

# BOARD OF GOVERNORS

**Tuesday, December 5, 2023**

**Alan A. Borger Sr. Executive Conference Room  
E1-270 Engineering Information and Technology Complex  
4:00 p.m.**

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

## OPEN SESSION

Please email regrets to [melissa.watson@umanitoba.ca](mailto:melissa.watson@umanitoba.ca) no later than 9:00 a.m. the day of the meeting.

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**OFFICE OF THE UNIVERSITY SECRETARY**



**University  
of Manitoba**



### **Acknowledgement**

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

### **Mission**

To create, preserve, communicate and apply knowledge, contributing to the cultural, social and economic well-being of the people of Manitoba, Canada and the world.

### **Vision**

To take our place among leading universities through a commitment to transformative research and scholarship and innovative teaching and learning, uniquely strengthened by Indigenous knowledge and perspectives.

### **Values**

To achieve our vision, we require a commitment to a common set of ideals.

The University of Manitoba values:

Academic Freedom – Accountability - Collegiality - Equity and Inclusion – Excellence  
Innovation – Integrity – Respect - Sustainability

### **Strategic Priorities**

- Support and sustain a post-COVID teaching, learning, research, and work environment. This includes our commitment, as one of Canada's top 15 research universities, to remain a leader in research excellence.
  - Develop and publicize a university-wide anti-racism strategy.
- Enhance and expand opportunities for learning, including research opportunities for students.
  - Deliver on our commitment to Indigenous achievement and engagement.
  - Create a more accessible, equitable, diverse, and inclusive university.



### **2023/24 Board of Governors Priorities and Goals**

- Monitor progress on building community and reinforcing a culture of trust at the UM.
- Oversee the development of the UM Brand Positioning and Strategic Plan.
- Accessible, supportive student experience and successful outcomes, examples including:
- Set the tone in advancing reconciliation, equity, inclusion, anti-racism and anti-ableism, including monitoring the implementation of recommendations of the Anti-Racism Task Force
- Review of Risk Register – Review of Top 10 Risks

# **BOARD OF GOVERNORS OPEN SESSION**

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	<b>AGENDA</b>	<b><u>Action</u></b>	<b><u>Presenter</u></b>	<b><u>Page</u></b>	<b><u>Est. Time</u></b>
	<b>Call to Order</b>		Chair	-	4:00 p.m.
	<b>ANNOUNCEMENTS</b>		Chair	-	4:00 p.m.
1.	<b>APPROVAL OF THE AGENDA (Open Session)</b>	Approval	Chair	4	4:05 p.m.
2.	<b>MINUTES (Open Session)</b>				
2.1	Approval of the Minutes of the October 5, 2023 Open Session, as circulated or amended	Approval	Chair	6	4:05 p.m.
2.2	Business Arising - none	-	Chair	-	4:05 p.m.
3.	<b>PRESENTATION / DISCUSSION</b>				
3.1	Draft Strategic Plan	Consultation	President / D. Hiebert-Murphy	13	4:05 p.m.
4.	<b>COMMITTEE REPORTS</b>				
4.1	Report of the Board Executive Committee	Information	Chair	28	5:05 p.m.
4.2	Report of the Human Resources and Compensation Committee	Information	Chair	29	5:05 p.m.
	a) Presidential Reappointment Review Process	Approval	Chair	31	5:10 p.m.
5.	<b>NEW BUSINESS</b>				
5.1	Request to Extend Suspension of Admissions to Bachelor of Science (Major) and Bachelor of Science (Honours) in Biotechnology, Faculty of Science	Consultation	President	35	5:20 p.m.
6.	<b>UNANIMOUS CONSENT AGENDA</b>	Approval	Chair	-	5:25 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, by unanimous consent, the items listed at the end of the agenda</i>				
<b>6.1</b>	<b><u>From Senate for Approval</u></b>				
6.1.1.	Reports of the Senate Committee on Awards (dated Sept. 19, 2023 and Oct. 24, 2023)	Approval	Chair	48 / 53	(consent)

## **BOARD OF GOVERNORS OPEN SESSION**

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- |   |                 |              |    |                  |
|---|-----------------|--------------|----|------------------|
| 6.1.2. <i>Research Chair in Potato Sustainability, Faculty of Agriculture and Food Sciences</i>                   | <i>Approval</i> | <i>Chair</i> | 63 | <i>(consent)</i> |
| 6.1.3. <i>Graduate Micro-Diploma in Applied Health Services Research, Department of Community Health Sciences</i> | <i>Approval</i> | <i>Chair</i> | 68 | <i>(consent)</i> |

### **6.2 From Senate for Information**

- |   |                    |              |     |                  |
|---|--------------------|--------------|-----|------------------|
| 6.2.1. <i>Reports from Senate (Nov. 1/23 and Dec. 6/23)</i>   | <i>Information</i> | <i>Chair</i> | 42  | <i>(consent)</i> |
| 6.2.2. <i>2024-2025 Academic Schedule</i>   | <i>Information</i> | <i>Chair</i> | 101 | <i>(consent)</i> |
| 6.2.3. <i>Extension of Suspensions of Admissions, Provincial Approval</i>   | <i>Information</i> | <i>Chair</i> | 46  | <i>(consent)</i> |
| <ul style="list-style-type: none"><li><i>Bachelor of Human Ecology (Family Social Sciences) and Bachelor of Human Ecology (Family Social Sciences), After-Degree, Rady Faculty of Health Sciences</i></li><li><i>Master of Arts in Icelandic Language and Literature, Faculty of Arts</i></li></ul> |                    |              |     |                  |

### **6.3 From the Board Executive Committee**

- |  |                    |              |     |                  |
|--|--------------------|--------------|-----|------------------|
| 6.3.1. <i>Amendment and Purchase of Annuity for UM Pension Plan (1993)</i> | <i>Information</i> | <i>Chair</i> | 125 | <i>(consent)</i> |
|--|--------------------|--------------|-----|------------------|

### **6.4 From the Human Resources and Compensation Committee**

- |  |                 |              |     |                  |
|--|-----------------|--------------|-----|------------------|
| 6.4.1. <i>Amendment and Consolidated Plan for UM GFT Pension Plan (1986)</i> | <i>Approval</i> | <i>Chair</i> | 205 | <i>(consent)</i> |
|--|-----------------|--------------|-----|------------------|

<b>MOTION TO MOVE TO CLOSED &amp; CONFIDENTIAL SESSION</b>	<i>Approval</i>	<i>Chair</i>	-	5:30 p.m.
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**Minutes of the OPEN Session of the  
Board of Governors  
October 10, 2023, at 4:00 p.m.**

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**Present:** L. Magnus, Chair  
J. Leclerc, Secretary

J. Anderson	M. Benarroch	D. Brothers	D. Brown	J. DeSouza-Huletey
I. Fakankun	D. Finkbeiner	L. Hyde	T. Karuhogo	K. Lee
A. Mahon	K. Osiowy	L. Pittman	A. Puchniak	D. Roussin
C. Yendt				

**Regrets:**

A. Bell	C. Cook	V. Koldingnes	S. Li	M. Pinto
S. Prentice	S. Puznak	B. Shearer		

**Assessors:** R. Thalhammer M. Shaw

**Officials:** N. Andrew D. Hiebert-Murphy M. Watson

**Presenters:** M. Emslie R. Dhaliwal S. Hopkins M. Torchia

**Guests:** K. Campbell J. Brar

**ANNOUNCEMENTS**

The Chair acknowledged that the University of Manitoba is located on the original lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples and on the homeland of the Métis Nation, recognizing the treaties made on these lands and committing to resolving harms and mistakes of the past.

The Chair shared her own personal commitment to listening and learning from Indigenous peoples and communities in moving forward with reconciliation. She expressed her hope that the Board will use its diverse expertise and backgrounds to continue to work together in a spirit of trust and collaboration to fulfill its fiduciary duties in the best interest of the University as a whole, always demonstrating the highest respect for each other, for students, faculty, and staff and the community the University serves.

The Chair spoke about the extremely difficult situation being faced by Jewish communities within Israel, around the world, and here in our own province, those who have been affected by the violent acts of terrorism and the loss of innocent lives.

The Chair welcomed Ms. Brar, Alternative Support Staff Assessor and Ms. Campbell from The Manitoban, who are both joining today's OPEN session of the Board.

## **FOR ACTION**

### **1. APPROVAL OF THE AGENDA**

It was moved by Mx. Yendt and seconded by Mr. Pittman:  
**THAT the agenda for the October 10, 2023 meeting be approved.**

**CARRIED**

### **2. MINUTES (Open) Session**

2.1 Approval of the Minutes of the June 26, 2023 Open Session as circulated or amended.

It was moved by Mr. Finkbeiner and seconded by Mr. Pittman:  
**THAT the minutes of the June 26, 2023 Open session be approved as circulated.**

**CARRIED**

2.2 Business Arising

There was no business arising from the minutes.

### **3. PRESENTATION / DISCUSSION**

3.1 Artificial Intelligence in the Classroom

The Chair thanked Dr. Mark Torchia, Vice-Provost (Teaching and Learning) for joining today's meeting and invited him to present.

Dr. Torchia provided a presentation on the different types of Artificial Intelligence (AI), and shared an overview and examples of ChatGPT, a type of large language model designed to generate human-like text. He explained that ChatGPT collects information from the internet and trains to learn patterns and relationships between words, adding that it is not designed to be logical or accurate, but a product that is meant to be coherent text. He noted that there are currently more than a hundred AI writing assistants available, and the number is growing, adding that AI is extremely well marketed with many available to students.

Dr. Torchia explained that the University has taken moderate approach in responding to ChatGPT, by neither ignoring the issue nor turning it into something that required frantic

decision making. He shared that the University of Manitoba has a great academic integrity working group that handles much of the work related to AI, in addition to policies in place that covers implications of AI in teaching and learning, adding that the University is fortunate to have local expertise and worked very quickly to create a series of resources for instructors and students.

Dr. Torchia provided an overview of questions and concerns heard at the University of Manitoba, and across the country, relating to managing and measuring learning outcomes when considering AI, demonstrating authenticity of learning, in addition to privacy, security, responsibility and equity. He also shared that AI writing and coding cannot easily be detected and that detection tools are not accurate or reliable and are known to have significant biases toward several student groups.

He explained that the University's advice to instructors is constantly evolving as more is learned regarding the technology and implications of AI within teaching and learning, but that instructors should assume that students are using writing assistants and other AI technologies and discuss these expectations with their students, adding that components relating to AI do exist within course syllabi. Dr. Torchia explained that as much as possible, the University provides instructions with options that support good pedagogy, with or without AI tools.

### 3.2 Fall Enrolment Update

Dr. Hiebert-Murphy began her presentation by explaining that this update on fall enrolment includes data to the end of September 2023 (or the end of term), noting that finalized enrolment data will be available in early November.

In providing a summary on student enrolment, Dr. Hiebert-Murphy shared a comparison of current data from September 2023 to September 2022, highlighting the following:

- There has been a 3% increase of total student enrolment, due to increases in full-time students and expansions in health-related programs.
- An increase of 3.9% for full-time student enrolment, with a decrease of 3.4% for part-time enrolment.
- 3.2% increase for undergraduate, and 2% increase for graduate student enrolment.
- With the increase in student enrolment and credit hours, UM is forecasting an increase in tuition revenue of 7.4 million over and above what was initially anticipated.
- In considering student enrolment by gender (female, male, another), there has been consistency in the overall breakdown over the last five years.
- An increase of 6.3% for international students, with international students making up 22.9% of the overall student population.
- In 2019, the most common country of origin for international students was China, and is now currently Nigeria, India, and Bangladesh. The UM has a very diverse body of international students.

- An increase of 5% in the number of self-declared Indigenous students, nearly 2,700 students, with Indigenous students making up 8.8% of the overall student population.

Dr. Hiebert-Murphy explained that a series of meetings with academic units occurred over the summer months to assess enrolment goals within programs and units, in addition diversity of student bodies and capacity within programs. She explained that information collected from these meetings influences recruitment strategies.

In speaking on the current situations and difficulties facing international students, Dr. Hiebert-Murphy shared that while there have been some improvements in the processing times of student visas since the pandemic, students are still facing delays and, in some areas, denial of their study permits. She explained that the University is keeping a close eye on the situation, noting that there has been advocacy for international students at the national level, through the U15 and Universities Canada.

Dr. Benarroch shared that the University is working to understand what percentage of students are being denied visas. Dr. Hiebert-Murphy explained that the University of Manitoba has an international recruitment program and is a desired post-secondary institution for international students due to affordable tuition and cost of living, in addition to the International Student Centre.

### 3.3 Budget Model Review

Dr. Hiebert-Murphy reminded Board members that following a new budget model adopted in 2018-2019, the University of Manitoba committed to a review of the budget model after five years. She explained that Huron Consulting assisted the University of Manitoba with the budget model review process, and in working with the steering committee, identified a series of recommendations that are now being implemented.

Mr. Emslie began the presentation by providing an overview of the current budget model, a Responsibility Centered Management Budget Model (RCM). He shared the overall goals of the current model, including better alignment of UM resources and strategic priorities, incenting creativity and innovation, enhancing collaboration between units and providing better overall understanding, accountability, and transparency. He explained that during consultations with the university community, feedback expressed support of the RCM with room for enhancement in some areas, and therefore the focus was to optimize on the current budget model.

Mr. Emslie explained that the current budget model differentiates between central, academic, and ancillary units. He shared that currently, revenues are allocated to those units that earn them, and that central support units prepare their budgets based on operational needs and financial constraints, adding that the cost of central support units are allocated to academic units

based on cost drivers such as enrolment, square footage occupied and number of staff or research expenditures. He shared that this could leave some units in a better situation than others, with limited resources available for institutional-wide strategic initiatives. Mr. Emslie provided an overview of the University Fund, and how funds are paid back to academic units through subvention to redistribute resources to ensure that all units can sustain a base level of service. He explained that over the last few years the amount paid out of the University Fund, through subvention, has exceeded the tax paid into it, leaving less available for strategic investments. He also shared the difficulty for units to predict their revenues and expenses from year-to-year, particularly with the little flexibility within budgets due to salaries.

In providing an overview of the assessment made by Huron Consulting, Mr. Emslie shared a summary of the five engagement objectives that guided the review process, as well as areas of excellence within the current budget model and where improvements can be made. He explained that Huron Consulting concluded that overall, the budget model has created a high level of autonomy with the faculties to make informed financial decisions, but cross-collaboration and focus on university priorities remain elusive.

Mr. Emslie shared that the review also identified that budget systems and processes could be less manual and better integrated, that the budget model does not integrate all funds at the onset of the decision-making process for strategic initiatives or capital planning and that carryover is not consistently budgeted/projected, leading to misaligned forecasts and budgets. He also shared that faculties felt a lack of clarity over service level from central units, which can lead to confusion.

Mr. Emslie explained that based on their review, p 16 recommendations were identified to address opportunities for improvement, highlighting 12 of those most impactful. In summary, Mr. Emslie shared that the recommendations are to:

- Encourage use of funding in current year, requiring a reasonable carryover/provisions policy, clarity over services provided and what faculties are expected to pay for as well as capital costs.
- Provide predictable and stable funding to improve allocation of revenue and simplify central cost pool allocations.
- Promote transparency, reduce reliance on subvention and improve communications.
- Create a pool of funds to support strategic and operational priorities including capital, one-time and ongoing funding.

Mr. Emslie shared that while the University has begun to implement the recommendations, it will take a few years for full implementation, and that budget model changes would be incorporated within the 2025/26 budget development with the carryover policy being linked with the development of a capital plan. He noted that the training and review of central unit costs will take a considerable amount of effort to complete, and therefore will be reviewed following implementation of the other recommendations.

Mr. Emslie shared that a committee has been created to review and advise on the budget model changes, with a second committee to develop a carryover policy. He explained that while the University will not be able to develop a system that allocated resources perfectly, the UM does require a budget system that provides transparency in allocating resources while also:

- supporting the University’s academic and research mission,
- investment in strategic priorities
- addressing complexity and stability
- sustaining programs where appropriate
- reallocations based on clear principles.
- transparent decision-making
- allocation of resources in a stable and predictable manner

Dr. Hiebert-Murphy and Dr. Benarroch spoke on the importance that Board members continue to be strong advocates for the value of the University of Manitoba and what it offers, in addition to stable provincial funding and allowing for a three-year budget plan instead of the current year-to-year plan, to help improve budget planning and remove uncertainty.

#### **4. UNANIMOUS CONSENT AGENDA**

It was moved by Dr. Anderson and seconded by Ms. DeSouza-Huletey:

**THAT the Board of Governors approve and/or receive for information the following:**

**THAT the Board of Governors approve:**

- Reports of the Senate Committee on Awards (dated June 6 and August 22, 2023)

**THAT the Board of Governors approve [subject to Senate approval, October 4, 2023]:**

- Closure of the Bachelor of Science (Pharmacy), College of Pharmacy, Rady Faculty of Health Sciences
- Research Professorships in the Department of Radiology, Max Rady College of Medicine:
  - Professorship in Radiology Research
  - Professorship in Diagnostic Radiology Research
  - Professorship in Interventional Radiology Research

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

- Artificial Intelligence in the Classroom
- Fall Enrolment Update
- Budget Model Review
- Report of the Finance and Infrastructure Committee
- Report from Senate (dated October 4, 2023)
- Implementation of new programs:
  - Master of Arts in Art and Architectural

- History, School of Art
- Bachelor of Commerce (Honours) in Business Analytics and Bachelor of Commerce (Honours) in Strategy and Global Management, Faculty of Management (Asper School of Business)
  - Micro-Diploma in Mythology and Folktale, Faculty of Arts
  - Micro-Diploma in Introduction to German Language, Life, and Culture, Faculty of Arts
  - Changes to Admission Targets
    - Provincial Approval: Admission Target Increases
      - Doctor of Medicine (Undergraduate Medical Education) Program, Max Rady College of Medicine, Rady Faculty of Health Sciences
      - Bachelor of Respiratory Therapy, College of Rehabilitation Sciences, Rady Faculty of Health Sciences
    - Provincial Approval: Temporary Suspension of Admissions
      - Bachelor of Commerce (Honours) Majors in: International Business; Leadership and Organization; Management Information Systems, Asper School of Business
      - Post-baccalaureate Diploma in Engineering, Price Faculty of Engineering
    - President's Approval: Admission Target Increases
      - M.A. and Ph.D. in Clinical Psychology, Faculty of Arts
      - Bachelor of Health Sciences, Interdisciplinary Health Program, Rady Faculty of Health Sciences
      - Doctor of Pharmacy, College of Pharmacy (temporary increase)
    - President's Approval: Consolidated Admission Targets, Bachelor of Social Work, Faculty of Social Work
    - President's Approval: Extension of Temporary Suspension of Admissions
      - Bachelor of Human Ecology (Family Social Sciences), Including the After-Degree, Rady Faculty of Health Sciences
      - Master of Arts in Icelandic, Faculty of Arts

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

It was moved by Mr. Pittman and seconded by Mx. Yendt:  
**THAT the meeting move into Closed and Confidential Session.**

**CARRIED**

The Chair thanked Ms. Brar and Ms. Campbell for attending today's meeting.

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Chair

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University Secretary



**DATE:** November 27, 2023

**TO:** Jeff Leclerc, University Secretary

**FROM:** Michael Benarroch, Ph.D., President and Vice-Chancellor

Diane Hiebert-Murphy, Ph.D., Provost and Vice-President (Academic)

**RE:** For Consultation - **MOMENTUM: Leading Change Together, University of Manitoba draft Strategic Plan, 2024-2029**

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Please find attached 'MOMENTUM: Leading Change Together, University of Manitoba draft Strategic Plan, 2024-2029'. Informed by community consultations, this draft plan is accompanied by an updated mission, vision, and core values, which has directed the Strategic Planning Committee in our ongoing work. Before the Committee presents a final plan to Senate and the Board of Governors for approval, we are seeking community feedback to ensure that it resonates and that the diversity of voices and perspectives that strengthen our community are reflected in our plans to achieve our collective aspirations.

We invite Senators and Board Members to read the draft plan and consider the following:

- Overall, does the tone and direction of the plan resonate?
- Do the updated mission, vision, and core values reflect the UM that you know?
- Do the three fundamental commitments ('Fostering a Vibrant Community', 'Advancing Reconciliation for Transformative Change', and 'Building a Sustainable Future') accurately reflect our collective priorities?
- Do the three interconnected strategic themes ('Creating Knowledge that Matters', 'Empowering Learners', and 'Reimagining Engagement') and accompanying goals provide us with the framework needed to move us forward?

Members are also encouraged to provide feedback on the above through an online feedback form. Details can be found on the UM Strategic Plan website at <https://umanitoba.ca/strategic-plan>.

Accordingly, please place this item on the agenda for the December 6, 2023, Senate meeting and the December 5, 2023, Board of Governors meeting.

**Cc:** Cassandra Davidson, Academic Planning and Priorities Specialist  
Kelsey Evans, Associate Director, Office of the President



University  
of Manitoba

# MOMENTUM:

## LEADING CHANGE TOGETHER

University of Manitoba Draft Strategic Plan, 2024-2029

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November 24, 2023

# Contents

- 2 Traditional territories acknowledgment
- 3 How we got here
- 4 What guides us
  - Vision
  - Mission
  - Core values
- 6 Where we are going
- 12 How we get there

## Traditional territories acknowledgment

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Ojibwe-Cree, Dakota and Dene peoples, and on the National Homeland of the Red River Métis.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of Reconciliation and collaboration.

## How we got here

Over the past year we have asked ourselves, how can we best come together? How can we inspire each other? How can we build upon the strengths of the University of Manitoba community to gain momentum and move forward our big ideas to solve the pressing issues of today and tomorrow? How can we lead change respectfully?

Phases one and two of the strategic planning process included extensive community consultations of more than 2,300 touch points with faculty, staff, students, alumni, and external partners at in-person and virtual consultation sessions and via an online survey. Through this process, our community expressed that our greatest strength was our people and asked that they be given opportunities to make meaningful contributions, from day-to-day activities, to advancing solutions with positive impact on those around us. We articulated our collective institutional identity and shared aspirations. We worked together to identify what is most important to our community and focused our attention on the issues and spaces in which we want to invest and effect real change.

Our guiding principles began to emerge, and we identified five broad themes in the *Where We Are Today* report, released in May 2023. These themes were refined through feedback from over 110 community members in June and July to ensure that the shared vision accurately reflected the community's aspirations for the coming years and our ability to meet the challenges facing higher education, the province, and our world. What we heard over the course of the consultations was an overwhelming desire to make impactful change and to be responsive to the needs of an increasingly diverse student body and the communities with whom we engage. We also heard how important it is to invest in our faculty, staff, and students, so that together we could lead this change.

With your input and guidance, the Strategic Planning Committee has developed a draft strategic plan that articulates what meaningful change will look like at UM and provides us with the direction needed to achieve our collective goals. The draft plan presented on the following pages defines our shared aspirations to be leaders in this change and recognizes the strong foundations we have built that have helped us get to where we are today.

Accompanying the draft plan are updated mission and vision statements and core values for the University of Manitoba. These have been informed by what we heard during the community consultations and have guided the Committee in its work developing our next strategic plan.

We invite the community to review this draft plan and let us know your thoughts and feedback on whether the tone and direction of the plan resonates and moves forward our shared aspirations.

# What guides us

## **Vision**

The University of Manitoba will be a thriving community, strengthened by Indigenous knowledges and perspectives, leading change that makes meaningful impact in our province and wider world.

## **Mission**

Together, we create, share, preserve and apply knowledge in partnership with the diverse communities that contribute to and strengthen the University of Manitoba, for the cultural, social, and economic well-being of the people and communities of Manitoba, Canada, and the world.

As a university located on the original lands of Anishinaabeg, Cree, Ojibwe-Cree, Dakota and Dene peoples, and on the National Homeland of the Red River Métis, we work in collaboration with Indigenous communities to their benefit and in the spirit of Reconciliation, supporting success, and upholding Treaty rights.

## Core values

### **Belonging**

We foster trust, acceptance, and mutual respect, rooted in human rights and dignity of all. We are a community that strives to create the conditions for all in our university community to be their authentic selves. We change systems and structures that exclude. We empower success through our dedication to decolonization, Indigenization, and to a campus community that centers equity, accessibility, diversity, inclusion, and, ultimately, belonging.

### **Curiosity**

We value the pursuit of knowledge and uphold academic freedom. We celebrate curiosity and its essential role in learning, research, scholarly work, and creative activity. Our teaching, research, and engagement empowers the creation and dissemination of knowledge in all its forms, including Indigenous knowledges and ways of knowing, as a powerful tool for fostering deeper understanding, creating new connections, and addressing society's most pressing issues.

### **Impact**

We find solutions to important societal, cultural, economic, and environmental issues. We create global citizens through collaboration, inclusivity, empathy, and valuing diverse ways of knowing. We center community relations as we participate in the process of decolonization, and contribute to positive and meaningful change in Manitoba, Canada, and the world.

### **Integrity**

We take tangible actions to keep each other accountable to maintain high ethical standards and ethical stewardship. We have a shared commitment to Reconciliation, human dignity, open dialogue, transparency, and collegial governance.

### **Well-Being**

We advance the personal and professional growth and academic success of our community members. Grounded in an ethos of respect and compassion for each other and our community, we cultivate a supportive environment that embraces the values of mino-pimatisiwin (good life) and mino-ayawin (good health), placing high value on physical, mental, social, emotional, and environmental well-being.

# Where we are going

The University of Manitoba, strengthened by Indigenous knowledges and perspectives, is committed to respectfully leading change that makes meaningful impact in our community, province, and wider world.

To guide us as we move forward together, we are informed both by our core mission and by fundamental commitments to fostering a vibrant community, advancing Reconciliation for meaningful change, and building a sustainable future.

## **FOSTERING A VIBRANT COMMUNITY**

We cultivate a community rooted in equity that fosters diversity, human dignity, inclusivity, respect, well-being, and care, while acknowledging and addressing concerns and challenges with underlying structures. We commit to narrowing systemic inequities, removing barriers, and creating the conditions for all to thrive. By upholding the foundational tenet of academic freedom, we foster a vibrant and dynamic intellectual environment that strengthens our community through the free exchange of ideas and pursuit of knowledge.

## **ADVANCING RECONCILIATION FOR TRANSFORMATIVE CHANGE**

We walk together to advance Reconciliation. The University of Manitoba acknowledges and atones for both past and ongoing harms. We take action to change behaviour and move forward to establish and maintain mutually respectful relationships between Indigenous and non-Indigenous Peoples. By addressing root causes of inequities, we work towards social change and a more just and equitable future.

## **BUILDING A SUSTAINABLE FUTURE**

We meet the needs of today without compromising those of future generations. We pursue societal, cultural, economic, and environmental sustainability and address the impacts of climate change through our actions and operations—through ethical decision-making, continuous improvement, and the integration of sustainable practices into everything we do.

Grounded in these fundamental commitments, the 2024-2029 strategic plan is built on three interconnected strategic themes and their accompanying goals: creating knowledge that matters, empowering learners, and reimagining engagement.

**CREATING KNOWLEDGE THAT MATTERS**

We recognize diverse ways of knowing and acknowledge the value of work across academic disciplines. We celebrate the ideas that emerge, not in isolation, but through connecting as a community. We will advance research, scholarship, and creative pursuits that make an impact on the world around us.

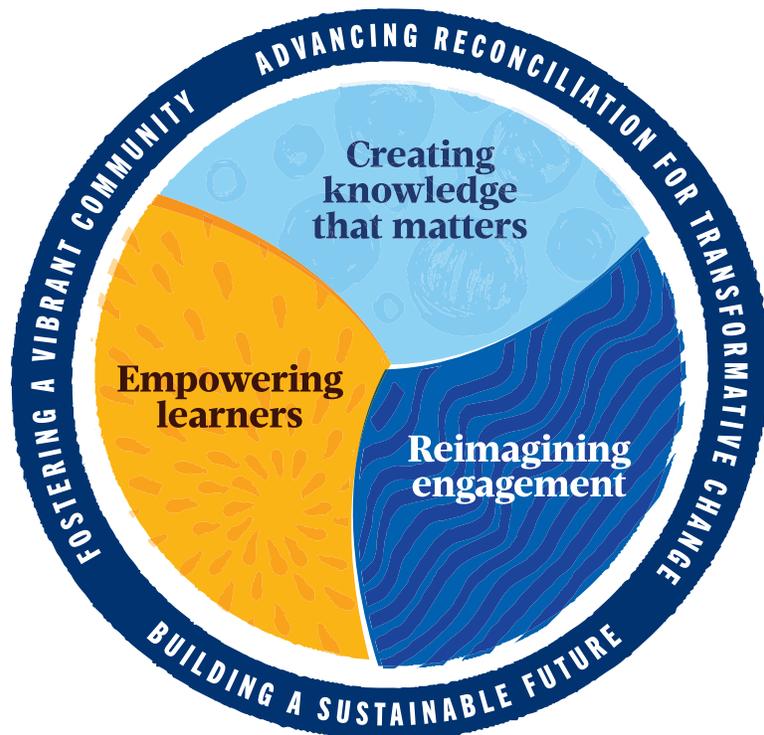
**EMPOWERING LEARNERS**

We recognize the essential role our institution serves in providing learners with the tools they need to succeed in a changing landscape. We will be more innovative in the delivery of our academic programs and supports, and in our commitment to accessible education, meeting the evolving needs of learners and of an increasingly diverse student body.

**REIMAGINING ENGAGEMENT**

We succeed as a community by reimagining how we engage—with one another, with our external partners, and with the environment that surrounds us. We will identify and address inequities that exist in our current relationships, systems, and structures to create the conditions required for all to thrive, today and in the future.

These strategic themes centre our collective intentions and provide us with the framework through which we gain momentum and move forward together as an institution.



## Creating knowledge that matters

Knowledge, in all its multi-faceted forms, can transform culture, advance understanding, and create positive societal and environmental impact. As the province’s largest and most research-intensive university, we lead in responding to emerging issues across diverse disciplines and areas of expertise. We positively impact our communities while amplifying Manitoba’s voice on the world stage.

Our commitment to creating knowledge that matters drives ground-breaking research and creative activities. We are ignited by a curiosity to identify, and solve important, complex problems, and promote evidence-based decision making. Strengthened by Indigenous knowledges and research, we bring together different ways of knowing and recognize that knowledge exchange is about building reciprocal relationships. Together, we are positioned to lead change in areas such as social justice, climate action, and the health and well-being of diverse communities. Our leadership extends to scholarly and creative pursuits that advance our understanding of each other and the world around us.

It is important to celebrate and value work across academic disciplines and recognize that knowledge comes in many iterations and forms. To succeed, we need to provide the opportunities and spaces to connect, collaborate, share, and promote meaningful knowledge creation and exchange, in partnership with communities, industry, organizations, and other groups. By building respectful and reciprocal relationships with Indigenous communities, we create opportunities for capacity-building, support self-determination, and advance decolonization.

**In leading change, UM will demonstrate advancements in exceptional research, scholarship, and creative activities to create knowledge that matters and that positively impacts the communities with whom we engage. UM will be increasingly sought out for our expertise and recognized for our contributions.**

To gain momentum in creating knowledge that matters, UM will:

**Inspire knowledge creation by supporting and promoting an environment of excellence.**

Through this work, we will:

- Expand initiatives that provide faculty members and staff with opportunities to succeed in their research, scholarship and creative activities.
- Increase opportunities for students to participate in different ways of knowledge creation and exchange as part of their learning experience.
- Foster a diverse community of talented researchers, scholars, and creators, recognizing the value of new perspectives and different ways of knowing.

**Identify sustainable and high-impact solutions through increased collaboration and connection across our campuses.**

Through this work, we will:

- Encourage strong disciplinary-focused research, scholarly activities, and creative pursuits while also increasing opportunities for inter- and multi-disciplinary endeavors.
- Connect different ways of knowing to identify innovative solutions that address major challenges faced today and tomorrow.
- Identify strengths to elevate UM’s expertise on the local, national, and international stage, as informed by the Strategic Research Plan.

**Build reciprocal relationships with communities to anticipate and identify solutions to emerging societal, cultural, economic, and environmental needs of Manitoba and beyond.**

Through this work, we will:

- Increase investments to support more community-based research and to develop authentic relationships with community partners.
- Foster a reciprocal knowledge exchange network with community partners to work collaboratively on pressing issues.
- Promote UM expertise with communities to encourage the widest-possible use of our knowledge creation.

## Empowering learners

Teaching and learning are at the core of the University of Manitoba—we are committed to providing an inspiring, accessible, high-quality education and an exceptional student experience. An experience strengthened by a diversity of communities, voices, worldviews, and ways of knowing. We promote life-long curiosity that allows learners to navigate a complex and rapidly changing world confidently and critically. This curiosity will remain with our learners beyond their time at UM, providing them with the tools they need to realize their aspirations and make meaningful and sustainable contributions.

We recognise and embrace the increasingly diverse learners who choose UM to advance their studies. Indigenous Peoples have been, and continue to be, underrepresented in post-secondary education, and systemic change is needed to increase access to education. We are dedicated to advancing Reconciliation and promoting Indigenous success through Indigenization in our programming and by creating and fostering an inclusive and supportive learning environment. With more newcomers choosing Manitoba as their home, we welcome increasing numbers of first-generation and international students, enriching our institution's diversity of voices and perspectives. Enacting inclusive learning environments will help students to thrive no matter their background, experiences, or aspirations.

We bring the same curiosity and innovation we apply to our research, scholarly activities, and creative pursuits, to our teaching and pedagogy to deliver high-quality and meaningful learning experiences. We identify and offer services and supports that address the changing needs of our student body, and we incorporate sustainable practices into how we teach and learn. We do so by recognizing the value of our faculty and staff in supporting our core mission, providing them with opportunities to collaborate and access to systems and supports they need to be successful in their roles.

**In leading change, UM will empower learners through academic learning experiences that meet the needs of an increasingly diverse student body, providing researchers, instructors, and learners with the knowledge and skills they need to achieve their goals.**

To gain momentum in empowering learners, UM will:

**Respond to changing needs of learners through the creation and advancement of supportive systems for learning and success.**

Through this work, we will:

- Continuously reflect on and advance pedagogies that respond to the needs of diverse learners across their lives and careers, including innovative ways of learning and teaching.
- Direct supports and services to students to improve access, recognize diverse needs, and foster success, including supports for Indigenous students and systemically marginalized groups.
- Identify and incorporate flexible and sustainable practices in the delivery of academic programs and courses.

**Build sustainable futures for learners by increasing opportunities for innovative and meaningful learning experiences.**

Through this work, we will:

- Ensure students are exposed to Indigenous knowledge systems and ways of knowing, and have opportunities to participate in, and benefit from, a variety of learning experiences, including but not limited to experiential learning, work-integrated learning, land-based learning, and community-engaged service learning.
- Increase opportunities for graduate and undergraduate students to connect with, and contribute to, diverse ways of knowledge creation through research, scholarship and creative activities.
- Expand opportunities for students to identify and develop the skills needed to succeed in a changing world.

**Foster an exceptional student experience by strengthening teaching and student support services across the university.**

Through this work, we will:

- Invest in supports to ensure faculty and staff have the tools needed to adapt to changing learning environments and to continue to provide high-quality learning experiences.
- Develop more initiatives to employ universal design and inclusive teaching methods that accommodate people with disabilities, varied learning styles, and diverse lived experiences.
- Increase opportunities for faculty and staff to collaborate on shared work to improve student success.

## Reimagining engagement

Community is the heart of our institution—each of us bringing our unique perspectives and diverse experiences. To lead change and succeed, we need to reimagine how we engage with one another.

This begins with creating an environment in which there is a greater sense of collegiality, trust, integrity, collaboration, and shared opportunities. To advance well-being and belonging among faculty, staff, and students, and create conditions in which we can thrive, we work to dismantle all forms of oppression and advance decolonization by addressing inequities in our systems, policies, culture, and structures, and upholding human rights.

Engagement does not stop at the boundaries of our campuses and must include surrounding communities, alumni, industry, and other partners with whom we interact.

