting disclosures in Residence by staff to ensure alignment with campus practices.

**Conclusion:**

In summary, in 2024-2025, SVPRO focused heavily on creating training and resources that increase access to students and employees who may have limited ability to engage in longer sessions. These were added to supplement existent in person training. Tool development also focused on practical tools that can be used by faculty in class. SVPRO focused on increased visibility with the continuation of the Peer Ambassadors who make in person connections with students to promote resources. Access to survivor support was increased with group and drop-in sessions that were successfully piloted. Survivor support numbers remained steady. We look forward to applying survey results to training and tool development in the upcoming year.



## MEMORANDUM Privileged and Confidential

Date: September 23, 2025

To: Matt Milovick, VP Administration and Finance

From: Scott Blackford, Interim General Counsel

Re: ADM 32-0, Responsible Use of University Space Policy (the "Policy")

Attachments: Red-lined copy of the Policy showing changes;  
Clean copy of the Policy with changes.

**Purpose:** The purpose of this memo is to propose operational changes to the Policy. These changes were implemented by Interim General Counsel, the Responsible Use of Space Coordinator and the Space Planning Committee to enhance the effectiveness and relevance of the policy.

**Background:** The Policy was approved and implemented on April 21, 2023 to help the university better manage its use of university space and set out expectations for users.

**Discussion:** The goal of the proposed amendments is to better align the Policy with current operational practices and to give higher level authority to important decisions regarding allocation of space. Set out below are key proposed amendments to the Policy:

1. Change from Admin policy to a Board policy;
2. Add the AVP, Campus Infrastructure, Sustainability and Ancillary Services as a primary contact;
3. Treat secondary purposes equally whether used by internal or external users;
4. State that the respective VP's who are the heads of affected units, jointly with the AVP, Campus Infrastructure, have the authority to Allocate and Reallocate classrooms, offices, and other spaces.

**Risks:** There is a risk that, if the policy changes are not implemented, there will remain a lack of clarity as to whom should be consulted when university spaces are allocated.

**Budgetary Implications:** There is no anticipated cost in implementing these policy changes. There may be cost savings if the changes are approved, in that university spaces may be reallocated to better serve the universities priorities.

**Consultation:** Interim General Counsel worked closely with the Responsible Use of Space Coordinator, the Space Planning Committee and the VP, Administration and Finance to capture needed changes to the Policy. The Policy amendments will need to go to the Board for Notice of Motion and to Senate for consultation before they can go to the Board for consideration.

**Proposed Timeline:** The draft policy can go to the Board for its October 3rd meeting, where the Chair, if the Board agrees, would write to the Chair of Senate seeking Senate's consultation on the Policy. The draft policy could then be provided to Senate, along with the letter from the Board Chair, at Senate's October 27<sup>th</sup> meeting for "notice of consultation." The consultation itself could occur at Senate's November meeting. The policy, along with any results of the consultation with Senate, could come back to the Board for its consideration at its December 5<sup>th</sup> meeting.

**Communications Desirable:** Following approval of the proposed changes, the Responsible Use of Space Coordinator will work with affected groups to provide education and ongoing support.

**Recommendation(s):** This Memo requests that the Board Chair write to Senate to ask that Senate consider the draft changes and provide comments, if any, to the Senate Chair by way of consultation to be considered by the Board. The Board may then consider those comments provided by the Chair of Senate before considering whether to approve the draft changes to the Policy.

**RESPONSIBLE USE OF UNIVERSITY SPACE**

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

**POLICY NUMBER** ADM-32-0BRD

**APPROVAL DATE**

**AUTHORITY** President Board of Governors

**PRIMARY CONTACTS** AVP, Campus Infrastructure, Sustainability and Ancillary Services (AVP CISAS); Director, Risk Management

## **POLICY**

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### **1. Overview**

This policy addresses the overall management of University Space. This has two aspects:

- (A) Managing the University's own use of space; and
- (B) Managing Third Party requests to book University Space.

Academic freedom is a fundamental value of the University, and this policy shall not be interpreted or applied to curtail the academic freedom of any member of the University community. In exercising academic freedom, members of the University community must act in a responsible manner and respect the rights of other members of the University community when booking and using University Space.

