

# BOARD OF GOVERNORS

The material contained in this document is the Agenda for the next meeting of the Board of Governors.

**Friday, February 17, 2017**

**Alan A. Borger Sr. Executive Conference Room  
E1-270 Engineering Information and Technology Complex  
3:00 p.m.**

## OPEN SESSION

Please call regrets to: 474-6165 no later than 9:00 a.m. the day of the meeting.

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**OFFICE OF THE UNIVERSITY SECRETARY**



UNIVERSITY  
OF MANITOBA

# **BOARD OF GOVERNORS OPEN SESSION**

Alan A. Borger Sr. Executive Conference Room (E1-270 EITC)

Friday, February 17, 2017

3:00 p.m.

Page 1 of 2

	<b>AGENDA</b>	<b><u>Presenter</u></b>	<b><u>Page</u></b>	<b><u>Est. Time</u></b>
1.	<b>ANNOUNCEMENTS</b>	Chair		3:00 p.m.
	<b><u>FOR ACTION</u></b>			
2.	<b>APPROVAL OF THE AGENDA</b>	Chair	2	3:05 p.m.
3.	<b>PRESENTATION: <a href="#">U of M Accessibility Plan</a></b>	G. Juliano	4	3:05 p.m.
4.	<b>MINUTES (Open Session)</b>			
4.1	<a href="#">Approval of the Minutes of the November 22, 2016 OPEN Session as circulated or amended</a>	Chair	71	3:35 p.m.
4.2	Business Arising - none	Chair		
5.	<b>UNANIMOUS CONSENT AGENDA</b>	Chair		3:40 p.m.
	<i>If any member of the Board wants to ask a question, discuss or oppose an item that is marked for the consent agenda, the member can have an item removed from the consent agenda by contacting the Secretary of the Board prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive for information, by unanimous consent, the items listed below.</i>			
<b>Consent</b>	<b>5.1 For Approval from Senate</b>			
5.1.1	<a href="#">Report of the Senate Committee on Awards Part A (October 25)</a>	President	74	(consent)
5.1.2	<a href="#">Report of the Senate Committee on Awards Part B (October 25)</a>	President	92	(consent)
5.1.3	<a href="#">Report of the Senate Committee on Awards Part A (Dec.20)</a>	President	105	(consent)
5.1.4	<a href="#">Report of the Senate Committee on Awards Part B (Dec.20)</a>	President	122	(consent)
5.1.5	<a href="#">Revisions to the Terms of Reference for the Gerry McDole Professorship in Improved Healthcare Delivery to Rural, Remote and Underserved Populations of Manitoba</a>	President	135	(consent)
5.1.6	<a href="#">Conversion of Professorship in Pediatric Asthma, Allergy and the Environment to a Chair</a>	President	148	(consent)
5.1.7	<a href="#">Conversion of the Bihlers' Professorship in Stem Cell Research to a Chair</a>	President	158	(consent)
<b>Consent</b>	<b>5.2 For Information from Senate</b>			
5.2.1	<a href="#">2017-2018 Academic Schedule</a>	President	169	(consent)
5.2.2	<a href="#">Implementation of Master of Finance Degree</a>	President	193	(consent)
6.	<b>FROM FINANCE, ADMINISTRATION, &amp; HUMAN RESOURCES</b>			
6.1	<a href="#">Amendments to the Governance Documents for the U of M Pension Plan (1986) and the U of M Pension Plan (1993)</a>	Chair	197	3:45 p.m.

# **BOARD OF GOVERNORS OPEN SESSION**

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Page 2 of 2

## **AGENDA**

		<b><u>Presenter</u></b>	<b><u>Page</u></b>	<b><u>Est. Time</u></b>
7.	<b>FROM SENATE</b>			
7.1	<a href="#">Proposal to Establish an Institute for Leadership Development</a>	President	247	3:50 p.m.
7.2	<a href="#">Proposal to Establish an Endowed Research Chair in Leadership Education</a>	President	282	3:55 p.m.
7.3	<a href="#">Proposal to Establish an Endowed Research Chair in Leadership Research</a>	President	292	4:00 p.m.
8.	<b>NEW BUSINESS</b>			
8.1	<a href="#">Request for Consent of the Board to Propose Amendment of the <i>UMSU Act</i></a>	T. Nagra	302	4:20 p.m.
<b><u>FOR INFORMATION</u></b>				
9.	<b>FROM EXECUTIVE (items approved January 31, 2017)</b>			
9.1	<a href="#">Proposed Building site: Centre for Research, Teaching, and Innovation in Healthcare</a>	Chair	305	4:25 p.m.
9.2	<a href="#">Proposed Building Site, Engineering Innovation Centre</a>	Chair	314	4:30 p.m.
9.3	<a href="#">Engagement of the External Auditor</a>	Chair	323	4:35 p.m.
10.	<a href="#">Report from the President</a>	President	331	4:40 p.m.

**\*\*\* MOTION TO MOVE TO CLOSED AND CONFIDENTIAL SESSION \*\*\***

**\*\* Break \*\***



**AGENDA ITEM:** *Accessibility at the University of Manitoba Plan for 2016-2017*

**RECOMMENDED RESOLUTION:**

*That the Board of Governors reviews the University of Manitoba Accessibility Plan for informational purposes.*

**Action Requested:**       Approval       Discussion/Advice       Information

**CONTEXT AND BACKGROUND:**

Under the Accessibility for Manitobans Act (AMA), public and private sector organizations in Manitoba are required to develop and publish a plan to identify, prevent and remove barriers to accessibility. The plan must cover accessibility issues under each standard as it comes into effect, eventually covering all five anticipated standards (Customer Service, Employment, Information and Communications, Transportation, and the Built Environment). As per the AMA legislation, the University was obligated to produce its first plan by the end of 2016, and must update it every second year. The attached plan was developed by a steering committee after widespread consultation with the University community.

**RESOURCE REQUIREMENTS:**

**The resources required are currently be identified under the framework of the Accessibility Plan.**

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

*Compliance required due to AMA Legislation set out by the Province of Manitoba.*

**IMPLICATIONS:**

*Failure to comply with this legislation could have potential future implications, including penalties for breach of the statute, as well as increased human rights complaints.*

**ALTERNATIVES:**

N/A

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**CONSULTATION:** *[delete if not applicable]*

*University of Manitoba Accessibility for Manitobans Act Steering Committee*  
*University of Manitoba Accessibility Planning Sub-Committee*





UNIVERSITY  
OF MANITOBA

# ACCESSIBILITY AT THE UNIVERSITY OF MANITOBA

#UM ACCESS

[UMANITOBA.CA/ACCESSIBILITY](http://UMANITOBA.CA/ACCESSIBILITY)





**The University of Manitoba**  
**Accessibility Plan**  
**2016-2017**



# TABLE OF CONTENTS

<b>1. The University of Manitoba Accessibility Plan 2016-2017</b>	<b>2</b>
PREAMBLE	5
<b>2. INTRODUCTION</b>	<b>8</b>
2.1 The University of Manitoba’s Commitment to Accessibility	8
2.2 Background and Description of the University of Manitoba	9
2.3 2016: A year in review	16
2.4 Accessibility at the University of Manitoba Achievements	17
<b>3. ACCESSIBILITY STRATEGY, COMMUNICATIONS, AND BARRIER</b>	<b>31</b>
3.1 University of Manitoba Accessibility Survey May 2016	31
3.2 Unit Accessibility Audits	32
3.3 Community Open House Consultations	43
3.4 Accessibility at the U of M Communications Strategy	43
3.5 Barrier Removal and Prevention Strategy	45
<b>4. GOVERNANCE</b>	<b>47</b>
4.1 Accessibility Steering Committee	47
4.2 Accessibility Plan Sub-Committee	49
4.3 Post-Secondary Institutions Network	50
4.4 Customer Service Sub-Committee	51
4.5 Information and Communications Sub-Committee	51
4.6 Employment Committee (Winter 2017)	54
4.7 Collaboration and partnerships	54

<b>5. GETTING READY FOR 2023</b>	<b>55</b>
5.1 An Accessible Customer Service Standard at the U of M	55
5.2 An Accessible Employment Standard at the U of M	55
5.3 An Accessible Information and Communication Standard at the U of M	55
5.4 An Accessible Transportation Standard at the U of M	56
5.5 An Accessible Built Environment Standard at the U of M	56
5.6 Acknowledgements	56
5.7 Closing	57
<b>APPENDIX A – GLOSSARY OF TERMS</b>	<b>58</b>
<b>APPENDIX B – SURVEY DATA</b>	<b>62</b>

# PREAMBLE

Under the Accessibility for Manitobans Act (AMA), each organization is required to develop and publish a plan to identify, prevent and remove barriers to accessibility. The plan will cover accessibility issues under each standard as it comes into effect, eventually covering all five standards (Customer Service, Employment, Information and Communications, Transportation, and the Built Environment). As per the AMA legislation, the University is obligated to produce its first plan by the end of 2016, and to update it every second year.



# 1. A MESSAGE FROM...



**President David Barnard:** At the University of Manitoba, we strive for an inclusive environment that supports all abilities. The University wishes to promote and support a community that embraces accessibility, diversity and inclusion, provides for equality of opportunity, and recognizes the dignity of all people.

We are committed to creating a welcoming campus for visitors and an outstanding work and learning experience for our students, faculty and staff. I commend the work of the Accessibility Steering Committee for their focus and dedication in ensuring the University meets the requirements of the Accessibility for Manitobans Act.

As outlined in Taking Our Place: University of Manitoba Strategic Plan 2015 – 2020, we are committed to increasing student, staff, faculty and leadership diversity, especially with respect to the inclusion of women, Indigenous peoples, people with disabilities, gender and sexual minorities, and racialized minorities.

I recognize the importance of this endeavor and support the University in creating an inclusive campus for all.

**“The only disability is when people cannot see human potential.”**

Debra Ruh, advocate and founder of Ruh Global Communications, a strategic communications & digital marketing firm helping organizations strategically include People with Disabilities (PwD).



### **Co-Chairs of the Steering Committee:**

Human Rights and Conflict Management Officer Jackie Gruber and Associate Vice-President of Human Resources Greg Juliano

We are very pleased and excited to introduce the University of Manitoba's very first Accessibility Plan. The University of Manitoba has been leading the way towards accessibility for some time and has embraced the legislation from the beginning.

For their commitment, time and hard work, we would like to thank all members of the Steering Committee and the Customer Service, Accessibility Planning and Information and Communication sub-committees. We would especially like to thank Accessibility Coordinator, Krystyl Bergen, for her dedication and initiative.

We dedicate the Accessibility Plan 2016 plan to those individuals who strive for accessibility and inclusion throughout our community.

This is just the beginning. We look forward to implementing the remaining standards of the AMA and to the continued hard work of our community members towards an accessible and inclusive campus for all.

## 2. INTRODUCTION

### 2.1 The University of Manitoba's Commitment to Accessibility

On December 5, 2013 the Accessibility for Manitobans Act (AMA) became law. Under this legislation, the Government of Manitoba is developing a set of mandatory standards to address barriers to accessibility with respect to five areas: **Customer Service, Employment, Information and Communication, Transportation, and Built Environment.**

The University of Manitoba supports the AMA. Implementing the AMA will help remove barriers to education and lead to a more encouraging and welcoming environment for all students, faculty, staff, and all members of the community. We want to promote inclusion and diversity and achieve higher levels of accessibility.

On November 1, 2015 the Customer Service standard came into effect. The University is currently working on a plan with identified stakeholders to address this standard which includes broad based education and training to the community. The University will have until November 1, 2017 to become compliant with this standard.

While the AMA requires the Accessibility Plan be updated every two (2) years, the University of Manitoba is committed to updating the Accessibility Plan on an annual basis to consistently address, identify, prevent, and remove all barriers to accessibility.

#### **Accessibility Plan Mission Statement**

The University of Manitoba promotes diversity, inclusion, and accessibility in our programs, employment opportunities, and in the conduct of the University's affairs. We believe in the inherent dignity of all people. We are committed to identifying and removing the barriers that prevent full and meaningful participation in all aspects of campus life. The University will comply with all applicable Federal, Provincial, and Municipal legislation with respect to accessibility and will implement the standards specified under the Accessibility for Manitobans Act.

## 2.2 Background and Description of the University of Manitoba

For more than 135 years, the University of Manitoba has delivered life-changing learning experiences for our students, and has conducted world-class research and shared our knowledge and discovery to shape our province, country and world.

As Manitoba's only medical-doctoral university, we offer programs in areas as diverse as the humanities, the visual and performing arts, science, medicine, law, agriculture, engineering and architecture. This strong learning environment has helped nurture a climate of academic excellence. During our history, 97 students have been named Rhodes Scholars, the most from any university in Western Canada.

The University is located on Treaty One territory, on the traditional territory of the Anishinaabe peoples and the homeland of the Metis Nation. The University and the Forks of the City of Winnipeg sit at the crossroads of the Anishinaabe, Metis, Cree, Dakota and Oji-Cree Nations.



The University of Manitoba's campuses are spread out across Manitoba, as we have many campuses and research stations that house our programs and services. These locations include:

**Table 1. UM Campus Stations**

<b>Campuses and Research Stations</b>	<b>Faculties/Programs</b>
Fort Garry Campus	All faculties/schools and affiliated Colleges. Colleges in the Rady Faculty of Health Sciences at Bannatyne Campus (other than College of Nursing at Fort Garry). <a href="http://umanitoba.ca/faculties/info_links.html">http://umanitoba.ca/faculties/info_links.html</a>
Bannatyne Campus	Rady Faculty of Health Sciences and Colleges (College of Nursing at Fort Garry)
Smartpark	Richardson Centre for Functional Foods and Nutraceuticals- Faculty of Agriculture and Food Sciences, Campus Planning Office External Relations
Point Lands Field Research Laboratory	Faculty of Agriculture and Food Sciences, Department of Plant Science
William Norrie Centre 485 Selkirk Avenue, Wpg, MB R2W 2M6	Faculty of Social Work Inner City Social Work Program
Glenlea Research Station / Farm	Faculty of Agriculture and Food Sciences, Department of Animal Science, Ruminant Research Unit, Swine Research Unit Faculty of Agriculture and Food Science, National Centre for Livestock and the Environment, Department of Plant Science Faculty of Science, Department of Physics & Astronomy, Astronomical Observatory
Star Lake Field Station Whiteshell Provincial Park, Manitoba	Clayton H. Riddell Faculty of Environment, Earth, and Resources, Department of Geological Sciences



Churchill Marine Observatory	Clayton H. Riddell Faculty of Environment, Earth, and Resources, Centre for Earth Observation Science
Ian N. Morrison Research Farm Carmen and Region Facility	Faculty of Agriculture and Food Sciences Department of Plant Science

### University of Manitoba Off-Campus Leased Space

Leased Space	Faculties/Programs
Massey Building 294 William Ave, 4th floor, Wpg, MB R3B 0R1	Extended Education, Adult English Second Language Program for Newcomers
Chamber of Commerce Building James W. Burns Executive Education Centre Lombard, 2nd floor, Wpg, MB R3B 0W5	Asper School of Business, Executive Education
Station Road, Thompson MB R8N 0N3	Faculty of Social Work, Northern Social Work Program

### University of Manitoba Demographics (Office of Institutional Analysis Website)

University of Manitoba Population 2014-2016		
	2014-15 (Revised)	2015-16
Full-time & Part-time Faculty	4,993	5,034
Full-time & Part-time Support Staff	4,058	3,943
<b>Total</b>	9,051	8,977
		<b>Fall 2015 Term</b>
Student Enrolment		29,929

As part of the University's programs and services there are 2 (two) departments that provide supports to the community, Employee Wellness and Student Accessibility Services.



## **Employee Wellness**

Employee Wellness collaborates with employees who have disabilities, healthcare providers, management, human resources, union representatives, and third party benefits administrators to identify suitable stay-at-work or return-to-work opportunities. These coordinated efforts take into account employee needs, work environment, operational needs and our legal responsibilities.

Some of the assistances that Employee Wellness offers are the day-to-day management of sick leave and long-term disability claims. The office focuses on attending to the wellbeing of affected employees and by so doing, reducing the stressors associated with disability (i.e. linking employees to external supports such as the Employee and Family Assistance Program (EFAP)). Employee Wellness develops and communicates return-to-work plans in collaboration with managers, employees and union representatives, and assists managers in determining when and what additional medical information is required. Overall, the role of Employee Wellness is to identify accommodations and transitional job options, monitor and evaluate individual accommodation and return-to-work plans, and promote communication between all stakeholders, while protecting confidential health information. This role also includes providing advice to human resources and managers in the application of the

University's Attendance Management Program, providing funding to departments where appropriate, to support the provision of reasonable accommodations of employees with disabilities, and facilitating training programs related to disability management, duty-to-accommodate, mental health in the workplace, and attendance management.

The Employee Wellness Team works with all stakeholders to promote accommodations at work. Working together, they will consider any job, task, function or combination of functions or tasks, which are meaningful, productive and can be performed safely by an employee. The key objective is to provide accommodations to all employees that remove workplace barriers. Employee Wellness also administers the Reasonable Accommodation Fund (RAF), to support the provision of accommodations of employees with disabilities.

### **Student Accessibility Services<sup>1</sup>**

Student Accessibility Services (SAS) exists to support all students with disabilities to fully access their chosen course of study for which they are academically qualified<sup>2</sup>. The majority of supports are provided through academic accommodations, such as extended time for exams. SAS also provides additional support to students by way of programming, and frequent referrals to other supports on campus. Students who have had support recommended and verified by a registered health professional can receive support through SAS. SAS offers accommodations and services based on a student's individual needs and the academic standards of the student's particular program.

There are three Fort Garry campus locations, the administrative office, the test/exam centre as well as the assistive technology lab. Supports are also available at Bannatyne campus through the Student Services at Bannatyne Campus office. Advising staff are available for in-person student meetings throughout the year at all U of M campuses. SAS maintains regular office hours at Fort Garry, Bannatyne and the William Norrie campuses.

Student Accessibility Services supports include transcription, note-taking, volunteer note-sharing services, and classroom equipment for improved accessibility. Other supports offered

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1 Most of the content in this section was taken from the Student Accessibility Services 2014-2015 and 2015-2016 Annual Report <http://umanitoba.ca/student/saa/accessibility/media/SAS-Annual-Report-2014-2015-2016.pdf>

2 Student Accessibility Procedure [http://umanitoba.ca/admin/governance/media/Student\\_Accessibility\\_Procedures\\_-\\_2015\\_01\\_01.pdf](http://umanitoba.ca/admin/governance/media/Student_Accessibility_Procedures_-_2015_01_01.pdf)

include ASL-English interpreters and academic attendants who assist on campus and in the classroom. SAS supports student success by providing assistance through meetings and workshops to students to manage aspects of their lives that interfere with academics, improve coping skills, become a self-advocate and learn disability-related job search strategies. The assistive technology lab provides training on assistive technology for coursework and exams as well as access to alternate formats for texts and course materials (like e-text, braille and audio). The test/exam centre provides distraction reduced space, and access to exam accommodations such as assistive technology.

The UM Office of Institutional Analysis reported enrollment figures of 29,929 (twenty-nine thousand nine hundred twenty-nine) for 2015-2016<sup>3</sup>. The Higher Education Quality Council of Ontario report on Disability in Ontario: Postsecondary education participation rates, student experience and labour market outcomes stated that, “for university students, the range across data sources is also fairly consistent and ranges from 5 (five) to 7 (seven) per cent” (p. 7)<sup>4</sup>. This means that within the last academic year it is possible that 2,095 (two thousand ninety-five) students registered at the UM may have had a disability.

Almost all, 96 (ninety-six) percent of the students registered with SAS have a permanent disability. The number of students who are registered with the SAS has increased from 1,047 (one thousand forty-seven) (2013-2014) to 1,100 (one thousand one hundred) (2014-2015) and 1,144 (one thousand one hundred forty-four) (2015-2016).

SAS has analyzed the percentage of registered students from all Faculty/College/School programs across campuses; these statistics can be as low as 1 (one) percent, and as high as 16 (sixteen) percent. A further detailed table showing these statistics can be found within the Student Accessibility Services 2014-2015 and 2015-2016 annual report<sup>5</sup>.

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3 UofM Fall Term Enrolment Summary Report (2015, Nov17) [http://umanitoba.ca/admin/oia/media/summary\\_report\\_F15.pdf](http://umanitoba.ca/admin/oia/media/summary_report_F15.pdf)

4 McCloy, U. and DeClou, L. (2013). Disability in Ontario: Postsecondary education participation rates, student experience and labour market outcomes. Toronto: Higher Education Quality Council of Ontario.

5 Student Accessibility Services 2014-2015 and 2015-2016 Annual Report <http://umanitoba.ca/student/saa/accessibility/media/SAS-Annual-Report-2014-2015-2016.pdf>

**Table - Students Registered with SAS according to type of Disability 2015-2016**

Disability Category		Number of Students		Percentage of Total Registered Population with SAS
Mental Health		451		39%
Cognitive	ADHD	321	156	28%
	Asperger Disorder		31	
	Learning Disability		103	
	Acquired Brain Injury		31	
Physical/Medical	Chronic illness	191	129	17%
	Mobility		62	
Deaf/Hard of Hearing		42		4%
Temporary		50		4%
Blind/Low Vision		24		2%
Other/Unclassified		65		6%
<b>Total</b>		<b>1144</b>		<b>100%</b>

The table above provides information on students registered with SAS according to disability type, which is the primary disability for the student. The category of students with mental illness or mental health disabilities continues to rise. The percentage of students who present with more than one disability has remained relatively stable (18 (eighteen) percent in 2014-2015 and 17 (seventeen) percent in 2015-2016). (Table taken from Student Accessibility Services 2014-2015 and 2015-2016 Annual Report)

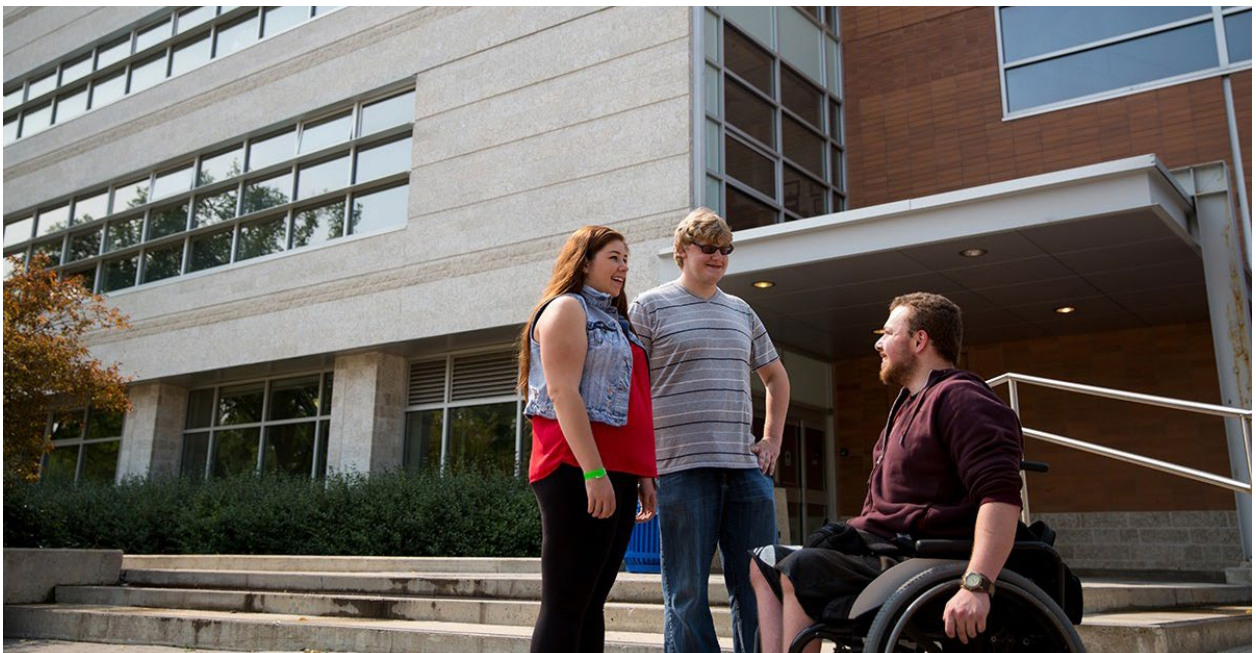
As part of their caseload, the Accessibility Advisors accommodated 1929 (one thousand nine hundred twenty-nine) in-person student meetings. This number has decreased by 261 (two hundred sixty-one) over 2014-2015. Staff report higher levels of email requests and discussions.

Advising staff are available for in-person student meetings throughout the year at all U of M campuses. SAS maintains regular office hours at Fort Garry, Bannatyne and the William Norrie campuses.

## 2.3 2016: A year in review

Over the last year, the University has taken on several initiatives to show our dedication to accessibility and inclusivity. These initiatives are evident across both the Fort Garry and the Bannatyne campus to remove barriers such as:

- **Attitudinal barriers**, by spreading accessibility awareness and developing employee training that will improve customer service for people with disabilities.
- **Information and Communication barriers**, by developing an online feedback system to allow for anonymous comments or concerns about U of M accessibility, and in the process of developing a communication system for service disruption notifications that will inform the community.
- **Technological barriers**, by beginning to identify a strategy that will address the entire U of M web and digital media, which includes an information session that will help train each unit webpage organizer on online accessibility principles, as well as document accessibility.
- **Systemic barriers**, by writing and implementing support person policies for facilities on campus for the greater community.
- **Physical and Architectural barriers** by seeking opportunities for improved building access.



## 2.4 Accessibility at the University of Manitoba Achievements

The University has a history of improving accessibility and awareness through Student Accessibility Services, the Office of Human Rights and Conflict Management, and initiatives such as Access Awareness Day. Recently, the U of M has made significant strides in accessibility, including revision of the Accessibility Policy in January 2015 and the Bona Fide Academic Requirements initiative, which is currently underway.

### **ACHIEVEMENTS:**

The achievements are organized into five sections as follows:

**Services** - Units, positions or programs that provide direct services and support to improve accessibility on campus.

**Scholarly Advances** - Identification of academic programs that pursue research and scholarship in the areas of accessibility and disability.

**Policy and Procedures** - Existing University and unit-specific documents that promote and govern accessibility on campus.

**Promotion** - Events hosted and articles written to promote the accessibility initiatives at the U of M.

**Unit Audit Achievements** - Highlights from the audit where current 'active offers' of accessibility are provided to the community.

### **SERVICES:**

#### **Office of Human Rights and Conflict Management**

Each individual has the right to participate, learn, and work in an environment that promotes equal opportunities and prohibits discriminatory practices. The mission of the Office of Human Rights and Conflict Management is to promote a respectful working and learning environment in which individuals are treated equitably and diversity is valued.

We work to prevent discrimination and harassment at the U of M by promoting, supporting and administering the University of Manitoba's Respectful Work and Learning Environment Policy in order that students and employees recognize and protect their important rights free from harassment and discrimination.

## **AMA Website**

The University of Manitoba Accessibility for Manitobans Act website was created in November 2015 to bring awareness to the University community of the new legislation, and to provide the most current information on our responsibilities under the Act.

## **Student Accessibility Services (SAS)**

Student Accessibility Services (SAS) exists to support all students with disabilities to fully access their chosen course of study for which they are academically qualified<sup>6</sup>. In 2014, SAS launched an online system for students and faculty to access services and letters of accommodation. The letter of accommodation is sent through the SAS online portal via the University's JUMP system. The SAS online portal includes letters of accommodation, test booking and details, as well as volunteer note-taker systems.

The SAS online system provides more security for sensitive information and reduces the requirement for paper based forms.

## **Assistive Technology Lab**

SAS opened its Assistive Technology lab at 335 University Centre in February 2016. The lab was funded originally by the Information Systems Technology Students First Project<sup>7</sup> and this year by the Richardson Foundation<sup>8</sup> as part of a donation that supported classroom and laboratory upgrades across campus. There are study carrels with computers, which have different types of assistive technology, and a tutorial room space for students, which includes a large screen monitor for teaching. There are multiple assistive technology programs available, such as Dragon Naturally Speaking which converts voice into text. There are options for students who need text read aloud or highlighted to assist in their learning. The space will be used for exam invigilation for students using assistive technology and during peak periods.

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6 Student Accessibility Procedure [http://umanitoba.ca/admin/governance/media/Student\\_Accessibility\\_Procedures\\_-\\_2015\\_01\\_01.pdf](http://umanitoba.ca/admin/governance/media/Student_Accessibility_Procedures_-_2015_01_01.pdf)

7 UofM Today (2016, Feb 8). <http://news.umanitoba.ca/creating-opportunities-for-students-with-disabilities/>

8 UofM Today (2016, April 14). <http://news.umanitoba.ca/sparking-transformation-across-campuses-richardson-foundation-makes-largest-single-philanthropic-donation-to-front-and-centre-campaign/>



## **Diversity and Inclusion**

The University of Manitoba's Diversity and Inclusion Program seeks to identify and eliminate potential and real employment barriers and ensure all of our community members are able to fully and meaningfully participate in and contribute to all aspects of campus life.

- Assess employment practices that could provide barriers to persons with disabilities.
- Compare internal representation of persons with disabilities to labour market availability .
- Set short-term and long-term goals to address underrepresentation for persons with disabilities.
- Work with hiring managers to question standard job requirements to ensure they accurately reflect the needs of the unit.
- Enhance partnerships with agencies representing persons with a disability.
- Ensure that those who make hiring decisions have attended the awareness training.
- Ensure every Search and Selection Committee is diverse.
- Provide orientation sessions for all new employees to demonstrate the University's profile and philosophy of an inclusive culture.
- Review and follow up on the exit interview responses to ensure areas of concern are brought forward and addressed.

## **University of Manitoba Students' Union (UMSU) groups**

The Following are groups/services provided through UMSU.

### **Accessibility Centre**

Scheduled to open in 2017, the mission of the Accessibility Centre will be to promote and defend a more inclusive and barrier-free University for students with disabilities. The Accessibility Centre will also provide crucial services and programs for students with disabilities. In addition, the Accessibility Centre will also work with other like-minded student groups, especially student groups that advocate for mental health awareness for all students. The Service Centre will be located in the basement of Helen Glass (116 Helen Glass). This group space will provide a workplace for the Accessibility Centre's Coordinator, UMSU's Disability Representative for Students with Disabilities, a meeting place for the

Accessibility Centre's executive team, and a safe space where many of the services and programs will be provided.

### **Active Minds**

The mission for the Active Minds groups is changing the conversation around mental health. Active Minds at U of M is a student-led mental health awareness, education and advocacy group.

### **Beyond Abilities**

The mission of the Beyond Abilities group is to bring students together in order to promote and defend a more inclusive and barrier-free University for students with disabilities.

## **Employee Wellness**

### **Employee Wellness assists employees and departments as follows:**

- Administering sick leave and attendance management programs.
- Facilitating and coordinating graduated return to work plans for safe return to productive employment. This may involve special accommodations.
- Developing and facilitating training programs related to disability management and return-to-work initiatives.



### **Centre for Advancement of Teaching and Learning (CATL)**

The Centre's focus is to provide leadership, expertise, and support in fulfilling the teaching and learning mission of the University of Manitoba. This is accomplished in a variety of ways ranging from the support and development of the BFAR process to workshops and multi-day institutes on universal design.

#### **UM Learn**

UM Learn is the University of Manitoba branded BrightSpace learning environment solution developed and released by the D2L Corporation.

- The D2L Corporation has published the Learning Environment Web Content Accessibility Guidelines checklist outlines how their learning environment solution complies with Level A and AA of the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0. WCAG 2.0 is the industry standard for creating accessible web content.
- The D2L Corporation has completed the Voluntary Product Accessibility Template (VPAT) on their learning environment solution. VPAT is an industry standard template for recording how a product or service conforms to Section 508 of the United States Rehabilitation Act.

- The University of Manitoba has purchased the ePortfolio integration that has the following documentation: ePorfolio WCAG 2.0.
- The University of Manitoba has purchased the ReadSpeaker docReader integration for UM Learn that allows documents uploaded to UM Learn to be read to students while the text is highlighted.

## **Libraries**

Accessibility policies, issues, and practices at the Libraries are proactively initiated and managed centrally by Accessibility Services Implementation Team (“The Team”). The Team consists of eight members, of which seven members are representing ten unit libraries across two campuses and additional nine hospital libraries providing library services within the Winnipeg Regional Health Authority, and Assistive Technologist as a non-library member from SAS. The Libraries maintains the University of Manitoba Libraries Accessibility Services Statement and a dedicated web guide. The Libraries also has established two accessibility hubs at Elizabeth Dafoe Library and Sciences and Technology Library on Fort Garry campus, and another hub at Neil John Maclean Library at Bannatyne Campus, to ensure that accessibility issues are addressed on both campuses. Library users can consult at any unit or satellite library regarding their accessibility needs. The Dafoe Library supports the largest user population and as such, it offers a dedicated and spacious Accessibility Support Room with a computer terminal equipped with assistive technologies, a height-adjustable table and a large-size table that accommodates group work. The use of the Room can be prearranged and scheduled by contacting the Service Desk. In addition to the dedicated accessibility support room at the Dafoe Library, all hubs support selected assistive technologies from dedicated computer terminals.

In 2015, the Libraries offered staff two workshops: “Working Towards an Accessibility Campus - The Libraries as a Key Player” sessions and, “Mental Health Training.” The Libraries also established “Procedures for Supporting Alternative Format Users” for print-disabled users in 2015.

## **Mental Health Strategy and Training**

Mental health first aid is the help provided to a person developing a mental health problem or experiencing a mental health crisis. The first aid is given until appropriate professional treatment is received or until the crisis is resolved. The concept is based on the model of medical first aid.

This basic Mental Health First Aid course is encouraged for U of M employees who work primarily with adults (mainly staff). Those whose work is primarily student-focused are encouraged to attend the Mental Health First Aid for Adults who interact with Youth course. [www.mentalhealthfirstaid.ca](http://www.mentalhealthfirstaid.ca)

## **On campus van transportation system**

The U of M is one of the only campuses in Canada to have a dedicated accessible van for student and staff transportation. Physical Plant provides the van and the driver for rides around campus. Student Accessibility Services coordinates the weekly schedule and connects with Physical Plant about shorter notice ride requests. This service is available during office hours and can be booked in advance for evening and weekend rides.

## **Reasonable Accommodation Fund**

The University recognizes that ensuring equality of opportunity requires accommodation of individuals with special needs, and specifically accommodations for employees with disabilities. It recognizes its legal responsibilities to individuals with special needs and that this obligation exists until the provision of reasonable accommodations creates an undue hardship.

The purpose of reasonable accommodation in employment is to enable employees with disabilities to meet the essential responsibilities and duties of their position/job.

## **Mini U**

Mini U welcomes children of all abilities and believes that every child deserves an opportunity to select the program that interests them most. Support staff and funds to subsidize a portion of registration fees are available for families with children with special needs to ensure they are provided with the best experience possible.

## **SCHOLARLY ADVANCES:**

### **Centre on Aging**

Each year the Centre hosts a one-day Spring Research Symposium, which promotes dialogue between University researchers and the community at large. The Symposium brings together researchers, students, seniors and representatives from community organizations, health and social agencies, and government.

### **Interdisciplinary Disability Studies**

Disability Studies is an interdisciplinary Master's Program that allows for a M.A. or M.Sc. degree. The focus of the program allows students to examine the policies and practices of various cultures and societies in order to understand the social, rather than the physical and/or psychological determinants, of the experience of disability. This focus shifts the emphasis from a prevention, treatment, or remediation paradigm to a social, cultural, political one.

## **POLICY AND PROCEDURES:**

### **Cooper Commission/Bona Fide Academic Requirement (BFAR)**

In January 2011, the Senate Executive Committee established an ad hoc committee to review and recommend how to balance the University's legal obligation to offer reasonable accommodations to students with disabilities, while protecting academic standards.

Professor Emeritus J. Cooper was appointed chair of the ad hoc committee, more commonly known as "the Cooper Commission."

The committee met 18 (eighteen) times between February 2011 and February 2012. In that time, they conducted an extensive review of relevant documents and policies, studied the legal issues and consulted with the University's experts and community generally to determine:

### **Types of accommodations:**

- How decisions are made, and who must be consulted
- Evidence of disability
- Timeliness of decisions
- Privacy issues

The University of Manitoba has been recognized for its collaborative and innovative approach to disability related accommodations that required institutional-wide involvement and support. The Cooper Commission report, the recommendations, and the work of the Implementation working group have received notice across the country as best practices for accommodations.

The recommendations of the Cooper Commission have been completed or are underway in regards to:

- Development of an umbrella Accessibility Policy.
- Revised procedures for Student Accessibility.
- Creation of Student Accessibility Appeal Procedures available to both students and faculty.
- Establishing essential skills and technical abilities documents for programs subject to external accreditation.
- Undertaking a collegial process to develop bona fide academic requirements for programs not subject to external accreditation.
- Enhancing educational outreach for the University community.
- Developing guidelines for and the creation of Accommodation Teams and Accessibility Advisory Committees.

## **Accessibility Policy and Procedures**

The purpose of the Accessibility Policy is to ensure that all members of the University community, including those with disabilities, are provided with an accessible learning and working environment. The policies were created as a result of the Cooper Commission report (February 2015).

- Cooper Commission Report
- Accessibility Policy
- Student Accessibility Procedures
- Student Accessibility Appeal Procedures

## **Free Tuition for Seniors**

Students are not required to pay any fees if they are Canadian Citizens or Permanent Residents and are over 65 years of age. All application and tuition fees will be waived including course, student union, and associated fees.

## **Service and Therapy Animals on Campus**

As per the Pets on Campus policy, service animals and therapy animals are permitted on campus.

"2.8 Therapy Animals may be permitted inside University Buildings to participate in University Events provided the prior approval of the Associate Vice-President (Administration) has been obtained. Examples of such University Events include, but are not limited to, "Dog Days" and "Mental Health Awareness Week".

2.9 Service Animals are permitted on University Grounds and inside University Buildings as required by law."

## **The Active Living Centre (ALC) Support Worker Policy and Expectations**

In the summer of 2016, the ALC established a support worker policy for people who utilize the facility, which states that the support worker will not be charged to attend the facility.



## The Black Hole Theatre Disability Policy

The Black Hole Theater Disability Policy not only provides complementary access for support workers, it also actively tries to make itself barrier-free to accommodate persons who are disabled by barriers who would like to see their shows.

### PROMOTION:

#### UMToday Stories about Accessibility on Campus:

Many articles have been written highlighting the University's commitment to improving accessibility for its community members. These articles appeared on the University's news site, UMToday, and were promoted through this and other means across the University.

A list of articles follows:

- October 19, 2016: [A new Symbol of access: How a social movement is changing the wheelchair icon](#)
- October 4, 2016: [All welcome at accessibility community consultation](#)
- August 30, 2016: [Identifying barriers to accessibility at the U of M: Survey Results](#)
- August 2, 2016: [Accessibility Audit Workshop offered](#)
- May 20, 2016: [The Accessibility for Manitobans Act at the U of M](#)
- April 26, 2016: [Getting their groove on](#)
- April 25, 2016: [Levelling the playing field](#)
- March 30, 2016: [Planning for accessibility: Resources](#)
- March 29, 2016: [Planning for accessibility: Beyond the law](#)
- February 10, 2016: [Information and communication accessibility learning event on March 15](#)
- February 8, 2016: [Creating opportunities for students with disabilities](#)
- January 27, 2016: [Leaders in accessibility](#)
- October 21, 2015: [Trailblazer: Bona Fide Academic Requirements \(BFARs\) process officially launched](#)
- September 19, 2015: [Human rights and conflict management in the workplace](#)
- September 14, 2015: [The University of Manitoba is leading the way](#)

## **Manitoba Employment Equity Practitioners Association (MEEPA) event**

The University hosted a MEEPA event on the AMA, where the Disabilities Issues Office presented. The presentations shared clear and proactive processes for the prevention and removal of barriers in the workplace that affect Manitobans with disabilities.

## **ALC City of Winnipeg Access Award**

The City of Winnipeg Accessibility Awards celebrating the best in universal design and accessibility for 2016 the Active Living Centre was the proud recipient of the award.

## **Access Awareness Days**

Access Awareness Days is an annual event at the University of Manitoba designed to promote the inclusion of persons with disabilities on campus. Student Accessibility Services (SAS) aims to bring awareness to the U of M community of the challenges faced by people with disabilities. A variety of community organizations are invited to set up displays in University Centre to promote awareness of disability-related issues and services in the community.

In addition, there is an annual exhibition of student art entitled “Celebrating Abilities” displayed at the Gallery of Student Art in University Centre. The eclectic mixture of art includes photographs, sculptures, sketches, paintings, and Braille by students registered with SAS.

## **Mental Health Awareness Month**

Mental Health Awareness Week (MHAW) is to highlight and identify programs, resources, student groups and departments that are here to support students with mental health concerns. MHAW aims to raise awareness about mental health on university campuses and try to reduce the stigma that surrounds mental health and the student experience.

## **Live Well at Work Week**

Live Well @ Work week has been created to acknowledge the ‘whole selves’ that staff and faculty bring to work each day. Mental, physical, emotional, spiritual and social well-being are celebrated at the Live Well @ Work events. Approximately 500 (five hundred) people enjoyed the 27 (twenty-seven) events that were held on the Bannatyne and Fort Garry campuses between June 13-17, 2016. Visit [www.umanitoba.ca/livewell](http://www.umanitoba.ca/livewell) for a listing of all for wellness resources for staff, faculty and students at the UM.

## **Presentation at the Human Resource Association of Universities in Western Canada, April 2015**

The University of Manitoba participated along with the Disability Issues Office and the University of Winnipeg presenting on the AMA and how that will affect the post-secondary environment.

In Celebration of Manitoba Access Awareness Week (MAAWE) June 1, 2016.

The University presented at the MAAW event on the accessibility planning process regarding our collaboration with other partners.



## **Accessibility Event in March with Jutta Treviranus**

The University of Manitoba, along with the Post-Secondary Institutions Network, hosted an Information and Communication Accessibility learning event with special guest Jutta Treviranus, Director of the Inclusive Design Research Centre (IDRC). Treviranus discussed good practices and shared resources for accessible web sites, learning platforms and libraries. She is an expert in the development of inclusive design of emerging information and communication technology and practices.

## UNIT AUDIT ACHIEVEMENTS:

### Active Offers

The term “active offer” is used generically to describe any steps used to promote access or participation by pro-actively offering alternate formats; advertising disability accommodations at events; and, providing respectful and courteous customer service. More information can be found at: <http://www.accessibilitymb.ca/>.

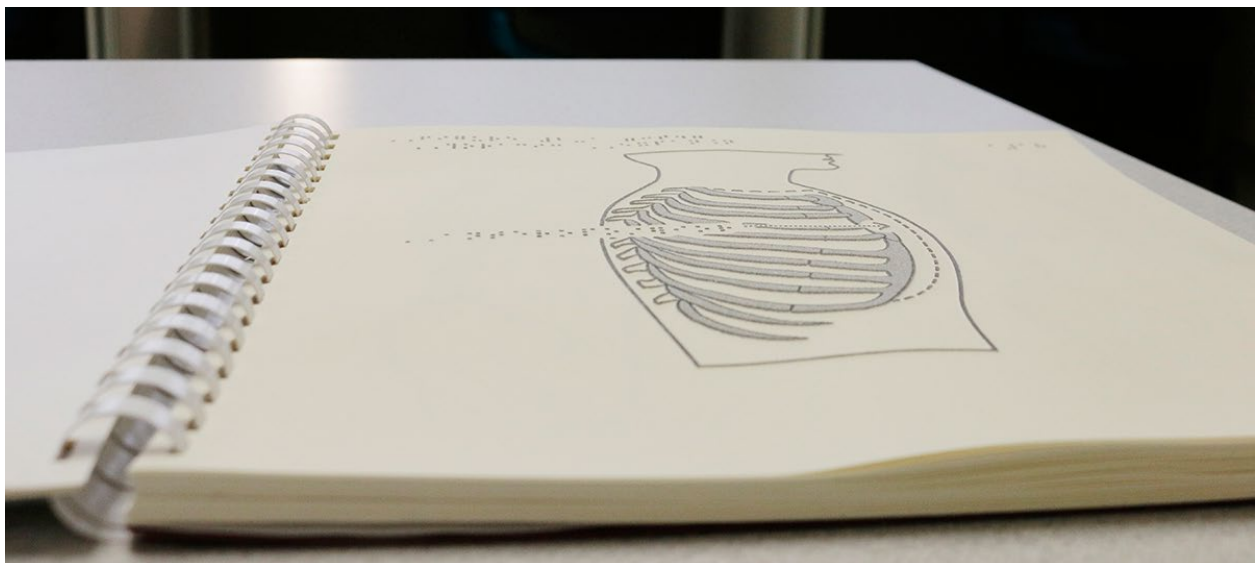
#### Active offer wording

“The University of Manitoba is committed to accessibility for persons with disabilities. Please contact us in advance if you have any particular accommodation requirements [contact name and email].”

“The University of Manitoba is committed to achieving accessibility for those disabled by barriers. Please contact [contact name and email] in advance if you require any accessibility accommodations to participate.”

#### Active Offer Achievements

- Learning and Organizational Development (LOD) Active offer
- Appeals committees’ Active offer
- Office of the University Secretary Active offer for alternative document requests
- RSVP’s for Visionary Conversations – External Relations Office Active Offer



## 3.0 ACCESSIBILITY STRATEGY, COMMUNICATIONS, AND BARRIER

### **Multiple Information/Data Collection Methods**

The University has considered all suggestions and is continuously identifying ways to improve our organization, building upon our goals as identified in the U of M's strategic plan of providing accessibility and reasonable accommodation.

There are many different types of barriers, both visible and invisible. Examples of areas for consideration include technological and systemic; attitudinal; physical and architectural; information and communications.

The University of Manitoba has heard from the community through multiple methods, in an effort to better understand the barriers to accessibility in our work and learning environment in order to identify ways to improve our organization. These methods include:

### **3.1 University of Manitoba Accessibility Survey May 2016**

#### **Identifying barriers to accessibility at the U of M: Survey results**

The survey invited the University community to provide feedback on any barriers to accessibility in our work and learning environment. Suggestions outlined objectives for identifying ways we can improve our organization, building upon our goals as identified in the U of M's strategic plan, of providing accessibility and reasonable accommodation.

The survey results were collected to inform our plan in identifying, preventing and removing barriers to accessibility at the U of M.

The response rates were high, with a total 556 (five hundred fifty-six) respondents, split between faculty 83 (eighty-three) at 15%, staff 271 (two hundred seventy-one) at 49% and students 138 (one hundred thirty-eight) at 25%. 111 (One hundred eleven) at 11% chose not to identify in any of those 3 (three) categories.

The survey results showed a reoccurring theme of acknowledgement of the positive efforts in accommodations that removed barriers.

Survey respondents mentioned examples ranging from workplace accommodations to inclusive and accessible learning environments and university wide initiatives with compliance of the AMA, among others. Members of the community also stated that they appreciated the great supports of Campus life, Employee Wellness, SAS, and one-on-one instructor supports throughout both campuses.

### **Demographics:**

31 people identified themselves as students and staff

5 identified as staff and faculty

1 identified as student and faculty

1 identified as students, staff and faculty

## **3.2 Unit Accessibility Audits**

To help the University develop its plan to create a more accessible institution, a University-wide accessibility audit took place. Each unit was asked to identify a member who would be responsible for the unit audit.

The Unit Accessibility Audit workshop took place every week for almost three months. The workshops alternated between the Fort Garry and Bannatyne campuses, and provided the opportunity for the unit representative to learn about accessibility, and barriers so they were able to identify barriers within their own units.

### **The 90-minute workshop session covered the following:**

- What is accessibility
- What is the AMA
- How to identify barriers to accessibility
- How to complete the unit accessibility audit

The session also provided an overview of accessibility principles, enabling participants to further the discussion about accessibility and the AMA within their units. Discussions and audits aided representatives in collecting the information needed to complete the accessibility audit.

## **Most common barriers found within the audits include:**

- Educating staff and students
- Signage
- Accessible Washrooms – access and size
- Above grade access and service disruption
- Information and communication with scanned documents, font size, U of M documents not screen reader accessible
- Ramps: medical sciences and pathology
- Lack of automatic door openers
- Inaccessible Classrooms
- Disconnected lifts and elevators for accessing different floors in buildings
- Active offers
- Ad Astra
- Accessibility Policy for assistive and supportive devices
- Inaccessible websites
- Accommodations and assistive technology
- Entrances and exits
- Service animals, support persons, and assistive devices
- Parking
- Snow clearing
- Heights of things within the built environments
- Navigation around campus
- Lighting
- Information displays/Communication methods
- Emergency procedures
- Event planning
- Maintenance
- Ramps

## Most Common University Responsibility Barriers Identified

### ATTITUDINAL BARRIERS:

Barrier	Action	Cost	Timeline	Theme	Reoccurrence
Several employees (administrative and teaching staff) have expressed some uncertainty as to the etiquette and recommended manner of interaction with individuals with various disabilities.	The University of Manitoba will be rolling out employee wide accessible customer service training in January of 2017		To be completed by Nov 2017	Education/ Training	110x
Attitude towards people with disability and proper methods in helping in various situations	The University of Manitoba accessible customer service training and all other campus awareness initiatives will help to remove accommodation barriers		This will be ongoing	Accommodation	52x
Staff are unaware of emergency procedures for persons with disabilities, and no alternative alarms for people who are deaf.	University plans out emergency procedures with all persons identified with a disability, and each unit's fire marshal is educated on the procedure.		Ongoing	Emergency Procedures	21x



Barrier	Action	Cost	Timeline	Theme	Reoccurrence
<p>A common assumption that all students can access the course material distributed in one format. Students are unable to obtain online course material (i.e., PowerPoint presentations) in a “readable” format. In addition, there is a lack of support for hearing impaired users to participate in an Adobe Connect session. There is a lack of subtitles and captions in the videos on UM Learn.</p>	<p>The University of Manitoba accessible customer service training will help to educate all members of the community on sharing information in an accessible manner.</p>		Ongoing	Alternative Format	5x
<p>Lack of maintenance creates barriers for people with low vision and impaired mobility. It also affects the morale of students and staff.</p>	<p>Physical Plant is involved in the AMA initiative and is working with caretakers to improve campus accessibility, The University of Manitoba accessible customer service training will also help to create an overall awareness of accessibility and campus quality.</p>		Ongoing	Maintenance	3x

**INFORMATION AND COMMUNICATION BARRIERS:**

Barrier	Action	Cost	Timeline	Theme	Reoccurrence
Lack of campus wide universal signage.	Campus Planning is aware of the Legislation and working on a campus wide signage plan.	Unknown	Unknown	Signage	60x
Knowledge of accessible buildings is limited. How do people coming to campus know a) which buildings are accessible b) where the accessible access is.	Student Accessibility Services has an online hub for main campus accessibility. <a href="http://umanitoba.ca/student/saa/accessibility/campus-maps-and-accessibility.html">http://umanitoba.ca/student/saa/accessibility/campus-maps-and-accessibility.html</a> Will need to notify Physical Plant to update diagrams.		Unknown	Navigation	41x

Barrier	Action	Cost	Timeline	Theme	Reoccurrence
Offices on upper floors of buildings that are only accessible via stairs and elevators do not have a plan for communicating service disruptions, which is an issue when elevators are down.	A working group has been formed to implement a service disruption notification system; in the meantime, Physical Plant has notified caretakers to mark alternative accessible access point's will services are down.		Ongoing	Service Disruptions	9x
Bulletin boards, website postings, and all other visual information display methods are not accessible to all.	Working group has been formed to update UM Visual Identity Guide to include accessibility.		Ongoing	Communication Methods	3x

**TECHNOLOGICAL BARRIERS:**

<b>Barrier</b>	<b>Action</b>	<b>Cost</b>	<b>Timeline</b>	<b>Theme</b>	<b>Reoccurrence</b>
Website is not user friendly: small font sizes, cluttered, not everyone has access to the website, not all images/tables/ charts are properly alt tagged, creates many barriers for those who are blind or visually impaired.	The University will be hosting an information session for web accessible expert for unit web managers, an information package on web accessibility will also be sent out to all units.	Unknown	Winter 2017	Websites	40x
Lack of process in place to promote active offers of alternate formats for documents.	The University will be implementing an active offer for all units to offer documents in an alternative format.		Ongoing	Document Formatting	30x
Many Entrances do not have automated door openers, which limit accessible access.	University is applying for funding to do a campus wide blitz for automated doors.		Mid 2017	Automated Doors	26x

Barrier	Action	Cost	Timeline	Theme	Reoccurrence
<p>Many Faculties have moved to web based exams, this presents a significant challenge to find appropriate space for accommodated exams. In addition, the program Exam Soft is used which has blocks that do not allow for screen readers. This means that a human scribe must be present at all screen reader exams.</p>	<p>More computer lab space is needed, which will require more planning and booking prior to exam times. The University will continue to investigate other solutions.</p>		Ongoing	Assistive Devices	20x
<p>Some classrooms and lecture halls, especially those in older buildings, create barriers to accessibility. Classrooms are generally well equipped, although technology in some lags behind a modern standard.</p>	<p>Continuing to upgrade classrooms and A/V equipment.</p>		Ongoing	Classrooms	12x

## SYSTEMIC BARRIERS:

Barrier	Action	Cost	Timeline	Theme	Reoccurrence
Lack of universal and accessible washrooms around all campuses	Each unit will identify a need for an accessible washroom, and provide alternative access to one in the meantime.	Unknown	Unknown	Washrooms/ Bathrooms	43x
Lack of Accessible Visitor Parking.	Campus Planning is aware, and working on a plan for more accessible parking.			Accessible Parking	28x
Lack of awareness of Support Person Policies around campus where applicable.	Active Living Centre and Blackhole Theatre have implemented support person policies, which this plan promotes.		Ongoing	Support Persons	11x
No University policy/ process in place to promote the ability to offer documents in any other than the one being used.	Working group formed to address this at the University level.		Ongoing	Active Offers	4x

Barrier	Action	Cost	Timeline	Theme	Reoccurrence
Lack of awareness of the Pets on Campus Policy, which addresses service animals.	This plan and other awareness initiatives will continue to promote the University of Manitoba Pets on Campus Policy.		Ongoing	Service Animals	1x

### PHYSICAL AND ARCHITECTURAL BARRIERS:

Barrier	Action	Cost	Timeline	Theme	Reoccurrence
Overall lack of accessible entrances/exits with barriers such as heavy doors, non-automated doors, broken automated door buttons, automated doors left off, poorly constructed ramps, stairs, etc.	Physical Plant will be starting an auditing process; all results collected in this audit are shared with Physical Plant to notify the team of all entrances and exits that are inaccessible.		Ongoing	Entrances/ Exits	54x
Elevators often out of order, resulting in restricted access that create physical and architectural barriers.	The Service Disruption working group is working to implement a notification system that will notify people as soon as possible regarding service disruptions so alternative accommodations can be made.		Mid 2017	Elevators/ Lifts	35x

Barrier	Action	Cost	Timeline	Theme	Reoccurrence
The heights of many campus service counter/ desks are too high for persons in wheelchairs.	The accessible customer service training will help to inform all employees who offer customer service to provide alternative accommodations, for example coming around the counter to offer services while funds are collected to replace counters with lower options.		Ongoing	Heights	28x
Excessive snow on wheel chair ramps during winter and icy sidewalk conditions.	Physical Plant will be meeting in the new year to discuss priority snow clearing for accessibility.		Ongoing.	Snow Clearing	9x
Many buildings do not have ramps where there are stairs to get to a higher/ lower level.	Physical Plant audit will identify these areas and plan accordingly.		Ongoing.	Ramps	5x



### 3.3 Community Open House Consultations

This was the third opportunity for those who missed previous opportunities in providing feedback on accessibility at the University of Manitoba. University community members were invited to the Accessibility Community Consultations, which took place October 19 and 21, at the Fort Garry and Bannatyne campuses, respectively.

Feedback cards were also distributed to allow members of the community to provide input anonymously.



### 3.4 Accessibility at the U of M Communications Strategy

The Human Rights and Conflict Management Office, Marketing Communications Office (MCO), Change Management and Project Services (CMAPS), and SAS have created a communications strategy for accessibility planning and to inform the community about the barrier identification process.

The purpose of the communications strategy is to inform the wider University community about the AMA, and to communicate the expectations and requirements under the AMA. The communications strategy is also meant to position accessibility within the strategic priorities at the U of M. Information about the AMA requirements is disseminated to identified liaisons in different units and faculties and through workshops, community consultations and UM Today stories. All information will be gathered on the Accessibility Web Hub which is currently being constructed. Our primary target audience is all U of M faculty, staff and students, and our secondary target audience is the external community, especially other public sector organizations that may be looking to the U of M for leadership and guidance.

### **Communications Tactics**

Communications tactics have included: accessibility and informational web banner and buttons disseminated to all units and faculties and appearing on the UM Home Page initiatives and events such as liaison workshops, community consultations, accessibility audit/inventory and community survey; posting of UM Today stories covering initiatives and events such as liaison workshops, accessibility audit/inventory and community survey; accompanying social media for stories and events; printed feedback cards to hand out at events; a centralized, online Accessibility Hub directly off the [umanitoba.ca](http://umanitoba.ca) URL to communicate the prioritization of accessibility for the U of M, to gather all accessibility information and resources in one place, and to solicit continued feedback.

### **Statistics**

Accessibility communications and UM Today stories were very well received by the university community. Overall readership totalled more than 7,000 page views. Below is a snapshot of selected statistics (Bona Fide Academic Requirements stories not included).

- planning for accessibility beyond the law/ 1,277
- identifying barriers to accessibility at the u of m survey results now available/ 1,243
- the accessibility for manitobans act at the u of m/ 1,066
- accessibility audit workshop offered/ 1058
- information and communication accessibility learning event/ 837

- all welcome at accessibility community consultation/ 447
- a new symbol of access how a social movement is changing the wheelchair icon and why we need to adopt it/ 446
- getting their groove on/ 280
- leaders in accessibility/ 230
- planning for accessibility resources/ 103
- Attendance at community consultations, accessibility events and workshops (approximate): 160 attendees

### **3.5 Barrier Removal and Prevention Strategy**

The barrier removal and prevention strategy focuses on a number of priorities that categorize the barriers identified in the Unit Accessibility Audit. Barriers are categorized by what is the U of M's responsibility versus the unit's responsibility. This allows for some of the barriers to be removed at a smaller scale within the units and the most common barriers to start being removed at a larger University scale. Overall, the top priority identified throughout the Unit Audits is a lack of training and awareness about accessibility, and the legislation. This barrier has already been addressed with promotion of accessibility events and stories about accessibility and the AMA, and will be further addressed with mandatory faculty and staff training by November 1, 2017.

#### **University of Manitoba Accessibility Procurement**

The University of Manitoba is currently working on an accessibility purchasing commitment, to ensure the removal of barriers around campus. The University will incorporate accessibility criteria and features when procuring or acquiring goods, services, or facilities, except where it is not possible to do so.

Suppliers are required to comply with the AMA's Accessibility Standards that are enacted through legislation, University of Manitoba policies, practices, and procedures related to accessibility, which may be in effect during the term of the Agreement and which applies to the deliverables to be provided by the Supplier.

## Obligations of Purchaser

It is the responsibility of each unit or faculty purchasing a good, service, or use of a facility to consider and apply the appropriate accessibility criteria to their purchasing decisions. If it is not possible or realistic to incorporate accessibility criteria or features into your purchase, you must be ready to provide as an explanation upon request.

When determining your obligations under the AMA when purchasing goods, services or facilities, consider the following:

- Do the goods, services or facilities you are planning to acquire create barriers to persons with disabilities?
- Can a person with a disability use the service at all?
- Can people with disabilities configure the item to meet their specific needs and preferences?
- If you are hosting an event or providing a service within a facility, consider accessibility features of the space.