We engage through our academic programs, our research, and our community outreach. We centre authentic and reciprocal relationships to pursue innovative solutions together. We welcome surrounding communities to our campuses as a destination for the arts, culture, and sport.

We understand that engagement also extends to our interaction with the physical environment around us, from taking action to counter the impacts of climate change to redefining our spaces. We commit to sustainable practices that preserve and protect our environment, promote stewardship for the benefit of current and future generations, and take climate action. We recognize that physical and digital space is vital to well-being, and we commit to redefining and reimagining our spaces to inspire, to create a sense of belonging, and to reflect the diverse needs of our community.

**In leading change, UM will be an institution of choice to learn, create, work and play. In reimagining engagement, we will connect and thrive as a community for today and tomorrow.**

To gain momentum in reimagining engagement, UM will:

**Advance social justice through centering decolonization in institutional transformation and through dismantling systemic and structural inequities.**

Through this work, we will:

- Foster a community environment that encourages full participation of systemically marginalized groups.
- Update academic and institutional policies to advance equity, accessibility, diversity and inclusion in academic programming, the workplace, and in community life.
- Become a preferred destination for Indigenous faculty, staff, and students, informed by institutional Reconciliation action plans.

**Strengthen and build relationships through meaningful and authentic engagement.**

Through this work, we will:

- Improve conditions and connections across our campuses that empower staff, students, and faculty to thrive and succeed by creating a culture of belonging, well-being, and inclusion.
- Increase opportunities for external partnerships and connections, expanding our impact across our province, including in rural, northern, and Indigenous communities, and becoming the university for Manitoba.
- Become a destination by welcoming more visitors to our campuses through community events and programming.

**Achieve sustainability targets through community decision-making processes and institutional initiatives.**

Through this work, we will:

- Build sustainable campuses designed to facilitate community building and community life, both for today and tomorrow.
- Reduce waste and greenhouse gas emissions to reach sustainability goals informed by our Climate Action Plan.
- Increase opportunities for faculty, staff, and students to engage in sustainability initiatives, through learning experiences, research, and community programming to advance the United Nation’s Sustainable Development Goals, locally and nationally.

# How we get there

## **Next steps—gaining momentum:**

The University of Manitoba moves forward not only in making change, but in leading change. The next steps in the process will be to identify how we will meet the goals outlined in this draft plan, directed by our strategic themes, and focused by our fundamental commitments.

Following this round of community feedback, the Strategic Planning Committee will take what we heard to finalize the strategic plan to present to Senate and the Board of Governors for approval.

Once approved, a Strategic Plan Implementation Committee will be formed, led by the Provost and Vice-President (Academic), and including representatives from faculty, staff, and students. This new committee will be tasked with identifying the actions and initiatives we will take to implement the plan and gauge success moving forward, while remaining flexible and responsive to changing needs of the world around us. This will involve further engagement and consultation with our community to identify what actions will be taken across the institution to move the plan forward.

Thank you for taking the time to participate in this important process. We look forward to receiving your feedback on the draft strategic plan.

**Together, we will use this plan to gain momentum and respectfully lead change together to shape a brighter future for all.**

**UMANITOBA.CA**



The Board Executive Committee met on November 9, 2023 to review and discuss one item for approval, on behalf of the Board of Governors. This item is being shared with the Board of Governors for information, within the Open Session consent agenda.

Amendment and Purchase of Annuity for The University of Manitoba Pension Plan (1993) (see Consent Agenda Item 6.3.1

The Committee received an overview from Mr. Mike Emslie, CFO and Comptroller, of proposed amendments to the 1993 Pension Plan and the purchase of an annuity to resolve a long-standing funding issue within the Plan that meets the Canada Revenue Agency's expectations.

Mr. Emslie explained that the Plan amendments are being proposed to preserve the Plan's specific hybrid design and ensure that all pensioners benefit's for pensioners in Pensioner Account number 1 can be funded from funds available within the Plan. The Committee was reminded that funds to support these pensions are within the pension fund, however the University is not able to move these funds into the accounts that pensioners are paid from, under the current plan text.

Mr. Emslie shared that the University of Manitoba has worked with its Plan Actuary, union advisors and CRA in developing the solution. The Committee notes that these proposed amendments have been reviewed and approved by the Staff Benefits Committee as well as UMFA and AESES advisors and were recommended for approval by the Human Resources and Compensation Committee.

The Committee, on behalf of the Board of Governors, approved the following motion:

**THAT the Board of Governors approves Amendment 93/23/01 to the University of Manitoba Pension Plan (1993) to implement the resolution to the Pensioner Accounts' funding issues approved by the Canada Revenue Agency; and**

**THAT the Board of Governors approve, on the recommendation of the Pension Committee, the purchase of an annuity from a Canadian life insurance company not to exceed \$2,500,000 on November 15, 2023.**



The Human Resources and Compensation Committee met on November 7, 2023. The Committee reviewed and discussed in detail one item for approval by the Board of Governors in Open Session, in addition to one item for approval and one item for information within the consent agenda.

Presidential Re-Appointment Review Process (see Agenda Item 4.2.(a))

Dr. Benarroch's first term as President extends to June 30, 2025. Dr. Benarroch has indicated that he wishes to be considered for re-appointment. To that end, the Committee reviewed and considered a proposed process to conduct a presidential reappointment review.

The proposed re-appointment review process is based on previous reviews at UM and informed by reviewing practices at comparable Universities. An 11-member committee will meet between December 2023 and March 2024, invite feedback from the community, and meet with Dr. Benarroch before making a recommendation to the Board at its March 2024 meeting.

**The Committee recommends THAT the Board of Governors approve the establishment of a Presidential Review Committee as outlined in the Terms of Reference.**

Amendment and Consolidated Plan for UM GFT Pension Plan (1986) (see Consent Agenda Item 6.4.1.)

The Committee reviewed and considered the Amendment to the GFT Pension Plan (1986). The Committee was informed that these amendments are technical in nature and were recommended by Manitoba's Pension Regulator. The Committee recommends that the Board of Governors approve the amendment.

**The Committee recommends THAT the Board of Governors approves Amendment 86/23/01 and the Consolidated Plan Document for the University of Manitoba GFT Pension Plan (1986).**

Amendment and Purchase of Annuity for The University of Manitoba Pension Plan (1993) (see Consent Agenda Item 6.4.2.)

The Committee received and reviewed the Amendment to the University of Manitoba Pension Plan (1993), and the purchase of annuity for the Plan, which provides solution to an issue related to pensioner accounts used to fund the Plan and brings the Plan in line with Canada Revenue Agency expectations.

The Committee was informed that the University of Manitoba has been working with the Plan Actuary, Union advisors, and CRA over the last few years to address the issue and understand that to implement the solution, the University will need to amend the Plan and purchase annuity with funds from the Plan. The Committee also understands that the proposed amendments have been reviewed and approved by the Staff Benefits Committee as well as advisors for UMFA and AESES unions.

**The Committee recommends THAT the Board of Governors approves Amendment 93/23/01 to the University of Manitoba Pension Plan (1993) to implement the resolution to the Pensioner Accounts' funding issues approved by the Canada Revenue Agency;**

**The Committee recommends THAT the Board of Governors approve, on the recommendation of the Pension Committee, the purchase of an annuity from a Canadian life insurance company not to exceed \$2,500,000 on November 15, 2023.**

These two recommendations were approved by the Executive Committee on behalf of the Board on November 9, 2023.

Lynette Magnus, Chair  
Human Resources and Compensation Committee

**AGENDA ITEM:**

Presidential Review Process

**RECOMMENDED RESOLUTION:**

**That the Board of Governors approve the establishment of a Presidential Review Committee as outlined in the attached terms of reference.**

**CONTEXT AND BACKGROUND:**

In section 3, a) i) of its terms of reference, the Human Resources and Compensation Committee is responsible to “monitor, evaluate and recommend to the Board the processes for the selection, appointment, reappointment, or dismissal of the President”. The purpose of this submission is to outline a proposed presidential reappointment review process.

The attached outlines a proposed process to conduct a presidential re-appointment review. Such a review is required because Dr. Benarroch has indicated to the Chair of the Board that he wishes to be reviewed with a view to an appointment to a further term as President, in accordance with the provisions of his employment agreement.

The submission outlines the key elements of the review process including:

- Committee membership
- Terms of Reference and Review Criteria
- Consultations
- Timing
- Form of Recommendation to the Board

The Board Chair has also discussed and reviewed this proposed process with Dr. Benarroch and he is supportive of the proposed process.

An environmental scan of reappointment review processes at other universities and a review of the processes used at UM in 2002 and 2011 were undertaken in preparing the proposed process.

**RESOURCE REQUIREMENTS:**

The review process will require time of members of the review committee and Office of the University Secretary staff. It will also require financial resources related to meetings of the committee and independent consultants to conduct the 360-degree review and interviews.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

Hiring, monitoring, and evaluating the performance of the President is one of the most important responsibilities of the Board.

**ROUTING TO THE BOARD OF GOVERNORS:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Title</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	HRCC		Nov 7/23
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

**SUBMISSION PREPARED BY:** Jeff Leclerc

**ATTACHMENTS:**

Presidential Review Terms of Reference

## **Presidential Review Committee Terms of Reference and Review Criteria**

### **Membership**

Chair of the Board of Governors, as Chair  
Chancellor, as member of the Human Resources and Compensation Committee (HRCC)  
Vice Chair of the Board of Governors, as member of HRCC  
President of UMSU  
President of GSA  
UMFA Assessor to the Board  
Support Staff Assessor to the Board  
One Dean or Director, appointed by the Chair  
Two other Board members (appointed by Chair to ensure the diversity of the Board is reflected)  
One Indigenous member, appointed by the Chair  
University Secretary, as secretary to the Committee (non-voting)

### **Terms of Reference**

Proposed terms of reference and review criteria include:

1. To review the President's performance based on the following criteria:
  - a. As identified in the 2019 Presidential Search Process:
    - Leadership**
    - Indigenous Engagement and Reconciliation**
    - External Engagement**
    - Governance**
  - b. Progress in relation to the President's annual Board-approved priorities for 2020, 2021, 2022, and 2023.
  - c. The President's leadership of the University through the pandemic.
2. To invite the President to meet with the Committee, to provide a written self-assessment of his performance based on the criteria, and to provide a statement of his vision for the next term.
3. To conduct the review confidentially. In this regard, all members of the Committee and staff involved in the process shall sign confidentiality agreements.
4. To solicit informed feedback from members of the Board of Governors and Senate, members of the University Community and any other members of the broader community the Committee deems necessary.
5. To consider the results of 360-degree reviews with those who report to the President, as contemplated in *The Procedure for the Annual Performance Review of the President*.

6. To consider the results of interviews of the Vice-Presidents by an external consultant, seeking specific feedback on the criteria outlined in 1 a, b, and c above.
7. To consider all of the submissions received and report to the Board of Governors with a recommendation on an extension of the President's term.
8. To report to the Board of Governors by the March 19, 2024 meeting.

### **Consultations**

The process should include an invitation to members of the Board and Senate to provide written submissions to the Committee, assessing the President's performance based on the criteria established for the review. Additionally, all members of the University Community will be invited to provide feedback via a survey to be approved by the Committee. The Committee will also likely identify others in the community, business and government whose input the Committee wishes to invite.

In its early meetings, the Committee may identify others who they wish to consult. Examples of this might include former Board Chairs or Chancellors during the term of the President and employee groups.

### **Timing**

Ideally the review process would begin in December 2023 and be concluded at the latest by the March 19, 2024 Board meeting. This would allow adequate time for the Committee to do its work, while ensuring that if it were necessary, a full search could occur in time for a July 1, 2025 start date.

### **Form of Recommendation to the Board**

The Committee's recommendation to the Board would be in the form of a report outlining the process undertaken in the review, a summary of the information considered by the Committee, a summary of the Committee's assessment of the President, and a recommendation on the re-appointment of the President. The HRCC would then meet to consider the length of term to recommend to the Board and to negotiate the terms of a further term with the President.



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Report from Senate (November 1, 2023) RE: Request for Extension of Suspension of Admissions to Bachelor of Science (Major) and Bachelor of Science (Honours) in Biotechnology

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**Items for discussion / advice:**

Request to Extend Suspension of Admissions to Bachelor of Science (Major) and Bachelor of Science (Honours) in Biotechnology, Faculty of Science

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For discussion / advice:

**Request to Extend Suspension of Admissions to Bachelor of Science (Major) and Bachelor of Science (Honours) in Biotechnology Programs, Faculty of Science (Attachment 1)**

**Context and Background:**

The Board policy on *Admission Targets* specifies that the President may suspend admissions to a program for defined time periods at intervals no more than 24 months following consultation and discussion with the dean or director, with Senate and with the Board of Governors, subject to the provisions of the provincial *Programs of Study Regulation*.

The President has received a request from the Faculty of Science to extend the temporary suspension of admissions to the Bachelor of Science (Major) and Bachelor of Science (Honours) in Biotechnology programs, for an additional two years. Admissions to the programs have been suspended since the 2018/2019 academic year. The Board of Governors (September 26, 2017) was consulted on the initial request to suspend admissions to the programs for two years, which was made to give the Faculty time to complete an internal program review, given various concerns related to program delivery, including a lack of expertise and courses in the area, the lack of differentiation between the Biotechnology programs and the four-year B.Sc. degrees in Biochemistry, low enrolment. Admissions were subsequently suspended for a further two years (2021/2022 and 2022/2023 academic years). The Board of Governors was consulted on that request at its meeting on April 21, 2021.

**Implications:**

Extending the temporary suspension of admissions to the B.Sc.(Maj.) and B.Sc.(Hons.) in Biotechnology programs would allow continuing students to complete their programs. A small number of students (three or fewer) continue to be enrolled in the programs. The current request to extend the temporary suspension of admission to the programs is being made to allow time for these students to complete their studies.

The Faculty has signalled an intent to bring forward a proposal to close the B.Sc.(Maj.) and B.Sc.(Hons.) in Biotechnology programs in future, once students remaining in the program have graduated.

**Connection to the University Planning Framework:**

N/A

**Consultation and Routing to the Board of Governors:**

The request to extend the suspension of admissions to the programs was considered and endorsed by the Faculty Council of the Faculty of Science at a meeting on August 31, 2023. The President consulted Senate at its meeting on November 1, 2023.

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**SUBMISSION PREPARED BY:** University Secretary

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**ATTACHMENTS:**

**Items for consultation:**

Attachment 1 –

Request to Extend Suspension of Admissions to Bachelor of Science (Major) and Bachelor of Science (Honours) in Biotechnology Programs, Faculty of Science

## TEMPORARY CESSATION OF A PROGRAM OF STUDY

Under The Advanced Education Administration Act

Universities and colleges requesting approval for the **temporary cessation** of a program of study from Advanced Education and Training must apply using this application form. This form reflects the requirements set out in the Programs of Study Regulation (MR 134/2015) under The Advanced Education Administration Act.

### UM INTERNAL REQUIREMENTS

1. Please refer to the Senate Policy and Procedures on Admission Targets (available online at: [http://umanitoba.ca/admin/governance/governing\\_documents/academic/admission\\_targets.html](http://umanitoba.ca/admin/governance/governing_documents/academic/admission_targets.html)).
2. Please complete the application below and submit with it the following supplemental documentation, to the Vice-Provost (Academic Planning and Programs):
  - a. A cover letter justifying and summarizing the rationale behind the request for suspension of admissions (*as outlined in section 2.3 on the Admission Targets Procedures*) and indicating the meeting date in which the proposal was reviewed by the Faculty/College/School Council.
  - b. Letters of support from internal stakeholders that were consulted as part of this proposal.
  - c. Enrolment and graduation trends for the past five years and forecasted trends for the next three to five years.
3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, at [Cassandra.Davidson@umanitoba.ca](mailto:Cassandra.Davidson@umanitoba.ca) in the Office of the Provost & Vice-President (Academic).

*Updated April 2023*

### SECTION A – PROPOSAL DETAILS

Institution: **University of Manitoba**

Applicable faculties/department with responsibility for the program: Faculty of Science, Department of Chemistry, Department of Microbiology

If program is a joint program, list all participating institutions and the roles of each in delivering the program to be temporarily ceased:

This is a joint program within the Faculty of Science, managed by the departments of Chemistry and Microbiology. No other institutions are affected.

Program name: Biotechnology

Credential awarded: B.Sc. Hons in Biotechnology, B.Sc. Major in Biotechnology (co-op options available in both)

Proposed start date for temporary cessation: This is a request to extend the temporary cessation which was previously granted in fall 2021.

*Office Use Only*

One-time funding: \_\_\_\_\_

On-going funding: \_\_\_\_\_

## SECTION B – PROGRAM DESCRIPTION AND DELIVERY

**B-1 Provide a general description of the program and its objectives:** *(Include intended purpose, curriculum design, and highlight distinctive attributes)*

Biotechnology is the application of the principles of chemistry, biochemistry and microbiology to the development of new technologies. The Department of Microbiology and the Department of Chemistry share in the teaching and administration of the program. The Honours and Major co-operative work-study programs provide experience in government, private sector and research laboratories.

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**B-2 Length of Program:** *(Define the length of the proposed program using measures appropriate to the schedule and delivery format. This will include total course credits and weeks/months, and, where relevant, hours and semesters of instruction)*

The Biotechnology programs are 4-year programs (120 credit hours) and the co-operative option normally requires 5 years to complete because of the 3 cooperative work terms.

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**B-3 Describe the mode of delivery for this program:**

The delivery mode for the program is typically in-class lectures and laboratories. For those in the Co-operative option, there are three paid co-operative work terms. There are no courses that are specific to the biotechnology programs, other than the course BTEC 4000 (Research Project in Biotechnology, which is only required by Honours students, non-Co-op).

## SECTION C – INFORMATION REGARDING TEMPORARY CESSATION DEVELOPMENT PHASE

**C-1 Identify and provide a detailed description of the rationale for the temporary cessation of this program of study:** *(Such as changes in applications, enrolment, employer demand.)*

The main reasons for cessation: 1) Lack of expertise, courses, and interaction/integration with Agriculture and Engineering programs, 2) Lack of differentiation from existing biochemistry programs offered by the Faculty of Science, and 3) low enrollment in the program, 4) Major changes in Chemistry and Microbiology courses which affect the Biotechnology programs.

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**C-2 Describe the expected outcome of the temporary cessation of this program and the timeframe of the temporary cessation process:**

Admission to the program was suspended in fall 2018 and there are still a small number of students working on completing the degree. We would like to extend the temporary cessation that was granted in fall 2021, until all students in the program have had a reasonable opportunity to complete the degree.

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**C-3 Outline the internal approval process (i.e. committees, governing bodies) for approving the temporary cessation of this program of study within your institution and indicate any dates of decision.** *(Governing Council, Board of Governors, Board of Regents, Senate, other)*

As this is a continuation of a previous cessation that has been through the full faculty and university process, we have provided an update on the status of the program to the Faculty of Science Committee on Courses and Programs, the Faculty of Science Executive Committee, and to the Faculty of Science Faculty Council.

**UM INTERNAL REQUIREMENTS:** dates will be inserted by the Provost's Office prior to submission to government. Please note the date in which the proposal was reviewed by the Faculty/College/School Council in the cover memo accompanying the proposal.

**UNIVERSITY OF MANITOBA:**

<u>Approval by President</u>	<u>Date</u>	
Consultation with Senate:	_____	
Consultation with Board of Governors:	_____	
Additional Consultation ( <i>as needed</i> ):	_____	Details:
Final Decision: Y <input type="checkbox"/> N <input type="checkbox"/>	_____	

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**C-4 Responsibility to consult**

C-4.1 What agencies, groups, or institutions have been consulted regarding the temporary cessation of this program?

UM Internal Note: the unit is required to consult with other academic units that offer courses used in the program, to confirm impact on the courses (e.g., regularly scheduled, capacity limitations, program restrictions, etc.) and identify how any change might affect quality of, access to, and resources associated with the courses and programs offered by those other units. Outline the consultation process with other academic and administrative units and append letters of support, as appropriate.

In 2021 we contacted various employers to inform them of this temporary cessation. In 2021 the intent was for the cessation to result in a termination of the program, therefore with this request to continue the cessation, no additional consultations have been made.

C-4-2 How have students and faculty been informed of the intent to temporarily cease this program?

In 2021 members in the Departments of Chemistry and Microbiology were informed through department council meetings. Students were informed through student town hall meetings and through the Science Student Association (SSA). The University of Manitoba academic calendar has since been updated by removing the Biotechnology charts from the calendar and a reference made for students in the program to consult a previous version of the calendar or a Faculty of Science academic advisor.

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**C-5 Describe the impact that the temporary cessation of this program may have on the labour market in Manitoba:**

Based on anecdotal evidence, employers are stating that they are not specifically hiring biotechnology students because they are in the biotechnology program. Instead, they are hiring based on skill sets of students that are currently being developed in courses that are required in the current Biotechnology program but also required by students in similar programs such as Genetics, Microbiology and Biochemistry.

## SECTION D – SYSTEM IMPACTS

### **D-1 Describe how the temporary cessation of this program will affect any specific laddering, articulation and/or credit transfer options for students in Manitoba and Canada:**

Not applicable, as the program is not involved in any articulation agreements. Due to the degree of overlap between the courses in the program, students can transfer to a subset of related degree programs in the Faculty of Science at the University of Manitoba with ease. To transfer to other programs at the University of Manitoba, or other institutions in Manitoba and Canada, the same regulations would apply as for students in other programs.

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### **D-2 Describe how the temporary cessation of this program may affect the academic, cultural, social and economic needs and interests of students and the province:**

We do not believe that there will be any effect because all but one course taken by students in the biotechnology program are not specific to the biotechnology program.

## SECTION E – STUDENT IMPACTS

### **E-1 Provide a program completion plan for students currently enrolled in the program that is being temporarily ceased:**

Courses in the biotechnology program are delivered by other units. Some of these units have recently undergone a curriculum revision process. Despite admission to the Biotechnology programs being suspended in fall 2018, the program charts have been updated to reflect the changes in the other units. Students are able to view these changes in previous versions of the academic calendar. Additionally, Faculty of Science academic advisors are working actively with students attempting to complete the degree to ensure that they are fulfilling the requirements.

Year 1 N/A – Students do not enter the biotechnology program until they have completed one year of study.

Years 2-4 Students will follow existing program requirements.

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### **E-2 Will previous graduates of this temporarily ceased program be negatively affected by the temporary cessation of this program?**

Based on anecdotal evidence, employers are stating that they are not specifically hiring biotechnology students because they are in the biotechnology program. Instead, they are hiring based on skill sets of students that are currently being developed in courses that are required in the current Biotechnology program but also required by students in similar programs such as Genetics, Microbiology and Biochemistry.

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### **E-3 What was the maximum seat capacity of the program that is being temporarily ceased?**

There is currently no limit on the capacity.

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**E-4 What was the enrolment and graduation rate for this program over the past 5 years?**

UM Requirement: include a table of enrolment and graduation trends for the past five years and any forecasted trends for the next three to five years.

Year	Major (Full-time)	Major (Part-time)	Honours (Full-time)	Honours (Part-time)	Total students	# of graduates
2019	7	2	1	1	11	3
2020	4	1	0	0	5	4
2021	1	1	0	0	2	3
2022	1	1	0	0	2	0
2023	1	2	0	0	3	0

**SECTION F – FINANCIAL REALLOCATION****F-1 What portion of ongoing funding is allocated to this program?**

There is no funding allocated to this program.

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**F-2 Please provide a detailed description of how these funds will be reallocated during the temporary cessation of this program:**

Not applicable.



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Report from Senate (November 1 and December 6, 2023)

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**Items forwarded for approval:**

**Recommended resolution:**

**THAT the Board of Governors approve:**

- **Reports of the Senate Committee on Awards** (dated September 19 and October 24, 2023)
- **Research Chair in Potato Sustainability, Faculty of Agricultural and Food Sciences**
- **Graduate Micro-Diploma in Applied Health Services Research, Department of Community Health Sciences**

**Item forwarded for information:**

- 2024-2025 Academic Schedule
  - Extension of Suspensions of Admissions, Provincial Approval
    - Bachelor of Human Ecology (Family Social Sciences) and Bachelor of Human Ecology (Family Social Sciences), After-Degree, Rady Faculty of Health Sciences
    - Master of Arts in Icelandic Language and Literature, Faculty of Arts
- 

For approval (Attachment 1)

**Reports of the Senate Committee on Awards** (dated September 19 and October 24, 2023)

**Context and Background:**

As provided for in its terms of reference, the Senate Committee on Awards has the responsibility, “[on] behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that comply with the University of Manitoba’s policy on *Student Awards*.”

At its meeting on September 19, 2023, the Committee approved one new offer, six amended offers, and the withdrawal of six offers, as set out in the Report of that date (Attachment 1.1).

At its meeting on October 24, 2023, the Committee approved three new offers, nine amended offers, and the withdrawal of three offers, as set out in the Report of that date (Attachment 1.2).

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**Resource Requirements:**

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

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**Consultation and Routing to the Board of Governors:**

These award decisions are consistent with the *Student Awards* policy. They were endorsed by the Senate Committee on Awards, on behalf of Senate, at its meetings on September 19 and October 24, 2023.

The Senate Executive Committee received the Reports, for information, at its meetings on October 19 and November 22, 2023, respectively. Senate received the Report of September 19<sup>th</sup>, for information, at its

meeting on November 1, 2023. Senate will receive the Report of October 24<sup>th</sup>, for information, when it meets on December 6, 2023.

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For approval (Attachment 2)

## Research Chair in Potato Sustainability, Faculty of Agricultural and Food Sciences:

### 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 initial term of an appointment ... shall be three to five years. If the renewal of an appointment is permitted, such renewal is subject to a successful performance review and the availability of funds. (Section 2.9)

The Faculty of Agricultural and Food Sciences is proposing to establish a Chair in Potato Sustainability. The Chair would be held in the Department of Plant Science. Consistent with the policy on *Chairs and Professorships*, the appointment would be made at the rank of Assistant Professor or Associate Professor. The term of the appointment would be five years (renewable).

### Resource Requirements:

The Chair will be funded by a total contribution of \$1.5 million over five years (\$300,000 per annum) from a consortium of potato industry stakeholders. The funds will be used to cover the salary and benefits for the Chair and a Research Associate, graduate and undergraduate student stipends, materials and supplies, technician time, organization of an annual stakeholder engagement event, conference travel, and /or knowledge dissemination. The Chair would be expected to leverage the funding to attract additional external research funds.

If, at the end of a given five-year period, the donors did not renew the funding for the Chair, the Faculty of Agricultural and food Sciences would continue to fund the salary and benefits of the faculty position.

### Connection to the University Planning Framework:

The Chair in Potato Sustainability will align with the Faculty of Agricultural and Food Sciences' 2022-2027 Research Plan, including the pillars to promote sustainable, resilient, fair, diverse and healthy, and technologically advanced agri-food systems. Establishment of the Chair would also support the University's mission to contribute to the social and economic well-being of the people of Manitoba.

### Implications:

The purpose and objectives of the Chair in Potato Sustainability is to be a North American leader in cutting-edge potato research, training, and extension to support a thriving and resilient potato industry in Manitoba and beyond. Establishment of the Chair would allow the Department of Plant Sciences and the Faculty of Agricultural and Food Sciences to:

- develop a research program on sustainable potato production systems. Research will focus on agronomy, soil health, disease and pest management, and the integration of these disciplines in both field production and storage management;

- conduct innovative, collaborative, and applied research to address production challenges and sustainability goals identified by the potato sector;
- identify current and potential production issues and investigate alternative management strategies (chemical and non-chemical approaches);
- emphasize student training to prepare undergraduate and graduate students for the job market with skills applicable to the potato industry;
- improve the efficiency and productivity of potato cropping systems (yield, disease control, quality, storability, environmental footprint, and profitability).

**Consultation and Routing to the Board of Governors:**

In accordance with the University policy on *Chairs and Professorships*, this proposal has been endorsed by the Provost and Vice-President (Academic) (May 12, 2023).

Endorsed and recommended to Senate by: Faculty Council of the Faculty of Agricultural and Food Sciences (May 10, 2023); Senate Committee on University Research (May 25, 2023); Senate Executive Committee (October 19, 2023).

Approved and recommended to the Board of Governors by: Senate, November 1, 2023.

For approval (Attachment 3)

**Graduate Micro-Diploma in Applied Health Services Research, Department of Community Health Sciences**

**Context and Background:**

The University’s *Certificates and Diploma Framework* defines the types of non-degree programs offered at the University, including certificates, diplomas, micro-credentials, and letters of accomplishment or participation, for non-degree, undergraduate, and graduate levels of study. Under the *Framework*, Senate is to recommend new Micro-Diploma programs to the Board of Governors for approval.

The Department of Community Health Sciences, Max Rady College of Medicine, current offers the Manitoba Training Program in Health Services Research (MTP-HSR). The MTP-HSR program is an applied interdisciplinary training program for graduate students across the University who have an interest in health services research. The program, which is funded by Manitoba Health, has been offered through the Department since 2001. The Department is proposing that the program be established as a graduate Micro-diploma, so students who complete the program will receive recognition for a Senate-approved credential.

The Department is proposing to introduce a Graduate Micro-Diploma in Applied Health Services Research. To complete three courses totaling 6 credit hours, including, CHSC 7320 Organization and Financing of the Canadian Health Care System (3 cr), CHSC 7730 Topics in Health Services Research (3 cr), and CHSC 7900 Manitoba Training Program Field Placement (0 cr), a ten-week field placement experience completed in the Summer Term at a Manitoba-based healthcare agency.

The purpose of the program would be to prepare students for careers as academic researchers, clinician scientists, and healthcare planners, by providing training in integrated knowledge translation approaches and implementation science techniques. The academic objectives of the program would be to:

- provide students with theoretically-informed and practice-based applied health services research training, as requisites for creating research evidence to more effectively guide priority health reform initiatives in Manitoba and abroad;
- strengthen the collaborative relationship between students and healthcare stakeholders through various activities so that: a) students better understand the types of evidence required to effectively guide healthcare reform, and b) healthcare stakeholders further see the value of using evidence both when planning for and evaluating the success of reform strategies;

- foster meaningful interactions between diverse graduate students who are interested in applied health services research, enabling them to understand the value of different methodological designs and approaches.

The Micro-Diploma would be open to students enrolled in the Faculty of Graduate Studies, in a thesis-based Master of Science or Doctor of Philosophy degree program focused on health services research, as defined by the Canadian Institutes of Health Research (CIHR). Entrance to the program would be competitive, based on the adjudication and selection process set out in section 7 of the program proposal.

Projected annual enrolment in the program is five to eight students. The maximum enrolment capacity would be eight students per year. In the past ten years, the number of applicants has ranged from fifteen to thirty-nine, which shows there is demand for the program.

### **Resource Requirements:**

Establishment of the program would require the introduction of one 0 credit hour course, CHSC 7900 Manitoba Training Program Field Placement. Two other courses required for the Micro-Diploma program are existing courses.

No additional resources, including teaching and staff resources, would be required to offer the program. Resources to support the program include an annual contribution (\$151,000) from Manitoba Health, based on a five-year contract ending March 31, 2026, existing operating funds in the Department, and in-kind contributions from various agencies that support student placements, including preceptors. Funds provided by Manitoba Health are used to cover the salary for a Program Coordinator and graduate student stipends for five students. The Program Director's salary and some administrative costs are covered using the Department's operating funds.

The University of Manitoba Libraries indicated its current collections can support the Micro-Diploma program without additional resources.

### **Connection to the University Planning Framework:**

The proposal for a Graduate Micro-Diploma in Applied Health Services Research aligns with the University's mission to contribute to the social and economic well-being of the people of Manitoba. The objectives for the program support the Department's mission - to help lead, through student training, the development of a learning health system in Manitoba that is characterized by strong researcher-stakeholder partnerships that collectively have the skill to create evidence-informed, meaningful, and sustainable reform strategies – which is consistent with the institution's mission.

### **Implications:**

The program is reliant on funding from Manitoba Health. The Department has indicated that, if funding from Manitoba Health was suspended, it would request that admissions to the Micro-Diploma be suspended.

### **Consultation and Routing to the Board of Governors:**

Endorsed and recommended to Senate by: Faculty Council of the Faculty of Graduate Studies (May 15, 2023); Senate Planning and Priorities Committee (August 28, 2023); Senate Executive Committee (October 19, 2023).

Approved and recommended to the Board of Governors by: Senate, November 1, 2023.

[For information \(Attachment 4\)](#)

## **2024-2025 Academic Schedule**

### **Context and Background:**

The 2024 – 2025 Academic Schedule was prepared by the University Registrar and Executive Director, Enrolment Services, and reviewed by all faculties, colleges and schools. It is largely the same as the Academic Schedule for the previous year, as no changes have been made to the standard schedule.

For programs that follow an irregular schedule, many dates are to be determined. Once these dates are confirmed, Senate will receive a revised Academic Schedule, for approval. Before then, it was necessary to approve the dates that apply to all programs, so the information could be updated in the student information system.

### **Consultation and Routing to the Board of Governors:**

Senate approved the 2024 – 2025 Academic Schedule at its meeting on November 1, 2023.

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[For information](#)

## **Extension of Suspensions of Admissions, Provincial Approval**

- **Bachelor of Human Ecology (Family Social Sciences) and Bachelor of Human Ecology (Family Social Sciences), After-Degree, Rady Faculty of Health Sciences**
- **Master of Arts in Icelandic Language and Literature, Faculty of Arts**

### **Context and Background:**

The Board policy on *Admission Targets* specifies that it is the President who has authority to approve changes to, or the introduction of, admission targets following consultation and discussion with the dean or director, with Senate and with the Board of Governors, subject to the provisions of the provincial *Programs of Study Regulation*.

The University received notice that Manitoba Advanced Education and Training has approved the University's requests to extend the temporary suspension of admissions to the programs listed below on the dates indicated, for the 2023 – 2024 and 2024-2025 academic years. The President had previously approved the same requests, as reported to the Board at its meeting on October 10, 2023.

- Bachelor of Human Ecology (Family Social Sciences) and Bachelor of Human Ecology (Family Social Sciences), After-Degree, Rady Faculty of Health Sciences (October 12, 2023)
- Master of Arts in Icelandic Language and Literature, Faculty of Arts (October 13, 2023)

### **Implications:**

The implications remain as outlined in the previous submission to the Board of Governors from Senate, for the meeting on June 6, 2023.

### **Consultation and Routing to the Board of Governors:**

The provincial approval of requests to extend the temporary suspension of admissions to the programs indicated above will be communicated to Senate at its meeting on December 6, 2023.

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**SUBMISSION PREPARED BY:** University Secretary

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**ATTACHMENTS:**

**Items for approval:**

Attachment 1 –

- 1.1 Report of the Senate Committee on Awards (dated September 19, 2023)
- 1.2 Report of the Senate Committee on Awards (dated October 24, 2023)

Attachment 2 –

Research Chair in Potato Sustainability, Faculty of Agricultural and Food Sciences

Attachment 3 –

Graduate Micro-Diploma in Applied Health Services Research, Department of Community Health Sciences

**Item for information:**

Attachment 4 –

2024 – 2025 Academic Schedule

## **REPORT OF THE SENATE COMMITTEE ON AWARDS**

### **Preamble**

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

On behalf of Senate, to approve and inform Senate of all new offers and revised offers of awards that comply with the Student Awards Policy.

### **Observations**

At its meeting of September 19, 2023, the Senate Committee on Awards approved 1 new offer, 6 revised offers and 6 withdrawals as set out in the *Report of the Senate Committee on Awards (September 19, 2023)*.

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 1 new offer, 6 revised offers and 6 withdrawals as set out in the *Report of the Senate Committee on Awards (September 19, 2023)*. These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Glen Clark

Acting Chair, Senate Committee on Awards

## SENATE COMMITTEE ON AWARDS

September 19, 2023

### 1. NEW OFFERS

#### **CBS Bio Platforms Inc. Graduate Scholarship in Nutritional Biochemistry**

CBS Bio Platforms Inc. established an annually funded scholarship at the University of Manitoba in 2023. The purpose of the scholarship is to recognize the academic achievements of graduate students studying Nutritional Biochemistry in the Department of Animal Science. Each year, beginning in 2024-2025 and ending in 2026-2027 one scholarship at a value of \$2,500 will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in any graduate program offered by the Department of Animal Science;
- (2) has achieved a minimum grade point average of 3.5 in the last 60 credit hours (or equivalent) of study; and
- (3) has demonstrated outstanding interest in or commitment to research in the area of Nutritional Biochemistry.