### **Managing the University's Use of Space**

The University recognizes the need to make effective use of its space in accordance with the University's mandate and mission. The primary use of the University's Space is to facilitate learning, teaching, and research, as well as the services and operations that support those activities. Therefore, space decisions are guided by the best use of resources to fulfil TRU's mandate, mission and change goals and to ensure alignment with our values.

As new programs, initiatives, and research opportunities present themselves, demands for physical space across our campuses have increased significantly and these pressures are expected to continue. This drives a continuous state of change as we respond to emerging priorities and new opportunities in the management of the University's use of its space.

### **Managing Requests to Book University Space for a Secondary Purpose**

The University also recognizes the interests of internal and external users to book and utilize University Space. The University supports opportunities for open public discourse and welcomes community engagement. As a result, from time to time, the University makes its space available to internal and external users for purposes other than the

University's core operations.

## 2. Scope

This policy applies to all University Spaces, as defined below, and to the booking of University Space for Secondary Purposes, also as defined below.

This policy does not apply to the booking of University Space that is managed by the Student Society.

## REGULATIONS

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### 1. Definitions

- i. **Allocation/Reallocation** means the assignment of University Space by the University AVP Campus Infrastructure, Sustainability and Ancillary Services ("AVP Infrastructure"), jointly with members of the executive, to a Responsible Administrator. ~~Allocations are to be reviewed periodically by the University and either confirmed or adjusted by reallocation of certain University Space.~~
- ii. **Bookings Administrator** means the University employee(s) to whom the day-to-day administration for booking a University Space has been delegated by the Responsible Administrator.
- iii. **Primary Purpose** means the regular designated use of a University Space as assigned by the University for its core operations, including but not limited to: regularly scheduled academic classes (lectures, labs, tutorials, seminars, exams, coursework, practicawork-integrated learning), research, study, meetings, workshops, office work, artistic activity, athletics and sports, etc.
- iv. **Responsible Administrator** means the head of Unit to whom responsibility has been assigned for the management of an Allocated University Space and who has the authority to review requests for and approve the booking of certain University Space, or segments thereof.
- v. **Responsible Authority**
  - (A) with respect to managing the University's use of space, it is the AVP Campus Infrastructure, Sustainability and Ancillary Services, ~~who makes the Allocations to the Responsible Administrators in the first instance and who~~ has oversight, on behalf of the University, for the day to day management of all University Space;
  - (B) with respect to booking for a Secondary Purpose, it is the Director, Risk Management.
- vi. **Secondary Purpose** means a short-term use of a University Space by a User for a purpose outside of the University's core operations.
- vii. **Space Audit** is a periodic review (typically an annual review) of all University Space that includes but is not limited to data collection to determine the level of use and condition of University Space.
- viii. **Unit** means academic or administrative areas at the University, including but not limited to: faculties, departments, divisions, schools, libraries, offices, centres and

institutes.

ix. **University Space** means all spaces, both indoor and outdoor, owned, leased, or otherwise occupied by the University and includes the above airspace.

x. **Users** include:

~~a) Academic/Research/Administrative Users: members of~~ academic units and administrative.

~~b)a) units of the University, including all faculty members, staff, and students, who are acting in such capacity.~~

~~c)b) Third Parties:~~ all persons or organizations other than those described in section 1(x)(a). They include the student society (TRUSU), community groups, commercial entities, non-profit organizations, and event organizers.

### Allocation of University Space

- ~~2. The AVP, Infrastructure, jointly with the written approval of all members of the Executive, is responsible for making all initial Allocations of new space to a Responsible Administrator. Allocations are to be reviewed periodically by the University and either confirmed or adjusted by Reallocation of certain University Space. Any Reallocation must be approved in writing by the President or Vice-Presidents who are the heads of the Units from which the space is being taken and to which the space is being Allocated.~~
- ~~3. University Space may be Reallocated per the above as required for University needs. Reallocations may be based on need, density, or changing University priorities. Agreements with Third Parties for the use of University Space will reflect the right of the University to Reallocate University Space.~~