## 4.0 GOVERNANCE

Being a proactive organization, the University of Manitoba created a series of committees in response to the AMA. The first University of Manitoba AMA Steering Committee (UMAMASC) meeting took place in June 2015; the following subcommittees were struck shortly thereafter:

- Accessibility Planning Sub-Committee (July 2015)
- Post-Secondary Institution Network (October 2015)
- Information and Communication Sub-Committee (October 2015)
- Customer Service Training Sub-Committee (October 2015)

The mandate of the UMAMASC is to promote the University's compliance with each standard that is regulated under the AMA and that the Accessibility Plan is completed and/or reviewed every two years starting in 2016.

UMAMASC is co-chaired by the Associate Vice-President (Human Resources) and the Human Rights and Conflict Management Officer. Membership of the Steering Committee and the various subcommittees represents a diversity of viewpoints relevant to faculty, staff, and students across the University.

### 4.1 Accessibility Steering Committee

The UMAMASC will promote the University's compliance with each standard that is regulated under the AMA.

In addition, the committee's mandate is to help the University implement relevant parts of the Strategic Plan in particular:

- a) Provide accessibility and reasonable accommodation in all of our programs for students with disabilities. (Taking our Place: University of Manitoba Strategic Plan 2015-2020, Priority 1, Goal I)
- b) Increase student, staff, faculty and leadership diversity that reflects society, especially with respect to the inclusion of people with disabilities. (Taking our Place: University of Manitoba Strategic Plan 2015-2020, Priority 4, Goal b)

## Guiding Principles

The committee must have regard for the following principles in carrying out its mandate:

- **Access:** persons should have barrier-free access to places, events and other functions that are generally available in the community.
- **Equality:** persons should have barrier-free access to those things that will give them equality of opportunity and outcome.
- **Universal design:** access should be provided in a manner that does not establish or perpetuate differences based on a person's disability.
- **Systemic responsibility:** the responsibility to prevent and remove barriers rests with the person or organization that is responsible for establishing or perpetuating the barrier.

## Committee Roles and Responsibilities

The committee will:

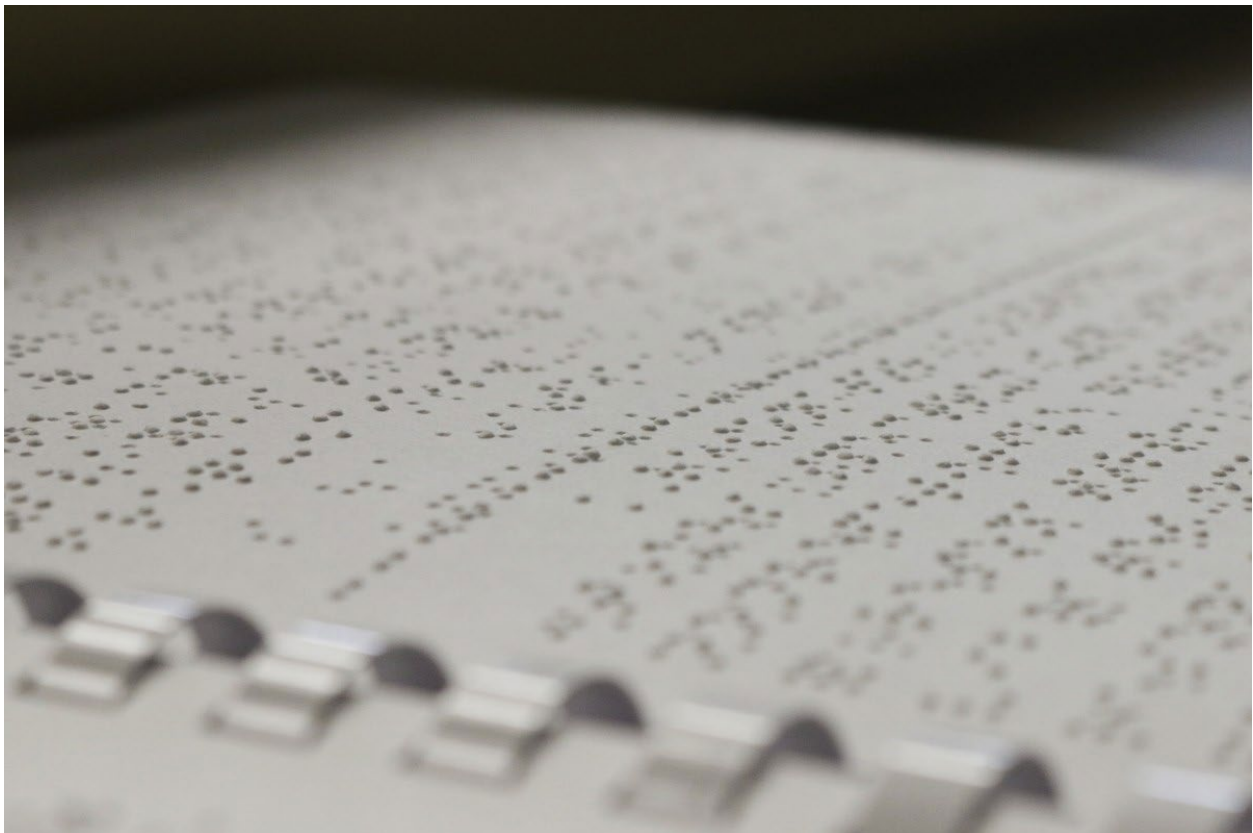
- Consider the full range of disabilities in identifying barriers and contribute to an Accessibility Plan to encourage reduction of the barriers.
- Encourage actions to address barriers and gaps including business practices and ways to build awareness and knowledge on identifying and meeting the needs of people with disabilities.
- Identify the persons, units, organizations or resources required to implement the required plans and actions.
- To the extent possible, provide that all materials produced by the committee, whether written or otherwise, that are to be shared with the public, are clear and in plain language, concise, logical and unambiguous.
- Make information regarding its recommendations and plans available to the University community.
- Abide by these Terms of Reference and the Act as it relates to the committee's roles and responsibilities.

## 4.2 Accessibility Plan Sub-Committee

As a postsecondary institution in Manitoba, the University is required to prepare an Accessibility Plan under the AMA. The mandate of the Accessibility Plan Sub-Committee is to develop the Accessibility Plan and participate in implementing change.

Members of the Accessibility Plan Sub-Committee have a good working knowledge of the University's policies, programs and services and include people who have related life experience and people disabled by barriers.

The Accessibility Plan Sub-Committee worked with and relied on the expertise of the Disabilities Issues Office in the early stages of developing the Plan. Based on consultations with the community, priorities have been set and barriers identified with a course of action to address and remove the barriers identified.



## 4.3 Post-Secondary Institutions Network

### Post-Secondary Institution Network

Post-Secondary Institutions (PSI) in Manitoba recognize the benefit of working together and sharing the costs of resources towards each institution's compliance with the AMA. The idea of the PSI Consortium is to meet to share ideas and brainstorm on best practices, recognizing that we all have the same clientele. Therefore, we wanted to come together to share resources and develop creative and innovative solutions. Representatives from 9 (nine) PSI in Manitoba formed a network to discuss how best to support the accessibility legislation for the customer service standard. The initial focus of the PSI Consortium was to develop the customer service training webinars that can be used at all institutions that are specific to a university/college setting. The PSI Consortium recognized the value and importance of our members being able to have real life examples in their training. Terms of reference were written and the PSI Consortium will continue to meet as the remaining four standards are released. Members take turns hosting and chairing meetings; the first meeting took place at the University of Manitoba on October 13, 2015 and have occurred approximately every two months since.

Participating Post-Secondary Institutions are as follows:

- University of Manitoba
- University of Winnipeg
- University College of the North
- Assiniboine Community College
- Canadian Mennonite University
- Brandon University
- Université de Saint-Boniface
- Red River College
- Manitoba Institute of Trades and Technology

In response to the Customer Service requirements the Accessibility Training subcommittee was struck in January of 2016. Its mandate is to adapt the training modules created by the Access for Ontarians with Disabilities Act (AODA) with content specific to Manitoba and to work on an in-person training facilitation guide. Training modules are scheduled to be released in early 2017 at all institutions.



#### **4.4 Customer Service Sub-Committee**

The Customer Service Sub-Committee will promote the University's compliance with the Customer Service standard regulated under the AMA. Members reviewed drafts of the customer service training webinars prepared by the PSI Network and provided feedback to the group. Future focus of the sub-committee will be planning a "train the trainer" in-person facilitation for individuals in specific target groups, and devising a plan to ensure that volunteers are trained. Working groups for this committee include Customer Service Training Working Group, and Supplemental Materials Working Group.

#### **4.5 Information and Communications Sub-Committee**

The University of Manitoba has established the Accessibility for Manitobans Act Information and Communication sub-committee (UMAMAIC), co-chaired by a representative from the Marketing Communications Office and from Information Services and Technology. The sub-committee includes over 20 (twenty) representatives from units across the University who are integral to providing input and guidance on advancing accessibility within the U of M and achieving compliance with the AMA.

##### **Mandate**

The UMAMAIC will promote the University's compliance with the Customer Service standard and the Information and Communication standard that is regulated under the AMA.

**"We are very pleased that the Post-Secondary Institutions are working collaboratively on the customer service standard. Our goal is to have a fully accessible province, where all abilities are valued, diversity celebrated, barriers removed and human rights protected."**

Yutta Fricke, Executive Director, Disability Issues Office

## Current Initiatives

**Web Accessibility Initiative:** One of the roles of the UMAMAIC is to develop plans to make the University's websites more accessible and compliant with the standard. The sub-committee identified a need to develop an informational guide for the University's senior leadership, Deans, Directors and Department Heads, to help facilitate understanding of what it means to create an accessible website, and some first steps that can be taken to prepare a unit's website for these updates. The Web Accessibility Initiative (WAI) outlines requirements and criteria for success for accessible web content under the Web Content Accessibility Guidelines 2.0.

A first draft has been created by some of the sub-committee members, and is under review from the sub-committee. The next step will be for the document to be "tested" by selected groups within the U of M, who will provide feedback on the document. This feedback will be discussed by the sub-committee and inform the final document that is distributed.

In addition to better understanding the requirements to enable an accessible website in the future, the sub-committee recommends that faculties and departments begin to remove out of date content, review, and update existing web content.

**Accessible Events Guide:** The UMAMAIC has identified the development of an accessible events guide as an important objective and one that can have immediate and far-reaching effects across the University. A member of the UMAMAIC is drafting a guide, in collaboration with the University's Manager, Special Events, to be presented to the sub-committee for discussion and review. The final document will be distributed widely across the University and be made available on the University's online accessibility hub.

**Training:** The sub-committee, in conjunction with the Office of Human Rights and Conflict Management, has identified the most pressing accessibility training needs for U of M staff and faculty. Current plans are in discussion to bring in an expert accessibility consultant to provide an informational session for the UMAMAIC, as well as for some key units within the University.

**Accessibility Procurement:** Members of the UMAMAIC have established a working group to address the need to establish accessible procurement principles, criteria and practices at the University of Manitoba. The working group includes the 3 (three) units responsible for purchasing and procurement within the University community, being the Office of

Legal Counsel, the IST Procurement Centre and Purchasing Services. The working group has identified the need for an accessible procurement information page on the University's purchasing services webpage setting out the accessible procurement responsibilities and requirements for purchases made by University units and faculties. A first draft has been created and is under review. In relation to accessible procurement, the University has also developed a statement to be included in public procurement documents that describe the University's commitment to the procurement of accessible goods, services and facilities.

### **Service Disruption Working Group**

A working group has been formed to identify the process by which service disruption notices are communicated to the U of M community, or to those visiting our campuses. This working group includes members of the UMAMAIC, as well as areas integral to the process, such as Operations & Maintenance and Physical Plant. The working group has met on several occasions and discussions have included: placement of important notifications on U of M homepage and accessibility hub website; identifying the differences between planned and unplanned disruptions; identifying priority categories for these disruptions and creating a process for each level of priority; potential use of the U of M app; Physical Plant service desk and flow into the service disruptions; and best practices from other universities and institutions.

This group continues to meet and work on the issues identified, and aims to create a timeline for having an updated service disruption plan in place.

### **Visual Identity Policy Working Group:**

Updating the U of M's Visual Identity Policy has been identified by the UMAMAIC as integral to the advancement of accessibility within our University. Members of the sub-committee have formed a working group to make recommendations on updates to the Policy, which is overseen by the Vice-President (External Relations).

Within the Policy, it is noted that any revisions to the Policy require a review of, and possible updates to, its related documents including the Visual Identity Guide; Web Standards Guidelines; Social Media Guidelines; Best Practices Video and Copyright Guidelines. The Policy itself as well as these related documents are being reviewed by the working group who will make recommendations on updates, which will be shared with the UMAMAIC, and will be presented to the Vice-President (External Relations).

## **4.6 Employment Committee (Winter 2017)**

The University looks forward to the release of the discussion paper on the Employment Standard by the Government and to inviting members of the University community to the sub-committee.

## **4.7 Collaboration and partnerships**

### **University of Manitoba Students' Union (UMSU)**

UMSU, in collaboration with Beyond Abilities, Student Accessibility Services, and the U of M's Accessibility Coordinator started the initial planning for UMSU Accessibility Week. This group met several times over the summer to find a time that works well within the overall University schedule and with consideration of exam time periods. The group discussed ideas for the week that would best engage students, and spread awareness. The University provided UMSU with an educational power point for their retreat weekend in August, 2016. Further, the University looks forward to sharing the customer service training modules with UMSU.

### **Winnipeg Regional Health Authority (WRHA)**

The University of Manitoba and the WRHA, recognizing the joint partnership that they share, have worked together to support each other as they proceed forward with executing the AMA at their prospective institutions. The parties have been meeting since the summer of 2015 to share ideas and resources on how best to implement the AMA.

### **Public Resource Advisory Team Sector (PRATS)**

The University of Manitoba is a member of PRATS along with the following organizations:

- Manitoba Hydro
- Disabilities Issues Office
- University of Winnipeg
- WRHA
- Education Advanced Literacy

PRATS meet on a regular basis to support the implementation of the AMA and share ideas and resources. These meetings were convened by the DIO to introduce new information or to exchange experiences among organizations.

## 5. GETTING READY FOR 2023

The University's dedication to accessibility can be seen through many initiatives, including consideration and planning for the standards that are still to come, contributing to the overall goal to make all campuses inclusive and more accessible for all by 2023.

### 5.1 An Accessible Customer Service Standard at the U of M

As reflected throughout this plan, the U of M has started to remove barriers to improve customer service through many phases of community engagement. The survey that went out in May of 2016 to the whole U of M community, the unit accessibility audit process, and both campuses community consultations have provided the framework required to start removing the most common barriers. One of the most prominent themes found throughout the process is the overall lack of accessibility awareness, this barrier will be addressed through the customer service training modules developed by the PSI Network, and will help to combat attitudinal barriers on campus.

### 5.2 An Accessible Employment Standard at the U of M

The University is in the process on responding to the Employment standard with the Steering Committee and will form the Employment Sub-Committee once the discussion paper on the standard is released.

### 5.3 An Accessible Information and Communication Standard at the U of M

The Information and Communications Sub-Committee has formed, and has met several times. The sub-committee represents the necessary stakeholders to implement the standard, with the MCO and IST as the co-chairs. The sub-committee has looked to Ontario for indication of what the standard will require.

## **5.4 An Accessible Transportation Standard at the U of M**

While this standard is still years away, the University has already started to incorporate and consult on accessibility through collaboration with the Office of Sustainability regarding the 56 University's Sustainability Strategy 2016-2018. The creation of a Sustainable Transportation Strategy has been identified as a priority action. This strategy will build on the transportation planning framework established in the 56 Visionary (re)Generation Master Plan and will contribute to the realization of high level goals set out in 56 Taking Our Place: University of Manitoba Strategic Plan 2015-2020.

The Office of Sustainability requested participation of the Accessibility Coordinator in multiple brainstorming sessions for all modes of transportation, to improve the pedestrian environment at the University to embody accessibility and inclusivity.

## **5.5 An Accessible Built Environment Standard at the U of M**

Barriers within the built environment affect customer service. The University has begun the process to identify physical and architectural barriers in relation to the current Customer Service standard. Many meetings with members of Physical Plant have occurred to plan for this standard, and the RFP process for the Built Environment Audit is in the early stages.

## **5.6 Acknowledgements**

This Accessibility Plan includes information sourced from stories originally posted on the U of M's news site, UM Today, and various University of Manitoba websites.

Thank you to the University community for assisting with the creation of the Accessibility Plan. Your efforts will help to make the University of Manitoba more accessible.

## 5.7 Closing

### Closing remarks

As outlined throughout the plan, the University is committed to this on-going process. We welcome feedback that will further improve accessibility and inclusivity at the University.

Feedback can be provided through the following: [umanitoba.ca/accessibility](http://umanitoba.ca/accessibility).

Any questions can be directed to the Accessibly Coordinator or the Human Rights and Conflict Management Officer.

**“Accessible design is good design it benefits people who don’t have disabilities as well as people who do. Accessibility is all about removing barriers and providing benefits for everyone.”**

Steve Ballmer, former CEO of Microsoft

# APPENDIX A GLOSSARY OF TERMS

**Accessibility** - Related to this legislation, accessibility means giving people of all abilities opportunities to participate fully in everyday life. Accessibility refers to the ability to access and benefit from a system, service, product or environment.

**Accessible Formats** - Information provided in a way that is accessible to people with disabilities. Examples: large print, recorded audio or Braille instead of standard printed material.

**Accommodations** - Arrangements made to allow persons with disabilities to participate or benefit equally. There is no set formula for accommodating people with disabilities; the person involved must be consulted. Examples: healthy snacks at events accommodate individuals with dietary needs; flexible hours accommodate employees whose schedules are affected by homecare duties or medication.

**Active Offer** - Offering the public the opportunity to request an accommodation. Examples: inviting requests for disability accommodations in event advertisements; including the active offer on print materials: this information is available in alternate formats on request or advertising disability accommodations, for instance with a wheelchair access icon.

**Alt Tags** - Also referred to as alt attributes, alt tags provide a verbal description of a visual or graph for individuals with visual impairments who use screen readers.

**Alternate Formats** - Alternate ways of providing information beyond traditional printed material. Examples: large print, electronic text, CD ROMs, DVDs and Braille.

**American Sign Language (ASL)** - Interpreters use hand gestures and physical expression to translate spoken words into sign language for persons who are Deaf. American Sign language is common to English-speaking North Americans. In Quebec another form of sign language is used (LSQ).

**Barriers** - Related to this legislation obstacles that limit access and prevent people with disabilities from fully participating in society. Most barriers are not intentional. Barriers usually arise because the needs of people with disabilities are not considered from the beginning.



**Built Environment** - More than buildings, the built environment includes everything humans have changed in the natural environment, such as sidewalks, curbs, roadways and parks.

**Captioning** - Text at the bottom of the screen (television/video) allowing persons who are Deaf or hard-of-hearing to follow the spoken dialogue. It is also widely used in bars and sports facilities. Closed captioning is similar but the text must be decoded to appear on the screen.

**Computerized Note-Taker (Print Interpreter)** - A note-taker provides a summary of spoken words, maintaining the spirit and intent of the speaker to allow participants who are hard-of-hearing to follow a presentation (not verbatim). Note-takers type into a notebook or laptop computer connected to an overhead screen or video monitor.

**Descriptive Video Service (DVS)** - Narration is added to visual media to describe actions, characters, locations, costumes and sets, without interfering with dialog or sound effects. DVS allows people who are blind or visually impaired to enjoy television programs, feature films, online videos.

**Disability** - A disability is a condition that limits a person's daily activities. Persons with disabilities may have long-term physical, mental, intellectual or sensory impairments which, in interaction with various barriers, may hinder their participation on an equal basis with others. A disability, aging, an injury and other life events may temporarily or permanently affect mobility, dexterity (use of hands), vision, hearing, communication, understanding or mental health.

**Duty to Reasonably Accommodate** - The requirement established by The Human Rights Code (Manitoba) to remove barriers up to the point of undue hardship.

**Interveners** - People specially trained to communicate auditory and visual information to persons who are deaf-blind. Various methods are used depending on individual needs. These include visual sign language, tactile sign language, tactile finger spelling, Braille and large print notes.

**Large Print** - Printed information provided in a large font size (14 points or larger) for people who have low vision. For easier reading, select sans serif fonts.

**Oral Interpreters** - An oral interpreter is a person that silently mouth interprets speech. This is done when a person who is hard-of-hearing or Deaf is able to lip read but does not use sign language.

**Persons Disabled by Barriers** - Individuals with a physical or mental impairment prevented from full participation by a factor in the environment.

**Personal Care Attendants** - Attendants who assist persons with disabilities with the care of their physical needs. Tasks may include assistance with dressing, management of bodily functions and eating.

**Persons with disabilities** - Persons with disabilities include those who have long-term physical, mental, intellectual, communication or sensory impairments which in interaction with various barriers may hinder their full and effective participation on an equal basis with others.

**Reasonable Accommodations** - A wide range of modifications or adjustments to meet the needs of persons in a respectful manner. Usually simple and inexpensive, reasonable accommodations consider the needs of persons or groups who have characteristics protected under The Human Rights Code (Manitoba), such as a disability.

**Video Relay Service (VRS)** - Similar to IP Relay, VRS is the newest technology to facilitate communication for persons who are Deaf and use sign language. VRS uses internet-based video conferencing to communicate via relay operators using sign language.

**Service animal** An animal (typically a dog) trained to provide assistance to a person with a disability.

**Sign Language Interpreter** - A person who translates from one language (English) to another language (American Sign Language) using gestures and physical expressions (sign language). Interpreter services are critical to ensure accurate communication between individuals who are Deaf and hearing persons who do not use sign language.

**Support person** - A person accompanying a person with a disability to help with communication, mobility, personal care or medical needs, or to access goods or services.

**The Accessibility for Manitobans Act (AMA)** - Provincial legislation introduced to identify, remove and prevent barriers to accessibility. Standards will be developed in five key areas of daily living. These standards will outline specific measures to be taken by public sector and private sector organizations. Changes will result in improved accessibility for all Manitobans, regardless of (dis)abilities.

**Universal Design** - Refers to making things safer, easier, and more convenient for everyone. It involves a broad range of design concepts including design of products, spaces and environments to provide access in a way that respects all (dis)abilities.

\* All terms taken from: (2012). Guide For Public Sector Organizations | How To Create Your Accessibility Plan | The Accessibility For Manitobans Act. Government of Manitoba.

# APPENDIX B SURVEY DATA

Following are the original questions from the survey, along with survey results.

## **1. Considering a very broad range of needs and abilities, I feel that I am a person with a disability that requires an accommodation.**

Yes 120 people, 21.6%

No 436 people 78.4

### **Question 1 Comment Themes:**

- Temporary vs. permanent disability
- Physical
- Visual
- Mental health = all ranging
- Hearing
- Accommodation

## **2. I have experienced or witnessed attitudinal barriers.**

[Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree]

Strongly Agree	74
Agree	207
Neither Agree Nor Disagree	104
Disagree	88
Strongly Disagree	37

## **3. I have experienced or witnessed informational and communication barriers.**

[Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree]

Strongly Agree	56
Agree	221
Neither Agree Nor Disagree	109
Disagree	72
Strongly Disagree	31

#### 4. I have experienced or witnessed technological barriers.

[Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree]

Strongly Agree	55
Agree	177
Neither Agree Nor Disagree	124
Disagree	97
Strongly Disagree	29

#### 5. I have experienced or witnessed systemic barriers.

[Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree]

Strongly Agree	137
Agree	194
Neither Agree Nor Disagree	64
Disagree	53
Strongly Disagree	29

#### Questions 2-5:

##### Comment Themes

Major themes included:

- Attitudes (38 comments)
- Elevators (20)
- Navigation between buildings -> inside and out (18)
- Washrooms and Accessible Washrooms (18)
- Accessibility for classrooms (for students and instructors) and Lecture theatres (16)
- Websites (15)
- Old buildings (15)

**Other themes that emerged:** accessible doors or lack thereof (13); education (11); accommodation (10); better planning (10) inaccessible documents (10); positive experiences (8); assumptions made (7); mental health and lack of knowledge (8); snow and ice clearing and winter accessibility (5); accessible parking (5); scents (4); policy (3).

**Overall** in Questions 2-5 comments, attitudes and physical and architectural barriers were the most commonly discussed.

**6. Question 6: Select your top 3 priorities for our accessibility plan:**

[Attitudinal Barriers, Information and Communication Barriers, Physical and Architectural Barriers, Systemic Barriers, Technological Barriers]

Student Priority #1: Physical & Architectural 33.59%

Student Priority #2: Information and Communication 31%

Student Priority #3: Technological

Staff Priority #1: Physical and Architectural 47%

Staff Priority #2: Information and Communication 29%

Staff Priority #3: Technological 22%

Faculty Priority #1: Physical and Architectural 49%

Faculty Priority #2: Info and Communication 30%

Faculty Priority #3: Technological 25%

**Overall Priorities:**

#1: Physical and Architectural 43%

#2: Info and communication 29%

#3: Technological 22%



UNIVERSITY  
OF MANITOBA

**Minutes of the  
OPEN Session of the Board of Governors  
November 22, 2016**

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Present: T. Bock, Chair  
J. Leclerc, Secretary

E. A-iyeh J. Anderson D. Barnard J. Beddoes S. Connelly M. Forsen  
D. Hallock R. Khatkar J. Lieberman T. Millington T. Nagra B. Passey  
M. Robertson H. Secter (by phone) A. Sych-Yereniuk (by phone)  
J. Taylor (by phone) R. Vamos R. Zegalski

Regrets: A. Berg T. Sargeant R. Sherbo

Assessors Present: T. Kucera B. Stone

Officials Present: S. Foster D. Jayas J. Kearsey J. Keselman J. Ristock

1. **ANNOUNCEMENTS**

The Chair welcomed everyone to the meeting and asked Mr. Leclerc to report on a recent resignation from the Board of Governors. Mr. Leclerc informed the Board of Governors that he had received a letter of resignation from Patricia Bovey following her appointment to the Senate of Canada. He noted that her resignation was effective October 31, 2016 and the Minister of Education was informed.

Mr. Bock reminded members of the Board that, due to the strike, the annual Board of Governors Recognition dinner had been cancelled until further notice. He said that the Board of Governors Retreat will take place on February 10 and 11, 2017 in Marshall McLuhan Hall. He asked that Board members add that event to their calendars if they have not yet done so.

**FOR ACTION**

2. **APPROVAL OF THE AGENDA**

It was moved by Ms. Passey and seconded by Ms. Forsen:  
**THAT the agenda for the November 22, 2016 meeting be approved as circulated.**

**CARRIED**

3. **MINUTES (Open) Session**

- 3.1 Approval of the Minutes of the September 27, 2016 Open Session as circulated or amended

It was moved by Ms. Connelly and seconded by Mr. Robertson:

**THAT the minutes of the September 27, 2016 Open session be approved as circulated.**

**CARRIED**

- 3.2 Business Arising – none

**4. UNANIMOUS CONSENT AGENDA**

It was moved by Mr. Lieberman and seconded by Mr. Zegalski :

**4.1.1 THAT the Board of Governors approve two new offers, fourteen amended offers, and the withdrawal of seven offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated August 24, 2016].**

**4.1.2 THAT the Board of Governors approve two new offers and one amended offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated August 24, 2016].**

**4.1.3 THAT the Board of Governors approve two amended offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated June 21, 2016].**

**4.1.4 THAT the Board of Governors approve twelve new offers, five amended offers, and the withdrawal of four offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated September 20, 2016].**

**The Board received the following for information:**

- 4.2.1 Implementation of MSc in Genetic Counselling
- 4.2.2 Extension of Suspension of Admissions to Undergraduate and Graduate Programs
- 4.2.3 Temporary Increases to Admission Targets 2016-2017

**CARRIED**

**5. FROM FINANCE, ADMINISTRATION, & HUMAN RESOURCES**

- 5.1 University of Manitoba Students' Union (UMSU) World University Service Canada (W.U.S.C.) Fee Increase**

Mr. Zegalski explained that this item is related to the correction of an item previously approved by the Board of Governors.

Ms. Nagra explained that this change is necessary to correct a clerical error and thereby ensure that UMSU collected the agreed-upon contribution to the World University Service Canada. Mr. Stone asked about the impact of the shortfall in fees collected. Ms. Nagra responded that she did not have specific information because those details are kept confidential.



IT was moved by Mr. Zegalski and seconded by Dr. Barnard:

**THAT the Board of Governors approve that, beginning in the 2017/2018 academic year, the fees collected by UMSU on behalf of W.U.S.C. (World University Services of Canada) be increased to \$3.75 per semester/term (\$7.50 total per year), in order to properly reflect their successful referendum during the March 2016 UMSU General Election and Referendum.**

**CARRIED**

**FOR INFORMATION**

6. Report from the President

Dr. Barnard stated that he had nothing to add to his report but would be happy to answer questions in relation to it.

**FROM SENATE**

7. Recommendation to Revise the 2016-2017 Academic Schedule due to University of Manitoba Faculty Association (UMFA) Labour Action

Dr. Barnard explained that the Academic Subcommittee of the Operational Continuity Committee had developed recommendations to revise the Academic Schedule for 2016 – 2017 which were subsequently approved by Senate. Mr. Leclerc stated that the Board of Governors normally receives the Academic Schedule for information.

**MOTION TO MOVE TO CLOSED AND CONFIDENTIAL**

It was moved by Ms. Forsen and seconded by Mr. Zegalski:  
**THAT the meeting move into Closed and Confidential Session.**

**CARRIED**

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Chair

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University Secretary



**AGENDA ITEM:** Report of the Senate Committee on Awards – Part A  
[dated October 25, 2016]

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approve fifteen new offers, eleven amended offers, and the withdrawal of two offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated October 25, 2016].**

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

At its meeting on October 25, 2016, the Senate Committee on Awards approved fifteen new offers, eleven amended offers, and the withdrawal of two offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated October 25, 2016].

**RESOURCE REQUIREMENTS:**

The awards will be funded from the sources identified in the Report.

**IMPLICATIONS:**

N/A

**ALTERNATIVES:**

N/A

**CONSULTATION:**

These award decisions meet the published guidelines for awards, as approved by Senate. They were reported to Senate for information on December 7, 2016.



## **REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A**

### **Preamble**

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

### **Observations**

At its meeting of October 25, 2016 the Senate Committee on Awards approved fifteen new offers, eleven amended offers, and the withdrawal of two awards as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A* (dated October 25, 2016).

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve fifteen new offers, eleven amended offers, and the withdrawal of two awards as set out in Appendix A (dated October 25, 2016). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin  
Chair, Senate Committee on Awards

## SENATE COMMITTEE ON AWARDS

### Appendix A October 25, 2016

#### 1. NEW OFFERS

##### **Dr. Bonnie Buhler Graduate Scholarships in Music**

Dr. Bonnie Buhler (LL.D. '16) has donated a gift of \$1,000,000 to create an endowment fund to support outstanding graduate students in the Marcel A. Desautels Faculty of Music. Dr. Bonnie Buhler has been a driving force in philanthropy in Manitoba. Her impact in the community has been profound, and this gift continues her expression of exceptional generosity. Beginning in 2019–2020, the available annual income from the fund will be used to offer one or more scholarships to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies, in the first year of the Master of Music in Performance program (solo or collaborative) in the Marcel A. Desautels Faculty of Music at the University of Manitoba;
- (2) have achieved a minimum degree grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study;
- (3) in the opinion of the selection committee, have demonstrated outstanding skill and promise in performance as evidenced in the graduate auditions.

The scholarship is renewable to the recipients for a second year provided that the recipients:

- (1) are enrolled full-time in the Faculty of Graduate Studies in the second year of the Master of Music in Performance program (solo or collaborative) in the Marcel A. Desautels Faculty of Music at the University of Manitoba;
- (2) have achieved a minimum degree grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study.

Each year the number and value of scholarships shall be determined by the selection committee. The value of each scholarship shall not exceed the current value of the University of Manitoba Graduate Fellowship for the Master of Music program.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Marcel A. Desautels Faculty of Music (or designate) to name the selection committee of this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of the award if, because of changed conditions, it becomes necessary to do so. Such modifications shall conform as closely as possible to the expressed intention of the donor in establishing the award.

##### **Robert Eby Graduate Student Scholarship in Computer Science**

Robert Eby established an endowment fund at the University of Manitoba with a gift of \$5,000 in 2016. The Manitoba Scholarship and Bursary Initiative has made a matching contribution to the fund. The purpose of the scholarship is to recognize graduate students studying big data or computational finance in the Department of Computer Science. Each year, beginning in 2018-2019, the available annual income from the fund will be used to offer one scholarship to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in a graduate program delivered by the Department of Computer Science at the University of Manitoba;
- (2) has achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;

- (3) is involved in research or study in the area of big data or computational finance, or a related area (e.g. big data management, data mining and/or analytics, data science, etc.)
- (4) has demonstrated potential research ability, as determined by the selection committee.

In order to demonstrate how they meet criteria (3) and (4), candidates will be required to submit one of the following:

- (i) a copy of their thesis proposal, or
- (ii) a statement (maximum 500 words) that outlines their research interests and one letter of reference from a university professor that describes how they meet criterion (3).

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies will ask the Head of the Department of Computer Science (or designate) to name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Florence and Robert Brownridge Graduate Bursary**

Florence Brownridge (B.A. 49/, B.S.W./51) has established an endowment fund with the initial gift of \$25,000 at the University of Manitoba in 2016. The purpose of the fund is to support graduate students pursuing studies in the Master of Social Work based in Indigenous Knowledges (MSW-IK) program. Beginning in the 2018 – 2019 academic year, the available annual interest from the fund will be used to offer one bursary to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the Master of Social Work based in Indigenous Knowledges program at the University of Manitoba;
- (2) has achieved a minimum grade point average of 3.0 based on previous 60 credit hours (or equivalent) of study;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

Applicants who self-identify as members of one or more of the Educational Equity priority groups and who possess a grade point average between 2.5 and 2.99 will be reviewed for special consideration.

The Dean of the Faculty of Social Work (or designate) will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor establishing the award.

### **Henley Graduate Scholarship in Natural Resources Development and Stewardship in Manitoba**

In honour of his retirement, Professor Thomas Henley established an endowment fund with an initial gift of \$15,000. He established the fund with the intent of providing support to graduate students in the following ways: degree-related field research and related expenses (including travel, food, housing and to return research findings to the research host community); an opportunity to train in methods for natural resources management, conservation and planning; and an opportunity to engage in outreach training, and to translate results into communication to communities, public audiences, and policy-makers. The Manitoba Scholarship and Bursary Initiative has made a matching contribution to the fund. The purpose of the scholarship is to provide funding to graduate students pursuing studies in natural resources management in Manitoba. Beginning in 2016-2017 the available annual income from the fund will be used to offer one scholarship to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in a Master's or Ph.D. program delivered by the Clayton H. Riddell Faculty of Environment, Earth, and Resources;

- (2) has achieved a minimum grade point average of 3.5 based on the previous 30 credit hours (or equivalent) of study;
- (3) is pursuing studies in natural resources management in Manitoba;
- (4) has submitted the highest quality research proposal, in the opinion of the selection committee;
- (5) currently holds an award valued at \$5,000 or more.

Candidates will be required to submit an application that includes a copy of their research proposal; a statement (maximum 500 words) outlining the funding they have received for their project; and a letter of reference from their advisor that confirms criteria (3) and (5).

If, in any given year, there are no candidates that meet all of the criteria, the award may be offered to a candidate that otherwise meets criteria (1) through (4).

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Clayton H. Riddell Faculty of Earth, Environment, and Resources (or designate) to name the selection committee for this award, which will include one individual from the private natural resources sector in Manitoba (e.g. mining, energy, forestry, etc.).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

#### **Mike Zahn Bursary in Mechanical Engineering**

In memory of her brother Mike Zahn, Mrs. Dorothy Li and her husband Mr. Raymond Li have established an endowment fund at the University of Manitoba with an initial gift of \$50,000 in 2016. The Manitoba Bursary and Scholarship Initiative has made a contribution to the fund. The purpose of the fund is to provide bursaries to encourage and support mechanical engineering students in the Faculty of Engineering. Each year, beginning in 2018-2019, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in their second, third or fourth year of study in the Mechanical Engineering Program in the Faculty of Engineering;
- (2) has achieved a minimum degree grade point average of 2.0;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

Students may apply for and receive this bursary more than once if they are eligible as per the established criteria above.

The selection committee will be the Scholarships, Bursaries, and Awards Committee of the Faculty of Engineering.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

#### **Mike Zahn Scholarship in Mechanical Engineering**

In memory of her brother Mike Zahn, Mrs. Dorothy Li and her husband Mr. Raymond Li have established an endowment fund at the University of Manitoba with an initial gift of \$50,000 in 2016. The Manitoba Bursary and Scholarship Initiative has made a contribution to the fund. The purpose of the fund is to reward academic excellence in mechanical engineering. Each year, beginning in 2018-2019, the available annual income from the fund will be used to offer two scholarships of equal value to undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in their third or fourth year of study in the Mechanical Engineering program in the Faculty of Engineering;
- (2) have achieved a minimum degree grade point average of 3.5;
- (3) have achieved high academic standing in the courses Thermodynamics (currently numbered MECH 2202) and Fundamentals of Fluid Mechanics (currently numbered MECH 2262);
- (4) have not received any other Faculty of Engineering scholarships that academic year.

The selection committee will be the Scholarships, Bursaries, and Awards Committee of the Faculty of Engineering.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Nursing Students Association Scholarship (Clinical Performance)**

The Nursing Students Association (NSA), with support from the Nursing Endowment Fund, has established seven different annually funded scholarships. The purpose of these scholarships will be to support nursing students in their pursuit of advanced education by providing financial assistance. The scholarships will also promote excellence in nursing in academic and clinical settings, by acknowledging and encouraging academic excellence and strong leadership abilities. Each year, the Nursing Students Association will apply for the funds from the Nursing Endowment Committee and report the approved amount available to Financial Aid and Awards at the University of Manitoba. A portion of these earnings will be used to offer a minimum of one scholarship to a College of Nursing Student who:

- (1) is enrolled full-time (minimum 80% course load) in the Four-year Baccalaureate Nursing Program or the Bachelor of Nursing program;
- (2) has achieved a minimum degree grade point average of 3.5 or higher;
- (3) has demonstrated exceptional clinical performance;
- (4) has never failed a clinical course.

Candidates must submit a letter of application (maximum 250 word count) outlining how they meet the requirements set out in the criteria listed above. In addition to a letter of application for this award candidates must submit one letter of reference from a clinical instructor. Students may apply for more than one of the seven different Nursing Student Association Scholarships but will only be allowed to receive one award. However, an exception may be made and an additional award may be given to the same student in the event that the student is the only suitable applicant for more than one of the seven different scholarships.

In the event of a tie, the student with the highest degree grade point average from among the tied students will receive the award. If a further tie occurs, the student with the greater number of A+ grades will be selected. If a further tie occurs, the student with the highest grade point average calculated from all University of Manitoba courses will be selected.

The selection committee will have the discretion to determine the number and value of scholarships offered each year based on the available funds. The total spending for all seven different Nursing Students Association Scholarships cannot exceed the reported amount available for spending.

The selection committee will be the Student Awards Committee of the College of Nursing, with representation by the President of the Nursing Students Association (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.



### **Nursing Students Association Scholarship (Clinical Practicum)**

The Nursing Students Association (NSA), with support from the Nursing Endowment Fund, has established seven different annually funded scholarships. The purpose of these scholarships will be to support nursing students in their pursuit of advanced education by providing financial assistance. The scholarships will also promote excellence in nursing in academic and clinical settings, by acknowledging and encouraging academic excellence and strong leadership abilities. Each year, the Nursing Students Association will apply for the funds from the Nursing Endowment Committee and report the approved amount available to Financial Aid and Awards at the University of Manitoba. A portion of these earnings will be used to offer a minimum of one scholarship to a College of Nursing Student who:

- (1) is enrolled full-time (minimum 80% course load) in the Four-year Baccalaureate Nursing Program or the Bachelor of Nursing program;
- (2) has achieved a minimum degree grade point average of 3.5 or higher;
- (3) is registered in the NURS 4290 Clinical Practicum for either winter, summer, or fall in the upcoming academic year that the award is tenable;
- (4) plans to pursue a career in nursing in order to contribute positively to a population of interest, or to become a future leader in nursing through continued community involvement.

Candidates must submit a letter of application (maximum 250 word count) outlining how they meet the requirements set out in the criteria listed above. Students may apply for more than one of the seven different Nursing Student Association Scholarships but will only be allowed to receive one award. However, an exception may be made and an additional award may be given to the same student in the event that the student is the only suitable applicant for more than one of the seven different scholarships.

In the event of a tie, the student with the highest degree grade point average from among the tied students will receive the award. If a further tie occurs, the student with the greater number of A+ grades will be selected. If a further tie occurs, the student with the highest grade point average calculated from all University of Manitoba courses will be selected.

The selection committee will have the discretion to determine the number and value of scholarships offered each year based on the available funds. The total spending for all seven different Nursing Students Association Scholarships cannot exceed the reported amount available for spending.

The selection committee will be the Student Awards Committee of the College of Nursing, with representation by the President of the Nursing Students Association (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Nursing Students Association Scholarship (NSA)**

The Nursing Students Association (NSA), with support from the Nursing Endowment Fund, has established seven different annually funded scholarships. The purpose of these scholarships will be to support nursing students in their pursuit of advanced education by providing financial assistance. The scholarships will also promote excellence in nursing in academic and clinical settings, by acknowledging and encouraging academic excellence and strong leadership abilities. Each year, the Nursing Students Association will apply for the funds from the Nursing Endowment Committee and report the approved amount available to Financial Aid and Awards at the University of Manitoba. A portion of these earnings will be used to offer a minimum of one scholarship to a College of Nursing Student who:

- (1) is enrolled full-time (minimum 80% course load) in the Four-year Baccalaureate Nursing Program or the Bachelor of Nursing program;
- (2) has achieved a minimum degree grade point average of 3.5 or higher;

(3) is involved in the Nursing Student Association;

Candidates must submit a letter of application (maximum 250 word count) outlining how they meet the requirements set out in the criteria listed above. In addition to a letter of application for this award, candidates must submit a letter from an Executive Council member from NSA outlining their participation and commitment. Students may apply for more than one of the seven different Nursing Student Association Scholarships but will only be allowed to receive one award. However, an exception may be made and an additional award may be given to the same student in the event that the student is the only suitable applicant for more than one of the seven different scholarships.

In the event of a tie, the student with the highest degree grade point average from among the tied students will receive the award. If a further tie occurs, the student with the greater number of A+ grades will be selected. If a further tie occurs, the student with the highest grade point average calculated from all University of Manitoba courses will be selected.

The selection committee will have the discretion to determine the number and value of scholarships offered each year based on the available funds. The total spending for all seven different Nursing Students Association Scholarships cannot exceed the reported amount available for spending.

The selection committee will be the Student Awards Committee of the College of Nursing, with representation by the President of the Nursing Students Association (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

#### **Nursing Students Association Scholarship (Single Parent)**

The Nursing Students Association (NSA), with support from the Nursing Endowment Fund, has established seven different annually funded scholarships. The purpose of these scholarships will be to support nursing students in their pursuit of advanced education by providing financial assistance. The scholarships will also promote excellence in nursing in academic and clinical settings, by acknowledging and encouraging academic excellence and strong leadership abilities. Each year, the Nursing Students Association will apply for the funds from the Nursing Endowment Committee and report the approved amount available to Financial Aid and Awards at the University of Manitoba. A portion of these earnings will be used to offer a minimum of one scholarship to a College of Nursing Student who:

- (1) is enrolled full-time (minimum 80% course load) in the Four-Year Baccalaureate Nursing Program or the Bachelor of Nursing program;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) is a single custodial parent;
- (4) has demonstrated potential for becoming a successful, contributing member of the nursing profession.

Candidates must submit a letter of application (maximum 250 word count) outlining how they meet the requirements set out in the criteria listed above. Students may apply for more than one of the seven different Nursing Student Association Scholarships but will only be allowed to receive one award. However, an exception may be made and an additional award may be given to the same student in the event that the student is the only suitable applicant for more than one of the seven different scholarships.

In the event of a tie, the student with the highest degree grade point average from among the tied students will receive the award. If a further tie occurs, the student with the greater number of A+ grades will be selected. If a further tie occurs, the student with the highest grade point average calculated from all University of Manitoba courses will be selected.

The selection committee will have the discretion to determine the number and value of scholarships offered each year based on the available funds. The total spending for all seven different Nursing Students Association Scholarships cannot exceed the reported amount available for spending.

The selection committee will be the Student Awards Committee of the College of Nursing, with representation by the President of the Nursing Students Association (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Nursing Students Association Scholarship (Volunteer)**

The Nursing Students Association (NSA), with support from the Nursing Endowment Fund, has established seven different annually funded scholarships. The purpose of these scholarships will be to support nursing students in their pursuit of advanced education by providing financial assistance. The scholarships will also promote excellence in nursing in academic and clinical settings, by acknowledging and encouraging academic excellence and strong leadership abilities. Each year, the Nursing Students Association will apply for the funds from the Nursing Endowment Committee and report the approved amount available to Financial Aid and Awards at the University of Manitoba. A portion of these earnings will be used to offer a minimum of one scholarship to a College of Nursing Student who:

- (1) is enrolled full-time (minimum 80% course load) in the Four-year Baccalaureate Nursing Program or the Bachelor of Nursing program;
- (2) has achieved a minimum degree grade point average of 3.5 or higher;
- (3) has demonstrated leadership with a commitment to the College of Nursing or the community through volunteer activities in the community or at the University of Manitoba;

Candidates must submit a letter of application (maximum 250 word count) outlining how they meet the requirements set out in the criteria listed above. In addition to a letter of application for this award, candidates must submit supporting documentation written by an administrator from the agency where they volunteer that confirms their hours of volunteer activity. Students may apply for more than one of the seven different Nursing Student Association Scholarships but will only be allowed to receive one award. However, an exception may be made and an additional award may be given to the same student in the event that the student is the only suitable applicant for more than one of the seven different scholarships.

In the event of a tie, the student with the highest degree grade point average from among the tied students will receive the award. If a further tie occurs, the student with the greater number of A+ grades will be selected. If a further tie occurs, the student with the highest grade point average calculated from all University of Manitoba courses will be selected.

The selection committee will have the discretion to determine the number and value of scholarships offered each year based on the available funds. The total spending for all seven different Nursing Students Association Scholarships cannot exceed the reported amount available for spending.

The selection committee will be the Student Awards Committee of the College of Nursing, with representation by the President of the Nursing Students Association (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Peterson Family Scholarship**

Gerald Peterson (B.Comm.[Hons.]/1978) and Alanna Peterson (B.Comm.[Hons.]/2007), have established an annually funded award at the University of Manitoba to support students in the I.H. Asper School of

Business. Gerald Peterson and Alanna Peterson are a father and daughter who each overcame individual challenges in their lives in order to obtain a post-secondary education and graduate from the I.H. Asper School of Business. Beginning in 2018-2019 and ending in 2020-2021, the scholarship will offer one award of \$2,000 to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in the Bachelor of Commerce program in the I.H. Asper School of Business;
- (2) has completed 30 credit hours or more of study;
- (3) has achieved a minimum degree grade point average of 3.0;
- (4) has demonstrated active engagement within the community.

Candidates will be required to provide information indicating how they meet criterion (4) by completing the I.H. Asper School of Business General Award Online Application.

The donor will notify the Financial and Awards office by no later than March 31 in any year this award will not be offered as scheduled.

The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

#### **Proven Family Bursary**

The Proven Family has established a bursary at the University of Manitoba with an initial gift of \$10,000 in 2016. John Proven was both a graduate of the Bachelor of Commerce program and President of the Commerce Students' Association in 1990. His son graduated from the same program in 2016. The purpose of the fund is to ensure that students pursuing studies in the I.H. Asper School of Business are afforded the opportunity to do so. Beginning in the 2018-2019 academic year, the available annual income will be used to offer one bursary to one undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in the Bachelor of Commerce (Honours) program in the I.H. Asper School of Business;
- (2) has achieved a minimum degree grade point average of 2.5;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

#### **Schwartz/Reisman Scholars Program**

Mr. Gerald Schwartz, O.C., B.Comm., LLB and Ms. Heather Reisman have made a gift of \$1 million to establish an annually funded scholarship program for a period of four years. The Province of Manitoba has made a matching contribution through its commitment to scholarships as part of the university's Front and Centre fundraising campaign. The purpose of the Schwartz-Reisman Scholars Program is to recognize community involvement, leadership and academic excellence among students studying in the I.H. Asper School of Business and the Faculty of Law at the University of Manitoba. Each year, beginning in 2016-2017 and ending in 2019-2020, \$500,000 in scholarships will be offered to both undergraduate and graduate students as outlined below.

Scholarships of \$10,000 will be offered to undergraduate students who:

- (1) are enrolled either:
  - (i) full-time (minimum 80% course load) in the BComm(Hons) program in the I.H. Asper School of Business, or
  - (ii) full-time in the Juris Doctor program in the Faculty of Law;
- (2) have achieved a minimum degree grade point average of 3.75 or, if entering directly from high school, a minimum average of 85% on those courses used for admission;
- (3) have demonstrated community involvement and leadership.

Scholarships of \$20,000 will be offered to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate studies in either:
  - (i) the MBA or the MSc in Management program delivered by the I.H. Asper School of Business, or
  - (ii) the LL.M. program delivered by the Faculty of Law;
- (2) have achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of work;
- (3) have demonstrated community involvement and leadership.

Scholarships of \$30,000 will be offered to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate studies in the PhD (Business Administration) program delivered by the I.H. Asper School of Business;
- (2) have achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;
- (3) have demonstrated community involvement and leadership.

Candidates will be required to submit a statement (maximum 500 words) and two letters of reference from individuals in leadership positions that indicate how they meet criterion (3).

In each case, the scholarships are renewable for the duration of the recipient's degree program, or until the four year duration of the scholarship program ends, providing that the recipient continues to meet the criteria as outlined above. Recipients will be required to provide documentation verifying that they continue to meet criterion (3) each year. If a recipient is no longer eligible for the scholarship, a new recipient (or recipients) may be selected.

The selection committee will have the discretion to determine the number of each of the scholarships to be offered. All new and renewed scholarships together must total \$500,000 each year.

The selection committee for this award will be jointly named by the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate), the Dean of the I.H. Asper School of Business (or designate), and the Dean of the Faculty of Law (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **William Danylchuk Bursary**

In memory of William Danylchuk [B. Ed/78], his friends and family established an endowment fund at the University of Manitoba, with an initial gift of \$10,000 in 2014. The purpose of the fund is to provide financial support to undergraduate students from south-eastern Manitoba who are studying Music, Education or Political Studies. Beginning in the 2016-2017 year, the bursary will rotate each year

between the Faculty of Music, the Faculty of Education (2017-2018), and the Department of Political Studies in the Faculty of Arts (2018-2019). The bursary will continue to be awarded in this order in perpetuity. Each year, the available annual interest from the fund will be used to offer one bursary to an undergraduate student who:

- (1) has graduated from a high school in south-eastern Manitoba;
- (2) is enrolled full-time (minimum 60% course load) in their second, third, or fourth year of study in the applicable faculty and/or department at the University of Manitoba (first or second year of study in the Faculty of Education);
- (3) has achieved a minimum degree grade point average of 2.5;
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.

Eligible high schools in South-eastern Manitoba currently include:

Collège Lorette Collegiate	New Hope Christian School
Crystal Springs School	Morning Glory School
École/Coll. Rég. Gabrielle-Roy	Niverville Collegiate
École Comm. Réal-Bérard	Pineland Colony School
École Pointe-Des-Chênes	Ross L. Gray School
École Saint-Joachim	Shevchenko School
Green Valley School	St. Anne Collegiate
Inst. Coll. Saint-Pierre	Steinbach Christian High School
Landmark Collegiate	Steinbach Regional Secondary
Mennonite Christian Academy	Suncrest Colony School

If there are no candidates that meet all of the criteria in a given year, the bursary may be offered to a student in the applicable faculty who otherwise meets criteria (2) through (4).

The Dean of the applicable faculty (or designate) will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

## 2. AMENDMENTS

### **Agricultural and Food Sciences Centennial Entrance Scholarship**

The following amendments were made to the terms of reference for the Agricultural and Food Sciences Centennial Entrance Scholarship:

- The name of “the department of Manitoba Agriculture, Food and Rural Initiatives” was changed to “Manitoba Agriculture” throughout the terms of reference.
- “Growing Opportunity (GO) Teams” was updated to “Growing Opportunity (GO) Centres” throughout the terms of reference.
- The website was updated to <https://www.gov.mb.ca/agriculture/contact/>
- The word MAFRI was changed to Manitoba Agriculture so the sentence now reads:  
*(not a family member, personal friend or Manitoba Agriculture staff member)*

### **Chemistry Graduate Students' Association Scholarship**

The following amendments were made to the terms of reference for the Chemistry Graduate Students' Association Scholarship:

- The award value was changed available annual interest from \$150.
- The award was changed to three awards instead of two.
- Criteria (1) was revised to:  
*“are enrolled full-time in the Faculty of Graduate Studies, in the M,Sc.or Ph.D. programs in the Department of Chemistry”*
- Criteria (2) was changed to:  
*“have achieved a minimum cumulative grade point average of 3.0 (or equivalent) over:*
  - (i) *the last two regular academic sessions completed if they are in the first two years of graduate studies; or*
  - (ii) *all graduate level sessions if they are beyond the first two years of graduate studies;”*
- Criteria (3) was changed to:  
*“have demonstrated exceptional research ability at either the undergraduate or graduate level as assessed by reference letters from research supervisors, published research papers, conference presentations and research awards.”*
- The following statement was deleted:  
*“If either or both of (a) earnings on the fund, (b) additions to the fund, permit, the value of the scholarships will be increased.”*
- The selection committee was changed to:  
 The Vice-Provost (Graduate Education) and the Dean of the Faculty of Graduate Studies, will ask the Head of the Department of Chemistry to name the selection committee.
- The standard Board of Governors statement was added.

#### **Cyril L. Anderson –Feed-Rite Award in Animal Science – Degree**

The following amendments were made to the terms of reference for the Cyril L. Anderson –Feed-Rite Award in Animal Science – Degree:

- The name was changed to: ***Cyril L. Anderson – Feed-Rite (Masterfeeds) Award in Animal Science – Degree.***
- The following sentence was added to the opening paragraph:  
*In 2015, the fund was made into an endowment.*
- The second paragraph was changed to:  
*An annual prize valued at 5% of the available annual interest will be given to the student in the degree course in Agricultural and Food Sciences who:*
- The first two criteria were revised to:
  - (1) *in fulfilling graduation requirements has:*
    - (a) *specialized in the Animal Systems Program, and*
    - (b) *a minimum degree grade point average of 3.0,*
  - (2) *has the highest average awards standing in:*
    - (a) *Anatomy and Physiology II: Nutrient Utilization (currently numbered ANSC 2520), and*
    - (b) *Feed and Feeding (currently numbered ANSC 3510).*

- The following tie breaking sentence was added:  
*In the event of a tie, degree GPA will be used as the primary tiebreaker, and a secondary tiebreaker will be the most recent Regular Session GPA.*
- The following sentence was deleted:  
*The selection committee will review the status of the fund annually and if either or both of (a) earnings on, (b) additions to, and fund permit, the amount of the prize will be increased.*
- The standard Board of Governors statement was added.

### **Cyril L. Anderson – Feed-Rite Graduate Fellowship in Animal Nutrition**

The following amendments were made to the terms of reference for the Cyril L. Anderson – Feed-Rite Graduate Fellowship in Animal Nutrition:

- The name was changed to “Cyril L. Anderson – Feed-Rite (Masterfeeds) Graduate Fellowship in Animal Nutrition”
- The following sentence was added to the opening paragraph:  
*In 2015, the fund was made into an endowment.*
- The second paragraph was changed to:  
*A graduate fellowship valued at 90% of the annual interest will be available in the Department of Animal Science to a Masters or Ph.D student who:*
- The first three criteria were revised to:
  - (1) is enrolled full-time in the Faculty of Graduate Studies in a Master’s or Ph.D. program offered by the Department of Animal Science;*
  - (2) has achieved a minimum grade point average of 3.5 over the last 60 credit hours of completed university level study (or equivalent);*
  - (3) will be conducting research specializing in Animal Nutrition.*
- The following sentence was deleted:  
*The value of the fellowship will be determined by the selection committee after reviewing the status of the fund and the earnings on the fund.*
- The following paragraph was added:  
*Applicants who wish to be considered for this fellowship must complete an application form that is available from the Department of Animal Science. The fellowship will potentially be renewable for one subsequent year (Master’s) or two subsequent years (Ph.D.). In order to be considered for the renewal, the previous year’s recipient must submit an application form, and the department must receive a copy of a satisfactory progress report from the student’s supervisor.*
- The selection committee paragraph was changed to:  
*The Vice-Provost (Graduate Education) and Dean of Graduate Studies (or designate) will designate the Awards Committee of the Department of Animal Science to act as the selection committee for this award.*
- The standard Board of Governors statement was added.

### **Cyril L. Anderson – Feed-Rite Prize – Diploma Agriculture**

The following amendments were made to the terms of reference for the Cyril L. Anderson – Feed-Rite



Prize – Diploma Agriculture:

- The name was changed to “**Cyril L. Anderson – Feed-Rite (Masterfeeds) Prize – Diploma Agriculture**”
- The following sentence was added to the opening paragraph:  
*In 2015, the fund was made into an endowment.*
- The value of the award was changed to 5% of the available annual interest.
- The first three criteria were revised to:
  - (1) *Minimum degree grade point average of 3.00 at graduation.*
  - (2) *Minimum of 80 percent of a normal course-load in the final year of study as defined by the School of Agriculture.*
  - (3) *Has the highest standing in the courses:*
    - (a) *Animal Biology and Nutrition (currently numbered ANSC 0420), and*
    - (b) *Animal Health & Welfare (currently numbered ANSC 0600).*
- The following paragraphs were deleted from Criteria (3):  
*and two of the following livestock species courses:*
  - 35.067 Beef Cattle Production and Management (currently numbered ANSC 0670)*
  - 35.068 Dairy Cattle Production and Management (currently numbered ANSC 0680)*
  - 35.069 Swine Production and Management (currently numbered ANSC 0690)*
  - 35.070 Poultry Production and Management (currently numbered ANSC 0700)*
  - 35.073 Horse Production and Management (currently numbered ANSC 0730)*
- The following tie breaking sentence was added:  
*In the event of a tie, degree GPA shall be used as the deciding factor.*
- The following sentence was deleted:  
*The selection committee will review the status of the fund annually and if either or both of (a) earnings on, (b) additions to, and fund permit, the amount of the prize will be increased.*
- The standard Board of Governors statement was added.

**Dr. John M. Embil Award for Excellence in Clinical Infectious Diseases**

The following amendments were made to the terms of reference for the Dr. John M. Embil Award for Excellence in Clinical Infectious Diseases:

- The opening paragraph was changed to:  
*Dr. John M. Embil has established an endowment fund at the University of Manitoba in 2009. The purpose of the fund is to encourage interest in, and to recognize excellence in, the study of infectious disease. Each year, the available annual income, rounded to the nearest thousand dollar increment, will be used to offer no more than two prizes to undergraduate students who:*
- The following sentence was added:  
*Any unspent revenue will be recapitalized into the fund.*
- The selection committee was updated to the Max Rady College of Medicine.

### **Dr. John M. Embil Publication Prize for B.Sc.(Med.) Program**

The following amendments were made to the terms of reference for the Dr. John M. Embil Publication Prize for B.Sc.(Med.) Program:

- The opening paragraph was changed to:  
*Dr. John M. Embil has established an endowment fund at the University of Manitoba in 2012 to offer a prize to students in the B.Sc.(Med.) Program. The purpose of this prize is to encourage and acknowledge timely completion and publication of data arising from B.Sc.(Med.) projects. Recipients will receive a plaque and a monetary award. The first prize will be offered in the 2014-2015 academic year. Each year the available annual income, rounded to the nearest thousand dollar increment, will be used to offer one or more prizes to the student(s) who:*
- The following sentence was added:  
*Any unspent annual interest will be recapitalized with the capital of the fund.*
- The selection committee was updated to the Max Rady College of Medicine.