In order to demonstrate how candidates meet criterion (3), they must submit a research statement describing its practical applicability and relevance to the field of nutritional biochemistry (maximum 500 words), their curriculum vitae, and one letter of reference from their thesis supervisor or from a faculty member familiar with the candidate's research.

A candidate may only hold this award once within their degree program.

If in the opinion of the selection committee, there are no suitable applicants, the committee has the choice to give the award to a student in the Faculty of Agricultural and Food Sciences with a similar scope of research or hold over any unspent revenue to offer the award the following year.

The Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Agricultural and Food Sciences to name the selection committee for this award and will include a representative from CBS Bio Platforms Inc.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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

#### **Baldur Stefansson Bursary**

The following amendments were made to the terms of reference for the Baldur Stefansson Bursary:

- The preamble was revised to:

*In honour of Dr. Baldur Stefansson's contributions to the people of Canada and the world through his outstanding research and leadership in the development of canola, the Canada*

*Iceland Foundation established an annually funded bursary in 1992. The purpose of the fund is to provide financial support to a student in the Faculty of Agricultural and Food Sciences. Each year, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:*

- The numbered criteria were revised to:
  - (1) is enrolled full-time (minimum 60% course load) in the third or fourth year of the Agronomy, Plant Biotechnology, or Agroecology degree program in the Faculty of Agricultural and Food Sciences;*
  - (2) has achieved a minimum degree grade point average of 2.5; and*
  - (3) has demonstrated a financial need on the standard University of Manitoba general bursary application form.*
- The selection committee paragraph was revised to:

*The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee.*
- The standard Board of Governors statement was added.

### **Douglas L. Campbell Graduate Fellowship**

The following amendments were made to the terms of reference for the Douglas L. Campbell Graduate Fellowship:

- The preamble was revised to:

*Family, friends and colleagues of the late Honorable Douglas L. Campbell, the former Premier of the Province of Manitoba, established an endowment fund to support graduate students at the University of Manitoba in the Faculty of Agricultural and Food Sciences in honour of Mr. Campbell's lifelong interest in agriculture. Each year, 50% of the available annual income from the fund will be used to offer one fellowship to a graduate student who:*
- The numbered criteria were revised to:
  - (1) is enrolled full-time in the Faculty of Graduate Studies in a master's or doctoral thesis program offered in the Faculty of Agricultural and Food Sciences;*
  - (2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and*
  - (3) has completed the Douglas L. Campbell Graduate Fellowship application form.*
- The renewal paragraphs were revised to:

*The other 50% of the available annual income will be used to offer a renewable fellowship, for one year in the case of master's students or two years in the case doctoral students, provided the student continues to meet criteria (1) and (2) above, and has completed a satisfactory progress report in the opinion of the selection committee. Only two students can hold this award in any given year.*
- The selection committee paragraph was revised to:

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

### **John M. Vail Scholarship**

The following amendments were made to the terms of reference for the John M. Vail Scholarship:

- The selection committee paragraph was revised to:  
*The Associate Registrar and Director, Financial Aid & Awards (or designate) will name the selection committee for this award.*

### **Lawrence and Margaret Fung Bursary in Electrical Engineering**

The following amendments were made to the terms of reference for the Lawrence and Margaret Fung Bursary in Electrical Engineering:

- The preamble was revised to:  
*Mr. Lawrence Kitman Fung (B.Sc., E.E./'70) and Mrs. Margaret Laiping Fung established an endowment fund at the University of Manitoba in 2007, to support undergraduate students with financial need. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. Each year, the available annual income from the fund will be used to offer two bursaries of equal value to undergraduate students who:*
- The numbered criteria were revised to:
  - (1) *are enrolled full-time (minimum 60% course load) in the Bachelor of Science Electrical Engineering degree program in the Price Faculty of Engineering;*
  - (2) *have achieved a minimum degree grade point average of 2.0;*
  - (3) *have demonstrated community involvement through meaningful volunteer activities; and*
  - (4) *have demonstrated financial need on the standard University of Manitoba general bursary application form.*
- The selection committee paragraph was revised to:  
*The selection committee will be the Undergraduate Scholarships, Bursaries, and Awards Committee of the Price Faculty of Engineering.*
- The standard Board of Governors statement was added.

### **Ralph G. Stanton Scholarship**

The following amendments were made to the terms of reference for the Ralph G. Stanton Scholarship:

- The preamble was revised to:  
*An endowment fund has been established at the University of Manitoba in honour of Dr. Ralph G. Stanton, the founder of the university's Department of Computer Science. The purpose of the fund is to reward the academic achievements of female undergraduate students pursuing studies in the Computer Science Co-op Program. Each year, beginning in 2019-2020, the available annual income from the fund will be used to offer one or more scholarships to female undergraduate students who:*
- The numbered criteria were revised to:
  - (1) *are enrolled full-time (minimum 80% course load) in the third or fourth year of study in the Computer Science Program in the Faculty of Science;*
  - (2) *have achieved a minimum degree grade point average of 3.0; and*

*(3) are enrolled in the Science Co-op Program.*

- The paragraph following the numbered criteria was revised to:

*The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.*

### **3. WITHDRAWALS**

**Dr. George A. Brass Teaching Fund**

At the request of the donor.

**Edna and Carl Bjarnason Bursary**

At the request of the donor.

**Manitoba Ag Days Scholarship in the Faculty of Agricultural and Food Sciences**

At the request of the donor.

**Manitoba Ag Days Convocation Prize in the School of Agriculture**

At the request of the donor.

**Prix de l'Association des professeurs du College universitaire de Saint-Boniface**

At the request of the donor.

**Prix du depute a l'Assemblee legislative**

At the request of the donor.

## REPORT OF THE SENATE COMMITTEE ON AWARDS

### Preamble

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

On behalf of Senate, to approve and inform Senate of all new offers and revised offers of awards that comply with the Student Awards Policy.

### Observations

At its meeting of October 24, 2023, the Senate Committee on Awards approved 3 new offers, 9 revised offers and 3 withdrawals as set out in the *Report of the Senate Committee on Awards (October 24, 2023)*.

### Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 3 new offers, 9 revised offers and 3 withdrawals as set out in the *Report of the Senate Committee on Awards (October 24, 2023)*. These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Glen Clark

Acting Chair, Senate Committee on Awards

## SENATE COMMITTEE ON AWARDS

October 24, 2023

### 1. NEW OFFERS

#### **Burgess Family Bursary**

The Burgess Family established an annually funded bursary for six years at the University of Manitoba in 2023. The purpose of the fund is to provide financial support to a student in the School of Art. Each year, beginning in 2024-2025 and ending in 2029-2030, one bursary valued at \$5,000 will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the Master of Arts and Architectural History program offered through the School of Art;
- (2) has achieved a minimum grade point average of 3.0; and
- (3) has demonstrated financial need on the standard University of Manitoba general bursary application form.

The Dean of the Faculty of Graduate Studies (or designate) will ask the Director of the School of Art (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

#### **Charles Paragg Memorial Bursary**

In memory of Charles Paragg, his family and friends established an annually funded bursary in his name at the University of Manitoba in 2022. The purpose of the fund is to provide financial support to a student in the Max Rady College of Medicine. Each year, beginning in 2023-2024, one bursary at a value of \$1,000 will be offered to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in the first or second year of study in the Undergraduate Medical Education program in the Max Rady College of Medicine;
- (2) is in good academic standing; and
- (3) has demonstrated financial need on the standard University of Manitoba general bursary application form.

The Dean of the Rady Faculty of Health Sciences (or designate) will ask the Vice Dean of Education for the Rady Faculty of Health Sciences (or designate) to chair the committee.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

**Master of Landscape Architecture Program  
50<sup>th</sup> Anniversary Student Recruitment Scholarship**

In honour of the 50<sup>th</sup> Anniversary of the Master of Landscape Architecture (MLA) program and the Department of Landscape Architecture at the University of Manitoba, an endowment fund has been established at the University of Manitoba in 2023. The purpose of the fund is to reward the academic achievements of students in the Department of Landscape Architecture. Each year, beginning in 2025-2026, 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 study in the Master of Landscape Architecture program;
- (2) have graduated with a Bachelor of Environmental Design (Landscape + Urbanism option) offered through the Faculty of Architecture at the University of Manitoba; and
- (3) have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study.

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

The Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Architecture (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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

**Adalsteinn Kristjansson Travelling Scholarship**

The following amendments were made to the terms of reference for the Adalsteinn Kristjansson Travelling Scholarship:

- The preamble was revised to:  
*One scholarship is offered annually to an applicant who has graduated from the University of Manitoba or from one of its affiliated colleges and who will be pursuing a master's or doctoral program. The scholarship is renewable for one additional year following the successful completion of the recipient's first year of graduate studies. The purpose of the fund is to reward the academic achievements of students who have completed an undergraduate degree from the University of Manitoba and have chosen to pursue graduate studies outside of the University of Manitoba. Each year, half of the available annual income from the fund will be used to offer one scholarship to the graduate student who:*
- The numbered criteria were revised to:
  - (1) *has graduated from any undergraduate program offered within the Faculty of Science or the Faculty of Arts at the University of Manitoba within the past five years at the time of the application's submission;*

- (2) *has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of completed university-level study;*
- (3) *has been accepted to, and intends to pursue studies within the next twelve months in any graduate program which leads to a master's or doctoral degree that is one year or more in duration at an accredited university in Europe, the United States of America, or Canada (not including the University of Manitoba or any of its affiliated colleges); and*
- (4) *has demonstrated outstanding academic achievement, leadership skills, and involvement in extra-curricular activities throughout the duration of their undergraduate degree.*
- The paragraph following the numbered criteria was revised to:  
*In the event that there are no successful applicants in any given year, the portion of the income from the fund dedicated to the new recipient will be returned to the capital of the fund.*
- The selection committee paragraph was revised to:  
*The Dean of the Faculty of Graduate Studies (or designate) will name the section committee for this award.*
- The standard Board of Governors statement was added.

#### **Animal Nutrition Association of Canada (ANAC) Manitoba Division Scholarships**

The following amendments were made to the terms of reference for the Animal Nutrition Association of Canada (ANAC) Manitoba Division Scholarships:

- The preamble was revised to:  
*An annually funded scholarship was established by the Manitoba Division of the Animal Nutrition Association of Canada, to recognize undergraduate students who are diploma or degree students enrolled in the Faculty of Agricultural and Food Sciences. Each year, beginning in 2016-2017, two scholarships of \$2,000 each will be offered to undergraduate students who:*
- The numbered criteria were revised to:
  - (1) *are enrolled full-time (minimum 80% course load) in any year of study in the Diploma in Agriculture or a Degree program in the Faculty of Agricultural and Food Sciences;*
  - (2) *have achieved either:*
    - (a) *if entering directly from high school, a minimum 80% average on those courses considered for admission, or*
    - (b) *a minimum degree grade point average of 3.0; and*
  - (3) *have demonstrated community service, membership in associations and other personal achievements.*
- The paragraph following the numbered criteria was revised to:  
*Candidates will be required to submit an application that includes the following: an essay (maximum 500 words) that details their community service involvement, personal achievements, and the reasons they feel they are deserving of the scholarship; the candidate should also include information on their membership in professional associations and a statement on why they believe that the Animal Nutrition Association of Canada is important to Canada's Feed Industry.*

### **Back-To-The-Land Association Prize**

The following amendments were made to the terms of reference for the Back-To-The-Land Association Prize:

- The preamble was revised to:  
*The Back-To-The-Land Association established an endowment fund at the University of Manitoba in 1980. The purpose of the fund is to encourage students registered in the final year of the Diploma in Agriculture program to return to farming. The prize(s) will be awarded at the School of Agriculture graduation banquet. Each year, the available annual income will be used to offer one or more convocation prizes to undergraduate students who:*
- The numbered criteria were revised to:
  - (1) *were enrolled full-time (minimum 80%) in the final year of the Diploma in Agriculture program in the Faculty of Agricultural and Food Sciences at the University of Manitoba;*
  - (2) *have successfully completed the requirements of the Diploma in Agriculture program in the Faculty of Agricultural and Food Sciences;*
  - (3) *have a minimum degree grade point average of 3.0; and*
  - (4) *plan to return to farming after completing the Diploma in Agriculture program.*
- The paragraph following the numbered criteria was revised to:  
*In order to demonstrate how they meet criterion (4), applicants must submit a written statement (maximum 250 words) outlining their plans to return to farming along with detailed information about the farm and the farm operation they plan to run.*
- The following paragraph was added:  
*The selection committee has the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.*

### **Dairy Farmers of Manitoba Awards**

The following amendments were made to the terms of reference for the Dairy Farmers of Manitoba Awards:

- The preamble was revised to:  
*The Dairy Farmers of Manitoba established an endowment fund with a gift of \$100,000 in 2007. The purpose of the fund is to award prizes to graduating students in the Faculty of Agricultural and Food Sciences who have demonstrated an interest in dairy science. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. Each year, the available annual income from the fund will be used to offer two prizes of equal value: one to an undergraduate student in the Animal Systems program and one to an undergraduate student in the Food Science program who:*
- The numbered criteria were revised to:
  - (1) *have completed at least an 80% course load (24 credit hours) in their graduating year;*
  - (2) *have achieved a minimum degree grade point average of 3.0 in the Animal Systems or Food Science programs;*
  - (3) *demonstrated an interest in dairy science by completing one or more of the following courses:*
    - (a) *ANSC 4530 Ruminant Production Systems – Milk;*

*(b) FOOD 3160 Frozen Dairy Products;*

*(c) FOOD 3170 Cheese and Fermented Milk Products; and*

*(4) demonstrated leadership in their home community and on campus*

- The paragraph following the numbered criteria was revised to:

*In order to demonstrate how they meet criteria (4), candidates must submit an application that includes a brief description (maximum 500 words) outlining their involvement in specific experiences that speak to their leadership abilities.*

- The following paragraph was revised to:

*In the event that there are no students who meet all of the numbered criteria, the course instructors along with the Animal Systems and Food Science Program Chairs may make a recommendation to the Faculty of Agricultural and Food Sciences Awards Committee.*

- The following paragraph was revised to:

*The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.*

- The selection committee paragraph was revised to:

*The selection committee for these awards will be the Faculty of Agricultural and Food Sciences Awards Committee.*

- The standard Board of Governors statement was added.

#### **Dr. Eugene H. “Papa” Lange Memorial Bursary in Agriculture**

The following amendments were made to the terms of reference for the Dr. Eugene H. “Papa” Lange Memorial Bursary in Agriculture:

- The preamble was revised to:

*In honour of Dr. Eugene Lange and in acknowledgment of his contribution to developing agricultural leaders, an endowment fund with an initial value of more than \$11,000 was established in 2013. Dr. Lange served as the Director of the School of Agriculture from 1952 to 1972. The purpose of the fund is to support students in the Agriculture Diploma program. Each year, beginning in 2018-2019, two thirds of the fund’s available annual income will be used to offer one bursary to an undergraduate student who:*

- The numbered criteria were revised to:

*(1) is enrolled full-time (minimum 60% course load) in the first or second year of study of the Agriculture Diploma program offered by the School of Agriculture at the University of Manitoba;*

*(2) has achieved a minimum degree grade point average of 2.5, or has met admission requirements for the Agriculture Diploma program; and*

*(3) has demonstrated financial need on the standard University of Manitoba general bursary application form.*

- The paragraph following the numbered criteria was added:

*Preference will be given to students who are in their first year of study.*

- The selection committee paragraph was revised to:

*The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee, which will ask the advice of the Director of the School of Agriculture (or designate) for this award.*

### **Dr. Peter E. Cansfield Award**

The following amendments were made to the terms of reference for the Dr. Peter E. Cansfield Award:

- The preamble was revised to:

*In memory of Dr. Peter Evens Cansfield, formerly of the Food Science and Soil Science Departments, his colleagues and friends established a trust fund at the University of Manitoba in 1983. Each year, the available annual income from the fund will be used to offer one prize to an undergraduate student who:*

- The numbered criteria were revised to:

*(1) is registered full-time (minimum 80% course load) in the Food Science program in the Faculty of Agricultural and Food Sciences;*

*(2) has achieved a minimum degree grade point average of 3.0;*

*(3) achieves the highest grade in Elements of Biochemistry I (currently numbered CHEM 2730/MBIO 2730) or Biochemistry I: Biomolecules and an Introduction to Metabolic Energy (currently numbered CHEM 2700/MBIO 2700) and;*

*(4) achieves the highest grade in Food Chemistry (currently numbered FOOD 2500).*

- The standard Board of Governors statement was added.

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

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

- *The Faculty of Graduate Studies allocates funds to offer travel awards to assist master's and doctoral students with costs for travel to conferences, major festivals or other artistic events sponsored by recognized national or international organizations. Funding for these travel awards also comes from the proceeds of the Learned Societies (Congress for Social Sciences and Humanities) Conference held at the University of Manitoba in 1986. The awards are valued at \$750 for travel within North America, and \$1,000 for international travel outside of North America.*

- The numbered criteria were revised to:

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

*Award #46094*

*Each year, one or more travel scholarships will be offered to graduate students who:*

*(1) are enrolled full-time in the Faculty of Graduate Studies at the time of presentation, in any master's or doctoral program;*

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

*(3) will attend a conference, a major festival, or other artistic event sponsored by a recognized national or international organization for the presentation of a paper, poster, or other creative work pertinent to their studies.*

- The paragraph following the numbered criteria 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 (one page maximum) submitted to the Faculty of Graduate Studies.*

*A student may not hold the Faculty of Graduate Studies Travel Award more than once at the master's level, more than twice at the doctoral level or with the Faculty of Graduate Studies Travel Grant (Award # TBA).*

- The following paragraphs were added:

***Faculty of Graduate Studies Travel Grant***

***Award # TBA***

*Each year, one or more travel grants will be offered to graduate students who:*

- (1) are enrolled full-time in the Faculty of Graduate Studies at the time of presentation, in any master's or doctoral program;*
- (2) have achieved a minimum grade point average of 3.0 in the last 60 credit hours (or equivalent) of study ;*
- (3) are not eligible for the Faculty of Graduate Studies Travel Award (Award # 46094); and*
- (4) will attend a conference, a major festival, or other artistic event sponsored by a recognized national or international organization for the presentation of a paper, poster, or other creative work pertinent to their studies.*

*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 (one page maximum) submitted to the Faculty of Graduate Studies.*

*A student may apply for the Faculty of Graduate Studies Travel Grant once per academic program at the master's level or at the doctoral level. Funds are limited. Funding will be confirmed on an annual basis.*

*The selection committee has the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.*

- The selection committee paragraph was revised to:  
*The Dean of the Faculty of Graduate Studies (or designate) will name the selection committee for this award.*

### **Graduate Students' Association Awards**

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

- The preamble was revised to:  
*The Graduate Students' Association confers peer-to-peer recognition of fellow graduate students who are currently not recognized by the University of Manitoba Graduate Fellowship or other national awards. The Awards are designed to recognize the important contributions graduate students make to society through scholarship and community involvement. The Awards have been made possible by the generous contribution of Dr. James Burns, a levy applied to all graduate*

*students approved through a GSA referendum, and a contribution made by the Manitoba Scholarship and Bursary Initiative.*

*Students will submit their applications to their department. Each graduate department will be eligible to nominate one candidate for the master's level award, one candidate for the doctorate level award and one candidate for the part-time award.*

- The numbered criteria were revised to:

*Scholarships for full-time master's students* *Award # 45414*

*Each year, two scholarships valued at \$12,000 each will be offered to graduate students who:*

- (1) are enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in a master's (not pre-master's) program;*
- (2) do not hold any major fellowships [including, but not limited to, Social Sciences and Humanities Research Council (SSHRC), Natural Sciences and Engineering Council (NSERC), Canadian Institute for Health Research (CIHR), Manitoba Health Research Council (MHRC), University of Manitoba Graduate Fellowships (UMGF)]; and*
- (3) have contributed to society through scholarship and community.*

*Scholarships for part-time students* *Award # 45416*

*Each year, two scholarships valued at \$5,000 each will be offered to graduate students who:*

- (1) are enrolled part-time in the Faculty of Graduate Studies at the University of Manitoba in either a master's or doctoral (not pre-master's) program;*
- (2) do not hold any major fellowships (including, but not limited to, SSHRC, NSERC, CIHR, MHRC, University of Manitoba Graduate Fellowships); and*
- (3) have contributed to society through scholarship and community involvement.*

- The paragraph following the numbered criteria was added:

*If enough unspent income is available any year, one or more additional scholarships can be offered in each of the above categories.*

- The following paragraphs were revised to:

*Recipients must be registered in the academic session for which the awards are tenable in order to accept the award. The awards will not be renewable for a second year but a recipient at the master's level may apply and be considered again at the doctorate level of study. Normally, the starting date of the award is September. The award may be deferred for one term only (four months).*

*Recipients will be invited to present their academic and community contributions at the Graduate Students' Association Seminar Series.*

*The scholarships cannot be held with the Graduate Students' Association Bursaries.*

- The standard Board of Governors statement was added.

### **Helga Nielson Westdal Memorial Bursary**

The following amendments were made to the terms of reference for the Helga Nielson Westdal Memorial Bursary:

- The preamble was revised to:  
*In memory of Helga Westdal, her husband and family established a trust fund at the University of Manitoba in 1971. The purpose of the fund is to provide financial support to a student in the Faculty of Agricultural and Food Sciences. Each year, beginning in 1972-1973, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:*
- The numbered criteria were revised to:
  - (1) is enrolled full-time (minimum 60% course load) in the third or fourth year of study in the Plant Biotechnology or Agronomy degree program in the Faculty of Agricultural and Food Sciences;*
  - (2) has achieved a minimum degree grade point average of 2.5; and*
  - (3) has demonstrated financial need on the standard University of Manitoba general bursary application form.*
- The paragraph following the numbered criteria was revised to:  
*If in the opinion of the selection committee, there are no suitable applicants, any unspent revenue may be held over to offer the award the following year.*
- The following paragraph was added:  
*The selection committee will have the discretion to determine the value of the award offered each year based on the available annual income from the fund and the level of financial need demonstrated by candidates for this bursary.*
- The selection committee paragraph was revised to:  
*The selection committee for these awards will be the Faculty of Agricultural and Food Sciences Awards Committee.*
- The standard Board of Governors statement was added.

### **3. WITHDRAWALS**

#### **Herb Olsen Athletic Therapy Prize**

At the request of the donor.

#### **Master of Physician Assistant Studies Future of the Profession Graduation Prize**

At the request of the donor.

#### **Rickk and Merril MacKay Business Bursary**

At the request of the donor.

September 12, 2023

**Report of the Senate Committee on University Research Re: Proposal to Establish a Research Chair in Potato Sustainability**

**Preamble:**

1. The terms of reference of the Senate Committee on University Research (*SCUR*), can be found at:
2. At its meeting on **May 25, 2023**, SCUR received for review, a proposal to establish a Research Chair in **Potato Sustainability**.
3. The University of Manitoba Policy for Chairs and Professorships specifies (section 2.14) "In the case of proposals for Chairs and Professorships that are primarily intended to enhance the Universities research programs, the Senate Committee on University Research shall recommend to Senate."

**Observations:**

1. **The Faculty of Agricultural and Food Sciences** has proposed a **Research Chair in Potato Sustainability Research**.
2. The purpose of the Research Chair is to become a North American leader in cutting-edge potato research, training, and extension to support a thriving and resilient potato industry in Manitoba and beyond.
3. The Chair will be created from a \$1,500,000 investment by a consortium of potato industry stakeholders. The UM donor relations office facilitated the fundraising campaign.

**Recommendation:**

The Senate Committee on University Research recommends **THAT: the Research Chair in Potato Sustainability be approved by Senate.**

Respectfully submitted,



B. Mario Pinto, Chair  
Senate Committee on University Research

## **PROPOSAL TO ESTABLISH THE RESEARCH CHAIR IN POTATO SUSTAINABILITY AT THE UNIVERSITY OF MANITOBA**

### **EXECUTIVE SUMMARY**

Consistent with the University of Manitoba Chairs and Professorships Policy/Chairs and Professorships Procedure (effective: Jan 27, 2009; revised: November 25, 2014), the Faculty of Agricultural and Food Sciences is presenting this proposal to seek approval for the establishment of the Research Chair in Potato Sustainability. The University of Manitoba Research Chair in Potato Sustainability will be appointed in the Department of Plant Science for a duration of five years with their annual time allocation consisting of research (55%), service (including community engagement) (25%), and teaching (20%).

**TYPE OF APPOINTMENT:** Chair

**NAME OF THE CHAIR:** The University of Manitoba Research Chair in Potato Sustainability

### **PURPOSE AND OBJECTIVES OF THE CHAIR**

The UM Research Chair in Potato Sustainability will be a North American leader in cutting-edge potato research, training, and extension to support a thriving and resilient potato industry in Manitoba and beyond. The Chair will allow the Department of Plant Science and the Faculty of Agricultural and Food Sciences to:

- Develop a research program on Sustainable Potato Production Systems. Research will focus on agronomy, soil health, disease and pest management, and the integration of these disciplines in both field production and storage management.
- Conduct innovative, collaborative, and applied research to address production challenges and sustainability goals identified by the potato sector.
- Identify current and potential production issues and investigate alternative management strategies (chemical and non-chemical approaches).
- Emphasize student training to prepare undergraduate and graduate students for the job market with skills applicable to the potato industry.
- Improve the efficiency and productivity of potato cropping systems (yield, disease control, quality, storability, environmental footprint, and profitability)

### **RELATIONSHIP OF THE GOALS OF THE CHAIR TO THOSE OF THE PROPOSING UNIT**

The Chair will hold an Assistant or Associate Professor Rank in the Department of Plant Science, Faculty of Agricultural and Food Sciences (FAFS). FAFS is investing heavily in an effort to grow and modernize its agronomic research and training capacity. Since 2020, two new producer and industry-supported Chairs were established: (1) the NSERC Industrial Research Chair in 4R Nutrient Management; (2) the Integrated Crop Protection Chair. Crop and soil research teams have been renewed by the addition of eleven new tenure-track faculty positions over three years (2020-22). Numerous other initiatives support the sustainable development of agricultural resources and foster an expanded knowledge-driven agricultural economy. For example, through a \$2.5M investment by Prairies Economic Development Canada and a \$2.84M investment by the Western Grains Research Foundation, FAFS is integrating digital agriculture suites and monitoring systems

into long-term field sites and research farms, and validating the latest agricultural technologies for multiscale decision-making and precision farming in a variety of Western Canadian crop production systems. The Faculty is also home to the Ian N. Morrison Research Farm, a 406-acre facility located in Carman, MB; the Glenlea Research Station, which includes plot lands for the Long-Term Manure & Crop Management Field Laboratory and the Trace Gas Manitoba Greenhouse Gas Field Emission Site; and greenhouse and controlled environment facilities to carry out physiological, agronomic, pathology and genetic research.

The potato sector is an important part of Canadian agriculture, representing the fifth largest primary agriculture crop in Canada. With a farm gate value of over \$1.3 billion (2018), potatoes are the largest vegetable crop in Canada. Potatoes are the fourth most valuable crop in Manitoba, following canola, wheat, and soybean (based on farm gate value). Most potatoes produced in Manitoba are for processing, though fresh and seed potatoes are also grown. Research and innovation are key to enable this sector to thrive and improve its sustainability. In the 2022 Manitoba Potato Science and Technology Strategy, potato sector stakeholders presented a bold vision statement: *“Make Manitoba Canada’s leader in potato research and innovation”*. Following extensive consultation, the key priority areas identified in the Manitoba Strategy were soil productivity, fertility, and health; irrigation and water management; disease and pest management; variety evaluation and management; and storage. One of the primary recommendations in the report was to enhance the research and training capacity at the University of Manitoba in areas including agronomy, soils, potato quality, and sustainability, to help make this vision a reality.

The University of Manitoba is a key stakeholder in the potato sector with a successful track record in agronomic sciences, plant pathology, storage and processing (with over 160 journal publications on potatoes). Current and past research and extension activities in potatoes by UM researchers include, (1) irrigation and drainage research for sustainable potato production and water conservation; (2) field research into reducing nitrogen losses from potato production and improving nitrogen use efficiency; (3) research on potato disease and pest management; (4) digital agriculture tools for monitoring variability in potato stress; and (5) effect of food processing on potato quality parameters. The presence of a Research Chair is an important signal to the academic community, governments, and granting bodies that the UM is deeply committed to potato research. The Research Chair will create more training and capacity-building opportunities for graduate and undergraduate students, offering them avenues to focus on potato research and extension work. This will help Manitoba’s potato industry by ensuring an exceptional talent pool for the long term. The UM will become a school of choice for future potato farmers and young researchers with an interest in potatoes.

The Research Chair in Potato Sustainability will ensure the University remains a recognized leader in agronomic sciences and crop production system, supporting each of the four pillars identified in the Faculty’s 2022-2027 Strategic Research Plan: promoting sustainable, resilient, fair, diverse & healthy, and technologically advanced agri-food systems. FAFS is actively working with Manitoba Agriculture to highlight research efforts by dedicating a significant portion of a provincial enabling grant to foster knowledge translation and mobilization activities. FAFS recently founded the MAKE – Manitoba Agriculture and Food Knowledge Exchange – knowledge translation platform at

[www.MAKEmanitoba.ca](http://www.MAKEmanitoba.ca) to share how FAFS research is shaping agriculture and food production, through content in lay and social media formats with producers and consumers. It is expected that the Chair will play a significant role in knowledge exchange through such initiatives, particularly as it applies to sustainable potato production.

The Faculty of Agricultural and Food Sciences is strongly committed to engagement with Indigenous communities – where we listen to Indigenous knowledge (particularly residing with Indigenous knowledge holders and elders), where we empower and support Indigenous perspectives, and where we enter into a new knowledge-sharing relationship with Indigenous people. The chair program in potato sustainability will build on significant partnerships fostered through FAFS and Indigenous communities in our region. Our Indigenous scholars will provide guidance to the Chair to ensure the inclusion of Indigenous worldviews, knowledge systems, teachings, values, and oral traditions around environmental sustainability and arable land usage within the training, research, and knowledge translation activities of the program.

#### **METHOD BY WHICH THE CHAIR WILL BE FUNDED**

The Chair will be created from a \$1,500,000 investment by a consortium of potato industry stakeholders. The UM donor relations office facilitated the fundraising campaign, which included growers, processors, potato marketers, sector suppliers, and service providers. In each of the five years that this investment will support the Chair program, the annual commitment of \$300,000 will be used to cover the salary and benefits of the Chair, salary and benefits of a Research Associate, graduate and undergraduate student stipends, materials and supplies, technician time, organization of an annual stakeholder engagement event, conference travel and knowledge dissemination. The Chair will be expected to leverage the investment by seeking additional support through national funding programs (i.e. NSERC Alliance, NSERC Discovery, Mitacs) and provincial funding programs (i.e. Sustainable Canadian Agricultural Partnership).

#### **GENERAL AND SPECIFIC REQUIRED ACADEMIC QUALIFICATIONS FOR CHAIR CANDIDATES**

The UM Research Chair in Potato Sustainability shall have the following preferred qualifications:

- A PhD in agronomic sciences (i.e. plant science, soil science), or related fields.
- Academic qualifications commensurate with an appointment at the rank of Assistant or Associate Professor.
- A proven track record to lead an externally-funded research program in potato sustainability with a strong knowledge-translation component.
- Experience in industry consultation and engagement.
- An ability to train highly qualified personnel, undergraduate and graduate students on subject matters related to sustainable potato production.
- Has demonstrated a commitment to advancing equity, diversity, inclusion, and accessibility through action in research practice, mentorship, and collegiality.

#### **TERM OF THE APPOINTMENT**

The UM Research Chair in Potato Sustainability will be conferred for a five-year term with required annual reporting to an Advisory Committee, which will include representatives from key sector

stakeholders (KPPA, Peak of the Market, J.R. Simplot, McCain Foods). If the Chair position is vacated before the five-year term is complete, the position will be refilled. If appointment renewal is supported, the Department head will be responsible for initiating and coordinating a timely re-appointment review process.

An academic search will be conducted to appoint the UM Research Chair in Potato Sustainability. The proposed Selection Committee shall include:

- Chair and non-voting member: Associate Dean Research, Faculty of Agricultural and Food Sciences (appointed by the Dean)
- Voting members:
  - Three faculty members (selected from a list of five (5) faculty members nominated by the Plant Science Departmental Council, and appointed by the Dean)\*
  - Two external members from potato industry stakeholders, appointed by the Dean
  - Director, Equity, Diversity, Inclusion, and Accessibility
  - One (1) graduate student nominated by the Plant Science Departmental Council

*\*The UM-UMFA Collective Agreement article 18.B.2.2.6 stipulates that: “There shall be at least two (2) persons of each gender on the committee wherever possible although there shall always be at least one (1) person of each gender, exclusive of any student participation.” We will adhere to this article that refers “each gender” to mean a man or woman; however, there are other gender identities that are not stipulated.*

The Chair will consult annually with an Advisory Committee consisting of the Faculty’s Associate Dean Research, Department Head of Plant Science, academic experts from the University of Manitoba, and two representatives from key industry stakeholders. The Advisory Committee will help facilitate the knowledge translation activities of the Chair’s Program with sector stakeholders, as outlined in the Manitoba Potato Science and Technology Strategy.

Upon completion of the 5-year Research Chair program, the Faculty of Agricultural and Food Sciences will continue to fund the salary and benefits associated with the position, without the position being designated as a Chair.

#### **OTHER PROVISIONS UNIQUE TO THE CHAIR**

- 1) The selection and appointment of an individual to the proposed Chair, and the duties and responsibilities of the Chair, will be in accordance with the University Policy and Procedure on Chairs and Professorships.
- 2) In accordance with University Policy, the annual performance of the appointed Chair will also be reviewed by the Department Head of Plant Science in a similar manner as for other faculty members, but with the distribution of work duties being research (55%), service (including community engagement) (25%), and teaching (20%).
- 3) The Chair will acknowledge in research publications and communications that they hold the UM Research Chair in Potato Sustainability.
- 4) During the first year of the appointment, the Chair will give a public lecture, which will be coordinated by the Department Plant Science.



## Proposal for New Academic Program: Micro-Diploma

Please complete the form below and append supporting documents, as appropriate. Electronic copies of the completed proposals are to be submitted to the Office of the University Secretary and the Vice-Provost (Academic Planning and Programs) following endorsement of the proposal by the appropriate Faculty/College/School/Division Council.

It is strongly advised that units initially discuss the proposed program with the Vice-Provost (Academic Planning and Programs) for undergraduate-level Micro-diplomas or with the Dean of the Faculty of Graduate Studies for graduate-level Micro-Diplomas prior to completion and submission of the proposal form. Please refer to the [UM Certificate and Diploma Framework](#) detailing the requirements for micro-diploma programming.

### Section A: Proposing Unit

**Faculty/School/College/Division:** Faculty of Health Sciences

**Department** (where applicable): Community Health Sciences

**Contact, Name and Title:**

Dr. Malcolm Doupe. Director, Manitoba Training Program in Health Services Research

Dr. Sharon Bruce. Department Head, Community Health Sciences

**Contact Email:**

[malcolmbray.doupe@umanitoba.ca](mailto:malcolmbray.doupe@umanitoba.ca)

[sharon.bruce@umanitoba.ca](mailto:sharon.bruce@umanitoba.ca)

### Section B: Program Overview

1. **Program Type:**      Micro-diploma                       Graduate Micro-diploma

This program will be available as a (check all that apply):

**Stand-alone program**     

**Embedded program**     

May be taken concurrently and used for credit within a UM degree program, subject to the program regulations of the degree in which the credit will be recognised.