### **Management of the University's Use of Space**

- ~~2.4.~~ Responsibility for the day to day management of University Space is assigned by the Responsible Authority to a designated Responsible Administrator.
- ~~3.5.~~ University Space is to be used and managed to support the University's Primary Purposes, including for teaching and research purposes and will take precedence over all other uses.
- ~~4. The Responsible Authority, in consultation with the President or Vice-President who is responsible for the Unit to which the University Space has been Allocated, may Reallocate any University Space as required for University needs. Reallocations may be based on need, density, or changing University priorities. Agreements with Third Parties for the use of University Space will reflect the right of the University to Reallocate University Space.~~
- ~~6.~~ All University Space is subject to Space Audits to determine vacancies and opportunities for improvements or upgrades for the use of University Space.
- ~~5.7.~~ All TRU employees have a responsibility to use space in a collaborative manner that facilitates inclusivity, equity, Indigenization, and diversity, and which aligns with our institutional values and supports our TRU's mandate and mission.

~~6.8.~~ In the event that a faculty or department requires a space not already Allocated to that department for a Primary Purpose, the Dean or Director must either make a request for the temporary booking for this space to the Responsible Administrator or must make a request for the ReaAllocation of such space in writing, with reasons, to the Responsible Authority.

## **Request to Book University Space for Secondary Purpose**

~~7.9.~~ The Primary Purpose of University Space will always be given priority when considering any User booking requests.

~~8.10.~~ While incidental, short-term use of University Space for Secondary Purposes is permitted, such use must be consistent with the University's mission and values and must be done with appropriate oversight. Accordingly, any use of University Space for a Secondary Purpose must be approved by the Responsible Authority in accordance with this policy. No overnight use of University Space is permitted.

~~9.11.~~ The University may charge fees in connection with the use of University Space for Secondary Purposes. Any fees charged in respect of a booking of University Space for a Secondary Purpose, including fees for added security, shall be at the sole discretion of the Responsible Authority and otherwise in accordance with this policy.

~~10.12.~~ Secondary Purposes shall be in accordance with and compatible with:

- i. applicable federal and provincial legislation (including the *BC Human Rights Code*), municipal bylaws, and University policies and procedures;
- ii. the University's normal operations;
- iii. the protection of the safety and security of people and spaces; and
- iv. maintaining the integrity of the University's property.

~~11.13.~~ If a User receives approval to utilize University Space for a Secondary Purpose in accordance with this policy, this approval does not imply the University's endorsement of the User's policies, views, beliefs, or activities.

~~12.14.~~ Responsible Administrators will develop or use specific resources (e.g., processes, sample agreements, tools, templates, and forms, where they are available and applicable) to administer bookings of University Space over which Responsible Administrators have authority. The booking processes and supporting documentation will be approved by the AVP, Campus Infrastructure, Sustainability and Ancillary Services (or designate) and the Director, Risk Management, who will be responsible for ensuring they are kept current thereafter.

~~13.15.~~ Requests by Users to book University Space for a Secondary Purpose shall be submitted to the Responsible Administrator or designated Bookings Administrator and forwarded to the Responsible Authority for consideration.

~~14.16.~~ The University, as represented by the appropriate Responsible Authority, will determine whether a University Space will be available for booking for a Secondary Purpose and is not bound by past practices or decisions.

~~15.17.~~ The Responsible Authority will (1) inform Units of bookings that may have an impact on their day-to-day activities; and (2) consult with representatives from the following Units, and others as appropriate, to seek their advice and guidance concerning booking requests involving actual or potential risk to the University:

- i. MarComm;
- ii. Office of Indigenous Education;
- iii. Ancillary Services;
- iv. IT Services;
- v. Risk Management; and
- vi. Student Affairs.

~~46.~~18. The Responsible Authority will evaluate all User booking requests and shall ensure that appropriate consultation occurs prior to approving a booking of a University Space that may:

- i. require a risk assessment;
- ii. require additional insurance;
- iii. require the attendance of Campus Security or external security;
- iv. require significant additional resources; or
- v. impact on the operations of another Unit or space.