### **MMSA Awards**

The following amendment was made to the terms of reference for the MMSA Awards:

- The first sentence in the application paragraph was changed to:  
The MMSA Senior Stick will make a call for applications in late September with a deadline date in late October/early November.

### **Martin Irwin Sexton Memorial Scholarship**

The following amendment was made to the terms of reference for the Martin Irwin Sexton Memorial Scholarship:

- The donor has been revised from “Interlake Pharmacy” to Mr. Aaron Trager and Mr. Peter Saad.

### **Morton H. Nemy Entrance Awards**

The following amendments were made to the terms of reference for the Morton H. Nemy Entrance Awards:

- The purpose of the fund has been changed to offer two different awards: one scholarship and one bursary.
- The names of the awards have been revised to the *Morton H. Nemy Entrance Scholarship* and the *Morton H. Nemy Bursary*.
- The entrance scholarship criteria is as follows:
  - (1) *is a Manitoba resident;*
  - (2) *has accepted an offer of early admission from the Faculty of Law at the University of Manitoba;*
  - (3) *has a minimum adjusted admission grade point average of 3.0;*
  - (4) *demonstrates the personal characteristics associated with the highest standards of the profession;*
  - (5) *is enrolled full-time (minimum 80% course load) in the first year of the J.D. degree program.*
- The bursary criteria is as follows:
  - (1) *is a Manitoba resident;*

- (2) *is enrolled full-time (minimum 60% course load) in the first year of study in the J.D. degree program in the Faculty of Law at the University of Manitoba;*
- (3) *has a minimum adjusted admission grade point average of 2.0;*
- (4) *demonstrates financial need on the standard University of Manitoba bursary application form.*
- The standard Board of Governors statement was added.

### **Mrs. Mary Judd Prize**

The following amendments were made to the terms of reference for the Mrs. Mary Judd Prize:

- The opening paragraph was changed to:  
*In honour of Mrs. Mary Judd, her colleagues and friends established a prize fund at The University of Manitoba. When the fund was depleted in 2000, Mrs. Lynda Wolf became the annual donor of this prize. This annual prize of \$400 will be offered to one student who:*
- The criteria were revised to read:
  - (1) *is a graduating student that was registered full-time or part-time in the Faculty of Graduate Studies, in the Master of Occupational Therapy program;*
  - (2) *has achieved a minimum degree grade point average of 3.5 upon completion of the Masters of Occupational Therapy program;*
  - (3) *has an interest in working with older adults.*
- The paragraph after the criteria was changed to:  
*The applicant will be required to submit a resumé, and an essay (maximum 500 words) describing their interest, experience, and future career aspirations in working with older adults.*
- The selection committee statement was changed to:  
*The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Masters of Occupational Therapy Awards Committee to convene the selection committee for this award.*
- The following sentence was added:  
*The donor will notify the Financial Aid and Awards office by March 31 in any year the prize is not to be offered.*
- The standard Board of Governors statement was added.

### **3. WITHDRAWALS**

#### **Gordon Anderson Bursary & Prize**

This award is being withdrawn as the end of the funding agreement has been reached.

#### **Manitoba Government Prizes in Education**

This award is being withdrawn at the request of the donor.



**AGENDA ITEM:** Report of the Senate Committee on Awards – Part B  
[dated October 25, 2016]

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approve three new offers and one amended offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated October 25, 2016].**

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

- At its meeting on October 25, 2016, the Senate Committee on Awards approved three new offers and one amended offer that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated October 25, 2016].
- The Frank H. Hori Charitable Foundation Bursaries will be offered to Indigenous students, of Canadian ancestry, enrolled in any program at the University.
- The Nursing Students Association Scholarship (Indigenous) will be offered to Indigenous undergraduate students enrolled in the Four-Year Baccalaureate of Nursing program or the Bachelor of Nursing program.
- The Women in Computer Science Scholarships will be offered to female undergraduate students enrolled in a four-year degree in Computer Science.
- The terms of reference for the University of Manitoba Undergraduate Research Awards will be amended to indicate that up to ten percent of the awards offered each year would be dedicated to Indigenous students. The current terms of reference provide for up to 100 awards with up to ten of these for Indigenous students.

**RESOURCE REQUIREMENTS:**

The awards would be funded from the sources identified in the Report.

**IMPLICATIONS:**

The Frank H. Hori Charitable Foundation Bursaries and the Nursing Students Association Scholarship (Indigenous) will encourage the recruitment and retention of Indigenous students. The University of Manitoba Undergraduate Research Awards encourage Indigenous students to pursue a summer research project, for an opportunity to participate in and experience research. The Women in Computer Science Scholarships will encourage female students to pursue studies in the area of computer science.

**CONSULTATION:**

These award offers were approved by Senate at its meeting on December 7, 2016.



## **REPORT OF THE SENATE COMMITTEE ON AWARDS – PART B**

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

### **Observation**

At its meeting of October 25, 2016, the Senate Committee on Awards reviewed three new offers and one amended offer that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated October 25, 2016).

### **Recommendation**

The Senate Committee on Awards recommends that Senate and the Board of Governors approve three new offers and one amended offer, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated October 25, 2016). This award decision complies with the published guidelines of November 3, 1999, and is reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin  
Chair, Senate Committee on Awards

## SENATE COMMITTEE ON AWARDS

### Appendix A October 25, 2016

#### 1. NEW OFFERS

##### **Frank H. Hori Charitable Foundation Bursaries**

The Frank H. Hori Charitable Foundation intends to make an annual contribution of \$10,000 to the University of Manitoba to offer the Frank H. Hori Charitable Foundation Bursaries. The purpose of the bursaries is to provide financial support to Indigenous students of Canadian ancestry studying at the University of Manitoba. Each year, beginning in 2016-2017, two bursaries of \$5,000 each will be offered, one to a male and one to a female undergraduate student who:

- (1) is Indigenous (Status, Non-Status, Métis, Inuit);
- (2) is enrolled full-time (minimum 60% course load) in a degree program in any faculty, college or school at the University of Manitoba;
- (3) has achieved a minimum degree grade point average of 2.0;
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.

The donor will contact the Financial Aid and Awards office by no later than March 31 in any year this award will not be offered.

The Director of Financial Aid and Awards (or designate) will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

(Attachment I)

##### **Nursing Students Association Scholarship (Indigenous)**

The Nursing Students Association (NSA), with support from the Nursing Endowment Fund, has established seven different annually funded scholarships. The purpose of these scholarships will be to support nursing students in their pursuit of advanced education by providing financial assistance. The scholarships will also promote excellence in nursing in academic and clinical settings, by acknowledging and encouraging academic excellence and strong leadership abilities. Each year, the Nursing Students Association will apply for the funds from the Nursing Endowment Committee and report the approved amount available to Financial Aid and Awards at the University of Manitoba. A portion of these earnings will be used to offer a minimum of one scholarship to a College of Nursing Student who:

- (1) is enrolled full-time (minimum 80% course load) in the Four-year Baccalaureate Nursing Program or the Bachelor of Nursing program;
- (2) has achieved a minimum degree grade point average of 3.0 or higher;
- (3) is Indigenous (Status, Non-Status, Métis, Inuit);
- (4) is involved in community service or student involvement in the College of Nursing, or University of Manitoba.

Candidates must submit a letter of application (maximum 250 word count) outlining how they meet the requirements set out in the criteria listed above. Students may apply for more than one of the seven different Nursing Student Association Scholarships but will only be allowed to receive one award. However, an exception may be made and an additional award may be given to the same student in the event that the student is the only suitable applicant for more than one of the seven different scholarships.



In the event of a tie, the student with the highest degree grade point average from among the tied students will receive the award. If a further tie occurs, the student with the greater number of A+ grades will be selected. If a further tie occurs, the student with the highest grade point average calculated from all University of Manitoba courses will be selected.

The selection committee will have the discretion to determine the number and value of scholarships offered each year based on the available funds. The total spending for all seven different Nursing Students Association Scholarships cannot exceed the reported amount available for spending.

The selection committee will be the Student Awards Committee of the College of Nursing, with representation by the President of the Nursing Students Association (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

(Attachment II)

### **Women in Computer Science Scholarships**

Alumni, Faculty, Staff, and Friends of the Department of Computer Science, have generously established an endowment fund at the University of Manitoba to encourage and reward academically strong women in the Honours, Honours Co-op, Major, and Major Co-op programs in Computer Science. Each year, beginning in 2016-2017, the available annual interest from the fund will be used to offer one or more scholarships to female undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in their second, third or final year of study in Computer Science, in the Honours, Honours Co-op, Major, or Major Co-op program;
- (2) have achieved a minimum degree grade point average of 3.5.

A student may apply for and receive this award more than once, provided they meet the criteria.

The selection committee will have the discretion to determine the number and value of awards offered each year, based on the available funds.

The Head of the Department of Computer Science (or designate) shall name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

(Attachment III)

## **2. AMENDMENT**

### **University of Manitoba Undergraduate Research Awards**

The following amendment was made to the terms of reference for the University of Manitoba Undergraduate Research Awards:

- The opening paragraph was changed to:  
*The Office of the Vice-President (Research and International) offers a number of 16-week research awards to undergraduate students at the University of Manitoba. Up to ten percent (10%) of the awards will be dedicated to students who self-declare as Canadian Indigenous (Status, Non-Status, Métis, Inuit). The awards will be offered annually. Each year, the Office of the Vice-President (Research and International) will report the number and value of the*

*awards to Financial Aid and Awards by March 1. The awards, all of equal value, will be offered to University of Manitoba undergraduate students who:*

(Attachment IV)



UNIVERSITY  
OF MANITOBA  
August 4, 2016

## Enrolment Services

Financial Aid & Awards  
422 University Centre  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-9531  
Fax (204) 474-7543  
awards@umanitoba.ca

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Adrienne Domingo, Awards Establishment Coordinator  
422 University Centre  
University of Manitoba

### RE: Frank H. Hori Charitable Foundation Bursaries

Dear Dr. Hultin,

Financial Aid and Awards supports the establishment of the **Frank H. Hori Charitable Foundation Bursaries**.

In the Fall Term of 2015, the University of Manitoba's Indigenous undergraduate student population was 7.8% of total enrolment, compared to Manitoba's Indigenous population of 16.7%<sup>1</sup>.

Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Students	% Indigenous Students
2015	1,974	25,460	7.8
2014	1,997	25,298	7.9
2013	1,973	25,363	7.8
2012	1,933	24,996	7.7
2011	1,876	24,374	7.7

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This scholarship will provide the opportunity to recruit, support and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Ms. Jane Lastra  
Director, Financial Aid and Awards  
University of Manitoba

<sup>1</sup> Statistics Canada. *Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-011-X2011001 [cited July 18, 2013 on Employment and Social Development Canada website: <http://well-being.esdc.gc.ca/misme-iowb/3ndic.1t.4r@-eng.jsp?iid=36>].



UNIVERSITY  
OF MANITOBA

Faculty of  
Health Sciences

**College of Nursing**  
Helen Glass Centre for Nursing  
89 Curry Place  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone: 204-474-7452  
Fax: 204-474-7682

October 31, 2016

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Pamela Gareau, Awards Establishment Coordinator  
420 University Centre  
University of Manitoba

**RE: Nursing Students Association Scholarship (Indigenous)**

Dear Dr. Hultin,

The College of Nursing supports the establishment of the **Nursing Students Association Scholarship (Indigenous)**.

In the Fall Term of 2015, the College of Nursing's Indigenous undergraduate student population was (enter percentage) of total enrolment, compared to Manitoba's Indigenous population of 16.7%<sup>i</sup>. Indigenous student enrolment data for the past five years in the College of Nursing is provided for context in the table below.

<b>Year (Fall Term)</b>	<b>Number of Indigenous Students</b>	<b>Total Students</b>	<b>% Indigenous Students</b>
2015	97	718	4.4%
2014	82	807	3.8%
2013	52	674	7.7%
2012	58	674	8.6%
2011	61	721	8.5%

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This scholarship will provide the College of Nursing the opportunity to recruit, support and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,



Dr. Beverly O'Connell  
Dean  
College of Nursing

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<sup>1</sup> Statistics Canada. *Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-01 I-X2011001 [cited July 18, 2013 on Employment and Social Development Canada website: <http://well-being.esdc.gc.ca/misme-iowb/.3ndic.1t.4r@-eng.isp?iid=36>].



UNIVERSITY  
OF MANITOBA | Faculty of Science

Office of the Dean  
239 Machray Hall  
Winnipeg, Manitoba  
Canada R3T 2N2  
Phone (204) 474-9348  
Fax (204) 474-7618

October 11, 2016

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Mabelle Magsino,  
Awards Establishment/Selection Coordinator  
424E University Centre  
University of Manitoba

**RE: Women in Computer Science Scholarships**

Dear Dr. Hultin,

The Faculty of Science supports the establishment of the Women in Computer Science Scholarships.

When comparing the numbers in the table below, it becomes clear that female students are underrepresented in the Department of Computer Science at the University of Manitoba.

Year (Fall Term)	Number of Women in Computer Science	Total Students	% Women
2015	52	482	11
2014	46	387	12
2013	34	339	10
2012	33	288	11
2011	29	285	10

The Faculty of Science is committed to increasing the number of female students in the Computer Science department. Awards such as this will provide support to female students which will contribute to meeting our goals and more importantly will contribute to the success of individual female students.

Sincerely,

Dr. Stefi Baum  
Dean, Faculty of Science  
Professor, Department of Physics & Astronomy

*"Science is a place to experience, experiment, explore and learn as we discover the unknown and invent the future."*

102/342



UNIVERSITY  
OF MANITOBA

Office of the Vice-President  
(Research and International)

207 Administration Bldg  
Winnipeg, MB  
R3T 2N2 Canada  
Phone: +204-474-6915  
Fax: +204-474-7568

October 5, 2016

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Adrienne Domingo, Awards Establishment Coordinator  
422 University Centre  
University of Manitoba

**RE: University of Manitoba Undergraduate Research Awards**

Dear Dr. Hultin,

The Office of the Vice-President (Research and International) supports the amendment of the University of Manitoba Undergraduate Research Awards. In the Fall Term of 2015, the University of Manitoba's self-declared undergraduate Indigenous student population was 7.8% of total enrolment, compared to the Province of Manitoba's Indigenous population of 16.7% in 2011.<sup>1</sup> Undergraduate Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.<sup>2</sup>

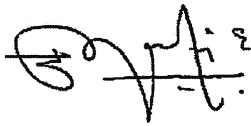
Year (Fall Term)	Undergraduate Indigenous Students at the University of Manitoba	Undergraduate Students at the University of Manitoba	% Indigenous Students
2015	1,974	25,460	7.8%
2014	1,997	25,298	7.9%
2013	1,973	25,363	7.8%
2012	1,933	24,996	7.7%
2011	1,876	24,347	7.7%

<sup>1</sup> Statistics Canada. Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011, Catalogue no. 99-011-X2011001. Cited September 16, 2015

<sup>2</sup> The University of Manitoba's Office of Institutional Analysis. Cited October 5, 2016

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships, and awards for Indigenous students contributes to this commitment. This award will provide the University of Manitoba with the opportunity to recruit, support, and retain Indigenous students and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Jayas". The signature is stylized with a large initial "D" and a flourish at the end.

Dr. Digvir S. Jayas  
Vice-President (Research and International)





**AGENDA ITEM:** Report of the Senate Committee on Awards – Part A  
[dated December 20, 2016]

**RECOMMENDED RESOLUTION:**

THAT the Board of Governors approve eight new offers, fifteen amended offers, and the withdrawal of four offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated December 20, 2016].

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

At its meeting on December 20, 2016, the Senate Committee on Awards approved eight new offers, fifteen amended offers, and the withdrawal of four offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated December 20, 2016].

**RESOURCE REQUIREMENTS:**

The awards will be funded from the sources identified in the Report.

**IMPLICATIONS:**

N/A

**ALTERNATIVES:**

N/A

**CONSULTATION:**

These award decisions meets the published guidelines for awards, as approved by Senate. They were reported to Senate for information on February 1, 2017.



## **REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A**

### **Preamble**

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

### **Observations**

At its meeting of December 20, 2016 the Senate Committee on Awards approved eight new offers, fifteen amended offers, and the withdrawal of four awards as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A* (dated December 20, 2016).

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve eight new offers, fifteen amended offers, and the withdrawal of four awards as set out in Appendix A (dated December 20, 2016). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin  
Chair, Senate Committee on Awards

## SENATE COMMITTEE ON AWARDS

### Appendix A December 20, 2016

#### 1. NEW OFFERS

##### **BDO Canada Professional Experience Scholarship**

BDO Canada has established an endowment fund at the University of Manitoba with the initial gift of \$25,000 in 2016. The fund will be used to support students at the I.H. Asper School of Business who wish to pursue a career in Accounting. BDO Canada has also made a five-year commitment to annually fund the scholarship while the endowment grows. Beginning in 2018-2019 and ending in 2022-2023, BDO Canada will make an annual contribution of \$5,000 each year to offer two scholarships, with the right to renew the commitment at the end of the term.

In addition to the scholarship, recipients of the BDO Canada Professional Experience Scholarship will participate in a summer internship at the BDO Canada Winnipeg office. Recipients will be paid at standard rates for the work placement.

Beginning in the 2018 – 2019 academic year, two scholarships valued at \$2,500\* each will be offered to undergraduate students who:

- (1) have been admitted to the I.H. Asper School of Business via the Direct Entry Option and are enrolled full-time (minimum 80% course load) in their first year of study at the University of Manitoba;
- (2) have an interest in pursuing a career in Accounting;
- (3) are committed to participating in a summer work placement with BDO Canada after the term in which the award recipient is selected.

Candidates will be required to submit a statement addressing criteria (2) and (3) by completing the I.H. Asper School of Business General Award Online Application. Candidates must also submit a current résumé.

\*If BDO Canada chooses to renew their funding of the scholarship in 2023-2024, the \$5,000 will be added to the available annual income from the initial \$25,000 donation and will be used to offer two scholarships of equal value to undergraduate students based on the criteria outline below. If BDO Canada chooses not to renew their funding, only the annual available income will be utilized.

A representative from Donor Relations will report, in writing, to Financial Aid and Awards at the University of Manitoba no later than March 31, 2023 whether or not BDO Canada chooses to renew their funding of the scholarship.

The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this award. After the selection, BDO Canada will contact the award recipients directly to arrange the summer internships.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor establishing the award.

##### **George P. Wollner Bursary**

In memory of Dr. George P. Wollner (M.D. /75, M.Sc. /71, B.Sc./70), Margaret Wollner has established an endowment fund with the initial gift of \$25,000 at the University of Manitoba in 2016. The purpose of the fund is to support undergraduate students pursuing studies in the Department of Chemistry in the

Faculty of Science. Beginning in the 2018–2019 academic year, the available annual interest from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in the second year of study in the Faculty of Science with a declared major in Chemistry;
- (2) has achieved a minimum degree grade point average of 2.0;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The George P. Wollner Bursary is renewable in the third or fourth year of study provided the recipient continues to maintain the criteria outlined above.

The Head of the Department of Chemistry (or designate) will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor establishing the award.

### **Gerald W. Schwartz Gold Medal in Business Law**

In honour of Dr. Gerald W. Schwartz, O.C.; B.Comm.; LL.B.; LL.D. (Man.); MBA (Harv.); Ph.D. (Hon.) (Tel Aviv); LL.D. (St.FX.), the University of Manitoba has established a gold medal for students in the Faculty of Law. Dr. Schwartz holds three honorary doctorates, is a member of the Canadian Business Hall of Fame, and was appointed an Officer of the Order of Canada, the country's highest civilian award. Each year, one Gold Medal in Business Law will be awarded to the undergraduate student who:

- (1) has successfully completed the degree requirements for the Juris Doctor program in the Faculty of Law at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) has achieved highest standing out of all students who have completed the course *Commercial Law* (currently numbered LAW 3050) and participated in at least one of the following: *Advising Startup Ventures*, *Business Law Clinical Internship*, and *Startup Ventures Clinic*.

### **Tie Breaking Mechanism**

Only one winner is to be named each year. Ties are to be broken using the following criteria in priority order:

- (1) calculate the degree grade point average to the fourth decimal place;
- (2) total credit hours of "A+"s counting toward the degree grade point average;
- (3) total credit hours of "A"s counting toward the degree grade point average.

The Dean of the Faculty of Law (or designate) will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Gerald W. Schwartz Gold Medal in Entrepreneurship**

In honour of Dr. Gerald W. Schwartz, O.C.; B.Comm.; LL.B.; LL.D. (Man.); MBA (Harv.); Ph.D. (Hon.) (Tel Aviv); LL.D. (St.FX.), the University of Manitoba has established a gold medal for students in the I.H. Asper School of Business graduating with a major in Entrepreneurship/Small Business. Dr. Schwartz holds three honorary doctorates, is a member of the Canadian Business Hall of Fame, and was appointed an Officer of the Order of Canada, the country's highest civilian award.

Each year, one Gold Medal in Entrepreneurship will be awarded at the spring convocation to a student who has graduated in the preceding October or February, or is eligible to graduate in the spring of the applicable academic year and who:

- (1) has successfully completed the degree requirements for the Bachelor of Commerce (Hons.) or the Bachelor of Commerce (Hons.) [Co-operative Education Option] program in the I.H. Asper School of Business at the University of Manitoba;
- (2) has achieved the highest degree grade point average (with a minimum degree grade point average of 3.5) while majoring in Entrepreneurship/Small Business;
- (3) has completed a minimum of 48 credit hours of coursework over the last 24 months from the student's last term of registration. All courses taken on a Letter of Permission, repeats, substitutions, and courses taken in addition to the B.Comm.(Hons.) degree are to be used to determine the credit hour total requirement.

### **Tie Breaking Mechanism**

Only one winner is to be named each year. Ties are to be broken using the following criteria in priority order:

- (1) calculate the degree grade point average to the fourth decimal place;
- (2) total credit hours of "A+"s counting toward the degree grade point average;
- (3) total credit hours of "A"s counting toward the degree grade point average.

The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **IEEQ Academic Excellence Prize**

The Filipino Members Chapter, the Chinese Members Chapter, and the India Members Chapter of Engineers Geoscientists Manitoba will make an annual combined contribution of \$500 to the University of Manitoba for a five-year term to offer the IEEQ Academic Excellence Prize. The purpose of the prize is to recognize and reward students graduating from the Internationally-Educated Engineers Qualification (IEEQ) program. The prize is not restricted by gender, credit hours, country of origin, or other qualifiers. Beginning in 2016-2017 and ending in 2020-2021, one prize will be awarded at the spring convocation to a student who has graduated in the preceding October or February, or is eligible to graduate in the spring of the applicable academic year and who:

- (1) has successfully completed the requirements for the Post-Baccalaureate Diploma in Engineering through the IEEQ program offered by the Faculty of Engineering;
- (2) has achieved the highest diploma grade point average (minimum 3.5) in the IEEQ program.

The first prize will be awarded in the 2017 spring convocation session.

In the event of a tie, the prize will be offered to the student with the higher number of credit hours completed at the University of Manitoba.

The selection committee will be the Scholarships, Bursaries, and Awards Committee of the Faculty of Engineering and will also include the IEEQ Program Director (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Kent and Karen Fowler Scholarship in Anthropology**

Dr. Kent Fowler and Ms. Karen Fowler will make an annual contribution to recognize outstanding academic achievement in the Department of Anthropology at the University of Manitoba. The purpose of the scholarship is to recognize the student with the highest academic standing entering their fourth year of study in the Bachelor of Arts (Honours) program in the Department of Anthropology. Each year, beginning in 2017-2018, one scholarship of \$1,000 will be offered to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in their fourth year of study in the Bachelor of Arts (Honours) program in the Department of Anthropology at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) of the students that meet criteria (1) and (2), has achieved the highest degree grade point average.

In the event of a tie, the scholarship shall be awarded to the student with the highest standing calculated based on the courses the tied students have in common.

The Dean of the Faculty of Arts (or designate) will ask the Head of the Department of Anthropology (or designate) to name the selection committee for this award, which will include the Chair of the Undergraduate Program Committee of the Department of Anthropology.

The donor will notify the Financial Aid and Awards office by no later than March 31 in any year this award will not be offered.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **MZTRA Soil Conservation Fellowship**

The Manitoba Zero Tillage Research Association (MZTRA) established a trust fund at the University of Manitoba with a gift of \$120,000 in 2016. The Manitoba Scholarship and Bursary Initiative has made a matching contribution to the fund. The purpose of the fellowship is to encourage research pertaining to soil conservation with reduced tillage techniques. Each year, beginning in 2016-2017 and until the fund is exhausted, one fellowship of \$25,000 will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in a research-based program delivered by the Faculty of Agricultural and Food Sciences;
- (2) has achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;
- (3) is conducting research in western Manitoba in collaboration with Agriculture and Agri-Food Canada (AAFC) Brandon Research Centre, or with any other suitable (as determined by the selection committee) individual producer, private research, government or industry group in the region.
- (4) is conducting a research project examining one of the following topics:
  - (i) the benefits of reduced tillage practices and crop rotations (including but not limited to yield, disease and pest management, nutrient use and losses, soil organic matter, soil moisture, biological diversity),
  - (ii) practices to improve soil health, agroecosystem resiliency, and adaptation to climate change,
  - (iii) reduced farm energy use (fuel, fertilizer, pesticides),
  - (iv) benefits of perennials, cover crops/relay crops in rotation in relation to any of the above,
  - (v) pulse agronomy in relation to any of the above.

Preference in selection will be given to students conducting research projects involving reduced tillage techniques.

For the purposes of this award, “western Manitoba” is defined as west of the Red River Valley (Manitoba escarpment and Carberry Sandhills delimiting boundary).

Candidates will be required to submit an application that will consist of: (a) a description of their proposed or current research project (maximum 500 words), (b) a current curriculum vitae, (c) a current academic transcript(s), and (d) two academic letters of reference from professors at a post-secondary institution.

The value of the fellowship may be adjusted in the final year to ensure the trust fund is exhausted.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Agricultural and Food Sciences (or designate) to convene the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Sonja I. Bata Material Culture Scholarships**

Dr. Sonja I. Bata, O.C. is a leader in the fields of business, education, culture and the environment. Dr. Bata is Chairman of the Bata Shoe Foundation, Founder of the Bata Shoe Museum, former Chairman of the National Design Council and Honorary Chairman of the World Wildlife Fund and Honourary Captain of the Canadian Navy.

Dr. Bata has a particular interest in the material culture of the Circumpolar region. In view of this interest, Dr. Bata has established an endowment fund at the University of Manitoba with an initial gift of \$150,000 in 2016. The purpose of the fund and Scholarships is to stimulate Arctic research related to material culture, with “material culture research” defined as documenting the meaning, traditions, and values revealed in the making, interpreting, preservation, or history (including that in the distant past), of the physical evidence (objects and architecture) of a culture’s heritage; and with “Arctic” defined as including and north of the continuous Permafrost, in Canada and throughout the Circumpolar region.

Beginning in the 2018-2019 academic year, the available annual income from the fund will be used to offer one or more scholarships to graduate students who:

- (1) are enrolled full-time in any Master’s or Ph.D. program offered through the Faculty of Graduate Studies at the University of Manitoba or any other accredited Canadian university, pursuing studies related to material culture;
- (2) have achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;
- (3) demonstrate innovative thinking;
- (4) demonstrate a sense of community responsibility.

Students may be studying in any field, including but not limited to: Anthropology, Environmental Studies, History, Native Studies, Fine Arts, Archival Studies, Engineering, or any of the natural sciences as they relate to artifact preservation (including geochemical characterization and DNA analysis).

Applicants will be required to submit (i) a description of the proposed/ongoing research and a statement of its applicability and relevance to material culture, (ii) a *curriculum vitae*, and (iii) two letters of reference, one from the graduate advisor and one from either a representative from an organization (such as a museum, gallery, preservation society) or a community leader, who can speak to the applicant’s character, integrity, and the importance of the research to their culture, community, or collection.



The selection committee will have the discretion to determine the number and value of the scholarships based on the available income from the fund.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will organize the naming of the selection committee for this award.

## 2. AMENDMENTS

### **A.N. Campbell Scholarship**

The following amendments were made to the terms of reference for the A.N. Campbell Scholarship:

- The following sentence was added to the end of the first paragraph:  
*Each year, 70% of the annual interest will be used to offer one or more scholarships of equal value to students who:*
- The following sentence was deleted from the second paragraph:  
*There will be as many awards of \$200 each as 70 percent of the interest generated each year will allow. Scholarships will be offered to students who:*
- The numbered eligibility criteria were revised to:
  - (1) *are entering third or fourth year in the Honours Chemistry program;*
  - (2) *have completed a course-load of 24 credit hours in the previous regular academic session, 12 of which must have been in the Department of Chemistry;*
  - (3) *are currently registered in at least 24 credit hours, 12 of which must be in the Department of Chemistry.*
- The following sentence was added to the selection committee paragraph:  
*and will have the discretion to determine the number and value of scholarships.*
- The standard Board of Governors statement was added.

### **ACI Manitoba Chapter University of Manitoba Scholarship**

The following amendments were made to the terms of reference for the ACI Manitoba Chapter University of Manitoba Scholarship:

- The scholarship is now funded out of an endowment at the University of Manitoba. The Manitoba Scholarship and Bursary made a contribution to the fund.
- The preamble now reads:  
*Beginning in the 2017-2018 academic year, the scholarship will be valued at \$1,000. In years when the available annual income does not reach \$1,000 the Manitoba Chapter will provide for the balance of the award. Each year, one scholarship will be awarded to an undergraduate student who:*
- The standard Board of Governors statement was added.

### **College of Rehabilitation Sciences Endowment Fund Bursaries**

The following amendments were made to the terms of reference for the College of Rehabilitation Sciences Endowment Fund Bursaries:

- The second paragraph was changed to:

*Beginning in the 2013-2014 academic year, fifty percent (50%) of the available annual income from the fund will be used to offer bursaries of equal value to students in each year of the Master of Occupational Therapy program, the Master of Physical Therapy program, , and the Bachelor of Respiratory Therapy program.*

### **CSRT/CAREstream Student Excellence Convocation Prize**

The following amendments were made to the terms of reference for the CSRT/CAREstream Student Excellence Convocation Prize:

- The name of the award has been changed to: ***CSRT Prize for Student Excellence.***
- The second paragraph was changed to:  
*Recipients of the CSRT Prize for Student Excellence will receive a CSRT pin and a complimentary membership in the CSRT for one year.*
- The selection committee was changed to:  
*The selection committee will be the College of Rehabilitation Sciences Awards Committee.*
- The standard Board of Governors statement was added.

### **Faculty of Graduate Studies Travel Award**

The following amendments were made to the terms of reference for the Faculty of Graduate Studies Travel Award:

- The number of awards offered each year has been removed from the terms.
- Criterion (2) now reads:  
*have achieved a minimum degree grade point average of 3.5 in each of the last two years of study (or equivalent) and are in good standing;*
- The application statement was revised to:  
*Candidates must submit an application that includes (a) confirmation that their paper, poster, or other creative work has been accepted by organizers of the conference, festival, or artistic event; and (b) an abstract of their paper or poster, or description of performance or creative work (one page maximum).*
- The selection committee statement was updated to:  
*The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will name the selection committee for this award.*
- The standard Board of Governors statement was added.

### **Gwen Rue Memorial Award**

The following amendments were made to the terms of reference for the Gwen Rue Memorial Award:

- The name of the award has been changed to: ***Gwen Rue Memorial Scholarship.***
- The preamble was changed to:  
*In memory of Gwen Rue, a fund has been established at The University of Manitoba by her family and friends to support an annual scholarship to a graduate student in the Department of Plant*

*Science. Each year, a scholarship valued at the available annual interest will be offered to one graduate student who:*

- The numbered eligibility criteria were changed to:
  - (1) *is enrolled full-time in the Faculty of Graduate Studies in Master's or Ph.D. program delivered by the Department of Plant Sciences with a focus on: (a) crop and food production; or (b) climate change. Preference will be given to a student focusing on both (a) and (b);*
  - (2) *has achieved a minimum grade point average of 3.0 over the last 60 credit hours of completed university level study (or equivalent);*
  - (3) *has received a nomination from a graduate student, academic or support staff member of the Department of Plant Science.*

- The following application items were added:

*Nominations are to consist of a letter outlining the reasons why the nominee should be considered for the award and be submitted to the Head of the Department of Plant Science. Nominees for the award must have made notable contributions to the Department of Plant Science, particularly in areas directly benefiting graduate students. This may include:*

- (i) *involvement in the Graduate Student Association (GSA);*
- (ii) *participating on Department, Faculty, or University committees;*
- (iii) *providing encouragement or advice to other students;*
- (iv) *servicing as a spokesperson for graduate students;*
- (v) *organizing special events;*
- (vi) *taking part in any other activity that serves the interests of graduate students and/or the Department of Plant Science.*

- The following sentence was added:

*A student may only receive this award once.*

- The following paragraph was changed to:

*The name of the award recipient(s) will be added to a plaque to be permanently displayed in the Department of Plant Science.*

- The following paragraphs were removed:

*This award will be offered annually to a deserving student enrolled in an M.Sc. or Ph.D. program in the Department of Plant Science at The University of Manitoba. Nominees for the award must have made notable contributions to the Department of Plant Science, particularly in areas directly benefiting graduate students. This may include involvement in the Graduate Student Association (GSA); participating on Department, Faculty or University committees; providing encouragement or advice to other students; serving as a spokesperson for graduate students; organizing special events; or taking part in any other activity that serves the interests of graduate students and/or the Department of Plant Science.*

*Nominations are to consist of a letter outlining the reasons why the nominee should be considered for the award. The letter is to be signed by at least three persons from among the graduate students, academic and support staff of the Department. At least one of the signatories must be a graduate student. A student may receive the award only once.*

*When sufficient interest in excess of the value of the prize is available, the Chair of the Plant Science Graduate Studies Committee may recommend to the Head of the Department of Plant Science that these funds be used to purchase books for the William R. Newman Library,*

*University of Manitoba, and/or for the purchase of items directly benefitting graduate students. An inscription will be included in the books and on the items (whenever possible) indicating that they have been donated in memory of Gwen Rue.*

- The following sentence was changed to:

*The selection committee has the discretion to request any unspent revenue be used to offer the scholarship.*

- The selection committee paragraph was changed to:

*The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Department of Plant Science Graduate Studies Committee to name the selection committee. The selection committee will include the graduate student representative on Departmental Council, and a graduate student named by the GSA. If a graduate student serving on the selection committee is nominated for the award, a replacement will be asked to serve on the committee.*

- The standard Board of Governors statement was added.

### **Holmfridur Kristjansson Graduate Award in Nutrition**

The following amendments were made to the terms of reference for the Holmfridur Kristjansson Graduate Award in Nutrition:

- The preamble was changed to:

*A fund of about \$55,000 has been established from the bequest of Adalsteinn Kristjansson in memory of Holmfridur (Frida) Josefsdottir Kristjansson to provide encouragement and recognition to a graduate student with outstanding potential in nutrition research.*

- The second paragraph was changed to:

*Each year, the available annual interest will be used to offer one scholarship to a graduate student who:*

- The numbered eligibility criteria was changed to:

*(1) is enrolled as a full-time graduate student in the Faculty of Graduate Studies and who is being supervised by a member of the Department of Human Nutritional Sciences in any of the following programs:*

*(a) the M.Sc. program;*

*(b) the Ph.D. program;*

*(c) the Individual Interdisciplinary Program.*

*(2) has a minimum grade point average of 3.5 (or equivalent) based on the most recent 60 credit hours (or equivalent).*

*(3) has demonstrated personal and professional qualities in the area of human nutritional sciences.*

- The following paragraph was added:

*The applicant will be required to submit a letter (250 word maximum) to demonstrate how they have met criteria (3). If two students are deemed equal in the selection process, preference will be given to a student in the first year of their program that does not hold a major award valued at \$5,000 or greater.*

- The selection committee paragraph was changed to:  
*The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Agricultural and Food Sciences to name the committee for this award.*
- The standard Board of Governors statement was added.

### **Manitoba Pork Council Bursary**

The following amendments were made to the terms of reference for the Manitoba Pork Council Bursary:

- The value of the bursary was increased from \$1,000 to \$1,500.
- Criterion (1) “has completed at least 24 credit hours in University 1” was deleted and now reads:  
*(1) has registered as a full-time student in the Animal Systems Program in the Faculty of Agricultural and Food Sciences;*
- The minimum cumulative grade point average was changed to 2.5.
- The following sentence was added:  
*The donor will contact Financial Aid and Awards by March 31 in any year that this award will not be offered.*
- The standard Board of Governors statement was added.

### **Manitoba Pork Council Prize – Human Ecology**

The following amendments were made to the terms of reference for the Manitoba Pork Council Prize – Human Ecology:

- The name was changed to: ***Manitoba Pork Council Prize – Human Nutritional Sciences.***
- The Faculty of Human Ecology was changed to the Faculty of Agricultural and Food Sciences throughout the terms of reference;
- The value of the prize was increased from \$500 to \$1,000;
- The numbered eligibility criteria were changed to:  
*(1) is enrolled in the Human Nutritional Sciences program;*  
*(2) has completed the following courses, with the highest combined grade point average:*
  - (a) Nutrition Through the Lifecycle;*
  - (b) Composition, Functional and Nutritional Perspectives of Food; and*
  - (c) Food Preparation and Preservation.*
- The selection committee was changed to:  
*The selection committee for this award will be the Agricultural and Food Sciences Awards Committee;*
- The following sentence was added:  
*The donor will contact Financial Aid and Awards by March 31 in any year that this award will not be offered;*
- The standard Board of Governors statement was added.

### **Marjorie Spence Physical Therapy Achievement Prize**

The following amendments were made to the terms of reference for the Marjorie Spence Physical Therapy Achievement Prize:

- The apostrophe was removed from 1960s in the first paragraph;
- Criterion (2) was changed to:  
*has achieved a minimum degree grade point average of 3.75 (or equivalent) in his or her undergraduate degree program;*
- The Vice-Provost (Graduate Education) was added to the selection committee paragraph.

### **Ph.D. Studies for Aboriginal Scholars (PSAS) Fund**

The following amendments were made to the terms of reference for the Ph.D. Studies for Aboriginal Scholars (PSAS) Fund:

- The name of the award was changed to: ***Indigenous Doctoral Excellence Award (IDEA)***.
- The preamble was revised to reflect initial and additional gifts to the fund, new award values, and an updated preference statement. The preamble now reads:  
*An anonymous donor contributed an initial gift of \$250,000 to establish a trust fund at the University of Manitoba. The Manitoba Scholarship and Bursary Initiative, the President's Fund, the Faculty of Graduate Studies, and a number of other donors have made contributions to the fund. The fund will be used to provide merit-based awards to students enrolled full-time in a Ph.D. program at the University of Manitoba. Each year, awards with a maximum value of \$10,000 will be offered to students. Preference will be given to students who graduated from a high school in Manitoba, but all eligible applicants are encouraged to apply. Not all applicants who meet the minimum eligibility requirements are guaranteed to receive an award. The awards will be offered until the capital and income have been exhausted.*
- The numbered eligibility criteria were revised to:  
*The awards will be offered to meritorious graduate students who demonstrate significant research ability and scholarly potential, and who meet the minimum eligibility requirements below:*
  - (1) are Canadian Indigenous students (First Nations, Métis, Inuit);*
  - (2) are enrolled full-time in the Faculty of Graduate Studies, and within the first four years of any doctoral program;*
  - (3) have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and*
  - (4) if they are a continuing student, are in good standing with the Faculty of Graduate Studies.*
- The application items were revised to:
  - (a) two letters of support, one of which must be from the student's Ph.D. advisor, or for incoming students, prospective advisor;*
  - (b) a detailed statement (maximum two pages) of the proposed research outlining project objectives and progress that has been made towards stated objectives, methods, interpretive frameworks, anticipated outcomes, etc.;*
  - (c) copies of university transcripts;*
  - (d) a curriculum vitae;*
  - (e) a copy of the most recent progress report (if available).*

- The following paragraph was removed:

*Candidates will be required to submit an application that will consist of a description of their proposed or ongoing research (maximum 500 words). Continuing students must submit a complete Annual Progress Report (APR) form (available from the Faculty of Graduate Studies). In addition, candidates must provide a statement of how the award will enhance their graduate studies experience. Candidates will be assessed as follows: record of academic achievement (including APR) (60%), statement of how the award will enhance their graduate experience (40%). The award is not automatically renewable but previous recipients may reapply. Subsequent Fellowships may not be offered at the value of the initial award but may be pro-rated based on a recipient's demonstrated progress in his/her degree program.*

- The following statements were added:

*One competition will be held each year for incoming and continuing students, and the deadline will be set annually by the Faculty of Graduate Studies. The award is not automatically renewable; therefore, continuing students are required to submit an application annually to be considered for an award. Completed applications must be submitted directly to the Faculty of Graduate Studies by the application deadline.*

- The selection committee statement was revised to:

*The selection committee will be named by the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) and will include the Executive Lead, Indigenous Achievement (or designate).*

- The standard Board of Governors statement was added.

### **Philanthropy and the Law Essay Prize**

The following amendments were made to the terms of reference for the Philanthropy and the Law Essay Prize:

- The course *Philanthropy and the Law* was changed from LAW 3120 to LAW 3980.
- The term of the funding agreement was updated to:

*The Foundation has agreed to fund the prize and the grant beginning in the 2008-2009 academic year, and ending in the 2016-2017 academic year.*

### **Sydney L. Morantz Fund for Research in Poultry Science**

The following amendments were made to the terms of reference for the Sydney L. Morantz Fund for Research in Poultry Science:

- The name of the award was changed to: ***Sydney L. Morantz Scholarship for Research in Poultry Science.***
- The preamble was changed to:  
*A fund has been established at The University of Manitoba from a bequest by Mr. S.L. Morantz. The annual interest generated by this fund will be used to provide one or more scholarships each year for students pursuing graduate studies in Poultry Science. The scholarship(s) will be offered to one or more graduate student(s) who:*
- The numbered eligibility criteria were changed to:  
*(1) are enrolled full-time in the Faculty of Graduate Studies as a Master's or Ph.D. student in a program delivered by the Department of Animal Science;*

(2) *have achieved a minimum grade point average of 3.5 (or equivalent) on the last 60 credit hours (or equivalent);*

(3) *are conducting research in the area of poultry science.*

- The paragraph after the criteria was changed to:

*If there are no eligible students who meet criteria (3), the selection committee may select a candidate studying another topic within the field of Animal Science. Students will be required to submit a statement (500 word maximum) on their research, as well as a current curriculum vitae. No student may receive this scholarship more than twice while enrolled in the M.Sc. program or more than four times while enrolled as a Ph.D. student.*

- The selection committee paragraphs were changed to:

*The selection committee will have the discretion to determine the number and value of scholarships offered each year. The Dean of the Faculty of Agricultural and Food Sciences will have the discretion to approve any spending not related to the criteria listed above from the annual interest and any unspent allocated interest, made on the recommendation of the selection committee.*

*The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies will ask the Dean of the Faculty of Agricultural and Food Sciences to name the selection committee.*

- The standard Board of Governors statement was added.

### **University of Manitoba Graduate Fellowships**

The following amendment was made to the terms of reference for the University of Manitoba Graduate Fellowships:

- The values of the fellowships were increased: \$18,000 at the Ph.D. level and \$14,000 at the Master's level.

- The numbered eligibility criteria were updated to:

(1) *are enrolled in or plan to enroll in the Faculty of Graduate Studies at the University of Manitoba in either the Master's or Ph.D. program as full-time students (not including pre-Master's or Occasional students);*

(2) *have achieved a minimum grade point average of 3.75 in each of the last two full years of study;*

(3) *show great promise as researchers and as graduate students;*

(4) *are admitted to, or registered in, a program that is eligible for tri-council graduate student awards.*

- The statement regarding tenability was revised to:

*The UMGF is not tenable with any other scholarship that is of equal or greater monetary value than the awarded UMGF.*

- The following statements were removed:

*Normally, the starting date of the award is September. The fellowship may be deferred for one term only (four months). The fellowship is paid in three instalments (end of August, beginning of January, and beginning of May). The May installment and further renewal is contingent upon continued eligibility as outlined in the regulating governing UMGFs and approval of a completed renewal form.*

*The selection committee shall be recommended each year by the Dean of the Faculty of Graduate Studies and approved by the Faculty of Graduate Studies Executive and the Faculty Council.*



- The following statements were added:

*The above define minimum conditions of eligibility. Individual faculties are responsible for selecting recipients from amongst the students admitted to, or enrolled in, a program offered by a department or unit within that Faculty.*

- The standard Board of Governors statement was added.

### 3. WITHDRAWALS

#### **George A. Schultz Bursary in North American Native History**

This award is being withdrawn as the end of the funding agreement has been reached.

#### **Marion Swanson IODE Bursary in Education**

This award is being withdrawn as the end of the funding agreement has been reached.

#### **Simplot Canada Ltd. Scholarships**

This award is being withdrawn as the company no longer exists.

#### **Sports Physiotherapy Centre Book Prize**

This award is being withdrawn at the request of the donor.



**AGENDA ITEM:** Report of the Senate Committee on Awards – Part  
B [dated December 20, 2016]

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approve four new offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated December 20, 2016].**

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

- At its meeting on December 20, 2016, the Senate Committee on Awards approved four new offers that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated December 20, 2016].
- The CIBC Bursary in Business Education would be offered to Indigenous and non-Indigenous undergraduate and graduate students, in the I.H. Asper School of Business and the MBA program, Faculty of Graduate Studies. In any given year, at least half of the bursary recipients would be Indigenous students, where there were a sufficient number of eligible Indigenous students.
- The Whiting Indigenous MBA Bursary would be offered to Indigenous graduate students in the MBA program Faculty of Graduate Studies, in any year that there is an eligible Indigenous student.
- The Jared and Monica Carlberg Bursary would be offered to an undergraduate student from rural Saskatchewan, in the Faculty of Agricultural and Food Sciences. In any given year that there was no qualified candidate from rural Saskatchewan, it would be offered to a student from rural Manitoba. Second preference would be given to a Canadian Indigenous student.
- The Nursing Student Association Scholarship (International) would be offered to undergraduate international students in the Four-Year Baccalaureate Nursing program and the Bachelor of Nursing program.

**RESOURCE REQUIREMENTS:**

The awards would be funded from the sources identified in the Report.

**IMPLICATIONS:**

The CIBC Bursary in Business Education and the Whiting Indigenous MBA Bursary would support the recruitment and retention of Indigenous undergraduate and graduate students in programs in Business. The Jared and Monica Carlberg Bursary would encourage enrolment of Canadian Indigenous undergraduate students in the Faculty of Agricultural and Food Sciences.

**CONSULTATION:**

These award offers were approved by Senate at its meeting on February 1, 2017.



## **REPORT OF THE SENATE COMMITTEE ON AWARDS – PART B**

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

### **Observation**

At its meeting of December 20, 2016, the Senate Committee on Awards reviewed four new offers that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated December 20, 2016).

### **Recommendation**

The Senate Committee on Awards recommends that Senate and the Board of Governors approve four new offers, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated December 20, 2016). This award decision complies with the published guidelines of November 3, 1999, and is reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin  
Chair, Senate Committee on Awards

## SENATE COMMITTEE ON AWARDS

### Appendix A December 20, 2016

#### 1. NEW OFFERS

##### **CIBC Bursary in Business Education**

With a total gift of \$250,000 CIBC has established an annually funded bursary to provide support to students in the I.H. Asper School of Business who demonstrate financial need. Each year, for ten years beginning in 2017-2018, a total of \$25,000 in bursaries will be offered as outlined below.

Each year a minimum of three bursaries of at least \$5,000 each will be offered to undergraduate students who:

- (1) are members of the Aboriginal Business Education Partners (ABEP) program;
- (2) are enrolled full-time (minimum 60% course load) in the I.H. Asper School of Business;
- (3) have achieved a minimum degree grade point average of 2.0;
- (4) have demonstrated financial need on the ABEP bursary application form as approved by the Financial Aid and Awards office at the University of Manitoba.

In any given year, if there are not enough undergraduate students that meet all of the criteria, the bursaries may be offered to graduate students who:

- (1) are members of ABEP;
- (2) are enrolled full-time or part-time in the Faculty of Graduate Studies in the MBA program;
- (3) have achieved a minimum grade point average of 3.0 based on the previous 60 credit hours (or equivalent) of study;
- (4) have demonstrated financial need on the ABEP bursary application form as approved by the Financial Aid and Awards office at the University of Manitoba.

Each year a minimum of two bursaries of at least \$5,000 each will be offered to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in the I.H. Asper School of Business and are not members of ABEP;
- (2) have achieved a minimum degree grade point average of 2.0;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

In any given year, at least half of the recipients of the CIBC Bursary in Business Education will be Indigenous students. If there are not enough eligible Indigenous students to make up half of the recipients, the remaining bursaries may then be offered using the second set of undergraduate criteria. As such, the selection committee shall have the discretion to determine the number and value of the bursaries offered each year, as outlined above, to ensure that the full amount of funding available is awarded.

The donor will notify the Financial Aid and Awards office at the University of Manitoba no later than March 31 in any year this award will not be offered as scheduled.

The Dean of the I.H. Asper School of business (or designate) shall name the selection committee for this award, which will include the Director of the ABEP program (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

(Attachment I)

### **Jared and Monica Carlberg Bursary**

Dr. and Mrs. Jared and Monica Carlberg established an endowment fund at the University of Manitoba with a gift of \$10,000 in 2016. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the award is to provide financial support to undergraduate students in the Faculty of Agricultural and Food Sciences. Each year, beginning in 2018-2019, the available annual income from the fund will be used to offer one award to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in the Faculty of Agricultural and Food Sciences;
- (2) has achieved a minimum grade point average of 3.0 or, if admitted to the Faculty directly from high school and in their first year of studies, achieved an average of 85% on those courses used for admission;
- (3) has graduated from a high school in rural Saskatchewan (as defined by the most recent Statistics Canada Census).
- (4) has demonstrated financial need on the standard University of Manitoba bursary application.

If, in any given year, there are no candidates that meet criteria (3), the award may be offered to a student who has graduated from a high school in rural Manitoba (as defined by the most recent Statistics Canada Census). Second preference will be a student who has self-identified as a Canadian Indigenous (status, non-status, Metis, Inuit) Student.

The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor establishing the award.

(Attachment II)

### **Nursing Student Association Scholarship (International)**

The Nursing Students Association (NSA), with support from the Nursing Endowment Fund, has established seven different annually funded scholarships. The purpose of these scholarships will be to support nursing students in their pursuit of advanced education by providing financial assistance. The scholarships will also promote excellence in nursing in academic and clinical settings, by acknowledging and encouraging academic excellence and strong leadership abilities. Each year, the Nursing Students Association will apply for the funds from the Nursing Endowment Committee and report the approved amount available to Financial Aid and Awards at the University of Manitoba. A portion of these earnings will be used to offer a minimum of one scholarship to a College of Nursing Student who:

- (1) is enrolled full-time (minimum 80% course load) in the Four-year Baccalaureate Nursing Program or the Bachelor of Nursing program;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) is an international student;
- (4) is involved in community service or student involvement in the College of Nursing, or University of Manitoba.

Candidates must submit a letter of application (maximum 250 word count) outlining how they meet the requirements set out in the criteria listed above. Students may apply for more than one of the seven different Nursing Student Association Scholarships but will only be allowed to receive one award. However, an exception may be made and an additional award may be given to the same student in the event that the student is the only suitable applicant for more than one of the seven different scholarships.

In the event of a tie, the student with the highest degree grade point average from among the tied students will receive the award. If a further tie occurs, the student with the greater number of A+ grades will be selected. If a further tie occurs, the student with the highest grade point average calculated from all University of Manitoba courses will be selected.

The selection committee will have the discretion to determine the number and value of scholarships offered each year based on the available funds. The total spending for all seven different Nursing Students Association Scholarships cannot exceed the reported amount available for spending.

The selection committee will be the Student Awards Committee of the College of Nursing, with representation by the President of the Nursing Students Association (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

(Attachment III)

### **Whiting Indigenous MBA Bursary**

Mr. Richard Whiting, B.Comm./1965 and Mrs. Diana Whiting, B.Sc./1966 have established an endowment fund at the University of Manitoba, with gifts totaling \$25,000 by 2016, to support and encourage eligible Indigenous students undertaking the MBA program in the I.H. Asper School of Business. Each year, beginning in 2018-2019, the available annual income from the fund will be used to offer one renewable bursary to a graduate student who:

- (1) is a member of the Aboriginal Business Education Partners (ABEP) program;
- (2) is enrolled full-time or part-time in the Faculty of Graduate Studies, in the M.B.A. program delivered by the I.H. Asper School of Business;
- (3) has achieved a minimum grade point average of 3.0 based on the previous 60 credit hours (or equivalent) of study;
- (4) has demonstrated financial need on the standard University of Manitoba bursary application.

The bursary is renewable for one year, providing the student continues to meet criteria (1) through (4) as outlined above. In the event that a recipient does not qualify for the renewal, a new recipient will be selected based on the original bursary criteria.

If, in any given year, there are no students who meet criteria (1) through (4), the award will be offered as the Whiting Indigenous MBA Scholarship to a student who otherwise meets criteria (1) through (3). In this instance, the award will be based on academic merit and will be offered to a student who has not already been selected to receive an ABEP scholarship, as determined by the selection committee. The Whiting Indigenous MBA Scholarship will be renewable for one year based on criteria (1) through (3), providing there are no students eligible for the bursary that year. Any student recipients named to receive this award as a scholarship will be reported through the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate).

The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this award, which will include the Director of the MBA program (or designate) and the Coordinator of the Aboriginal Business Education Partners program (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor establishing the award.

(Attachment IV)



Dean's Office  
319 Drake Centre  
181 Freedman Crescent  
Winnipeg, Manitoba  
Canada R3T 5V4  
Telephone (204) 474-9353  
Fax (204) 474-7544

December 19, 2016

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Mabelle Magsino,  
Awards Establishment/Selection Coordinator  
424E University Centre  
University of Manitoba

**RE: CIBC Bursary in Business Education**

Dear Dr. Hultin,

The I.H. Asper School of Business supports the establishment of the **CIBC Bursary in Business Education**. In the Fall Term of 2016, the I.H. Asper School of Business' self-declared Indigenous undergraduate student population was 4.9% of total enrolment. In the same year, the I.H. Asper School of Business' self-declared Indigenous graduate student population was 4.9% of total enrolment. Both percentages can be compared to Manitoba's Indigenous population of 16.7%.<sup>1</sup> Indigenous student enrolment percentages for the past five years in the undergraduate and graduate programs delivered by the I.H. Asper School of Business, is provided for context in the table below.

Year (Fall Term)	% Undergraduate Indigenous Students in I.H. Asper School of Business <sup>2</sup>	% Graduate Indigenous Students I.H. Asper School of Business <sup>3</sup>	% Indigenous Students at the University of Manitoba <sup>4</sup>
2016	4.9	4.8	8.0
2015	4.1	4.2	7.3
2014	3.6	4.2	7.3
2013	3.1	4.1	7.2
2012	3.4	4.0	7.1

<sup>1</sup> Statistics Canada. *Number and distribution of the population reporting an Aboriginal identity and percentage of Aboriginal people in the population, Canada, provinces and territories, 2011*, Catalogue no. 99-011-X2011001 [cited November 18, 2016 on Statistics Canada website: <https://www12.statcan.gc.ca/nhs-enm/2011/as-sa/99-011-x/2011001/tbl/tbl02-eng.cfm>].

<sup>2</sup> The University of Manitoba's Office of Institutional Analysis. Cited December 19, 2016

<sup>3</sup> The University of Manitoba's Office of Institutional Analysis. Cited December 19, 2016

<sup>4</sup> The University of Manitoba's Office of Institutional Analysis. Cited December 19, 2016



As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This scholarship will provide the I.H. Asper School of Business the opportunity to recruit, support and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Benarroch', with a stylized flourish at the end.

Dr. Michael Benarroch  
Dean and CPA Manitoba Chair in Business Leadership  
I.H. Asper School of Business



UNIVERSITY  
OF MANITOBA

Faculty of Agricultural and Food  
Sciences

Office of the Dean  
256 Agriculture Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Phone (204) 474-6026  
Fax (204) 474-7525

December 15, 2016

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Pamela Gareau, Awards Establishment Coordinator  
422 University Centre  
University of Manitoba

**RE: Monica and Jared Carlberg Bursary**

Dear Dr. Hultin,

The Faculty of Agricultural and Food Sciences supports the establishment of the **Monica and Jared Carlberg Bursary**.

In the Fall Term of 2015, the Faculty of Agricultural and Food Sciences self-declared Canadian Indigenous student population was 4.2% of total enrolment, compared to Manitoba's Indigenous population of 16.7%<sup>1</sup>. The Indigenous student enrolment data for the past five years in the Faculty of Agricultural and Food Sciences is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students in the Faculty of Agricultural and Food Sciences	Total Students in the Faculty of Agricultural and Food Sciences	% Indigenous Students
2015	39	930	4.2%
2014	39	888	4.4%
2013	22	607	3.6%
2012	14	519	2.7%
2011	15	452	3.3%

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships, and awards for Indigenous students contributes to this commitment. This bursary will provide the Faculty of Agricultural and Food Sciences the opportunity to recruit, support, and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Dr. Karin Wittenberg  
Dean, Faculty of Agricultural and Food Sciences

<sup>1</sup> Statistics Canada. *Number and distribution of the population reporting an Aboriginal identity and percentage of Aboriginal people in the population, Canada, provinces and territories, 2011*, Catalogue no. 99-011-X2011001 [cited November 18, 2016 on Statistics Canada website: <https://www12.statcan.gc.ca/nhs-enm/2011/as-sa/99-011-x/2011001/tbl/tbl02-eng.cfm>].



UNIVERSITY OF MANITOBA Faculty of Health Sciences

College of Nursing  
Helen Glass Centre for Nursing  
89 Curry Place  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone: 204-474-7452  
Fax: 204-474-7682

October 31, 2016

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Pamela Gareau,  
Awards Establishment Coordinator  
420 University Centre  
University of Manitoba

**RE: Nursing Students Association Scholarship (International)**

Dear Dr. Hultin,

The College of Nursing supports the establishment of the **Nursing Students Association Scholarship (International)**.

In the Fall Term of 2015, the Faculty's International student population was 3.9% of total enrolment, compared to the University of Manitoba's International student population average of 14.7%.

Undergraduate International student enrolment data for the past five years in the College of Nursing is provided for context in the table below.

Year (Fall Term)	Number of International Students	Total Students	% International Students
2015	33	718	3.9%
2014	23	807	3.2%
2013	15	674	2.2%
2012	15	674	2.5%
2011	22	721	3.1%

There have been several studies which point out that international students at campuses around the world (including Canada's) experience discrimination and isolation (CFS, 2007; Lopez and Poyrazli, 2007; Bonazzo and Wong, 2007; Lee, 2006; Scott, 2005; Greer and Hinchcliff-Pelias, 2004; Anderson, 2004). Recommendations have been made to improve the quality of International student education by establishing liaisons for student services such as housing, healthcare, childcare, employment, financial aid, immigration and academics (Laboy Gonzalez, 2006). In an article published in the *Nurse Education Today* titled *International Nursing students and what impacts their clinical learning: Literature review* (Vol. 33, Issue 2, Feb 2013, Pages 138-142) concludes that "recognition and valuing of international nursing students' attributes in academic and clinical contexts are needed to facilitate effective strategies to

support their clinical practice in new environments". As a Faculty, we are supportive of increasing the number of International students enrolled in our programs and to decrease any systematic discrimination. In order to do this we would like to increase the number of scholarships, bursaries, and awards for International students in Nursing. This scholarship will provide the College of Nursing the opportunity to recruit, recognize and retain International students and, in doing so, will also contribute to the success of International students in their chosen field of Nursing.