2. **Program Name** (30 characters): Applied Health Services Research
3. **Program length** (credit hours): 6 credit hours.
4. **Proposed start term:** Fall 2023

## Section C: Program Requirements

### 5. Description and Intended Outcomes of the Program

Provide a general overview of the program, including the purpose and objectives, and the intended outcomes of the program. Outline expected learning outcomes and how it will benefit students.

#### Program History

The Manitoba Training Program in Health Services Research (MTP-HSR) has operated at the University of Manitoba for 20 years. Along with select other Western Canadian universities, MTP-HSR was originally part of the Western Regional Training Centre funded by the Canadian Foundation of Healthcare Improvement (2001 to 2011) and CIHR (Strategic Training Initiative in Health Research [STIHR], 2009-2015). Manitoba Health has funded MTP-HSR since 2011, initially by providing matched funding to support CIHR-STIHR, and as our sole funder since 2015. As part of the newly formulated Manitoba Learning Health System Network housed within the Max Rady College of Medicine<sup>1</sup>, in 2021 MTP-HSR received from Manitoba Health a five-year contract enabling us to extend and expand program activities until March 31, 2026.

#### Program Overview

MTP-HSR is a health services research training program housed in the Department of Community Health Sciences, Rady Faculty of Health Sciences, University of Manitoba. The program accepts annually, on a competitive basis, 5-8 qualified MSc and PhD students who are completing a thesis-based graduate degree at the University of Manitoba focusing on health services research<sup>2</sup>. MTP-HSR is defined as a 'stackable' program; in addition to completing their 'home discipline' graduate training requirements, MTP-HSR requires that students:

- i. Complete each of CHSC 7730 (Topics in Health Services Research; this is a 3-credit hour course spanned across the entire academic year, offered only to MTP-HSR students) and CHSC 7320 (Organization and Finance of the Canadian Health Care System, 3 credit hours)<sup>3</sup>, and;
- ii. Complete a 10-week full-time equivalent field placement experience – usually but not exclusively conducted in the summer term – with a Manitoba-based healthcare agency (e.g., Manitoba Health, Shared Health). As part of their graduate micro-diploma, future MTP-HSR students will complete this placement as a 0-credit hour pass/fail University of Manitoba course [CHSC 7900 Manitoba Training Program Field Placement] (see Section 6).

<sup>1</sup> Other pillars of this network include the Centre for Healthcare Innovation (CHI), Manitoba Centre for Health Policy (MCHP), and Supporting Older Adult Healthcare Reform through Research (SOARR). The goal of MLHSN is to provide rigorous, credible, and timely evidence to support health services innovation, decision-making, and evaluation in Manitoba. MLHSN pillars collectively provide access to a critical mass of expert health services researchers who have established partnerships with various Manitoba government departments and service delivery organizations.

<sup>2</sup> MTP-HSR uses the CIHR definition of health services research. See <https://cihr-irsc.gc.ca/e/48809.html>.

<sup>3</sup> Students who are required to take elective courses as part of their 'home' graduate degree may embed MTP-HSR courses into their degree. Other students may, with approval from their academic advisor, complete the MTP-HSR courses above and beyond those required by their 'home' graduate degree.

## Program Objectives and Goals

The MTP-HSR Program Director is Dr. Malcolm Doupe (2009-ongoing). Program activities are guided by input from an Executive Advisory Board and an external review co-commissioned from Manitoba Health and the Dean, Max Rady College of Medicine<sup>4</sup>. Our **Program Objectives** are to (1) become a nationally recognized and emulated applied health services research training program that instructs graduate students how to bridge the gap between research evidence and healthcare practice; and (2) lead, through student training in Manitoba, the development of a learning health system characterized by strong researcher-stakeholder partnerships that collectively have the skill to create evidence-based, meaningful, and sustained reform practices. These objectives are achieved by developing (1) student expertise about strategies to incorporate research-informed evidence into healthcare reform processes, and (2) meaningful partnerships between students and healthcare stakeholders, supporting both parties to bridge more effectively the transactional space between research knowledge and healthcare reform.

MTP-HSR has the following **program goals**:

- i. Attract a diverse group of highly skilled University of Manitoba graduate students into the program, by providing these future professionals with a provincially and nationally competitive financial stipend;
- ii. Provide these students with both theoretically-informed and practice-based applied health services research training, as requisites for creating research evidence to more effectively guide priority health care reform initiatives in Manitoba and abroad;
- iii. Strengthen the collaborative relationship between students and healthcare stakeholders through various activities so that: a) students better understand the types of evidence required to effectively guide healthcare reform, and b) healthcare stakeholders further see the value of using evidence both when planning for and evaluating the success of reform strategies; and,
- iv. Foster meaningful interactions between diverse graduate students who are interested in applied health services research, enabling them to understand the value of different methodological designs and approaches.

## Intended Outcomes

MTP-HSR trains 5-8 University of Manitoba graduate students annually and provides these individuals with unique and specialized knowledge about integrated knowledge translation approaches and implementation science techniques. Student who complete this program have a unique platform of research skills for use in their future careers as academic researchers, clinician scientists, or healthcare planners.

Student evaluations of MTP-HSR are overwhelmingly positive (see **Appendix 1**), and many of our graduates are employed in healthcare agencies or work in affiliated University positions (**Appendix 2**). Over time, these individuals will continue to formulate an important network that helps to ensure research evidence is more meaningfully incorporated into healthcare transformation.

Presently, MTP-HSR students do not receive any type of formal recognition from UM for completing this

<sup>4</sup> The EAB is chaired by Dr. Lisa Lix (Associate Department Head of CHS) with membership from across the University of Manitoba (Dr. Netha Dyck, Dean, College of Nursing; Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy; Dr. Nathan Nickel, Director, Manitoba Centre for Health Policy; Dr. Todd Duhamel, Associate Dean, Faculty of Graduate Studies), Manitoba Health (Ms. Barb Wasilewski, Assistant Deputy Minister, Health Policy and Planning; Ms. Cheryl Osborne, Director, Health Policy and Planning; Ms. Janie Peterson Watt; Senior Policy Analyst, Health Policy and Planning), and Shared Health (replacement for Lanette Siragusa, Chief Nursing Officer, to be determined). See section 12 for more details. Our last external review (2017) was conducted by Drs. Stephen Bornstein (Memorial University) and Michael Hillmer (Ontario Ministry of Health and Long-Term Care) (Appendix 19).

program. ***By way of this application, we are requesting that MTP-HSR students receive, in addition to their graduate degree awarded on their University of Manitoba transcript, a graduate micro-diploma in applied health services research.*** While operated through the Rady College of Medicine (Department of Community Health Sciences), we recognize that this formalized program would now be offered through the Faculty of Graduate Studies as a credential program at the University of Manitoba.

## 6. Program Structure

### a) Coursework

List all courses used in the curriculum, including required and elective and existing and proposed courses. Include: the subject code, course number, course description. Identify proposed courses as "new." [Append associated course change forms, as appropriate.](#) Outline how students are to progress through the program. Comment on any pre-requisite requirements, where applicable.

In the graduate micro-diploma, MTP-HSR students will be required to complete three University of Manitoba courses with a total of six credit hours. These consist of:

- i) Two established University of Manitoba graduate training courses that MTP-HSR students currently take (CHSC 7730, Topics in Health Services Research; CHSC 7320, Organization and Finance of the Canadian Health Care System) totalling six credit hours. CHSC 7730 is spanned across the entire academic year, and CHSC 7320 is offered in the winter academic term. The full course outline for each course is provided in **Appendix 3**. See the following:

A) Given that only MTP-HSR participants can register in CHSC 7730 and that this course provides core program content (e.g., theory- and practice-based content as described in subsequent text, plus placement planning and attendance at various iKT events), students must successfully complete this course in the year they are accepted into MPT-HSR, with no exceptions permitted. Those who have previously taken CHSC 7730 are not eligible to participate in the program a second time<sup>5</sup>.

B) Students who have successfully completed CHSC 7320 in the previous five years are not required to take this or an alternate graduate course as part of MTP-HSR. To receive the micro-diploma in MTP-HSR, students who have not previously completed CHSC 7320 must do so in the year they are accepted into the program. These students, under exceptional circumstances, may be permitted to take this course in the following academic year, with written recommendation made by the Program Director followed by written approval by the Faculty of Graduate Studies Association Dean (see section 6C – academic regulations – for more detail)<sup>6</sup>.

- ii) One new course, which is CHSC 7900; Manitoba Training Program Field Placement (0 credit hours, assessed as pass/fail). Students have traditionally completed a program field placement; CHSC 7900 retains the core placement activities and refines the placement evaluation process so that a formal assessment process is implemented. All components of the placement planning, implementation, and evaluation process are described in section 6B (Experiential Learning or Work-Integrated Learning Opportunities). We have also completed the “proposal for the course introduction form” enabling the MTP-HSR Field Placement to be officially designated as a University

<sup>5</sup> This could happen if a student completed MTP-HSR training as an MSc Student and re-applied to MTP-HSR as a PhD student. Students are only allowed to take MTP-HSR once as a University of Manitoba graduate student.

<sup>6</sup> The distinction between CHSC 7730 and CHSC 7320 is justified given that (a) CHSC 7730 provides core course (e.g., implementation science and measurement theory) and program-level (e.g., placement planning and networking activities) content as described above, while CHSC 7320 ensures that MTP-HSR participants have current knowledge about healthcare history, structure, and reform; (b) Students receive nationally competitive stipends to participate in MTP-HSR. Accepting students into MTP-HSR who have previously taken both CHSC 7730 and CHSC 7320 (and hence not requiring to take them again) would, in essence, be giving them a stipend without requiring any program participation; (c) The University of Manitoba does not allow students to obtain credit twice for a given course. MTP-HSR course requirements comply with this regulation.

of Manitoba pass/fail course. A copy of the form and course outline is included in **Appendix 4 and 5, respectively.**

MTP-HSR field placements typically occur from May to September. Students will receive their pass/fail grade at the end of the placement. Students, under exceptional circumstances, may be permitted to complete their placement at a later time. This would occur with written recommendation made by the Program Director followed by written approval by the Faculty of Graduate Studies Association Dean (see section 6C – academic regulations – for more detail).

In summary and with caveats provided in the preceding text, MTP-HSR students must complete each of CHSC 7730, CHSC 7320, and CHSC 7900 to receive the micro-diploma. The description of each course is provided in the following table.

**MTP-HSR Course Requirement Descriptions, as Presented in the UM Course Calendar**

<b>Required Course</b>	<b>Course Description</b>
CHSC 7730, Topics in Health Services Research	This course will expose students to select health services research topics that are particularly relevant in Manitoba and Canada. Students are expected to actively engage in seminars led by health services researchers and decision-makers, and also provide informative presentations in their own area of research. Students will also gain knowledge about various communication and knowledge translation strategies. All students require instructor permission. Co/Prerequisite: CHSC 7320
CHSC 7320, Organization and Finance of the Canadian Health Care System	The purpose of this course is to help students develop the knowledge and skills to understand and improve Canadian healthcare. The course provides an introduction to the way the Canadian health system is organized and financed; covers key policy issues and controversies; and examines the challenge of change. Prerequisite: Students outside CHS require instructor permission.
CHSC 7900, Manitoba Training Program Field Placement (NEW)	<p>The aim of the Manitoba Training Program (MTP) field placement is to highlight the relationship between learning and application of health services research principles and practise through the integration of coursework with supervised fieldwork undertaken in local and provincial public health settings. University of Manitoba Students accepted into the Manitoba Training Program are eligible to register for this course; instructor permission is required. Pre-requisite: CHSC 7730 and CHSC 7320. Graded Pass/Fail.</p> <p>Students will actively engage in a supervised health services fieldwork placement, and in doing so will demonstrate their ability to (1) apply the principles learned in CHSC 7730 (e.g., using evidence to guide care reform) in a ‘real-world’ healthcare setting; and (2) develop meaningful partnerships with healthcare stakeholders in ways that help to facilitate future employment opportunities. The placement is designed for MTP-HSR students who may not have extensive applied health services research experience, or for MTP-HSR students seeking this experience in a healthcare setting that is different from their primary professional background. Placement-specific objectives and activities will be set through iterative discussions involving the MTP-HSR Director, host agency field placement preceptor, and student. These must be agreed up in writing prior to commencing the placement. Each placement will be planned with consideration of the student’s career interests and the needs of the placement agency. The duration of each field placement is approximately 10 weeks full time equivalent and must be completed within 20 weeks of the placement start date. The placement will be evaluated on a pass/fail basis.</p>

	Pre-Requisites: This course is designed for students who have (1) been formally accepted into the MTP-HSR program, and who are (2) enrolled in CHSC 7730. Registration for the MTP-HSR placement requires written permission from the MTP-HSR Director.
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**b) Experiential Learning or Work-Integrated Learning Opportunities**

Where applicable, briefly describe any experiential learning or work-integrated-learning opportunities within the program.

Student Placements. Work-integrated placements comprise a major learning opportunity for students, and in general (i) enable students to apply, in an abbreviated format, the academic lessons learned in an applied healthcare setting; (ii) help students begin to develop rich networks with healthcare planners and providers, and; (iii) showcase to healthcare stakeholders the value of MTP-HSR, and more generally the value of using research evidence during all stages of healthcare planning, delivery, and evaluation.

A list of the past student placement activities and their products is provided in **Appendix 6**. While students have input into their placement activities, the MTP-HSR Program Director is ultimately responsible for finding placement agencies, developing placement details, and for evaluating the student at the placement conclusion. The following activities are used to guide the placement process.

*Student-preceptor Co-Presentations in CHSC 7730.* Students are matched with placement preceptors<sup>7</sup> in the fall of each academic year. The last seminar session in the fall term is reserved for students and preceptors to meet, review the goal of MTP-HSR placements, discuss student and preceptor roles, and discuss next steps with timelines. Each student is required to meet 2-3 times with their preceptor in the winter term to discuss and refine possible placement ideas, supported by the MT-HSR Program Director as needed. As one of their assignments in CHSC 7730, students are required to present a final placement idea emulating from these discussions, emphasizing (a) the rationale for the placement (e.g., how it aligns with agency goals) (b) the ways in which the student will summarize existing and/or develop new evidence during the placement, and (c) anticipated products and their potential value.

*Placement Plan.* This plan extends naturally from the aforementioned student presentation. Students, MTP-HSR program staff, and preceptors collaborate iteratively in late April / early May to complete the MTP-HSR placement plan document (**Appendix 7**). This document provides detailed information on factors like a) specific student activities and the approximate time required to complete each, b) outputs expected from the placement, and c) work particulars (e.g., start and end dates, hours of the week worked, pay rate, access to working space and equipment). Preceptors must also document how they will provide student networking opportunities (e.g., ensuring that the student participates regularly in team meetings), and create contingency plans if a given activity takes longer than anticipated due to unforeseen circumstances. Each placement is planned to last about 10 weeks equivalent full time and must be completed within 20 weeks of the student start date (early May) if they are conducted part-time. Each student’s final placement plan is signed by the student, the placement preceptor, and the MTP-HSR Program Director.

*Placement Monitoring.* The MTP-HSR Program Coordinator connects with each student and her/his preceptor two-three times during the placement process. A monitoring form (**Appendix 8**) is used in each meeting to help monitor progress, to ensure that the student-preceptor ‘fit’ is positive, and to help proactively resolve any challenges that exist. The first meeting with the preceptor typically occurs in the first two weeks to ensure that the student has received a proper orientation, has a workspace assigned to them, and has all payroll forms completed. This helps to ensure that the student has the appropriate

<sup>7</sup> Placements are developed jointly through meetings and discussions with the MTP-HSR Director, Manitoba Health, and other healthcare agencies, by iteratively discussing agency needs (e.g., for knowledge and evidence to guide reform) and capacity (resources to support the placement including preceptor experience and time) along with student experience and skill. As the MTP-HSR funder, Manitoba Health has several experienced placement preceptors who are available to offer advice and input (e.g., during the first student-preceptor co-presentations in CHSC 7730) to those with less experience in this area.

supports and resources needed to successfully complete the placement.

*Placement Evaluation.* At the end of the placement, information from the monitoring form, placement preceptor (**Appendix 9**) and student (**Appendix 10**) are collected to help formally evaluate the student. As part of the micro-diploma process, the MTP-HSR Program Director will use this information to provide each student with a pass/fail grade guided by the following criteria:

- i. Attendance, overall participation and level of professionalism, and;
- ii. The extent to which the student
  - a. demonstrated self-learning;
  - b. understood the structures/policies/function of the agency;
  - c. actively engaged in networking and participated as an effective team member;
  - d. made constructive suggestions and accepted constructive criticism, and;
  - e. achieved the goals as set form in the placement plan, and noted barriers (e.g., non-responses from the healthcare sector) that were beyond the student's control.

**c) Academic Regulations**

General academic regulations for micro-diplomas can be found under the Certificate and Diploma Framework; the respective Faculty/College/School academic program regulations; and general academic regulations of the institution. *Where different*, please indicate the following for the proposed micro-diploma:

Academic performance requirements and maximum time to completion is the same as stated for UM

**Academic performance requirements:**

Minimum course grades and overall GPA required for progression and graduation.

To receive the micro-diploma in MTP-HSR, students must complete with letter grade of 'C+' or higher in CHSC 7320 and 7730; and (b) receive a grade of 'pass' in CHSC 7900 (Manitoba Training Program Field Placement).

**Maximum time-to-completion:**

Maximum time-to-completion in academic years or terms.

To receive the graduate micro-diploma, students must complete:

- i. CHSC 7730 in the academic year they are accepted into MTP-HSR.
- ii. CHSC 7320 in the academic year they are accepted into MTP-HSR. Under exceptional circumstances (e.g., if this course schedule conflicts with a core course from the student's home discipline), CHSC 7320 may be taken in the subsequent academic year, with written recommendation made by the Program Director followed by written approval by the Faculty of Graduate Studies Association Dean.
- iii. CHSC 7900 in the fall term following their MTP-HSR academic year (e.g., November 1, 2024 for students accepted into the 2023/24 program). Under exceptional circumstances (e.g., where placements are delayed due to unforeseen challenges with placement agencies), this course may be delayed by one calendar year (i.e., completed by November 1, 2025), with written recommendation made by the Program Director followed by written approval by the Faculty of Graduate Studies Association Dean.

\*For graduate-level micro-diplomas, [append revised supplemental regulations and BFARS](#).

Please see **Appendix 11** for additions to the CHS supplemental regulations.

**7. Entrance Requirements**

For undergraduate-level diplomas, [minimum entrance requirements](#) are defined as:

- a) for students not enrolled in a degree program at the University of Manitoba, must meet the direct entry or advanced entry entrance requirements for a program at UM (e.g., U1/ First Year

- requirements);
- b) for students currently enrolled in a degree program at UM, must be in good academic standing within their current program of study.

For graduate-level diplomas, entrance requirements are the minimum Faculty of Graduate Studies entrance requirements.

List any additional program specific entrance requirements, including any pre-requisite requirements.

MTP-HSR students must be enrolled in a thesis-based MSc or PhD program at the University of Manitoba. Applications are currently available online and consist of an application form, copies of current post-secondary transcripts, and two letters of reference. While the traditional MTP-HSR student application form is provided in **Appendix 12**, through discussions with Dr. Kelley Main we understand that future students will apply to the program directly to FGS, who will in turn review students to ensure they meet basic eligibility requirements. Student applications will then be provided to the MTP-HSR adjudication committee; members of this committee will review and recommend to FGS the students to be accepted into the program.

Student adjudication for admission into MTP-HSR occurs in two stages.

*Stage One* consists of a review of each student's submitted application, with the goal of short-listing potential applications. The criteria used to evaluate written applications is provided in **Appendix 13**. Adjudication committee members review and evaluate each application in advance of an adjudication committee meeting. The adjudication committee is comprised, at minimum, of the MTP-HSR Program Director, three University of Manitoba faculty members (e.g., from Nursing, Pharmacy, Community Health Sciences), two representatives from Manitoba Health, and a student representative from Community Health Sciences (non-voting member).

*Stage Two* of the admission process consists of an interview with each shortlisted (from stage 1) student. This interview committee is comprised of the MTP-HSR Program Director, at least one other University of Manitoba faculty member, and a representative from Manitoba Health. A sample of the MTP-HSR Interview Questions and Assessment template is provided in **Appendix 14**. Based on this, the Program Director will recommend to FGS the students to be accepted into the program.

## 8. Recognition for Credit<sup>8</sup>

Outline how completion of this program may be recognized and used to satisfy requirements in other programs. Describe whether the program is stackable or whether it can be laddered into other programs<sup>9</sup>. Append letters of support, as appropriate. See *SCCCC Consultation form* at <https://umanitoba.ca/governance/forms>.

MTP-HSR is proposed as a modular training program that is stackable with students' original graduate degree. Three additional points of information are provided:

- 1) MTP-HSR only accepts students who have already been accepted officially into their 'home' graduate training degree (as evidenced from the student transcript or admission letter). Students must also be formally enrolled in their graduate degree program for the entire academic year of MTP-HSR training (e.g., students who withdraw from their 'home' graduate training program prior to completion must also withdraw from MTP-HSR).

<sup>8</sup> Credit recognition of a micro-credential in another program is subject to Senate approved program regulations. Units are encouraged to review degree requirements and regulations and submit any necessary revisions concurrent with the program proposal.

<sup>9</sup> Stackable credentials are credentials that are modular in nature, and when combined with others, result in the awarding of a larger credential; laddering of credentials is when one credential articulates into another resulting in students receiving established credit within the program, shortening the path to program completion.

- 2) While students have the option of embedding MTP-HSR course work into their 'home' graduate training program (e.g., counting CHSC 7300, CHSC 7320, and CHSC 7900 as elective courses), this is not always possible (e.g., if students have already completed their elective course requirement). As part of our current adjudication process, we ensure that each accepted student and their academic advisor is made aware of the MTP-HSR program requirements and expectations (see **Appendix 15**). Through discussions with Dr. Kelley Main we have agreed to amend this process as follows, pending acceptance of the micro-diploma application:
  - (a) Based on the recommendation of the MTP-HSR Program Director, FGS will notify students who are accepted into MTP-HSR.
  - (b) Once notified, MTP-HSR Program Staff will contact the student and their advisor (using the form letter provided in Appendix 15) to ensure that all parties are aware of program requirements and funding amounts / regulations, and to clarify if MTP-HSR courses are being embedded into the student's 'home' graduate degree (i.e., serving as elective courses), or if these courses will be taken above and beyond those required by their 'home' graduate degree.
  - (c) Historically, some students opt out of the program after receiving their acceptance letter (e.g., if they are not willing to complete the placement or decide to transfer institutions). In this instance we will ask students to correspond directly with MTP-HSR Program Staff, who will in turn notify FGS.
- 3) Excepting MTP-HSR coursework (Section 6), a student's performance in MTP-HSR is not intended to be used as part of their annual progress report completed with their academic advisor. Likewise, a student's performance in their home training program will not be considered when judging their performance in MTP-HSR.

## 9. Mode of Delivery

This program is available: In-person  On-line  Combination:

MTP-HSR will be offered using a combination of in-person and virtual sessions.

## Section D: Program Development and Demand

### 10. Alignment with Strategic Direction and Priorities

Comment on how the program addresses institutional and unit level strategic priorities and plans, including how Accessibility, Equity, Diversity, and Inclusion and Indigenous achievement have been considered in the development of the program.

The Manitoba Training Program in Health Services Research (MTP-HSR) is a collaborative training centre in the Department of Community Health Sciences, Rady Faculty of Health Sciences, University of Manitoba. The program supports qualified graduate students pursuing health services research training with a financial stipend, and helps them to understand the intricate relationship between research evidence production and health care reform. Our **mission** is to help lead, through student training, the development of a learning health system in Manitoba, characterized by strong researcher-stakeholder partnerships that collectively have the skill to create evidence-informed, meaningful, and sustainable reform strategies. **Core values** that we embrace include (i) developing productive student-researcher and healthcare stakeholder partnerships, and (ii) understanding ways to incorporate highly rigorous research evidence into all phases (e.g., planning, enactment, ongoing evaluation) of the healthcare reform process.

The MTP-HSR mission, our core values and training activities were developed to embrace and help enact the University of Manitoba Mission to 'create, preserve, communicate and apply knowledge, contributing to the cultural, social and economic well-being of the people of Manitoba, Canada and the world'. Similarly, the Rady Faculty of Health Sciences conducts activities that 'plan for the development and delivery of health care services and to help improve health status and service delivery to the Province of Manitoba and the wider community'. Community Health Sciences - where MTP-HSR is imbedded -

provides multidisciplinary training in a range of fields in public health and preventive medicine, at levels ranging from undergraduate to PhD. Given these synergies, we are committed to ensuring that MTP-HSR benefits all graduate students at the University of Manitoba interested in health services research. Providing these students with a micro-diploma is an essential step to recognize students for their commitment to health services research.

Every effort is made to ensure that student recruitment occurs using fair and equitable processes (e.g., the program is advertised using Instagram takeovers through the official University of Manitoba student account), and our website (<https://umanitoba.ca/medicine/department-community-health-sciences/manitoba-training-program-health-services-research>) is accessible in accordance with UM requirements for website structure and content. While acceptance into MTP-HSR is competitive and based on student merit, final student selection is also influenced with consideration that diversity exists across (i) academic discipline and student research approaches and topics, and (ii) program level (MSc versus PhD). Every effort is made to ensure that accepted students are exposed to the importance of conducting healthcare reform for especially vulnerable people (e.g., people residing in rural and remote geographies, those with longstanding mental health challenges), and one program seminar is typically dedicated to a guest speaker with expertise in Indigenous health and the Indigenous approach to gathering knowledge. Reflecting these principles, our Executive Advisory Board is comprised of members that reflect key and diverse healthcare disciplines (e.g., Pharmacy, Nursing, Community Health Sciences), perspectives, and research approaches.

## 11. Student Demand for Program

### a. Outline expected student demand and interest in the program.

As shown in **Table 1**, 288 graduate students from 25 University of Manitoba faculties and departments have applied to MTP-HSR since 2011. This number of applications has grown considerably in recent years (e.g., 39 students applied to the 2021/22 program), given our improved student recruitment strategies<sup>10</sup>. Acceptance into this program has therefore become increasingly competitive. In total, 65 students have been accepted into the program since 2011 (**Table 2**). Depending on the year, about two-thirds of these students come from Community Health Sciences, with the remainder coming from diverse disciplines, such as Social Work, Nursing, Medical Rehabilitation, Pharmacy, and Disability Studies. About one-third of accepted MTP-HSR students are in PhD programs.

**Table 1: Number of Students Who Have Applied to MTP-HSR by Academic Year, Overall and by Academic Discipline**

Department or College	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	All Years Combined
Applied Health Sciences		2		1	1	2	1	1				8
Biomedical Engineering					1		3				1	5
Community Health Sciences	9	8	21	13	26	21	14	19	23	7	12	173
Disabilities Studies	1					2	2			3		8
Economics		1	1					1			4	7
Electrical & Computer Engineering	1						1					2

<sup>10</sup> The MTP-HSR Program Coordinator actively reaches out to a wide range of eligible students from across the University of Manitoba. These recruitment strategies commence in the fall of each academic year and include (a) Instagram takeovers through the official University of Manitoba student account (@umstudent) (b) continually updating and refining the MTP-HSR website, (c) meeting with Graduate Program Department Heads to co-plan student recruitment and academic advisor awareness strategies, and (d) providing in-person presentations to undergraduate students who are considering graduate training.

Environment/Geography	3											3
Enviro/Earth & Resources	1											1
Family Social Sciences	1	1		1								3
Human Nutritional Sciences	1	1					2				2	6
Interdisciplinary Graduate Studies								1				1
Medical Rehabilitation			1			1				2	7	11
Microbiology											1	1
Oral biology											1	1
Mechanical & Manufacturing Engineering	1	3	1									5
Physiology											2	2
Medical Microbiology	5	1										6
Nursing		1				3		1	4	2	4	15
Pharmacy								3	3	1	5	12
Political Studies						1						1
Philosophy						1						1
Psychology		3					1		1			5
Public Administration	1											1
Social Work						4			1			5
Sociology						2		1				3
Textile Sciences	2											2
<b>Total Students</b>	<b>26</b>	<b>21</b>	<b>24</b>	<b>15</b>	<b>28</b>	<b>37</b>	<b>24</b>	<b>27</b>	<b>32</b>	<b>15</b>	<b>39</b>	<b>288</b>
<b>%CHS</b>	<b>35%</b>	<b>38%</b>	<b>88%</b>	<b>87%</b>	<b>93%</b>	<b>57%</b>	<b>58%</b>	<b>70%</b>	<b>79%</b>	<b>47%</b>	<b>31%</b>	<b>58%</b>

**Table 2. Number of Students Accepted in MTP-HSR by Academic Year, Discipline, and Degree Program (Master's or PhD)**

Department or College	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	All Years Combined
Applied Health Sciences		1										1
Community Health Sciences	2	5	7	5	6	4	8	3	3	4	3	50
Disabilities Studies	1					1						2
Economics		1	1									2
Environment /Geography	1											1

Human Nutritional Sciences		1					1					2
Kinesiology and Recreation Mgt										1	2	3
Mechanical Engineering	1											1
Nursing						2			2	1	1	6
Pharmacy								1	1			2
Social Work						1		1				2
Sociology						1		1			1	3
<b>Total Students</b>	<b>5</b>	<b>8</b>	<b>8</b>	<b>5</b>	<b>6</b>	<b>9</b>	<b>9</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>75</b>
<b>% PhD</b>	0%	38%	50%	40%	33%	20%	44%	40%	33%	33%	32%	<b>33%</b>
<b>%CHS</b>	40%	63%	88%	100%	100%	40%	89%	60%	50%	67%	50%	<b>70%</b>

**b. What is the expected enrolment in the program?**

Between five and eight students may be accepted into the program annually. This number depends on the quality of the student applications, and available program funds<sup>11</sup>.

**c. What is the maximum capacity, if applicable?**

Defined as first-year enrolment capacity.

The maximum intake of students is eight per year.

**12. Community and Industry Need**

Describe the current community and/or industry need for the program. Outline any consultation with community partners, industry partners, and other external stakeholders in the development of this program. If external feedback was not sought, comment on why. Append letters of support, as appropriate.

MTP-HSR maintains strong partnerships with healthcare stakeholders and key personnel from Manitoba Health, Shared Health, the Winnipeg Regional Health Authority, and rural-based healthcare organizations in Manitoba. Partnerships with these organizations are crucial to continuing program success, and in any given year we engage actively with our community partners in the following ways.

- 1) Executive Advisory Board. Through quarterly meetings, the MTP-HSR Executive Advisory Board advises MTP-HSR in its strategic directions and includes representatives from the University of Manitoba (Community Health Sciences, Nursing, Pharmacy, Faculty of Graduate Studies), Manitoba Health, and Shared Health. The terms of reference for this board are provided in **Appendix 16**. This board is chaired by Dr. Lisa Lix, Associate Department Head of

<sup>11</sup> Manitoba Health provides a set budget (151K annually) for MTP-HSR, and in most years between one and three of our accepted students receive an additional stipend enables us to recruit additional students. We can recruit a minimum number of five students annually using Manitoba Health funds and using carry-over funds have been able to recruit up to eight students in some years. Please refer to section 15 of this document for additional budget information.

Community Health Sciences.

- 2) Student Admissions. See **Appendix 13**. Two non-voting members from Manitoba Health help to assess student applications.
- 3) Seminar and Placement Activities. MTP-HSR develops rich partnerships between students and healthcare stakeholders, through co-presentations in CHSC 7730 and when planning and enacting placements. Using the 2020/21 academic year as an example, MTP-HSR students interact with about 30 stakeholders from a variety of sectors and settings (see **Appendix 17**).

Reflecting these partnerships, we have attached to this application several letters of support (**Appendix 18**) including one from Ms. Barb Wasilewski; Assistant Deputy Minister, Manitoba Health.

### 13. Internal Consultation

Outline the results of internal consultations, including, (i) faculty, staff, and students within the unit; (ii) relevant academic units in respect to use of courses and/or recognition of credit; (iii) the libraries to determine resource needs; (iv) the Office of the Registrar and Enrolment Services to determine system needs; and (v) other units in relation to resource needs, as appropriate. Append a letter of support from the Registrar and Executive Director of Enrolment Services. Append additional letters of support, as appropriate. See *SCCCC Consultation form* at <https://umanitoba.ca/governance/forms>.

Please see the following information:

- 1) Dr. Lisa Lix tabled this application for faculty and staff input and discussion at a Community Health Sciences Department Council Meeting (January 13, 2023). During this meeting Dr. Lix provided a motion to proceed with the MTP-HSR graduate micro-diploma application enabling program graduates to receive, in addition to their graduate degree awarded on their University of Manitoba transcript, a graduate micro-diploma in applied health services research. This motion was seconded by Dr. Nathan Nickel (Director, Manitoba Centre for Health Policy) and unanimously approved by Community Health Sciences faculty members.
- 2) The following key University of Manitoba stakeholders and partners have provided letters in support of this application (**Appendix 18**), demonstrating the extensive internal consultation accompanying this report.
  - a. In his letter of support, Dr. Peter Nickerson (Dean and Vice-Provost, Rady Faculty of Health Sciences) has outlined the extensive internal and external consultations that have occurred to create the Manitoba Learning Health System Network, of which MTP-HSR has the predominant student training role.
  - b. Dr. Lisa Lix (Associate Department Head of Community Health Sciences) is Chair of the MTP-HSR Executive Advisory Board. As part of the application process, Dr. Lix met with (1) EAB members to review and approve draft versions of this application; and (2) Dr. Kelley Main (Dean, Faculty of Graduate Studies) to provide input and clarity on various aspects of this application, helping to ensure that our proposal aligns with key facets of the broader University community.
  - c. University of Manitoba members of the MTP-HSR EAB include Dr. Netha Dyck (Dean, Faculty of Nursing), Dr. Lalitha Raman-Wilms (Dean, Faculty of Pharmacy), and Dr. Todd Duhamel (Associate Dean, Faculty of Graduate Studies). These individuals have provided ongoing valuable input and direction into MTP-HSR for several years. Letters of support are provided by Drs. Dyck and Raman-Wilms.
- 3) At the request of Dr. Brian Postl (Former Dean and Vice-Provost of the Rady Faculty of Health Sciences) and Ms Karen Herd (Deputy Minister of Health), in 2017 Drs. Stephen Bornstein (Memorial University) and Michael Hillmer (Ontario Ministry of Health and Long-Term Care) conducted an external review of MTP-HSR. Interviews were conducted with MTP-HSR staff, EAB

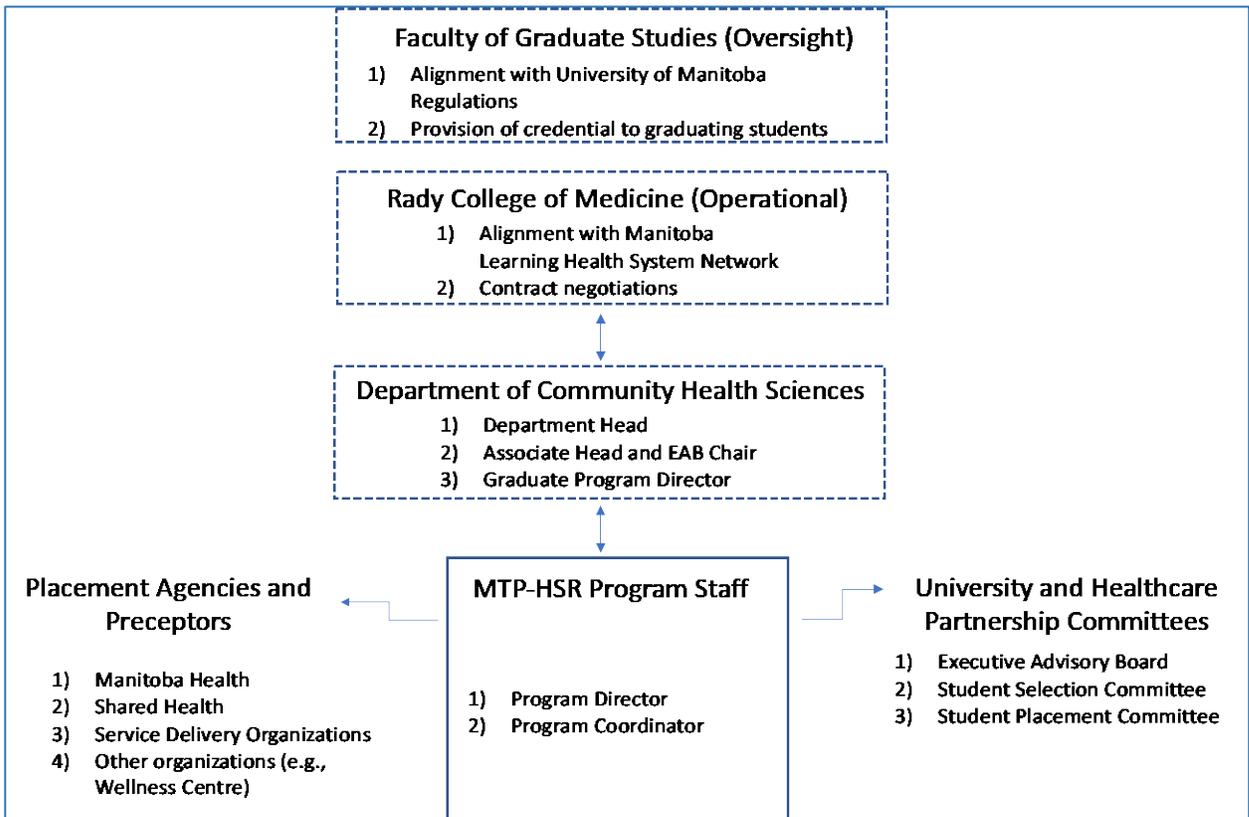
members, UM academic advisors to past and present MTP-HSR students, past and present students, and various healthcare system personnel (e.g., ADMs, placement preceptors). As outlined in **Appendix 19** (External Review Report), Drs Bornstein and Hillmer reported “consistent assertions of the value the program brings to the Manitoba healthcare system, the importance of the real-world experience gained, and the ongoing need for the skills and networks produced through the program”.