~~47.~~19. **The Responsible Authority may decline a booking request or, subject to the terms of any agreement entered into between the University and the User respecting the use of University Space, cancel any booking of a University Space** for any reason including, but not limited to, where:

- i. the use or activity contravenes section 11 of this policy;
- ii. the use or activity is inconsistent with the Primary Purpose of the University Space;
- iii. the User:
  - a) has misrepresented their intentions for the use of the University Space;
  - b) has previously misused University Space or other property owned or controlled by the University, including equipment;
  - c) has previously not complied with a University policy or an agreement with the University;
  - d) has amounts owing from a previous booking of University Space;
  - e) intends to provide a service or sell goods without proper license or qualification;
  - f) does not sign applicable University agreements respecting use of the University Space;
  - g) does not comply with any additional conditions or restrictions set out by the University;
  - h) intends to offer an activity or program that conflicts or is in competition with existing programs of instruction offered at the University; or

- iv. the University does not have the required resources to appropriately accommodate the booking request; or
- v. unforeseen circumstances occur where the space must be repaired, or where the University must use the University Space for an alternate purpose, or where the University cannot accommodate the request for any reason whatsoever.

~~18-20.~~ Depending on the nature of a booking request and any associated risks or safety concerns involved, before approving a booking, the Responsible Authority may:

- i. require the User to sign a space booking agreement, including a requirement to pay required fees well in advance of the event, and a waiver of the University's responsibility for any injury caused during the event;
- ii. apply additional conditions or restrictions or charge fees related to the booking outside of those set out in this or other University policies; and
- iii. require proof of general liability insurance policy prior to the approval of a booking.

~~19-21.~~ Where a confirmed booking requires relocation or is cancelled under section 18 (iv) or (v), reasonable effort will be made by the Responsible Authority to find a suitable alternative date or space, as appropriate. In such cases, as much notice as possible will be provided to the User.

~~20-22.~~ A decision by the University, as represented by the Responsible Authority, to decline or cancel a booking of University Space is final.

~~21-23.~~ A User must make any requests for changes or cancellations of a University Space booking in writing to the Booking ~~Authority~~Administrator or Responsible Administrator.

## RELATED POLICIES AND DOCUMENTS

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Alcohol, Cannabis, and Tobacco, ADM 5-3  
<https://www.tru.ca/shared/assets/adm05-35601.pdf>

Animals/Pets on Campus, ADM 28-0  
<https://www.tru.ca/shared/assets/adm-28-0-animals-pets-on-campus44005.pdf>

Biosafety and Biosecurity, ADM 25-0  
[https://www.tru.ca/shared/assets/Policy\\_ADM\\_25-0\\_Biosafety\\_and\\_Biosecurity40206.pdf](https://www.tru.ca/shared/assets/Policy_ADM_25-0_Biosafety_and_Biosecurity40206.pdf)

Class Scheduling, BRD 14-1  
[https://www.tru.ca/shared/assets/class\\_scheduling25606.pdf](https://www.tru.ca/shared/assets/class_scheduling25606.pdf)

Conflict of Interest, ADM 4-2

[https://www.tru.ca/\\_shared/assets/ConflictofInterest5581.pdf](https://www.tru.ca/_shared/assets/ConflictofInterest5581.pdf)

Emergency Management, ADM 23-0

[https://www.tru.ca/\\_shared/assets/ADM\\_23-0\\_Emergency\\_Management37736.pdf](https://www.tru.ca/_shared/assets/ADM_23-0_Emergency_Management37736.pdf)

Environmental Policy, BRD 23-0

[https://www.tru.ca/\\_shared/assets/brd23-026128.pdf](https://www.tru.ca/_shared/assets/brd23-026128.pdf)

Firearms and Dangerous Objects, ADM 30-0

[https://www.tru.ca/\\_shared/assets/Policy\\_ADM\\_30-0\\_Firearms46963.pdf](https://www.tru.ca/_shared/assets/Policy_ADM_30-0_Firearms46963.pdf)

Health and Safety, ADM 5-0

[https://www.tru.ca/\\_shared/assets/Health\\_and\\_Safety5587.pdf](https://www.tru.ca/_shared/assets/Health_and_Safety5587.pdf)

Minors on Campus

[https://www.tru.ca/\\_shared/assets/ADM\\_26-0\\_Minors\\_on\\_Campus41552.pdf](https://www.tru.ca/_shared/assets/ADM_26-0_Minors_on_Campus41552.pdf)