Sincerely,

A handwritten signature in black ink, appearing to read "B. O'Connell", written in a cursive style.

Dr. Beverly O'Connell  
Dean  
College of Nursing

Dean's Office  
 319 Drake Centre  
 181 Freedman Crescent  
 Winnipeg, Manitoba  
 Canada R3T 5V4  
 Telephone (204) 474-9353  
 Fax (204) 474-7544



December 19, 2016

Dr. Philip Hultin  
 Chair, Senate Committee on Awards  
 c/o Mabelle Magsino,  
 Awards Establishment/Selection Coordinator  
 424E University Centre  
 University of Manitoba

**RE: Whiting Indigenous MBA Bursary**

Dear Dr. Hultin,

The I.H. Asper School of Business supports the establishment of the **Whiting Indigenous MBA Bursary**. In the Fall Term of 2016, the Master of Business Administration (MBA) program's self-declared Indigenous student population was 6.1% of total enrolment, compared to Manitoba's Indigenous population of 16.7%.<sup>1</sup> The Indigenous student enrolment percentages for the past five years in the MBA program delivered by the I.H. Asper School of Business, is provided for context in the table below.

Year (Fall Term)	% Indigenous Students in the MBA program <sup>2</sup>	% Indigenous Students at the University of Manitoba <sup>3</sup>
2016	6.1	8.0
2015	5.1	7.3
2014	6.3	7.3
2013	4.3	7.2
2012	5.4	7.1

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This scholarship will provide the I.H. Asper School of Business the opportunity to recruit, support and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Dr. Michael Benarroch  
 Dean and CPA Manitoba Chair in Business Leadership  
 I.H. Asper School of Business

<sup>1</sup> Statistics Canada. *Number and distribution of the population reporting an Aboriginal identity and percentage of Aboriginal people in the population, Canada, provinces and territories, 2011*, Catalogue no. 99-011-X2011001 [cited November 18, 2016 on Statistics Canada website: <https://www12.statcan.gc.ca/nhs-enm/2011/as-sa/99-011-x/2011001/tbl/tbl02-eng.cfm>].

<sup>2</sup> The University of Manitoba's Office of Institutional Analysis. Cited December 19, 2016

<sup>3</sup> The University of Manitoba's Office of Institutional Analysis. Cited December 19, 2016





**AGENDA ITEM:** Revisions to the Terms of Reference for the Gerry McDole Professorship in Improved Healthcare Delivery to Rural, Remote and Underserved Populations of Manitoba

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approve revisions to the terms of reference for the Gerry McDole Professorship in Improved Healthcare Delivery to Rural, Remote and Underserved Populations of Manitoba.**

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

- The Gerry McDole Professorship in Improved Healthcare Delivery to Rural, Remote and Underserved Populations of Manitoba was established by the Board of Governors on September 18, 2007. The Professorship is supported by the revenue from an endowment fund established with two contributions of \$500,000 each, from AstraZeneca, in December 2003 and November 2005.
- The Max Rady College of Medicine is requesting that the terms of reference for the Professorship be revised to open the position to any academic faculty member in the Rady Faculty of Health Sciences working in the general area of health policy research and development, whose research relates to the general goal to develop better approaches to the delivery of health services in rural, remote and underserved populations in Manitoba. The existing terms only provide for faculty in the Max Rady College of Medicine to hold the Professorship.
- AstraZeneca, the lead donor for the Professorship, supports the proposed change.

**RESOURCE REQUIREMENTS:**

The Professorship will continue to be funded with the income from the endowment fund established in 2003, as described above.

**IMPLICATIONS:**

The revised terms of reference will extend the scope of the Professorship to include potential candidates from among the faculty members in the Colleges of Dentistry, Medicine, Nursing, Pharmacy, and Rehabilitation Sciences.

**ALTERNATIVES:**

N/A

**CONSULTATION:**

In accordance with the University's policy on *Chairs and Professorships*, this proposal has been endorsed by the Provost and Vice-President (Academic) and the Senate Committee on University Research. This proposal was approved by Senate on December 7, 2016.





### Board of Governors Submission

**Routing to the Board of Governors:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Committee on University Research	October 3, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	November 23, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	December 7, 2016
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

**Submission prepared by:** Senate \_\_\_\_\_

**Submission approved by:** University Secretary \_\_\_\_\_

**Attachments**

- Report of the Senate Committee on University Research RE: Revision to the Terms of Reference for the Gerry McDole Professorship in Improved Healthcare Delivery to Rural, Remote and Underserved Populations of Manitoba



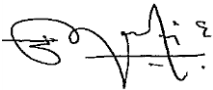
UNIVERSITY  
OF MANITOBA

OFFICE OF THE  
VICE-PRESIDENT (RESEARCH  
AND INTERNATIONAL)

207 Administration Building  
Winnipeg, MB R3T 2N2  
Telephone: (204) 474-6915  
Fax: (204) 474-7568  
www.umanitoba.ca/research

### MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International)  
and Chair, Senate Committee on University Research 

DATE: October 3, 2016

SUBJECT: Revision to the Terms of Reference for the Gerry McDole Professorship in  
Improved Healthcare Delivery to Rural, Remote and Underserved Populations of  
Manitoba

The Vice-President (Academic) and Provost, and the Senate Committee on University Research (SCUR), recommends the revision to the terms of reference for the Gerry McDole Professorship in Improved Healthcare Delivery to Rural, Remote and Underserved Populations of Manitoba.

Please include this report and recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

DSJ/nis  
Encl.

Cc: Dr. Brian Postl, Vice-Provost and Dean, Faculty of Health Sciences



UNIVERSITY  
OF MANITOBA

Office of Provost & Vice-President (Academic)

208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 480-1408  
Fax (204) 275-1160

Date: August 29, 2016

To: Digvir Jayas, Vice-President (Research and International)

From: Janice Ristock, Provost and Vice-President (Academic)

Re: Revision to the Terms of Reference for the Gerry McDole Professorship in  
Improved Healthcare Delivery to Rural, Remote and Underserved Populations of  
Manitoba

---

The Max Rady College of Medicine is requesting a change to the terms of reference for the Gerry McDole Professorship in Improved Healthcare Delivery to Rural, Remote and Underserved Populations of Manitoba. Specifically, they wish to change the criteria such that academic faculty members in the Rady Faculty of Health Sciences (not limited to members in the Max Rady College of Medicine) would be eligible to apply (see attached). The lead donor, AstraZeneca Canada Inc., is supportive of the change.

I support the request and ask that it be considered by the Senate Committee on University Research.

Att.



**UNIVERSITY  
OF MANITOBA**

**Rady Faculty of  
Health Sciences**

**Max Rady College of Medicine  
Office of the Dean  
230 Basic Medical Sciences Building  
745 Bannatyne Avenue  
Winnipeg, Manitoba  
Canada R3E 0J9  
Phone: 204-789-3485  
Fax: 204-789-3661**

**MEMORANDUM**

**Date:** November 3, 2016

**To:** Mr. Jeff Leclerc  
University Secretary

**From:** Dr. Brian Postl  
Dean, Rady Faculty of Health Sciences

**Re: Terms of Reference – Gerry McDole Professorship**

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The attached Terms of Reference were previously endorsed at the College Executive Council and at the Faculty Executive Council on October 27th, 2016 and is being forwarded for final Senate approval.

Please let me know if you require additional information or clarification.

Thank you.



**UNIVERSITY OF MANITOBA** | **Rady Faculty of Health Sciences**

**Max Rady College of Medicine**  
Office of the Dean  
230 Basic Medical Sciences Building  
745 Bannatyne Avenue  
Winnipeg, Manitoba  
Canada R3E 0J9  
Phone: 204-789-3485  
Fax: 204-789-3661

August 12, 2016

Dr. Janice Ristock  
Provost and Vice-President (Academic)  
208 Administration Building  
University of Manitoba  
Winnipeg, MB R3T 2N2

Dear Dr. Ristock

**RE: Revision to the Gerry McDole Professorship in Improved Healthcare Delivery to Rural Remote and Underserved Populations**

The Max Rady College of Medicine would like to revise the terms of reference for the Gerry McDole Professorship in Improved Healthcare Delivery to Rural Remote and Underserved Populations to extend the scope of the Professorship to include future candidates from any of the disciplines in your Rady Faculty of Health Sciences: Medicine, Nursing, Dentistry, Pharmacy and Rehabilitation Sciences.

The lead donor the fund, AstraZeneca Canada Inc. was contacted and they are supportive of this change. Their written response is enclosed.

Also enclosed are updated Terms of Reference for your approval.

I look forward to your response in due course. Please let me know if you require any additional information.

Sincerely,

Dr. Brian Postl  
Dean and Vice Provost, Rady Faculty of Health Sciences

Dr. Peter Nickerson  
Acting Dean  
Rady Faculty of Health Sciences  
University of Manitoba

Cc: Dr. Peter Nickerson, Associate Dean (Research)

## Pat Robertson

---

**From:** Seibel, Helen-Marie <Helen.Seibel@astrazeneca.com>  
**Sent:** Thursday, July 28, 2016 12:58 PM  
**To:** Pat Robertson  
**Cc:** Seibel, Helen-Marie; Findlay, Mark  
**Subject:** Approval Provided in Response to Gerry McDole Professorship in Improved Healthcare Delivery to Rural Remote and Underserved Populations: request to revise Terms of Reference

Dear Pat,

Thank you very much for your patience as I consulted some of my colleagues on your request to revise the Terms of Reference for the Gerry McDole Professorship in Improved Healthcare Delivery to Rural Remote and Underserved Populations. On behalf of AstraZeneca, I'd like to recognize the great work that has been done and is being done through this Professorship. It's so important to us that we remember there are many Canadians who fall beyond the reach of our traditional healthcare system. Meeting their healthcare needs requires new ways of thinking and new approaches. This includes thinking more about multi-disciplinary care. With this in mind, we are happy to provide our approval to extend the scope of this Professorship to include future candidates from any of the 5 disciplines in your Faculty of Health Sciences: Medicine, Nursing, Dentistry, Pharmacy and Rehabilitation Sciences.

We look forward to participating in the process to choose Dr. Snyder's successor and to receiving a full report on the progress of her EDVIP program.

Warm regards,  
Helen

Helen Seibel  
Senior Manager, Corporate Responsibility

---

AstraZeneca Canada Inc.  
Market Access & Government Affairs | Corporate Responsibility  
T: (905) 566-7311 M: (416) 906-4643  
<http://www.astrazeneca.com/responsibility>



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**The Gerry McDole Professorship  
In Improved Healthcare Delivery to Rural,  
Remote and Underserved Populations of Manitoba  
Terms of Reference**

**Name:** The Gerry McDole Professorship in Improved Healthcare Delivery to Rural, Remote and Underserved Populations of Manitoba

**History:** The University of Manitoba received \$500,000 in December, 2003, and \$500,000 in November 2005 from AstraZeneca as an endowment in honour of their retiring President, Gerry McDole. Through the interest earned from the \$1,000,000 endowment fund, the University of Manitoba has established the Gerry McDole Professorship in Improved Healthcare Delivery to Rural, Remote and Underserved Populations of Manitoba.

**Purpose:** The Gerry McDole Professorship in Improved Healthcare Delivery to Rural, Remote and Underserved Populations of Manitoba, will be used to support deserving new academic faculty members in the Rady Faculty of Health Sciences, University of Manitoba, for research in health service delivery and/or health policy development with the goal to improving the delivery of healthcare services to rural, remote and underserved populations of Manitoba.

**Amount:** The funds for the award will come from the interest earned on the endowment fund, with the minimum expected amount to be \$50,000.

**Term:** The term of the award will be no greater than three years. The awards committee may decide not to make any award if no suitable candidate can be identified. No other major award can be held by the candidate.

**Criteria:** Academic Faculty members working in the general area of health policy research and development in the Rady Faculty of Health Sciences, University of Manitoba are eligible to apply. The research must be relevant to the general goal to develop better approaches to the delivery of health services in rural, remote and underserved populations of Manitoba. The research will normally be conducted in the field and/or on site at the University of Manitoba.

**Selection:** An awards committee will consist of the Dean of the Rady Faculty of Health Sciences or his designate as Chair, the Vice Dean (Research), the Head of Community Health Sciences, and two representatives nominated by AstraZeneca. The criteria for selection are based on the excellence and track record of the candidate, and the "fit" of the proposal to the goals of the professorship. The awards committee will hold its meeting in Winnipeg.

**Timeline:** Questions pertaining to the application and the timelines should be directed to Mrs. Terri Turner, Administrative Assistant, Rady Faculty of Health Sciences Research Office, A108 Chown Building. Tel: (204) 789-3375.

Call for application	April 1
Deadline for application	July 1
Delivery of applications to members of the awards committee for review	approx. 2 weeks prior to awards committee mtg.
Meeting of the awards committee	August

Letter of award to the top candidate, confirmation of acceptance of the award and announcement of the award September - December



**Application  
Package:**

The following will be required as part of the candidate's application:

- a. The CIHR project application will be used for this competition. It should be completed by the applicant and the proposed Department in the appropriate sections.
- b. Letters of reference from two individuals familiar with the applicant's work and the area of proposed research.
- c. A letter of support from the Department Head and the Associate Dean(Academic).
- d. Submit the completed application package on or before July 1 to:

*Rady Faculty of Health Sciences  
Office of the Vice Dean (Research)  
A108 Chown Building  
753 McDermot Avenue  
Winnipeg, Manitoba, R3E 0W3*

Est. 12/04  
Rev. 04/05  
Rev. 01/07  
Rev. 09/07  
Rev. 03/10  
Rev. 08/16

**The Gerry McDole Professorship  
In Improved Healthcare Delivery to Rural,  
Remote and Underserved Populations of Manitoba  
Terms of Reference**

**Name:** The Gerry McDole Professorship in Improved Healthcare Delivery to Rural, Remote and Underserved Populations of Manitoba

**History:** The University of Manitoba received \$500,000 in December, 2003, and \$500,000 in November 2005 from AstraZeneca as an endowment in honour of their retiring President, Gerry McDole. Through the interest earned from the \$1,000,000 endowment fund, the University of Manitoba has established the Gerry McDole Professorship in Improved Healthcare Delivery to Rural, Remote and Underserved Populations of Manitoba.

**Purpose:** The Gerry McDole Professorship in Improved Healthcare Delivery to Rural, Remote and Underserved Populations of Manitoba, will be used to support deserving new academic faculty members in the Rady Faculty of Medicine Health Sciences, University of Manitoba, for research in health service delivery and/or health policy development with the goal to improving the delivery of healthcare services to rural, remote and underserved populations of Manitoba.

**Amount:** The funds for the award will come from the interest earned on the endowment fund, with the minimum expected amount to be \$50,000.

**Term:** The term of the award will be no greater than three years. The awards committee may decide not to make any award if no suitable candidate can be identified. No other major award can be held by the candidate.

**Criteria:** Academic Faculty members working in the general area of health policy research and development in the Rady Faculty of Medicine Health Sciences, University of Manitoba are eligible to apply. The research must be relevant to the general goal to develop better approaches to the delivery of health services in rural, remote and underserved populations of Manitoba. The research will normally be conducted in the field and/or on site at the University of Manitoba.

**Selection:** An awards committee will consist of the Dean of the Rady Faculty of Health Sciences Medicine or his designate as Chair, the Associate Vice Dean (Research), the Head of Community Health Sciences, and two representatives nominated by AstraZeneca. The criteria for selection are based on the excellence and track record of the candidate, and the "fit" of the proposal to the goals of the professorship. The awards committee will hold its meeting in Winnipeg.

**Timeline:** Questions pertaining to the application and the timelines should be directed to Mrs. Terri Turner, Administrative Assistant, Rady Faculty of Medicine Health Sciences Research Office, A108 Chown Building. Tel: (204) 789-3375.

Call for application	April 1
Deadline for application	July 1
Delivery of applications to members of the awards committee for review	approx. 2 weeks prior to awards committee mtg.
Meeting of the awards committee	August

Letter of award to the top candidate, confirmation of acceptance of the award and announcement of the award September - December

**Application  
Package:**

The following will be required as part of the candidate's application:

- a. The CIHR project application for ~~New Investment~~ will be used for this competition. It should be completed by the applicant and the proposed Department in the appropriate sections.
- b. Letters of reference from two individuals familiar with the applicant's work and the area of proposed research.
- c. A letter of support from the Department Head and the Associate Dean(Academic).
- d. Submit the completed application package on or before July 1 to:

*Rady Faculty of Medicine Health Sciences*  
*Office of the ~~Associate~~ Vice Dean (Research)*  
*A108 Chown Building*  
*753 McDermot Avenue*  
*Winnipeg, Manitoba, R3E 0W3*

Est. 12/04  
Rev. 04/05  
Rev. 01/07  
Rev. 09/07  
Rev. 03/10  
Rev. 08/16



**AGENDA ITEM:** Conversion of the Professorship in Pediatric Asthma, Allergy and the Environment to a Chair

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approve the conversion of the Professorship in Pediatric Asthma, Allergy and the Environment to a Chair.**

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

The establishment of Chairs at the University is governed by the policy on *Chairs and Professorships*. The policy states that:

- Chairs and Professorships are established to advance the University's academic goals and objectives. (Section 2.3)
- A Chair normally must, at its establishment, be fully funded from sources outside of the University's regular operating budget. The funding for a Chair normally must be sufficient to cover the full salary and benefits of the incumbent and an appropriate level of unrestricted research/scholarly support. (Section 2.4 (a))
- For Chairs... funds may be provided by way of an endowment or through a schedule of annual expendable gifts for a defined period of not less than five years, or by an appropriate combination of endowment and annual expendable gifts. (Section 2.5)

The Board approved the establishment of a Professorship in Pediatric Asthma and Allergy at its meeting on November 20, 2012. The Max Rady College of Medicine is requesting that the Professorship be converted to a Chair. It is also proposed that the name of the Chair be changed to the "Professorship in Pediatric Asthma, Allergy and the Environment".

**RESOURCE REQUIREMENTS:**

- Resources are required to support a full-time faculty appointment at the level of Assistant Professor, Associate Professor, or Professor, including salary, benefits, and research/scholarly support for that individual.
- The fund that has supported the Professorship in Pediatric Asthma and Allergy was established in 2002, with an initial gift of \$750,000 from Merck Canada that was augmented by accrued interest in 2012 and subsequently by gifts from other donors.
- In 2016, with permission of the family of Robert Wallace Cameron, unspent funds (\$1,502,420) were transferred from the fund for the Robert Wallace Cameron Chair in Evidence-Based Medicine. With this contribution, the fund for the Professorship in Pediatric Asthma and Allergy is now sufficient (approximately \$3 million) to support the conversion of the Professorship to a Chair in Pediatric Asthma, Allergy, and the Environment.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

N/A

**IMPLICATIONS:**

The purpose and objectives of the Chair would be the same as that for the Professorship, which are to:

- enhance advanced research and education in the field of allergy, asthma and the environment;
- create the opportunity to recruit/retain an experienced leader with demonstrated expertise in the field of pediatric allergy and asthma and a proven track record in related research;
- enhance the competitiveness of the Department of Pediatrics and Child Health nationally and internationally within peer-reviewed funding agencies, including the CIHR, NSERC, and the NIH;
- allow for enhanced mentorship of academic clinicians beginning their careers in the area of allergy and clinical immunology;
- pursue research that will lead to a better understanding of gene-environment interactions and ultimately lead to improved health care, prevention, and cure of allergic diseases and asthma.

**ALTERNATIVES:**

N/A

**CONSULTATION:**

This proposal has been endorsed by the Provost and Vice-President (Academic) and the Senate Committee on University Research. It was considered and endorsed by Senate on December 7, 2016.



### Board of Governors Submission

**Routing to the Board of Governors:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Committee on University Research	October 3, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	November 23, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	December 7, 2016
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

**Submission prepared by:** Senate

**Submission approved by:** University Secretary

**Attachments**

- Report of the Senate Committee on University Research RE: Conversion of the Professorship in Pediatric Asthma, Allergy and the Environment to a Chair



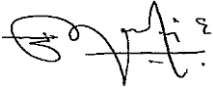
UNIVERSITY  
OF MANITOBA

OFFICE OF THE  
VICE-PRESIDENT (RESEARCH  
AND INTERNATIONAL)

207 Administration Building  
Winnipeg, MB R3T 2N2  
Telephone: (204) 474-6915  
Fax: (204) 474-7568  
www.umanitoba.ca/research

MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International)  
and Chair, Senate Committee on University Research 

DATE: October 3, 2016

SUBJECT: Conversion of the Professorship in Pediatric Asthma, Allergy and the  
Environment to a Chair

The Vice-President (Academic) and Provost, and the Senate Committee on University Research (SCUR), recommends the conversion of the Professorship in Pediatric Asthma, Allergy and the Environment to a chair, as supported by the Vice-President (Academic) and Provost. There is funding of approximately \$3M to support this conversion.

Please include this report and recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

DSJ/nis  
Encl.

Cc: Dr. Brian Postl, Vice-Provost and Dean, Faculty of Health Sciences



UNIVERSITY  
OF MANITOBA

Office of Provost & Vice-President (Academic)

208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 480-1408  
Fax (204) 275-1160

Date: August 29, 2016

To: Digvir Jayas, Vice-President (Research and International)

From: Janice Ristock, Vice-President (Academic) and Provost

Re: Application to Convert the Professorship in Pediatric Asthma, Allergy and the Environment to a Chair

---

The Department of Pediatrics and Child Health, Max Rady College of Medicine is requesting the conversion of a Professorship in Pediatric Asthma, Allergy and the Environment to a Chair. The Professorship was established in 2012 and, more recently, additional funding has been secured to support the change to a Chair. As you will see in the proposal, there is funding in the amount of \$3.0M available to support the Chair. The proposed change is supported by Dr. Brian Postl, Dean and Vice Provost, Rady Faculty of Health Sciences.

I support the request and ask that it be considered by the Senate Committee on University Research.

Att.





UNIVERSITY  
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Rady Faculty of  
Health Sciences

Max Rady College of Medicine  
Office of the Dean  
230 Basic Medical Sciences Building  
745 Bannatyne Avenue  
Winnipeg, Manitoba  
Canada R3E 0J9  
Phone: 204-789-3485  
Fax: 204-789-3661

August 9, 2016

Dr. Janice Ristock  
Provost and Vice-President (Academic)  
208 Administration Building  
University of Manitoba  
Winnipeg, MB R3T 2N2

Dear Dr. Ristock

**RE: Application to Convert the Professorship in Pediatric Asthma, Allergy and the Environment to a Chair**

Several donors have generously contributed to an endowment fund in support of the research field of pediatric allergy, asthma and the environment, such that there is sufficient annual income to support a research chair program. This Chair is intended to be used to enhance research, education and clinical practice in the field of pediatric allergy, asthma and the environment.

The Faculty of Health Sciences supports this endeavour. The conversion of the Professorship to a Chair in Pediatric Asthma, Allergy and the Environment will enhance advanced research and education in the Department of Pediatrics and Child Health. The recipient of this endowed Chair will be an excellent researcher and high potential scientist, provide leadership to the Department's research enterprise, and play an important fostering role for junior faculty members.

I am pleased to support the application to establish this Chair.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Postl'.

Dr. Brian Postl  
Dean and Vice Provost, Rady Faculty of Health Sciences

Cc: Dr. Peter Nickerson, Associate Dean (Research)  
Dr. Digvir Jayas, Vice-President (Research & International)



UNIVERSITY OF MANITOBA | Rady Faculty of Health Sciences

Terry Klassen, M.D., FRCPC  
Professor and Head  
Department of Pediatrics & Child Health  
University of Manitoba  
Medical Director  
Child Health Program  
CE208-840 Sherbrook Street  
Winnipeg, MB R3A 1S1  
Phone: 787-1970  
Fax: 787-4807

August 9, 2016

Dr. Brian Postl  
Dean, Max Rady College of Medicine  
Dean and Vice-Provost, Rady Faculty of Health Sciences

Dear Dr. Postl,

**Application for the Conversion of the Endowed Professorship in Paediatric Allergy and Asthma to a Chair**

Attached please find a proposal to establish a research Chair in Pediatric Allergy and Asthma. A Professorship in Pediatric Allergy, Asthma and the Environment was established by the Board of Governors on November 7, 2012. I respectfully request that this Professorship be converted to a Chair.

The annual income of the Pediatric Allergy, Asthma and the Environment Chair will support research and related expenditures in support of academic excellence in the field of pediatric allergy and asthma, including the support of graduate students. The fund was established by a gift from Merck in 2002, and further contributions came from accrued interest in 2012. In 2016, the family of Robert Wallace Cameron generously agreed to transfer unspent monies to this Chair from the fund that supports the Robert Wallace Cameron Chair in Evidence-Based Medicine.

The purpose of the Chair is to provide academic and professional leadership in the area of pediatric allergy and asthma within the Section of Allergy and Clinical Immunology, Department of Pediatrics and Child Health, Max Rady College of Medicine. The intent is to foster original research focused on pediatric allergy, asthma and the environment and contribute to undergraduate and graduate teaching in this area.

This Chair will be appointed at the rank of Assistant, Associate or Full Professor in Department of Pediatrics and Child Health in the Max Rady College of Medicine. The selection of the individual to the Chair shall be done in accordance with standard University of Manitoba policies on academic hiring and the University of Manitoba/University of Manitoba Faculty Collective Agreement.

The Office of Research Services has expressed its full support for the creation of a Chair in Pediatric Allergy, Asthma and the Environment.

I look forward to your response in due course. Please let me know if you require any additional information.

Sincerely,

Terry Klassen, MD, MSc, FRCPC  
Medical Director, Child Health Program, WRHA  
Professor and Head, Dept. of Pediatrics & Child Health, University of Manitoba  
CEO & Scientific Director, Children's Hospital Research Institute of Manitoba  
Academic Director, George and Fay Yee Centre for Healthcare Innovation

**PROPOSAL TO ESTABLISH A CHAIR  
IN PEDIATRIC ALLERGY, ASTHMA AND THE ENVIRONMENT  
IN THE RADY COLLEGE OF MEDICINE  
AT THE UNIVERSITY OF MANITOBA**

**EXECUTIVE SUMMARY**

In accordance with the procedures and mechanisms for establishing Chairs at the University of Manitoba, the following is presented:

**TYPE OF APPOINTMENT:** Chair

**AREA OF CHAIR:** Pediatric Allergy, Asthma and the environment

**PURPOSE AND OBJECTIVE OF PROFESSORSHIP**

The Chair will support the research, scholarly activities and knowledge translation in pediatric allergy and asthma, and salary and benefits of the candidate.

The University of Manitoba's Chair in Pediatric Allergy and Asthma will provide research and clinical leadership, and mentorship at the University of Manitoba. The specific objectives include:

- To enhance advanced research and education in the field of allergy, asthma and the environment.
- To create the opportunity to recruit/retain an experienced leader with demonstrated expertise in the field of pediatric allergy and asthma and a proven track record in related research.
- To enhance the competitiveness of the University of Manitoba Department of Pediatrics and Child Health nationally and internationally within peer-reviewed funding agencies including the CIHR, NSERC, and NIH.
- To allow for enhanced mentorship of young academic clinicians beginning their careers in the area of allergy and clinical immunology.
- To pursue research that will lead to a better understanding of gene-environment interactions and ultimately lead to improved health care, prevention, and cure of allergic diseases and asthma.

**METHOD BY WHICH CHAIR WILL BE FUNDED**

The Pediatric Allergy and Asthma Fund at the University of Manitoba was established with an initial gift of \$750,000 from Merck Canada in 2002 to support a Professorship in this field. The capital from the initial gift, along with gifts from other donors, has grown to a present market value (July 2016) of \$1,497,580.

In 2016, the Fund was supplemented with \$1,502,420 from the Robert Wallace Cameron Fund, with the permission of the family of Robert Wallace Cameron, to generate sufficient income to support a Research Chair Program.

The income of the endowment fund shall be allocated in accordance with the policies of the University of Manitoba and will contribute support to the scholarly activities, and salary and benefits of the Chair.

## **RELATIONSHIP TO THE PROPOSING UNIT**

### **Department of Pediatrics and Child Health in the Max Rady College of Medicine**

The individual awarded the Chair will be a Scientist, PhD and/or MD, appointed in the Section of Allergy and Clinical Immunology in the Department of Pediatrics and Child Health.

## **GENERAL AND SPECIFIC REQUIREMENTS FOR THE CHAIR**

In accordance with the Procedures and Mechanisms for establishing Chairs at the University of Manitoba, individuals appointed to the Chair in Pediatric Allergy and Asthma shall have the following qualifications:

- Academic qualifications commensurate with an appointment at the rank of Assistant Professor, Associate Professor or Professor.
- Outstanding distinction/expertise in each of research and education in pediatric allergy and asthma.
- MD: successful completion of a Residency in pediatric allergy and asthma and Fellowship training in pediatric allergy and asthma.
- PhD: successfully established as a Faculty Member and Scientist with evident expertise in the field of allergy, asthma and the environment.

## **TERM OF APPOINTMENT AND PROVISION FOR REAPPOINTMENT**

The initial term of the appointment will be five years.

- Internal midterm evaluation by the Head, Department of Pediatrics and Child Health.
- The renewal of the appointment for an additional term(s) will be subject to a successful review of the incumbent's performance within the context of the Max Rady College of Medicine's research strategy and Max Rady College of Medicine Performance Feedback Policy, such a review to be carried out during the fourth year of the term.

A successful performance review will provide evidence of the following:

- Personal research productivity in the form of external grants, presentations, and peer-reviewed publications. It is expected that funding from one or more national agencies would be expected along with additional funding from local sources.
- Evidence of publication in the range of 3-5 publications/year with 1 or more in a high impact journal.
- Evidence of linkages, collaboration and multi-disciplinary research within the University and between the University and other research institutions.
- Evidence of the successful research that has led to a better understanding of gene-environment interactions, ultimately leading to improved health care, prevention, and cure of allergic diseases and asthma.
- Achieve the required standards to qualify for funding from peer-reviewed funding agencies including the CIHR, NSERC, and NIH.
- Proof of enhanced mentorship of young academic clinicians beginning their careers in research and the area of Asthma, Allergy and the Environment.
- Proof of incorporation of patient-centred perspectives into teaching activities, as well as evidence based approaches in the delivery of teaching.
- Achieve the required standards to qualify for Promotion & Tenure processes.

## **OTHER PROVISIONS**

1. The selection and appointment of an individual to the proposed Chair shall be conducted in accordance with section 2.3 of University Policy on Chairs and Professorships
2. The duties and responsibilities of the individual appointed to the proposed Chair will be in accordance with 2.4 of University Policy on Chairs and Professorships.
3. Annual reporting requirements shall also be in accordance with the University Policy on Chairs and Professorships. In addition to the reporting requirements stipulated in this policy, the Chair holder shall provide an annual report of activities to the President of the University. In turn, the President shall provide a copy of said report to individuals or organizations that have contributed to the establishment of the Chair, and that have specifically requested this information.
4. The Chair holder will have a primary, full time appointment to the Department of Pediatrics and Child Health. The Chair holder will participate in an appropriate amount of teaching activity, including undergraduate and post-graduate medical trainees and graduate students, where appropriate.
5. The role of the Chair will be to contribute significantly to the body of research and scholarship in the Department of Pediatrics and Child Health. Accordingly, the appointment of the Chair will be made on the recommendation of the Department of Pediatrics and Child Health and shall be conducted in accordance with the University policy in Academic Appointments and the guidelines for the establishment of Chairs and Professorships.
6. It is understood that the Chair would be structured with a five year maximum term with an option of renewal subject to satisfactory performance of the incumbent, but also with the understanding that the focus could be changed at such intervals according to the changing needs of the Department of Pediatrics and Child Health as determined by the Head, Department of Pediatrics and Child Health, and subject to approval by the University of Manitoba.



**AGENDA ITEM:** Conversion of the Bihlers' Professorship in Stem Cell Research to a Chair

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approve the conversion of the Bihlers' Professorship in Stem Cell Research to a Chair.**

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

The establishment of Chairs at the University is governed by the policy on *Chairs and Professorships*. The policy states that:

- Chairs and Professorships are established to advance the University's academic goals and objectives. (Section 2.3)
- A Chair normally must, at its establishment, be fully funded from sources outside of the University's regular operating budget. The funding for a Chair normally must be sufficient to cover the full salary and benefits of the incumbent and an appropriate level of unrestricted research/scholarly support. (Section 2.4 (a))
- For Chairs... funds may be provided by way of an endowment or through a schedule of annual expendable gifts for a defined period of not less than five years, or by an appropriate combination of endowment and annual expendable gifts. (Section 2.5)

The Board approved the establishment of a Professorship in Stem Cell Research at its meeting on June 25, 2013. The Max Rady College of Medicine is now requesting that the Professorship be converted to a Chair.

**RESOURCE REQUIREMENTS:**

- Resources are required to support a full-time faculty appointment at the level of Assistant Professor, Associate Professor, or Professor, including salary, benefits, and research/scholarly support for that individual.
- The fund that has supported the Bihlers' Professorship in Stem Cell Research was established with a bequest of \$2.4 million from Mrs. L. Magda Bihler. The value of that fund is now more than \$3.3 million. Annual revenue generated by a fund of this value will support the conversion to a Chair.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

N/A

**IMPLICATIONS:**

The purpose and objectives of the Chair would be the same as that for the Professorship, which are to:

- contribute significantly to the body of scholarship in stem cell research;
- promote a program in stem cell research;
- create the opportunity to recruit/retain an experienced leader with demonstrated expertise in stem cell research and a proven track record in related research;
- enhance the competitiveness of The University of Manitoba Rady Faculty of Health Sciences in stem cell research at national and international peer reviewed funding agencies;
- establish and sustain critical intramural and extramural links and collaborations that serve to promote research at the University;
- provide mentorship and opportunities for young investigators embarking on careers focused on stem cell research;
- support research in stem cell research that will lead to discoveries that will lead to cures or the improved health of individuals;
- establish The University of Manitoba as a world leader in stem cell research.

**ALTERNATIVES:**

N/A

**CONSULTATION:**

This proposal has been endorsed by the Provost and Vice-President (Academic) and the Senate Committee on University Research. It was considered and endorsed by Senate on December 7, 2016.



### Board of Governors Submission

**Routing to the Board of Governors:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Committee on University Research	October 3, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	November 23, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	December 7, 2016
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

**Submission prepared by:** Senate

**Submission approved by:** University Secretary

**Attachments**

- Report of the Senate Committee on University Research RE: Conversion of the Bihlers' Professorship in Stem Cell Research to a Chair





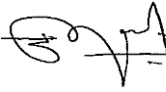
UNIVERSITY  
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207 Administration Building  
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Telephone: (204) 474-6915  
Fax: (204) 474-7568  
www.umanitoba.ca/research

MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International)  
and Chair, Senate Committee on University Research 

DATE: October 3, 2016

SUBJECT: Conversion of the Bihlers' Professorship in Stem Cell Research to a Chair

The Vice-President (Academic) and Provost, and the Senate Committee on University Research (SCUR), recommends the conversion of the Bihlers' Professorship in Stem Cell Research to a chair, as supported by the Vice-President (Academic) and Provost. There is funding of approximately \$3.3 M to support this conversion.

Please include this report and recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

DSJ/nis  
Encl.

Cc: Dr. Brian Postl, Vice-Provost and Dean, Faculty of Health Sciences



UNIVERSITY  
OF MANITOBA

Office of Provost & Vice-President (Academic)

208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 480-1408  
Fax (204) 275-1160

Date: September 21, 2016

To: Digvir Jayas, Vice-President (Research and International)

From: Janice Ristock, Provost and Vice-President (Academic)

Re: Application to Convert the Bihlers' Professorship in Stem Cell Research to a Chair

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The Regenerative Medicine Program in the Max Rady College of Medicine is requesting the conversion of the Bihlers' Professorship in Stem Cell Research to a Chair. The Professorship was established in 2013 and, more recently, additional funding has been secured to support the change to a Chair. As you will see in the proposal, there is funding in the amount of \$3.3M available to support the Chair. The proposed change is supported by Dr. Brian Postl, Dean and Vice Provost, Rady Faculty of Health Sciences.

I support the request and ask that it be considered by the Senate Committee on University Research.

Att.

cc: Dr. Brian Postl



UNIVERSITY OF MANITOBA | Rady Faculty of Health Sciences

Max Rady College of Medicine  
Office of the Dean  
230 Basic Medical Sciences Building  
745 Bannatyne Avenue  
Winnipeg, Manitoba  
Canada R3E 0J9  
Phone: 204-789-3485  
Fax: 204-789-3661

September 21, 2016

Dr. Janice Ristock  
Provost and Vice-President (Academic)  
208 Administration Building  
University of Manitoba  
Winnipeg, MB R3T 2N2

Dear Dr. Ristock

**RE: Application to Convert the Bihlers' Professorship in Stem Cell Research to a Chair**

The Bihlers' Professorship in Stem Cell Research was established by the Board of Governors on June 25, 2013. I respectfully request that this Professorship be converted to a Chair and enclose a proposal to establish a Research Chair in Stem Cell Research.

The annual income of the Chair in Stem Cell Research will support research and related expenditures in support of academic excellence in the field of regenerative medicine, including the support of graduate students.

The fund was established by a bequest of \$2.4 million from Mrs. L. Magda Bihler. The endowment fund has since grown to more than \$3.3 million and will support a Chair in this area.

The purpose of the Chair is to provide academic and professional leadership in the area of stem cell research within the Regenerative Medicine Program in the Max Rady College of Medicine. The intent is to foster original research focused on stem cell biology and contribute to undergraduate and graduate teaching in this area.

This Chair will be appointed at the rank of Assistant, Associate or Full Professor in the Max Rady College of Medicine. The selection of the individual to the Chair shall be done in accordance with standard University of Manitoba policies on academic hiring and the University of Manitoba/University of Manitoba Faculty Collective Agreement.

The Faculty of Health Sciences supports this endeavour. The conversion of the Professorship to the Bihlers' Chair in Stem Cell Research will enhance advanced research and education in regenerative medicine.

The recipient of this endowed Chair will provide leadership to the Faculty's research enterprise, and play an important role for junior faculty members.

I look forward to your response in due course. Please let me know if you require any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "BPAL". The letters are stylized and cursive.

Brian Postl, MD, FRCPC  
Dean and Vice Provost, Rady Faculty of Health Sciences

Cc: Dr. Peter Nickerson, Vice-Dean Research

**PROPOSAL TO CONVERT  
PROFESSORSHIP TO CHAIR  
AT THE UNIVERSITY OF MANITOBA**

**EXECUTIVE SUMMARY:**

In accordance with the procedures and mechanisms for establishing Chairs and Professorships at the University of Manitoba the following is presented:

**TYPE OF APPOINTMENT:** Chair

**AREA OF CHAIR:** Chair in Stem Cell Research

**PURPOSE AND OBJECTIVES OF CHAIR:**

The purpose and objective of the Chair shall be to provide leadership, scholarship and mentorship in stem cell research. Specific objectives include:

- To contribute significantly to the body of scholarship in stem cell research;
- To promote a program in stem cell research;
- To create the opportunity to recruit/retain an experienced leader with demonstrated expertise in stem cell research and a proven track record in related research. The support of an endowed chair would afford such an individual with the time and necessary support to fully devote his/her efforts to achieve the proscribe objectives;
- To enhance the competitiveness of The University of Manitoba Rady Faculty of Health Sciences in stem cell research at national and international peer reviewed funding agencies;
- The establishment and sustenance of critical intramural and extramural links and collaborations that serve to promote search at The University of Manitoba;
- The provision of mentorship and opportunities for young investigators embarking on careers focused on stem cell research;
- The pursuit of topics in stem cell research that will lead to discoveries that will lead to cures or the improved health of individuals;
- The establishment of The University of Manitoba as a (world) leader in stem cell research.

**RELATIONSHIP TO THE PROPOSING UNIT**

At the current time, the *Bihlers' Professorship in Stem Cell Research* resides in the Regenerative Medicine Program in the Max Rady College of Medicine, Faculty of Health Sciences because presently the academic and research activity relating to stem cell research is located within this unit.

This positioning within the Regenerative Medicine Program may be reviewed from time to time by the Vice-Dean Research Rady Faculty of Health Sciences and the University

Provost to ensure that the Departmental fit for the Chair is always consistent with its donor-defined purpose which is to support stem cell research.

**THE METHOD BY WHICH THE CHAIR WILL BE FUNDED:**

Interest accrued for the initial endowment of \$2.4 million.

**FUNDING METHOD:**

An endowment fund for a professorship was created with a generous bequest of \$2.4 million from Mrs. L. Magda Bihler. The fund has grown to more than \$3.3 million as at 30 June, 2016. It is anticipated that funding of the Chair will be from the interest accrued on this endowment.

The revenue generated from this fund will support the salary for the appointee, as well as an appropriate level of unrestricted research support for the Chair in the form of operating funds depending whether additional funding will be available. In addition, opportunities to leverage these funds will be explored through programs offered by the Vice President Research and International Office for recruitment of new faculty to an endowed Chair.

**GENERAL AND SPECIFIC REQUIREMENTS FOR THE CHAIR**

In accordance with the Procedures and Mechanisms for establishing Chairs and Professorships at the University of Manitoba, individuals appointed to the *Bihlers' Chair in Stem Cell Research* shall have the following qualifications:

- Canadian Citizen or permanent resident;
- Ph.D. or M.D. (if M.D., Royal College certified);
- Holding a current academic appointment at the rank of Assistant, Associate or Full Professor;
- History of excellence in research as evidenced by a strong publication record in high impact journals and acquisition of national or international peer reviewed grants or contracts;
- History of mentoring junior colleagues and investigators;
- History of effective and productive collaboration with intramural and extramural investigators and institutions.

**TERM OF APPOINTMENT:**

*Please include the term of appointment and if it is renewable*

- The initial term of the appointment will be for five years, and on the recommendation of the Vice-Dean Research and taking into consideration the Regenerative Medicine Program's research strategy.
- The incumbent will provide a brief annual progress report. At year two there will be a performance review by the Regenerative Medicine Program and the Faculty Review Committee, Chaired by the Vice-Dean Research.

- The renewal of the appointment for an additional term(s) will be subject to a successful review of the incumbent's performance within the context of the Regenerative Medicine Program's research strategy; such a review to be carried out during the fourth year of the term. The review will be performed by the Regenerative Medicine Program and Faculty Review Committee.

A successful performance review will provide evidence of the following:

- Personal research productivity in the form of external grants, presentations and peer-reviewed publications. Funding from one or more national agencies would be expected along with additional funding from local sources.
- Evidence of mentoring including having one or more full-time research trainees or supervision of clinical fellows in their research year.
- Evidence of publication in the range of 3-5 publications/year with one or more in a high impact journal.
- Evidence of linkages, collaboration and multi-disciplinary research within the university and between the university and other research institutions.

#### **OTHER PROVISIONS:**

- 1) The selection and appointment of an individual to the proposed Chair shall be conducted in accordance with the University Policy and Procedures on Chairs and Professorships
- 2) The duties and responsibilities of the individual appointed to the proposed Chair will be in accordance with the University Policy and Procedures on Chairs and Professorships.
- 3) Annual reporting requirements shall also be in accordance with the University Policy on Chairs and Professorships. In addition to the reporting requirements stipulated in this policy, the incumbent shall provide an annual report of activities to the President of the University. In turn, the President shall provide a copy of the said report to individuals that have specifically requested this information, or it may be used for reporting to donors in university communications.
- 4) The Chair holder will have an appointment in the Regenerative Medicine Program, so long as this is the program that continues to house the university's critical mass of activity in stem cell research. Cross appointment to an appropriate basic science department may also be considered. The Chair will be held in the Department that is most appropriate to the donor's stated purpose for the endowment. The incumbent will participate in an appropriate amount of teaching activity, including undergraduate and post-graduate medical trainees and graduate students, where appropriate.
- 5) It is understood that the Chair would be structured with a five year maximum term with an option of renewal subject to satisfactory performance of the incumbent, but

also with the understanding that the research focus could be changed to another Department or Unit at such intervals according to the changing needs of the Max Rady College of Medicine, subject to approval by the University of Manitoba.





**AGENDA ITEM:** Academic Schedule for 2017-2018

**RECOMMENDED RESOLUTION:**

*For information only.*

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

- The 2017-2018 Academic Schedule was prepared by the Registrar and reviewed by all faculties, colleges, and schools. It was approved by Senate at its meeting on December 7, 2016.
- The 2017-2018 Academic Schedule includes a two-day Fall Term Break that comprises the Thursday and Friday (October 5 and 6, 2017) immediately preceding the Thanksgiving Weekend.
- The two-day Fall Term Break was established last year, for a trial period of three years, with a review to be completed annually to determine the effect on instruction, including possible disruptions to laboratory sections in classes with labs, and student outcomes.
- The initial Fall Term Break occurred in the 2016 Fall Term. The framework for the first annual review will be considered by Senate Executive in January 2017, for approval by Senate in February. The review would involve consultation with academic units and might explore alternate models of the academic schedule with respect to teaching hours, start and end dates for terms, and timing and length of the Fall Term Break and final examination period.

**RESOURCE REQUIREMENTS:**

N/A

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

N/A

**IMPLICATIONS:**

N/A

**ALTERNATIVES:**

N/A

**CONSULTATION:**

The 2017-2018 Academic Schedule was reviewed by all faculties, colleges, and schools and was approved by Senate at its meeting on December 7, 2016.



# MEMO

REGISTRAR'S OFFICE

Room 400 University Centre

PH: 474-9425



UNIVERSITY  
OF MANITOBA

**Date:** November 7, 2016

**Memo To:** Senate

**From:** Neil Marnoch, Registrar

A handwritten signature in black ink, appearing to read 'Neil Marnoch'.

**Re:** **Proposed Academic Schedule for 2017-2018**

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The attached proposed 2017-2018 Academic Schedule has been updated based on changes in days and/or dates to conform to the 2017 and 2018 calendars and University Closure dates, along with revised information received from academic units. The proposed schedule has been reviewed by all Faculties, Colleges and Schools. Please note the following:

1. Labour Day in 2017 is September 4; therefore, New Student Orientation will take place on Tuesday, September 5 and Wednesday, September 6 (see Section 1.2.1). Fall Term classes in most faculties, colleges and schools will begin on Thursday, September 7 and end on Friday, December 8 (see Section 1.2.2).
2. There are two statutory holidays in the 2017 Fall Term: Thanksgiving Day, Monday, October 9 and Remembrance Day (Holiday Observed), Monday, November 13 (see Section 1.1.1).
3. The Fall Term Break, for most students, is Thursday, October 5 and Friday, October 6.
4. There are 63 days available for instruction in Fall Term.
5. The 2017 December Examination Period will be from Monday, December 11 through Thursday, December 21 (see Section 1.2.6).
6. The university will re-open after the Winter Holiday on Tuesday, January 2, 2018. Winter Term classes for most faculties, colleges and schools will commence on Wednesday, January 3, 2018, and end on Friday, April 6. (see Section 1.2.2).
7. There are two statutory holidays in the 2017 Winter Term: Louis Riel Day on Monday, February 19 and Good Friday on March 30.
8. Winter Term Break in 2018 is February 20 – 23 and coincides with the week of Louis Riel Day (see Section 1.2.5).
9. There are 62 days available for instruction in Winter Term.
10. The 2018 April Examination period will be from Monday, April 9 through Monday, April 23 (see Section 1.2.6).
11. As approved previously by Senate, the deadline for Voluntary Withdrawal is the 48th teaching day of the term, for single term courses. In 2017-2018 these dates are Friday, November 17, 2017 for Fall Term courses and Friday, March 16, 2018 for Winter Term

courses (see Section 1.2.3).

Note: Faculties, colleges and schools offering courses with irregular schedules and withdrawal dates must ensure these are well publicized to students.

12. NEW The Voluntary Withdrawal deadline for term spanning courses was adjusted as per the *Voluntary Withdrawal Policy* approved by Senate in June 2016. In 2017-2018 these dates are Tuesday, January 16, 2018 for Fall/Winter spanned classes and Tuesday, April 17, 2018 for Winter/Summer spanned distance and online courses (see Section 1.2.3 and Section 2.1.2).

13. Convocation ceremonies (see Section 1.2.9) will be held as follows:

- |  |                       |
|--|-----------------------|
| ▪ Fall Convocation                         | October 17 - 19, 2017 |
| ▪ Agriculture Diploma Convocation          | May 4, 2018           |
| ▪ Spring Convocation – Bannatyne           | May 24, 2018          |
| ▪ Spring Convocation – Fort Garry          | June 4 - 8, 2018      |
| ▪ Université de Saint-Boniface Convocation | June 11, 2018         |

Note, days have been included for Spring Convocation (Fort Garry) to allow for additional ceremonies if necessary.

In addition to Convocation ceremonies, the Annual Traditional Graduation Pow Wow in honour of Aboriginal students will be held on Saturday, May 5, 2018.

14. Dates on the attached schedule presented as information include: Fee Payment deadlines determined by Financial Services (see Section 1.2.4) and deadlines to apply for graduation (Section 1.2.9).

Encl.



## 2017-2018 Academic Schedule

Admission application deadlines are found online at [umanitoba.ca/student/admissions](http://umanitoba.ca/student/admissions). Additional important date information for Faculty of Graduate Studies students is available at [umanitoba.ca/faculties/graduate\\_studies/deadlines](http://umanitoba.ca/faculties/graduate_studies/deadlines).

Faculties, schools, colleges and/or programs may have other important dates and deadlines that are not included in the Academic Schedule.

- Section 1: Dates for Fall/Winter Session..... 2**
- 1.1 Dates applicable to all U of M students: .....2**
- 1.2 Dates applicable to most U of M students: .....2**
- 1.2.1 Orientation..... 2
- 1.2.2 Start and End Dates..... 3
- 1.2.3 Registration and Withdrawal Dates..... 3
- 1.2.4 Fee Deadlines ..... 4
- 1.2.5 Term Breaks ..... 4
- 1.2.6 Examination and Test Dates..... 4
- 1.2.7 Challenge for Credit ..... 4
- 1.2.8 Final Grade Appeal Deadlines ..... 5
- 1.2.9 Graduation and University Convocation..... 5
- 1.3 Dates applicable to Agriculture Diploma:.....6**
- 1.4 Dates applicable to Art (School of): .....7**
- 1.5 Dates applicable to Business Administration (M.B.A.):.....7**
- 1.6 Dates applicable to Dental Hygiene: .....7**
- 1.7 Dates applicable to Dentistry (including International Dentist Degree Program): .....8**
- 1.8 Dates applicable to Education (B.Ed. only):.....9**
- 1.9 Dates applicable to Law: .....10**
- 1.10 Dates applicable to Medicine (excludes Family Social Sciences):.....11**
- 1.11 Dates applicable to Music: .....12**
- 1.12 Dates applicable to Nursing:.....12**
- 1.13 Dates applicable to Occupational Therapy: .....13**
- 1.14 Dates applicable to Pharmacy: .....14**
- 1.15 Dates applicable to Physical Therapy:.....15**
- 1.16 Dates applicable to Respiratory Therapy: .....15**
- 1.17 Dates applicable to Social Work: .....16**
- Section 2: Dates for Summer Term..... 17**
- 2.1 Summer Term 2018 Dates .....17**
- 2.1.1 Start and End Dates..... 17
- 2.1.2 Registration and Withdrawal Dates..... 17
- 2.1.3 Fee Deadlines ..... 19
- 2.1.4 Examination and Test Dates..... 20
- 2.1.5 Other Summer Term Start and End Dates ..... 20

## Section 1: Dates for Fall/Winter Session

This section contains information for Fall and Winter Terms, including distance and online courses. See section 3 for Summer Term information, including information for distance and online courses offered over Summer Term.

### 1.1 Dates applicable to all U of M students:

---

#### 1.1.1 University Closure

*When the University is closed no classes/examinations will be held.*

<b>Canada Day (Holiday Observed)</b>	July 3, 2017
<b>Terry Fox Day (Civic Holiday)</b>	Aug. 7, 2017
<b>Labour Day</b>	Sept. 4, 2017
<b>Thanksgiving Day</b>	Oct. 9, 2017
<b>Remembrance Day</b>	Nov. 13, 2017
<b>Winter Holiday</b>	Dec. 22, 2017 to Jan. 1, 2018
<b>Louis Riel Day</b>	Feb. 19, 2018
<b>Good Friday</b>	Mar. 30, 2018
<b>Victoria Day</b>	May 21, 2018
<b>Canada Day (Holiday Observed)</b>	July 2, 2018
<b>Terry Fox Day (Civic Holiday)</b>	Aug. 6, 2018

---

### 1.2 Dates applicable to most U of M students:

Some additional or differing date information is included in separate sections for: **Agriculture Diploma, Business Administration (MBA), Dental Hygiene, Dentistry (includes IDDP), Education (B.Ed. only), Law, Medicine (excludes Family Social Sciences), Music, Nursing, Occupational Therapy, Pharmacy, Physical Therapy, Respiratory Therapy, and Social Work.** Students in these programs should also see their respective section of the Academic Schedule.

---

#### 1.2.1 Orientation

*Additional or differing dates exist for: Agriculture Diploma, MBA, IDDP (Dentistry), Education, Medicine, Nursing, Occupational Therapy, Pharmacy, Physical Therapy, Respiratory Therapy, and Social Work. Students in these programs should also see their respective section of the Academic Schedule.*

##### **New Student Orientation**

Fall Term, Fort Garry Campus	Sept. 5 to 6, 2017
Winter Term, Fort Garry Campus	Jan. 2, 2018
<b>Faculty of Architecture, Environmental Design Program</b>	Aug. 28, 2017
<b>School of Art</b>	Sept. 6, 2017
<b>Asper School of Business</b>	
Year 1 Welcome Luncheon	Sept. 5, 2017
Year 1 CSA Orientation and Barbeque	Sept. 6, 2017
<b>Engineering</b>	Sept. 5 and 6, 2017
<b>Family Social Sciences, Health Sciences and Health Studies</b>	
New student information session	Sept. 6, 2017

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### 1.2.2 Start and End Dates

Additional or differing dates exist for: **Agriculture Diploma, Art (School of), MBA, Dental Hygiene, Dentistry, Education, Law, Medicine, Nursing, Occupational Therapy, Pharmacy, Physical Therapy, Respiratory Therapy, and Social Work.** Students in these programs should also see their respective section of the Academic Schedule.

#### Fall Term

No classes, examinations or tests will be held Dec. 9 to 10, 2017.

Sept. 7 to Dec. 8, 2017

---

#### Winter Term

No classes, examinations or tests will be held Apr. 7 to 8, 2018.

Jan. 3 to Apr. 6, 2018

---

#### Winter/Summer Term spanned distance and online courses

Jan. 3 to July 3, 2018

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### 1.2.3 Registration and Withdrawal Dates

Additional or differing dates exist for: **Agriculture Diploma, Education, Law, Nursing and other faculties, colleges and/or schools offering irregularly scheduled courses.** Agriculture Diploma, Law and Nursing students should also see their respective section of the Academic Schedule; Education students are referred to the Class Schedule; all others should also refer to either the 'Irregular Refund and Voluntary Withdrawal Deadline' information posted on the Registrar's Office website ([http://umanitoba.ca/registrar/fees/irregular\\_refund\\_vw\\_deadlines.html](http://umanitoba.ca/registrar/fees/irregular_refund_vw_deadlines.html)), or the Class Schedule.

#### Regular Registration Period

Fall Term and Fall/Winter Term classes

Ends Sept. 6, 2017

---

Winter Term classes and

Winter/Summer term spanned distance and online courses

Ends Jan. 2, 2018

---

#### Limited Access Release Date

Fall Term and Fall/Winter Term classes

Aug. 10, 2017

---

Winter Term classes and

Winter/Summer term spanned distance and online courses

Dec. 4, 2018

---

#### Late Registration/Registration Revision Period

A financial penalty may be assessed for late registrations. Students may use this period of time to make changes to their selected courses or class schedule.

Fall Term and Fall/Winter Term classes

Sept. 7 to 20, 2017

---

Winter Term classes and

Winter/Summer term spanned distance and online courses

Jan. 3 to 16, 2018

---

#### Last Date to Register/Registration Revision Deadline

Last date to drop and have course excluded from transcripts; VWs will be recorded on transcripts for courses dropped after this date.

Fall Term and Fall/Winter Term classes

Sept. 20, 2017

---

Winter Term classes and

Winter/Summer term spanned distance and online courses

Jan. 16, 2018

---

#### Voluntary Withdrawal (VW) deadline

Last date to withdraw and not receive a final grade; students cannot withdraw from courses after this date.

Fall Term classes

Nov. 17, 2017

---

Fall/Winter Term spanned classes

Jan. 16, 2018

---

Winter Term classes

Mar. 16, 2018

---

Winter/Summer Term spanned distance and online courses

April 17, 2018

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## 1.2.4 Fee Deadlines

### Fee Payment Deadline

A financial penalty will be assessed on accounts with an outstanding balance after this date. Additional or differing dates exist for **Agriculture Diploma** students; students in these programs should also see their respective section of the Academic Schedule.

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Fall Term	Administrative date, TBD
Winter Term	Administrative date, TBD

---

### Registration Revision Deadline

Last date to withdraw and have some fees removed from fee assessment. Additional or differing dates exist for **Agriculture Diploma and Law** students; students in these programs should also see their respective section of the Academic Schedule.

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Fall Term and Fall/Winter Term classes	Sept. 20, 2017
Winter Term classes and Winter/Summer term spanned distance and online courses	Jan. 16, 2018

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## 1.2.5 Term Breaks

Academic and administrative offices will be open during this period; no classes/examinations will be held for students. Additional or differing dates exist for: **MBA, Dental Hygiene, Dentistry, Education, Medicine, Occupational Therapy, Pharmacy (Year 4), Physical Therapy, Respiratory Therapy and Social Work (Inner City and Northern programs)**. Students in these programs should also see their respective section of the Academic Schedule.

---

<b>Fall Term Break</b> The UofM will be closed Monday Oct. 9 for Thanksgiving day (see 1.1.1); no classes, examinations or tests will be held Oct. 5 to 9, 2017.	Oct. 5 to 6, 2017
<b>Winter Term Break</b> The UofM will be closed Monday Feb. 19 for Louis Riel day (see 1.1.1).	Feb. 20 to 23, 2018

---

## 1.2.6 Examination and Test Dates

Students are reminded that they must remain available until all examination and test obligations have been fulfilled. Additional or differing dates exist for: **Agriculture Diploma, Dental Hygiene, Dentistry, Education, Law, Medicine, Nursing (Year 3 & 4), Music, Pharmacy**. Students in these programs should also see their respective section of the Academic Schedule. **Students in faculties, colleges, schools or programs offering irregularly scheduled courses** should also see the exam timetable available through their program office.

---

<b>Fall Term</b> (includes tests and midterm exams for Fall/Winter Term classes) No classes, examinations or tests will be held Dec. 9 to 10, 2017.	Dec. 11 to 21, 2017
<b>Winter Term</b> (includes final exams for Fall/Winter Term classes) No classes, examinations or tests will be held Apr. 7 to 8, 2018.	Apr. 9 to 23, 2018

---

## 1.2.7 Challenge for Credit

This information is only for those academic units that extend supplemental examination privileges.

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<b>Challenge for Credit application deadline:</b>	
For classes offered Fall Term 2017	Sept. 20, 2017
For classes offered Winter Term 2018	Jan. 16, 2018
For June 2018 series	Apr. 27, 2018

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## 1.2.8 Final Grade Appeal Deadlines

For final grades received for Fall Term 2017 classes	Jan. 22, 2018
For final grades received for Winter Term 2018 and Fall 2017/Winter 2018 classes	June 11, 2018

---

## 1.2.9 Graduation and University Convocation

Degrees, Diplomas and Certificates will be awarded at Convocation. *Graduation date may differ from Convocation Ceremony date.* Additional or differing dates exist for **Agriculture Diploma and Medicine**; students in these programs should also see their respective section of the Academic Schedule.