## Section E: Resource Requirements

### 14. Summary of Program Costs

Outline the resource requirements, new and existing, for the program in respect to staffing requirements, capital costs, and operating costs, including consideration of any impact on other academic units providing coursework in support of the program. Units should consult with their Dean’s /Director’s Office, including the unit-level Financial/Business Manager, and the Financial Planning Office when addressing the below.

MTP-HSR operates within the Max Rady College of Medicine, Department of Community Health Sciences. An operational organizational chart is provided in the following table. Further details about program organization and responsibilities are provided in the following text.



1) No new staffing resources are required as part of this application.

The MTP-HSR Program Director is Dr. Malcolm Doupe. Doupe is an Associate Professor in Community Health Sciences and a Senior Research Scientist at Manitoba Centre for Health Policy. He has functioned as MTP-HSR Director since 2009, and is responsible for securing program contracts and budgets (e.g., from Manitoba Health), developing and implementing all program content, and program evaluation. Doupe is supported by (a) Dr. Sharon Bruce, Head of Community Health Sciences, (b) Dr.

Lisa Lix, Associate Head of Community Health Sciences and Chair of the MTP-HSR Executive Advisory Board, and (c) Dr. Michelle Driedger, Graduate Program Director, Community Health Sciences. These individuals collaborate with Dr. Doupe to ensure that the program operates effectively and in coordination with the Department of Community Health Sciences. Dr. Peter Nickerson (Dean and Vice-Provost, Rady Faculty of Health Sciences) supports Dr. Doupe during contract negotiations. Note that we have collaborated extensively with Dr. Kelley Main (Faculty of Graduate Studies), who has indicated that it is feasible to suspend the micro-diploma if program funding is suspended.

MTP-HSR is supported by a full-time Program Coordinator. This position is paid by program money provided by Manitoba Health and supports Dr. Doupe in all day-to-day aspects of program delivery, especially as it relates to program advertisement and recruitment, coordinating student admission processes and meetings, coordinating guest speaker sessions in CHSC 7730, organization student-stakeholder meetings, managing the day-to-day aspects of student placement planning and delivery, writing communications and reports, and budget management.

Several University and Healthcare Partnership Committees exist to support the program. The role and makeup of these committees are discussed elsewhere in this document and include (i) an Executive Advisory Board (Section 12 and Appendix 16), (ii) a Student Selection Committee (Section 7 and Appendixes 12-14), and (iii) a Student Placement Committee (Section 6B).

2) Infrastructure for the micro-diploma is already in place; additional resources and support are not needed. See the following text for an explanation.

- a. All support from Community Health Sciences and engagement by our various University/Healthcare partnership Committee is provided in-kind.
- b. All placement support (e.g., agency preceptor time) is provided in-kind.
- c. As Program Director, Dr. Doupe's salary is paid through the University of Manitoba.
- d. The Program Coordinator Salary is paid through MTP-HSR contract with Manitoba Health.
- e. CHSC 7730 and CHSC 7320 are registered with the University of Manitoba. All aspects of the course (e.g., student registration using Aurora, grading) occur as per University of Manitoba procedures. Course material is provided to students using UM Learn.
- f. In addition to MTP-HSR Program Coordinator position, additional support to monitor budgets is provided through CHS, as needed.
- g. The MTP-HSR website is managed by the University of Manitoba. This website positions MTP-HSR as a student training program managed by CHS. See the following URL:  
<https://umanitoba.ca/medicine/departement-community-health-sciences/manitoba-training-program-health-services-research>.

## 15. Summary of Program Funding

Outline how the program will be funded and indicate whether new funds are required. If new funding is required, please contact the Vice-Provost (Academic Planning and Programs) for more information. If additional revenue will be required to support the program but the Faculty/College/School is not requesting any new funding, identify the revenue source(s) (e.g. tuition, laboratory fees, other fees, etc.) that will be used.

No new funds are required for this program. An overview of the MTP-HSR annual budget is provided in **Table 3**. Please see the following text for additional information.

- 1) MTP-HSR is funded by Manitoba Health. From 2021 through 2026, Manitoba Health has agreed to fund MTP-HSR \$151,000 annually. As per Table 3, these funds allow MTP-HSR to accept a minimum of five students into the MTP-HSR program annually. Note that we have collaborated

extensively with Dr Kelley Main (Faculty of Graduate Studies), who has indicated that it is feasible to suspend the micro-diploma if program funding is suspended.

- 2) Several additional sources of revenue exist, enabling us to recruit additional students in some years. This is explained as follows:
  - a. Students accepted into MTP-HSR are regularly awarded with additional scholarships (e.g., from Research Manitoba, CIHR) in which case MTP-HSR provides top-up funds. This occurs, on average, for about two students annually, in which case MTP-HSR allocates about \$8,000 in top-up to these students. Unspent funds are used to recruit at least one additional student into MTP-HSR.
  - b. MTP-HSR has, on occasion, been approached to provide student training as a part of peer-reviewed operating grants submitted by UM researchers. Operating funds from successful grants can be transferred to MTP-HSR for the purposes of recruiting an additional student, subject to the student meeting all adjudication criteria as explained in Section 10.
  
- 3) In addition to the budgetary expenses outlined in Table 3, students are also paid roughly \$22.50/hour as an employee of their placement agency. This amounts to about (22.50\*35 hours/week\*10weeks, plus benefits) \$9,000 per student placement. This amount is paid directly by the placement agency (i.e., not through program funds).

**Table 3. Estimated Annual Operating Budget for MTP-HSR, 2021-2026**

<b>Annual Revenue</b>	<b>\$151,000</b>
<b>Estimated Expenses</b>	
Program Coordinator (OA5, Step 1)*	\$34,000
Benefits (23%)	\$7,820
General Supplies	\$3,000
Student Stipends (based on 3 MSc students @ \$17,850 each, 2 PhD students at \$22,500 each)	\$98,550
Student Travel (CASHPR, \$1,500 each)	\$7,500
<b>TOTAL Expenses</b>	<b>\$150,870</b>
<b>BALANCE</b>	<b>\$130</b>

\* This is currently a full-time position with Dr. Doupe as MTP Director. Doupe pays for about 25% of this position (~\$10,000) annually to help support his research program. Doupe has funds to support this position until 2026. Without these additional funds, this would become a 0.75EFT position.

## 16. Library Resources

If the program requires new courses or courses that are not offered on a regular basis, comment on the adequacy of existing library resources. [Append a letter of support from the Libraries.](#)

We have provided a letter of support from Lisa Hanson O'Hara (Vice Provost Libraries and University Librarian) indicating support for the program (**Appendix 18**).

#### 17. SPPC Statement on Resource Implications

Complete and append the *Senate Planning and Priorities Committee (SPPC) Statement on Resource Implications form* at <https://umanitoba.ca/governance/forms#senate-committee-forms>.

Please see the completed and signed form (**Appendix 20**)

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### Section F: Appendices

As appropriate, please append the following:

- i) Course introduction/change forms.
- ii) *For graduate-level micro-diplomas*, revised supplemental regulations and BFARS.
- iii) Internal letters of support (see *SCCCC Consultation form* at <https://umanitoba.ca/governance/forms>), including a letter of support from the Registrar and Executive Director of Enrolment Services and the Libraries.
- iv) External letters of support.
- v) SPPC Statement on Resource Implications (<https://umanitoba.ca/governance/forms#senate-committee-forms>)

**We have attached the following appendices to this document, amalgamated into one PDF.**

- |             |   |
|-------------|---|
| Appendix 1  | Testimonials from Select MTP-HSR Graduates                  |
| Appendix 2  | MTP-HSR Students from 2011-2018; Where are they now?        |
| Appendix 3  | CHSC 7720 and CHSC 7730 Course Outlines                     |
| Appendix 4  | CHSC 7900 Field Placement Course Introduction Form          |
| Appendix 5  | CHSC 7900 Course Outline                                    |
| Appendix 6  | Past MTP-HSR Student Placements with Outcomes               |
| Appendix 7  | MTP-HSR Placement Planning Template                         |
| Appendix 8  | Initial and Mid-point Placement Appraisal Questions         |
| Appendix 9  | Preceptor Final Appraisal Placement Template Questions      |
| Appendix 10 | Student Final Placement Appraisal Template Questions        |
| Appendix 11 | Amendments to the CHS Supplemental Regulations              |
| Appendix 12 | MTP-HSR Student Application Form                            |
| Appendix 13 | MTP-HSR Student Adjudication Criteria and Guidelines        |
| Appendix 14 | MTP-HSR Student Interview Questions and Assessment Template |
| Appendix 15 | Template Declaration of Acceptance letter                   |
| Appendix 16 | MTP-HSR Executive Advisory Board, Terms of Reference        |
| Appendix 17 | MTP-HSR Student-Stakeholder Interactions, 2020-2021         |
| Appendix 18 | Internal and External Letters of Support                    |
| Appendix 19 | MTP-HSR External Review, 2017                               |
| Appendix 20 | SPPC Statement of Resource Implications                     |

## Appendix 1 – Testimonials from Select MTP Graduates

The Manitoba Training Program (MTP) was a great experience, which has broadened my understanding about the system within which health policy decisions are made. This program provided me with the opportunity to network and engage with inter-regional leaders and health policy decision-makers, which was invaluable! The knowledge that I gained through the MTP was beyond what I could have learnt from the literature, and from taking other courses. I highly recommend that students apply to participate in the MTP, because this is a rewarding opportunity!

- **Vicki Charski, RN, MN, PhD (student) Nursing, 2019-2020**

Participating in MTP in the first year of my MSc program was a wonderful experience! I feel that my knowledge of our health system and how to effectively conduct health research was vastly broadened, and the conversations and ideas shared in our seminars will be invaluable in my future research and career. I've made great connections, both with other students in the program and through my placement, and the chance to learn from Dr. Doupe and from our numerous guest speakers was very helpful. I really enjoyed my placement at MHSAL, it provided me with experience working in a government department and learning about health system planning, and I was lucky to work with a fantastic group of people! I would strongly recommend applying to MTP to any students in Community Health Sciences!

- **Emily Brownell, MSc (student), Community Health Sciences, 2019-2020**

The Manitoba Training Program (MTP) for Health Services Research provided me with invaluable experience and network connections that will support my research during my doctoral studies and beyond. Improving the quality of healthcare is an area I am passionate about. Through the MTP seminars and my internship with Shared Health, I have been able to strengthen my knowledge and skills to more closely align research evidence with healthcare innovation in order to make meaningful change in the healthcare system. I highly recommend the MTP program to graduate students interested in learning how to apply their research to practice and support improvement of our health system.

- **Sarah Filiatreault, RN, MN, PhD (student) Community Health Sciences 2019-2020**

"I can confidently say the Manitoba Training Program (MTP) for Health Services Research has broadened my graduate experience. Participating in the MTP allowed me to connect and engage with decision-makers and clinicians in my area of research interest, and most importantly, taught me to critically think about bridging the gap between research and practice through the seminar and work placement at Shared Health. I strongly recommend the MTP to health research students hoping to learn more about how they can apply their research to practice, and also looking for an opportunity to use their research skills in a real-world setting. I sincerely appreciate everything the program allowed me to experience and taught me over the year!"

- **Janelle Boram Lee, MSc. Community Health Sciences 2018-2019**

"The gap between evidence and practice was something I encountered many times while working in health care and has been central to my interest in health research. Participating in the Manitoba Training Program (MTP) gave me a first-hand look into how decision-makers incorporate evidence into policies that directly affect patients and health care providers, and also impact greater society. My field placement at Manitoba Health was perfectly tailored to my pharmacy background but also challenged

me to think differently about health policy. One of the most valuable components of the MTP was building partnerships with evidence-users by incorporating stakeholder feedback into a research proposal. Knowing stakeholders are interested and invested in my research gives me renewed enthusiasm for my PhD training in evidence-making. I am confident my experience in the MTP has helped prepare me for a future career, whether as an evidence-maker or evidence-user!"

- **Donica Janzen, PhD. Pharmacy 2018-2019**

"I really liked the MTP program - the engaging classes, the connections to leaders in the field, the CAHSPR conference - all these elements have been thought-provoking and career-propelling. My placement in MHSAL has been fulfilling work, and something I couldn't have done on my own. The placement is carrying me into future work perspectives which is exciting and empowering. When I think back to before the program I realize how far I've been ushered, and I am grateful for the privilege and opportunities. Highly recommended!"

- **Lindsay Allen, MSc. Community Health Sciences 2018-2019**

"Participating in the Manitoba Training Program proved to be a valuable learning experience, and a highlight of my graduate program. Coming from Sociology, it was fascinating to reconceptualize my theoretical knowledge of the health care system in an applied way that would be useful to policy-makers. I enjoyed the guest speakers that came regularly to Dr. Doupe's seminar, as they gave greater insights for the needs of research in policy. Through the MTP placement, I gained valuable experience working for Manitoba Health, Seniors and Active Living, and was able to try my hand at policy-writing. MTP provided many networking opportunities to connect with others in the field who share common research interests and have a passion for health care improvement. I highly recommend the Manitoba Training Program for anyone conducting health research!"

- **Kaitlyn Obedzinski Kuryk, PhD. Sociology 2018-2019**

"Participating in the Manitoba Training Program provided me with valuable experience and knowledge that would have otherwise been missing from my graduate education. Seminars with key decision makers allowed us to critically think and gain vital insight into the issues within our health system. In addition, the hands-on work experience allowed us to understand the real-world challenges faced by policy-makers and how we, as researchers, can address them. I believe the skills this program develops within students are vital to every health researcher, new or established and am extremely grateful for the opportunity I was given. Thank you for the experience!"

- **Ryan Bamforth, MSc. Community Health Sciences 2018-2019**

"Participating in the MTP has been a highlight of my graduate degree. The course was an invaluable lesson in connecting my research area to the practical solutions required for today's health care system. My placement at MHSAL was an incredible opportunity to put my academic learning into practice while growing my professional network. Thank you Malcolm and Naatasha for your support!"

- **Shannon Struck, MSc. Community Health Sciences 2017-2018**

"The Manitoba Training Program offered the perfect combination of course work, professional network building, and real-world work experience. I was fortunate to have a work placement that had me involved in the legalization of cannabis, a once in a lifetime experience! My contributions were highly

valued by my supervisors, and I learned so much about the realities of working for government. Thank you for this experience!"

- **Michael Paille, MSc. Community Health Sciences 2017-2018**

"Being a part of the Manitoba Training Program was an extremely valuable part of my graduate school experience. Dr. Doupe's seminars challenged us to think about research in a new way and I came away from the program with a better understanding of how to adapt my research to fit the needs of policy-makers. I would very highly recommend MTP to any graduate student who intends to go on to a career in health services research or as a health policy-maker."

- **Megan Campbell, MSc. Community Health Sciences 2017-2018**

"In grad school sometimes academic opportunities and experiences are many, however fewer opportunities arise to explore how we can apply our skills and knowledge outside of academia. The Manitoba Training Program seminar challenged us to think of the programmatic and policy implications of our research (the "so what") and learn from and network with key decision makers in our province. The program provided an outlook and experience in the intersections of academia, policy, government, and programs. Enrolled in a thesis-based graduate program, the placement provided a rare on-the-ground experience outside of academia and an important opportunity to build relationships with key health services actors in our province. The Manitoba Training Program was a valuable experience to ensure the applicability and relevance of research for decision makers and grassroots initiatives but also for those who choose to pursue a career outside of academia."

- **Janique Fortier, MSc. Community Health Sciences 2015-2016**

"I was a participant in the Manitoba Training Program for Health Services Research (formerly known as the Western Regional Training Program for Health Services Research) during the 2015-2016 school year. I was grateful to be accepted to this program, and found it to be an enriching part of my graduate school experience. I did not find the required course load to be unmanageable, and I thought the Topics in Health Research course was interesting and engaging. The Topics in Health Research course environment encouraged participation from all students, and provided an opportunity to learn from, and discuss pressing healthcare issues with decision-makers in the Manitoba health system. Overall, my favourite part of MTP was the field placement. I was fortunate as Dr. Doupe worked very hard to find a placement for me based on my expressed areas of interest. I spent the summer working at the WRHA, writing a program review of BridgeCare clinic - Winnipeg's only primary care clinic that exclusively serves recently resettled refugees. During my time at the WRHA, I had considerate support from the Primary Care director, and from my co-workers. I found the work to be interesting, and felt like my contribution during my placement was valued. I would recommend this program to anyone who is pursuing graduate school in an area related to health services!"

- **Jamie Gillies-Podgorecki, MSc. Community Health Sciences 2015-2016**

"I found the Manitoba Training Program to be an invaluable learning opportunity. The program integrated several methods of learning such as courses, workshops, and a work placement. This allowed me to apply class room knowledge to real-world scenarios. Understanding how health services research can influence programs and policies has been instrumental in furthering my own research. I highly

recommend the Manitoba Training Program for future students hoping to engage in health services research. “

- **Iresha Ratnayake, MSc. Community Health Sciences 2014-2015**

“As a “mature” student going to school full-time wasn’t an option to me without the funding I received through the program. Part of the MSc experience is to network and to “be” and learn with others. This funding allowed me to experience and to be part of the “health research community.” As a healthcare provider myself, I work with like-minded individuals. As such, we do and think, for the most part, the same. Through the funding of the program I have met people who will forever change my attitude, approach and opinion on health and health research. That experience, although intangible, is and forever will be invaluable to me.”

- **Deanna Mackay, 2013-2014**

“I am a full time Master’s student in the Department of Community Health Sciences at the University of Manitoba. Over the last year, I had the privilege of being a part of the WRTC program. The WRTC program provided me with valuable skills in health services research and numerous opportunities to engage with local policymakers and government stakeholders. My WRTC field placement experience enabled me to understand better the relation between research and policy decisions and allowed me to capitalize on key networking experiences that are a part of WRTC placements. Overall, the WRTC has provided me with the opportunity to interact and work with other researchers and decision-makers in various areas of health services research and has enabled me to integrate my academic learnings into the health care policy environment. The opportunity to be a part of the WRTC program was invaluable and the knowledge I have gained as a result of this program has been instrumental in developing my skills as a health services researcher. I would highly recommend the WRTC program to students interested in health services research and will be forever grateful that I was selected for this exceptionally valuable opportunity!”

- **Shauna Zinnick, 2012-2013**

“I am a full time Master’s student in the graduate program in the Faculty of Nursing at the University of Manitoba. Over the last year, I have gained tremendous knowledge in the area of health policy research. Through opportunities made possible from the WRTC, I have been extremely fortunate to be involved in activities that have been instrumental in developing my skills as a researcher, especially within the area of healthcare policy research. The WRTC program has provided valuable opportunities to meet and converse with high level government policy makers across Western Canada and to network with expert researchers across Canada in the field of health services policy research. Additionally, the program has facilitated future collaborative relationships among students and other researchers. My experience with the WRTC has been exceptionally beneficial to my graduate student experience and has far exceeded my expectations of the program. The support, assistance and guidance given to the students in this program by the WRTC management team and staff have been outstanding! I am extremely fortunate to have been selected as an affiliate student and I will be forever grateful for this opportunity!”

- **Lisa Merrill, 2008-2010**

**Supplementary Regulations  
Faculty of Graduate Studies (FGS)**

**Name of Unit/Program:  
Community Health Sciences (M.P.H., M.Sc. & Ph.D.)**

FGS Academic Guide Regulation 2022/23	Supplementary Regulation
<p><b>SECTION 4: General Regulations: Micro-Diploma</b></p> <p><b>4.1 Program Requirements</b></p> <p>A Graduate Micro-Diploma is a short, flexible program of study focused on core knowledge in a field or interdisciplinary field of study at the graduate level. A Graduate Micro-Diploma consists of a minimum of six (6) credit hours to a maximum of nine (9) credit hours of coursework at the 7000-level or above. It may be stand alone and/or embedded in a graduate degree. A minimum of six (6) credit hours must be delivered by The University of Manitoba.</p> <p>All students should consult department/unit supplementary regulations for specific details regarding a particular Graduate Micro-Diploma.</p>	<p>Students accepted into the Manitoba Training Program in Health Services Research (MTP-HSR) are required to enroll in three core required courses.</p> <ol style="list-style-type: none"> <li>1. CHSC 7730, Topics in Health Services Research</li> <li>2. CHSC 7320, Organization and Finance of the Canadian Health Care System</li> <li>3. CHSC 7900, Manitoba Training Program Field Placement</li> </ol>
<p><b>4.2 Admission</b></p> <p>Students who are eligible to be considered for direct admission to a program of study leading to the Graduate Micro-Diploma include:</p> <ul style="list-style-type: none"> <li>• Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: <ul style="list-style-type: none"> <li>○ Canadian institutions empowered by law to grant degrees; or</li> <li>○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.</li> </ul> </li> <li>• Graduates from first-cycle Bologna compliant degrees.</li> <li>• Students who have completed a Pre-Master's program from: <ul style="list-style-type: none"> <li>○ The University of Manitoba (see Section 3: <u>General Regulations - Pre-Master's</u>); or</li> <li>○ Canadian institutions empowered by law to grant degrees; or</li> <li>○ Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.</li> </ul> </li> </ul> <p>All students applying for a Graduate Micro-Diploma program must have attained a minimum GPA of 3.0 in the last two (2) previous years of full-time university study (60 credit hours). This includes those applying for direct admission and those entering from a Pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.</p> <p><b>Note:</b> This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p>MTP-HSR students must be enrolled in a thesis-based Master's or PhD program at the University of Manitoba. MTP-HSR only accepts students who have already been accepted officially into their 'home' graduate training degree. The following criteria also apply:</p> <ol style="list-style-type: none"> <li>1) Students may apply to MTP-HSR without formal acceptance into their 'home' academic program, but in this instance will be accepted into MTP-HSR conditional on acceptance into their home graduate degree program (i.e., acceptance into the student's "home" discipline takes priority and is a requirement for formal acceptance into MTP-HSR).</li> <li>2) Students must also be formally enrolled in their graduate degree program for the entire year of MTP-HSR training (e.g., students who withdraw from their 'home' graduate training program prior to completion must also withdraw from MTP-HSR).</li> </ol> <p>The MTP-HSR application (and all required documentation including two letters of recommendation) should be submitted directly to the University of Manitoba Faculty of Graduate Studies. Applicants should contact the MTP-HSR program coordinator (<a href="mailto:MTP@umanitoba.ca">MTP@umanitoba.ca</a>) for any questions related to their application.</p> <p>Process:</p>

	<ul style="list-style-type: none"> <li>a) A completed official application for admission must be submitted together with the supporting documents to FGS by the deadline specified on the MTP-HSR website (<a href="https://umanitoba.ca/medicine/department-community-health-sciences/manitoba-training-program-health-services-research">https://umanitoba.ca/medicine/department-community-health-sciences/manitoba-training-program-health-services-research</a>). FGS will provide a copy of all submitted applications to MTP-HSR program staff for adjudication.</li> <li>b) Applications are subsequently reviewed by an adjudication committee chaired by the Program Director, which will decide whether the applicant meets the program's criteria, including but not limited to availability of funding and the applicant pool.</li> <li>c) An interview invite is sent to recommended applicants by the Program Director and Program Coordinator. Applicants are interviewed to determine if they meet MTP-HSR eligibility requirements.</li> <li>d) The Program Director recommends to the Associate Director of FGS accepted students, who in turn notifies these students of their acceptance. MTP-HSR program staff follow-up with students to clarify program expectations and funding amounts as specified on the MTP-HSR website (<a href="https://umanitoba.ca/medicine/department-community-health-sciences/manitoba-training-program-health-services-research">https://umanitoba.ca/medicine/department-community-health-sciences/manitoba-training-program-health-services-research</a>).</li> </ul>
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**4.3 Performance in Coursework**

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades or DGPA will be Required to Withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

A student may be permitted to remediate deficiencies in grades by repeating the course or replacing it with an equivalent substitute course as determined by the department/unit. In the event that a substitute course is used for remediation, the substituted course must be at the same or higher level as the failed course (e.g., at the graduate level for a failed graduate-level course). Each failed course may be repeated or replaced only once, to a maximum of three (3) credit hours of coursework. If a course is repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of "C" or less in more than three (3) credit hours of coursework are normally Required to Withdraw from the Micro-Diploma, unless otherwise stated in the department/unit's

Once accepted into MTP-HSR, students must take CHSC 7320 and 7730 during their year of MTP-HSR training, and no substitute courses are permitted. Students who have previously taken CHSC 7730 are not eligible to participate in the program. Students who have successfully completed (i.e., grade of C+ or higher) CHSC 7320 in the previous five years are not required to take this or an alternate graduate course as part of their MTP-HSR training. To receive the micro-diploma in MTP-HSR, students must complete with letter grade of 'C+' or higher (a) in CHSC 7320 and 7730 during the year they are accepted into the program; and (b) receive a grade of 'pass' in CHSC 7900

<p>supplementary regulations. A student may also be permitted the opportunity to improve a low DGPA as determined by the Graduate Chair of the student's department/unit through the registration and completion of additional course(s).</p> <p>Students are normally expected to complete remedial action by the end of the subsequent term.</p> <p>Graduate students are not permitted to repeat a previously passed course, unless the department/unit recommends that course(s) be re-taken if they have lapsed or expired (refer to <u>Master's Degree General Regulations</u> and <u>Doctor of Philosophy General Regulations</u>).</p> <p><b>Note:</b></p> <p>In exceptional circumstances, the department/unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.</p> <p>Supplemental exams are not permitted to students in the Graduate Micro-Diploma program, unless otherwise stated in the department/unit's supplementary regulations.</p>	<p>(Manitoba Training Program Field Placement).</p> <p>Under exceptional circumstances (e.g., if the course schedule conflicts with a core course from the student's home discipline), CHSC 7730 may be taken in the subsequent academic year, with written recommendation made by the Program Director followed by written approval by the Faculty of Graduate Studies Association Dean. In this instance awarding of the micro-diploma is conditional that the student successfully completes CHSC 7730 (letter grade of C+ or higher).</p> <p>Under exceptional circumstances (e.g., where placements are delayed due to unforeseen challenges with placement agencies), CHSC 7900 may be delayed by one calendar year with written recommendation made by the Program Director followed by written approval by the Faculty of Graduate Studies Associate Dean.</p>
<p><b>4.4 Time in Program</b></p> <p>The expected time-to-completion for students in the Micro-Diploma program is one (1) academic year (i.e., three (3) consecutive terms). Micro-Diploma students are subject to the same re-registration requirements as all other graduate students.</p>	<p>All accepted students must register in the term indicated in their letter of acceptance as specific in the Academic Schedule of the Graduate Calendar.</p> <p>Any student not registering by the registration deadline for the term specified in their letter of offer will be required to re-apply for admission; admission is not guaranteed if a student re-applies to MTP-HSR. In exceptional circumstances (e.g., student maternity leave) and with prior approval from the Program Director, a student may defer registration for up to one (1) term pending written approval by FGS.</p>
<p><b>4.5 Transfer Credit</b></p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> <li>• must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them;</li> <li>• are considered on an individual basis;</li> <li>• cannot normally be used for credit towards another degree;</li> <li>• may not exceed three (3) credit hours of coursework required of the student's Graduate Micro-Diploma program at The University of Manitoba, so long as</li> </ul>	

# **Manitoba Training Program for Health Services Research**

## **Executive Advisory Board Terms of Reference**

### ***Role of the Manitoba Training Program for Health Services Research***

The Manitoba Training Program for Health Services Research is a collaborative training centre in the Department of Community Health Sciences, Rady Faculty of Health Sciences, University of Manitoba. This innovative program is designed to train applied health services researchers across disciplines, sectors, and institutions, and equip them to respond to the research needs of a wide range of health-care policy makers.

The objectives of the Manitoba Training Program are to support qualified graduate students pursuing health services research training with a financial stipend, to provide these students with applied health services research training opportunities, and to expose students to the interface of health services delivery and evidence.

### ***Mandate:***

The Advisory Board acts in an advisory capacity to the MTP-HSR Director, with respect to the overall activities of MTP. This includes:

- Assist in the development of MTP-HSR Strategic Plan and the establishment of student educational priorities, to provide input and support for further establishing this program in the university environment;
- Advise and assist with efforts directed toward student recruitment, training, and support;
- Ensure that the program objectives and activities continue to align with the University and Broader healthcare sector communities;
- Advocate for long term sustainability of the Manitoba Training Program;
- Provide input on MTP-HSR performance metrics, and assist in the annual evaluation of the program's performance which may include receiving and reviewing an Annual Report and financial statements;
- Any other matter which may be referred to the Advisory Board by the UM Director.
- Be available for consultation with the UM Director on an ad hoc basis;

### ***Meetings:***

To be held twice annually at the call of the MTP-HSR Director.

### ***Membership of the MTP-HSR Advisory Board***

#### **Current Membership:**

Dr. Malcolm Doupe; Director, Manitoba Training Program in Health Services Research  
Dr. Lisa Lix; Professor and Associate Department Head, Department of Community Health Sciences (EAB Chair)  
Ms. Barb Wasilewski; Assistant Deputy Minister, Health Policy and Planning, Manitoba Health  
Ms. Cheryl Osborne; Director, Planning and Knowledge Management Branch, Health Policy and Planning Division, Manitoba Health  
Ms. Janie Peterson Watt; Senior Policy Analyst, Planning & Knowledge Management, Manitoba Health  
Ms. Lanette Siragusa, Vice-dean, Education, Rady Provincial Lead, Health System Integration, Quality/Chief Nursing Officer, Shared Health  
Dr. Todd Duhamel, Associate Dean, Faculty of Graduate Studies  
Dr. Lalitha Raman-Wilms, Dean, College of Pharmacy  
Dr. Netha Dyck, Dean, College of Nursing  
Dr. Nathan Nickel; Director, Manitoba Centre for Health Policy  
Ms. Carly Leggett; Interim Executive Director, Manager | Knowledge Translation, George & Fay Yee Centre for Healthcare Innovation



## Health

Health Policy and Planning Division  
300 Carlton Street, Winnipeg, Manitoba, Canada R3B 3M9  
[www.manitoba.ca/health](http://www.manitoba.ca/health)

February 10, 2023

Faculty of Graduate Studies, University of Manitoba  
500 UMSU University Centre  
65 Chancellors Circle  
Winnipeg MB R3T 2N2

Dear Faculty of Graduate Studies:

**Re: Manitoba Training Program Micro-Diploma Proposal**

Please accept this letter as support from Manitoba Health (MH) for the Manitoba Training Program micro-diploma proposal. MH has funded and actively partnered with the Manitoba Training Program (MTP) for Health Services Research since 2011. MH is committed to MTP and actively participates in the program during student recruitment and adjudication processes, by guest lecturing in the MTP Seminar Series (CHSC 7730), by providing strategic direction as members on the MTP Executive Advisory Board and by coordinating 10-week field training work placements for between four and seven students annually. MH has committed to funding MTP until March 31, 2026.

A major objective of MTP is to create productive partnerships between policy-informed student researchers and academically informed policy makers. To help achieve this objective, MH supports, by hosting students directly or by facilitating opportunities at other healthcare agencies, MTP students to complete 10-week full-time equivalent work placements. In our experience, MTP placements successfully contribute to students' understanding of healthcare system operations and demonstrates the many ways in which research evidence can be more meaningfully incorporated into healthcare transformation processes.

There is value in having people with health services research expertise embedded in the healthcare system and conversely, of exposing student researchers to the complexities of healthcare decisions. MTP is designed to produce individuals who have these important skill sets and knowledge base. Currently, there are sixteen past MTP trainees working in Manitoba's healthcare system, helping to support an evidence-informed and evaluated system.

Providing University of Manitoba students with an MTP micro-diploma will benefit students and will establish MTP as setting national and international standards in health services research training. MH supports the proposal for MTP students to receive a micro-diploma in health services research at the University of Manitoba.

Sincerely,

Barb Wasilewski, BN MBA CCMP PMP  
Assistant Deputy Minister

c. Cheryl Osborne, Director, Planning and Knowledge Management Branch



January 18, 2023

RE: Letter of Support to Accompany the Manitoba Training Program Micro-Diploma Proposal

The University of Manitoba Rady Faculty of Health Sciences integrates health educators, experts and researchers across the disciplines of Dentistry, Dental Hygiene, Medicine, Nursing, Pharmacy and Rehabilitation Sciences; and provides rich and diverse educational and training experiences at the undergraduate and graduate level. Our Faculty emphasizes the values of inter-disciplinary research and inter-professional training to students in the health professions.

The Rady Faculty of Health Sciences has played a key role in developing, refining, and sustaining the Manitoba Training Program in Health Services Research. This program helps University of Manitoba graduate students to understand the complexities of healthcare policy development and implementation, in ways that enable them to conduct more impactful and contextualized research intended to help guide and evaluate healthcare reform. Led by our Faculty, in 2021 Manitoba Health agreed to fund for five years the Manitoba Learning Health System Network (MLHSN), which is a tri-party collaboration between MTP, the Centre for Healthcare Innovation, and a research program called Translating Research in Elder Care Manitoba (TREC-MB). Cross program pollination is an important component of MLHSN, of which MTP plays a central student training role. Providing students with a micro-diploma is of tremendous benefit to MTP graduates, provides ongoing structure to the newly developed MLHSN, and helps to further develop productive linkages between our University and the community in which we thrive.

As Dean of the Rady Faculty of Health Sciences, I strongly support this proposal for the Manitoba Training Program micro-diploma, which will benefit both students and professionals alike.

Yours sincerely,

Peter Nickerson, MD, FRCPC, FCAHS  
Vice-Provost (Health Sciences) and Distinguished Professor  
Dean, Rady Faculty of Health Sciences  
Dean, Max Rady College of Medicine  
University of Manitoba

January 20, 2023

RE: Letter in Support of the Manitoba Training Program Micro-Diploma Proposal

As Associate Head for the Department of Community Health Sciences and Chair of the Manitoba Training Program Executive Advisory Board, University of Manitoba, I am extremely pleased to write this letter of support for Dr. Malcolm Doupe's proposal to initiate the Manitoba Training Program Micro-Diploma. The proposed Micro-Diploma provides a great opportunity for University of Manitoba students to be recognized for their specialized skills in health services research upon completion of the Manitoba Training Program.