Safety and Security Cameras, ADM 31-0

[https://www.tru.ca/\\_shared/assets/Policy\\_ADM\\_31-0\\_Safety\\_and\\_Security\\_Cameras46964.pdf](https://www.tru.ca/_shared/assets/Policy_ADM_31-0_Safety_and_Security_Cameras46964.pdf)

Room, Venue and Table Bookings

<https://www.tru.ca/about/campuses/roombookings.html>

Space Planning Portal

[Space Planning Portal \(sharepoint.com\)](#)



## Senate Report to the Board of Governors

For Board Decision, from Senate meeting of September 22, 2025

### 1. **Category III Proposal, Department of Literatures, Languages, and Performing Arts:** **Technical Theatre Certificate**

Resolution adopted by senate:

*On motion duly made and adopted, it was **RESOLVED** that senate approve, and recommends that the Board approve, the Technical Theatre Certificate as presented.*

### 2. **Formation of a New Department of Data Science**

Background and rationale for proposal (copied from memo submitted to the Academic Planning and Priorities Committee):

In the recent past the Faculty of Science has been working to increase its footprints in Science Technology Engineering Mathematics (STEM) programming to reflect our commitment to increasing enrollments by capturing areas of high demand and to align it with BC government Tech Strategy. This has resulted in an MSc Data Science program with options of thesis and projects, a post-baccalaureate diploma in Applied Data Science, and a diploma in Computer Network and Cybersecurity. We have also recently proposed a course-based option in the MSc Data Science program, and our team is also currently working on a new Professional Master's program in Artificial Intelligence.

These programs are the result of joint efforts of Departments of Mathematics & Statistics and Computing Science. Currently there is joint supervision administratively through the two department chairs and a program coordinator. Keeping in view that these two departments are already large, serving a significant number of students clearly defined roles and responsibilities that do not overlap or have competing priorities are required. These new STEM programs have created challenges that are difficult to address under joint supervision, as faculty were hired specifically into some of these programs without a departmental structure. Formation of the new Department of Data Science will allow us operationally to manage these STEM programs in a better and more efficient way. The formation of this new department will also not have any additional cost associated with it as the coordinator workload credits will be redistributed from the Mathematics and Statistics and Computing Science departments.

Resolution adopted by senate:

*On motion duly made and adopted, it was **RESOLVED** that senate approve, and recommends that the Board approve, the formation of a Department of Data Science within the Faculty of Science.*

### 3. Division and Transition within the Counselling, Academic Supports, and Assessment (CASA) Department

Background and rationale for proposal (copied from memo submitted to the Academic Planning and Priorities Committee):

Leading up to and following the formal separation of the Faculty of Student Development and Student Services division, numerous discussions have taken place regarding what programs fit where. As other non-faculty program decisions have been made, these discussions shifted to the best fit for the Counselling team, especially in light of the new academic mandate for the Faculty, as announced by the Provost on December 20, 2024. The scheduling, student intake, and administrative support for the Counselling unit are all based out of the main Student Services office within OM1631. Additionally, the programs and colleagues who work most closely with this unit are now housed within the Student Services division (including Student Affairs, Sexualized Violence Prevention & Response, and Accessibility Services). The counselling team's physical offices are also predominantly located within OM1631.

After multiple meetings and votes within the Counselling unit, ILA unit, CASA department, and leadership of both FSD and Student Services, it has been determined that Counselling makes the most sense housed within Student Services. In order to support these changes, Counselling needs to become its own academic department so it can be moved into Student Services where it is proposed that they will report to the Director, Student Affairs.

#### Resolutions adopted by senate:

- a. *On motion duly made and adopted, it was **RESOLVED** that senate approve, and recommends that the Board approve, dividing the Counselling, Academic Supports & Assessment (CASA) Department into two departments: the Department of Integrative Learning and Assessment (ILA) and the Counselling Department reporting to the Dean of the Faculty of Student Development.*
- b. *On motion duly made and adopted, it was **RESOLVED** that senate approve, and recommends that the Board approve, that the Counselling Department be moved to Student Services and report to the Director, Student Affairs.*

Respectfully submitted,



Dr. Airini  
President and Vice-Chancellor and  
Chair of Senate