### For students graduating Fall 2017:

Deadline to apply online to graduate <i>for most Undergraduate students</i>	Aug. 2, 2017
Faculty of Graduate Studies Submission Deadline*	Aug. 31, 2017
Convocation Ceremony (Fort Garry Campus)	Oct. 17 to 19, 2017

---

### For students graduating February 2018:

Deadline to apply online to graduate <i>for most Undergraduate students</i>	Sept. 20, 2017
Faculty of Graduate Studies Submission Deadline*	Jan. 4, 2018
Graduation date for students graduating in February	Feb. 1, 2018
Convocation Ceremony (Fort Garry Campus)	June 4 to June 8, 2018

---

### For students graduating Spring 2018:

Deadline to apply online to graduate <i>for most Undergraduate students</i>	Jan. 16, 2018
Faculty of Graduate Studies Submission Deadline*	Apr. 3, 2018
Convocation Ceremony – Agriculture Diploma	May 4, 2018
Convocation Ceremony – Bannatyne Campus	May 24, 2018
Convocation Ceremony – Fort Garry Campus	June 4 to June 8, 2018
Convocation Ceremony – Université de Saint-Boniface	June 11, 2018

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**Graduate Studies Submission Deadline\* for students graduating Fall 2018** Aug. 30, 2018

---

**Annual Traditional Graduation Pow Wow in honour of Indigenous graduates** May 5, 2018

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*\* Last date for receipt by Graduate Studies of Theses/Practica and reports on Theses/Practica, comprehensive examinations, and project reports from students, and lists of potential graduands from departments.*

## 1.3 Dates applicable to Agriculture Diploma:

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### 1.3.1 Orientation

Sept. 13, 2017

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### 1.3.2 Start and End Dates

#### Fall Term

Sept. 14 to Dec. 7, 2017

#### Winter Term

Jan. 3 to Mar. 28, 2018

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### 1.3.3 Registration and Withdrawal Dates

#### Regular Registration Period

Fall Term and Fall/Winter Term classes

Ends Sept. 13, 2017

Winter Term classes

Ends Jan. 2, 2017

---

#### Late Registration/Registration Revision Period

*A financial penalty may be assessed on late registrations. Students may use this period of time to make changes to their selected courses or class schedule.*

Fall Term and Fall/Winter Term classes

Sept. 14 to 27, 2017

Winter Term classes

Jan. 3 to 16, 2018

---

#### Last Date to Register/Registration Revision Deadline

*Last date to drop and have class excluded from transcripts; VWs will be recorded on transcripts for classes dropped after this date.*

Fall Term and Fall/Winter Term classes

Sept. 27, 2017

Winter Term classes

Jan. 16, 2018

---

#### Voluntary (VW) Withdrawal deadline

*Last date to withdraw and not receive a final grade; students cannot withdraw from classes after this date.*

Fall Term classes

Nov. 14, 2017

Winter Term and Fall/Winter Term classes

Mar. 6, 2018

---

### 1.3.4 Fee Deadlines

#### Fee Payment Deadline

*Administrative date, TBD*

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#### Registration Revision Deadline

*Last date to withdraw and have fees removed from fee assessment; a credit will be granted for applicable fees that have already been paid.*

Fall Term and Fall/Winter Term classes

Sept. 27, 2017

Winter Term classes

Jan. 16, 2018

---

### 1.3.5 Examination and Test Dates

**Fall Term** (includes tests and midterm exams for Fall/Winter Term classes)

Dec. 8 to 15, 2017

**Winter Term** (includes final exams for Fall/Winter Term classes)

Mar. 29 to Apr. 6, 2018

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### 1.3.6 School of Agriculture Convocation

May 4, 2018

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## 1.4 Dates applicable to Art (School of):

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### 1.4.1 Field Trip

First Year Field Trip	Oct. 2017 (TBD)
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## 1.5 Dates applicable to Business Administration (M.B.A.):

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### 1.5.1 Orientation

Fall Term	TBD
Winter Term	TBD

---

### 1.5.2 Start and End Dates

Fall Term	Aug. 26 to Dec. 8, 2017
Winter Term	Jan 2 to Apr. 30, 2018
Summer Term	May 1 to Aug. 30, 2018

---

### 1.5.3 Term Breaks

*The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.*

Fall Term Break	n/a
Winter Term Break	See section 1.2.5

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## 1.6 Dates applicable to Dental Hygiene:

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### 1.6.1 Start and End Dates

#### Year 2

Fall Term Classes	Aug. 21 to Dec. 1, 2017
Winter Term Classes	Jan. 2 to Mar. 29, 2018

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#### Year 3

Fall Term Classes	Aug. 14 to Dec. 1, 2017
Fall Term Clinics	TBA to Dec. 8, 2017
Winter Term Classes	Jan. 2 to Mar. 29, 2018
Winter Term Clinics	Jan. 2 to Apr. 6, 2018

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## 1.6.2 Term Breaks

*The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.*

<b>Fall Term Break</b>	n/a
<b>Winter Term Break</b>	Feb 26 to Mar. 2, 2018

---

## 1.6.3 Examination and Test Dates

### Year 2

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	Dec. 4 to 15, 2017
Winter Term	Apr. 2 to 6, 2018

---

### Year 3

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	Dec. 11 to 15, 2017
Winter Term	Apr. 9 to 13, 2018

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## 1.7 Dates applicable to Dentistry (including International Dentist Degree Program):

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### 1.7.1 Start and End Dates

<b>DENT 2440 IDDP Orientation</b>	May-June 2017 (TBD)
<b>Years 1 and 2 Classes and Clinics</b>	
Fall Term	Aug. 14 to Dec. 1, 2017
Winter Term	Jan. 2 to Apr. 27, 2018
<b>Year 3/IDDP 1 Classes and Clinics</b>	
Fall Term	Aug. 8 to Dec. 1, 2017
Winter Term	Jan. 2 to Apr. 27, 2018
<b>Year 4/IDDP 2 Classes and Clinics</b>	
Fall Term	Aug. 8 to Dec. 8, 2017
Winter Term	Jan. 2 to Apr. 20, 2018

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### 1.7.2 Term Breaks

*The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.*

<b>Fall Term Break</b>	n/a
<b>Winter Term Break</b>	Feb. 26 to Mar. 2, 2018

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### 1.7.3 Examination and Test Dates

#### Years 1, 2 and 3/IDDP 1

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	Dec. 4 to 15, 2017
Winter Term	Apr. 30 to May 11, 2018

#### Year 4/IDDP 2

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	Dec. 11 to 15, 2017
Winter Term	Jan. 8 to 12, 2018

### 1.8 Dates applicable to Education (B.Ed. only):

*Note: Unless registered in a B.Ed. course, PBDE students follow the dates listed in Section 1.2: Dates applicable to most U of M students.*

#### 1.8.1 Orientation

Sept. 5, 2017

#### 1.8.2 Start and End Dates

##### Fall Term

Practicum Block	Sept. 6 to 8, 2017
Practicum Mondays	Sept. 11 and 18; Oct. 15 and 30; Nov. 6, 2017
Classes	Sept. 12 to Nov. 10, 2017
Practicum Block	Nov. 13 to Dec. 15, 2017

##### Winter Term

Classes	Jan. 2 to Mar. 9, 2018
Program Days	Jan. 8, 2018
Practicum Mondays	Jan. 15 and 29; Feb. 5, 12, and 26; Mar. 5, 2018
Practicum Block	Mar. 12 to 23; Apr. 2 to 25, 2018

#### 1.8.3 Term Breaks

*The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.*

**Fall Term Break** Sept. 25 and Oct. 2, 2017

**Winter Term Break** See section 1.2.5

**Winter Practicum Break** *Note: Dates may vary by school division and/or practicum placement.* Mar. 26 to 30, 2018

#### 1.8.4 Examination and Test Dates

**Fall Term** (as required) Nov. 18, 2017

**Winter Term** (as required) Mar. 10, 2018

## 1.9 Dates applicable to Law:

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### 1.9.1 Start and End Dates

<b>Fall Term</b>	Sept. 5 to Dec. 5, 2017
<b>Winter Term</b>	Jan. 3 to Apr. 6, 2018

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### 1.9.2 Registration and Withdrawal Dates

#### Regular Registration Period

Fall Term and Fall/Winter Term classes	Ends Sept. 6, 2017
Winter Term classes	Ends Jan. 2, 2018

---

#### Late Registration/Registration Revision Period

*A financial penalty may be assessed for late registrations. Students may use this period of time to make changes to their selected courses or class schedule.*

Fall Term and Fall/Winter Term classes	Sept. 7 to 15, 2017
Winter Term classes	Jan. 3 to 16, 2018

---

#### Last Date to Register/Registration Revision Deadline

*Last date to drop and have class excluded from transcripts; VWs will be recorded on transcripts for classes dropped after this date.*

Fall Term and Fall/Winter Term classes	Sept. 15, 2017
Winter Term classes	Jan. 16, 2018

---

#### Voluntary Withdrawal deadline

*Last date to withdraw and not receive a final grade; students cannot withdraw from classes after this date.*

Fall Term classes	See section 1.2.3
Winter Term and Fall/Winter Term classes	See section 1.2.3

---

### 1.9.3 Term Breaks

*The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.*

<b>Fall Term Break</b>	See section 1.2.5
<b>Winter Term Break</b>	See section 1.2.5

---

### 1.9.4 Examination and Test Dates

<b>Fall Term</b> (includes tests and midterm exams for Fall/Winter Term classes)	Dec. 8 to 21, 2017
<b>Winter Term</b>	Apr. 9 to 20, 2018

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## 1.10 Dates applicable to Medicine (excludes Family Social Sciences):

*Note: Family Social Sciences students follow the dates listed in Section 1.2: Dates applicable to most U of M students.*

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### 1.10.1 Orientation

Medicine Inaugural Exercises	Aug. 23, 2017
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### 1.10.2 Start and End Dates

#### Year 1

Fall Term	Aug. 22 to Dec. 22, 2017
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Winter Term	Jan. 8 to June 1, 2018
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#### Year 2

Fall Term	Aug. 28 to Dec. 22, 2017
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Winter Term	Jan. 8 to June 1, 2018
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#### Year 3

Fall Term	Aug. 28 to Dec. 22, 2017
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Winter Term	Jan. 8 to June 1, 2018
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Summer Term	June 4, 2018 to Aug. 3, 2018
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#### Year 4

Fall Term	Aug. 21 to Dec. 22, 2017
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Winter Term	Jan. 8 to May 18, 2018
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#### B.Sc. (Med)

	June 5 to Aug. 24, 2018
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### 1.10.3 Term Breaks

*The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.*

#### Year 1 and 2

Fall Term Break	n/a
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Winter Term Break	Mar. 19 to 23, 2018
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#### Year 3

Fall Term Break	n/a
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Winter Term Break	n/a
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Summer Term Break	Aug. 6 to Aug. 17, 2018
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#### Year 4

	n/a
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### 1.10.4 Convocation Ceremony – Bannatyne Campus

	May 24, 2018
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## 1.11 Dates applicable to Music:

*Note: Music students also follow the dates listed in Section 1.2: Dates applicable to most U of M students.*

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### 1.11.1 Jury Examinations

Apr. 1 to 30, 2018

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## 1.12 Dates applicable to Nursing:

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### 1.12.1 Submission Deadlines

*Non-Academic requirements due for all newly admitted students.*

#### Returning students (fall or winter)

June 1, 2017

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#### New students

admitted for Fall Term

July 15, 2017

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admitted for Winter Term

Nov. 15, 2017

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### 1.12.2 Orientation

#### Students admitted for Fall Term

Sept. 5 to 7, 2017

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#### Students admitted for Winter Term

Jan. 3 to 5, 2018

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#### Year 4 NURS 4290 Senior Practicum

Fall Term

May 2017 (TBD)

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Winter Term

September 2017 (TBD)

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### 1.12.3 Start and End Dates

#### Fall Term Classes

See section 1.2.2

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#### Winter Term Classes

See section 1.2.2

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#### Nursing labs

Begin week of Sept. 11, 2017

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#### Nursing Practice

Fall Term Nursing Practice 1 to 5

Dates vary, see class schedule

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Winter Term Nursing Practice 1 to 6

Dates vary, see class schedule

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Summer Term Nursing Practice 7

See class schedule

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#### Year 4 NURS 4270 Clinical Rotation

Sept. 12 to Nov. 9, 2017

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#### Year 4 NURS 4290 Senior Practicum

Fall Term

Sept. 11 to Dec. 1, 2017

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Winter Term

Jan. 8 to Mar. 30, 2018

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Summer Term

May 7 to July 27, 2018 (if needed)

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### 1.12.4 Registration Dates

Last date to register for Fall 2017 and Winter 2018 Nursing Clinical Courses Aug. 1, 2017

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### 1.12.5 Term Breaks

*The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.*

Fall Term Break See section 1.2.5

Winter Term Break See section 1.2.5

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### 1.13 Dates applicable to Occupational Therapy:

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1.13.1 Year 1 Orientation Aug. 24 to 25, 2017

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### 1.13.2 Start and End Dates

#### Year 1

Fall Term Classes Aug. 28 to Nov. 17, 2017

Basic Fieldwork Nov. 20 to Dec. 15, 2017

Winter Term Classes Jan. 8 to May 4, 2018

Intermediate Fieldwork 1 May 7 to June 29, 2018

#### Year 2

Fall Term Classes Aug. 28 to Dec 15, 2017

Intermediate Fieldwork 2 Jan. 8 to Mar. 2, 2018

Winter Term Classes Mar. 12 to June 29, 2018

Advanced Fieldwork *flexible start and end dates between*  
July 3 to Sept. 14, 2018

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### 1.13.3 Term Breaks

*The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.*

Fall Term Break n/a

Winter Term Break Mar. 5 to Mar. 9, 2018\*

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*\*Note: Some students may need to complete fieldwork during the mid-term break depending on availability of fieldwork sites.*

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## 1.14 Dates applicable to Pharmacy:

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### 1.14.1 Year 1 Orientation

Sept. 6, 2017

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### 1.14.2 Start and End Dates

#### Year 1

Fall Term Classes	See section 1.2.2
Winter Term Classes	See section 1.2.2

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#### Year 2

Fall Term Classes	See section 1.2.2
Winter Term Classes	See section 1.2.2
SPEP 2	Apr. 30 to May 11, 2018

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#### Year 3

Fall Term Classes	See section 1.2.2
Winter Term Classes	Jan. 2 to Mar. 23, 2018
SPEP 3	Apr. 2 to 27, 2018

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#### Year 4

Fall Term Classes	Sept. 5 to Oct. 30, 2017
SPEP 4 – Block 1	Nov. 6 to Dec. 15, 2017
Electives – Block 1	Nov. 6 to Dec. 22, 2017
Winter Term Classes	n/a
SPEP 4 – Block 2	Jan. 2 to Feb. 9, 2018
Electives – Block 2	Jan. 2 to Feb. 16, 2018
SPEP 4 – Block 3	Feb. 20 to Mar. 29, 2018
Electives – Block 3	Feb. 20 to Apr. 6, 2018

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### 1.14.3 Term Breaks

*The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.*

#### Year 1, 2 and 3

See section 1.2.5

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#### Year 4

n/a

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### 1.14.4 Examination and Test Dates

#### Year 1

See section 1.2.6

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#### Year 2

See section 1.2.6

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#### Year 3

Fall Term Exams	See section 1.2.6
Winter Term Exams	March 26 to 29, 2018

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#### Year 4

Fall Term Exams	Nov. 1 to 3, 2017
Winter Term Exams	n/a

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## 1.15 Dates applicable to Physical Therapy:

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### 1.15.1 Year 1 Orientation

Aug. 21, 2017

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### 1.15.2 Start and End Dates

#### Fall Term

Classes

Aug. 21 to Dec. 15, 2017

MPT2 Fall Term Placement

6-week placement between  
Sept. 25 to Dec. 15, 2017

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#### Winter Term

Classes

Jan. 3 to Mar. 23, 2018

MPT1 & MPT2 Winter Term Placement

2 x 6-week placements between  
Apr. 3 to June 22, 2018

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#### Summer Term

MPT1 Summer Term Placement

2 x 6-week placements between  
Apr. 3 to Aug. 24, 2018

MPT2 Summer Term Placement

2 x 6-week placements between  
Apr. 3 to Sept. 7, 2018

MPT1 & MPT2 Summer Term Placement  
for students who completed only one placement in Winter Term

1 x 6-week placement between  
Jun. 25 to Aug. 31, 2018

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### 1.15.3 Term Breaks

*The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.*

#### Fall Term Break

n/a

#### Winter Term Break

Mar. 26 to Mar. 30, 2018

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## 1.16 Dates applicable to Respiratory Therapy:

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### 1.16.1 Orientation

#### Year 1

Aug. 31 and Sept. 1, 2017

#### Year 3

Aug. 16, 2017

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### 1.16.2 Start and End Dates

#### Year 1

Fall Term

Sept. 5 to Dec. 15, 2017

Winter Term

Jan. 3 to May 25, 2018

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#### Year 2

Fall Term

Sept. 5 to Dec. 15, 2017

Winter Term

Jan. 3 to June 22, 2018

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#### Year 3

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2017-2018 Academic Schedule

November 7, 2016

Page 15 of 20

187/342

Fall Term	Aug. 16 to Dec. 15, 2017
Winter Term	Jan. 2 to May 25, 2018

### 1.16.3 Term Breaks

*The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.*

<b>Fall Term Break</b>	n/a
<b>Winter Term Break</b>	
Year 1 and 2	See section 1.2.5
Year 3	n/a

## 1.17 Dates applicable to Social Work:

### 1.17.1 Orientation

#### Fort Garry

Year 1	Sept. 6, 2017
Field Instruction Orientation	Sept. 5 and 6, 2017

#### Inner City

Year 1	Sept. 7, 2017
Field Instruction Orientation	Sept. 5 and 6, 2017

#### Distance Delivery

Year 1 (web conference)	July to August 2017 (multiple sessions)
Field Instruction Orientation	August 2017 (multiple sessions)

#### Northern Program

	Sept. 6 to 8, 2017
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### 1.17.2 Start and End Dates

<b>Fall Term Classes</b>	See section 1.2.2
<b>Winter Term Classes</b>	See section 1.2.2
<b>Field Instruction*</b>	
Fall Term	Sept. 5 to Dec. 15, 2017
Winter Term	Jan. 3 to Apr. 13, 2018

*\*Note: Some students may need to complete fieldwork during the fall and/or winter term breaks.*

### 1.17.3 Term Breaks

*The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.*

<b>Fall Term Break</b> (all programs)	See section 1.2.5
<b>Winter Term Break – Fort Garry and Distance Delivery</b>	See section 1.2.5
<b>Winter Term Break – Inner City and Northern Program</b>	Mar. 26 to 30, 2018

## Section 2: Dates for Summer Term

### 2.1 Summer Term 2018 Dates

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#### 2.1.1 Start and End Dates

##### Distance and online courses:

Winter/Summer spanned courses	Jan. 3 to July 3, 2018
Summer Term courses	May 7 to Aug. 3, 2018
<b>May Day</b>	May 7 to 30, 2018
<b>May-June Day</b>	May 7 to June 26, 2018
<b>May-June Expanded</b>	May 7 to June 26, 2018
<b>May-June Evening</b>	May 7 to June 21, 2018
<b>May-August Evening</b>	May 7 to Aug. 9, 2018
<b>June Day</b>	June 4 to 26, 2018
<b>June-August Evening</b>	June 25 to Aug. 9, 2018
<b>July Day</b>	July 3 to 25, 2018
<b>July-August Day</b>	July 3 to Aug. 22, 2018
<b>July-August Expanded</b>	July 3 to Aug. 22, 2018
<b>August Day</b>	July 30 to Aug. 22, 2018

---

#### 2.1.2 Registration and Withdrawal Dates

##### Regular Registration Period

##### Distance and online courses

Winter/Summer spanned courses	Ends Jan. 2, 2018
Summer Term courses	Ends May 6, 2018
<b>May Day</b>	Ends May 6, 2018
<b>May-June Day</b>	Ends May 6, 2018
<b>May-June Expanded</b>	Ends May 6, 2018
<b>May-June Evening</b>	Ends May 6, 2018
<b>May-August Evening</b>	Ends May 6, 2018
<b>June Day</b>	Ends June 3, 2018
<b>June-August Evening</b>	Ends June 24, 2018
<b>July Day</b>	Ends July 2, 2018
<b>July-August Day</b>	Ends July 2, 2018
<b>July-August Expanded</b>	Ends July 2, 2018
<b>August Day</b>	Ends July 29, 2018

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**Late Registration/Registration Revision Period**

*Students may use this period of time to make changes to their selected courses or class schedule.*

**Distance and online courses**

Winter/Summer spanned courses	Jan. 3 to 16, 2018
Summer Term courses	May 7 to 18, 2018
<b>May Day</b>	May 7 to 9, 2018
<b>May-June Day</b>	May 7 to 9, 2018
<b>May-June Expanded</b>	May 7 to 11, 2018
<b>May-June Evening</b>	May 7 to 11, 2018
<b>May-August Evening</b>	May 7 to 11, 2018
<b>June Day</b>	June 4 to 6, 2018
<b>June-August Evening</b>	June 25 to 29, 2018
<b>July Day</b>	July 3 to 5, 2018
<b>July-August Day</b>	July 3 to 5, 2018
<b>July-August Expanded</b>	July 3 to 9, 2018
<b>August Day</b>	July 30 to Aug. 1, 2018

**Last Date to Register/Registration Revision Deadline**

*Last date to drop and have course excluded from transcripts; VWs will be recorded on transcripts for courses dropped after this date.*

**Distance and online courses**

Winter/Summer spanned courses	Jan. 16, 2018
Summer Term courses	May 18, 2018
<b>May Day</b>	May 9, 2018
<b>May-June Day</b>	May 9, 2018
<b>May-June Expanded</b>	May 11, 2018
<b>May-June Evening</b>	May 11, 2018
<b>May-August Evening</b>	May 11, 2018
<b>June Day</b>	June 6, 2018
<b>June-August Evening</b>	June 29, 2018
<b>July Day</b>	July 5, 2018
<b>July-August Day</b>	July 5, 2018
<b>July-August Expanded</b>	July 9, 2018
<b>August Day</b>	Aug. 1, 2018

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## Voluntary Withdrawal (VW) deadline

*Last date to withdraw and not receive a final grade; students cannot withdraw from courses after this date.*

### Distance and online courses

Winter/Summer spanned courses	April 17, 2018
Summer Term courses	July 13, 2018
<b>May Day</b>	May 24, 2018
<b>May-June Day</b>	June 14, 2018
<b>May-June Expanded</b>	June 14, 2018
<b>May-June Evening</b>	June 12, 2018
<b>May-August Evening</b>	July 17, 2018
<b>June Day</b>	June 20, 2018
<b>June-August Evening</b>	July 31, 2018
<b>July Day</b>	July 19, 2018
<b>July-August Day</b>	Aug. 10, 2018
<b>July-August Expanded</b>	Aug. 10, 2018
<b>August Day</b>	Aug. 16, 2018

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## 2.1.3 Fee Deadlines

### Fee payment deadlines

*A financial penalty will be assessed on accounts with an outstanding balance after this date.*

(determined by RCGA)

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### Registration Revision Deadline

*Last date to withdraw and have some fees removed from fee assessment.*

### Distance and online courses

Winter/Summer spanned courses	Jan. 16, 2018
Summer Term courses	May 18, 2018
<b>May Day</b>	May 9, 2018
<b>May-June Day</b>	May 9, 2018
<b>May-June Expanded</b>	May 11, 2018
<b>May-June Evening</b>	May 11, 2018
<b>May-August Evening</b>	May 11, 2018
<b>June Day</b>	June 6, 2018
<b>June-August Evening</b>	June 29, 2018
<b>July Day</b>	July 5, 2018
<b>July-August Day</b>	July 5, 2018
<b>July-August Expanded</b>	July 9, 2018
<b>August Day</b>	Aug. 1, 2018

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### 2.1.4 Examination and Test Dates

*Students are reminded that they must remain available until all examination and test obligations have been fulfilled.*

#### Distance and online courses

Winter/Summer spanned courses	July 4 to 7, 2018
Summer Term courses	Aug. 7 to 14, 2018
<b>May Day</b>	June 1 & 2, 2018
<b>May-June Day</b>	June 28 & 29, 2018
<b>May-June Expanded</b>	June 28 & 29, 2018
<b>May-June Evening</b>	June 22 & 23, 2018
<b>May-August Evening</b>	Aug. 10 & 11, 2018
<b>June Day</b>	June 28 & 29, 2018
<b>June-August Evening</b>	Aug. 10 & 11, 2018
<b>July Day</b>	July 27, 2018
<b>July-August Day</b>	Aug. 24 & 25, 2018
<b>July-August Expanded</b>	Aug. 24 & 25, 2018
<b>August Day</b>	Aug. 24 & 25, 2018

### 2.1.5 Other Summer Term Start and End Dates

<b>Business Administration (M.B.A.)</b>	May 1 to Aug. 30, 2018
<b>Medicine</b>	
<b>Year 3</b>	June 4 to Aug. 3, 2018 (no classes Aug. 6 to 17)
<b>B.Sc. (Med.)</b>	June 5 to Aug. 24, 2018
<b>Nursing</b>	
Summer Term Nursing Practice 7	See class schedule
Summer Term Year 4 NURS 4290 Senior Practicum	May 7 to July 27, 2019 (if needed)
Orientation for Fall Term 2018 Year 4 NURS 4290 Senior Practicum	May 2018 (TBD)
<b>Occupational Therapy</b>	<i>flexible start and end dates between</i>
Year 2 Advanced Fieldwork	July 3 to Sept. 14, 2018
<b>Physical Therapy</b>	
MPT1	2 x 6-week placements between April 3 to Aug. 24, 2018
MPT2	2 x 6-week placements between Apr. 3 to Sept. 7, 2018





**AGENDA ITEM:** Implementation of Master of Finance

**RECOMMENDED RESOLUTION:**

For information only.

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

- The Master of Finance was approved by the Board of Governors at its meeting of June 22, 2016.
- The University received notification on October 26, 2016 that the program had been approved by the Advanced Learning Division, Education and Advanced Learning.
- The Provost and Vice-President (Academic) has authorized the implementation of the program. The implementation would be effective September 2017.

**RESOURCE REQUIREMENTS:**

- As the I.H. Asper School had not requested funding, the province has approved the Master of Finance with no additional funding or other resources.
- The program will be offered on a cost-recovery basis.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

**IMPLICATIONS:**

**ALTERNATIVES:**

N/A

**CONSULTATION:**

N/A



### Board of Governors Submission

**Routing to the Board of Governors:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate Executive	November 23, 2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate	December 7, 2016
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

**Submission prepared by:** Senate

**Submission approved by:** University Secretary

**Attachments**

- Correspondence from Provost and Vice-President (Academic) RE: Master of Finance Program Proposal [dated November 4, 2016]
- Correspondence from Assistant Deputy Minister, Manitoba Education and Training RE: Master of Finance Program Proposal [dated October 26, 2016]



UNIVERSITY  
OF MANITOBA

Office of Provost & Vice-President (Academic)

208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 480-1408  
Fax (204) 275-1160

November 4, 2016

To: Todd Mondor, Acting Dean, Faculty of Graduate Studies

From: Janice Ristock, Provost and Vice-President (Academic)

Subject: Master of Finance Program Proposal

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On October 26, 2016, the University received formal notification from the Advanced Learning Division (ALD), Education and Advanced Learning, that the proposal to establish a new Master of Finance program has been approved. In their letter it was noted that the I. H. Asper School of Business is well established with the infrastructure, human resources, and equipment required to sustain a Master of Finance program as well as their other existing programs. As no ongoing funding request accompanied the program proposal, it was also noted that no additional funding or other resource requests associated with this program will be provided by government.

Please note that as per Section 9.7(1) of The Advanced Education Administration Act, if you wish to make any significant modifications to, or cease to provide the Master of Finance program in the future, it is required that you seek and receive prior approval from the Advanced Learning Division of Manitoba Education and Training. In this respect, the program is and will be subject to any regulations prescribed under section 9.7(1) of The Advanced Education Administration Act.

On behalf of the University of Manitoba, I extend my congratulations to all those who have worked so hard to design this exciting new graduate program.

Cc. David Collins, Vice-Provost (Integrated Planning and Academic Programs)  
Michael Benarroch, Dean, I. H. Asper School of Business  
Jeff Leclerc, University Secretary  
Jeff Adams, Executive Director, Enrolment Services  
Randy Roller, Acting Executive Director, Institutional Analysis  
Neil Marnoch, Registrar  
Cassandra Davidson, Chair, TFCC  
Kathleen Sobie, Executive Director, Financial Planning

October 26, 2016

Dr. David Barnard  
President and Vice-Chancellor  
The University of Manitoba  
president@umanitoba.ca

Dear Dr. Barnard,

RE: Master of Finance Program Proposal

I am pleased to inform you that Manitoba Education and Training has approved the University of Manitoba's proposal to establish the Master of Finance program, as submitted. Please note, however, that the approval of this program proposal does not obligate the University of Manitoba to implement the program.

I understand from the proposal that the Asper School of Business at your university is well established with the infrastructure, human resources, and equipment required to sustain the program as well as the other existing programs in the school. As such, there will be no funding or other resource requests associated with this program to the government.

Please note that as per Section 9.7(1) of The Advanced Education Administration Act, if your university wishes to make any significant modification to, or cease to provide this program in future, it is required to seek and receive prior approval from the Advanced Learning Division of Manitoba Education and Training. In this respect, the program is and will be subject to any regulations prescribed under section 9.7(1) of The Advanced Education Administration Act.

I trust that this program will provide great opportunities to students who are interested in pursuing the CFA (Chartered Financial Analyst) designation, and will contribute to quality academic programming at the University of Manitoba. I wish every success to the program.

Should you have any questions regarding this program please contact Ms Cordella Friesen, Director of Post-Secondary Education Programs at 945-8597 or Cordella.Friesen@gov.mb.ca.

Sincerely,



Jean-Vianney Auclair  
A/Assistant Deputy Minister

c. Dr. David Collins  
Cordella Friesen



**AGENDA ITEM:** Amendments to the Governance Documents for the University of Manitoba Pension Plan (1986) and the University of Manitoba Pension Plan (1993)

**RECOMMENDED RESOLUTION:**

*That the Board of Governors:*

- a) *approve an amendment to the governance document of the University of Manitoba Pension Plan (1986) to revise the term limits for elected or appointed members of the Pension Committee from six to nine years;*
- b) *approve an amendment to the governance document of the University of Manitoba Pension Plan (1993) to revise the term limits for elected or appointed members of the Pension Committee from six years to nine years; and*
- c) *approve an amendment to the governance document of the University of Manitoba Pension Plan (1993) to increase the number of elected active plan members from one to two.*

**Action Requested:**

Approval

Discussion/Advice

Information

**CONTEXT AND BACKGROUND:**

The University of Manitoba is the plan sponsor for two Pension Plans – the University of Manitoba Pension Plan (1986) is a defined contribution plan for Geographic Full-Time Staff in the College of Medicine and the University of Manitoba Pension Plan (1993) is a hybrid plan for most other employees. Each plan is administered by a Pension Committee that acts as the Plan Administrator.

Each Committee is currently undertaking a comprehensive review of the Governing Documents for the plans, and anticipates making comprehensive recommendations on revising Governing Documents later this spring. However, in the meantime recommendations are being brought forward to implement three recommendations with respect to the membership of the Committees, that if not approved now, cannot be implemented in time for this year's elections of members to the Committees.

The first two recommendations are to change the current term limits for members of the 1986 and 1993 committees from six to nine years. This reflects the term limits in place for the Board of Governors and will allow members more time to learn and to contribute to the work of the Committees.

The third recommendation is to increase the number of active plan members elected to the 1993 Plan Committee from one to two. It is the Committee's view that this additional member will provide an important perspective to the governance of the Plan and it is the Committee's hope that it will allow for participation of active members from more than one employee group.

Bringing these changes forward now will allow them to be implemented in this year's election process.

**RESOURCE REQUIREMENTS:**

No additional resources are required to implement this change.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

Well-governed Pension Plans are an important element of being an employer of choice. Increasing the elected active membership on the 1993 Committee also provides a further opportunity for employee involvement in the governance of the plan.

**IMPLICATIONS:**

These proposed changes are in line with good governance practice and the *Pension Benefits Act Regulation*.

The University has a third pension plan, the University of Manitoba Pension Plan (1970) which is much smaller and currently has no university employees earning pension entitlements. There is no pension committee for this plan; the University is the Plan Administrator.

**CONSULTATION:**

These proposed amendments have been reviewed and discussed with the 1986 and 1993 Pension Committees respectively, reviewed by staff in the Pension Office and reviewed by the Plan's legal counsel.







**The University of Manitoba GFT Pension Plan (1986)  
Pension Plan Governance Document**

Effective September 28, 2011  
[Proposed Revisions January, 2017](#)

THIS IS A CERTIFIED COPY OF THE UNIVERSITY OF MANITOBA GFT PENSION  
PLAN (1986) GOVERNANCE DOCUMENT

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**Deborah McCallum**  
**Chair, University of Manitoba GFT Pension Committee (1986)**

## Table of Contents

<b>Article</b>	<b>Page No.</b>
Preamble	3
1. Application and purpose	4
2. Role of Committee	5
3. Duties and responsibilities	5
4. Day to day administration excluded	10
5. Transactions with related parties	10
6. Committee Membership	10
7. Elections and appointments of representatives	11
8. Term as Committee Member	13
9. Officers	13
10. Committee meetings	16
11. Submissions and recommendations to the Board	17
12. Fiduciary duties and responsibilities, degree of care	18
13. Liability and insurance	20
14. Administrative expenses	21
15. Protection of Committee Members	21
16. Signing authority	22
17. Amendments	22
18. Compensation for Committee Members	22

## Preamble

The University of Manitoba Pension Plans, since their inception in 1970 until May 31, 2011, have been administered by the University as both Administrator and Fund Sponsor. The role of Administrator was delegated by the University to three parties: The Pension Committee, the Staff Benefits Committee and the Trustees.

The Pension Committee was comprised of seven positions: two individuals were appointed by the Board of Governors, one individual was appointed by the Staff Benefits Committee, one individual was appointed by the Lieutenant-Governor-in-Council as a representative of the Government of Manitoba, and the remaining three positions were filled by those individuals holding the offices of Chair of Staff Benefits Committee, Chair of Pension Plan Trustees, and Vice-President of Administration.

The Staff Benefits Committee was established by the Board of Governors as an advisory committee to the Board. The Staff Benefits Committee has been responsible for making recommendations on the establishment, maintenance and changes to all Staff Benefit Plans through its reporting to the Vice-President of Administration.

The Pension Plan Trustees have been seven individuals: six individuals appointed by the Staff Benefits Committee and one individual appointed by the Board of Governors. The responsibility of the Trustees has been to safeguard the assets of the Pension Plans and to report on the condition of the Plans to the Board of Governors and Plan Members.

With the coming into force of amendments to *The Pension Benefits Act*, C.C.S.M. c. P32 and associated regulations on May 31, 2011, a new governance structure was required to meet the statutory requirements of the provincial legislation and for the continued registration of the Plans with the Pension Commission of Manitoba. The University therefore created the Pension Committee to act as Plan Administrator.

As part of its obligations under the new statutory provisions, the Pension Committee has formulated this Pension Committee Governance Document to govern and assist it with discharging its legal obligations and duties as Administrator with respect to the 1986 Plan.

## ARTICLE 1 - Application and purpose

1.1 This Governance Document applies to the pension plan established for GFT employees of The University of Manitoba (“the University”), effective January 1, 1986 (the “Plan”), as adopted by the Board of Governors (the “Board”) of the University. The primary purpose of the Plan is to provide benefits from the Pension Fund to Members upon retirement, death and/or termination. The Plan is registered under *The Pension Benefits Act* (Manitoba) (the “PBA” or the “Act”) and under the *Income Tax Act* (Canada) (the “ITA”).

1.2 This Governance Document is supplementary to the Plan and supporting documents, as defined in the Pension Benefits Regulation, Man. Reg. 39/2010 (the “Regulation”).

1.3 This Governance Document is intended to summarize and explain the roles and responsibilities of the Pension Committee (or “Committee”), in its capacity both as the Pension Committee and Administrator for the Plan, but does not in any way supersede, vary or otherwise alter the Plan Documents or any applicable legislation. In the event of any conflict between this Governance Document and the Plan Documents, the Plan Documents shall prevail (unless they provide otherwise). In the event of any conflict between this Governance Document, the Plan Documents, or any other supplementary documents and the provisions of the Act, the provisions of the Act shall prevail.

1.4 For the purposes of words or phrases not defined in this Governance document, such terms shall have the meanings ascribed to them in the Plan Documents and the Act.

1.5 In this Governance document, words importing the singular include the plural and vice versa, and words importing gender include all genders. Reference to an Article means an Article in this Governance Document unless otherwise stated. The headings of this Governance Document are for convenience or reference only and are not to be construed as part of the Governance Document.

## **ARTICLE 2 - Role of Committee**

2.1 The Committee shall, with respect to the Plan, act as both Pension Committee and as “Administrator”, as those entities are described in the Act and regulations. The Committee has the rights, powers, and obligations necessary for the Committee to administer the Plan in accordance with the Act and regulations.

2.2 The overall purposes of the Committee include:

- (a) monitoring the operation of the Plan;
- (b) taking responsibility for the Plan’s administration;
- (c) ensuring that the Plan is in compliance with all applicable legislation; and
- (d) acting in an advisory capacity to the Board, making recommendations as required.

## **ARTICLE 3 - Duties and responsibilities**

3.1 The Committee’s duties and responsibilities in relation to the Plan, shall include, but are not restricted to, the following:

### Service providers

- (a) Evaluate and recommend for selection Trustees, Investment Managers, Actuaries and Fund Holders (which selection is subject to the approval of the Board);
- (b) Evaluate and select auditors, consultants, administrative service providers, performance measurement providers and other external sources as may be required for the proper management and operation of the Plan;
- (c) Negotiate contracts with and delegate duties to the parties specified in (a) and (b) above (“Service Providers”), where appropriate and as required (“Service Agreements”);
- (d) Establish measures and/or other clear standards against which performance of Service Providers is to be evaluated, and monitor performance against such measures on a regular and ongoing basis, seeking independent professional advice if necessary for proper evaluation;

- (e) Report and make recommendations for change to the Board regarding the performance of Service Providers;
- (f) Establish procedures for following-up with Service Providers, and for taking action to correct inadequate performance, if applicable;
- (g) Ensure those parties specified in (a) and (b) above, contracted by the Committee, are compensated with payments from the Pension Fund only in an amount that represents the usual and reasonable fees and expenses for the services actually provided in respect of the Plan;

#### Investment, Pension Fund

- (h) Maintain the Statement of Investment Policies and Procedures (the “SIP”), review and confirm or update the SIP at least once each year, and provide copies of it to those persons so entitled by law;
- (i) Establish policies and make recommendations to the Board regarding investment philosophies, guidelines and objectives;
- (j) Where appropriate, have an Actuary review any proposed submission to the Board;
- (k) Monitor maintenance and investment of Plan assets, ensuring that they are invested in accordance with applicable pension legislation;
- (l) Maintain a record of all investments held in the Pension Fund;
- (m) Invest the assets of the Plan Fund and for that purpose, select (subject to Board approval) an Investment Manager;
- (n) Provide information to the Investment Manager as required or requested;

#### Review, reporting

- (o) Report to the Board annually and at such other times as the Board may require;
- (p) Evaluate and make recommendations to the Board respecting improvements for the administration of the Plan, including recommendations regarding administrative service changes;

- (q) Establish a method for self-assessment, to be carried out on a regular and continuing basis, seeking independent professional advice if appropriate;
- (r) Review, evaluate and make recommendations to the Board regarding amendments to the Plan, Plan Documents, Service Agreements and this Governance Document;
- (s) Review financial and administrative aspects of the Plan at least once every year;
- (t) Prepare statistics and other information (financial and administrative) in the form of an Annual Report to the Board on the performance of the Pension Fund, which Annual Report shall include the audited financial statements of the Pension Fund;
- (u) Prepare an in-depth review of the Pension Fund as required or as requested by the Board;
- (v) Prepare information binders for meetings of the Committee;

Committee governance

- (w) Interpret the Plan and resolve disputes over its interpretation and application;
- (x) Ensure that there are processes in place for the Committee to have timely access to information regarding the Plan which is complete, current and accurate, and which is required to enable it to perform its responsibilities effectively;
- (y) Ensure that a Code of Conduct for Committee Members, Service Providers and any other agents of the Committee is established and brought to the attention of those parties;
- (z) Develop and implement necessary and appropriate risk management practices, which may include the development of policies to deal with:
  - (i) documentation and record keeping;
  - (ii) costing;
  - (iii) funding and fund investment;

- (iv) expense control and fees;
  - (v) collections;
  - (vi) benefits administration;
  - (vii) outsourcing;
  - (viii) compliance;
  - (ix) complaints;
  - (x) conflicts of interest (see Article 11 below); and
  - (xi) communication;
- (aa) Ensure that Committee Members have, or receive, appropriate training and/or education to fulfill their responsibilities with respect to the administration of the Plan;

#### Plan Members

- (bb) Ensure preparation and distribution of communication packages to Plan Members, including those required by law or by the provisions of the Plan;
- (cc) Maintain a current list of Plan Members;
- (dd) Respond to Member inquiries that cannot be addressed by the Plan's Service Providers;
- (ee) Respond to requests from Plan Members for the provision of Plan-related documentation;
- (ff) Monitor Plan Members' settlement options;
- (gg) Promote awareness and understanding of the Plan among Members and potential members;
- (hh) Permit Members (or agents of Members, so designated and authorized in writing) to inspect and make extracts from the Plan or any Plan Documents;



- (ii) Establish and review overall strategies for communications with Plan Members;
- (jj) Ensure that Member contributions are made as required by the Plan, and that benefits are paid accurately and on a timely basis;

Legislative requirements

- (kk) Prepare appropriate government filings relating to the information return and other filings under the PBA and any Plan amendments,
- (ll) Administer the Plan in compliance with applicable pension legislation, including, but not limited to, the PBA and associated regulations, the ITA, *The Family Property Act*, C.C.S.M. c. F25 (the “FPA”), *The Garnishment Act*, C.C.S.M. c. G20 (the “Garnishment Act”) and associated Regulations, and Canada Revenue Agency, and, without limiting the generality of the foregoing:
  - (i) Ensure that the Plan is administered in compliance with the locking in provisions of the applicable pension legislation;
  - (ii) Ensure that transfers and withdrawals are done in compliance with the Regulation;
  - (iii) Ensure that the pension and pension benefit credits are divided in accordance with the Regulation after a relationship breakdown;
  - (iv) Ensure that, if the Plan is terminated, it is wound up in accordance with the PBA and the Regulation;
  - (v) Ensure that the Pension Fund is held in accordance with section 3.19 of the Regulation;
  - (vi) Ensure that Plan Members (or other designated individuals) receive the necessary statements upon the termination of the active membership status, retirement, or death, to which they are entitled by law;
  - (vii) Ensure the protection of money in or payable under the Plan from execution, seizure, attachment, assignment or charge, except as permitted by law;

- (mm) Report to the Superintendent of Pensions (the “Superintendent”) any instance of non-compliance with applicable pension legislation.

#### **ARTICLE 4 - Day to day administration excluded**

4.1 While the Committee will oversee and assume ultimate responsibility for the Plan, the Committee’s duties and responsibilities shall not extend to the day-to-day administration of the Plan, which duties and responsibilities shall be the responsibility of the Service Provider, as more specifically set out in the Pension Plan Administrative Services Agreement between the Committee and the Service Provider.

#### **ARTICLE 5 - Transactions with related parties**

5.1 The Committee may enter into a transaction with a related party on behalf of the Plan if:

- (a) the transaction is required for the operation or administration of the plan, and
- (b) the terms and conditions of the transaction are not less favourable to the Plan than market terms and conditions

5.2 The Committee may enter into a transaction with a related party on behalf of the Plan if the value of the transaction is nominal or the transaction is immaterial to the Plan.

5.3 For the purposes of Article 5.2, in assessing whether the value of the transaction is nominal or whether a transaction is immaterial, two or more transactions with the same related party shall be considered as a single transaction.

#### **ARTICLE 6 - Committee Membership**

6.1 The Committee shall be comprised of the following persons:

- (a) One voting member to represent all active Plan members (“Voting Representative”);
- (b) The Board shall appoint:
  - (i) a number of individuals equal to the total number of individuals elected or appointed as Voting Representatives;

- (ii) at least one additional individual, to be chosen at the Board's discretion; and
- (iii) those three individuals holding the offices of:
  - A. Vice-President (Administration);
  - B. Executive Director of Human Resources; and
  - C. Comptroller;

all of whom shall be voting members of the Committee;

- (c) The Committee may also include:
  - (i) one non-voting member, elected by and representing active Plan members ("Non-Voting Representative").

#### **ARTICLE 7- Elections and Appointments of Representatives**

7.1 Unless otherwise required by law or provided for in this Governance Document, the filling of any vacant Representative position, whether Voting or Non-Voting, shall be done by election, pursuant to 7.2.

7.2 The election of any Representative, voting or non-voting, as identified at 6.1(a) and 6.1(c)(i), shall be as follows:

- (a) The election shall be conducted by the casting of ballots at a specified location or locations. On or before May 31, 2011, and every three (3) years thereafter, the Committee shall (or shall direct the University to) provide written notice to all active members of the nomination and election process for the Representatives of the Committee.
- (b) The nomination process shall, for a period of not more than thirty (30) days, as determined by the Committee, and specified in the notice (the "Nomination Period"), allow every active member, whether unionized or non-unionized, to nominate a person for every vacant Representative position. Following the end of the Nomination Period, the Committee shall (or shall direct the University to) provide written notice to all active members, of those persons properly nominated as a Representative, and of the voting process.

- (c) The voting process shall, for a period of not more than thirty (30) days, as determined by the Committee and specified in the written notice, (the “Election Period”), allow each active member to cast one secret ballot for each vacant position of Representative at a location (or locations) specified in the written notice. Within thirty (30) days after the end of the Election Period, the Committee shall (or shall direct the University to) notify active members of the persons elected as Representatives, which shall be determined by a majority of votes properly cast. In the event that two (2) or more nominees for one position of Representative receive an equal number of votes, that is greater than the number of votes received by any other nominee, then the name of each such nominee shall be placed in a container and the elected Representative for that position shall be the nominee whose name is drawn by a person designated by the Committee who is not a nominee.
- (d) Any or all written notices that must be provided to active members may be provided by the posting of such notices in one or more areas of the workplace regularly accessed by active members who regularly work at the University’s facilities.
- (e) The first persons elected to fill the positions of Representatives shall commence their term no later than September 28, 2011.

7.3 Notwithstanding any of the foregoing provisions, if a majority of active members are represented by a union as defined in *The Labour Relations Act* (Manitoba), the executive of that union may, as an alternative to an election described at 7.2, appoint one active member as Voting Representative.

7.4 In the event that no person is elected by the active members within a reasonable time, the Board shall appoint at least one active member to the Committee as a voting member until an election is held.

7.5 Notwithstanding any of the foregoing provisions, the election or appointment of individuals to Committee Membership shall be done in full compliance with the requirements of the Regulation, as more particularly set out in sections 3.13 and 3.14 therein.

## **ARTICLE 8 - Term as Committee Member**

8.1 The term of a person elected as a Committee Member shall be three years, subject to a maximum term of ~~ninesix~~ consecutive years upon successful re-election.

8.2 The term of a person appointed as a Committee Member pursuant to Article 6(1)(b)(iii) shall be for as long as they hold that office with the University.

8.3 The term of a person appointed as a Committee Member pursuant to Articles 6(b)(i) and (ii) and (c) shall be three years, subject to a maximum term of ~~ninesix~~ consecutive years upon successful re-election.

8.4 A Committee Member continues to hold his office as such after the end of his term until a successor is elected or appointed.

8.5 If a vacancy arises prior to the expiry of a Committee Member's term, the vacancy must be filled for the balance of an unexpired term within 120 days after it arises. In the event the vacancy is for a Representative, such an individual shall be elected or appointed in accordance with the provisions of Article 7. In the event the vacancy is for a Board-appointed position as contemplated at Article 6.1(b), the vacancy shall be filled by an appointment of the Board. Any election or appointment under this section shall be carried out or made within 120 days after the vacancy arises.

#### **ARTICLE 9 - Officers**

9.1 The Committee, by majority vote, shall annually, or as often as may be required, elect Committee Members to act as Chairperson, Vice-Chairperson, and Secretary as follows:

- (a) **CHAIRPERSON:** The Chairperson ("Chair") shall be elected for an initial term of two years, and subject to a maximum term of three consecutive years upon successful re-election for an additional year.

The Chair will preside at all Committee meetings. The Chair shall have general supervision over the affairs and administration of the Committee. The Chair shall be responsible for the authoritative statements of Committee policy in all matters coming to his attention. He shall be responsible for all public relations matters concerning the Committee and shall represent the Committee at all official functions and have the authority to designate the Vice-Chairperson to act in his behalf should the Chair be unable to present himself.

The Chair shall execute all documents on behalf of the Committee, and shall be responsible for retaining or appointing one or more agents to carry out any act required to be done by the Committee in the administration of the Plan and investment of the Plan Funds.

The Chair shall be primarily responsible for:

- (i) all communications on behalf of the Committee with outside bodies, including the Trustee or any agents retained or appointed in connection with the Plan;

- (ii) all dealings with the Board with respect to the Committee's duties and obligations as described in this Governance Document, the Plan Documents and applicable pension legislation, including the provision to the Board of the Committee's reviews, recommendations, concerns and reports; and
- (iii) facilitating communication between the Committee and the Board.

The Chair shall be an *ex officio* member of all Subcommittees of the Pension Committee, as described at Article 8.7 herein.

- (b) **VICE-CHAIRPERSON:** The Vice-Chairperson ("Vice-Chair") shall be elected for an initial term of two years, and subject to a maximum term of three consecutive years upon successful re-election for an additional year.

The Vice-Chair will carry out any duties requested of him by the Chair. The Vice-Chair will assume the duties of the Chair on his resignation, death, or disability until the next Committee meeting when elections to that office will be held.

- (c) **SECRETARY:** The Secretary shall be elected for an initial term of two years, and subject to a maximum term of three consecutive years upon successful re-election for an additional year.

It shall be a duty of the Secretary to create and maintain, in a readily accessible format, the records of the Committee, including, but not limited to: minutes of Committee meetings; Committee correspondence; Plan membership lists; copies of Committee reports, statements and other publications; information booklets; copies of the Plan, Plan Documents and supporting documents; copies of applicable pension legislation; current contact information of Committee Members; and all key decisions made by the Committee.

Without limiting the generality of the foregoing:

It shall be a duty of the Secretary to cause minutes of each Committee meeting to be recorded and copies of those minutes to be circulated to each Committee Member, either in paper or electronic form, within fourteen days of the meeting taking place. The Secretary shall ensure that copies of all minutes are retained in a format capable of production upon request of any Committee Member, the Board, or the University.

The Secretary shall prepare correspondence relating to the

Committee and shall issues notices of all meetings in accordance with Article 9 herein.

The Secretary will be responsible for keeping a current record of Plan Members, and shall provide such record to Committee Members, the Board or the University when so requested.

9.2 The Chair, Vice-Chair and Secretary shall also have whatever additional powers and duties the Committee may from time to time agree upon or as the Board may specify, subject to the provisions of the Plan Documents and any applicable legislation.

9.3 If an individual's term as an elected Committee Member expires prior to that individual's elected term as Officer, a Committee meeting shall be held within 120 days of when that individual ceases to be a Committee Member for the purposes of electing a new individual to that Office.

9.4 If any Officer is unable to perform his functions or discharge his duties as Officer, a meeting shall be held within 120 days of when that individual ceases to be able to perform his functions or discharge his duties, for the purposes of electing a new individual to that Office.

9.5 The Committee, in its discretion and by way of written resolution signed by all other Committee Members, may remove an individual from Office, effective immediately, without prejudice to such individual's rights as a Committee Member, and provided that a meeting shall be held within 120 days of when that individual is removed from Office for the purposes of electing a new individual to that Office.

9.6 The Board, from time to time, and subject to the provisions of any applicable legislation, may vary, add or limit the powers and duties of any officer of the Committee.

9.7 The Committee may designate and appoint any number of Subcommittees and delegate to such Subcommittees such powers and duties as may be reasonably thought fit, subject to the Act, Regulation and the terms of the Plan. Unless otherwise determined by the Committee, each Subcommittee shall have the power to:

- (a) fix its quorum at not less than the majority of its Members;
- (b) elect a Chairperson; and
- (c) regulate its procedure.

## **ARTICLE 10 - Committee Meetings**

10.1 The Committee shall meet at least four times annually, at such times and places within Manitoba as the Committee decides. The Committee may convene such further meetings as may be required.

10.2 At any meeting of the Committee, a quorum shall be a majority of the Members entitled to vote thereat.

10.3 Any decisions of the Committee, unless otherwise provided in this Governance Document, shall be by a majority vote of a quorum at any meeting of the Committee. Voting shall be conducted, in normal circumstances, by a show of hands. The Chair, or Vice-Chair in the Chair's absence, may require a blind vote should he deem it appropriate in the circumstances. In the case of an equality of votes, the Chair of the meeting, or in his absence the Vice-Chair, shall have the casting or deciding vote.

10.4 Notwithstanding 10.3, a decision of the Committee may also be made by a resolution in writing signed by all Committee Members.

10.5 A Committee meeting may be convened on at least fourteen days written notice by the Chair or any two Committee Members or by the Secretary on the direction or authorization of the Chair or any two Committee Members. Such notice shall specify the date, time, and place of meeting and shall set out an agenda identifying the business to be conducted at the meeting, notwithstanding that any matter within the jurisdiction of the Committee not so included in the agenda may, with consent by majority vote, be considered and determined at the meeting. Such notice shall be provided to all Committee Members by mail (regular or registered), fax, email, or any other written form of delivery that would, in normal circumstances, ensure that Members are provided with the notice within the prescribed time.

10.6 Where, in the opinion of the Chair or any two Committee Members, a matter of urgency has arisen which necessitates the holding of a meeting on less notice as prescribed by 10.5, or where notice in the prescribed form is not practicable, notice may be given at least forty-eight hours prior to the intended meeting and may be communicated orally.

10.7 A meeting of the Committee may be held and duly constituted at any time without any notice if all the Committee Members are present or, if any be absent, those absent have waived notice or signified their consent in writing to the meeting being held in their absence.

10.8 If a Committee meeting is adjourned for less than 30 days, it shall not be necessary to give notice of the adjourned meeting, other than by announcement at the earliest meeting that is adjourned. If a Committee meeting is adjourned by one or more



adjournments for an aggregate of thirty days or more, notice of the adjourned meeting shall be given as for an original meeting.

10.9 If all Committee Members (except for those members who have waived notice or signified their consent in writing to the meeting being held in their absence) consent, a Committee Member may participate in a Committee meeting by telephone or such other means as permit all persons participating in the meeting to hear each other, and a Committee Member participating in a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all Committee meetings while a Committee Member holds office.

10.10 Every Committee Member entitled to vote at a meeting may appoint a proxyholder, who need not be a member of the Committee, to vote in the Member's absence. A proxy shall be in writing executed by the Committee Member.

#### **ARTICLE 11 - Submissions and recommendations to the Board**

11.1 The Committee shall, in accordance with the more detailed provisions herein, be responsible for preparing statements and other submissions to the Board regarding the operation, administration and performance of the Plan and Plan Fund. The Committee shall also be responsible for making recommendations to the Board respecting amendments to the Plan.

11.2 Any proposed statements, submissions, opinions or recommendations (collectively, "Submissions") to the Board shall be agreed upon by the Committee in accordance with Article 9 herein.

11.3 Once agreed upon by the Committee, the Secretary shall be responsible for preparing the Committee's Submissions, in paper format or some other format acceptable to the Board. Once the Committee's Submissions have been so prepared, the Secretary shall ensure that each Committee Member is provided with a copy of the proposed Submission, and given at least fourteen days to review it before it is submitted to the Board. If a Committee Member takes issue with any aspect of the proposed Submission as it relates to what was agreed upon by the Committee pursuant to Article 10.2 above, he shall deliver notice, in writing, to the Secretary within those fourteen days. Such notice shall include details of his concerns, and any proposed changes to the Submission to bring it in line with what was previously agreed upon by the Committee. If such notice is received, the Secretary shall deliver copies of the notice to all other Committee Members. The Chair shall be responsible for reviewing the notice and ensuring that the proposed Submission accurately reflects that which was previously agreed upon by the Committee. If necessary, the Secretary, under the direction of the Chair, shall make whatever changes to the Submission as are required to bring it into compliance with the Committee's agreement. If and when such changes are made, the Secretary shall then ensure that each

Committee Member is provided with a copy of the amended Submission. The Chair shall then present the Submission to the Board.

11.4 The Chair shall be responsible for fielding any inquiries from the Board arising out of any presented Submission. The Chair shall ensure that all Committee Members are kept apprised of the dialogue between the Chair and the Board arising out of a Submission, and shall ensure that all inquiries of the Board are responded to in a timely fashion, and only after whatever consultation is necessary (either with other Committee Members or with external Service Providers) in the circumstances for the Chair to give a reasonably well informed answer.

11.5 Notwithstanding any of the foregoing, any and all Submissions to the Board shall be made in accordance with any procedures established and followed by the Board for receiving such statements, submissions, opinions and recommendations.

#### **ARTICLE 12 - Fiduciary duties and responsibilities, degree of care**

12.1 Committee Members owe a duty of care to Members of the Plan. In their fiduciary capacity, Committee Members shall comply with all requirements of applicable pension laws, including the PBA, Regulation and the ITA.

12.2 Committee Members shall act honestly and in good faith in carrying out their duties and responsibilities with respect to the Plan, and shall exercise the degree of care, diligence and skill in the administration of the Plan and in the administration and investment of the Pension Fund that a person of ordinary prudence would exercise in dealing with the property of another person. Notwithstanding the foregoing, where the Committee in fact possesses or, by reason of profession or business ought to possess a particular level of knowledge or skill relevant to the administration of the Plan or the administration and investment of the Pension Fund, the Committee shall employ that particular level of knowledge or skill in the performance of such duties.

12.3 Each member of the Committee has a duty of care to:

- (a) act exclusively for the benefit of the Plan and the Pension Fund and its beneficiaries, and never in the Committee Member's own interest or in the interest of a third party, and to not knowingly permit his interest to conflict with his duties and powers in respect of the Plan and the Pension Fund;
- (b) actively carry out those duties and responsibilities assigned to the Committee and perform them with complete integrity, and
- (c) act impartially between beneficiaries and/or classes of beneficiaries under the Plan.

12.4 Members of the Committee shall not exercise their powers in their own interest or in the interest of a third person, nor shall members of the Committee be in a position of conflict between the Committee Member's personal interest and the duties of the Committee Member's office.

12.5 Every member of the Committee shall immediately notify all other Committee Members in writing of any interest the member has in any enterprise that may cause the Committee Member's personal interest to conflict with the duties of that Member's office, and of any rights, other than those arising from the Plan, that the Committee Member may have in, or may invoke against, the Pension Fund, and in such case, the notification shall specify the nature and value of such rights.

12.6 When so required, every Committee Member shall interpret and apply the Plan reasonably, in a fashion consistent with the University's intentions in establishing the Plan, and in such a manner that legitimate competing interests are balanced fairly and equitably.

12.7 Committee Members shall exercise their discretion and powers in a manner that is honest, candid, prudent, careful, attentive, impartial, reasonable, and in good faith, and shall take only and all relevant facts into account before making a decision with respect to the administration of the Plan.