The Manitoba Training Program provides University of Manitoba graduate students with academic coursework, knowledge translation training, and work placements that benefit their ability to conduct policy-relevant health services research in complex healthcare settings. Providing students with a micro-diploma formalizes the Training Program, recognizes students for their achievement and skill development at the University of Manitoba, and aids in raising the profile of the Manitoba Training Program both nationally and internationally.

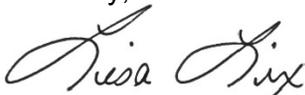
The Department of Community Health Sciences has played a key role in administering the Manitoba Training Program since 2001. Through this letter of support, I acknowledge the ongoing roles and responsibilities I will fulfill as Chair of the Executive Advisory Board for the Program. These include advising the Director to assist in:

- a. Refining the strategic plan and establishing student educational priorities, ensuring that they continue to align with the University of Manitoba, Max Rady College of Medicine, and Community Health Sciences missions;
- b. Advising on efforts to support equitable student recruitment, training and support;
- c. Advocating for continued long-term program sustainability; and
- d. Refining short- and longer-term MTP performance metrics.

I make myself available for consult with the Director as needed.

I strongly support Dr. Doupe's proposal for the Manitoba Training Program Micro-Diploma, which will benefit both students and the healthcare environment in Manitoba and beyond.

Sincerely,



Lisa Lix, PhD P.Stat  
Associate Head & Professor  
Tier I Canada Research Chair  
Chair, Manitoba Training Program Executive Advisory Board

January 18, 2023

Dr. Malcolm B. Doupe  
Associate Professor, Departments of Community Health Sciences, Emergency Medicine  
Max Rady College of Medicine, Rady Faculty of Health Sciences  
University of Manitoba  
408-727 McDermot Avenue  
Winnipeg, Manitoba R3E 3P5

Dear Dr. Doupe,

Re: Letter in Support of the Manitoba Training Program Micro-Diploma Proposal

As Dean of the College of Nursing at the University of Manitoba, I am very pleased to provide a letter of strong support for the value of the Manitoba Training Program (MTP), and for graduate students to receive a University of Manitoba micro-diploma upon completing this program. The MTP provides MSc and PhD students with specialized education in health services research above and beyond what they would normally receive in our graduate degree program.

Since 2016, eighteen Nursing graduate students have applied to MTP, of which eight have been accepted. These students have gained significant health services research expertise and experience by participating in MTP.

The College of Nursing strongly supports the MTP. Through academic coursework, knowledge translation education, and a work placement, our students have received valued and specialized education in health services research that aligns exceptionally well with and builds upon the knowledge they gain in our graduate nursing programs. The College of Nursing will continue to actively support MTP by (1) assisting with student recruitment and adjudication processes, (2) providing strategic direction through the MTP Executive Advisory Board, and (3) continuing to advocate for long-term program sustainability and expansion.

The MTP provides unique and valuable specialized education to our graduate students. We strongly support the long-term growth and development of this program at the University of Manitoba, and for MTP students to receive a micro-diploma in health services research upon completing program requirements.

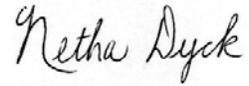
The College of Nursing understands that the Manitoba Training Program for Health Services Research students must complete the following training activities in addition to the requirements of their respective graduate programs:

- Enroll for credit in the MTP seminar series CHSC 7730 (Topics in Health Services Research);
- Enroll for credit in CHSC 7320 (Organization and Finance of the Canadian Health Care System) and

- Complete a 10-week (full-time equivalent not to exceed 20 weeks in total) Manitoba-based work experience practicum and receive a grade of 'pass' during this activity.

The College of Nursing strongly supports this new program. Providing MTP with a micro-diploma will not impact any College of Nursing resources.

Sincerely,

A handwritten signature in cursive script that reads "Netha Dyck".

Dr. Netha Dyck, RN, EdD, CHE, I-FCNEI, I-FCAN  
Dean, College of Nursing, Rady Faculty of Health Sciences



**UM** Rady Faculty of  
Health Sciences

Dean's Office  
College of Pharmacy  
Room 143, Apotex Centre  
750 McDermot Avenue  
Winnipeg, Manitoba, Canada  
R3E 0T5  
T: 204 474-9306  
F: 204 789-3744  
Dean.PHM@umanitoba.ca

January 19, 2023

Dr. Malcolm B. Doupe, PhD  
Associate Professor,  
Departments of Community Health Sciences, Emergency Medicine  
Max Rady College of Medicine  
Rady Faculty of Health Sciences  
University of Manitoba  
408-727 McDermot Avenue  
Winnipeg, Manitoba  
R3E 3P5

Dear Dr. Doupe:

**RE: Letter in Support of the Manitoba Training Program Micro-Diploma Proposal**

Please accept this letter as strong support for the value of the Manitoba Training Program (MTP), and for graduate students to receive a University of Manitoba micro-diploma upon completing this program. MTP provides MSc and PhD students with specialized training in health services research that is above and beyond what they would normally receive within our graduate degree program. In the last few years, thirteen Pharmacy graduate students have applied to MTP, of which three have been accepted and two have already completed the program. These students have gained significant health services research expertise and experience by participating in the MTP.

The College of Pharmacy strongly supports the MTP. Through academic coursework, knowledge translation training, and a work placement, our students have received valued and specialized training in health services research that aligns exceptionally well with and builds upon the knowledge they gain in our graduate programs. The College of Pharmacy will continue to actively support MTP by (1) assisting with student recruitment and adjudication processes, (2) providing strategic direction through the MTP Executive Advisory Board, and (3) continuing to advocate for long-term program sustainability and expansion.

MTP provides unique and valuable specialized training to our graduate students. We strongly support the long-term growth and development of this program at the University of Manitoba, and for MTP students to receive a micro-diploma in health services research upon completing program requirements.

The College of Pharmacy understands that the Manitoba Training Program for Health Services Research (MTP) students must complete the following training activities in addition to the requirements of their respective graduate programs:

- Enroll for credit in the MTP seminar series CHSC 7730 (Topics in Health Services Research);
- Enroll for credit in CHSC 7320 (Organization and Finance of the Canadian Health Care System), and;
- Complete a 10-week (full-time equivalent not to exceed 20 weeks in total) Manitoba based work experience practicum and receive a grade of 'pass' during this activity.

The College of Pharmacy strongly supports this new program. We don't anticipate that providing MTP with a micro-diploma will impact any College of Pharmacy resources.

Sincerely,



Lalitha Raman-Wilms, BSc(Phm), PharmD, FCSHP  
Dean and Professor,  
College of Pharmacy,  
Rady Faculty of Health Sciences



**University  
of Manitoba**

Office of the Registrar and  
Enrolment Services

400 University Centre  
Winnipeg, Manitoba  
Canada R3T 2N2  
T: 204-474-8820  
F: 204-474-7554

TO: Jeff Leclerc, University Secretary

FROM: Jeff Adams, University Registrar and Executive Director, Enrolment Services

DATE: October 10, 2023

**SUBJECT: Proposed Academic Schedule for 2024-25**

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The attached proposed 2024-25 Academic Schedule has been updated based on changes in days and/or dates to conform to the 2024 and 2025 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. Some dates are still TBA as the information was not yet available. We will return the Academic Schedule to Senate in the near future to finalize the outstanding dates.

CC:

Laurie Schnarr, Vice-Provost (Students)

Shannon Coyston, Associate University Secretary (Senate)

## 2024-2025 Academic Schedule (updated October 7, 2023)

Admission application deadlines are found online at [umanitoba.ca/student/admissions](https://umanitoba.ca/student/admissions). Additional important date information for Faculty of Graduate Studies students is available at <https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum/submit-your-thesis-or-practicum#thesis-submission-deadlines-and-requirements>

Faculties, schools, colleges and/or programs may have other important dates and deadlines that are not included in the Academic Schedule.

<b>Section 1: Dates for Fall/Winter Term</b> .....	<b>2</b>
<b>1.1 Dates applicable to all U ofM students</b> .....	<b>2</b>
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1.2.2 Start and End Dates .....	3
1.2.3 Registration and Withdrawal Dates .....	3
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## Section 1: Dates for Fall/Winter Term

This section contains information for Fall and Winter Terms, including distance and online courses. See section 2 for Summer Term information, including information for distance and online courses offered over Summer Term.

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### 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.*

Canada Day .....	July 1, 2024
Terry Fox Day (Civic Holiday).....	Aug 5, 2024
Labour Day.....	Sept 2, 2024
National Day for Truth and Reconciliation.....	Sept 30, 2024
Thanksgiving Day.....	Oct 14, 2024
Remembrance Day.....	Nov 11, 2024
Winter Holiday.....	Dec 24, 2024 to Jan 2, 2025
Louis Riel Day.....	Feb 17, 2025
Good Friday.....	Apr 18, 2025
Victoria Day.....	May 19, 2025
Canada Day.....	July 1, 2025
Terry Fox Day (Civic Holiday).....	Aug 4, 2025

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### 1.2 Dates applicable to most U of M students:

*Some additional or differing date information is included in separate sections for: **Agriculture Diploma, Architecture, Art (School of), Dental Hygiene, Dentistry (includes IDDP), Education (B.Ed. only), Management, Medicine (excludes Family Social Sciences), Nursing, Occupational Therapy, Pharmacy, Physical Therapy, Physician Assistant Studies, Respiratory Therapy, and Social Work.** Students in these programs should also see their respective section of the Academic Schedule.*

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#### 1.2.1 Orientation

*Additional or differing dates exist for: **Agriculture Diploma, Dental Hygiene, Education (B.Ed. only), Management, Medicine, Nursing, Occupational Therapy, Physical Therapy, Physician Assistant Studies, Respiratory Therapy, and Social Work.** Students in these programs should also see their respective section of the Academic Schedule.*

Welcome Day Fall Term.....	Sept 3, 2024
Welcome Day Winter Term.....	Jan 3, 2025
Faculty of Architecture.....	TBD
Faculty of Kinesiology and Recreation Management.....	TBD

## 1.2.2 Start and End Dates

*Additional or differing dates exist for: Agriculture Diploma, Dental Hygiene, Dentistry, Education, Management, Medicine, Nursing, Occupational Therapy, Pharmacy, Physical Therapy, Physician Assistant Studies, Respiratory Therapy, and Social Work. Students in these programs should also see their respective section of the Academic Schedule.*

Fall Term..... Sept 4 to Dec 9, 2024

Winter Term.....Jan 6 to Apr 9, 2025

Winter/Summer Term spanning distance and online courses.....Jan 6 to July 3, 2025

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## 1.2.3 Registration and Withdrawal Dates

*Additional or differing dates exist for: Agriculture Diploma and other faculties, colleges and/or schools offering irregularly scheduled courses. Agriculture Diploma students should also see their respective section of the Academic Schedule; all others should also refer to the Class Schedule.*

### Regular Registration Period

Fall Term and Fall/Winter Term classes... .....Ends Sept 3, 2024

Winter Term classes and

Winter/Summer term spanning distance and online courses... .... Ends Jan 5, 2025

### Registration Revision Period

*Students may use this period of time to make changes to their selected courses or class schedule. Last day to drop is 1 business day prior to the end of the Registration Revision Period.*

Fall Term and Fall/Winter Term classes... .....Sept 4 to 18, 2024

Winter Term classes and

Winter/Summer term spanning distance and online courses... .....Jan 6 to 20, 2025

### Last Date to Drop without Penalty

*Last date to drop and have course excluded from transcripts; VWs will be recorded on transcripts for courses dropped after this date. There will be no refunds for courses dropped after this date. Additional or differing dates exist for Agriculture Diploma; students in this program should also see their respective section of the Academic Schedule.*

Fall Term.....Sept 17, 2024

Fall/Winter Term classes Part A... .....Sept 17, 2024

Fall/Winter Term classes Part B (VW recorded if dropped after Sept. 17, 2024).....Jan 17, 2025

Winter Term classes and

Winter/Summer term spanning distance and online courses... .... Jan 17, 2025

### Last Date to Register/Registration Revision Deadline

Fall Term and Fall/Winter Term classes... .....Sept 18, 2024

Winter Term classes and

Winter/Summer term spanning distance and online courses... ..... Jan 20, 2025

### **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 19, 2024
Fall/Winter Term spanning classes... ..	Jan 17, 2025
Winter Term classes.....	Mar 19, 2025
Winter/Summer Term spanning distance and online courses.....	May 15, 2025

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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.*

Fall Term.....	October 2, 2024
Winter Term.....	February 5, 2025

**\*See Section 1.2.3 for the Last Day to Drop without Penalty**

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### **1.2.5 Term Breaks**

*Academic and administrative offices will be open during this period; no classes, tests or assignment due dates occur during this time. Additional or differing dates exist for: **Dental Hygiene, Dentistry, Education (B.Ed. only), Medicine, Occupational Therapy, Pharmacy, Physical Therapy, Physician Assistant Studies, and Respiratory Therapy.** Students in these programs should also see their respective section of the Academic Schedule.*

**Fall Term Break** The U of M will be closed Monday, Nov. 11 for Remembrance Day (see 1.1.1).Nov 12 to 15, 2024

**Winter Term Break** The U of M will be closed Monday Feb. 17 for Louis Riel Day (see 1.1.1).....Feb 18 to 21, 2025

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### **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, Medicine, and 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.*

Fall Term (includes tests and midterm exams for Fall/WinterTerm classes) ..... Dec 11 to 21, 2024

Winter Term (includes final exams for Fall/Winter Term classes).....Apr 11 to 25, 2025

(No examinations or tests will be held Apr.18, 2025)

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### **1.2.7 Challenge for Credit**

#### **Challenge for Credit application deadline:**

For classes offered Fall Term 2024  
and spanning Fall/Winter 2024-2025.....Sept 18, 2024

For classes offered Winter Term 2025.....Jan 20, 2025

## 1.2.8 Final Grade Appeal Deadlines

For final grades received for Fall Term 2024 classes.....Jan 23, 2025  
For final grades received for Winter Term 2025  
and Fall 2024/Winter 2025 classes... ..... June 9, 2025

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## 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 **Dental Hygiene, Dentistry, Medicine, Occupational Therapy, Pharmacy, Physical Therapy, and Respiratory Therapy**; students in these programs should also see their respective section of the Academic Schedule.*

### **For students graduating Fall 2024:**

Deadline to apply online to graduate for most Undergraduate students...July 25, 2024  
Faculty of Graduate Studies Submission Deadline\* ... ..... August 27, 2024  
Convocation Ceremony (Fort Garry Campus)... ..... Oct 22 to 23, 2024  
Convocation Ceremony (Bannatyne Campus) ..... October 31, 2024

### **For students graduating February 2025:**

Deadline to apply online to graduate for most Undergraduate students...September 17, 2024  
Faculty of Graduate Studies Submission Deadline\* ... ..... January 2, 2025  
Graduation date for students graduating in February... ..... Feb 5, 2025  
Convocation Ceremony (Fort Garry Campus)... ..... TBD

### **For students graduating Spring 2025:**

Deadline to apply online to graduate for most Undergraduate students...January 17, 2025  
Faculty of Graduate Studies Submission Deadline\* ... ..... March 27, 2025  
Convocation Ceremony –Bannatyne Campus... ..... May 15, 2025  
Convocation Ceremony – Fort Garry Campus... .....June 10 to 13, 2025  
Convocation Ceremony – Université de Saint-Boniface..... June 16, 2025  
*Graduate Studies Submission Deadline\* for students graduating Fall 2025 ..... August 21, 2025*  
**Annual Traditional Graduation Pow Wow in honour of Indigenous graduates...May 3, 2025**

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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.*

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### 1.3 Dates applicable to Agriculture (Diploma):

1.3.1 Orientation ..... TBD

#### 1.3.2 Start and End Dates

Fall Term ..... TBD  
Experiential Learning.....TBD  
(Subject to change)  
Winter Term..... TBD  
Experiential Learning.....TBD  
(Subject to change)

#### 1.3.3 Registration and Withdrawal Dates

##### Regular Registration Period

Fall Term and Fall/Winter Term classes... ..... TBD  
Winter Term classes..... TBTD

##### 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... ..... TBD  
Winter Term classes..... TBD

##### Last Day to Drop without Penalty

*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... ..... TBD  
Winter Term classes.....TBD

##### Last Date to Register/Registration Revision Deadline

Fall Term and Fall/Winter Term classes... ..... TBD  
Winter Term classes..... TBD

##### 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..... TBD  
Winter Term and Fall/Winter Term classes... ..... TBD

#### 1.3.4 Examination and Test Dates

Fall Term (includes tests and midterm exams for Fall/Winter Term classes) ..... TBD  
Winter Term (includes final exams for Fall/Winter Term classes) .....TBD

**1.4 Dates applicable to Applied Human Nutrition:**

**1.4.1 Orientation**

Program Orientation..... Sep 3 to 6, 2024

**1.4.2 Start and End Dates**

Fall Term..... Sep 16 to Dec 20, 2024

Fall Fieldwork..... Begins Sep 9, 2024

Winter Term..... Jan 3 to Apr 9, 2025

Winter Fieldwork..... Begins Jan 6, 2025

**1.4.3 Term Breaks**

Fall Term..... N/A

Winter Term..... See section 1.2.5

(Some students may need to complete fieldwork during the winter term break)

**1.4.4 Examination and Test Dates**

Fall Term..... N/A

Winter Term..... N/A

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## 1.5 Dates applicable to Art (School of):

### 1.5.1 Important Dates

First Year Field Trip ..... Dates TBD

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## 1.6 Dates applicable to Dental Hygiene:

### 1.6.1 Start and End Dates

#### Year 2

Fall Term Classes ..... Aug 19 to Nov 29, 2024  
Fall Term Clinics ..... Sep 3 to Dec 6, 2024  
Winter Term Classes ..... Jan 6 to Apr 4, 2025  
Winter Term Clinics ..... Jan 6 to Apr 4, 2025

#### Year 3

Fall Term Classes ..... Aug 12 to Nov 29, 2024  
Fall term Clinics ..... Aug 28 to Dec 8, 2024  
Winter Term Classes ..... Jan 6 to Apr 4, 2025  
Winter Term Clinics ..... Jan 6 to Apr 11, 2025

### 1.6.2 Registration and Withdrawal Dates

#### Last Date to drop without Penalty

##### Year 2

Fall Term ..... TBD  
Winter Term ..... TBD

##### Year 3

Fall Term ..... TBD  
Winter Term ..... TBD

#### Voluntary Withdrawal Deadline

##### Year 2

Fall Term ..... TBD  
Winter Term ..... TBD

**Year 3**

Fall Term ..... TBD  
Winter Term..... TBD

**1.6.3 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

**1.6.4 Examination and Test Dates**

**Year 2**

Fall Term (includes tests and midterm exams for Fall/Winter Term classes).... Dec 2 to 13, 2024  
Winter Term.....Apr 6 to 11, 2025

**Year 3**

Fall Term (includes tests and midterm exams for Fall/Winter Term classes).... Dec 9 to 13, 2024  
Winter Term.....Apr 14 to 18, 2025

**1.6.5 Convocation Ceremony – Bannatyne Campus**

May 15, 2025

**1.7 Dates applicable to Dentistry (including International Dentist Degree Program):**

**1.7.1 Start and End Dates**

**Years 1 and 2**

Fall Term Classes ..... Aug 12 to Nov 29, 2024  
Fall Term Clinics ..... Sep 3 to Nov 29, 2024  
Winter Term Classes and Clinics... Jan 6 to May 2, 2025

**Year 3/IDDP 1 Classes and Clinics**

Fall Term Classes. .... Aug 6 to Nov 29, 2024  
Fall Term Clinics ..... Sep 3 to Dec 6, 2024  
Winter Term.....Jan 6 to May 2, 2025

**Year 4/IDDP 2 Classes and Clinics**

Fall Term Classes. .... Aug 6 to Nov 29, 2024  
Fall Term Clinics ..... Sep 3 to Dec 6, 2024  
Winter Term.....Jan 6 to Apr 25, 2025

**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.*

**Fall Term Break** ..... N/A

**Winter Term Break**..... See section 1.2.5

### 1.7.3 Registration and Withdrawal Dates

#### Last Date to drop without Penalty

##### Year 1

Fall Term ..... TBD

Winter Term..... TBD

##### Year 2

Fall Term ..... TBD

Winter Term..... TBD

##### Year 3

Fall Term ..... TBD

Winter Term..... TBD

##### Year 4

Fall Term ..... TBD

Winter Term..... TBD

#### Voluntary Withdrawal Deadline

##### Year 1

Fall Term ..... TBD

Winter Term..... TBD

##### Year 2

Fall Term ..... TBD

Winter Term..... TBD

##### Year 3

Fall Term ..... TBD

Winter Term..... TBD

##### Year 4

Fall Term ..... TBD

Winter Term..... TBD

### 1.7.4 Examination and Test Dates

#### Years 1, 2 and 3/IDDP 1

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)...Dec 2 to 13, 2024

Winter Term ..... May 5 to 16, 2025

#### Year 4/IDDP 2 (No examinations in winter term)

Fall Term (includes tests and midterm exams for Fall/Winter Term classes).....Dec 2 to 13, 2024

### 1.7.5 Convocation Ceremony – Bannatyne Campus

May 15, 2025

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## 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

August 30, 2024

### 1.8.2 Start and End Dates

Note: Practicum dates may vary by practicum placement.

#### Fall Term

Practicum Block.....	Sep 3 to 6, 2024
Practicum Mondays.....	Sep 9, 16, 23, Oct 21, 28, 2024
Day Classes.....	Sep 10 to Nov 8, 2024
MTS PD Day.....	Oct 18, 2024
Program Day.....	Nov 4, 2024
Practicum Block.....	Nov 18 to Dec 16, 2024
Practicum Make-up Days (if required and assigned by faculty).....	Dec 17 to 20, 2024

#### Winter Term

Program Day.....	Feb 3, 2025
Practicum Mondays.....	Jan 6, 13, 20, 27 Feb 10, 24, Mar 3, 10, 2025
Day Classes.....	Jan 7 to Mar 14, 2025
Practicum Block.....	Mar 17 to 21; Mar 31 to Apr 24, 2025
Practicum Make-up Days (if required and assigned by faculty).....	Apr 25 to 30, 2025

### 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** Note: Dates may vary by practicum placement ..... See section 1.2.5

**Winter Term Break** ..... See section 1.2.5

**Winter Practicum Break** Note: Dates may vary by school division and/or practicum placement. Mar 24 to 28, 2025

### 1.8.4 Examination and Test Dates

Fall Term (as required)..... Nov 16, 2024

Winter Term (as required)..... Mar 15, 2025

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## 1.9 Dates applicable to Management (Graduate Level):

### 1.9.1 Orientation (M.B.A., M.Fin., and M.S.C.M.)

TBD

### 1.9.2 Start and End Dates (M.B.A., M.Fin., and M.S.C.M.)

Fall Term ..... TBD

Winter Term ..... TBD

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## 1.10 Dates applicable to Medicine (excludes Family Social Sciences and Interdisciplinary Health Programs):

*Note: Family Social Sciences and Interdisciplinary Health Programs students follow the dates listed in Section 1.2: Dates applicable to most U of M students.*

### 1.10.1 Orientation

Year 1 ..... Aug 20 to 23, 2024  
Year 3 ..... TBD

### 1.10.2 Start and End Dates

#### Year 1

Fall Term ..... Aug 26 to Dec 20, 2024  
Winter Term.....Jan 6 to May 23, 2025  
Rural Week..... May 26 to June 6, 2025

#### Year 2

Fall Term ..... Aug 26 to Dec 20, 2024  
Winter Term.....Jan 6 to June 6, 2025

#### Year 3

Fall Term..... TBD  
Winter Term..... TBD

#### Year 4

Fall Term..... TBD  
Winter Term..... TBD

### 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 & 2

Fall Term Break..... N/A  
Winter Term Break..... Mar 17 to 21, 2025

#### Year 3 & 4

Fall & Winter Term Break ..... TBD

### 1.10.4 Registration and Withdrawal Dates

#### Last Date to drop without Penalty

##### Year 1

Fall Term... .....TBD

Winter Term..... TBD

**Year 2**

Fall Term... TBD

Winter Term.....TBD

**Voluntary Withdrawal Deadline**

**Year 1**

Fall Term... TBD

Winter Term.....TBD

**Year 2**

Fall Term... TBD

Winter Term.....TBD

**1.10.5 Convocation Ceremony – Bannatyne Campus**

**May 15, 2025**

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## 1.11 Dates applicable to Nursing:

### 1.11.1 Orientation

Fall Term .....	TBD
Winter Term .....	TBD
Summer Term.....	TBD
Midwifery .....	TBD

### 1.11.2 Registration and Withdrawal Dates

#### Last Date to drop without Penalty

Fall Term. ....	Sept 4, 2024
Winter Term.....	Jan 6, 2025

#### Voluntary Withdrawal Deadline (Nursing Practice 1 - 7)

Fall Term. ....	Nov 18, 2024
Winter Term.....	March 17, 2025

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## 1.12 Dates applicable to Occupational Therapy:

### 1.12.1 Orientation

Year 1 .....	Aug 26 to 27, 2024
Year 2 .....	Aug 26, 2024

### 1.12.2 Start and End Dates

#### Year 1

Fall Term Classes .....	Aug 26 to Nov 15, 2024
Basic Fieldwork .....	Nov 18 to Dec 13, 2024
Winter Term Classes .....	Jan 6 to May 2, 2025

#### Year 2

Fall Term Classes .....	Aug 26 to Dec 13, 2024
Intermediate Fieldwork 2.....	Jan 6 to Feb 28, 2025
Winter Term Classes .....	Mar 10 to June 27, 2025

### 1.12.3 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 3 to 7, 2025

*\*Note: Some students may need to complete fieldwork during the mid-term break depending on availability of fieldwork sites.*

**1.12.4 Registration and Withdrawal Dates**

**Last Date to drop without Penalty**

Year 1

Fall Term... .....TBD

Winter Term..... TBD

Year 2

Fall Term... ..... TBD

Winter Term.....TBD

**Voluntary Withdrawal Deadline**

Year 1

Fall Term... .....TBD

Winter Term.....TBD

Year 2

Fall Term... .....TBD

Winter Term.....TBD

**1.12.5 Convocation Ceremony – Bannatyne Campus**

October 31, 2024

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### 1.13 Dates applicable to Pharmacy:

#### 1.13.1 Orientation

Year 1 Aug 26, 2024

#### 1.13.2 Start and End Dates

##### Year 1

Fall Term Classes ..... Aug 27 to Dec 9, 2024  
Winter Term Classes ..... Jan 6 to Apr 9, 2025

##### Year 2

Fall Term Classes ..... Aug 26 to Dec 2, 2024  
IPPE Community Rotation..... Jan 6 to 31, 2025  
Winter Term Classes ..... Feb 3 to May 9, 2025

##### Year 3

Fall Term Classes ..... Sept 3 to Dec 9, 2024  
Winter Term Classes ..... Jan 6 to Apr 9, 2025

##### Year 4

Block 3 APPE Rotations ..... Aug 26 to Oct 18, 2024  
Block 3 Research Project ..... Aug 26 to Dec 13, 2024  
Block 4 APPE Rotations ..... Oct 21 to Dec 13, 2024  
Block 4 Research Project ..... Jan 2 to Apr 17, 2025  
Block 5 APPE Rotations..... Jan 2 to Feb 21, 2025  
Block 6 APPE Rotations ..... Feb 24 to Apr 17, 2025

#### 1.13.3 Registration and Withdrawal Dates

##### Last Date to drop without Penalty

##### Year 1

Fall Term ..... TBD  
Winter Term..... TBD

##### Year 2

Fall Term ..... TBD  
Winter Term..... TBD

##### Year 3

Fall Term ..... TBD  
Winter Term..... TBD

Year 4..... see course schedule

#### Voluntary Withdrawal Deadline

##### Year 1

Fall Term TBD  
Winter Term..... TBD



Winter Term Classes .....	Jan 6 to Mar 28, 2025
	2x6 week placement blocks between
Clinical Education .....	Apr 7 to Aug 8, 2025

### 1.14.3 Registration and Withdrawal Dates

#### Last Date to drop without Penalty

##### Year 1

Fall Term .....	TBD
Winter Term.....	TBD

##### Year 2

Fall Term .....	TBD
Winter Term.....	TBD

#### Voluntary Withdrawal Deadline

##### Year 1

Fall Term .....	TBD
Winter Term.....	TBD

##### Year 2

Fall Term .....	TBD
Winter Term.....	TBD

### 1.14.4 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 (Year2 only).....	Mar 31 to Apr 4, 2025

### 1.14.5 Convocation Ceremony – Bannatyne Campus

Oct 31, 2024

## 1.15 Dates applicable to Physician Assistant Studies

### 1.15.1 Orientation

Clinical Year .....	Aug 19 to 23, 2024
Academic Year.....	Aug 26 to Sept 3, 2024

### 1.15.2 Start and End Dates

Fall Term Academic Year.....	Sep 4 to Dec 6, 2024
Winter Term.....	Jan 6 to Apr 4, 2025
Fall Term Clinical Rotations .....	Aug 26 to Dec 20, 2024
Winter Term Clinical Year 2 Rotations .....	Jan 6 to Apr 25, 2025

### 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.....	N/A

**1.15.4 Examination and Test Dates**

Fall Term ..... Dec 9 to 20, 2024  
Winter Term..... Apr 7 to 17, 2024

**1.15.5 Convocation Ceremony – Bannatyne Campus** Oct 31, 2024

**1.16 Dates applicable to Respiratory Therapy:**

**1.16.1 Orientation**

Year 1 ..... Aug 29 to 30, 2024  
Year 3 ..... Aug 23, 2024

**1.16.2 Start and End Dates**

(Includes clinical placement and classes)

**Year 1**

Fall Term ..... Sept 3 to Dec 20, 2024  
Winter Term..... Jan 6 to May 9, 2025

**Year 2**

Fall Term ..... Sept 3 to Dec 20, 2024  
Winter Term..... Jan 6 to May 30, 2025  
Winter Term Clinical Placement. .... June 2 to 30, 2025

**Year 3**

Fall Term ..... Aug 26 to Dec 20, 2024  
Fall Term Clinical Placement..... Starts Aug 26, 2024  
Winter Term..... Jan 6 to May 30, 2025  
Clinical Placement ..... Jan 3 to May 30, 2025

*Note: Year 3 is mostly Clinical Placement. The month of May involves academic activities such as simulation and exams.*

**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.*

Fall Term Break..... N/A

**Winter Term Break**

Year 1 & 2 ..... See section 1.2.5  
Year 3 ..... N/A

**1.16.4 Registration and Withdrawal Dates**

**Last Date to drop without Penalty**

Year 1

Fall Term..... TBD

Winter Term... .. TBD

Year 2

Fall Term..... TBD

Winter Term... .. TBD

Year 3

Fall Term..... TBD

Winter Term... .. TBD

**Voluntary Withdrawal Deadline**

Year 1

Fall Term..... TBD

Winter Term... .. TBD

Year 2

Fall Term..... TBD

Winter Term... .. TBD

Year 3

Fall Term..... TBD

Winter Term... .. TBD

**1.16.5 Convocation Ceremony – Bannatyne Campus**

Oct 31, 2024

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## 1.17 Dates applicable to Social Work:

### 1.17.1 Orientation

Fort Garry, Inner City

Field Instruction Orientation .....Sept 3, 2024

### 1.17.2 Start and End Dates

#### Field Instruction

Fall Term ..... Sept 3 to Dec 13, 2024

Winter Term.....Jan 6 to Apr 18, 2025

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## Section 2: Dates for Summer Term

### 2.1.1 Start and End Dates (generally Monday to Thursday classes)

Classes on Monday, May 19<sup>th</sup> will be made up on Friday, May 23<sup>th</sup>

Classes on Tuesday, July 1<sup>st</sup> will be made up on Friday, July 4<sup>th</sup>

Classes on Monday, August 4<sup>th</sup> will be made up on Friday, August 8<sup>th</sup>

May – August courses will have no classes scheduled Monday, June 16<sup>th</sup> to Friday, June 27<sup>th</sup>.

May – June.....	May 5 to June 13, 2025	6 hours instruction/week
July – August.....	June 30 to August 8, 2025	6 hours instruction/week
May – August 3 credits.....	May 5 to August 8, 2025	3 hours instruction/week
May – August 6 credits.....	May 5 to August 8, 2025	6 hours instruction/week

### 2.1.2 Registration and Withdrawal Dates

#### Regular Registration Period

*Registration start dates are to be determined by the Registrar's Office.*

May – June... .. Ends May 4, 2025

July – August..... Ends June 29, 2025

May – August 3 credits..... Ends May 4, 2025

May – August 6 credits..... Ends May 4, 2025

**Late Registration/Registration Revision Period**

*Students may use this period of time to make changes to their selected courses or class schedule.*

- May – June... ..... May 5 to May 8, 2025
- July – August..... June 30 to July 4, 2025
- May – August 3 credits..... May 5 to May 15, 2025
- May – August 6 credits..... May 5 to May 8, 2025

**Last Date to Drop without Penalty**

*Last date to drop and have course excluded from transcripts; VWs will be recorded on transcripts for courses dropped after this date. There will be no refunds for courses dropped after this date.*

- May – June... ..... May 8, 2025
- July – August..... July 4, 2025
- May – August 3 credits..... May 15, 2025
- May – August 6 credits..... May 8, 2025

**Voluntary Withdrawal (VW) deadline**

*Last date to withdraw and not receive a final grade; students cannot withdraw from courses after this date.*

- May – June... ..... June 3, 2025
- July – August..... July 29, 2025
- May – August 3 credits..... July 17, 2025
- May – August 6 credits..... July 17, 2025

**2.1.3 Fee Deadlines**

**Fee Payment Deadlines**

- May – June. .... May 21, 2025
- May – August 3 credits..... May 21, 2025
- May – August 6 credits..... May 21, 2025
- July – August. .... July 16, 2025

*A financial penalty will be assessed on accounts with an outstanding balance after this date. (determined by Financial Services)*

**2.1.4 Examination and Test Dates**

*Students are reminded that they must remain available until all examination and test obligations have been fulfilled.*

- May – June... ..... June 16 to 21, 2025
- July – August..... Aug 11 to 16, 2025
- May – August 3 credits..... Aug 11 to 16, 2025
- May – August 6 credits..... Aug 11 to 16, 2025

**2.1.5 Challenge for Credit**

Challenge for Credit application deadline  
For classes offered Summer Term 2025... Apr 25, 2025

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## 2.1.6 Other Summer Term Start and End Dates

### Applied Human Nutrition

Summer Term ..... May 5 to July 18, 2025

### Dentistry

IDDP Intersession ..... May 5 to June 27, 2025 (TBC)

### Music

2-week courses are offered in July and August (Dates TBD)

### Nursing

Last day to add or drop classes without penalty. .... May 5, 2025

Voluntary withdrawal deadline for Nursing Practice 1-7..... July 14, 2025

Summer Break..... June 16 to 21, 2025

### Occupational Therapy

Year 1 Intermediate Fieldwork 1..... May 5 to June 27, 2025

*Flexible start and end dates between*

Year 2 Advanced Fieldwork..... June 30 to Sept 19, 2025

### Pharmacy

Year 2 IPPE Hospital Rotation (1 block per student)

Block 1..... June 2 to 27, 2025

Block 2..... June 30 to Jul 25, 2025

Block 3..... July 21 to Aug 15, 2025

Year 4

Block 1 APPE Rotations ..... May 6 to June 28, 2024\*  
May 5 to June 27, 2025\*\*

Block 1 Research Project ..... May 6 to Aug 23, 2024\*  
TBD\*\*

Block 2 APPE Rotations ..... Jul 2 to Aug 23, 2024\*  
June 30 to Aug 22, 2025\*\*

Block 2 Research Project ..... Jul 2 to Oct 18, 2024\*  
TBD\*\*

\*For Year 4 students graduating in May 2025 \*\*For  
Year 4 students graduating in May 2026

### Physician Assistant Studies (Mandatory Term)

Academic Year... ..... Apr 28 to July 18, 2025

Exams..... July 21 to 18, 2025

Clinical Year ..... Apr 28 to Aug 22, 2025

### Science

May offer fieldtrip courses that have different dates

### Social Work

Summer Field Work. .... May 5 to Aug 15, 2025



**AGENDA ITEM:**

Amendment and Purchase of Annuity for the University of Manitoba Pension Plan (1993)

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approves the amendments to the University of Manitoba Pension Plan (1993) to implement the resolution to the Pensioner Accounts' funding issues approved by the Canada Revenue Agency; and**

**THAT the Board of Governors approve, on the recommendation of the Pension Committee, the purchase of an annuity from a Canadian life insurance company not to exceed \$2,500,000 on November 15, 2023.**

**CONTEXT AND BACKGROUND:**

**Overview**

The University of Manitoba Pension Plan (1993) (the "Plan") requires amendments to implement the resolution to the Pensioner Accounts' funding issues approved by the Canada Revenue Agency.