12.8 Committee Members have a duty of confidentiality to beneficiaries with respect to information regarding those beneficiaries' interests with respect to the Plan and other personal information. The Committee shall ensure that appropriate safeguards are in place to protect information regarding beneficiaries. If the Committee expects that personal or other confidential information about a beneficiary will be provided to a Service Provider or another agent in the course of the Plan's effective operation and administration, the Committee shall ensure that beneficiaries are aware that such information may be so disclosed. The Committee's obligation shall extend to an obligation to ensure that Service Providers and agents also take appropriate measures to safeguard beneficiary information. In addition to the Committee's fiduciary duty of confidence, the Committee should also ensure that beneficiary information is dealt with in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*, C.C.S.M. c. F175 and any other applicable privacy legislation.

12.9 The Committee has a duty to disclose material information sufficient for a beneficiary of the Plan to make a fully informed decision, and a responsibility to ensure that such information is truthful and accurate at the time disclosure is made.

12.10 If it comes to light that a previous decision of the Committee regarding the administration of the Plan may have been incorrect, Committee Members have a responsibility to revisit and, if necessary, reverse or change that earlier decision.

12.11 The Committee may, where it is reasonable and prudent in the circumstances to do so, employ or appoint one or more agents to carry out any act required to be done in the satisfaction of the Committee's duties as Administrator. The Committee shall personally select such agents, and must be satisfied of the agent's suitability to perform the task for which the agent is employed or appointed. The Committee shall supervise the agent in such a manner as is reasonable and prudent. An agent of the Committee is not entitled to payment from the Pension Fund other than the usual and reasonable fees and expenses for the services provided by the agent in respect of the Plan. An agent shall be held to the same standard of care and conduct required of the Committee, as set out herein.

12.12 The Committee has an obligation to mitigate any loss to the Pension Fund caused by the wrongdoing of those entities whose services are engaged by the Committee for the proper management and operation of the Plan. In some circumstances, this may require the Committee to commence legal action against a Service Provider on behalf of Plan Members.

12.13 Where the Committee is in doubt regarding its obligations under the Plan or applicable legislation, the Committee may seek judicial direction, the direction of a third-party adjudicator or the advice of other professionals.

12.14 Committee Members are not entitled to any benefit from the Plan other than Pension Benefits, ancillary benefits, a refund of contributions, and fees and expenses related to the administration of the Plan and permitted by law or provided for in the Plan.

### **ARTICLE 13 - Liability and insurance**

13.1 The Committee, in its administration of the Plan, acts as a trustee for and in a fiduciary capacity to beneficiaries. The Committee shall secure, for Committee Members, trustee and fiduciary liability insurance in such amount as it shall from time to time deem to be adequate, and the costs of such insurance shall be paid from the Pension Fund.

### **ARTICLE 14 - Administrative expenses**

14.1 The Committee is entitled to be compensated from the Pension Fund for those fees and expenses incurred in the administration of the Plan, provided that:

- (a) the fee or expense in question is or was reasonably necessary for the proper administration of the Plan;
- (b) the magnitude of the fee or expense in question is reasonable.

14.2 Without limiting the generality of the foregoing, and subject to the overriding requirement of reasonableness, the Committee is entitled to benefits from the Pension Fund to cover the following administrative fees or expenses:

- (a) actuarial fees incurred for the preparation and filing of those documents required by law, and actuarial fees incurred in relation to the provision of advice or services reasonably necessary for the proper administration of the Plan;
- (b) the costs of continuing education for Committee Members, provided that such education is necessary to achieve or maintain the skills, knowledge and expertise for the proper administration and operation of the Plan;
- (c) legal fees and costs incurred in obtaining legal advice for the proper administration of the Plan;
- (d) administrative expenses (including photocopying, printing, mailing, telephone, registration fees);
- (e) audit fees; and
- (f) fees or expenses owed to agents pursuant to the terms of service agreements.

#### **ARTICLE 15 - Protection of Members**

15.1 The Committee may make recommendations to the Board to amend the Plan or to adopt a Policy or Policies to provide for the limitation of liability of Committee Members for any loss, damage or misfortune whatsoever, which shall happen in the execution of his duties as a Committee Member, unless occasioned by his own willful neglect or fault.

15.2 Except in respect of an action by or on behalf of the University to procure a judgment in its favour, the University shall indemnify and save harmless each Committee Member against all losses, liabilities and costs reasonably incurred by the Committee Member in respect of any action or proceeding to which the Committee Member is made a party by reason of being or having been a member of the Committee, provided that the Committee Member has acted honestly and in good faith.

## **ARTICLE 16 - Signing authority**

16.1 All agreements, contracts and other documents requiring approval from the Pension Committee must be executed in accordance with the University Policy on Signing of Agreements, as dictated by the *University of Manitoba Act*, C.C.S.M. c. U60.

## **ARTICLE 17 - Amendments**

17.1 The provisions of this Governance Document shall be reviewed at least once every three years and the Committee may make recommendations to the Board to replace or amend, or adopt new provisions. The Board shall have the authority to replace or amend these provisions from time to time as it deems appropriate.

## **ARTICLE 18- Compensation for Members**

18.1 The Committee may make recommendations to the Board to amend the Plan or supporting documents or to adopt a policy to provide for:

- (a) payment from the Pension Fund to Committee Members for attendance at meetings or for the performance of other duties as members, at any time beyond regular work hours, for which the member would otherwise be paid by the University;
- (b) payment of reimbursement from the Pension Fund to a member for expenses reasonably incurred by the member in carrying out his duties as a Committee Member.

18.2 A Committee Member who is also an active Plan Member is entitled to take time off from his regular work duties, without loss of pay or other benefits, in order to carry out his or her duties on the Committee

**The University of Manitoba Pension Plan (1993)  
Pension Plan Governance Document**

Effective September 28, 2011  
[Proposed Revisions January, 2017](#)

THIS IS A CERTIFIED COPY OF THE UNIVERSITY OF MANITOBA PENSION PLAN  
(1993) GOVERNANCE DOCUMENT

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**Deborah McCallum**  
**Chair, University of Manitoba Pension Committee (1993)**

## Table of Contents

<b>Article</b>	<b>Page No.</b>
Preamble	3
1. Application and purpose	4
2. Role of Committee	5
3. Duties and responsibilities	5
4. Day to day administration excluded	10
5. Transactions with related parties	10
6. Committee Membership	11
7. Elections and appointments of active and non-active representatives	12
8. Term as Committee Member	14
9. Officers	15
10. Committee meetings	18
11. Submissions and recommendations to the Board	19
12. Fiduciary duties and responsibilities, degree of care	20
13. Liability and insurance	22
14. Administrative expenses	22
15. Protection of Committee Members	23
16. Signing authority	24
17. Amendments	24
18. Compensation for Committee Members	24



## Preamble

The University of Manitoba Pension Plans, since their inception in 1970 until May 31, 2011, have been administered by the University as both Administrator and Fund Sponsor. The role of Administrator was delegated by the University to three parties: The Pension Committee, the Staff Benefits Committee and the Trustees.

The Pension Committee was comprised of seven positions: two individuals were appointed by the Board of Governors, one individual was appointed by the Staff Benefits Committee, one individual was appointed by the Lieutenant-Governor-in-Council as a representative of the Government of Manitoba, and the remaining three positions were filled by those individuals holding the offices of Chair of Staff Benefits Committee, Chair of Pension Plan Trustees, and Vice-President of Administration.

The Staff Benefits Committee was established by the Board of Governors as an advisory committee to the Board. The Staff Benefits Committee has been responsible for making recommendations on the establishment, maintenance and changes to all Staff Benefit Plans through its reporting to the Vice-President of Administration.

The Pension Plan Trustees have been seven individuals: six individuals appointed by the Staff Benefits Committee and one individual appointed by the Board of Governors. The responsibility of the Trustees has been to safeguard the assets of the Pension Plans and to report on the condition of the Plans to the Board of Governors and Plan Members.

With the coming into force of amendments to *The Pension Benefits Act*, C.C.S.M. c. P32 and associated regulations on May 31, 2011, a new governance structure was required to meet the statutory requirements of the provincial legislation and for the continued registration of the Plans with the Pension Commission of Manitoba. The University therefore created the Pension Committee to act as Plan Administrator.

As part of its obligations under the new statutory provisions, the Pension Committee has formulated this Pension Committee Governance Document to govern and assist it with discharging its legal obligations and duties as Administrator with respect to the 1993 Plan.

## ARTICLE 1 - Application and purpose

1.1 This Governance Document applies to the pension plan established for employees of The University of Manitoba (“the University”), effective January 1, 1993 (the “Plan”), as adopted by the Board of Governors (the “Board”) of the University. The primary purpose of the Plan is to provide benefits from the Pension Fund to Members upon retirement, death and/or termination. The Plan is registered under *The Pension Benefits Act* (Manitoba) (the “PBA” or the “Act”) and under the *Income Tax Act* (Canada) (the “ITA”).

1.2 This Governance Document is supplementary to the Plan and supporting documents, as defined in the Pension Benefits Regulation, Man. Reg. 39/2010 (the “Regulation”).

1.3 This Governance Document is intended to summarize and explain the roles and responsibilities of the Pension Committee (or “Committee”), in its capacity both as the Pension Committee and Administrator for the Plan, but does not in any way supersede, vary or otherwise alter the Plan Documents or any applicable legislation. In the event of any conflict between this Governance Document and the Plan Documents, the Plan Documents shall prevail (unless they provide otherwise). In the event of any conflict between this Governance Document, the Plan Documents, or any other supplementary documents and the provisions of the Act, the provisions of the Act shall prevail.

1.4 For the purposes of words or phrases not defined in this Governance document, such terms shall have the meanings ascribed to them in the Plan Documents and the Act.

1.5 In this Governance document, words importing the singular include the plural and vice versa, and words importing gender include all genders. Reference to an Article means an Article in this Governance Document unless otherwise stated. The headings of this Governance Document are for convenience or reference only and are not to be construed as part of the Governance Document.

## **ARTICLE 2 - Role of Committee**

2.1 The Committee shall, with respect to the Plan, act as both Pension Committee and as “Administrator”, as those entities are described in the Act and regulations. The Committee has the rights, powers, and obligations necessary for the Committee to administer the Plan in accordance with the Act and regulations.

2.2 The overall purposes of the Committee include:

- (a) monitoring the operation of the Plan;
- (b) taking responsibility for the Plan’s administration;
- (c) ensuring that the Plan is in compliance with all applicable legislation; and
- (d) acting in an advisory capacity to the Board, making recommendations as required.

## **ARTICLE 3 - Duties and Responsibilities**

3.1 The Committee’s duties and responsibilities in relation to the Plan, shall include, but are not restricted to, the following:

### Service providers

- (a) Evaluate and recommend for selection Trustees, Investment Managers, Actuaries and Fund Holders (which selection is subject to the approval of the Board);
- (b) Evaluate and select auditors, consultants, administrative service providers, performance measurement providers and other external sources as may be required for the proper management and operation of the Plan;
- (c) Negotiate contracts with and delegate duties to the parties specified in (a) and (b) above (“Service Providers”), where appropriate and as required (“Service Agreements”);
- (d) Establish measures and/or other clear standards against which performance of Service Providers is to be evaluated, and monitor performance against such measures on a regular and ongoing basis, seeking independent professional advice if necessary for proper evaluation;

- (e) Report and make recommendations for change to the Board regarding the performance of Service Providers;
- (f) Establish procedures for following-up with Service Providers, and for taking action to correct inadequate performance, if applicable;
- (g) Ensure those parties specified in (a) and (b) above, contracted by the Committee, are compensated with payments from the Pension Fund only in an amount that represents the usual and reasonable fees and expenses for the services actually provided in respect of the Plan;

#### Investment, Pension Fund

- (h) Maintain the Statement of Investment Policies and Procedures (the “SIP”), review and confirm or update the SIP at least once each year, and provide copies of it to those persons so entitled by law;
- (i) Establish policies and make recommendations to the Board regarding investment philosophies, guidelines and objectives;
- (j) Establish economic assumptions, including, but not limited to, salary increases and interest discount rates, as required for actuarial valuations of the Plan, based upon the recommendation of the Plan Actuary;
- (k) Review actuarial valuations of the Plan and make relevant recommendations to the Board where appropriate;
- (l) Where appropriate, have an Actuary review any proposed submission to the Board;
- (m) Review, evaluate and recommend pension benefit changes as required;
- (n) Monitor maintenance and investment of Plan assets, ensuring that they are invested in accordance with applicable pension legislation;
- (o) Maintain a record of all investments held in the Pension Fund;
- (p) Complete an actuarial valuation of the Pension Fund not less than once every three years to ensure there are sufficient funds in the Plan to meet the current and potential liabilities, in accordance with the current accepted actuarial practice in Canada;

- (q) Invest the assets of the Plan Fund and for that purpose, select (subject to Board approval) an Investment Manager;
- (r) Provide information to the Investment Manager as required or requested;

Review, reporting

- (s) Report to the Board annually and at such other times as the Board may require;
- (t) Evaluate and make recommendations to the Board respecting improvements for the administration of the Plan, including recommendations regarding administrative service changes;
- (u) Establish a method for self-assessment, to be carried out on a regular and continuing basis, seeking independent professional advice if appropriate;
- (v) Review, evaluate and make recommendations to the Board regarding amendments to the Plan, Plan Documents, Service Agreements and this Governance Document;
- (w) Review financial, actuarial and administrative aspects of the Plan at least once every year;
- (x) Prepare statistics and other information (financial, actuarial, administrative) in the form of an Annual Report to the Board on the performance of the Pension Fund, which Annual Report shall include the audited financial statements of the Pension Fund;
- (y) Prepare an in-depth review of the Pension Fund as required or as requested by the Board;
- (z) Prepare information binders for meetings of the Committee;

Committee governance

- (aa) Interpret the Plan and resolve disputes over its interpretation and application;
- (bb) Ensure that there are processes in place for the Committee to have timely access to information regarding the Plan which is complete, current and accurate, and which is required to enable it to perform its responsibilities effectively;

- (cc) Ensure that a Code of Conduct for Committee Members, Service Providers and any other agents of the Committee is established and brought to the attention of those parties;
- (dd) Develop and implement necessary and appropriate risk management practices, which may include the development of policies to deal with:
  - (i) actuarial studies;
  - (ii) documentation and record keeping;
  - (iii) costing;
  - (iv) funding and fund investment;
  - (v) expense control and fees;
  - (vi) collections;
  - (vii) benefits administration;
  - (viii) outsourcing;
  - (ix) compliance;
  - (x) complaints;
  - (xi) conflicts of interest (see Article 11 below); and
  - (xii) communication;
- (ee) Ensure that Committee Members have, or receive, appropriate training and/or education to fulfill their responsibilities with respect to the administration of the Plan;

### Plan Members

- (ff) Ensure preparation and distribution of communication packages to Plan Members, including those required by law or by the provisions of the Plan;
- (gg) Maintain a current list of Plan Members;
- (hh) Respond to Member inquiries that cannot be addressed by the Plan's Service Providers;
- (ii) Respond to requests from Plan Members for the provision of Plan-related documentation;
- (jj) Monitor Plan Members' settlement options;
- (kk) Promote awareness and understanding of the Plan among Members and potential members;
- (ll) Permit Members (or agents of Members, so designated and authorized in writing) to inspect and make extracts from the Plan or any Plan Documents;
- (mm) Establish and review overall strategies for communications with Plan Members;
- (nn) Ensure that Member contributions are made as required by the Plan, and that benefits are paid accurately and on a timely basis;

### Legislative requirements

- (oo) Prepare appropriate government filings relating to the information return and other filings under the PBA and any Plan amendments,
- (pp) Administer the Plan in compliance with applicable pension legislation, including, but not limited to, the PBA and associated regulations, the ITA, *The Family Property Act*, C.C.S.M. c. F25 (the "FPA"), *The Garnishment Act*, C.C.S.M. c. G20 (the "Garnishment Act") and associated Regulations, and Canada Revenue Agency Rules, and, without limiting the generality of the foregoing:
  - (i) Ensure that the Plan meets the tests for solvency as described in the Regulation;

- (ii) Ensure that the Plan is administered in compliance with the locking in provisions of the applicable pension legislation;
  - (iii) Ensure that transfers and withdrawals are done in compliance with the Regulation;
  - (iv) Ensure that the pension and pension benefit credits are divided in accordance with the Regulation after a relationship breakdown;
  - (v) Ensure that, if the Plan is terminated, it is wound up in accordance with the PBA and the Regulation;
  - (vi) Ensure that the Pension Fund is held in accordance with section 3.19 of the Regulation;
  - (vii) Ensure that Plan Members (or other designated individuals) receive the necessary statements upon the termination of the active membership status, retirement, or death, to which they are entitled by law;
  - (viii) Ensure the protection of money in or payable under the Plan from execution, seizure, attachment, assignment or charge, except as permitted by law;
- (qq) Report to the Superintendent of Pensions (the “Superintendent”) any instance of non-compliance with applicable pension legislation.

#### **ARTICLE 4 - Day to day administration excluded**

4.1 While the Committee will oversee and assume ultimate responsibility for the Plan, the Committee’s duties and responsibilities shall not extend to the day-to-day administration of the Plan, which duties and responsibilities shall be the responsibility of the Service Provider, as more specifically set out in the Pension Plan Administrative Services Agreement between the Committee and the Service Provider.

#### **ARTICLE 5 - Transactions with related parties**

5.1 The Committee may enter into a transaction with a related party on behalf of the Plan if:

- (a) the transaction is required for the operation or administration of the plan, and



- (b) the terms and conditions of the transaction are not less favourable to the Plan than market terms and conditions

5.2 The Committee may enter into a transaction with a related party on behalf of the Plan if the value of the transaction is nominal or the transaction is immaterial to the Plan.

5.3 For the purposes of Article 5.2, in assessing whether the value of the transaction is nominal or whether a transaction is immaterial, two or more transactions with the same related party shall be considered as a single transaction.

### **ARTICLE 6 - Committee Membership**

6.1 The Committee shall be comprised of the following persons:

- (a) ~~Two~~One voting members to represent all active Plan members (“Active Voting Representatives”);
- (b) One voting member to represent all non-active Plan members and other beneficiaries (“Non-Active Voting Representative”);
- (c) The Board shall appoint:
  - (i) a number of individuals equal to the total number of individuals elected or appointed as Active and Non-Active Voting Representatives;
  - (ii) at least one additional individual, to be chosen at the Board’s discretion; and
  - (iii) those three individuals holding the offices of:
    - A. Vice-President (Administration);
    - B. Executive Director of Human Resources; and
    - C. Comptroller;

all of whom shall be voting members of the Committee;

- (d) The Committee may also include:

- (i) one non-voting member, elected by and representing active Plan members (“Active Non-Voting Representative”); and
- (ii) one non-voting member, elected by and representing non-active Plan members (“Non-Active Non-Voting Representative”).

## **ARTICLE 7- Elections and Appointments of Active and Non-Active Representatives**

7.1 Unless otherwise required by law or provided for in this Governance Document, the filling of any vacant Active or Non-Active Representative position, whether Voting or Non-Voting, shall be done by election, pursuant to 7.2 and 7.3.

7.2 The election of any Active Representative, voting or non-voting, as identified at 6.1(a) and 6.1(d)(i), shall be as follows:

- (a) The election shall be conducted by the casting of ballots at a specified location or locations. On or before May 31, 2011, and every three (3) years thereafter, the Committee shall (or shall direct the University to) provide written notice to all active members of the nomination and election process for the Active Representatives of the Committee.
- (b) The nomination process shall, for a period of not more than thirty (30) days, as determined by the Committee, and specified in the notice (the “Nomination Period”), allow every active member, whether unionized or non-unionized, to nominate a person for every vacant Active Representative position. Following the end of the Nomination Period, the Committee shall (or shall direct the University to) provide written notice to all active members, of those persons properly nominated as an Active Representative, and of the voting process.
- (c) The voting process shall, for a period of not more than thirty (30) days, as determined by the Committee and specified in the written notice, (the “Election Period”), allow each active member to cast one secret ballot for each vacant position of Active Representative at a location (or locations) specified in the written notice. Within thirty (30) days after the end of the Election Period, the Committee shall (or shall direct the University to) notify active members of the persons elected as Active Representatives, which shall be determined by a majority of votes properly cast. In the event that two (2) or more nominees for one position of Active Representative receive an equal number of votes, that is greater than the number of votes received by any other nominee, then the name of each such nominee shall be placed in a container and the elected Active Representative for that position shall be the nominee whose name is drawn by a person designated by the Committee who is not a nominee.

- (d) Any or all written notices that must be provided to active members may be provided by the posting of such notices in one or more areas of the workplace regularly accessed by active members who regularly work at the University's facilities.
- (e) The first persons elected to fill the positions of Active Representatives shall commence their term no later than September 28, 2011.

7.3 The election of any Non-Active Representative, as identified at 6.1(b) and 6.1(d)(ii), shall be as follows:

- (a) The election shall be by mail. On or before May 31, 2011, and every three (3) years thereafter, the Committee shall (or shall direct the University to) provide written notice to all non-active members and other beneficiaries of the Plan of the nomination and election process for the Non-Active Representative.
- (b) The nomination process shall, for a period of not more than thirty (30) days, as determined by the Committee, and specified in the notice (the "Non-Active Representative Nomination Period"), allow every non-active member and other beneficiary to nominate a person for each vacant Non-Active Representative position. Following the end of the Non-Active Representative Nomination Period, the Committee shall (or shall direct the University to) provide written notice to all non-active Plan members and other beneficiaries of those persons properly nominated as a Non-Active Representative, and of the voting process.
- (c) The voting process shall, for a period of not more than thirty (30) days, as determined by the Committee and specified in the written notice (the "Non-Active Representative Election Period"), allow every non-active member and other beneficiary to cast one secret ballot for each vacant position by mail to an address specified in the written notice. Within thirty (30) days after the end of the Non-Active Representative Election Period, the Committee shall (or shall direct the University to) notify all non-active members of the persons elected as Non-Active Representatives, which shall be determined by a majority of votes properly cast. Any votes not received at the address specified in the written notice within two (2) weeks of the end of the Non-Active Representative Election Period shall not be counted in the vote. In the event of an existing, pending or threatened mail strike, the Committee shall require and permit votes to be cast by some other method.
- (d) In the event that two (2) or more nominees for one position of Non-Active Representative receive an equal number of votes, that is greater than the number of votes received by any other nominee, then the name of each

such nominee shall be placed in a container and the elected Non-Active Representative shall be the nominee whose name is drawn by a person designated by the Committee who is not a nominee.

- (e) The first person elected to fill a position of Non-Active Representative shall commence his term no later than September 28, 2011.

7.4 Notwithstanding any of the foregoing provisions:

- (a) If a majority of active members are represented by a union as defined in *The Labour Relations Act* (Manitoba), the executive of that union may, as an alternative to an election described at 7.2, appoint one active member as Active Voting Representative.
- (b) If a majority of non-active members are represented by an association, the executive of that association may, as an alternative to an election described at 7.3, appoint one non-active member as Non-Active Voting Representative.

7.5 In the event that no person is elected by the active members within a reasonable time, the Board shall appoint at least one active member to the Committee as a voting member until an election is held.

7.6 In the event that no person is elected by the non-active members within a reasonable time, the Board shall appoint at least one non-active member to the Committee as a voting member until an election is held.

7.7 Notwithstanding any of the foregoing provisions, the election or appointment of individuals to Committee Membership shall be done in full compliance with the requirements of the Regulation, as more particularly set out in sections 3.13 and 3.14 therein.

## **ARTICLE 8 - Term as Committee Member**

8.1 The term of a person elected as a Committee Member shall be three years, subject to a maximum term of ~~ninesix~~ consecutive years upon successful re-election.

8.2 The term of a person appointed as a Committee Member pursuant to Article 6(1)(c)(iii) shall be for as long as they hold that office with the University.

8.3 The term of a person appointed as a Committee Member pursuant to Articles 6(c)(i) and (ii) and (d) shall be three years, subject to a maximum term of ~~nine six~~ consecutive years upon successful re-election.

8.4 A Committee Member continues to hold his office as such after the end of his term until a successor is elected or appointed.

8.5 If a vacancy arises prior to the expiry of a Committee Member's term, the vacancy must be filled for the balance of an unexpired term within 120 days after it arises. In the event the vacancy is for an Active or Non-Active Representative, such an individual shall be elected or appointed in accordance with the provisions of Article 7. In the event the vacancy is for a Board-appointed position as contemplated at Article 6.1(c), the vacancy shall be filled by an appointment of the Board. Any election or appointment under this section shall be carried out or made within 120 days after the vacancy arises.

## **ARTICLE 9 - Officers**

9.1 The Committee, by majority vote, shall annually, or as often as may be required, elect Committee Members to act as Chairperson, Vice-Chairperson, and Secretary as follows:

- (a) **CHAIRPERSON:** The Chairperson ("Chair") shall be elected for an initial term of two years, and subject to a maximum term of three consecutive years upon successful re-election for an additional year.

The Chair will preside at all Committee meetings. The Chair shall have general supervision over the affairs and administration of the Committee. The Chair shall be responsible for the authoritative statements of Committee policy in all matters coming to his attention. He shall be responsible for all public relations matters concerning the Committee and shall represent the Committee at all official functions and have the authority to designate the Vice-Chairperson to act in his behalf should the Chair be unable to present himself.

The Chair shall execute all documents on behalf of the Committee, and shall be responsible for retaining or appointing one or more agents to carry out any act required to be done by the Committee in the administration of the Plan and investment of the Plan Funds.

The Chair shall be primarily responsible for:

- (i) all communications on behalf of the Committee with outside bodies, including the Trustee or any agents retained or appointed in connection with the Plan;
- (ii) all dealings with the Board with respect to the Committee's duties and obligations as described in this Governance Document, the Plan Documents and applicable pension legislation, including the

provision to the Board of the Committee's reviews, recommendations, concerns and reports; and

- (iii) facilitating communication between the Committee and the Board.

The Chair shall be an *ex officio* member of all Subcommittees of the Pension Committee, as described at Article 8.7 herein.

- (b) VICE-CHAIRPERSON: The Vice-Chairperson ("Vice-Chair") shall be elected for an initial term of two years, and subject to a maximum term of three consecutive years upon successful re-election for an additional year.

The Vice-Chair will carry out any duties requested of him by the Chair. The Vice-Chair will assume the duties of the Chair on his resignation, death, or disability until the next Committee meeting when elections to that office will be held.

- (c) SECRETARY: The Secretary shall be elected for an initial term of two years, and subject to a maximum term of three consecutive years upon successful re-election for an additional year.

It shall be a duty of the Secretary to create and maintain, in a readily accessible format, the records of the Committee, including, but not limited to: minutes of Committee meetings; Committee correspondence; Plan membership lists; copies of Committee reports, statements and other publications; information booklets; copies of the Plan, Plan Documents and supporting documents; copies of applicable pension legislation; current contact information of Committee Members; and all key decisions made by the Committee.

Without limiting the generality of the foregoing:

It shall be a duty of the Secretary to cause minutes of each Committee meeting to be recorded and copies of those minutes to be circulated to each Committee Member, either in paper or electronic form, within fourteen days of the meeting taking place. The Secretary shall ensure that copies of all minutes are retained in a format capable of production upon request of any Committee Member, the Board, or the University.

The Secretary shall prepare correspondence relating to the Committee and shall issue notices of all meetings in accordance with Article 9 herein.

The Secretary will be responsible for keeping a current record of Plan Members, and shall provide such record to Committee Members, the Board or the University when so requested.

9.2 The Chair, Vice-Chair and Secretary shall also have whatever additional powers and duties the Committee may from time to time agree upon or as the Board may specify, subject to the provisions of the Plan Documents and any applicable legislation.

9.3 If an individual's term as an elected Committee Member expires prior to that individual's elected term as Officer, a Committee meeting shall be held within 120 days of when that individual ceases to be a Committee Member for the purposes of electing a new individual to that Office.

9.4 If any Officer is unable to perform his functions or discharge his duties as Officer, a meeting shall be held within 120 days of when that individual ceases to be able to perform his functions or discharge his duties, for the purposes of electing a new individual to that Office.

9.5 The Committee, in its discretion and by way of written resolution signed by all other Committee Members, may remove an individual from Office, effective immediately, without prejudice to such individual's rights as a Committee Member, and provided that a meeting shall be held within 120 days of when that individual is removed from Office for the purposes of electing a new individual to that Office.

9.6 The Board, from time to time, and subject to the provisions of any applicable legislation, may vary, add or limit the powers and duties of any officer of the Committee.

9.7 The Committee may designate and appoint any number of Subcommittees and delegate to such Subcommittees such powers and duties as may be reasonably thought fit, subject to the Act, Regulation and the terms of the Plan. Unless otherwise determined by the Committee, each Subcommittee shall have the power to:

- (a) fix its quorum at not less than the majority of its Members;
- (b) elect a Chairperson; and
- (c) regulate its procedure.

## **ARTICLE 10 - Committee Meetings**

10.1 The Committee shall meet at least four times annually, at such times and places within Manitoba as the Committee decides. The Committee may convene such further meetings as may be required.

10.2 At any meeting of the Committee, a quorum shall be a majority of the Members entitled to vote thereat.

10.3 Any decisions of the Committee, unless otherwise provided in this Governance Document, shall be by a majority vote of a quorum at any meeting of the Committee. Voting shall be conducted, in normal circumstances, by a show of hands. The Chair, or Vice-Chair in the Chair's absence, may require a blind vote should he deem it appropriate in the circumstances. In the case of an equality of votes, the Chair of the meeting, or in his absence the Vice-Chair, shall have the casting or deciding vote.

10.4 Notwithstanding 10.3, a decision of the Committee may also be made by a resolution in writing signed by all Committee Members.

10.5 A Committee meeting may be convened on at least fourteen days written notice by the Chair or any two Committee Members or by the Secretary on the direction or authorization of the Chair or any two Committee Members. Such notice shall specify the date, time, and place of meeting and shall set out an agenda identifying the business to be conducted at the meeting, notwithstanding that any matter within the jurisdiction of the Committee not so included in the agenda may, with consent by majority vote, be considered and determined at the meeting. Such notice shall be provided to all Committee Members by mail (regular or registered), fax, email, or any other written form of delivery that would, in normal circumstances, ensure that Members are provided with the notice within the prescribed time.

10.6 Where, in the opinion of the Chair or any two Committee Members, a matter of urgency has arisen which necessitates the holding of a meeting on less notice as prescribed by 10.5, or where notice in the prescribed form is not practicable, notice may be given at least forty-eight hours prior to the intended meeting and may be communicated orally.

10.7 A meeting of the Committee may be held and duly constituted at any time without any notice if all the Committee Members are present or, if any be absent, those absent have waived notice or signified their consent in writing to the meeting being held in their absence.

10.8 If a Committee meeting is adjourned for less than 30 days, it shall not be necessary to give notice of the adjourned meeting, other than by announcement at the earliest meeting that is adjourned. If a Committee meeting is adjourned by one or more



adjournments for an aggregate of thirty days or more, notice of the adjourned meeting shall be given as for an original meeting.

10.9 If all Committee Members (except for those members who have waived notice or signified their consent in writing to the meeting being held in their absence) consent, a Committee Member may participate in a Committee meeting by telephone or such other means as permit all persons participating in the meeting to hear each other, and a Committee Member participating in a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all Committee meetings while a Committee Member holds office.

10.10 Every Committee Member entitled to vote at a meeting may appoint a proxyholder, who need not be a member of the Committee, to vote in the Member's absence. A proxy shall be in writing executed by the Committee Member.

#### **ARTICLE 11 - Submissions and recommendations to the Board**

11.1 The Committee shall, in accordance with the more detailed provisions herein, be responsible for preparing statements and other submissions to the Board regarding the operation, administration and performance of the Plan and Plan Fund. The Committee shall also be responsible for making recommendations to the Board respecting amendments to the Plan.

11.2 Any proposed statements, submissions, opinions or recommendations (collectively, "Submissions") to the Board shall be agreed upon by the Committee in accordance with Article 9 herein.

11.3 Once agreed upon by the Committee, the Secretary shall be responsible for preparing the Committee's Submissions, in paper format or some other format acceptable to the Board. Once the Committee's Submissions have been so prepared, the Secretary shall ensure that each Committee Member is provided with a copy of the proposed Submission, and given at least fourteen days to review it before it is submitted to the Board. If a Committee Member takes issue with any aspect of the proposed Submission as it relates to what was agreed upon by the Committee pursuant to Article 10.2 above, he shall deliver notice, in writing, to the Secretary within those fourteen days. Such notice shall include details of his concerns, and any proposed changes to the Submission to bring it in line with what was previously agreed upon by the Committee. If such notice is received, the Secretary shall deliver copies of the notice to all other Committee Members. The Chair shall be responsible for reviewing the notice and ensuring that the proposed Submission accurately reflects that which was previously agreed upon by the Committee. If necessary, the Secretary, under the direction of the Chair, shall make whatever changes to the Submission as are required to bring it into compliance with the Committee's agreement. If and when such changes are made, the Secretary shall then ensure that each

Committee Member is provided with a copy of the amended Submission. The Chair shall then present the Submission to the Board.

11.4 The Chair shall be responsible for fielding any inquiries from the Board arising out of any presented Submission. The Chair shall ensure that all Committee Members are kept apprised of the dialogue between the Chair and the Board arising out of a Submission, and shall ensure that all inquiries of the Board are responded to in a timely fashion, and only after whatever consultation is necessary (either with other Committee Members or with external Service Providers) in the circumstances for the Chair to give a reasonably well informed answer.

11.5 Notwithstanding any of the foregoing, any and all Submissions to the Board shall be made in accordance with any procedures established and followed by the Board for receiving such statements, submissions, opinions and recommendations.

#### **ARTICLE 12 - Fiduciary duties and responsibilities, degree of care**

12.1 Committee Members owe a duty of care to Members of the Plan. In their fiduciary capacity, Committee Members shall comply with all requirements of applicable pension laws, including the PBA, Regulation and the ITA.

12.2 Committee Members shall act honestly and in good faith in carrying out their duties and responsibilities with respect to the Plan, and shall exercise the degree of care, diligence and skill in the administration of the Plan and in the administration and investment of the Pension Fund that a person of ordinary prudence would exercise in dealing with the property of another person. Notwithstanding the foregoing, where the Committee in fact possesses or, by reason of profession or business ought to possess a particular level of knowledge or skill relevant to the administration of the Plan or the administration and investment of the Pension Fund, the Committee shall employ that particular level of knowledge or skill in the performance of such duties.

12.3 Each member of the Committee has a duty of care to:

- (a) act exclusively for the benefit of the Plan and the Pension Fund and its beneficiaries, and never in the Committee Member's own interest or in the interest of a third party, and to not knowingly permit his interest to conflict with his duties and powers in respect of the Plan and the Pension Fund;
- (b) actively carry out those duties and responsibilities assigned to the Committee and perform them with complete integrity, and
- (c) act impartially between beneficiaries and/or classes of beneficiaries under the Plan.

12.4 Members of the Committee shall not exercise their powers in their own interest or in the interest of a third person, nor shall members of the Committee be in a position of conflict between the Committee Member's personal interest and the duties of the Committee Member's office.

12.5 Every member of the Committee shall immediately notify all other Committee Members in writing of any interest the member has in any enterprise that may cause the Committee Member's personal interest to conflict with the duties of that Member's office, and of any rights, other than those arising from the Plan, that the Committee Member may have in, or may invoke against, the Pension Fund, and in such case, the notification shall specify the nature and value of such rights.

12.6 When so required, every Committee Member shall interpret and apply the Plan reasonably, in a fashion consistent with the University's intentions in establishing the Plan, and in such a manner that legitimate competing interests are balanced fairly and equitably.

12.7 Committee Members shall exercise their discretion and powers in a manner that is honest, candid, prudent, careful, attentive, impartial, reasonable, and in good faith, and shall take only and all relevant facts into account before making a decision with respect to the administration of the Plan.

12.8 Committee Members have a duty of confidentiality to beneficiaries with respect to information regarding those beneficiaries' interests with respect to the Plan and other personal information. The Committee shall ensure that appropriate safeguards are in place to protect information regarding beneficiaries. If the Committee expects that personal or other confidential information about a beneficiary will be provided to a Service Provider or another agent in the course of the Plan's effective operation and administration, the Committee shall ensure that beneficiaries are aware that such information may be so disclosed. The Committee's obligation shall extend to an obligation to ensure that Service Providers and agents also take appropriate measures to safeguard beneficiary information. In addition to the Committee's fiduciary duty of confidence, the Committee should also ensure that beneficiary information is dealt with in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*, C.C.S.M. c. F175 and any other applicable privacy legislation.

12.9 The Committee has a duty to disclose material information sufficient for a beneficiary of the Plan to make a fully informed decision, and a responsibility to ensure that such information is truthful and accurate at the time disclosure is made.

12.10 If it comes to light that a previous decision of the Committee regarding the administration of the Plan may have been incorrect, Committee Members have a responsibility to revisit and, if necessary, reverse or change that earlier decision.

12.11 The Committee may, where it is reasonable and prudent in the circumstances to do so, employ or appoint one or more agents to carry out any act required to be done in the satisfaction of the Committee's duties as Administrator. The Committee shall personally select such agents, and must be satisfied of the agent's suitability to perform the task for which the agent is employed or appointed. The Committee shall supervise the agent in such a manner as is reasonable and prudent. An agent of the Committee is not entitled to payment from the Pension Fund other than the usual and reasonable fees and expenses for the services provided by the agent in respect of the Plan. An agent shall be held to the same standard of care and conduct required of the Committee, as set out herein.

12.12 The Committee has an obligation to mitigate any loss to the Pension Fund caused by the wrongdoing of those entities whose services are engaged by the Committee for the proper management and operation of the Plan. In some circumstances, this may require the Committee to commence legal action against a Service Provider on behalf of Plan Members.

12.13 Where the Committee is in doubt regarding its obligations under the Plan or applicable legislation, the Committee may seek judicial direction, the direction of a third-party adjudicator or the advice of other professionals.

12.14 Committee Members are not entitled to any benefit from the Plan other than Pension Benefits, ancillary benefits, a refund of contributions, and fees and expenses related to the administration of the Plan and permitted by law or provided for in the Plan.

### **ARTICLE 13 - Liability and insurance**

13.1 The Committee, in its administration of the Plan, acts as a trustee for and in a fiduciary capacity to beneficiaries. The Committee shall secure, for Committee Members, trustee and fiduciary liability insurance in such amount as it shall from time to time deem to be adequate, and the costs of such insurance shall be paid from the Pension Fund.

### **ARTICLE 14 - Administrative expenses**

14.1 The Committee is entitled to be compensated from the Pension Fund for those fees and expenses incurred in the administration of the Plan, provided that:

- (a) the fee or expense in question is or was reasonably necessary for the proper administration of the Plan;
- (b) the magnitude of the fee or expense in question is reasonable.

14.2 Without limiting the generality of the foregoing, and subject to the overriding requirement of reasonableness, the Committee is entitled to benefits from the Pension Fund to cover the following administrative fees or expenses:

- (a) actuarial fees incurred for the preparation and filing of those documents required by law, and actuarial fees incurred in relation to the provision of advice or services reasonably necessary for the proper administration of the Plan;
- (b) the costs of continuing education for Committee Members, provided that such education is necessary to achieve or maintain the skills, knowledge and expertise for the proper administration and operation of the Plan;
- (c) legal fees and costs incurred in obtaining legal advice for the proper administration of the Plan;
- (d) administrative expenses (including photocopying, printing, mailing, telephone, registration fees);
- (e) audit fees; and
- (f) fees or expenses owed to agents pursuant to the terms of service agreements.

#### **ARTICLE 15 - Protection of Members**

15.1 The Committee may make recommendations to the Board to amend the Plan or to adopt a Policy or Policies to provide for the limitation of liability of Committee Members for any loss, damage or misfortune whatsoever, which shall happen in the execution of his duties as a Committee Member, unless occasioned by his own willful neglect or fault.

15.2 Except in respect of an action by or on behalf of the University to procure a judgment in its favour, the University shall indemnify and save harmless each Committee Member against all losses, liabilities and costs reasonably incurred by the Committee Member in respect of any action or proceeding to which the Committee Member is made a party by reason of being or having been a member of the Committee, provided that the Committee Member has acted honestly and in good faith.

## **ARTICLE 16 - Signing authority**

16.1 All agreements, contracts and other documents requiring approval from the Pension Committee must be executed in accordance with the University Policy on Signing of Agreements, as dictated by the *University of Manitoba Act*, C.C.S.M. c. U60.

## **ARTICLE 17 - Amendments**

17.1 The provisions of this Governance Document shall be reviewed at least once every three years and the Committee may make recommendations to the Board to replace or amend, or adopt new provisions. The Board shall have the authority to replace or amend these provisions from time to time as it deems appropriate.

## **ARTICLE 18- Compensation for Members**

18.1 The Committee may make recommendations to the Board to amend the Plan or supporting documents or to adopt a policy to provide for:

- (a) payment from the Pension Fund to Committee Members for attendance at meetings or for the performance of other duties as members, at any time beyond regular work hours, for which the member would otherwise be paid by the University;
- (b) payment of reimbursement from the Pension Fund to a member for expenses reasonably incurred by the member in carrying out his duties as a Committee Member.

18.2 A Committee Member who is also an active Plan Member is entitled to take time off from his regular work duties, without loss of pay or other benefits, in order to carry out his or her duties on the Committee



**AGENDA ITEM:** Proposal to establish an Institute for Leadership Development

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approve the establishment of the Institute for Leadership Development, for a period of five years, with continuation subject to a review process [as recommended by Senate, February 1, 2017].**

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

- The establishment of academic centres and institutes at the University is governed by the policy on *Academic Centres and Institutes*, which states that:  
[an] academic centre/institute is a formally structured organizational unit of the University. It is established under the authority of the Board of Governors, normally on the recommendation of the Senate of the University. The purpose of an academic centre/institute is to focus on education and education-related activities, and to encourage academic program innovations and collaborations among disciplines and between Departments, Faculties and Schools. Academic centres/institutes also provide unique educational opportunities for students and may develop service and outreach activities relevant to the community at large.  
Academic centres/institutes normally provide for the strengthening, coordination or facilitation of educational activities not readily undertaken within the University's department structure, building upon the expertise, competence and staff interest existing at the University.
- Senate has approved and recommended that the Board approve the establishment of an Institute for Leadership Development.
- The proposed Institute is an initiative of the I.H. Asper School of Business but is intended to foster and support leadership development in academic units and programs across the University.
- The mission and objectives of the Institute would be to (i) become a nationally recognized teaching and research institute focused on developing leaders in Manitoba; (ii) provide graduating students from across the University with an opportunity to receive practical leadership education and to develop leadership skills to pursue careers in any field; (iii) provide a support system for academics to work together to address new and emerging areas of leadership research; (iv) support the work of the proposed Chair in Leadership Education and Chair in Leadership Research; (v) unlock the potential of the brightest young leaders at postsecondary institutions in Manitoba, through the President's Student Leadership Program; and (vi) develop and deliver specialized executive leadership programs to emerging leaders in private, public, and not-for-profit sectors.

## RESOURCE REQUIREMENTS:

- The Institute would be supported by an endowment fund to be established at the University (the Institute for Leadership Development Fund) with a gift of \$2 million from a private donor and a contribution of \$2.5 million from the Province. Additional funds would also be sought from the federal government to support the activities of the Institute.
- The total value of the Institute for Leadership Development Fund would be \$12 - \$14.5 million.
- A portion of the annual income from the Institute for Leadership Development Fund (approximately \$270,000) would be used to cover costs associated with the activities of the Institute, including the President's Student Leadership Program, and the salary and benefits of one support staff position.
- The balance of the annual income from the fund would cover salaries and benefits of the proposed Chair in Leadership Education and the proposed Chair in Leadership Research. [Senate has approved and recommended that the Board approve the establishment of the two Chairs (Senate, February 1, 2017).]
- The Institute would be housed in the I.H. Asper School of Business, in the Drake Centre. The faculty has indicated that it would not require additional space resources in the near future.

## CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

The Institute for Leadership Development would contribute to the University's strategic priorities in the following ways: (i) Inspiring Minds – through opportunities for experiential learning; (ii) Driving Discovery and Insight – by fostering collaborative research, scholarly work, and creative activities within the University and with provincial, Canadian, and global partners; (iii) Building Community – by developing a culture of leadership and teamwork among students, staff and faculty, through professional development programs, and by facilitating connections between academic and other units at the University; and (iv) Forging Connections – by fostering relationships with alumni.

## IMPLICATIONS:

The Institute would (i) provide a mechanism to embed leadership education in courses and programs across the University; (ii) provide postsecondary students with a broad perspective on leadership, through the delivery of the President's Leadership Program; (iii) facilitate student-centred leadership seminars and events; (iv) develop and house a Leaders-in-Residence program, to foster connections between the University, and private, public, and not-for-profit sectors in the province; (v) promote the dissemination of leadership education and research to the same sectors, through the executive education programming offered through the Asper School Executive Education Centre.

## ALTERNATIVES:

N/A

## CONSULTATION:

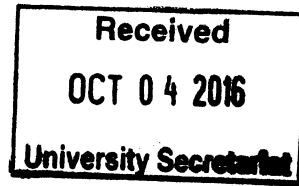
This proposal is forwarded to the Board of Governors by Senate following consideration by the Faculty Council of the I.H. Asper School of Business, the Senate Committee on Academic Review, and the Senate Executive.







UNIVERSITY  
OF MANITOBA  
October 5, 2016



208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone 204-480-1408  
Fax 204-275-1160

Office of the Provost & Vice-President (Academic)

**To:** Jeff Leclerc, University Secretary  
**From:** Janice Ristock, Provost and Vice-President (Academic)  
**Subject:** The Institute for Leadership Development

Attached please find a proposal to establish an Institute for Leadership Development. This Institute is to be housed in the Asper School of Business and has been strongly endorsed by its faculty council and Dean. The proposed Institute intends to involve collaboration with faculties across the University; the proposal includes letters of support from Deans of the Faculties of Science, Education, Kinesiology and Recreation Management, and Arts.

As indicated in the proposal, the Institute will serve as a mechanism to strengthen, coordinate, and facilitate a broad range of activities related to leadership education and development. The vision of the Institute is to “become a nationally recognized teaching and research institute focused primarily on developing leaders in Manitoba.” The Institute proposes to create opportunities for undergraduate and graduate students within the University of Manitoba as well as across Manitoba institutions for leadership education that will help them develop skills for leadership in their chosen fields. It will serve as a support to all faculties working to integrate leadership education into their curricula. The Institute will also offer executive leadership programs to emerging leaders in the private, public, and not-for-profit sectors. As well, the Institute will serve to bring together academics from across the University and across institutions to promote the dissemination of leadership education and research. The Institute will support the work of a proposed Chair in Leadership Education and a proposed Chair in Leadership Research.

The proposal demonstrates that the Institute is strongly aligned with the University’s strategic plan. For example, its goals include increasing experiential learning (Inspiring Minds), advancing innovative and collaborative research (Driving Discovery and Insight), strengthening connections across the University (Building Community), and promoting greater engagement with the external community (Forging Connections).

The proposed Institute will be supported by the Institute for Leadership Development Fund. This fund was made possible by a donation of \$10-12M. In addition, \$2.5M in endowed funds from the Province of Manitoba has been allocated to the initiative. It is estimated that \$270,000 in annual funds will be available to support the operation of the Institute including an administrative staff position, the President’s Student Leadership Program, course development and delivery, and special events.

According to University policy, academic centres/institutes are expected to:

- (1) have clearly identified goals and objectives;
- (2) have some degree of permanence, transcending collaboration on a particular, limited project/program;
- (3) bring together educators from different disciplines and/or areas of specialization within a particular discipline;
- (4) attract visiting professors and other educators; and
- (5) cooperate with educators at other universities and/or institutions.

The proposed Institute for Leadership Development meets all of these requirements.

I am in support of this proposal from the Asper School of Business and request that you present it to the Senate Committee on Academic Review for consideration and recommendation to Senate and, in turn, the Board of Governors.

If you have any questions or concerns, please do not hesitate to contact me. Thank you.

Enclosure

cc: Dr. Michael Benarroch, Dean, Asper School of Business

September 14, 2016

**MEMORANDUM**

**To:** Dr. Janice Ristock, Provost & Vice-President (Academic)

**From:** Dr. Michael Benarroch *M. Benarroch*

**Subject:** Proposal to Establish The Institute for Leadership Development

Michael Benarroch, PhD  
Dean and CA Manitoba Chair in Business Leadership  
314 Drake Centre  
181 Freedman Crescent  
Winnipeg, Manitoba  
Canada R3T 5V4  
Telephone 204-474-9712  
Fax 204-474-7928  
Email: Dean\_Asperschool@UManitoba.ca

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The creation of an Institute for Leadership Development presents the University of Manitoba with a truly unique opportunity to advance leadership education across the entire university. The Institute has the potential to benefit many students seeking leadership development and training at the University of Manitoba. It encompasses many of the elements of the University's Strategic Plan and will provide an exceptional opportunity for research collaboration among faculty.

Currently, many faculties across the university are seeking to embed leadership education into their curricula. The Institute for Leadership Development will ensure that all faculties are supported in these efforts and that the university has the expertise to offer world class leadership education to our students. The Institute will aim to benefit our students, faculty, stakeholders, the city and Province of Manitoba.

The proposal to establish the Institute for Leadership Development to be housed in the Asper School of Business was unanimously approved by Faculty Council at its September 9, 2016 meeting with the following Motion:

**MOTION that Faculty Council approve the establishment of The Institute for Leadership Development as outlined in the proposal distributed but with the following word change:**

**2.1 Vision the Institute**

**The vision of the Institute is:**

- **To become a nationally recognized teaching and research institute focused primarily on developing leaders in Manitoba.**

**MOVED: A. Caza**

**SECONDED: N. Barnabe**

**The Motion CARRIED**

/continued



Memo to Dr. Janice Ristock  
Proposal to Establish The Institute for Leadership Development  
September 14, 2016  
Page Two

I hope you will support this initiative and accordingly pass along your recommendation to Senate.

I have attached the following documents for your review:

1. Proposal to establish the Institute for Leadership Development
2. CVs (17) of the proposed membership of the Institute
3. Letters (4) of support from the Deans to establish the Institute for Leadership Development
4. Proposal to establish the Chair in Leadership Research
5. Proposal to establish the Chair in Leadership Education

Thank you for your consideration. Please be in touch if you have any questions.

/attachments

**Proposal to Establish**  
**The Institute for Leadership Development**  
**September 2016**

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**1. Name of the Institute**

The Institute for Leadership Development

**2. Description and Justification**

**2.1 Vision the Institute**

The vision of the Institute is:

- To become a nationally recognized teaching and research institute focused primarily on developing leaders in Manitoba.
- To provide graduating students from across the university, both at the undergraduate and graduate levels, with the opportunity to receive practical leadership education and develop the leadership skills to pursue careers in any field.
- To provide a support system whereby academics can work together to address new and emerging areas of leadership research.
- To support the work of the proposed Chair in Leadership Education and proposed Chair in Leadership Research.
- To unlock the potential of the brightest young leaders at post-secondary institutions across Manitoba through deep engagement with the Institute's partners through the President's Student Leadership Program.
- To develop and deliver specialized executive leadership programs to emerging leaders in the private, public and not-for-profit sectors.

This vision is strongly aligned with the following goals established in *Taking Our Place: University of Manitoba Strategic Plan 2015 – 2020*:

- Increase opportunities for experiential learning (Inspiring Minds);
- Expect, recognize, support and reward high quality and innovative research, scholarly work and other creative activities (Driving Discovery and Insight);
- Foster meaningful and sustained collaborative research, scholarly work and other creative activities within the institution and with provincial, Canadian and global partners (Driving Discovery and Insight);

- Enhance our national and international research recognition and the quality and impact of our research, scholarly works and creative activities (Driving Discovery and Insight);
- Develop a culture of leadership and teamwork among our students, staff and faculty through professional development programs (Building Community);
- Enhance and support meaningful connections between faculties and units within the University (Building Community);
- Foster a dynamic relationship between alumni and the University (Forging Connections); and
- Be an internationally engaged university with local relevance and global impact (Forging Connections).

## 2.2 Scope of the Institute

The scope of the Institute will be broad. Among the activities of the Institute are the following:

- **Work with faculties across the University to integrate leadership education into existing academic and co-curricular programs** – The Institute will provide a mechanism to embed leadership education in courses and programs across the University. An essential part of education for any professional is the development of leadership skills which are relevant to all disciplines of study. Training in leadership is, however, generally not coordinated between faculties. In this capacity, the Institute will bring more consistency and focus to leadership skill development that all students will have the opportunity to acquire. The Institute will be a resource for other faculties looking to enhance their programs through expanded offerings in leadership courses and activities.
- **Deliver the President’s Student Leadership Program** - The President’s Student Leadership Program will give post-secondary students a broad perspective on leadership, including theoretical foundations, ethical implications, problem-solving, and challenges. Through a multi-day workshop and leadership forums, students will tackle contemporary leadership issues and engage with internationally renowned leaders in a wide range of areas such as, but not necessarily limited to business, finance, accounting, politics, sport, public service, education, health, law, and the arts. Admissions to the program will be based on a combination of the student’s academic achievement and leadership potential, while striving for a balance of representation across all fields of study. The program will be open to students from the University of Manitoba and other Manitoba post-secondary institutions, with no less than 70% of participants to be enrolled at

the University of Manitoba. By participating in the program, students will receive a stipend upon completing the program, access to mentorship, co-op, internship and other employment opportunities, a Letter of Accomplishment presented at a formal ceremony for family and friends, and entry to an elite community of program alumni and ongoing opportunities for networking and engagement.

- **Facilitate student-centered leadership seminars and events** – With input from the Institute’s Advisory Board, speakers will be invited to present on contemporary leadership topics to students, staff, and the public. One of the most effective ways to inspire leadership is through providing students with access to prominent thought and practice leaders. National and international leaders from areas including business, politics, healthcare, science and the arts will be invited to share their personal leadership philosophies and interact with students. Visiting professors will be invited to conduct seminars and workshops through the Institute in partnership with faculties. These events will serve to increase the Institute’s profile and generate important dialogue on leadership in different disciplines (some of these events may be open to the public).
- **Provide a home for the proposed Leaders-in-Residence program** – The Institute will develop a Leaders-in-Residence program to serve an important two-way role between the University and Manitoba’s private, public and not-for-profit sectors. Leaders-in-Residence will be available to act as mentors to students, exploring career options and providing advice and guidance. They will also serve an essential link to employers in Manitoba through the recruitment of guest speakers and the promotion of student networking events. Leaders will represent a wide variety of backgrounds, industries and experiences, ensuring an opportunity for all students to make valuable and relevant career connections. All Leaders-in-Residence will be made members of the Institute.
- **Promote leadership education and research dissemination to the private, public and not-for-profit sectors through Executive Education** – Provide innovative leadership education and training to senior managers through the Asper School Executive Education Centre. High-quality research is being conducted in areas of leadership by researchers across the University which has significant practical applications for organizations. Currently, this research is highly underutilized and the majority of Manitoba’s employers do not realize this research can be accessed to inform the enhancement of their organization’s leadership development programs. The Institute will provide a mechanism to facilitate the dissemination of leadership education and create opportunities to collaborate with the private, public and not-for-profit



sectors to identify new research opportunities and engage in meaningful engagements on leadership development and talent management.

### **2.3 Expected Benefits of the Institute**

The main benefit of the Institute will be to provide a mechanism to embed leadership education into courses and programs across multiple faculties at the University of Manitoba. At present, many faculties rely on the I.H. Asper School of Business to design customized leadership education to be delivered through existing courses and programs. As the Institute develops its programs, our students will see a significant expansion of experiential learning opportunities that will make them stronger leaders and better prepare them for their future careers, regardless of study discipline. Students must not only have the academic preparation and technical knowledge, but also the leadership skills required to succeed in their selected profession. The greatest benefit of the Institute will be its ability to better equip graduates across the University with these leadership skills.

The Institute, through the President's Student Leadership Program, will provide students with richer opportunities for personal and professional development. Students will be provided with unique access to prominent leaders through mentorship and networking events, and internship, co-op and summer employment opportunities. The program will also serve to earlier identify and nurture potential future leaders, and provide them with access to an elite community of President's Student Leadership Program alumni.

Another benefit of the Institute will be to provide opportunities for faculty members to share best practices regarding leadership education across disciplines and academic institutions. Members of the Institute will be provided with opportunities to work together both with one another and with academics at other post-secondary institutions in order to discuss trends in leadership education, share knowledge and ideas, and generate new opportunities for collaborative research. Leadership skills are increasingly seen as the most critical factor for success in a wide variety of work environments including business, healthcare, education, law and not-for-profit. The Institute will allow the University of Manitoba to take a leadership role in defining the future of leadership education.

The Institute will provide a significant benefit to Manitoba employers, producing a larger and more diverse pool of students who are ready to assume leadership positions. Manitoba employers will also have the opportunity to access the Institute's resources in order to develop their own employees' leadership skills.

### **3. Constitution**

#### **3.1 Structure**

The overall supervision of the Institute will be maintained by the Director who will also serve as the proposed Chair in Leadership Education at the I.H. Asper School of Business. The centre will include support staff reporting to the Director. An advisory board will provide guidance to the Director.

#### **3.2 Advisory Board**

The advisory board will be comprised of representatives from the University of Manitoba, corporate and non-profit sectors, and the broader community including the Indigenous community. The advisory board will seek to include broad representation across the University of Manitoba. A sub-committee of the advisory board will be enacted to advise on the President's Student Leadership Program. Members of the advisory board will be appointed by the Dean, I.H. Asper School of Business on recommendation by the Director.

The advisory board will be responsible for the following:

- Providing advice on the strategic plan for the Institute;
- Providing advice on the Institute's success in achieving its desired expected outcomes and need for potential course correction;
- Providing advice on the Institute's annual reporting and five-year review process;
- Recommending members to act as external representatives on the hiring committees for the proposed Chair in Leadership Education and Chair in Leadership Research;
- Providing advice on the selection criteria and program design of the President's Student Leadership Program; and
- Providing advice on the Institute's programming and curriculum design related to leadership development.

#### **3.3 Membership**

Membership will be open to any faculty member at the University of Manitoba who demonstrates an interest in one or more of the following:

- Instruction and promotion of leadership education
- Theoretical and/or applied research focused on leadership
- The pedagogy of leadership education
- Innovation in methods of leadership education design and delivery

Members will be appointed to the Institute by the Dean, I.H. Asper School of

Business on recommendation by the Director who will take advice from current members of the Institute. The Chair in Leadership Research and the Chair in Leadership Education will both be named as members.

Furthermore, selected members of the private, public and not-for-profit community will be invited to become members who demonstrate one or more of the following:

- Distinguished achievement in the area of arts, health, business, public service, or another discipline
- Peer recognition as a leader in his/her profession and/or community service
- Commitment to the promotion of leadership education

The main benefit of membership will be association with academics and practitioners with shared interests.

Members are responsible for contributing to the advancement of the mission and vision of the Institute, and for advising the work of the advisory board.

Initially, the proposed membership of the Institute will comprise of the following:

*I.H. Asper School of Business*

Dr. Sue Bruning (Business Administration)

Dr. Sean Buchanan (Business Administration)

Dr. Arran Caza (Business Administration)

Dr. Brianna Caza (Business Administration)

Dr. Parshotam Dass (Business Administration)

Dr. Nathan Greidanus (Business Administration)

Mr. Howard Harmatz (Business Administration)

Mr. Sean McDonald (Business Administration)

Dr. Lukas Neville (Business Administration)

Mr. Dan Torbiak (Executive-in-Residence)

Dr. Luke Zhu (Business Administration)

Ms. Debra Jonasson-Young (Director, James W. Burns Executive Education Centre)

*Faculty of Kinesiology and Recreation Management*

Dr. Leisha Strachen

*Faculty of Education*

Dr. Jerome Cranston (Executive Director, Student Academic Success)

Dr. Robert Mizzi (Educational Administration & Leadership)

Dr. Merli Tamtik (Educational Administration & Leadership)

*Faculty of Arts*

Dr. Royce Koop (Political Studies)

#### **4. Management**

The Director will hold the proposed position of Chair in Leadership Education and report to the Dean, I.H. Asper School of Business. The Dean, I.H. Asper School of Business shall report to the Provost and Vice-President (Academic) on all matters related to Institute.