*Board approval is sought for the amendments as described, recognizing that minor changes in wording may be required to finalize the amendment, and that these changes would not require further Board approval.*

In order to implement the amendment and align with the resolution with Canada Revenue Agency, the Plan must purchase an annuity from a life insurance company for a portion of the pension benefits of 11 pensioners.

**Pensioner Account Background**

The University of Manitoba ("University") first established a "hybrid" defined benefit ("DB")-defined contribution ("DC") pension plan in 1970, with all retirement pensions having to be purchased from a life insurance company. Primarily in response to pressure from plan members to address the lack of indexing for pensions, the Plan was established in 1993, following consultation with Unions and the Staff Benefits Committee. The new design was similar to pension plans for some other universities, with the payment of "self-annuitized" pensions directly from the Plan, and the potential for pension increases to plan members, if the Plan could afford it.

When the Plan was first being developed, self-annuitization was still permitted by the *Tax Act*. The University filed the Plan for registration with the Canada Revenue Agency (CRA) in 1993 and began its operation, as filed. However, major reform of the pension plan tax rules was also underway at the same time. Both the CRA and the federal Department of Finance ("Finance") had concerns about self-annuitization, and it was eventually eliminated as part of the tax reform process.

The University's desire to preserve the Plan's self-annuitization and its specific hybrid design in the context of the new tax rules led to lengthy negotiations with both Finance and the CRA. As a result, the Plan was not formally registered by the CRA until April 2002. In doing so, the CRA imposed a condition that "the payment of the pension benefits will not result in additional liabilities for the employer". In other words, the University would not be able to contribute to the self-annuitizing pension fund beyond an initial transfer amount representing the accumulated funds in the Plan on behalf of the member when they retired.

Since its establishment, the Plan has continued to operate as intended. Over the years, though, various financial challenges for the Plan have arisen, including: the University's 1986-1999 early retirement incentive; changing mortality and longevity risk; the low interest rate environment; revisions to pension plan funding rules; and more recently, a series of global financial shocks such as the "financial crisis" in 2008. Together with the condition imposed by the CRA, these financial challenges have meant that the Plan would likely be unsustainable within the current tax regime without making certain changes. As a result, the University and its advisors have been working diligently for a number of years to find a solution that will have as little impact as possible on retirees, and current and future Plan members. The University is grateful for the collaborative effort of the Association of Employees Supporting Education Services (AESES) and the University of Manitoba Faculty Association (UMFA) (whose members make up 80% of the Plan's membership), and their advisors in developing this solution.

The University, with the support of the Staff Benefits Committee, is very pleased to advise that the CRA has now accepted the University's proposed approach to address the Plan's self-annuitization and tax compliance issues, while at the same time preserving the Plan's design to the maximum extent possible.

### **Pensioner Account Amendment**

The CRA has confirmed that, under the proposed amendments, existing defined benefit liabilities can be funded. However, in the future, there can be no further money purchase pensions.

When currently active Plan members retire, they will be able to opt to receive a DB Pension from the Plan, based on the formula laid out in the Plan, and if the value of their assets exceed the actuarially calculated value of their DB Pension, the excess amount will be transferred to a locked-in retirement savings vehicle of the member.

Where current pensioner monthly payments exceed the maximum that the pensioner would be entitled to under the DB formula, the monthly payment will be split, with the DB benefit paid from the Plan, and the excess amount being paid via an annuity from an insurance company. There are 11 pensioners who are in this situation.

The Pension Office will be sending a communication to all active members explaining the change in the Plan, and letters will be sent to each of the 11 impacted pensioners with an offer to meet and walk them through the process of setting up the annuity, which will be funded by the Plan.

The Proposed amendments are required to facilitate the changes required to keep the Plan in compliance with the CRA requirements.

### **Annuity Purchase**

The Canada Revenue Agency approved resolution to facilitate the funding of Pensioner Accounts necessitates the purchase of an annuity from a life insurance company for a portion of the pension benefit on behalf of 11 pensioners. The relevant information was reported by the Plan's actuary in data submitted to Canadian life insurance companies as part of a Request for Quotation (RFQ) on September 29, 2023. No personal identification information of the 11 pensioners was included in the RFQ.

Due to the interest rate sensitive nature of Annuity Purchases, the purchase must be made in a very short timeframe after proposals are received. We are seeking Board approval of the purchase prior to receiving bids. The actuarial consultants expect the cost to be between \$1.5 and \$2.5 million.

The Pension Committee has been informed of the need for the annuity purchase, the estimated dollar value and why. The Pension Committee is supportive of the Board authorizing University Administration to bind the Plan for the November 15, 2023 annuity purchase.

**RESOURCE REQUIREMENTS:**

No material change from existing resources related to Plan amendments.

The purchase of the Annuity will be funded from the Pension Plan. Costs of \$53,000 are being incurred for the preparation of the RFQ, communication with the life insurance companies and management of the annuity purchase.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

Offering a competitive pension plan to employees is essential to meet the recruitment and retention objectives for the University.

**IMPLICATIONS:**

The adoption of the Plan Amendments is required to be compliant with the CRA and *The Pension Benefits Act*.

The annuity purchase is critical for the Plan to meet its promised pension benefit obligations for the 11 pensioners requiring a portion of their pension benefit to be paid by a Canadian life insurance company.

**ALTERNATIVES:**

None.

**CONSULTATION:**

The drafting of the Plan Amendments has been a consultative process involving the University's actuarial and legal advisors, the Staff Benefits Committee, the unions and union advisors, the Pension Committee, and the Pension Office.

The Staff Benefits Committee is scheduled to approve a motion recommending the amendment to the Board of Governors at a meeting on November 6, 2023.

The Pension Committee approved a motion recommending the amendment to the Board at its October 11, 2023 meeting.

**ROUTING TO THE BOARD OF GOVERNORS:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Title</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike Emslie <i>ME</i>	CFO & Comptroller	Oct 16, 2023
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Naomi Andrew <i>NA</i>	Vice-President (Administration)	October 30, 2023
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Michael Benarroch, Ph.D. <i>MB</i>	President and Vice-Chancellor	October 31, 2023
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

**SUBMISSION PREPARED BY:** Bernard Gold, Director, Pension Office

**ATTACHMENTS:**

Proposed Plan Amendments
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TO	Staff Benefit Committee
FROM	Simon Deschênes, Eckler Ltd
DATE	November 6, 2023
RE	Plan Amendment Reflecting CRA Requirements

On November 6, 2023, proposed amendments to the Plan, as described in greater detail below, will be presented to the Staff Benefits Committee for its review, and in support of its recommendation that these amendments be adopted by the Board of Governors of the University of Manitoba. In order to illustrate the amendments, members of the Staff Benefits Committee will be provided with: (i) a draft resolution to adopt the amendments; and (ii) a marked up version of the June 23, 2015 consolidation of the text indicating the proposed amendments (but not reflecting other amendments to the Plan that were adopted in 2016, 2017, and 2020). The revised plan provisions, have been modified to permit two overarching goals:

- 1- To convert past service benefits according to the "Modified Approach" which was previously described to the Staff Benefits Committee [??] and which was approved by the Canada Revenue Agency (CRA). This approach will allow the introduction of Plan language to permit the continued funding and payment of pensions to retirees from the Plan in the event either Pensioner Account runs out of funds.
- 2- To modify payment options of the Plan's Money Purchase provisions to permit the continued operation of the plan as a hybrid plan. The codification of the pension tax rules in the *Income Tax Act* (ITA) in the early 1990's ultimately resulted in self-annuitizing hybrid plans no longer being permitted. As such, the CRA requires these modifications before the Plan can continue to operate as part of the conversion described in paragraph 1 above.

A few smaller housekeeping adjustments were also made in combination with the above.

Below is the summary of the key provisions adjusted to reflect these two goals:

Key Provisions	Comment	In connection stated goal
Introduction, Recital 15	This paragraph describes in broad terms the content and rationale of the modification to the text effective January 1, 2024 (tentatively), as well as describing which members are affected by the amendments	1 and 2
Article 1, Definition 1.9	Definition of the Plan Annuity is identical to the prior version of the text, except that it was removed from the main plan provisions and brought into the definition. The Plan Annuity is the pension that can be constituted from the value of the Money Purchase provisions which is of main concern to the CRA. Under the Modified Approach the Plan Annuity is no longer payable but is used to determine if an excess amount is payable to a plan member.	2
Article 1, Definition 1.23	The Excess Money Purchase Amount is a new definition representing the value of any account balance that can no longer be transformed into a lifetime pension subject to the CRA limits but must instead be paid to a retiring plan member as a single transfer.	2
Article 4, Section 4.2	The provision was modified to clarify that any Additional Voluntary Contributions can only be settled by way of a transfer out of the plan following termination, retirement or death.	2
Article 7, Paragraph 7.1 (h) (iii)	This language is introduced to allow the payment of pensions from the Pensioner Solvency Account if either of the Pensioner Accounts are depleted. This achieves a key goal of a being able to fund Pensioner Account #1 if it runs out of capital, or is otherwise required.	1
Article 8, Section 8.1	This Section is reworded to primarily describe the Annual Defined Benefit Pension payable to a member under the terms of the plan. It also describes the Excess Money Purchase Amount payable to a retiring member, if any. This Section carefully reflects some of the stated CRA requirements in order to continue to operate a hybrid plan.	2
Article 8, Section 8.9	This Section is reworded to capture members who were settled by way of an annuity purchase as part of this conversion to ensure that in the eventuality of a future excess interest increase (or cost of living adjustment) the portion of their annuity purchased with an insurer will be also increased, subject to any ITA limits.	1
Article 8, Section 8.12	The language is introduced to ensure that a minimum amount is transferred out if someone is eligible for an Excess Money Purchase Amount. This is to ensure that the amount is large enough to meet some of the minimum requirements to open a LIF/RRIF account at financial institutions and to avoid the possibility of very small excess amounts not being transferred by members.	2
Article 8, Section 8.15	Similar to Section 8.9, the language is adjusted to ensure that members whose pensions were settled by way of an annuity purchase as part of this	1

Key Provisions	Comment	In connection stated goal
	conversion are fully considered in determining any maximum increase to pensions.	
Article 9, Paragraph 9.3 (b) (iv)	This paragraph is introduced to ensure that the pension payable to a surviving spouse of a member who dies while being eligible to retire is determined in connection with the Annual Defined Benefit Pension, and that any excess is paid to the surviving spouse. The previous language provided the potential for the pension to be in excess of what CRA would allow in order for the plan to continue to operate as a hybrid plan.	2
Article 12, Section 12.11	This language enables the University to proceed with an annuity purchase, which is required by the CRA in completing the conversion.	1
Schedule A	This schedule contains the required language which is required by the CRA to accept the conversion of all pensioners.	2

**RESOLUTION OF THE BOARD OF GOVERNORS OF  
THE UNIVERSITY OF MANITOBA**

**AMENDMENT 93/23/01**

- WHEREAS** The University of Manitoba (hereinafter referred to as the “University”) established a pension plan entitled “The University of Manitoba Pension Plan (1993)” (hereinafter referred to as the “Plan”) effective January 1, 1993;
- AND WHEREAS** As a result of Canada Revenue Agency (“CRA” ) and *Income Tax Act* (Canada) (“ITA”) requirements in respect of hybrid pension plans, the Plan must be amended in order to preserve, operate and fund the Plan’s hybrid design;
- AND WHEREAS** The University desires that the Plan be amended to reflect the aforementioned CRA AND ITA requirements;
- AND WHEREAS** The University desires that the Plan be amended to reflect certain housekeeping changes and to reflect changes to the *Pension Benefits Act* (Manitoba)
- AND WHEREAS** Section 13.1 permits the University to amend the Plan;

**NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED THAT EFFECTIVE <@>:**

**A.** The Plan is amended as follows:

1. Paragraph 2(v) of the Introduction is deleted and replaced with the following:
  - (v) Part of the University General Account under the 1970 Plan will be transferred to the Pension Guarantee Account under this Plan in respect of projected supplementary pensions, as such supplementary pensions were contemplated at the time, for active members of the 1970 Plan who transfer to this Plan.
2. Section 11 of the Introduction is deleted and replaced with the following:
  11. Effective January 1, 2015, the Plan was amended to;
    - (a) clarify certain provisions to reflect accurately the past and current intentions of the University with respect to:
      - eligibility conditions for a Supplementary Pension under the Plan;
      - to remove the requirement to name the spouse as beneficiary on retirement;
      - the use of the words “retirement” and “commencement”, where commencement of Retirement Benefits is delayed in accordance with Section 6.4;
      - the determination of Contribution Accounts for benefit calculation purposes; and

- the application of the term “Actuarial Equivalent”.
- (b) remove wording with respect to forfeitures which is no longer applicable due to amendments to the Pension Benefits Act effective May 31, 2010; and
- (c) update wording required in response to the dissolution in 2011 of the Master Trust covering this Plan, the 1970 Plan, and the GFT Plan.
3. Section 12 of the Introduction is added as follows:
12. Effective January 1, 2015, the Plan was amended to increase the Plan limits for future service to the maximums allowed under the *Income Tax Act*.”
4. Section 13 of the Introduction is added as follows:
13. Effective January 1, 2017, the Plan was amended to incorporate language effectively merging The University of Manitoba Pension Plan (1970) (hereinafter referred to as the “Prior Plan”)
5. Section 14 of the Introduction is added as follows:
14. Effective December 1, 2020, the Plan was amended in response to the revised actuarial standard for determining commuted values
6. Section 15 of the Introduction is added as follows:
15. Effective January 1, 2024, the Plan was amended as described in schedule “A” to convert all Pensioners’ money purchase pensions to defined benefit pensions in order to enable the University to allow pension payments to be made from the Plan should the funds in either or both of Pensioner Account #1 or Pensioner Account #2 be insufficient to pay such pensions. This conversion necessitated certain revisions to the Plan text as required by the Canada Revenue Agency, and in particular, the requirement to transfer out the Excess Money Purchase Amount that would arise for retirement-eligible Members of the Plan.

Except as otherwise provided herein, or as is necessary to give effect to the terms of this Plan text, the foregoing amendments as of January 1, 2024 apply to Members who have a Member Event Date after December 31, 2023. The benefits of a member with a Member Event Date prior to January 1, 2024, must, subject to the foregoing exceptions, be determined by the terms of the Plan text in force on the Member Event Date. For greater certainty, any pension or other benefit for, or in respect of, a Member who terminates active membership in the Plan before the effective date of any amendment to the Plan text shall be determined by the terms of the Plan text in effect at the Member Event Date.

7. Section 16 of the Introduction is added as follows:
16. Effective January 1, 2024, the Plan was amended to reflect certain housekeeping changes and changes required for compliance with the *Pension Benefits Act (Manitoba)*.
8. Section 1.1 is deleted and replaced with the following:
- 1.1 “Academic Staff”** - shall mean faculty members of the University holding the rank of Professor, Associate Professor, Assistant Professor, Lecturer, Senior Instructor, Instructor II, Instructor I, or Academic Librarian
9. Section 1.2 is deleted and replaced with the following:

1.2 "Academic Librarian Staff" - shall mean staff members of the University holding the rank of Librarian, Associate Librarian, Assistant Librarian or General Librarian.

10. Section ~~4.81.9~~ is deleted and replaced with the following:

~~4.81.9~~ "Annual Plan Annuity" – shall mean the quotient obtained when the sum of the Employee Contribution Account and the University Contribution Account is divided by the Normal Form Pension Factor and is used in the determination of the Supplementary Pension.

~~11. Section 1.13 is deleted and replaced with the following:~~

~~1.13 "Common law Relationship" shall mean the relationship between two persons who are Common-law Partners to each other.~~

~~12. Section 1.14 is deleted and replaced with the following:~~

~~1.14 "Common law Partner" shall mean a person who, not being married to that other person, (a) registered a common-law relationship with the Member under section 13.1 of The Vital Statistics Act, or (b) cohabited with him or her in a conjugal relationship (i) a period of at least three years, if either of them is married, or (ii) for a period of at least one year, if neither of them is married.~~

~~13. Paragraph 1.16(b) is deleted and replaced with the following:~~

~~(b) in respect of the period on and after January 1, 1993, the length of time a Member has been employed on a full time basis less any period(s) including partial days when participation was suspended plus the length of time a Member has been employed on a part time basis multiplied by the Member's Part time Ratio during this period.~~

~~11. 14.~~ Section 1.23 is added as follows:

1.23 "Excess Money Purchase Amount" - shall mean the amount determined as the excess, if any, of the Annual Plan Annuity over the Annual Defined Benefit Pension, the result being multiplied by the Normal Form Pension Factor.

~~12. 15.~~ Sections 1.23 to 1.24 are renumbered 1.24 through 1.25.

~~13. 16.~~ Section 1.26 is added as follows:

1.26 "Income Tax Act" – shall mean the provisions of the *Income Tax Act* (Canada) and the rules and regulations adopted thereunder from time to time by the Minister of National Revenue and the Canada Revenue Agency pertaining to registered pension plans or funds, and amendments thereto.

~~14. 17.~~ Paragraphs a. to c. of section 1.32 are renumbered (a) through (c).

~~15. 18.~~ Paragraphs a. to ~~eb~~ of section 1.33 are renumbered (a) through (~~eb~~).

~~16. 19.~~ Section 1.37 is amended by replacing the phrase "Section 8.1" with "Section 8.4".

~~17. 20.~~ Sections 1.25 to 1.64 are renumbered 1.27 through 1.66.

~~18. 21.~~ Paragraph 3.4(d) is deleted and replaced with the following:

(d) Notwithstanding any other provision of this Section 3.4, the following shall apply. Any future Academic Staff Member who was a contributor to the Manitoba Teachers' Retirement Allowances Fund and who elects to continue contributing to that Fund shall not become a Member of this Plan. Any Employee who is a student on a substantially full time basis or is a member of a religious group which has as one of its articles of faith the belief that members of the group are precluded from being members of a pension plan, shall not be required to become a Member of this Plan. Any Employee who is receiving a Plan Pension from this Plan shall not be required to

become a Member of this Plan, but if he or she does, the Plan Pension shall be suspended for the period during which contributions are made.

19. ~~22.~~ Paragraph 4.2(b) is deleted and replaced with the following:

- (b) At the retirement of a Member, his or her Additional Voluntary Contributions Account shall be settled by a single payment in accordance with the procedure described in Article 8.

20. ~~23.~~ Paragraph 4.2(c) is deleted and replaced with the following:

- (c) In the event of the death prior to retirement of a Member, his or her Additional Voluntary Contribution Account shall, be settled by a single payment in accordance with the procedure described in Article 9.

21. ~~24.~~ Paragraph 4.2(d) is deleted and replaced with the following:

- (d) In the event of the termination of employment of a Member (for reasons other than death or retirement), his or her Additional Voluntary Contribution Account shall be settled by a single payment in accordance with the procedure described in Article 10.

~~25. Paragraph 7.1(d)(i) is amended by deleting the period at the end of the text of the paragraph.~~

22. ~~26.~~ Paragraph 7.1(d)(iv) is deleted and replaced with the following:

- (iv) If the Excess Funding Account does not have sufficient funds to cover a shortfall referred to in paragraph (iii), the amount of such shortfall shall be covered by additional contributions from the University to the Pension Guarantee Account.

23. ~~27.~~ Paragraph 7.1(d)(v) is deleted and replaced with the following:

- (v) On the Member Event Date of a retiring Member whose Annual Defined Benefit Pension exceeds the Annual Plan Annuity and who elects to receive a Plan Pension, an amount equal to the product of the Supplementary Pension and the Normal Form Pension Factor shall be transferred from the Pension Guarantee Account to the Pensioner Account #2.

24. ~~28.~~ Paragraph 7.1(e)(ix) is deleted and replaced with the following:

- (ix) If the assets of Pensioner Account #1 at December 31 are greater than the amount which, on the advice of the Actuary, should be maintained to pay the Plan Pensions then in payment, and being charged to Pensioner Account #1, taking into account the current increase described in Section 8.9 and also the estimated increases for the next three years with such subsequent increases determined on the basis that the Annual Rate of Return in the next 3 years is equal to the Base Rate on the January 1 immediately following the valuation date, the current year's increase shall, subject to the Income Tax Act, be enhanced so that the assets of Pensioner Account #1 equal the amount which should be maintained to pay the Plan Pensions taking into account the current increase and the 3 subsequent increases, as described above.

25. ~~29.~~ Paragraph 7.1(f)(iii) is deleted.

26. ~~30.~~ Paragraph 7.1(f)(x) is deleted and replaced with the following:

- (ix) When, pursuant to Paragraph 9.2 (c) (iii), an Eligible Spouse elects an immediate Plan Pension, the appropriate parts, determined in accordance with Paragraphs 9.2 (a) and 9.2 (b), of the deceased Member's Employee Contribution Account and University Contribution Account shall be transferred to Pensioner Account #2.

27. ~~31.~~ Paragraph 7.1(f)(iv) to (x) are renumbered (iii) through (ix).

28. ~~32.~~ Paragraph 7.1(h)(ii) is amended by replacing the term “Pension Account” with “Pensioner Account”.

29. ~~33.~~ Paragraph 7.1(h)(iii) is added as follows:

- (iii) If at any time the funds necessary to maintain payments of pensions from either or both of Pensioner Account #1 or Pensioner Account #2 are insufficient and there is a positive balance in the Pensioner Solvency Account, the Pension Administrator may elect to pay all pensions usually paid from either or both of Pensioner Account #1 or Pensioner Account #2 from the Pensioner Solvency Account.

30. ~~34.~~ The portion of Paragraph 7.2(a)(i) following the definition of “Net Monthly Investment Income” is deleted and replaced with the following:

Interest payments, dividends, and other applicable investment income received by the Pension Fund in the month including both actual and accrued income, PLUS

31. ~~35.~~ The portion of Paragraph 7.2(a)(i) following the definition of “Adjusted Market Value” is amended by replacing the phrase “Market Value” with “value”.

32. ~~36.~~ The portion of Paragraph 7.2(a)(v) following the definition of “Adjusted Market Value” is deleted and replaced with the following:

PLUS the balance of the Contribution Accounts at the beginning of the month transferred into the Pensioner Account in the month pursuant to Paragraphs 7.1(f)(ii), 7.1(f)(iii), or 7.1(f)(ix) in respect of those Members who retired and elected to receive a Plan Pension.

33. ~~37.~~ Paragraph 7.2(c) is deleted and replaced with the following:

- (c) The Annual Rate of Return for a year shall be determined from the following formula  
$$[(1 + R1) \times (1 + R2) \times (1 + R3) \times \dots \times (1 + R12)] - 1$$

34. ~~38.~~ Section 7.4 is deleted and replaced with the following:

#### **7.4 Determination of Account Balance for Benefit Calculation Purposes**

For the purpose of determining the Plan Pension, at the Member Event Date, the value of a Contribution Account shall be the value as of the end of the month immediately prior to the Member Event Date.

The value, as at any other date in a month, of a Contribution Account for a transfer of the Contribution Account out of the Plan shall be determined as follows:

- (a) the value of the Account at the end of the previous month, MINUS
- (b) any payments from the Account in the month, PLUS
- (c) interest at the Interim Rate on (a) MINUS (b) , PLUS
- (d) contributions to the Account in the month

where the Interim Rate is the weighted average return of the market indices based on the Pension Fund’s benchmark asset mix from the last trading day of the most recently completed month to the last trading day of the week immediately prior to the week of the benefit calculation.

35. ~~39.~~ Section 8.1 is deleted and replaced with the following:

## 8.1 Calculation of Pension

A Member is eligible for an Annual Defined Benefit Pension if at the Member Retirement Date, the Member has at least 5 years' Service.

Subject to the limitations described in Section 8.2, if eligible, the Annual Defined Benefit Pension on the Member Event Date of a Member who is eligible for an Annual Defined Benefit Pension shall be equal to 2% of the Highest Average Annual Basic Salary multiplied by Credited Service MINUS 0.7% of that part of the Highest Average Annual Basic Salary which is less than the Y.M.P.E. in the calendar year in which the Member Retirement Date occurs, multiplied by Credited Service after January 1, 1966 to a maximum of 35 years, except that if the Member Event Date occurs prior to Normal Retirement Date, the Annual Defined Benefit Pension shall be reduced by one quarter of one percent (1/4%) for each complete month between the Member Event Date and Normal Retirement Date.

Notwithstanding the above, if the Member's retirement is a Deferred Retirement in accordance with Section 6.3 the Annual Defined Benefit Pension determined above may be subject to adjustment in accordance with Section 8.16.

A Member who is eligible for an Annual Defined Benefit Pension under this section shall, in addition, also receive any Excess Money Purchase Amount determined at the Member Event Date.

In the event a Member is entitled to an Excess Money Purchase Amount, such Excess Money Purchase Amount, must be transferred in accordance with one of paragraphs 8.10 (a), (b) or (c), as applicable.

36. ~~40.~~ Paragraphs 8.2(a)(i) and (ii) are amended by replacing the term "1.30" with "1.32".

37. ~~41.~~ Section 8.3 is deleted and replaced with the following:

## 8.3 Supplementary Pension

If the Annual Defined Benefit Pension in Section 8.1, as limited by Section 8.2, exceeds the Annual Plan Annuity, the difference shall constitute the Supplementary Pension.

38. ~~42.~~ Section 8.9 is amended by replacing the term "7.1(f)(vii)" with "7.1(f)(vi)".

39. ~~43.~~ Paragraph 8.9(a) is deleted and replaced with the following:

- (a) The Plan Pension of a Pensioner shall be increased on April 30 each year, except as provided in (b) below, by the percentage, if positive, by which the Average 4-Year Pensioner Account Return for the immediately preceding year exceeds the Base Rate in effect at the Member's Retirement Date except that, if the Average 4-Year Pensioner Account Return for a year is less than such Base Rate, no increase shall be provided in accordance with this Section 8.9 until the shortfall has been made up in a subsequent year. In the event that the Pensioner or Spouse has died, and a survivor pension is being paid on April 30, the percentage increase shall be calculated based on the amount of the survivor pension.

40. ~~44.~~ Paragraph 8.9(c) is added as follows:

- (c) Notwithstanding paragraphs (a) and (b), in respect of a Member of the Plan who is in receipt of a Plan Pension for which, at the direction of the University on or after November 1, 2023, an amount was transferred to an insurance company, the Plan Pension, including the amount payable from such insurance company shall be used as the basis for which an increase is

determined under this Section 8.9 and paid from the Plan, subject to any applicable limits under the Income Tax Act .

41. ~~45.~~ Section 8.10 is deleted and replaced with the following:

#### **8.10 Purchase of Life Annuity or Life Income Fund or Transfer to Locked-In Retirement Account (LIRA)**

A Member who is eligible for an Annual Defined Benefit Pension at the Member Retirement Date in accordance with Section 8.1 may, subject to Section 8.12, elect to transfer part or all of the sum of:

- (i) Member's Employee Contribution Account and University Contribution Account as determined under Section 7.4,
- (ii) the Actuarial Equivalent (CV) lump sum value at the Member Event Date of the Supplementary Pension, if any, payable to the Member in accordance with Article 8, and
- (iii) the Member's Additional Voluntary Contribution Account, if any.

A member who is not eligible for an Annual Defined Benefit Pension at the Member Retirement Date in accordance with Section 8.1 must transfer all of his or her Employee Contribution Account, ~~and~~ University Contribution Account, and ~~the Member's~~ Additional Voluntary Contribution Account, if any.

The amount to be transferred may be directed, subject to applicable legislation, as follows:

- (a) to purchase a life annuity from an Insurer, or if the monthly amount of the life annuity is more than the maximum insured life annuity amount with Assuris (formerly CompCorp), to two or more Insurers such that the maximum payment from each is such insured life annuity amount.
- (b) to purchase a Life Income Fund from an Insurer, or any other financial institution licensed to provide such products, or
- (c) to his or her Locked-In Retirement Account provided that the administrator of such Locked-In Retirement Account agrees that the amount transferred thereto shall be administered in the same manner as pension benefit credits transferred to a deferred life annuity under the Pension Benefits Act.

42. ~~46.~~ Section 8.12 is amended by adding the term "and Minimum Transfer" following the existing title.

43. ~~47.~~ Section 8.12 is deleted and replaced with the following:

#### **8.12 Minimum Remaining Plan Pension and Minimum Transfer**

- (a) A Member who makes an election in accordance with Section 8.10 which would result in the remaining funds in the Plan providing an annual Plan Pension of less than 10% of the Y.M.P.E. in the year of the Member Event Date, shall either:
  - (i) transfer all the funds in the Plan in accordance with Section 8.10, or
  - (ii) reduce the amount of transfer so that the remaining funds will provide an annual Plan Pension of at least 10% of the Y.M.P.E. in the year of the Member Event Date.
- (b) Notwithstanding paragraph (a), a Member who is required to transfer an Excess Money Purchase Amount in accordance with Section 8.10 where such transfer would result in a transfer of less than 10% of the Y.M.P.E. in the year of the Member Event Date, shall either:
  - (i) transfer all the funds in the Plan in accordance with Section 8.10, or

- (ii) increase the amount of such transfer to at least 10% of the Y.M.P.E. in the year of the Member Event Date, with the Annual Defined Benefit Pension adjusted accordingly.

44. ~~48.~~ Section 8.14 is deleted and replaced with the following:

#### **8.14 Commutation of Small Pensions after May 31, 2010**

For the purposes of this Section 8.14, the "Earliest Member Event Date" is the first of the earliest possible month following the Member Retirement Date in which a Member could elect or could have elected to commence Retirement Benefits in accordance with Section 6.4.

A Member who terminates employment on or after May 31, 2010 and whose annual pension determined in accordance with Section 8.1 at the Earliest Member Event Date is less than 4% of the Y.M.P.E. in the calendar year of the Member Retirement Date, or, if at the Earliest Member Event Date, the sum of:

- (i) the Member's Employee Contribution Account and University Contribution Account as determined under Section 7.4, and
- (ii) the Actuarial Equivalent (CV) of the Supplementary Pension, if any, payable to the Member in accordance with Article 8.

is less than 20% of the Y.M.P.E. in the calendar year of the Member Retirement Date, shall not be entitled to a pension from the Pension Fund. Instead, the sum of the total of (i) and (ii) shall be paid to the Member in cash, unless the Member elects to transfer this amount to an RRSP.

~~49. The title of section 8.15 is amended by replacing the term "a Supplementary Pension" with "an Annual Defined Benefit Pension".~~

45. ~~50.~~ Section 8.15 is deleted and replaced with the following:

#### **8.15 Maximum Increase Allowed under the Income Tax Act for Pensioner Entitled to an Annual Defined Benefit Pension**

The increase described in Section 8.9 to the Plan Pension of a Pensioner shall be limited so that the Plan Pension after the increase does not exceed the Annual Defined Benefit Pension, as determined in accordance with Section 8.1 as of the date of the first payment, adjusted from the date of the first payment to the current increase date in accordance with increases in the Consumer Price Index.

Notwithstanding the foregoing, such increase provided to a member of the Plan who is in receipt of a Plan Pension for which, at the direction of the University on or after November 1, 2023, an amount was transferred to an insurance company, the Plan Pension, including the amount payable from such insurance company shall be used as the basis for which the limit is determined under this Section 8.15.

46. ~~51.~~ Section 8.16 is deleted and replaced with the following:

#### **8.16 Pension Amount after Normal Retirement Date**

If a Member Retirement Date is after the Member's Normal Retirement Date and the Member's pension payments commence after May 31, 2010, the Member's pension is the greater of:

- (i) the pension calculated in accordance with Section 8.1 at the Member Retirement Date; and

- (ii) the Actuarial Equivalent (CV) at the Member Retirement Date of the Annual Defined Benefit Pension determined as if the Member Retirement Date and Member Event Date were the same as the Member's Normal Retirement Date.

In addition, the determination of the Excess Money Purchase Amount shall be adjusted accordingly if (ii) is greater than (i).

47. ~~52.~~ Paragraph 9.2(a) is amended by adding the term "the sum of" following the existing paragraph.

48. ~~53.~~ Paragraph 9.2(c)(ii) is deleted and replaced with the following:

- (ii) by way of an annuity payable to the Spouse. The Spouse may elect an immediate life annuity or a deferred annuity for life starting before the end of the year in which the Spouse attains age 71. Such life annuity shall be provided by an Insurer selected by the Spouse, and may be guaranteed for any period up to 15 years.

49. ~~54.~~ Paragraph 9.3(a) is amended by adding the term "the sum of" following the existing paragraph.

~~55.~~

50. ~~56.~~ Paragraph 9.3(b)(ii) is deleted and replaced with the following:

- (ii) by way of an annuity payable to the Spouse. The Spouse may elect an immediate life annuity or a deferred annuity for life starting before the end of the year in which the Spouse attains age 71. Such life annuity shall be provided by an Insurer selected ~~or~~ by the Spouse and may be guaranteed for any period up to 15 years.

51. ~~57.~~ Paragraph 9.3(b)(iii) is deleted and replaced with the following:

- (iii) provided

- (a) the Eligible Spouse has attained his or her 55th birthday, and

- (b) the Member was eligible for an Annual Defined Benefit Pension in accordance with Section 8.1 at the date of death,

by way of an immediate Plan Pension payable to the Spouse for his or her lifetime, subject to paragraph (iv) below. The Spouse may elect that the Plan Pension have no guaranteed period, or a guaranteed period of 60, 120 or 180 months certain. If the Spouse elects that the lifetime pension is guaranteed for 60 months certain, the amount of pension shall be determined by dividing the death benefit by the Normal Form Pension Factor based on the age of the Spouse. If the Spouse elects any other form of pension, the amount of pension shall be the Actuarial Equivalent (NF) of the life guaranteed 60 months certain pension.

52. ~~58.~~ Paragraph 9.3(b)(iv) is added as follows:

- (iv) The Actuarial Equivalent (CV) of the lifetime pension calculated in accordance with paragraph (iii) shall be limited to the Actuarial Equivalent (CV) of the Annual Defined Benefit Pension that the Member was eligible to receive in accordance with Section 8.1 at the date of such Member's death. In addition, any excess amount of the Actuarial Equivalent (CV) of the lifetime pension calculated in accordance with paragraph (iii) over the Actuarial Equivalent (CV) of the Annual Defined Benefit Pension, including his or her Additional Voluntary Contribution Account, if any, shall be payable to the Spouse in accordance with 9.3(b)(i).

53. ~~59.~~ Paragraph 9.3(c) is deleted and replaced with the following:

- (c) The amount payable at the Member Event Date as determined in Paragraph 9.3(a) shall be maintained as described in Section 7.3 to the end of the month immediately prior to the date of

disbursement. For the period from the end of the month immediately prior to the date of disbursement to the date of disbursement, interest shall be calculated on the amount of the death benefit at the rate then currently prescribed in accordance with Section 7.4.

54. ~~60.~~ Paragraph 10.4(c) is amended by adding the term “applicable to such benefit” following the words “a lump sum payment of the value of the Contribution Accounts”.

55. ~~61.~~ Section 11.2 is amended by replacing the term “Queen’s Bench” with “King’s Bench”.