#### **5. Physical Resources**

The Institute will be headquartered in the I.H. Asper School of Business. There is appropriate office space available for the Director/Chair in Leadership Education, the Chair in Leadership Research and one support staff member. There is also appropriate office and meeting room space to support the operations of the Institute including the Leaders-in-Residence program. It is not anticipated that additional physical space will be required in the near future.

#### **6. Financial Resources**

The Institute will be supported by the Institute for Leadership Development Fund at the University of Manitoba. The available annual income of the endowment fund shall be allocated in accordance with the policies of the University of Manitoba and will contribute support to the salary and benefits of the Director, support staff member, programming and research.

The fund was made possible through a donation of \$10 - \$12 million to the University of Manitoba by a private donor. The gift is intended to enhance education in the field of leadership. In addition, \$2.5 million in endowed funds from the Province of Manitoba have been allocated to this initiative. Additional funding will be sought from the Government of Canada through the Employment, Workforce Development and Labour portfolio.

A pro forma budget for the Institute for Leadership Development is as follows:

## Pro Forma Annual Operating Budget

### Revenues

Endowed fund spending allocation*	\$609,000	
Research support (internally allocated)	60,000	
		<u>\$669,000</u>

### Total projected revenues

\$669,000

### Expenses

#### Salary

Chair salaries, benefits and stipends	\$400,000	
Administrator salary and benefits	<u>70,000</u>	
		<u>\$470,000</u>

#### Non-salary

Participant stipends	75,000	
Guest speakers	25,000	
Catering and event costs	30,000	
Marketing and program materials	10,000	
Course development and delivery	30,000	
Special events and initiatives	<u>29,000</u>	

\$199,000

### Total projected expenses

\$669,000

\*Spending allocation based on 4.2% of \$14.5 million endowment fund

## 7. Attachments

CVs for all proposed faculty members.

Letters of support from the Faculties of Arts, Education, Kinesiology and Recreation Management and Science.

Letters of support from Deans of other universities have been requested and will be provided as received.

## Chair in Leadership Research

### Terms of Reference

July 2016

---

#### 1.1 Type of Appointment

Chair

#### 1.2 Name of Chair

Chair in Leadership Research

#### 1.3 Purpose and Objective of Chair

The purpose of the Chair is to provide academic and professional leadership in the area of leadership research across the University of Manitoba and within the I.H. Asper School of Business.

The University of Manitoba's Chair in Leadership Research will:

- Advance foundations in leadership through the development of research which will inform the design of new leadership courses and co-curricular programs;
- Contribute to undergraduate, graduate teaching and supervision, and executive education in the area of leadership;
- Collaborate with academic, public and private sector leaders to foster original theoretical and/or applied research focused on leadership that will inform programming to enhance individuals' leadership skills and strengthen organizations and systems; and
- Produce a regular and prominent thought piece that bridges academia and business by bringing together original research and industry perspectives on leadership topics.

#### 1.4 Relationship of the Goals of the Chair to the Proposing Unit

The goal of the Chair is to enhance academic research and teaching in the area of leadership, a key priority of the I.H. Asper School of Business. The individual appointed to the Chair will be a faculty member appointed in the Department of Business Administration in the I.H. Asper School of Business.

### 1.5 Method by Which Chair will be Funded

The Institute for Leadership Development Fund at the University of Manitoba will support a Chair in Leadership Research. The income of the endowment fund shall be allocated in accordance with the policies of the University of Manitoba and will contribute support to the scholarly activities, salary and benefits of the Chair.

The fund was made possible through a donation to the University of Manitoba from a private donor. The gift is intended to enhance education in the field of leadership.

### 1.6 General and Specific Required Academic Qualifications of the Candidates or Nominees

In accordance with the Procedures and Mechanisms for establishing Chairs at the University of Manitoba, individuals appointed to the Chair in Leadership Research shall have the following qualifications:

- Minimum degree requirement of PhD in relevant or foundational discipline;
- Established research program with evidence of ongoing research productivity in the area of leadership;
- Recognized as a leader in their field; and
- Academic record commensurate with an appointment at the rank of Assistant Professor, Associate Professor or Professor.

The following academic qualifications are desirable, but not required:

- Demonstrated evidence of successful graduate research student supervision; and
- Demonstrated evidence of external research grant funding.

### 1.7 Term of Appointment and Provision for Reappointment

- The initial term of the appointment will be five years.
- The appointee will provide an annual report on his/her activities to the Dean on July 1 of each year following the appointment to the Chair.
- The Chair will be renewable, subject to performance, and the appointee will have to reapply to the Chair at the end of their initial term in order to be considered.

The selection of the individual to the Chair shall be done in accordance with normal University of Manitoba policies on academic hiring and the University of Manitoba/University of Manitoba Faculty Collective Agreement.

The Chair selection committee should include, but is not restricted to, the following members:

- Dean, Asper School of Business (or designate)

- Head, Department of Business Administration – in the event that the Head is a candidate for the Chair, the Dean will designate an alternate tenured faculty member to serve on the selection committee
- At least one tenured faculty member from the I.H. Asper School of Business
- Two external representatives from the proposed Institute for Leadership Development Advisory Board

A successful performance review will provide evidence of the following:

- High-quality peer-reviewed research publications.
- Effective teaching and supervision of graduate research students.
- Successful external research grant submissions from recognized funding sources (e.g., SSHRC, NSERC, CIHR).
- Academic and/or industry research partners.
- Leadership in the development of leadership education initiatives across the University of Manitoba.

The title of the Chair shall appear on business cards, publications, conference papers, public communications, and all other university publications and the like pertaining to the appointee.

#### 1.8 Other Provisions unique to the Chair

- 1) The duties and responsibilities of the individual appointed to the Chair will be in accordance with the University Policy and Procedures on Chairs and Professorship.
- 2) Annual reporting requirements shall also be in accordance with the University Policy on Chairs and Professorships. In accordance with University Policy, the annual performance of the professor will be reviewed in the same manner as other faculty members. The Dean of the I.H. Asper School of Business shall be responsible for initiating and coordinating any reappointment review process and for recommending on reappointment.
- 3) The appointment of the Chair will be made on the recommendation of the Department of Business Administration and shall be conducted in accordance with the University policy in Academic Appointments and the guidelines for the establishment of Chairs/Professorships.
- 4) The annual income from the endowment will fund salary, benefits and support the work of the Chair. The annual income will support the professional and research activities of the Chair which can include teaching related activities, research, graduate student support and other projects, and related travel and expenditures in support of promoting research excellence in leadership.



## Chair in Leadership Education

### Terms of Reference

July 2016

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#### 1.1 Type of Appointment

Chair

#### 1.2 Name of Chair

Chair in Leadership Education

#### 1.3 Purpose and Objective of Chair

The purpose of the Chair is to provide academic and professional leadership in the area of leadership education across the University of Manitoba and within the I.H. Asper School of Business.

The University of Manitoba's Chair in Leadership Education will:

- Advance foundations in leadership through the development of new leadership education courses and co-curricular programs for faculties across the university;
- Contribute to undergraduate, graduate and executive education teaching in the area of leadership;
- Collaborate with academic, public and private sector leaders to foster original, interdisciplinary research focused on leadership development to effectively advance new and innovative approaches to leadership education;
- Work with faculties across the university and the Centre for the Advancement of Teaching and Learning to integrate leadership education into existing academic programs;
- Develop and deliver specialized executive leadership programs to emerging leaders in the private, public and not-for-profit sectors; and
- Serve as Director of the proposed Institute for Leadership Development.

#### 1.4 Relationship of the Goals of the Chair to the Proposing Unit

The goal of the Chair is to enhance academic research and teaching in the area of leadership, a key priority of the I.H. Asper School of Business. The individual appointed to the Chair will be a faculty member appointed in the Department of Business Administration in the I.H. Asper School of Business.

### 1.5 Method by Which Chair will be Funded

The Institute for Leadership Development Fund at the University of Manitoba will support a Chair in Leadership Education. The income of the endowment fund shall be allocated in accordance with the policies of the University of Manitoba and will contribute support to the scholarly activities, salary and benefits of the Chair.

The fund was made possible through a donation to the University of Manitoba from a private donor. The gift is intended to enhance education in the field of leadership.

### 1.6 General and Specific Required Academic Qualifications of the Candidates or Nominees

In accordance with the Procedures and Mechanisms for establishing Chairs at the University of Manitoba, individuals appointed to the Chair in Leadership Education shall have the following qualifications:

- Minimum degree requirement of PhD in relevant or foundational discipline and/or Master's degree with a strong record in the scholarship of teaching and learning;
- Demonstrated teaching excellence and innovation in the area of leadership;
- Demonstrated leadership experience in the public, private or non-profit sectors;
- Recognized as a leader in their field; and
- Academic record commensurate with an appointment at the rank of Assistant Professor, Associate Professor or Professor.

### 1.7 Term of Appointment and Provision for Reappointment

- The initial term of the appointment will be five years.
- The appointee will provide an annual report on his/her activities to the Dean on July 1 of each year following the appointment to the Chair.
- The Chair will be renewable, subject to performance, and the appointee will have to reapply to the Chair at the end of their initial term in order to be considered.

The selection of the individual to the Chair shall be done in accordance with normal University of Manitoba policies on academic hiring and the University of Manitoba/University of Manitoba Faculty Collective Agreement.

The Chair selection committee should include, but is not restricted to, the following members:

- Dean, Asper School of Business (or designate)
- Director, Centre for the Advancement of Teaching and Learning (or designate)
- Head, Department of Business Administration – in the event that the Head is a candidate for the Chair, the Dean will designate an alternate tenured faculty member to serve on the selection committee
- At least one tenured faculty member from the I.H. Asper School of Business

- Two external representatives from the proposed Institute for Leadership Development Advisory Board

A successful performance review will provide evidence of the following:

- Leadership in the development of teaching innovations in the area of leadership education across the University of Manitoba.
- Excellent teaching of undergraduate and graduate students.
- High-quality research into the pedagogy of leadership education.
- Successful directorship of the Institute for Leadership Development.

The title of the Chair shall appear on business cards, publications, conference papers, public communications, and all other university publications and the like pertaining to the appointee.

#### 1.8 Other Provisions unique to the Chair

- 1) The duties and responsibilities of the individual appointed to the Chair will be in accordance with the University Policy and Procedures on Chairs and Professorship.
- 2) Annual reporting requirements shall also be in accordance with the University Policy on Chairs and Professorships. In accordance with University Policy, the annual performance of the professor will be reviewed in the same manner as other faculty members. The Dean of the I.H. Asper School of Business shall be responsible for initiating and coordinating any reappointment review process and for recommending on reappointment.
- 3) The appointment of the Chair will be made on the recommendation of the Department of Business Administration and shall be conducted in accordance with the University policy in Academic Appointments and the guidelines for the establishment of Chairs/Professorships.
- 4) The annual income from the endowment will fund salary, benefits and support the work of the Chair. The annual income will support the professional and research activities of the Chair which can include teaching related activities, research, graduate student support and other projects, and related travel and expenditures in support of promoting academic excellence in leadership.



UNIVERSITY  
OF MANITOBA

Faculty of Science

Office of the Dean  
239 Machray Hall  
Winnipeg, Manitoba  
Canada R3T 2N2  
Phone (204) 474-9348  
Fax (204) 474-7618

August 31, 2016

Dr. Michael Benarroch  
Dean, IH Asper School of Business  
315 Drake Centre  
University of Manitoba

Dear Dean Benarroch,

I am pleased to write an excited and positive letter of support for the formation of the Institute for Leadership Development. As you know from our discussions over the past several years, the Faculty of Science, with 5000 students, is eager to provide our students with the kind of leadership training and opportunities that the new Institute will be developing and promoting. I know from interactions with both Science undergraduate and graduate students that these are opportunities and training they seek, both for personal development and to position themselves for future employment opportunities, through certificates, credit bearing courses, and extracurricular projects and activities.

Science looks forward to working closely with the new Institute for Leadership Development, to create leadership training tailored for STEM (Science Technology Engineering and Math) students specifically, and also to enable and encourage participation of Science students in leadership opportunities in this unique interdisciplinary setting. The new Institute for Leadership Development with its emphasis on both education and research will be an enormous asset to the University of Manitoba.

Thank you for this excellent initiative!

Sincerely,

Stefi

Stefi Alison Baum  
Dean, Faculty of Science  
Professor, Dept. of Physics and Astronomy  
247 Machray Hall, University of Manitoba  
Winnipeg, Manitoba, Ca, R3T 2N2  
Work 204.474.9348 -Cell 204.297.0698  
stefi.baum<at>umanitoba.ca





UNIVERSITY  
OF MANITOBA

Faculty of Education

Office of the Dean  
225 Education Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-9001  
Facsimile (204) 474-7551  
dean.education@umanitoba.ca

August 22, 2016

Michael Benarroch  
Dean and CPA Manitoba Chair in Business Leadership  
I.H. Asper School of Business  
University of Manitoba  
314 Drake Centre  
181 Freedman Crescent  
Winnipeg, MB, R3T 5V4

I am pleased to offer this letter of support for the establishment of The Institute for Leadership Development at the University of Manitoba.

The Faculty of Education would be in a unique position with the proposed establishment of such an Institute as there would be many benefits. As a professional faculty, being associated with such an Institute would provide interdisciplinary opportunities for our graduate students. The Faculty of Education is also uniquely positioned in the area of Educational Leadership, and the establishment of The Institute for Leadership Development would also provide opportunities for some of our faculty members to work in a multi-disciplinary capacity with their peers from across campus.

As you know, the University of Manitoba's Strategic Plan contains five key pillars. It is my opinion that The Institute for Leadership Development embodies elements from each of these five pillars and would further position the University as an innovator in leadership education provincially, nationally, and internationally.

I feel strongly that this initiative is one worthy of the University of Manitoba's time and support as it has the potential to expand leadership capacity within the University's campuses and beyond.

If you require any further information, please do not hesitate to contact me at (204) 474-9001 or [david.mandzuk@umanitoba.ca](mailto:david.mandzuk@umanitoba.ca) and I would be happy to elaborate or answer any questions you may have.

Sincerely,

David Mandzuk, Ph.D.  
Dean  
Faculty of Education



UNIVERSITY  
OF MANITOBA

Faculty of Kinesiology  
and Recreation Management

102 Frank Kennedy Centre  
Winnipeg, Manitoba  
Canada R3T 2N2

August 29, 2016

Attention: Dr. Michael Benarroch  
Dean and CPA Manitoba Chair in Business Leadership  
Asper School of Business

Dear Dr. Benarroch,

**Re: Institute for Leadership Development at the University of Manitoba**

It is my pleasure to write this letter supporting the creation of the Institute for Leadership Development at the University of Manitoba. This Institute will serve the University of Manitoba community and the entire province of Manitoba. Its creation supports the University's Strategic Plan as it will contribute to "the development of a culture of leadership and teamwork among our students, staff and faculty through professional development programs".

I am also pleased to see that the Institute for Leadership Development will "establish, strengthen and support meaningful connections between the University community and key stakeholders" in Winnipeg and Manitoba. The proposal describes a range of programs that will generate new knowledge on leadership and translate this knowledge on campus and in the broader community. The programming impacts students and faculty members.

The role of the Institute for Leadership Development in coordinating leadership education across the campus will be a significant benefit. As a Dean, I recognize the value of integrating leadership development throughout the curriculum. However, I am also aware of the resource implications of delivering enhanced leadership education effectively. The formation of the Institute will enable faculties to draw on its resources and expertise to enhance the delivery of leadership education in our curriculum. At this time in post-secondary education, we are conscious of optimizing resources and eliminating duplication of programs and resources. I believe that the Institute will help administrators and educators better utilize expertise and resources to enhance leadership education.

I have reviewed the proposal for the formation of the Institute for Leadership Development and am confident that the constitution lays out an operational model that will be effective. I am especially pleased to see that the membership will be open to all faculty members at the University. As well, the availability of interest from endowed funds to support the operation is a very positive detail of the proposal.

In closing I would like to reiterate my support for this proposal and look forward to working with Institute for Leadership Development in the future.

Sincerely,

Douglas A. Brown, PhD  
Dean, Faculty of Kinesiology and Recreation Management



## Faculty of Arts

Acting Dean of Arts  
315 Fletcher Argue Bldg.  
Winnipeg, Manitoba  
Canada R3T 5V5  
Tel. (204) 474-9912  
Fax (204) 474-7590  
email: [Robert.Hoppa@umanitoba.ca](mailto:Robert.Hoppa@umanitoba.ca)

**DATE:** 1 Sep 2016

**TO:** Michael Benarroch, Dean and CPA Manitoba Chair in Business Leadership  
I.H. Asper School of Business

**FROM:** Rob Hoppa, Acting Dean of Arts

**SUBJECT:** Institute for Leadership Development

Digitally signed by Robert Hoppa  
DN: cn=Robert Hoppa, o=University of  
Manitoba, ou=Department of Anthropology,  
email=Robert.Hoppa@ad.umanitoba.ca, c=CA  
Date: 2016.09.01 14:23:10 -05'00'

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As Acting Dean of the Faculty of Arts I am writing to express my support of the proposed Institute for Leadership Development. The Institute will benefit all Faculties with its proposed programming and is structured in a way that allows participation from all Faculties. The funding for the Institute comes from an external endowment and funding from government bodies and does not require funding to be pulled from other faculties or units to succeed. As such, the Faculty of Arts is happy to support the establishment of the Institute and looks forward to its future contributions.



UNIVERSITY OF MANITOBA | Rady Faculty of Health Sciences

Max Rady College of Medicine  
Office of the Dean  
230 Basic Medical Sciences  
Building  
745 Bannatyne Avenue  
Winnipeg, Manitoba  
Canada R3E 0J9  
Phone: 204-789-3485  
Fax: 204-789-3661

December 8, 2016

Mr. Michael Benarroch  
Dean and CPA Manitoba Chair in Business Leadership  
I.H. Asper School of business  
University of Manitoba  
314 Drake Centre  
181 Freedman Crescent  
Winnipeg MB R3T 5V4

Dear Mr. Benarroch;

**Re: Institute for Leadership Development**

I am pleased to provide a letter of support for the creation of the Institute of Leadership Development.

The Rady Faculty of Health Sciences is undertaking leadership courses and activities at undergraduate/postgraduate and the faculty development arena. We anticipate positive overlap of the Institute with our efforts

Sincerely,

Brian Postl, MD, FRCPC  
Vice-Provost (Health Sciences), University of Manitoba  
Dean, Rady Faculty of Health Sciences  
Dean, Max Rady College of Medicine





UNIVERSITY  
OF MANITOBA

Clayton H. Riddell  
Faculty of Environment, Earth,  
And Resources

440 Wallace Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
General Office (204) 474-7252  
Fax: 275-3147

Monday December 12, 2016

Michael Benarroch  
Dean and CPA Manitoba Chair in Business Leadership  
I.H. Asper School of Business  
University of Manitoba  
314 Drake Centre  
181 Freedman Crescent  
Winnipeg, MB, R3T 5V4

Dear Michael,

Thank you for the opportunity to review the proposal for an Institute of Leadership Development at the Asper School of Business. The vision for the Institute reflects many of the important goals of the University of Manitoba's strategic plan as well as providing for a broad array of activities. From the perspective of the Clayton H. Riddell Faculty of Environment, Earth, and Resources, the development of leadership skills for our students ties in well with our strong interdisciplinary approaches. The success of interdisciplinary research, learning, and outreach often depends on the effective communication of philosophical directions to diverse stakeholders. In addition, the changing nature of related industries such as energy, mineral, and environmental industries requires forging new ways of providing direction to better achieve sustainable futures. I am sure that the many not-for-profit organizations that my faculty work with will also benefit from the Institute's research and executive education programs.

In conclusion, the Clayton H. Riddell Faculty of Environment, Earth, and Resources supports the development of the Institute of Leadership Development and looks forward to contributing to and benefitting from its work.

Sincerely

Norman Halden, Dean  
Clayton H. Riddell Faculty of Environment, Earth, and Resources



UNIVERSITY  
OF MANITOBA

Faculty of Law

Robson Hall  
Winnipeg, MB R3T 2N2  
Canada  
Fax (204) 474-7580  
Phone (204) 474-6130

December 16, 2016

**Letter of Support for The Institute for Leadership Development**

Dear Senate Committee,

It is with great pleasure that I submit a letter of support to the Institute for Leadership Development which would provide important opportunities to faculty and students.

I have been Dean of a Business School in Copenhagen and Director of BMRI (Business and Management Research Centre) and Director of Research and Enterprise in the Business School at the University of Bedfordshire in the United Kingdom. I can attest in these former capacities that I am very familiar with leadership research and teaching within both the academic and professional contexts and I feel this endeavor would be a worthy development for the University of Manitoba. Having built and delivered an Executive Education on Leadership in Copenhagen I feel the vision of the institute is important and fully enhances the mission of the Asper School and the University as a whole. The benefits are most apparent and will enhance the University's reputation both nationally and internationally.

As Dean of Law, I am particularly excited about the opportunity to work cross faculties to integrate leadership education into our programs at Robson Hall. Indeed, this development is long over-due for Law as it builds on collegiality and extends executive leadership programs to us. Having been involved with Leadership development, as stated above, I can see many opportunities for our faculty and students and welcome this timely development.

I fully endorse the development of the Institute for Leadership Development and wish to offer this as a formal Letter of Support to that end.

Sincerely,

Dr. Jonathan L. Black-Branch  
Dean, Professor, Barrister and Solicitor

December 7, 2016

To Whom It May Concern:

This letter is submitted in support of the proposed Institute for Leadership Development in the I.H. Asper School of Business. The proposal document is comprehensive and the Institute's objectives are inextricably linked to the priorities of *Taking Our Place: University of Manitoba Strategic Plan 2015-2020*.

The Vision, Scope, and Expected Benefits are clearly articulated, and the potential outcomes will extend across and outside the University. The Institute will provide exciting opportunities for interdisciplinary collaboration and research, and integrate essential leadership education into other academic programs.

Throughout the private and public sectors, there is a pressing need for exceptional leadership founded on knowledge, respect, and an informed global perspective. Post-secondary institutions must take their place in training leaders in all disciplines, and the proposed Institute will provide important academic resources and opportunities for our students. Perhaps the potential outcomes are understated in the proposal document. While the benefits to our institution and Manitoba are clear, I submit that the outcomes will eventually extend well beyond provincial borders.

I congratulate my colleagues in the I.H. Asper School of Business in securing a generous private donation for this initiative, and I ask that this proposal be given the utmost consideration.

Sincerely,



Edmund Dawe, B. Mus., B. Mus. Ed., M.Mus., D.M.A.  
Dean



## **Report of the Senate Committee on Academic Review RE: Proposal for an Institute for Leadership Development**

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### **Preamble:**

1. The Terms of Reference for the Senate Committee on Academic Review are found on the web at:  
[http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/489.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/489.htm)
2. The policy Academic Centres and Institutes is available on the web at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/academic/934.html](http://umanitoba.ca/admin/governance/governing_documents/academic/934.html).  
  
The procedures Academic Centres and Institutes are available at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/academic/935.html](http://umanitoba.ca/admin/governance/governing_documents/academic/935.html).
3. The Senate Committee on Academic Review (SCAR) met on December 12, 2016, to consider a proposal from the I.H. Asper School of Business to establish an Institute for Leadership Development.

### **Observations:**

1. At its meeting on December 12, 2016, the Committee received the Report of the ad hoc Committee of SCAR (attached), which had been struck to review the proposal in detail. The ad hoc Committee had recommended that SCAR endorse the proposal to establish the Institute, for a period of five years, with continuation subject to a review process.
2. Based on recommendations from SCAR, the Asper School of Business revised section 3.2 of the proposal, to include representation from the Indigenous community on the Advisory Board. The proposal was also revised to indicate that individuals who complete the President's Student Leadership Program would receive a Letter of Accomplishment, which is consistent with the University's Non-Degree Programs Taxonomy.
3. The proposal for the Institute includes several letters of support that were received subsequent to the December 12<sup>th</sup> SCAR meeting. Statements of support from Dean Halden, Clayton H. Riddell Faculty of Environment, Earth, Dean Black-Branch, Faculty of Law, and Dean Dawe, Desautels Faculty of Music, had been sought by the Asper School based on feedback on the proposal from the ad hoc Committee of SCAR. Observation 11, in the Report of the ad hoc Committee, identifies other academic units that have indicated support for the proposal.
4. Proposals to establish the Chair in Leadership Research and the Chair in Leadership Education were considered by the Senate Committee on University Research (SCUR) (January 3, 2017), which will make its recommendations to Senate in separate reports.

**Recommendation**

The Senate Committee on Academic Review recommends:

**THAT Senate approve and recommend that the Board of Governors approve, a proposal to establish the Institute for Leadership Development, for a period of five years, with continuation subject to a review process.**

Respectfully submitted,

Dr. David Collins, Chair  
Senate Committee on Academic Review

**Report of the ad hoc Committee of the Senate Committee on Academic Review  
RE: Proposal for an Institute for Leadership Development**

---

**Preamble:**

1. The Terms of Reference for the Senate Committee on Academic Review are found on the web at:  
[http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/489.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/489.htm)
2. The policy Academic Centres and Institutes is available on the web at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/academic/934.html](http://umanitoba.ca/admin/governance/governing_documents/academic/934.html).  
  
The procedures Academic Centres and Institutes are available at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/academic/935.html](http://umanitoba.ca/admin/governance/governing_documents/academic/935.html).
3. The ad hoc Committee met on December 6, 2016 to consider a proposal from the I.H. Asper School of Business to establish an Institute for Leadership Development (the "Institute").
4. Members of the ad hoc Committee were: Acting Dean T. Mondor (Chair; Faculty of Graduate Studies), Professor H. Anderson (Faculty of Health Sciences); Professor L. Wang (Faculty of Science), and Mr. M. Khan (graduate student).

**Observations:**

1. The ad hoc Committee observes that the proposal for the Institute meets all of the requirements of section 2.1.2 Contents of the Proposal, as set out in the Academic Centres and Institutes procedures. The proponents of the Institute did add additional information to the proposal at the request of the ad hoc Committee.
2. The vision and objectives of the Institute would be to (i) be a recognized teaching and research unit in the area of leadership development, (ii) provide opportunities for undergraduate and graduate students to receive leadership education, (iii) provide a forum where academics with research interests in leadership and leadership development can collaborate, (iv) support the work of two proposed Chairs, in Leadership Education and Leadership Research, respectively, (v) offer the President's Student Leadership Program, providing opportunities for students and (vi) to develop and deliver specialized leadership programs to the broader community.
3. The vision and objectives of the Institute are closely aligned with *Taking Our Place: University of Manitoba Strategic Plan 2015-2020*.
4. The Institute would have responsibility for a broad range of activities related to its vision, including:

- Working with faculties across the University to add leadership education into existing academic and co-curricular programs;
  - Delivering the President's Student Leadership Program, which will bring students from the University of Manitoba as well as other post-secondary institutions in Manitoba together to learn about leadership, problem solving and ethics, while working together to address real-world challenges from diverse fields;
  - Connecting students to thought leaders in leadership through seminars and other events;
  - Serving as the home for a Leaders-In-Residence Program, where leaders from the private, not-for-profit and public sectors will provide advice to students and participate in the work of the Institute as members;
  - Promoting leadership research and education by means of Executive Education.
5. Establishing the Centre would benefit (a) students, by seeking to embed leadership education across the University and providing opportunities for hands-on leadership education; and (b) the Faculty, by (i) bringing together those who have an interest in leadership education and research, enhancing collaborative opportunities and enabling the sharing of best-practices, and (c) the broader community, by providing a vehicle to develop leadership skills in the students of the University and providing leadership education to individuals, businesses and other organizations throughout Manitoba.
6. The proposed Chair in Leadership Education in the I.H. Asper School of Business would serve as Director of the Institute and would report to the Dean of the Asper School, who would have overall responsibility for the Institute. An advisory Board would provide guidance to the Director. The ad hoc Committee observes the importance of the Advisory Board including broad representation from across the University in its membership.
7. Membership would be open to any faculty member of the University of Manitoba with interests in one or more of the following:
- Instruction and promotion of leadership education;
  - Theoretical and/or applied research focused on leadership;
  - The pedagogy of leadership education;
  - Innovation in methods of leadership education design and delivery

In addition, the proposed Chairs in Leadership Research and Leadership Education will both be members, as well as selected members of the private, public and not-for-profit communities. Such members would demonstrate one or more of the following:

- Distinguished achievement in the area of arts, health, business, public service, or another discipline;
- Peer recognition as a leader in his/her profession and/or community service;

- Commitment to the promotion of leadership education.

Members would be appointed by the Dean on advices of the Director of the Institute who will take advice from the current members of the Institute. From the outset, 17 members of the Institute are in place, including 12 members from the Asper School of Business, one from Kinesiology and Recreation Management, three from the Faculty of Education and one from the Faculty of Arts.

8. The proposal identifies the main privilege to members as being association with people with shared interests in improving leadership education and development at the University.
9. The Instituted will be located in space within the Drake Centre. Appropriate office space for the Director and a support staff person has been identified and the Dean has indicated that there is sufficient space to support the activities and operations of the Institute as envisioned. It is not anticipated that additional space will be required in the near future.
10. The Institute, along with the proposed Chairs in Leadership Education and Leadership Research will be supported by through revenue from the Institute for Leadership Development Fund at the University of Manitoba. This fund was made possible by a \$10-12-million gift to the University by a private donor which will be endowed, along with \$2.5-million in endowed funds from the Province of Manitoba. Additional funds will also be sought from the Government of Canada in support of the Institute. From the Fund, approximately \$270,000 will be made available annually to support the work of the Institute, including administrative support, the President's Student Leadership Program and other programming. A detailed, pro forma budget is included in the proposal.
11. The proposal has been endorsed by the Faculty Council of the I.H. Asper School of Business and is supported by Dean Benarroch. In addition, statements of support have been provided Dr. Ristock, Provost and Vice-President (Academic), Acting Dean Hoppa, Faculty of Arts, Dean Baum, Faculty of Science, Dean Brown, Faculty of Kinesiology and Recreation Management, Dean Postl, Rady Faculty of Health Sciences and Dean Mandzuk, Faculty of Education. The ad hoc Committee encouraged the proponents of the Institute to seek further letters of support and involvement from other Faculties, Colleges, and Schools and are being sought.

### **Recommendation**

The ad hoc Committee of the Senate Committee on Academic Review recommends:

**THAT the Senate Committee on Academic Review endorse a proposal to establish the Institute for Leadership Development, for a period of five years, with continuation subject to a review process.**



Respectfully submitted,

Todd Mondor, Chair

Ad hoc Committee of the Senate Committee on Academic Review



**AGENDA ITEM:** Proposal to Establish an Endowed Research Chair in Leadership Education

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approve the establishment of an endowed research Chair in Leadership Education [as recommended by Senate, February 1, 2017].**

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

The establishment of Chairs at the University is governed by the policy on *Chairs and Professorships*. The policy states that:

- Chairs and Professorships are established to advance the University's academic goals and objectives. (Section 2.3)
- A Chair normally must, at its establishment, be fully funded from sources outside of the University's regular operating budget. The funding for a Chair normally must be sufficient to cover the full salary and benefits of the incumbent and an appropriate level of unrestricted research/scholarly support. (Section 2.4(a))
- For Chairs... funds may be provided by way of an endowment or through a schedule of annual expendable gifts for a defined period of not less than five years, or by an appropriate combination of endowment and annual expendable gifts. (Section 2.5)

The I.H. Asper School of Business is proposing to establish an endowed research Chair in Leadership Education. The appointment would be held in the Department of Business Administration. The Chair would also serve as the Director of the proposed Institute for Leadership Development (endorsed by Senate, February 1, 2017). The full-time appointment would be at the level of Assistant Professor, Associate Professor, or Professor. The appointment would be for a period of five years and would be renewable subject to performance and with a requirement to reapply to the Chair at the end of the term.

**RESOURCE REQUIREMENTS:**

A private donor will contribute \$5 million to establish the Chair. The funds are to be endowed in the Institute for Leadership Development Fund at the University.

A portion of the annual income from the endowment would be used to support (i) the salary and benefits of a full-time faculty appointment, at the rank of Assistant Professor, Associate Professor, or Professor, and (ii) the professional and teaching/research/scholarly activities of the Chair, as outlined in section 1.8 (4), in the proposal.

**IMPLICATIONS:**

The purpose of the Chair in Leadership Education would be to provide academic and professional leadership in the area of leadership education across the University of Manitoba and within the I.H. Asper School of Business. Establishment of the Professorship would allow the University and the faculty to:

- advance foundations in leadership through the development of new leadership education course and co-curricular programs for faculties across the University;
- contribute to undergraduate, graduate, and executive education teaching in the area of leadership;
- collaborate with academic, public, and private sector leaders to foster original, interdisciplinary research focused on leadership development, to effectively advance new and innovative approaches to leadership education;
- work with faculties across the University and with the Centre for the Advancement of Teaching and Learning to integrate leadership education into existing academic programs;
- develop and deliver specialized executive leadership programs to emerging leaders in the private, public, and not-for-profit sectors.

**CONSULTATION:**

In accordance with the University policy on Chairs and Professorships, this proposal has been endorsed by the Provost and Vice-President (Academic) and by the Senate Committee on University Research. The proposal was considered and endorsed by Senate on February 1, 2017.



### Board of Governors Submission

**Routing to the Board of Governors:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Provost and Vice-President (Academic)	November 30, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Committee on University Research	January 3, 2017
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	January 18, 2017
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	February 1, 2017
<input type="checkbox"/>	<input type="checkbox"/>		

**Submission prepared by:** Senate

**Submission approved by:** University Secretary

**Attachments**

- Proposal for an endowed research Chair in Leadership Education



UNIVERSITY  
OF MANITOBA

OFFICE OF THE  
VICE-PRESIDENT (RESEARCH  
AND INTERNATIONAL)

207 Administration Building  
Winnipeg, MB R3T 2N2  
Telephone: (204) 474-6915  
Fax: (204) 474-7568  
[www.umanitoba.ca/research](http://www.umanitoba.ca/research)

MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International)  
and Chair, Senate Committee on University Research

DATE: January 3, 2016

SUBJECT: Proposal to establish a Chair in Leadership Education

Attached is the proposal to establish a Chair in Leadership Education. The Vice-President (Academic) and Provost, and the Senate Committee on University Research (SCUR), have endorsed this proposal, in accordance with the University's policy on *Chairs and Professorships*.

Please include this report and recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

DSJ/nis  
Encl.



UNIVERSITY  
OF MANITOBA

Office of Provost & Vice-President (Academic)

208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 480-1408  
Fax (204) 275-1160

Date: November 30, 2016

To: Digvir Jayas, Vice-President (Research and International)

From: Janice Ristock, Vice-President (Academic) and Provost

Re: Proposal for a Chair in Leadership Research and a Chair in Leadership Education

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On behalf of the I. H. Asper School of Business, Dr. Michael Benarroch has submitted proposals to establish two chairs: a Chair in Leadership Research and a Chair in Leadership Education. These Chairs align with the priorities of the Faculty and the University.

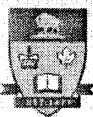
The policy on Chairs and Professorships specifies that:

- (1) Chairs are established to advance the University's academic goals and objectives;
- (2) Chairs be funded by way of an endowment or through annual expendable gifts for at least five years, or by a combination of endowment and annual expendable gifts;
- (3) Chairs shall normally be attached to a department, faculty school, college, centre or institute and the goals of the Chair shall be consistent with that unit;
- (4) The establishment of a Chair normally shall not be tied to the appointment of a particular person;
- (5) Individuals appointed to the Chair shall normally have the academic qualifications commensurate with an appointment at the rank of Assistant Professor, Associate Professor, or Professor; and
- (6) The initial term of the appointment of the chair shall be 3 to 5 years, and if renewal is permitted, such renewal shall be subject to a successful performance review and the availability of funds.

The proposed Chairs satisfy the above requirements. Funding will be derived from a \$5 million endowment for each Chair.

I support these two proposals from the I. H. Asper School of Business and request that you present them to the Senate Committee on University Research for consideration and recommendation to Senate and, in turn, the Board of Governors.

If you have any questions or concerns, I would be pleased to meet with you.



UNIVERSITY  
OF MANITOBA

Asper School of Business

Dean's Office  
319 Drake Centre  
181 Freedman Crescent  
Winnipeg, Manitoba  
Canada R3T 5V4  
Telephone (204) 474-9353  
Fax (204) 474-7544

November 28, 2016

Dr. Janice Ristock  
Provost & Vice-President (Academic)  
University of Manitoba  
208 Administration Building

Dear Dr. Ristock

Attached please find two proposals to establish two new externally funded Chairs in Leadership at the I.H. Asper School of Business.

The purpose of the Chairs is to provide academic and professional expertise in leadership education and leadership research across the University of Manitoba and within the I.H. Asper School of Business.

The Chair in Leadership Education will aim to advance foundations in leadership through the development of new leadership education courses and co-curricular programs for faculties across the University of Manitoba. The Chair will contribute to undergraduate and graduate teaching in the area of leadership.

The Chair in Leadership Research will enrich the study of leadership at the I.H. Asper School by fostering original theoretical and/or applied research focused on leadership that will enhance leadership skills and strengthen organizations and systems. The Chair will contribute to undergraduate and graduate teaching in Leadership and supervise graduate students.

The aim of the two chairs is to establish the University of Manitoba and the I.H. Asper School of Business as a center for world-class leadership education and research. The two Chairs will enable the university to achieve national recognition through innovative programming, teaching, and research, and to serve as a model for other universities. The Chairs will push the boundaries on existing knowledge, by designing and implementing innovative educational and research projects focused on leadership.

/continued



Letter to Dr. Janice Ristock  
November 28, 2016  
Page Two

The Chairs will be funded from a \$10Million endowment made to the University of Manitoba. It is the intention of the Asper School to fill the Chairs once sufficient funds have been contributed to the endowment.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'M Benarroch', written in a cursive style.

Michael Benarroch, PhD  
Dean and CPA Chair in Business Leadership  
Asper School of Business

Attachments



## **Chair in Leadership Education**

### **Terms of Reference**

**July 2016**

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#### **1.1 Type of Appointment**

**Chair**

#### **1.2 Name of Chair**

**Chair in Leadership Education**

#### **1.3 Purpose and Objective of Chair**

The purpose of the Chair is to provide academic and professional leadership in the area of leadership education across the University of Manitoba and within the I.H. Asper School of Business.

The University of Manitoba's Chair in Leadership Education will:

- Advance foundations in leadership through the development of new leadership education courses and co-curricular programs for faculties across the university;
- Contribute to undergraduate, graduate and executive education teaching in the area of leadership;
- Collaborate with academic, public and private sector leaders to foster original, interdisciplinary research focused on leadership development to effectively advance new and innovative approaches to leadership education;
- Work with faculties across the university and the Centre for the Advancement of Teaching and Learning to integrate leadership education into existing academic programs;
- Develop and deliver specialized executive leadership programs to emerging leaders in the private, public and not-for-profit sectors; and
- Serve as Director of the proposed Institute for Leadership Development.

#### **1.4 Relationship of the Goals of the Chair to the Proposing Unit**

The goal of the Chair is to enhance academic research and teaching in the area of leadership, a key priority of the I.H. Asper School of Business. The individual appointed to the Chair will be a faculty member appointed in the Department of Business Administration in the I.H. Asper School of Business.

### **1.5 Method by Which Chair will be Funded**

The Chair in Leadership Education in the I.H. Asper School at the University of Manitoba will be supported through an endowment of \$5 million. The income of the endowment fund shall be allocated in accordance with the policies of the University of Manitoba and will contribute support to the scholarly activities, salary and benefits of the Chair.

The fund was made possible through a donation to the University of Manitoba from a private donor. The gift is intended to enhance education in the field of leadership.

### **1.6 General and Specific Required Academic Qualifications of the Candidates or Nominees**

In accordance with the Procedures and Mechanisms for establishing Chairs at the University of Manitoba, individuals appointed to the Chair in Leadership Education shall have the following qualifications:

- Minimum degree requirement of PhD in relevant or foundational discipline and/or Master's degree with a strong record in the scholarship of teaching and learning;
- Demonstrated teaching excellence and innovation in the area of leadership;
- Demonstrated leadership experience in the public, private or non-profit sectors;
- Recognized as a leader in their field; and
- Academic record commensurate with an appointment at the rank of Assistant Professor, Associate Professor or Professor.

### **1.7 Term of Appointment and Provision for Reappointment**

- The initial term of the appointment will be five years.
- The appointee will provide an annual report on his/her activities to the Dean on July 1 of each year following the appointment to the Chair.
- The Chair will be renewable, subject to performance, and the appointee will have to reapply to the Chair at the end of their initial term in order to be considered.

The selection of the individual to the Chair shall be done in accordance with normal University of Manitoba policies on academic hiring and the University of Manitoba/University of Manitoba Faculty Collective Agreement.

The Chair selection committee should include, but is not restricted to, the following members:

- Dean, Asper School of Business (or designate)
- Director, Centre for the Advancement of Teaching and Learning (or designate)
- Head, Department of Business Administration – in the event that the Head is a candidate for the Chair, the Dean will designate an alternate tenured faculty member to serve on the selection committee
- At least one tenured faculty member from the I.H. Asper School of Business

- **Two external representatives from the proposed Institute for Leadership Development Advisory Board**

**A successful performance review will provide evidence of the following:**

- **Leadership in the development of teaching innovations in the area of leadership education across the University of Manitoba.**
- **Excellent teaching of undergraduate and graduate students.**
- **High-quality research into the pedagogy of leadership education.**
- **Successful directorship of the Institute for Leadership Development.**

**The title of the Chair shall appear on business cards, publications, conference papers, public communications, and all other university publications and the like pertaining to the appointee.**

#### **1.8 Other Provisions unique to the Chair**

- 1) The duties and responsibilities of the individual appointed to the Chair will be in accordance with the University Policy and Procedures on Chairs and Professorship.**
- 2) Annual reporting requirements shall also be in accordance with the University Policy on Chairs and Professorships. In accordance with University Policy, the annual performance of the professor will be reviewed in the same manner as other faculty members. The Dean of the I.H. Asper School of Business shall be responsible for initiating and coordinating any reappointment review process and for recommending on reappointment.**
- 3) The appointment of the Chair will be made on the recommendation of the Department of Business Administration and shall be conducted in accordance with the University policy in Academic Appointments and the guidelines for the establishment of Chairs/Professorships.**
- 4) The annual income from the endowment will fund salary, benefits and support the work of the Chair. The annual income will support the professional and research activities of the Chair which can include teaching related activities, research, graduate student support and other projects, and related travel and expenditures in support of promoting academic excellence in leadership.**



**AGENDA ITEM:** Proposal to Establish an Endowed Research Chair in Leadership Research

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approve the establishment of an endowed research Chair in Leadership Research [as recommended by Senate, February 1, 2017].**

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

The establishment of Chairs at the University is governed by the policy on *Chairs and Professorships*. The policy states that:

- Chairs and Professorships are established to advance the University's academic goals and objectives. (Section 2.3)
- A Chair normally must, at its establishment, be fully funded from sources outside of the University's regular operating budget. The funding for a Chair normally must be sufficient to cover the full salary and benefits of the incumbent and an appropriate level of unrestricted research/scholarly support. (Section 2.4(a))
- For Chairs... funds may be provided by way of an endowment or through a schedule of annual expendable gifts for a defined period of not less than five years, or by an appropriate combination of endowment and annual expendable gifts. (Section 2.5)

The I.H. Asper School of Business is proposing to establish an endowed research Chair in Leadership Education. The appointment would be held in the Department of Business Administration. The Chair would also be a member of the proposed Institute for Leadership Development (endorsed by Senate, February 1, 2017). The full-time appointment would be at the level of Assistant Professor, Associate Professor, or Professor. The appointment would be for a period of five years and would be renewable subject to performance and with a requirement to reapply to the Chair at the end of the term.

**RESOURCE REQUIREMENTS:**

A private donor will contribute \$5 million to establish the Chair. The funds are to be endowed in the Institute for Leadership Development Fund at the University.

A portion of the annual income from the endowment would be used to support (i) the salary and benefits of a full-time faculty appointment, at the rank of Assistant Professor, Associate Professor, or Professor, and (ii) the professional and teaching/research/scholarly activities of the Chair, as outlined in section 1.8 (4), in the proposal.

**IMPLICATIONS:**

The purpose of the Chair in Leadership Research would be to provide academic and professional leadership in the area of leadership research across the University of Manitoba and within the I.H. Asper School of Business. Establishment of the Professorship would allow the University and the faculty to:

- advance foundations in leadership through the development of research that will inform the design of new leadership courses and co-curricular programs;
- contribute to undergraduate, graduate teaching and supervision, and executive education in the area of leadership;
- collaborate with academic, public, and private sector leaders to foster original theoretical and/or applied research focused on leadership that will inform programming to enhance individuals' leadership skills and strengthen organizations and systems; and
- produce a regular and prominent thought piece that bridges academia and business by bringing together original research and industry perspectives on leadership topics.

**CONSULTATION:**

In accordance with the University policy on Chairs and Professorships, this proposal has been endorsed by the Provost and Vice-President (Academic) and by the Senate Committee on University Research. The proposal was considered and endorsed by Senate on February 1, 2017.



## Board of Governors Submission

### Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Provost and Vice-President (Academic)	November 30, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Committee on University Research	January 3, 2017
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	January 18, 2017
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	February 1, 2017
<input type="checkbox"/>	<input type="checkbox"/>		

**Submission prepared by:** Senate

**Submission approved by:** University Secretary

### Attachments

- Proposal for an endowed research Chair in Leadership Research



UNIVERSITY  
OF MANITOBA

OFFICE OF THE  
VICE-PRESIDENT (RESEARCH  
AND INTERNATIONAL)

207 Administration Building  
Winnipeg, MB R3T 2N2  
Telephone: (204) 474-6915  
Fax: (204) 474-7568  
[www.umanitoba.ca/research](http://www.umanitoba.ca/research)

MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International)  
and Chair, Senate Committee on University Research

DATE: January 3, 2016

SUBJECT: Proposal to establish a Chair Leadership Research

Attached is the proposal to establish a Chair in Leadership Research. The Vice-President (Academic) and Provost, and the Senate Committee on University Research (SCUR), have endorsed this proposal, in accordance with the University's policy on *Chairs and Professorships*.

Please include this report and recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

DSJ/nis  
Encl.



UNIVERSITY  
OF MANITOBA

Office of Provost & Vice-President (Academic)

208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 480-1408  
Fax (204) 275-1160

Date: November 30, 2016

To: Digvir Jayas, Vice-President (Research and International)

From: Janice Ristock, Vice-President (Academic) and Provost

Re: Proposal for a Chair in Leadership Research and a Chair in Leadership Education

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On behalf of the I. H. Asper School of Business, Dr. Michael Benarroch has submitted proposals to establish two chairs: a Chair in Leadership Research and a Chair in Leadership Education. These Chairs align with the priorities of the Faculty and the University.

The policy on Chairs and Professorships specifies that:

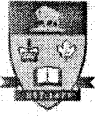
- (1) Chairs are established to advance the University's academic goals and objectives;
- (2) Chairs be funded by way of an endowment or through annual expendable gifts for at least five years, or by a combination of endowment and annual expendable gifts;
- (3) Chairs shall normally be attached to a department, faculty school, college, centre or institute and the goals of the Chair shall be consistent with that unit;
- (4) The establishment of a Chair normally shall not be tied to the appointment of a particular person;
- (5) Individuals appointed to the Chair shall normally have the academic qualifications commensurate with an appointment at the rank of Assistant Professor, Associate Professor, or Professor; and
- (6) The initial term of the appointment of the chair shall be 3 to 5 years, and if renewal is permitted, such renewal shall be subject to a successful performance review and the availability of funds.

The proposed Chairs satisfy the above requirements. Funding will be derived from a \$5 million endowment for each Chair.

I support these two proposals from the I. H. Asper School of Business and request that you present them to the Senate Committee on University Research for consideration and recommendation to Senate and, in turn, the Board of Governors.

If you have any questions or concerns, I would be pleased to meet with you.





UNIVERSITY  
OF MANITOBA

Asper School of Business

Dean's Office  
319 Drake Centre  
181 Freedman Crescent  
Winnipeg, Manitoba  
Canada R3T 5V4  
Telephone (204) 474-9353  
Fax (204) 474-7544

November 28, 2016

Dr. Janice Ristock  
Provost & Vice-President (Academic)  
University of Manitoba  
208 Administration Building

Dear Dr. Ristock

Attached please find two proposals to establish two new externally funded Chairs in Leadership at the I.H. Asper School of Business.

The purpose of the Chairs is to provide academic and professional expertise in leadership education and leadership research across the University of Manitoba and within the I.H. Asper School of Business.

The Chair in Leadership Education will aim to advance foundations in leadership through the development of new leadership education courses and co-curricular programs for faculties across the University of Manitoba. The Chair will contribute to undergraduate and graduate teaching in the area of leadership.

The Chair in Leadership Research will enrich the study of leadership at the I.H. Asper School by fostering original theoretical and/or applied research focused on leadership that will enhance leadership skills and strengthen organizations and systems. The Chair will contribute to undergraduate and graduate teaching in Leadership and supervise graduate students.

The aim of the two chairs is to establish the University of Manitoba and the I.H. Asper School of Business as a center for world-class leadership education and research. The two Chairs will enable the university to achieve national recognition through innovative programming, teaching, and research, and to serve as a model for other universities. The Chairs will push the boundaries on existing knowledge, by designing and implementing innovative educational and research projects focused on leadership.

/continued



Letter to Dr. Janice Ristock  
November 28, 2016  
Page Two

The Chairs will be funded from a \$10Million endowment made to the University of Manitoba. It is the intention of the Asper School to fill the Chairs once sufficient funds have been contributed to the endowment.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'M Benarroch', written in a cursive style.

Michael Benarroch, PhD  
Dean and CPA Chair in Business Leadership  
Asper School of Business

Attachments

## **Chair in Leadership Research**

### **Terms of Reference**

**July 2016**

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#### **1.1 Type of Appointment**

**Chair**

#### **1.2 Name of Chair**

**Chair in Leadership Research**

#### **1.3 Purpose and Objective of Chair**

The purpose of the Chair is to provide academic and professional leadership in the area of leadership research across the University of Manitoba and within the I.H. Asper School of Business.

The University of Manitoba's Chair in Leadership Research will:

- Advance foundations in leadership through the development of research which will inform the design of new leadership courses and co-curricular programs;
- Contribute to undergraduate, graduate teaching and supervision, and executive education in the area of leadership;
- Collaborate with academic, public and private sector leaders to foster original theoretical and/or applied research focused on leadership that will inform programming to enhance individuals' leadership skills and strengthen organizations and systems; and
- Produce a regular and prominent thought piece that bridges academia and business by bringing together original research and industry perspectives on leadership topics.
- Serve as a member of Institute for Leadership Development

#### **1.4 Relationship of the Goals of the Chair to the Proposing Unit**

The goal of the Chair is to enhance academic research and teaching in the area of leadership, a key priority of the I.H. Asper School of Business. The individual appointed to the Chair will be a faculty member appointed in the Department of Business Administration in the I.H. Asper School of Business.

### 1.5 Method by Which Chair will be Funded

The Chair in Leadership Research in the I.H. Asper School at the University of Manitoba will be supported by an endowment of \$5 million. The income of the endowment fund shall be allocated in accordance with the policies of the University of Manitoba and will contribute support to the scholarly activities, salary and benefits of the Chair.

The fund was made possible through a donation to the University of Manitoba from a private donor. The gift is intended to enhance education in the field of leadership.

### 1.6 General and Specific Required Academic Qualifications of the Candidates or Nominees

In accordance with the Procedures and Mechanisms for establishing Chairs at the University of Manitoba, individuals appointed to the Chair in Leadership Research shall have the following qualifications:

- Minimum degree requirement of PhD in relevant or foundational discipline;
- Established research program with evidence of ongoing research productivity in the area of leadership;
- Recognized as a leader in their field; and
- Academic record commensurate with an appointment at the rank of Assistant Professor, Associate Professor or Professor.

The following academic qualifications are desirable, but not required:

- Demonstrated evidence of successful graduate research student supervision; and
- Demonstrated evidence of external research grant funding.

### 1.7 Term of Appointment and Provision for Reappointment

- The initial term of the appointment will be five years.
- The appointee will provide an annual report on his/her activities to the Dean on July 1 of each year following the appointment to the Chair.
- The Chair will be renewable, subject to performance, and the appointee will have to reapply to the Chair at the end of their initial term in order to be considered.

The selection of the individual to the Chair shall be done in accordance with normal University of Manitoba policies on academic hiring and the University of Manitoba/University of Manitoba Faculty Collective Agreement.

The Chair selection committee should include, but is not restricted to, the following members:

- Dean, Asper School of Business (or designate)

- **Head, Department of Business Administration – in the event that the Head is a candidate for the Chair, the Dean will designate an alternate tenured faculty member to serve on the selection committee**
- **At least one tenured faculty member from the I.H. Asper School of Business**
- **Two external representatives from the proposed Institute for Leadership Development Advisory Board**

**A successful performance review will provide evidence of the following:**

- **High-quality peer-reviewed research publications.**
- **Effective teaching and supervision of graduate research students.**
- **Successful external research grant submissions from recognized funding sources (e.g., SSHRC, NSERC, CIHR).**
- **Academic and/or industry research partners.**
- **Leadership in the development of leadership education initiatives across the University of Manitoba.**

**The title of the Chair shall appear on business cards, publications, conference papers, public communications, and all other university publications and the like pertaining to the appointee.**

#### **1.8 Other Provisions unique to the Chair**

- 1) The duties and responsibilities of the individual appointed to the Chair will be in accordance with the University Policy and Procedures on Chairs and Professorship.**
- 2) Annual reporting requirements shall also be in accordance with the University Policy on Chairs and Professorships. In accordance with University Policy, the annual performance of the professor will be reviewed in the same manner as other faculty members. The Dean of the I.H. Asper School of Business shall be responsible for initiating and coordinating any reappointment review process and for recommending on reappointment.**
- 3) The appointment of the Chair will be made on the recommendation of the Department of Business Administration and shall be conducted in accordance with the University policy in Academic Appointments and the guidelines for the establishment of Chairs/Professorships.**
- 4) The annual income from the endowment will fund salary, benefits and support the work of the Chair. The annual income will support the professional and research activities of the Chair which can include teaching related activities, research, graduate student support and other projects, and related travel and expenditures in support of promoting research excellence in leadership.**



**AGENDA ITEM:** UMSU Act Consent Request

**RECOMMENDED RESOLUTION:**

That the Board consent to UMSU petitioning the Manitoba Legislature to amend *The UMSU Act*.

**Action Requested:**       Approval     Discussion/Advice     Information

**CONTEXT AND BACKGROUND:**

In 1975 *The UMSU Act* was passed in the Manitoba Legislature, spelling out the specific powers and responsibilities including advising the Board on new fees. Since then the Act has only been amended once, when new Provincial Legislation required everything to be bilingual.

As well, since the Act was approved, the Graduate Students Association has split off to form its own entity, one of many issues of context that have changed in the last 42 years. The bulk of changes UMSU wishes to petition the government for are in relation to student fees, specifically fees imposed by UMSU. There is also language cleaning up and clarifying UMSU's ability to become a member of organizations outside the University Community.

**RESOURCE REQUIREMENTS:**

Absolutely nothing is required from the University or the Board, other than their consent to allow UMSU to petition the government to consider the changes.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

Consenting to UMSU's request will serve to better represent students on campus, and ensure new fees imposed by UMSU are democratically approved.

**IMPLICATIONS:**

No implications other than UMSU and the Province updating *The UMSU Act* for the first time in 40 years.

**ALTERNATIVES:**

No alternatives are possible, if the Board consents, UMSU can begin working with the Province, if consent is not granted the process cannot begin.



UNIVERSITY  
OF MANITOBA

### Board of Governors Submission

**Routing to the Board of Governors:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>J. Nagra</u>	<u>Feb 9 / 17</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

**Submission prepared by:** TANJIT NAGRA, UMSU PRESIDENT

**Submission approved by:** *This must be the President, a Vice-President, or the University Secretary.*

**Attachments**

*Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.*

UMSU Act  
Amended UMSU Act Draft: List of Changes

**Note from the University Secretary:**

Prior to submission to the Board of Governors, this submission was referred to the University's General Counsel for review. She indicated that she found no legal issues from the University's perspective in supporting this request from UMSU.

Amended UMSU Act Draft: List of Changes

**6 (2)** Amended to read:

Payment of fees

6(2) Each member of the corporation shall pay the membership fee as approved by the Board of Governors of the University, subject to the following:

- (a) Membership fees shall only be implemented after first being approved by a referendum of the members, subject to the bylaws of the corporation.
- (b) Membership fees shall only be increased after first being approved by a referendum of the members, subject to the bylaws of the corporation, or with a 2/3 majority vote of the council at a regularly scheduled meeting.
- (c) Section 6(2) (b) shall not apply to increases as a result of indexation.
- (d) The council by bylaw, may set the amount of any assessment to be paid by any class or classes of students which have been exempted from membership in the corporation pursuant to subsection 6(1).

**8 (f)** - Struck, renumbered accordingly.

**Inclusion of a new (9)**, and renumbered accordingly, reading:

Membership in External Organizations

9 Membership in an external organization may only be initiated by a successful referendum of the members subject to the bylaws of the corporation. Such membership must be reaffirmed once every two years by a majority vote of the council.

**Entire Document-** update pronouns to current best practice for legislation.





**AGENDA ITEM: Proposed Building Site, Centre for Research, Teaching and Innovation in Healthcare**

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approve the building site for the Centre for Research, Teaching and Innovation in Healthcare.**

**Action Requested:**       Approval     Discussion/Advice     Information

**CONTEXT AND BACKGROUND:**

- The planned Centre for Research, Teaching and Innovation in Healthcare would be located on McDermot Avenue adjacent to the Apotex Centre, on the Bannatyne Campus. The site is currently used for assigned staff parking and casual student parking.
- The new building would be eight storeys above grade, with a footprint of approximately 30,000 square feet per floor.

**RESOURCE REQUIREMENTS:**

There are no resource requirements associated with the proposed building site. Resource requirements for construction of the Centre for Research, Teaching and Innovation in Healthcare will be detailed in a separate proposal to be brought to a future meeting of the Board.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

- The proposed site is consistent with the *Bannatyne Campus Master Plan*, as it would reinforce the compact, urban character of the campus and would contribute to the development of McDermot Avenue as the campus “main street”.
- The height of the planned building would exceed the maximum of five storeys established in the plan for the particular site. The additional height would be reasonable given the location of the site at the centre of the campus. The additional space afforded by the additional storeys would allow for opportunities for collaboration and co-location of units, which would be consistent with an element of the plan, to foster increased inter-professional research and education.

**IMPLICATIONS:**

- The planned building would accommodate a plan to relocate the College of Nursing to the Bannatyne Campus. It would also house the Department of Community Health Sciences, the proposed Institute for Indigenous Health, the Centre for Global Public Health, the National Coordinating Centre for Infectious Disease, shared instructional space, a dental clinic, and ancillary/operations functions.

- City of Winnipeg parking regulations would require that the University plan for the displacement of surface parking at the proposed building site. The Campus Planning Office would work with the Office of Sustainability to develop a plan, which would include alternative transportation options, including transit, and might involve an addition to an existing parking structure.

**ALTERNATIVES:**

N/A

**CONSULTATION:**

This proposal is forwarded to the Board of Governors following consultation with the Senate Planning and Priorities Committee and the Senate Executive Committee. It was approved by Senate at its meeting on December 7, 2016.



### Board of Governors Submission

**Routing to the Board of Governors:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Planning Priorities Committee	September 26, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	November 23, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	December 7, 2012
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

**Submission prepared by:** Senate

**Submission approved by:** University Secretary

**Attachments**

- Report of the Senate Planning and Priorities Committee RE: Proposed Building Site, Centre for Research, Teaching and Innovation in Healthcare [September 26, 2016]

**Report of the Senate Planning and Priorities Committee RE: Proposed Building Site,  
Centre for Research, Teaching and Innovation in Healthcare**

---

**Preamble:**

1. The terms of reference of the Senate Planning and Priorities Committee (SPPC) are found on the University Governance website at [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/508.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/508.html) wherein SPPC is charged to make recommendations to Senate regarding physical plant development.
2. At its meeting on September 26, 2016 the Committee considered a proposal from the Campus Planning Office regarding a site location for a new building, Centre for Research, Teaching, and Innovation in Healthcare (CRTIH).

**Observations:**

1. The new Centre for Research, Teaching, and Innovation in Healthcare (CRTIH) would be situated on McDermot Avenue adjacent to the existing Apotex Centre. The site is currently used for assigned staff parking and casual student parking. The new building would be eight storeys above grade and a basement, with a footprint of approximately 30,000 square feet per floor.
2. The new building would accommodate a plan to relocate the College of Nursing to the Bannatyne Campus and would also house the Department of Community Health Sciences, the proposed Institute for Indigenous Health, the Centre for Global Public Health, the National Coordinating Centre for Infectious Disease, shared instructional space, a dental clinic, and ancillary/operations functions.
3. The proposed site for the new building is consistent with the *Bannatyne Campus Master Plan*, as it would reinforce the compact, urban character of the campus and would contribute to the development of McDermot Avenue as the campus "main street".
4. The height of the new building would exceed the maximum of five storeys established in the plan for the particular site. The Campus Planning Office proposes the additional height would be reasonable given the location of the site at the centre of the campus. The additional space afforded by the additional storeys, which would allow for opportunities for collaboration and co-location of units, was also an important consideration; one that would be consistent with another element of the plan, to foster increased inter-professional research and education.
5. City of Winnipeg parking regulations would require that the University plan for the displacement of surface parking now located at the proposed building site. The Campus Planning Office would work with the Office of Sustainability to develop a plan to address this, which would include alternative transportation options, including transit, and might involve an addition to an existing parking structure.

**Recommendation:**

The Senate Planning and Priorities Committee recommends:

**THAT Senate approve and recommend that the Board of Governors approve the Report of the Senate Planning and Priorities Committee concerning the building site for the Centre for Research, Training, and Innovation in Healthcare.**

Respectfully submitted,  
Ms. Ada Ducas, Chair  
Senate Planning and Priorities Committee



**August 12, 2016**

## **SPPC Site Approval Submission: Centre for Research, Teaching, and Innovation in Healthcare**

### **Background and Context**

This is a request for consideration and approval of a site for the new Centre for Research, Teaching, and Innovation in Healthcare (CRTIH) at the Bannatyne campus.

The planned relocation of the College of Nursing to the Bannatyne campus necessitates a new facility for the College. This also presents an opportunity to co-locate and cluster other research, teaching, and innovation units and entities in the new building, to foster a holistic, collaborate approach to public health research, education, and practice. The new facility will be intended to house the College of Nursing, Department of Community Health Sciences, Institute for Indigenous Health, Centre for Global Public Health, National Coordinating Centre for Infectious Disease, shared instructional space, a dental clinic, and ancillary/operations functions.

The project is also identified in the 'Places and Spaces' pillar of the University's Front and Centre Campaign.

### **Site Location and Description**

The site is located along McDermot Avenue immediately west of the Apotex Centre, on land currently being used as assigned parking for staff and casual parking for students (see attached site plan). The proposed building footprint is approximately 30,000 square feet per floor, with a total of 8 floors and a basement.

In order to comply with City of Winnipeg parking requirements, the displacement of surface parking with a building will have to be planned for. Several options are being pursued and explored to address this issue. These include alternative transportation options being advanced through the Office of Sustainability's transportation demand management planning (in alignment with the University's Sustainability Strategy and the sustainability and transportation provisions in the Bannatyne Campus Master Plan); as well as the possibility of an addition to the University's existing Bannatyne parking structure.

This comprehensive approach to parking demand and transportation planning supports the "Building Community" goal of the University's "Taking Our Place" strategic plan, and responds to a recent University-wide transportation survey that showed demand for alternative transportation options and support.

### **Site Rationale and Supporting Factors**

#### *Campus Plan Considerations*

The Bannatyne Campus Master Plan was approved by Senate in February 2014 and the Board of Governors in March 2014, and provides a guiding framework for the siting of new buildings. Its vision and principles encourage furthering the campus' compact urban character, emphasizing healthy living options, enhancing both outdoor and indoor connectivity, embodying sustainability, fostering increased interprofessional education, and interfacing positively with the surrounding neighbourhoods.

The proposed CRTIH site meets the Plan's criteria for new development, particularly the recommendation that McDermot Avenue be emphasized as the campus' 'main street.' The Plan outlines the importance of new buildings that front the street with tight setbacks, furthering the compact, urban, and walkable character of the

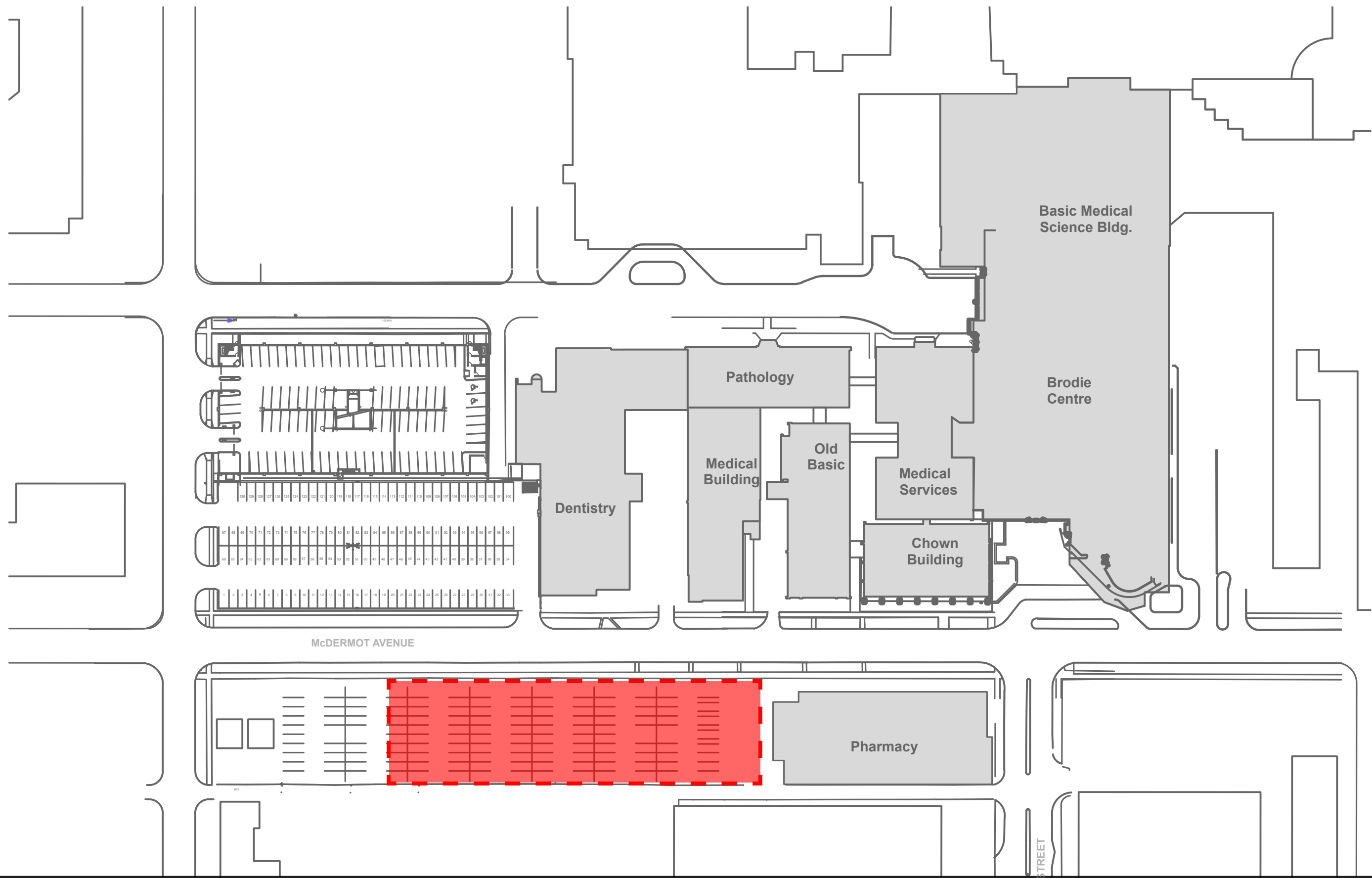
campus. The new building site aligns with these proposals, and will contribute to an enhanced campus environment.

Although the Plan initially proposed a 5-storey building design concept, the opportunities for collaboration and co-location of units, along with the importance of locating greater height closer to the core of campus (rather than at the periphery near Tecumseh Street), resulted in the increased height of the building. This revised concept maintains the Plan's overall vision and intent for the campus, while respecting the boundary area with the adjacent neighbourhood.

#### *Other Project Considerations*

The proposed site includes several important criteria of the project, including:

- Supporting new partnerships and opportunities for collaboration with a focus on interprofessional research and learning.
- Providing some space for ancillary uses including common areas and services for students (highlighted as a need during the public engagement for the Plan).
- Inclusion of supporting functions such as data storage, providing critical infrastructure support for the Bannatyne campus that will also serve as a Disaster Recovery Centre for the Fort Garry campus.



**Centre for Research, Teaching & Innovation in Healthcare:  
Bannatyne Campus Location Plan**

 Building Zone





# Centre for Research, Teaching & Innovation in Healthcare: Bannatyne Campus Location Plan

313/342

 Building Zone



**AGENDA ITEM:** Proposed Building Site, Engineering Innovation Centre

**RECOMMENDED RESOLUTION:**

THAT the Board of Governors approve the building site for the Engineering Innovation Centre.

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

- The planned Engineering Innovation Centre would be located on Dafoe Road adjacent to the Stanley Pauley Centre. The Music Annex Building is currently located at this site. The proposed site would make it possible to integrate the two buildings through one ground-level, and one above-ground, connection.
- The proposed site has a Land Use Designation of Academic Centre, as defined in the *Visionary (re)Generation Master Plan* for the Fort Garry Campus.
- The new building would be three storeys above grade, with a footprint of about 10,770 square feet and an internal usable area of approximately 41,000 square feet.

**RESOURCE REQUIREMENTS:**

There are no resource requirements associated with the proposed building site. Resource requirements for construction of the Engineering Innovation Centre will be detailed in a separate proposal to be brought to a future meeting of the Board.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

- The proposed building site would be consistent with recommendations in the *Visionary (re)Generation Master Plan* with respect to:
  - infill and densification of the Core Campus;
  - creating street-oriented frontages that would enhance the character of Dafoe Road;
  - encouraging pedestrian activity along Dafoe Road.

**IMPLICATIONS:**

The planned Engineering Innovation Centre would accommodate enrolment growth in the Faculty of Engineering and would provide infrastructure for training in areas such as biomedical devices, energy systems, aerospace, and civil infrastructure, and would include spaces for laboratories, research, undergraduate prototyping and study areas, and offices for faculty, graduate students, and support staff.

**ALTERNATIVES:**

N/A

**CONSULTATION:**

This proposal is forwarded to the Board of Governors following consultation with the Senate Planning and Priorities Committee and the Senate Executive Committee. It was approved by Senate at its meeting on December 7, 2016.



### Board of Governors Submission

**Routing to the Board of Governors:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Planning Priorities Committee	September 26, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	November 23, 2016
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	December 7, 2012
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

**Submission prepared by:** Senate

**Submission approved by:** University Secretary

**Attachments**

- Report of the Senate Planning and Priorities Committee RE: Proposed Building Site, Engineering Innovation Centre [September 26, 2016]

**Report of the Senate Planning and Priorities Committee RE: Proposed Building Site,  
Engineering Innovation Centre**

---

**Preamble:**

1. The terms of reference of the Senate Planning and Priorities Committee (SPPC) are found on the University Governance website at [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/508.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/508.html) wherein SPPC is charged to make recommendations to Senate regarding physical plant development.
2. At its meeting on September 26, 2016 the Committee considered a proposal from the Campus Planning Office regarding a site location for a new building, the Engineering Innovation Centre (EIC).

**Observations:**

1. The new Engineering Innovation Centre would be located on Dafoe Road adjacent to the existing Stanley Pauley Centre where the Music Annex Building is currently situated. The site has a Land Use Designation of Academic Centre, as defined in the *Visionary (re)Generation Master Plan* for the Fort Garry Campus. The new building would be three storeys above grade, with a footprint of approximately 10,770 square feet and an internal usable area of approximately 41,000 square feet.
2. The proposed site would make it possible to integrate the Engineering Innovation Centre with the Stanley Pauley Centre, through one ground-level connection and one above-ground connection, and to the existing Engineering and Information Technology Complex through one above-ground connection.
3. The Engineering Innovation Centre would accommodate enrolment growth in the Faculty of Engineering by providing infrastructure for training in areas such as biomedical devices, energy systems, aerospace, and civil infrastructure, and would include spaces for laboratories, research, undergraduate prototyping and study areas, and offices for faculty, graduate students, and support staff.
4. The proposed site for the new building is consistent with the *Visionary (re)Generation Master Plan* for the Fort Garry Campus in that it would respond to recommendations regarding: (i) infill and densification of the Core Campus, (ii) creating street-oriented frontages that would enhance the character of Dafoe Road through building setbacks, boulevards, and alignment with setbacks of existing buildings, and (iii) encourage pedestrian activity along Dafoe Road.

**Recommendation:**

The Senate Planning and Priorities Committee recommends:

**THAT Senate approve and recommend that the Board of Governors approve the Report of the Senate Planning and Priorities Committee concerning the building site for the Engineering Innovation Centre.**

Respectfully submitted,  
Ms. Ada Ducas, Chair  
Senate Planning and Priorities Committee



**August 12, 2016**

## **SPPC Site Approval Submission: Engineering Innovation Centre**

### **Background and Context**

This is a request for consideration and approval of a site for the new Engineering Innovation Centre (EIC).

The Faculty of Engineering is currently experiencing rapid growth in enrollment, which will help to satisfy the existing demand in Manitoba for trained engineers in all disciplines. Despite increased enrollment, student demand continues to exceed the available capacity for training. Combined with the labour market outlook for Manitoba indicating a shortfall of trained engineers until at least 2020, this indicates an acute need that the University can help meet through the EIC, the planning for which has been underway for several years.

The EIC will provide infrastructure for training in areas such as biomedical devices, energy systems, aerospace, and civil infrastructure. The facility is envisioned to include laboratories; research space; offices for faculty, graduate students; and support staff; and undergraduate prototyping and study areas.

The project has received funding under the Federal Government's Post-Secondary Strategic Investment Fund.

### **Site Location and Description**

The site is located on Dafoe Road, immediately adjacent to the existing Stanley Pauley Centre in the general area of the current Music Annex 2 Building (see attached site plan). The proposed building footprint is 25.8m (84.6ft) x 38.8m (127.3ft), at a height of 3 storeys above grade, with internal usable area of approximately 38,000 m<sup>2</sup> (41,000 ft<sup>2</sup>).

(The attached site plan shows the general site boundaries within which the building would be located).

### **Site Rationale and Supporting Factors**

#### *Campus Plan Considerations*

The Visionary (re)Generation Master Plan for the Fort Garry campus was approved by Senate and the Board of Governors in April 2016, and provides a guiding framework for the siting of new buildings. Its direction for the campus encourages infill development, densification, walkability, pedestrian priority, and beautification of the public realm.

The proposed EIC site aligns with the Plan's direction, particularly in terms its recommendations regarding new infill buildings. The Plan calls for new buildings in the core campus area to help define new internal and external open spaces, and to provide new frontages and an active presence along streets. The proposed site embodies this recommendation with frontage that is oriented to the street, encouraging increased pedestrian activity and street life. Street-oriented frontage also aligns with the Plan's vision to maintain and enhance the general existing character of Dafoe Road (building setbacks, boulevards, street trees, and new buildings aligning with the general setbacks of current buildings).

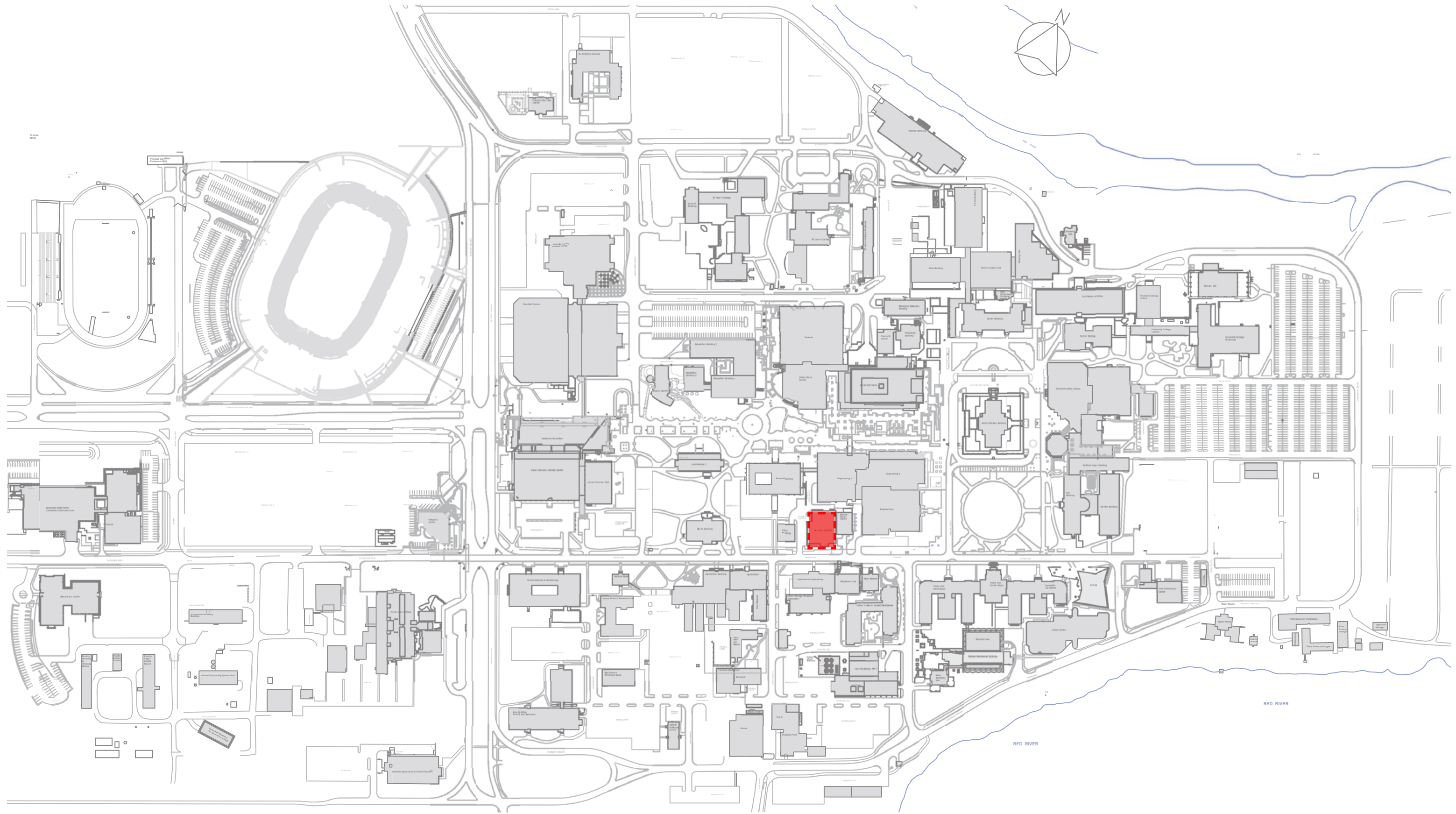
The site is situated within a Land Use Designation described in the Plan as "Academic Centre." This designation primarily comprises the academic functions of the campus, and encourages the continuation of academic uses and functions as the primary focus of this area.

The site is also located within a Building Height Zone of 3-5 storeys as outlined in the Plan, and the proposed building fits within this parameter.

*Other Project Considerations*

The proposed site also meets the key need to fully integrate with the existing Stanley Pauley Centre (through one ground-level connection and one above-ground connection), and to the existing Engineering and Information Technology Complex (E3 block) (through one above-ground connection).

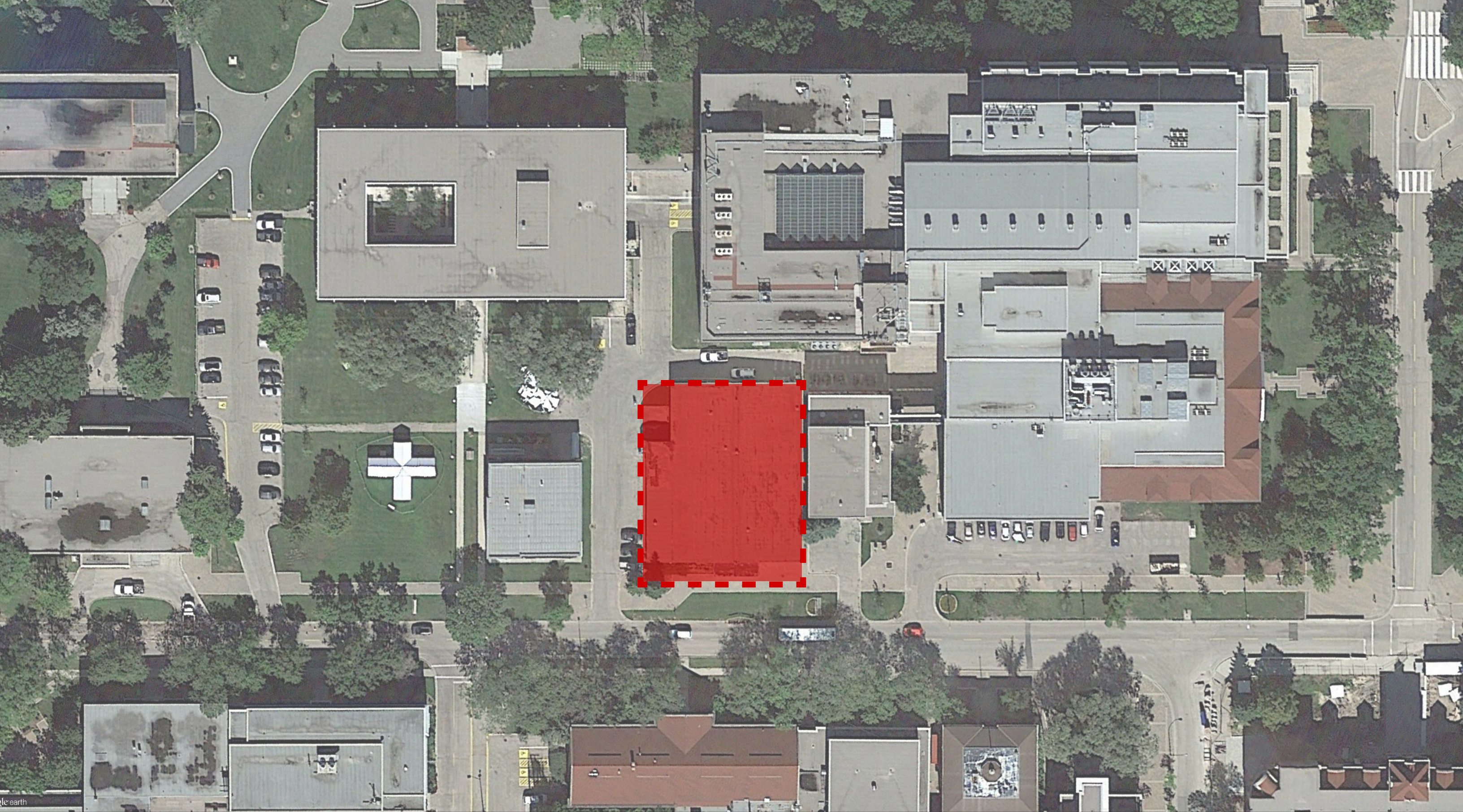




# Engineering Innovation Centre: Fort Garry Campus Location Plan

32/1942

 Building Zone



# Engineering Innovation Centre: Fort Garry Campus Site Plan

322/342

 Building Zone



**Board of Governors Submission**

**AGENDA ITEM:** Engagement of External Auditor

**RECOMMENDED RESOLUTION:**

That the Auditor General of Manitoba be appointed auditor of the March 31, 2017 Annual Financial Statements and December 31, 2016 Public Sector Compensation Report.

**Action Requested:**  Approval  Discussion/Advice  Information

**CONTEXT AND BACKGROUND:**

As per the Terms of Reference of the Audit and Risk Management Committee, the engagement of the external auditor must be approved annually by the Board of Governors.

**RESOURCE REQUIREMENTS:**

Current year audit fees have increased from the prior year by \$2,000.00. Total fees are estimated at \$103,000.00 plus taxes.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

Audit and Risk Management oversight ensures that the University is in compliance with regulations and best practices, which, in turn, aids in delivering all programs and services that are provided under the umbrella of the Strategic Plan. Engagement of an external auditor is essential for proper oversight by the Committee.

**IMPLICATIONS:**

Engaging the External Auditor ensures compliance with legislation.

**ALTERNATIVES:**

The engagement of the Auditor General of Manitoba as external auditor is required under Section 21 of the University of Manitoba Act, therefore no alternatives were considered.



### Board of Governors Submission

**Routing to the Board of Governors:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Tom Hay</u>	<u>Dec 6, 2016</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>Dec. 6, 2016</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>Perh. 8, 2016</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ARMC	January 17, 2017
<input type="checkbox"/>	<input type="checkbox"/>		

**Tom Hay, Comptroller**

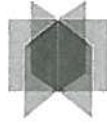
**Submission prepared by:**

**Submission approved by:**

*This must be the President, a Vice-President, or the University Secretary.*

**Attachments**

- 1. Engagement Letter



OFFICE OF THE  
AUDITOR GENERAL  
MANITOBA

November 24, 2016

Ms. Beverley A. Passey, FCGA  
Chair, Audit and Risk Management Committee  
University of Manitoba  
312 Administration Building  
Winnipeg, Manitoba R3T 2N2

Dr. Joanne C. Kesselman  
Interim Vice-President (Administration)  
University of Manitoba  
202 Administration Building  
Winnipeg, Manitoba R3T 2N2

Dear Ms. Passey and Dr. Kesselman:

### **Audit agreement for the year ending March 31, 2017**

We (the Office of the Auditor General of Manitoba) are the financial statement auditor under Section 21 of *The University of Manitoba Act*.

We are also auditing the Schedule of Public Sector Compensation.

### **Management's responsibilities**

Management will:

1. prepare and fairly present the financial statements under Canadian public sector accounting standards.
2. prepare and present, in all material respects, the schedule of public sector compensation, in accordance with *The Public Sector Compensation Disclosure Act (Act)*.
3. ensure there are proper internal control for preparing financial statements and the schedule of public sector compensation free from material misstatement whether due to fraud or error.
4. comply with legislative authorities.
5. correct any material misstatements in the financial statements and the schedule of public sector compensation that we find during the audits.
6. provide us with:
  - prompt access to all relevant information used to prepare the financial statements and the schedule of public sector compensation, such as records, documentation, and other matters.
  - additional information that we request.
  - unrestricted access to staff.
7. provide us information on fraud or suspected fraud involving:
  - management.
  - employees.

- other parties, if the fraud could affect the financial statements and the schedule of public sector compensation.
8. provide us written representations that they:
    - have prepared and fairly presented the financial statements under Canadian public sector accounting standards and the financial statements reflect all transactions.
    - have prepared and presented, in all material respects, the schedule of public sector compensation, in accordance with the *Act*.
    - believe the effects of unrecorded misstatements are immaterial, individually and in total, to the financial statements and the schedule of public sector compensation as a whole.
    - have given us all relevant information and access.
  9. provide us draft annual reports and obtain our approval before reproducing our auditor's reports, in any format.
  10. accurately and completely reproduce our auditor's reports and the materials we have reported on.

## Our responsibilities and audit limitations

**Audit objective**—we will express an opinion on whether the:

1. financial statements present fairly, in all material respects, the financial position of the University of Manitoba as at March 31, 2017, and the results of its operations, its remeasurement gains and losses, and its cash flows for the year then ended, in accordance with Canadian public sector accounting standards.
2. financial information in the schedule of public sector compensation of the University of Manitoba for the year ended December 31, 2016 is prepared, in all material respects, in accordance with Section 2 of the Public Sector Compensation Disclosure Act.

We plan to issue the draft auditor's reports in Appendix 1. We will talk to management and the audit committee if we need to significantly change the auditor's reports.

**Auditing standards and limitations**—we will perform our audits in accordance with Canadian generally accepted auditing standards (GAAS). Those standards require that we meet ethical requirements, and plan and perform the audits to obtain reasonable (not absolute) assurance about whether the financial statements and statement of public sector compensation are free from material misstatement.

The audits may not find every material misstatement because there are inherent limitations in the audit process, such as the use of judgment and selective testing of data. In addition to the inherent limitations in the audit process, collusion or forgery may prevent material error, fraud, or illegal acts from being detected.

Our audits are not designed to detect immaterial fraud or error.

To design appropriate audit procedures, we consider the internal controls, but we do not express an opinion on their effectiveness.

**Confidential information**—per section 10(2) of *The Auditor General Act*, we will report to the Legislative Assembly matters that we consider “should be brought to the Assembly's attention”. We will keep all other non-public information confidential.

## What we will report to management and the Audit and Risk Management Committee

1. Our audit plan.
2. Our audit results, including:
  - our views of management's accounting policies, accounting estimates, and financial statement and schedule of public sector compensation disclosure.
  - misstatements resulting from non-trivial errors.
  - disagreements with management.
  - fraud or possible fraud.
  - illegal or possibly illegal acts.
  - significant deficiencies in the design or implementation of internal controls to prevent and detect fraud or error.
  - related-party transactions not in the normal course of operations and involving significant judgments by management on measurement or disclosure.
  - matters that significantly affect the qualitative aspects of accounting principles used in financial reporting.
  - other matters from the audits that are important and relevant to the Audit and Risk Management Committee.
  - matters relating to our independence, including disclosure of our fees for audit and non-audit services.
3. Draft copies of the following items to review:
  - written representations from management.
  - significant matters arising from the audits that are the subject of correspondence.
  - management letter(s), if the audits have any significant findings.
  - audit opinions.

### Other terms

**Working papers**—the working papers, files, other materials, reports, and work we create, develop, or perform during the audits are our confidential property. We will retain them under our Office's policies and procedures.

**Estimated fees**—we will conduct the audits and specified auditing procedures, in the time we agree on, and give you opinions that meets your reporting requirements. We estimate the audit fee at \$103,000 before taxes. Last year's audit fee was \$101,000, before taxes. If we need significant additional time, we will explain why and agree on a new fee estimate.

**Term of this agreement**—this agreement remains in effect until amended. We will discuss the agreement with you any time, particularly if your requirements change.

**Your agreement**—to indicate that you agree with management’s responsibilities and understand our role and responsibilities, please sign both copies of this letter, return one signed copy to us, and keep one copy for your records.

Sincerely,

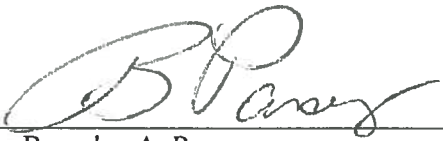


Phil Torchia, CPA, CA  
Principal

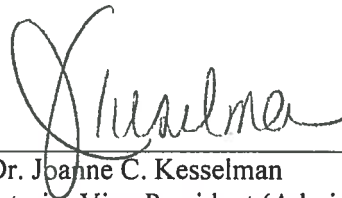
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We agree with management’s responsibilities and understand the role and responsibilities of the Office of the Auditor General as described in this letter.



Ms. Beverley A. Passey  
Chair, Audit and Risk Management Committee



Dr. Joanne C. Kesselman  
Interim Vice-President (Administration)

November 29, 2016  
Date

NOVEMBER 29, 2016  
Date



**INDEPENDENT AUDITOR'S REPORT**

To the Lieutenant Governor-in-Council  
To the Legislative Assembly of Manitoba  
To the Board of Governors of the University of Manitoba

We have audited the accompanying financial statements of the University of Manitoba, which comprise the statement of financial position as at March 31, 2017, and the statements of operations and changes in fund balances, remeasurement gains and losses, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards 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.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

**Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of the University of Manitoba as at March 31, 2017, and the results of its operations, its remeasurement gains and losses, and its cash flows for the year then ended, in accordance with Canadian public sector accounting standards.

Date  
Winnipeg, Manitoba

Norm Ricard, CPA, CA  
Auditor General

## INDEPENDENT AUDITOR'S REPORT

To the Legislative Assembly of Manitoba  
To the Board of Governors of the University of Manitoba

We have audited the accompanying schedule of public sector compensation of the University of Manitoba for the year ended December 31, 2016 ("the schedule"). The schedule has been prepared by management based on Section 2 of the Public Sector Compensation Disclosure Act.

### **Management's Responsibility for the Schedule**

Management is responsible for the preparation of this schedule in accordance with Section 2 of the Public Sector Compensation Disclosure Act and for such internal control as management determines is necessary to enable the preparation of the schedule that is free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on the schedule based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the schedule is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the schedule. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the schedule, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the schedule 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the schedule.

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

### **Opinion**

In our opinion, the financial information in the schedule of public sector compensation of the University of Manitoba for the year ended December 31, 2016 is prepared, in all material respects, in accordance with Section 2 of the Public Sector Compensation Disclosure Act.

### **Basis of Accounting**

Without modifying our opinion, we draw attention to Note 1 to the schedule, which describes the basis of accounting. The schedule is prepared to assist the entity to meet the requirements of Section 2 of the Public Sector Compensation Disclosure Act. As a result, the schedule may not be suitable for another purpose.

Office of the Auditor General  
Date  
Winnipeg, Manitoba

## **PRESIDENT'S REPORT: January 31, 2017**

### **GENERAL**

In December 2016, the University submitted its first Accessibility Plan under the Accessibility for Manitobans Act to the Disability Issues Office. The plan is available on the University's website, and has been recognized as among the best plans produced by any public sector entity. Under the Accessibility for Manitobans Act (AMA), all Public Sector organizations are required to develop and publish a plan by December 31, 2016. The plan covers accessibility issues under each standard as they come into effect, eventually covering all five standards (Customer Service, Employment, Information and Communications, Transportation, and the Built Environment). The Plan is available in both print and electronic formats.

On December 8, a Visionary Conversations on Campus event was held to bring insight and discussion on accessibility in Manitoba. The topic was "What does an accessible Manitoba look like? New accessibility laws take effect in December – is Manitoba ready?" Mr. Greg Juliano, Associate Vice-President (Human Resources), moderated the event and panelists included Ms. Yutta Fricke, Executive Director of the Manitoba Disabilities Issues Office, Dr. Richard Milgrom, Department Head, Faculty of Architecture, Dr. Michelle Porter, Director, Centre on Aging and Ms. Tanis Woodland, Disability Studies.

The Game Changer Competition, in which students from post-secondary institutions work in teams to develop solutions to showcased problems selected from student suggestions, came to a conclusion on January 20. Students from the University of Manitoba, University of Winnipeg and Red River College were all represented on the four finalist teams, which competed for the first prize of \$10,000. Team Loop, comprising Haneen Shouman and Michael Hall, students in the Asper School of Business MBA program, and Maria Sanchez who is studying marketing management through extended education at the University of Winnipeg, won for their solution to the problem of e-waste.

On January 25, 2017, ceremonies took place at the Canadian Museum for Human Rights and at the National Centre for Truth and Reconciliation to witness the move of the Bentwood Box, a sacred piece commissioned by the Truth and Reconciliation Commission as a tribute to Residential School Survivors, from the Museum to its permanent home in the Centre, to welcome the newly-appointed members of the Survivor's Circle and to feast the name of the Centre. The Centre has been given the spirit name "Bezhig Miigwan – One Feather".

On February 28, the University of Manitoba will recognize its 140th anniversary through a community celebration. A one-day winter festival will be held in the centre of the Fort Garry campus and feature ice skating, student musicians, winter activities and games, and more. Students, faculty and staff, alumni and community members will be invited to attend.

### **ACADEMIC MATTERS**

- Pat Bovey, Art Historian and former University of Manitoba Board Chair, and Harvey Chochinov, distinguished professor of psychiatry and director of the Manitoba Palliative Care Research Unit, CancerCare Manitoba were both nominated to Senate in October. Pat Bovey was sworn in on November 15, 2016.

- Frank Plummer, distinguished professor of medicine and medical microbiology, was awarded the 2016 Canada Gairdner Wightman Award by the Gairdner Foundation. The prestigious award recognizes Plummer’s groundbreaking research on HIV transmission and prevention in Africa, as well as his exemplary leadership in fighting epidemics in Canada.
- Michael Eskin, human nutritional sciences, and Rayleen V. De Luca, psychology both became Members of the Order of Canada.
- Jitendra Paliwal, biosystems engineering, was named a Fellow by Engineers Canada, an honour given to individuals who have given noteworthy service to the engineering profession through their work with either Engineers Canada or its provincial and territorial engineering regulators.
- In late October and early November, students from the colleges of Pharmacy, Nursing and Medicine administered free influenza vaccines at both University of Manitoba campuses and the University of Winnipeg.
- In November, the Faculty of Health Sciences hosted nearly 300 high school students and teachers from 81 schools across Manitoba for “Discovery Day in Health Sciences”. The annual event, gives Grade 11 and 12 students the chance to interact with health professionals in research labs and teaching spaces on campus and at affiliated sites.
- The College of Dentistry and the Manitoba Dental Association provided free dental care to refugees who had arrived in Manitoba within the previous year. The majority of the patients were children, and some had never seen a dentist. The clinic also aimed to educate families about affordable oral health care options. Dozens of dental professionals and dental students volunteered for this day-long event.

## RESEARCH MATTERS

- On December 8, Genome Canada announced \$10.7 million in funding from the 2015 Large-Scale Applied Research Project Competition to a research project titled ‘GENICE’ that partners the University of Manitoba researchers Gary Stern (Environment and Geography) and University of Calgary professor Casey Hubert. The duo will combine their expertise in the areas of genomics, petroleomics and sea-ice physics to investigate the potential for native microbial communities to mitigate oil spills, as warmer temperatures and melting sea ice usher in increasing shipping throughout Arctic waters. This research will be undertaken at the Churchill Marine Observatory, a unique research facility the University of Manitoba is building in Churchill, MB and on board the Canadian Coast Guard Ship, *Amundsen*.
- On December 9, the Canada Research Chair (CRC) program announced two new CRCs and one renewal to University of Manitoba professors Kathryn Sibley (Community Health Sciences), Feiyue Wang (Environment and Geography) and Jason Treberg (Biological Sciences). Sibley is the new CRC in Integrated Knowledge Translation in Rehabilitation Science, whose research will lead to improved rehabilitation services and care and improvements in the healthcare system; Wang is the new CRC in Arctic Environmental Chemistry and will explore the processes controlling the release, fate and effects of contaminants in Arctic ecosystems; and Treberg is the renewed CRC in Environmental

Dynamics and Metabolism whose research examines how mitochondria (small compartments in cells) in animals respond to environmental change and quality.

- On December 9, the Government of Canada announced 15 investigators were awarded funding for health research at the University of Manitoba, for a total investment of \$10.2 million through CIHR's Project and Bridge Grants Program. The funding will support the work of researchers at the University of Manitoba across the spectrum of health research areas, ranging from microbiology and nanoparticles, to healthcare delivery and population-based wellness strategies. Successful investigators are:
  - Chris Anderson, \$100,000 (Pharmacology)
  - Marissa Becker, \$1,525,180 (Internal Medicine/Community Health Sciences/Medical Microbiology)
  - Keith Fowke, \$363,137 (Medical Microbiology)
  - Spencer Gibson, \$100,000 (Biochemistry/Medical Genetics/Cell Biology/CancerCare Manitoba)
  - Juliet Ho, \$2,664,284 (Internal Medicine/Health Sciences Centre)
  - Richard Keijzer, \$642,180 (Surgery/Children's Hospital Research Institute of Manitoba)
  - Christine Kelly, \$267,575 (Community Health Sciences/Children's Hospital Research Institute of Manitoba)
  - Ayush Kumar, \$100,000 (Microbiology)
  - Josée Lavoie, \$703,340 (Community Health Sciences, Manitoba First Nations Centre for Aboriginal Health Research)
  - Brian Mark, \$760,680 (Microbiology)
  - Lyle McKinnon, \$531,327 (Medical Microbiology)
  - Donald Miller, \$848,595 (Pharmacology)
  - James Nagy, \$673,375 (Physiology & Pathophysiology)
  - Abdellah Soussi Gounni, \$100,000 (Immunology)
  - Jude Uzonna, \$802,725 (Immunology/Medical Microbiology)
- Dr. Zahra Moussavi (Electrical & Computer Engineering) and Canada Research Chair in Biomedical Engineering received \$1,737,960 in funding for clinical trials of a new treatment for Alzheimer's disease from the Weston Brain Institute. Her project will investigate the efficacy of high-frequency rTMS treatment for Alzheimer's disease. Recent trials applying repetitive transcranial magnetic stimulation (rTMS) in Alzheimer's patients have reported encouraging results in improving or stabilizing cognition. This proposal is the first large placebo-controlled double blind study designed with sufficient statistical rigor to measure the efficacy of rTMS treatment for Alzheimer's. Moussavi will lead a team of local, national and international collaborators on this research that includes: Drs. Mandana Modirrousta (Psychiatry), Colleen Millikin (Clinical Health Psychology), Xikui Wang (Statistics), Behzad Mansouri (Neurology), and Craig Omelan (Psychiatry) in collaboration with colleagues from McGill (Montreal – Drs. Lesley Fellows and Lisa Koski) and Monash (Australia – Dr. Paul Fitzgerald) universities.
- On November 22, 2016, the Health Research Foundation (HRF), along with Prix Galien Canada and Research Canada celebrated and honoured the best and brightest minds of Canada's life sciences and health research advocacy sectors, at the HRF Research Awards Gala. Two University of Manitoba professors—Dr. Cheryl Rockman-Greenberg (Pediatrics and Child Health/Children's Hospital Research Institute of Manitoba) and Dr. Grant Pierce (Physiology and St. Boniface Hospital) were recognized for their achievements.

Rockman-Greenberg was awarded the Medal of Honour, making her the first female recipient in the award's history. She was recognized for drawing attention to the importance of molecular medicine in the 1980's and being the driving force behind the opening of the first laboratory in Manitoba for the diagnosis of genetic disease with DNA testing. She identified the molecular source of some of Canada's most devastating inherited diseases, including those most prevalent in the Aboriginal, Mennonite and Hutterite communities and in partnership, developed and implemented strategies for early detection and in many cases effective treatments not available previously.

Pierce received Research Canada's 2016 Leadership Award for Health Research Advocacy. He was honoured as an outstanding leader in advancing the case for the hope and promise of health research in advancing deeper understanding of factors leading to health and disease.

- Two University of Manitoba professors were named among Women's Executive Network (WXN)'s 2016 Canada Most Powerful Women: Top 100 award winners. Drs. Annemieke Farenhorst (Soil Science) and Ruth Ann Marrie (Internal Medicine/Neurology and Health Sciences Centre). Both were recognized in the 'trailblazers and trendsetters' category.

Farenhorst is a trailblazer on three fronts: for the advancements she has made in her science; for the leadership she provides in advancing women in science and engineering professions; and for her dedication to strengthening strategies for the recruitment, retention and success of Indigenous students in university programs.

Marrie is internationally known for her innovative work in epidemiology and her pioneering discoveries of the impact of comorbidity (co-existing health conditions) on people with multiple sclerosis (MS). The impact of comorbidity in MS was a novel avenue that had not been explored in the field of MS before she began her work.

- Dr. David Barber (Environment and Geography) was appointed to officer of the Order of Canada 2017. The Right Honourable David Johnston, Governor General of Canada made the announcement on December 30, 2016. Barber is recognized "for his leadership in environmental science and for his contributions to the study of arctic sea ice processes." A Distinguished Professor in the Riddell Faculty of Environment, Earth, and Resources, and Canada Research Chair in Arctic-System Science, Barber has made significant, innovative and sustained contributions in the field of Arctic system science and climate change for more than 30 years. He has illustrated how changes in dynamic and thermodynamic processes in sea ice have implications throughout the natural and human systems both within and outside of the Arctic.
- In October/November 2016, four international partnership agreements were completed. They are:

Country	Partner Institution	Agreement Type	Initiating Faculty
China	Huazhong Agricultural University	Amended Articulation Agreement	Ag/Food Sciences
China	Shantou University	Amended Student Exchange Agreement	Asper School of Business
Australia	Flinders University	Amended Student Exchange Agreement	University-Wide
UK	University of Liverpool	MOU, Student Exchange Agreement	University-Wide & Asper School of Business

- The University of Manitoba hosted three visiting delegations this quarter. They were:

Country	Delegation	Date	Hosting Faculty
Germany	University of Trier	Oct. 7, 2016	Faculty of Arts
Japan	University of Kitakyushu	Nov. 8, 2016	Faculty of Arts

- Forty-five researchers were awarded funding from various external sponsors totaling \$2,616,800. Those projects awarded more than \$25,000 are:

PI	Sponsor	Title	Awarded
Belmonte, Mark (Biological Sciences)	NSERC	Development of novel crop protection technologies	\$25,000
Bhullar, Rajinder (Dean's Office - College of Dentistry); Schroth, Robert (Preventive Dental Science)	CIHR	Improving access to oral health care and oral health care delivery for vulnerable young children in Manitoba	\$300,000
Bridges, Gregory (Electrical and Computer Engineering)	NSERC	Multi-physics modeling of jet engine airfoil clearance sensor	\$25,000
Cha, Young Jin (Civil Engineering)	NSERC	Unsupervised machine learning method for structural damage assessment	\$25,000
Chochinov, Alecs (Emergency Medicine); Snider, Carolyn (Emergency Medicine)	CIHR	Development, implementation and evaluation of interventions for youth injured by violence	\$300,000
Dick, Kristopher (Biosystems Engineering)	EcoPan Corporation	Load behavior of structural insulated panels for 10 and 12-foot applications from three production facilities compared to wood frame wall sections	\$53,820

Dixon, Ian (Physiology & Pathophysiology)	Research Manitoba	Ski is a negative regulator of cardiac myofibroblast function: The roles of scleraxis, smads and non-smad signaling proteins	\$32,500
Ghavami, Saeid (Human Anatomy and Cell Science)	Health Sciences Centre Foundation	Mevalonate cascade inhibition sensitizes human glioblastoma cells to temozolomide via modulation of autophagy	\$62,125
Gorczyca, Beata (Civil Engineering)	NSERC	The relationship between membrane and foulant in filtration of high DOC and hardness waters	\$25,200
Herbert, David (Chemistry)	NSERC	Development of a standardized analytical protocol for determination of chlorite concentration using thiourea	\$25,000
House, James (Human Nutritional Sciences)	NSERC	Exploring research gaps for determining protein quality in food	\$25,000
Ivanco, Tammy (Psychology)	Research Manitoba	Brain plasticity: Psychoneuroimmune interactions contributing to learning and memory	\$25,000
Jian, Fuji (Biosystems Engineering)	NSERC	Safe storage guidelines for hemp seeds	\$25,000
Katz, Alan (Community Health Sciences)	University of British Columbia	Validation of administrative and primary care electronic medical record derived frailty algorithms	\$55,370
Kelly, Debbie (Psychology)	Research Manitoba	Understanding degradation of spatial abilities associated with Alzheimer's disease: Examination of molecular changes driving cognition	\$32,490



Kordi, Behzad (Electrical and Computer Engineering)	NSERC	An investigation of space charge profile on flashover characteristics of fiberglass reinforced plastic (FRP) tools under DC conditions	\$33,011
Lim, Lily (Pediatrics and Child Health)	Arthritis Society	Education outcomes of childhood-onset chronic rheumatic diseases	\$194,665
Marrie, Ruth (Internal Medicine)	University of Saskatchewan	Medication adherence in multiple sclerosis: A model for other chronic diseases	\$29,000
McPhail, Deborah (Community Health Sciences)	Research Manitoba	Assessing perceptions about and experiences of LGBT healthcare practitioners in Manitoba	\$220,849
Mookherjee, Neeloffer (Internal Medicine)	Children's Hospital Foundation of Manitoba Inc.	Innate defence regulator (IDR) peptides as immunomodulatory therapy for asthma	\$39,530
Moses, Stephen (Community Health Sciences); Urquia, Marcelo (Community Health Sciences)	CIHR	Maternal and infant health associated with maternal country of birth	\$135,000
Ng, Marcus (Internal Medicine)	Mitacs Inc.	Transitional REM sleep brain connectomes and seizure susceptibility	\$30,000
Sikorsky, Donna (E.K. Williams Law Library)	Manitoba Law Foundation	E.K. Williams Law Library grant 2016-17 (15.09)	\$82,000
Singal, Pawan (Physiology & Pathophysiology)	Research Manitoba	Understanding the inflammation-oxidative stress cycle for a better management of heart failure	\$32,500

Snider, Carolyn (Emergency Medicine)	Research Manitoba	Impact of an emergency department violence intervention program (EDVIP) for youth on resilience, violence risk, repeat injury, substance use, and mental health	\$32,500
Targownik, Laura (Internal Medicine)	Crohn's & Colitis Foundation of Canada	Linking population based provincial health care utilization databases to evaluate drug related outcomes in IBD	\$350,740
Tate, Robert (Manitoba Follow-up Study (MFUS))	Research Manitoba	Predictors and consequences of long- term functional trajectories of older men: Manitoba follow-up study	\$32,500
Taylor, Carla (Human Nutritional Sciences)	Research Manitoba	Cellular mechanisms by which estrogen induces a healthy adipose tissue phenotype	\$32,500
Tremblay-Savard, Olivier (Computer Science)	Genome Canada	Crowdsourcing genomic databases	\$250,000
Ursel, Jane (RESOLVE (Research & Education for Solutions to Violence))	Winnipeg Foundation (The)	Exploratory study of the criminal justice processing of adult sexual assault cases	\$25,000
Wang, Yang (Computer Science)	NSERC	Object detection from security cameras for smart homes	\$25,000

#### ADMINISTRATIVE MATTERS

- Collective bargaining with UMFA broke down on November 1 when UMFA went on strike. The University immediately requested conciliation and, with the assistance of the provincial conciliation office, the strike was resolved on November 20. Classes resumed November 22. The revised collective agreement is for a one year term, expiring March 31, 2017.
- The winter/spring learning calendar was launched with over 90 workshops and sessions available for employee development.

- The University's Office of Sustainability received a \$145,125 matching grant under the Community Infrastructure Program from Western Diversification. The grant will be used to improve pedestrian and cycling infrastructure by expanding the existing Trans Canada Trail that runs through the Fort Garry Campus to better connect the University with the City of Winnipeg's active transportation infrastructure. The matching grant supports planning, design and installation of crossing improvements and will provide funding through December 2017. This project supports the Building Community priority of Taking Our Place and advances one of the 'big moves' in the Sustainability Strategy 2016-2018.
- On behalf of the University of Manitoba, the Office of Sustainability accepted the Campus Sustainability Achievement Award from the Association for the Advancement of Sustainability in Higher Education (AASHE) for the Bee House Lab project on October 9, 2016 at the AASHE annual conference. This project supports the Forging Connections and Driving Discovery and Insight priorities of Taking Our Place and supports the goals of Sustainability Strategy 2016-2018.
- Office of Sustainability has received funding under the Indigenous Initiatives Fund for an Indigenous land-based learning initiative. The \$50,000 funding allocation will provide for an Indigenous coordinator to facilitate the incorporation of indigenous knowledge and perspectives into land-based assessments and support staff/faculty development to further understanding of Indigenous knowledge, culture and traditions. Information gleaned from this initiative will also inform the University's Open Space Strategy. The initiative will run until March 2018 and will support Building Community and Creating Pathways to Indigenous Achievement priorities of Taking Our Place and advances one of the 'big moves' in the Sustainability Strategy 2016-2018.
- The Limited Partnership / Trust Legal Structure for the development of the Southwood lands has been finalized. The legal structure is made up of the UM Properties Trust and the UM Properties Limited Partnership:
  1. Trust. The Trust Deed was signed by UM Properties Holdings Inc. (the Corporate Trustee) and the settlor.
  2. UM Properties Holdings Inc. The University incorporated a corporation for the sole purpose of acting as the sole trustee of the UM Properties Trust. The University is the sole shareholder of UM Properties Holdings Inc. and will elect its board of directors.
    - The settlor is a third party (Roy Nieuwenburg, external legal counsel at Clark Wilson LLP), and settled the UM Properties Trust for a nominal settlement amount (silver coin).
    - The University and the J.W. Dafoe Foundation are named as beneficiaries. The J.W. Dafoe Foundation agreed to act as a second beneficiary on the understanding that it will likely not get a distribution from the UM Properties Trust.
  3. UM Properties Limited Partnership. The UM Properties Limited Partnership was established by a Limited Partnership Agreement signed by UM Properties GP Inc. (the General Partner) and the UM Properties Trust (Limited Partner).
    - The UM Properties Trust is the sole Limited Partner; and
    - The University incorporated a second corporation (UM Properties GP Inc.) for the sole purpose of acting as the general partner. The University is the sole shareholder of the general partner and elects its board of directors.

The next steps are to populate the Board of Directors for both UM Properties GP Inc. and UM Properties Holdings Inc. and the hiring of a CEO by the Limited Partnership.

- In an effort to lessen the impact on students related to strike induced schedule changes, the winter 2017 student tuition fee deadline has been extended to February 15 (two weeks after the end of the revision period). This three-week extension results in a single deadline for tuition fees.
- As a result of client feedback, Purchasing Services is launching an internal initiative with a working title of “Skating Fast by Open Waters”. It is intended to refocus service to more closely match clients’ needs with the least amount of time commitment on the part of the client. The concept is intended to be more responsive to client needs while remaining compliant with public procurement law. Change Management and Project Services will be invited in to assist with project structure early in January.
- Manitoba has joined the New West Partnership Trade Agreement (NWPTA) of the Western Canadian Provinces. The University of Manitoba will be required to comply with this agreement, which is similar to the Agreement on Internal Trade (AIT), a Canada-wide trade agreement. The NWPTA’s threshold requirements for publicly advertising anticipated purchases is \$75,000 for goods and services (compared to \$100,000 under AIT) and \$200,000 for construction (compared to \$250,000 under AIT).
- The draft IT Security Policy and associated Procedure and Standards are now being reviewed by management within the faculties and Administration for input by mid-February 2017.
- Secure email between the WRHA and Manitoba eHealth and the University of Manitoba (TLS) went live on December 2, 2016.

## EXTERNAL MATTERS

- For the period of April 1, 2016 to December 16, 2016, the University has raised \$36,601,978 towards the 2016/2017 fiscal year.
- As of December 16, 2016, we have raised \$272,133,640 in philanthropic gifts and received a \$150 million commitment from the provincial government towards our \$500 million goal for the Front and Centre campaign.
- Significant gifts in the last reporting period include:
  - Dr. Gerry Price [BSc(ME)/1970, MSc/1972], Mrs. Barbara Price [BHEc/1969, CertEd/1970], and Price Industries announced a gift of \$1.25 million to the Faculty of Engineering in support of teaching and learning spaces, scholarships, and the engineering access program, ENGAP.
  - The Chipman Family Foundation made a gift of \$500,000 in support of the renovation of a graduate student classroom in the I.H. Asper School of Business.
  - Mr. Charles M. Winograd [BA/1969], has made a gift of \$500,000 to the Front and Centre campaign.
  - Mr. Robert G. Puchniak [BComm/1968, BComm(Hons)/1969] and Mrs. Margaret Puchniak [BA/1968] made a gift of \$250,000 in support of St. Paul’s College, Bison Hockey and the Albert D. Cohen Business Management Library at the I.H. Asper School of Business.

- The Schulich Foundation has increased their support of the prestigious Schulich Leader Scholarship to \$180,000. The Schulich Leader studying engineering will receive \$100,000 (\$25,000 for four years) and the Schulich Leader studying science will receive \$80,000 (\$20,000 for four years). This is an increase of \$40,000 over previous years.
  - Mrs. Valerie Clancy [BA/1959, BSW/1961, MSW/1964] has made a gift of \$150,000 to establish a research award in memory of her late husband, Mr. Frank J. Clancy [BSc(ME)/1962].
  - The Winnipeg Rh Institute Foundation made a gift of \$109,000 to the Terry G. Falconer Memorial Rh Institute Foundation Emerging Researcher Awards and the Dr. John M. Bowman Memorial Rh Institute Medal.
- On October 28, nominations closed for the 2017 Distinguished Alumni Awards. Forty-six nominations were put forward to the Selection Panel this year. The five recipients will be announced in early March 2017 and the Celebration of Excellence will be held on May 2, 2017 at the Metropolitan Event Centre.
  - From November 1 – 21, a strike communications team was formed to provide clear and relevant information to students regarding the University of Manitoba Faculty Association strike. A strike information webpage was created to serve as the central source for all strike-related information, a direct email process was set up for responding to questions, and information was circulated to students via email, UM Today and the University of Manitoba’s social media channels. During the strike period, approximately 800 student questions were addressed via email, nearly 1,000 social media messages were shared [Twitter (747 posts and shares), Instagram (60 posts) and Facebook (177 posts and shares)], and 31 UM Today stories were posted with an average page view of 12,000.
  - On November 9, the University of Manitoba hosted a reception to reconnect with alumni and friends living in Toronto. Chancellor Harvey Secter shared updates from the University. Dr. Pourang Irani, Canada Research Chair in Ubiquitous Analytics and Professor in the Department of Computer Science presented on his team’s work to develop the wearable technologies and hologram projection tools of tomorrow. Over 100 alumni and friends attended the event.
  - On November 21, President David Barnard attended the Province of Manitoba’s Speech from the Throne delivered by the Honourable Janice C. Filmon, C.M., O.M., Lieutenant Governor of the Province of Manitoba [BHEc/1963, LLD/2011].
  - On November 22, President David Barnard met with Ms. Andrea Lyon, Deputy Minister of Agriculture and Agri-Food Canada (AAFC), Deputy Minister University Champion for the University of Manitoba and University of Winnipeg, and Deputy Minister Champion for the Community of Federal Regulators. The purpose of the meeting was to discuss the National Centre for Truth and Reconciliation, Indigenous achievement, university infrastructure, and the Deputy Minister University Champion memorandum of understanding.
  - On December 6, the University of Manitoba hosted an alumni reception in Calgary. President David Barnard and Mr. John Kearsey, Vice-President (External) spoke to graduates about the exciting transformation taking place at the University. Dr. Annemieke Farenhorst, Prairie NSERC Chair for Women in Science and Engineering and Professor in the Department of Soil Science shared how she and her team at NSERC CREATE H2O are working towards drinking water security in First Nations communities. Approximately 200 alumni and friends attended the event.

- On December 9, Mr. John Kearsey, Vice-President (External) and Dr. Jonathan Black-Branch, Dean, Faculty of Law met with the Honourable Heather Stefanson, Minister of Justice and Attorney General. The purpose of the meeting was to discuss the Province of Manitoba's support for the proposed Manitoba Justice Centre project.
- On February 7, the University of Manitoba will host an alumni reception in Ottawa at the Westin Ottawa. President David Barnard will bring remarks and local alumni, friends, and Manitoban MPs have been invited to attend.