56. ~~62.~~ Section 11.5 is deleted and replaced with the following:

#### **11.5 Exception to Credit Splitting on Marriage Break-up**

Section 11.2 does not apply where both spouses enter into a written agreement with each other to the effect that the pension benefit credit or the pension payments, as the case may be, shall not be divided between them. Any such agreement shall otherwise be in accordance with the Pension Benefits Act and must contain all necessary criteria for not dividing the pension benefit credit or pension payments, as the case may be, under the Pension Benefits Act.

57. ~~63.~~ Section 12.5 is amended by replacing the term “University” with “Pension Administrator”, and by replacing the text following Paragraph 12.5(d) stating “For the purpose of adjudging such medical evidence, the Pension Administrator shall seek such opinions as it deems advisable” with “For the purpose of adjudging such medical evidence, the Pension Administrator shall, in its sole discretion, seek such opinions as it deems advisable.”

58. ~~64.~~ Section 12.7 is deleted and replaced with the following:

#### **12.7 Legal Jurisdiction**

This Plan shall be administered and construed in accordance with the laws of the Province of Manitoba and the Income Tax Act.

59. ~~65.~~ Section 12.11 is added as follows:

#### **12.11 Purchase of Annuity**

Notwithstanding any other provision of the Plan to the contrary, any new or continuing Plan Pension , or portion thereof, payable to a Member, former Member, Spouse, former Spouse or other person entitled to a benefit under the Plan, may be satisfied through the purchase of an annuity or annuities from an insurance company or any other entity licensed to transact an annuity business in Canada.

60. ~~66.~~ Section 13.1 is amended by deleting the term “(Canada)” immediately following the phrase “Income Tax Act”.

61. ~~67.~~ Schedule “A” is added as follows:

#### **SCHEDULE “A”**

Conversion of Pensioners as at January 1, 2024 ~~[NTD: Date to be confirmed]~~

The following sets out the provisions under which the conversion as of January 1, 2024 of all pensions being drawn from Pensioner Account #1 and Pensioner Account #2 occurred. Prior to that date, all pensioners retiring under the Plan who had achieved age 55 and 5 years of Credited Service were able to self-annuitize money purchase contributions constituted from the assets in the Employee Contribution Account and University Contribution Account at the Member Retirement Date.

The pension benefits so provided from the Plan were known as the Annual Plan Annuity. In the event a Member's Annual Defined Benefit Pension exceeded the Annual Plan Annuity, such member also received an additional benefit called the Supplementary Pension with the result that the Member received no less than the Annual Defined Benefit Pension in total. Members were also able to self-annuitize their Additional Voluntary Account, if any, at the Member Retirement Date.

Effective January 1, 2024, the Plan provisions have been amended such that the Annual Defined Benefit Pension shall be equal to the Plan Pension currently being received by the Member by modifying, as applicable, the Plan provisions that would have given rise to this improved Annual Defined Benefit Pension. As this objective was achievable, the Annual Defined Benefit Pension in receipt by such Member as of January 1, 2024 could have been constituted from the Defined Benefit Provisions below and, as such, will be considered to be a "Defined Benefit Pension" from and after January 1, 2024.

Therefore, for all pensioners of the Plan as of January 1, 2024 where the Annual Plan Annuity exceeded the Annual Defined Benefit Pension, the applicable Plan provisions have been adjusted as follows:

The Highest Average Annual Basic Salary used in calculating the Annual Defined Benefit Pension shall be the average of the three highest calendar years of the Member's Basic Salary, adjusted by the Average Industrial Wage growth and ending with the year in which the retirement or termination of employment occurs, provided that the Annual Defined Benefit Pension shall be subject to paragraphs 8.2(a)(ii) and (b).

The early retirement reduction used in calculating the Annual Defined Benefit Pension shall not be less than 1/4 of 1% for each month from his early retirement date to the first of the month in which he would first satisfy (i), (ii) or (iii) below if he remained in employment where:

is the attainment of age 60;

is the completion of 30 years of Service; or

is when age plus Service equals 80.

The Normal Form Pension described in Section 8.4 and used for purposes of actuarial equivalent optional forms described under Section 8.8 shall be replaced with a joint-life pension payable so long as the Member survives, and continuing after his or her death on a reduced basis to his or her named joint annuitant (provided such joint annuitant survives the Member) for the remaining lifetime of such joint annuitant; the reduced pension payable shall be 66 2/3% of the amount payable during their joint lifetime and guaranteed for 60 months.

The maximum pension used in calculating the members Annual Defined Benefit Pension for late retirement under Section 8.16 shall be limited to the limits described in Canada Revenue Agency Actuarial Bulletin No. 1R1.

The Annual Defined Benefit Pension shall be indexed annually from the Member's retirement date by 4% per annum effective each January 1 after one complete calendar year of retirement, subject to the annual CPI increase elapsed since the Member's retirement date if the said increase would have exceeded the maximum pension under paragraph 8.2(a)(ii).

The accrual rate used in calculating the Annual Defined Benefit Pension shall be individually revised as follows:

Cert #	Accrual Rate	Cert #	Accrual Rate	Cert #	Accrual Rate
4107	0.963%				
4594	0.511%				
Etc...					

**B.** The University's CFO & Comptroller, or the Director, Pension Office if so directed by the CFO & Comptroller, be and is hereby authorized and directed for and on behalf of the University to execute and deliver all such documents, instruments, agreements and writings and to do all such acts and things in their sole discretion considered necessary, advisable or desirable in connection with or as contemplated by, or for the purpose of giving effect to the foregoing resolutions, including determining an effective date for such amendments, and including any regulatory filings, all of which are hereby authorized and approved.

**I HEREBY CERTIFY** that the preceding is a true copy of a resolution of the Board of Governors of the University of Manitoba passed at a meeting duly held and constituted at Winnipeg on the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**THE UNIVERSITY OF MANITOBA PENSION PLAN (1993)**  
**EFFECTIVE JANUARY 1, 1993**

Consolidated Plan Document

Includes all amendments  
up to and including Amendment 93/15/01  
approved by the Board on June 23, 2015

I hereby certify that this document is the  
text referred to in the Board Resolution ~~dated SettevibC/ t.2, 2015~~  
dated \_\_\_\_\_, 2015



~~eff M. Leclerc  
University Secretary~~

Jeff M. Leclerc  
University Secretary

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## INTRODUCTION

~~1.~~ 1. The University of Manitoba Pension Plan (1993) is effective on January 1, 1993. Membership will initially consist of former members of the University of Manitoba Pension Plan (the "1970 Plan") as follows:

- ~~(i)~~ (i) all academic staff at that date
- ~~(ii)~~ (ii) all employees in certain support staff categories which are designated by the University as being eligible for this Plan
- ~~(iii)~~ (iii) members who terminated prior to January 1, 1993, who at that date have funds remaining in the plan and who, prior to their termination, were employed in either of the categories described in (i) and (ii)
- ~~(iv)~~ (iv) members who retired prior to January 1, 1993, who at that date were receiving a pre-1993 annuity and who, prior to retirement were employed in either of the categories described in (i) or (ii).  
~~(i) or (ii).~~

All new employees in categories (i) or (ii) will join this Plan.

~~2.~~ 2. The Pension Fund at January 1, 1993 is established by a transfer of funds from the 1970 Plan as follows:

- ~~(i)~~ (i) Employee Contribution Accounts under the 1970 Plan will be transferred to the corresponding accounts under this Plan.
- ~~(ii)~~ (ii) University Contribution Accounts under the 1970 Plan will be transferred to the corresponding

accounts under this Plan.

- ~~(iii)~~ (iii) Additional Voluntary Contribution Accounts under the 1970 Plan will be transferred to the corresponding accounts under this Plan.
- ~~(iv)~~ (iv) Part of the University General Account under the 1970 Plan will be transferred to the Pensioner Account under this Plan in respect of the Pensioners receiving pre-1993 annuities who transfer to this Plan.
- ~~(v)~~ (v) Part of the University General Account under the 1970 Plan will be transferred to the Pension Guarantee Account under this Plan in respect of projected supplementary pensions, as such supplementary pensions were contemplated at the time, for active members of the 1970 Plan who transfer to this Plan.
- ~~(vi)~~ (vi) Part of the University General Account under the 1970 Plan will be transferred to the Excess Funding Account under this Plan in respect of the share attributable to those members who transfer, of the excess of the assets over liabilities of the 1970 Plan.

~~3-~~3. This Plan differs from the 1970 Plan as follows:

- ~~(xi)~~ (i) An additional 1% of salary is contributed by both the members and the University
- ~~(xii)~~ (ii) Pensions will normally be provided from the Pension Fund, rather than by annuity purchase, and such pensions will be adjusted after commencement using an excess interest approach. Members may still elect to purchase annuities.

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Adopted Sep 2015

~~4-4.~~ Effective January 1, 1994, employees of the University who are members of the Canadian Auto Workers (CAW), the University of Manitoba Police Association (UMPA), Local 1482 of the Canadian Union of Public Employees (CUPE), or the Association of Employees Supporting Education Services (AESSES), transferred their membership along with the assets associated with them, from the 1970 Plan to this Plan.

~~5-5.~~ Effective July 1, 1996, those Geographic Full-Time Staff who were members of the 1970 Plan at June 30, 1996, transferred their membership along with the associated assets to this Plan.

~~6-6.~~ Effective January 1, 2003, those employees of the University who are students, teaching assistants and members of Local 3909 of the Canadian Union of Public Employees (CUPE), and who were members of the Prior Plan at December 31, 2002, transferred their membership along with associated assets to this Plan.

~~7-7.~~ Effective January 1, 2004, the Pensioner Solvency Account is established to hold additional contributions made by the University in accordance with Section 5.2

~~8-8.~~ The Pensioner Account, as it exists as at November 30, 2008, is divided in two sub-accounts.

Pensioner Account #1 consists of the assets of the Pensioner Account as at November 30, 2008 and is closed to new Plan Pensions. Pensioner Account #2 is being established at that date. All Plan Pensions to be paid from the Pension Fund with a pension commencement date of December 1, 2008 or later will be charged to Pensioner Account #2.

~~9-9.~~ Member and University required contribution rates are increased by 0.5% of salary effective January 1, 2011, further increased by 0.5% of salary effective January 1, 2012, and further increased by 1.0% of salary effective January 1, 2013.

~~10-10.~~ Effective May 31, 2010, the Plan was amended to comply with the Manitoba Pension Benefits Act and Regulations. In accordance with the governance structure required, the University has established a Pension Committee to be the Pension Administrator. The Pension Committee established a Pension Plan Governance Document effective September 28, 2011 to assist it with discharging its legal obligations and duties as Administrator. Accordingly Article 12 (Pension Committee) was deleted.

~~11-11.~~ Effective January 1, 2015, the Plan ~~is was~~ amended to ~~increase the Plan limits for future service to the maximums allowed under the Income Tax Act.~~

~~12. The Plan is amended effective immediately to~~ (a) clarify certain provisions to reflect accurately the past and current intentions of the University with respect to:

- ~~to~~ eligibility conditions for a Supplementary Pension under the Plan;
- ~~to~~ remove the requirement to name the spouse as beneficiary on retirement;
- ~~to~~ the use of the words "retirement" and "commencement", where commencement of Retirement Benefits is delayed in accordance with Section 6.4;
- ~~to~~ the determination of Contribution Accounts for benefit calculation purposes; and
- ~~to~~ the application of the term "Actuarial Equivalent".

~~13. The Plan is amended to~~ (b) remove wording with respect to forfeitures which is no longer applicable due to amendments to the Pension Benefits Act effective May 31, 2010; ~~and to~~

(c) update wording ~~with respect to the Trust, Trust Agreement and Trustees~~ required ~~by~~ in response to the dissolution in 2011 of the Master Trust covering this Plan, the 1970 Plan, and the GFT Plan.

12. Effective January 1, 2015, the Plan was amended to increase the Plan limits for future service to the maximums allowed under the *Income Tax Act*.
13. Effective January 1, 2017, the Plan was amended to incorporate language effectively merging The University of Manitoba Pension Plan (1970) (hereinafter referred to as the "Prior Plan")
14. Effective December 1, 2020, the Plan was amended in response to the revised actuarial standard for determining commuted values
15. Effective **January 1, 2024**, the Plan was amended as described in Schedule "A" to convert all Pensioners' money purchase pensions to defined benefit pensions in order to enable the University to allow pension payments to be made from the Plan should the funds in either or both of Pensioner Account #1 or Pensioner Account #2 be insufficient to pay such pensions. This conversion necessitated certain revisions to the Plan text as required by the *Canada Revenue Agency*, and in particular, the requirement to transfer out the Excess Money Purchase Amount that would arise for retirement-eligible Members of the Plan. **[NTD: Date to be confirmed]**

Except as otherwise provided herein, or as is necessary to give effect to the terms of this Plan text, the foregoing amendments as of **January 1, 2024** apply to Members who have a Member Event Date after December 31, 2023. The benefits of a member with a Member Event Date prior to **January 1, 2024**, must, subject to the foregoing exceptions, be determined by the terms of the Plan text in force on the Member Event Date. For greater certainty, any pension or other benefit for, or in respect of, a Member who terminates active membership in the Plan before the effective date of any amendment to the Plan text shall be determined by the terms of the Plan text in effect at the *Member Event Date*. **[NTD: Dates to be confirmed]**

16. Effective **January 1, 2024**, the Plan was amended to reflect certain housekeeping changes and changes required for compliance with the *Pension Benefits Act* (Manitoba). **[NTD: Date to be confirmed]**

## ARTICLE 1 - DEFINITIONS

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The following words or phrases shall be as defined herein unless the context clearly indicates otherwise.

**1.1-1.1 "Academic Staff"** - shall mean faculty members of the University holding the rank of Professor, Associate Professor, Assistant Professor, Lecturer, Senior Instructor, Instructor II ~~or~~, Instructor I, or Academic Librarian

**1.2-1.2 "Academic Librarian Staff"** - shall mean staff members of the University holding the rank of Librarian, Associate Librarian, Assistant Librarian or General Librarian.

**1.3-1.3 "Active Member"** - shall mean a Member who is making Required Contributions to the Plan and shall include a Member who is disabled and for whom contributions are being made in accordance with Paragraph 4.1 (c).

**1.4-1.4 "Actuarial Equivalent (CV)"** - shall mean having an equivalent value, calculated on an actuarial basis approved by the Pension Administrator, with the advice of the Actuary and which is acceptable for the purpose of determining commuted values under the Pension Benefits Act..

**1.5-1.5 "Actuarial Equivalent (NF)"** - shall mean having an equivalent value, calculated on an actuarial basis approved by the Pension Administrator, with the advice of the Actuary and which is on the same actuarial basis as used to determine the Normal Form Pension Factor.

**1.6-1.6 "Actuary"** - shall mean a Fellow of the Canadian Institute of Actuaries or a firm employing one or more such persons, retained by the Pension Administrator to perform periodic valuations of the liabilities of the Plan and to provide such actuarial services as may from time to time be required.

**1.7-1.7 "Additional Voluntary Contribution Account"** - shall mean the account established and maintained pursuant to Article 7 for each Member who has made additional voluntary contributions or who has transferred funds in accordance with Section 4.3.

**1.8-1.8**  
Paragraph 8.1 ~~(b)~~(i).

**1.9-1.9**  
~~8.1(a)~~ quotient obtained when the sum of the Employee Contribution Account and the University Contribution Account is divided by the Normal Form Pension Factor and is used in the determination of the Supplementary Pension.

**1.10-1.10 "Base Rate"** - shall mean the interest rate used in the calculation of the Normal Form Pension Factor and for any month shall be equal to the lesser of

~~(a)~~ (a) 7% per annum if the pension commences prior to February 1, 1999, otherwise 6% per annum, and

~~(b)~~ (b) the interest rate, determined as follows:

~~(i)~~ (i) the unadjusted average yield on Government of Canada Marketable Bonds over 10 years, for the last Wednesday of the month two months prior to the calculation month (from monthly CANSIM Series V122487, from the weekly series V80691331, formerly V121758, or from the daily series V39062), plus 0.50%, and

~~(ii)~~ (ii) converted to an annual compound rate, and rounded to the nearest 0.25%.

~~4.44~~ 1.11 **"Basic Salary"** shall mean the regular gross salary applicable to the Member's rank or classification as such is determined in accordance with the terms of a collective agreement or employment policy excluding other income including, without limiting the generality of the foregoing, any supplementary or overtime payments, plus for a ~~Full-time~~ Full-time Appointee any sessional payments, provided that the Basic Salary, for a Member on an approved leave of absence or a reduced

appointment shall be computed in accordance with the then current University policy. For a Member employed on a part-time basis, the Basic Salary shall be the quotient obtained when the Member's regular gross salary is divided by his or her Part-time Ratio.

**4.12-1.12 "Board of Governors"** ~~—~~ shall mean the Board of Governors of the University of Manitoba.

**4.13-1.13 "Common-law Relationship"** ~~—~~ shall mean the relationship between two persons who are ~~Common-law~~ Common-law Partners to each other.

**4.14-1.14 "Common-law Partner"** ~~—~~ shall mean a person who, not being married to that other person,

~~(a)~~ (a) registered a common-law relationship with the Member under section 13.1 of The Vital Statistics Act, or

~~(b)~~ (b) cohabited with him or her in a conjugal relationship

~~(i)~~ (i) for a period of at least three years, if either of them is married, or

~~(ii)~~ (ii) for a period of at least one year, if neither of them is married.

**4.15-1.15 "Contribution Accounts"** ~~—~~ shall mean the Employee Contribution Accounts, the University Contribution Accounts, the Additional Voluntary Contribution Accounts, the Pensioner Account, the Pensioner Solvency Account, the Pension Guarantee Account and the Excess Funding Account.

**4.16-1.16 "Credited Service"** ~~—~~ shall mean

~~(a)~~ (a) in respect of the period prior to January 1, 1993, the credited service determined in accordance with Paragraph (13) of Section I of the Prior Plan, and

~~(b)~~ (b) in respect of the period on and after January 1, 1993, the length of time a Member has been employed on a ~~full-time~~ full-time basis less any period(s) including partial days when participation was suspended plus the length of time a Member has been employed on a ~~part-time~~ part-time basis multiplied by the Member's ~~Part-time~~ Part-time Ratio during this period.

Notwithstanding the foregoing, the following shall apply:

~~(i)~~ (i) Credited Service shall include periods of leave of absence, if approved by the University, and contributions are continued during such period;

~~(ii)~~ (ii) Credited Service shall include periods of leave of absence of a Member due to total disability, during which benefits are paid from the Long Term Disability Plan of the University;

~~(iii)~~ (iii) Credited Service shall include any period computed in accordance with the terms of a Reciprocal Agreement;

~~(iv)~~ (iv) Credited Service shall include periods of reduced appointment granted in accordance with the terms of a collective agreement or University employment policy;

~~(v)~~ (v) Credited Service shall be decreased and/or increased to include periods computed under Article 11.

~~(vi)~~ (vi) Credited Service shall be computed in years and fractions of years.

However, all such periods of Credited Service shall be subject to the provisions of

subsection 8503(3)(a) of the Income Tax Regulations and no such period of Credited

Service shall be granted where the Member is accruing benefits under the registered pension plan or deferred profit-sharing plan of another employer.

~~4.17~~ 1.17 **"Designated Support Staff"** - shall mean the employees of the University, other than the Academic Staff and the Academic Librarian Staff, who are designated by the University as being eligible to be Members of this Plan.

~~4.18~~ 1.18 **"Effective Date"** - shall mean January 1, 1993.

~~4.19~~ 1.19 **"Eligible Spouse"** - shall mean a Spouse other than one who

(a) at January 1, 1984 was living separate and apart from the Member pursuant to a court or separation agreement, or

(b) after January 1, 1984 began living separate and apart from the Member and who has received or remains entitled to receive a payment in accordance with Article 11.

unless they subsequently resume cohabitation.

~~4.20~~ 1.20 **"Employee"** - shall mean a member of the Academic Librarian Staff or the Designated Support Staff, or a member of the Academic Staff, other than any such member who has signed a Geographic Full-Time ~~Full-Time~~ Agreement with the University. From January 1, 1994 it shall also mean a member of the Specified Support Staff. From July 1, 1996 it shall also mean a member of the Academic Staff who has signed a Geographic Full-Time Agreement with the University and, on June 30, 1996, was a member of the Prior Plan. Effective January 1, 2003, it shall also mean a student who is a teaching assistant and member of Local 3909 of the Canadian Union of Public Employees.

~~4.21~~ 1.21 **"Employee Contribution Account"** - shall mean the account so designated, established and maintained pursuant to Article 7 for each Member.

~~4.22~~ 1.22 **"Excess Funding Account"** - shall mean the account so designated, established and maintained pursuant to Article 7.

1.23 **"Excess Money Purchase Amount"** shall mean the amount determined as the excess, if any, of the Annual Plan Annuity over the Annual Defined Benefit Pension, the result being multiplied by the Normal Form Pension Factor.

~~4.23~~ ~~Full-time~~ 1.24 **"Full-time Appointment"** - shall mean, for Academic Staff and Academic Librarian Staff, an appointment for one year or more with a normal workload and for Designated Support Staff an appointment to a position with regular ~~full-time~~ full-time hours as determined in accordance with the terms of a collective agreement or University employment policy. A temporary, sessional or seasonal position is not a Full-time Appointment.

~~4.24~~ 1.25 **"Highest Average Annual Basic Salary"** - shall mean the quotient obtained by dividing the total of the Member's regular gross salary during the sixty (60) complete calendar months (5 periods of 12 months each) when the Member's Basic Salary was highest by the total of the Credited Service, expressed in years and fractions thereof, during the same sixty (60) month period.

1.26 **"Income Tax Act"** - shall mean the provisions of the Income Tax Act (Canada) and the rules and regulations adopted thereunder from time to time by the Minister of National Revenue and the Canada Revenue Agency pertaining to registered pension plans or funds, and amendments thereto.

~~4.25~~ 1.27 **"Inactive Member"** - shall mean a Member who is not making Required Contributions and who is either on an approved leave of absence or suspension but not continuing contributions for a period exceeding a Temporary Interruption in Employment and has not received a final settlement under the Plan.

~~4.26~~ 1.28 **"Insurer"** - shall mean a company licensed to transact life annuity business in Canada or in one of the Provinces of Canada.

~~4.27~~ 1.29 **"Investment Manager"** - shall mean one or more individuals and/or companies appointed for the purpose of managing all or a portion of the investments of the Pension Fund.

~~4.28~~ 1.30 **"Life Income Fund"** - shall mean an arrangement for the payment of pension benefits as defined under the Pension Benefits Act.

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~~4.29~~ 1.31 **"Locked-In Retirement Account"** - shall mean an arrangement for the transfer of pension benefits as defined under the Pension Benefits Act.

~~4.30~~ 1.32 **"Maximum Annual Defined Benefit Pension"** - shall mean:

(a) In respect of Credited Service earned prior to 2015, shall mean for the years 1993 through 2003, \$1722.22; thereafter it shall mean one-ninth (~~14.9~~<sup>1</sup>/<sub>9</sub>) of the Money Purchase Maximum Contribution Limit for the year as defined in Paragraph 1.34(a). For clarity, the average wage for the year used in the quotient determined in Paragraph 1.34(a)(i)(B) is for the calendar year of the Member Retirement Date.

(b) in respect of Credited Service earned after 2014, one-ninth (~~14.9~~<sup>1</sup>/<sub>9</sub>) of the Money Purchase Maximum Contribution Limit for the year as defined in Paragraph 1.34(b)

~~4.34~~ 1.33 **"Member"** - shall mean a person who is or who has been a contributor to this Plan and, who is receiving, or is eligible to receive, benefits under this Plan and may also include a Member of the Prior Plan who had terminated employment or retired prior to the Effective Date but in respect of whom a transfer of funds was made from the Prior Plan to this Plan. A person who was a contributor to this Plan or the Prior Plan and whose funds have been totally withdrawn or who has not made contributions for a period exceeding a Temporary Interruption in Employment is not a Member of this Plan unless he or she subsequently re-joins in accordance with Article 3.

~~4.32~~ 1.34 **"Member Event Date(s)"** - shall mean any or all of the following, as applicable:

(a) ~~a~~-the first of the month in which a Plan Pension commences to be paid or is assumed to commence to be paid in accordance with Section 6.4,

(b) ~~b~~-the first of the month following the date of death in the case of a benefit payable in accordance with Article 9, or

(c) ~~c~~-the first of a month in which a transfer is made out of the Plan in accordance with Article 8, Article 10, or Article 11.

~~4.33~~ 1.34 **"Member Retirement Date"** -

(a) ~~a~~-shall mean, the date a Member terminates active employment and ceases to accrue Credited Service on or after the ~~Member's~~Member's 55<sup>th</sup> birthday, and

(b) ~~b~~-shall not be applicable, if a Member terminates active employment or ceases to accrue Credited Service before the ~~Member's~~Member's 55<sup>th</sup> birthday.

~~4.34~~ 1.36 **"Money Purchase Maximum Contribution Limit"** - shall mean

(a) for the years 1993 to 2014

<u>1993</u>	<u>\$13,500</u>
<u>1994</u>	<u>14,500</u>
<u>1995</u>	<u>15,500</u>
<u>1996 through 2002</u>	<u>13,500</u>
<u>2003 and 2004</u>	<u>15,500</u>
<u>2005</u>	<u>18,000</u>

<del>1993</del>	<del>\$13,500</del>
<del>1994</del>	<del>14,500</del>
<del>1995</del>	<del>15,500</del>
<del>1996 through 2002</del>	<del>13,500</del>
<del>2003 and 2004</del>	<del>15,500</del>

2005

18,000

and for each year after 2005, the greater of

- (i) the product (rounded to the nearest multiple of \$10, or, if that product is equidistant from two such consecutive multiples, to the higher multiple of
  - (A) \$18,000, and
  - (B) the quotient obtained when the average wage, as defined in subsection 147.1(1) of the Income Tax Act, for the year is divided by the average wage for 2005, and
- (ii) the Money Purchase Maximum Contribution Limit for the preceding year.

(b) for each year after 2014, the ~~"~~"Money Purchase Limit" - as defined as such for the relevant year in Section 147.1(1) of the *Income Tax Act, (Canada)* specifically for each year after 2009, the greater of

i. the product (rounded to the nearest multiple of \$10, or, if that product is equidistant from two such consecutive multiples, to the higher multiple) of

~~A)~~(A) the money purchase limit for 2009 (that is \$22,000), and

(B) the quotient obtained when the average wage for the year is divided by the average wage for 2009, and

ii. the money purchase limit for the preceding year;

~~1.35~~1.37 ~~8.18.4.~~ "Normal Form Pension" – shall mean the pension determined in accordance with Section

~~1.36~~1.38 **"Normal Form Pension Factor"** - shall mean a life annuity factor which takes into account

~~(a)~~ (a) the Base Rate.

~~(b)~~ (b) A guarantee period of 5 years

~~(c)~~ (c) Unisex mortality

~~1.37~~1.39 **"Normal Retirement Date"** – shall mean the date defined in Section 6.1.

~~1.38~~1.40 **"Part-time Appointment"** - shall mean any appointment other than a Full-time Appointment.

~~1.39~~1.41 **"Part-time Ratio"** - shall mean the ratio of actual time worked by a Member to the time that would have been worked if the Member had a Full-time Appointment.

~~1.40~~1.42 **"Pension Administrator"** – shall mean the Pension Committee.

~~1.41~~1.43 **"Pension Benefits Act"** - shall mean the *Pension Benefits Act* of the Province of Manitoba and shall include the Regulations thereunder.

~~1.42~~1.44 **"Pension Commission"** - shall mean the Pension Commission of Manitoba.

~~1.43~~1.45 **"Pension Committee"** – shall mean the Pension Committee of The University of Manitoba Pension Plan (1993), a committee formed pursuant to the laws of the Province of Manitoba.

~~1.44~~1.46 **"Pension Fund"** – shall mean the fund established pursuant to this Plan and from which benefits to Members, Pensioners, beneficiaries and joint annuitants are provided.

~~1.45~~1.47 **"Pension Guarantee Account"** - shall mean the account so designated, established and maintained pursuant to Article 7 for the payment of projected Supplementary Pensions to current Active and Inactive Members.

~~1.46~~1.48 **"Pensioner"** - shall mean a Member who has retired and is receiving a Plan Pension.

~~1.47~~1.49 **"Pensioner Account"** - shall mean the accounts designated, established and maintained pursuant to Article 7 for the payment of Plan Pensions to Pensioners.

~~1.48~~1.50 **"Pensioner Solvency Account"** shall mean the account so designated, established and

maintained pursuant to Article 7 to hold additional contributions made by the University as a result of a deficiency in the Pensioner Account.

~~1.49~~ 1.51 **"Plan" or "this Plan"** shall mean the pension plan established hereby as it may be from time to time properly amended which shall be named "The University of Manitoba Pension Plan (1993)".

~~1.50~~ 1.52 **"Plan Pension"** - shall mean a Retirement Benefit which is payable on an ongoing basis from the Pension Fund.

~~1.51~~ 1.53 **"Prior Plan"** shall mean the University of Manitoba Pension Plan (1970).

~~4.52~~1.54 **"Reciprocal Agreement"** - shall mean any Agreement entered into for the sole purpose of transferring pension credits on behalf of a Member to or from this Plan and another registered employer pension fund or plan in Canada.

~~4.53~~1.55 **"Retirement Benefit"** - shall mean any benefit provided under Article 8 .

~~4.54~~1.56 **"Service"** - shall mean employment with the University and shall include a Temporary Interruption in Employment.

~~4.55~~1.57 **"Specified Support Staff"** - shall mean the employees of the University who are members of the Unifor Local 3007, the Association of Employees Supporting Education Services (AESES) – Security, Local 1482 of the Canadian Union of Public Employees (CUPE), or the Association of Employees Supporting Education Services (AESES).

~~4.56~~1.58 **"Spouse"** - shall mean the person who is married to the Member or who is a Common-law Partner of the Member.

~~4.57~~1.59 **"Supplementary Pension"** - shall mean the pension determined in accordance with Section 8.3.

~~4.58~~1.60 **"Temporary Interruption in Employment"** - of a Member means a period, including any leaves of absence authorized by the University or required by law to be granted, not exceeding 54 weeks,

(a) ~~(a)~~ immediately before and after which the Member was working or providing a service for the University, and

(b) ~~(b)~~ during which the Member was not working or providing a service for the University but there was a reasonable expectation that he or she would return to working or providing a service for the University.

~~4.59~~1.61 **"Trust Agreement"** - shall mean an Agreement of Trust dated October 1, 2011 between CIBC Mellon and the Pension Committee, and as may be amended from time to time.

~~4.60~~1.62 **"Trustee or Trustees"** - shall mean the trust company appointed pursuant to the Trust Agreement to hold the assets of the Pension Fund and includes the trust company, insurance company or any other funding agent permitted under Applicable Legislation appointed by the Pension Committee to have custody of the Pension Fund.

~~4.61~~1.63 **"University"** - shall mean the University of Manitoba or the Board of Governors thereof, as the context requires.

~~4.62~~1.64 **"University Contribution Account"** - shall mean, with respect to any Member, the account so designated, established and maintained pursuant to Article 7 for that Member.

~~4.63~~1.65 **"Y.B.E."** - shall mean the Year's Basic Exemption as determined from year to year in accordance with the Canada Pension Plan.

~~4.64~~1.66 **"Y.M.P.E."** - shall mean the Year's Maximum Pensionable Earnings as determined from year to year in accordance with the Canada Pension Plan.

In this Plan whenever the singular is used, the same shall be construed as meaning the plural, the body politic or corporate, as the circumstances so require. Reference to a Paragraph, Section or Article means a Paragraph, Section or Article in this Plan unless otherwise stated. The headings in the Plan are for convenience of reference only and are not to be construed as part of the Plan.

## ARTICLE 2 - PENSION FUND

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### **2.4-2.1 Establishment and Maintenance**

The Pension Fund shall be established and maintained pursuant to the provisions of this Plan for the purpose of providing retirement, death and termination benefits for the respective Members thereof and their beneficiaries and for no other purpose whatsoever, save and except administration costs. The Pension Fund shall be held by the Trustee or Trustees pursuant to the terms of the Trust Agreement.

### **2.2-2.2 Timing of Contributions**

All contributions made to or under the provisions of this Plan shall, in accordance with the Pension Benefits Act, be paid not later than 30 days from the date such amount or amounts were made or were due to the Trustee or Trustees for payment into the Pension Fund, and all disbursements with respect to the benefits to be paid or purchased under the provisions of this Plan shall be made by the Trustee or Trustees from the Pension Fund.

### **2.3-2.3 Investments**

The assets of the Pension Fund shall ~~be~~ invested and ~~re-invested~~re-invested only in securities which will conform with the Pension Benefits Act and the Income Tax Act (Canada). Provided also that investments of the Pension Fund shall not be restricted to those authorized by the laws of any province of Canada for Trustees.

### **2.4-2.4 Attribution of Assets to Individual Plans**

The part of the Pension Fund attributable to this Plan shall be established and maintained in accordance with generally accepted accounting principles.

### **2.5-2.5 Primary Purpose**

The primary purpose of the Plan is to provide monthly payments to the Members after retirement and until death in respect of their Service as Employees.

## ARTICLE 3 - ELIGIBILITY FOR MEMBERSHIP

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### ~~3.1~~ 3.1 Members of the Prior Plan

All Employees who are members of the Prior Plan at December 31, 1992 shall join this Plan on January 1, 1993.

### ~~3.2~~ 3.2 Specified Support Staff

All of the Specified Support Staff who are members of the Prior Plan at December 31, 1993 shall join this Plan on January 1, 1994.

### ~~3.3~~ 3.3 GFTS who are not in the 1986 Plan

All of those members of the Academic Staff who have signed a Geographic Full-Time Agreement  
- with the University and, at June 30, 1996, were members of the Prior Plan, shall join this Plan on July 1, 1996.

### ~~3.4~~ 3.4 Other Employees

- ~~(a)~~ (a) An Employee at December 31, 1992 with a Full-time Appointment who was not a Member of the Prior Plan, or an Employee with a ~~Full-time~~ Full-time Appointment appointed on or after January 1, 1993 shall, as a condition of his or her employment, become a Member of this Plan within 30 days following two years' Service.
- ~~(b)~~ (b) An Employee at December 31, 1992 with a Part-time Appointment who was not a Member of the Prior Plan, or an Employee with a ~~Part-time~~ Part-time Appointment who is appointed on or after January 1, 1993 shall, as a condition of his or her employment, become a Member of this Plan within 30 days following the date he/she has been employed by the University during two consecutive numerical calendar years in each of which his or her basic salary has been not less than 35% of the Y.M.P.E. for that calendar year; provided however, if the Employee's basic salary has been less than the aforesaid amount, the Employee may elect to join the Plan on any subsequent date.
- ~~(c)~~ (c) Any Employee whether appointed prior or subsequent to January 1, 1993 who is not a Member of this Plan may by completing an enrolment form and filing same with the University, elect to join this Plan on the date of his or her appointment provided such is on or subsequent to January 1, 1993 or on any date prior to the date that membership becomes a condition of his or her employment. Membership will be effective on the first day of the pay cycle next following receipt of the enrolment form by the University.
- ~~(d)~~ (d) Notwithstanding any other provision of this Section 3.4, the following shall apply. Any future Academic Staff Member who was a contributor to the Manitoba Teachers' Retirement Allowances Fund and who elects to continue contributing to that Fund shall not become a Member of this Plan. Any Employee who is a student on a substantially ~~full-time~~ full-time basis or is a member of a religious group which has as one of its articles of faith the belief that members of the group are precluded from being members of a pension plan, shall not be required to become a Member of this Plan. Any Employee who is receiving a ~~Retirement Benefit~~ Plan Pension from this Plan shall not be required to become a Member of this Plan, but if he or she does, the ~~Retirement Benefit~~ Plan Pension shall be suspended for the period during which contributions are made.

~~(e)~~ (e) An Employee whose salary is paid wholly or partially from research grants, trust funds or other special funds or sources of revenue rather than wholly from the general funds of the University, shall be eligible to become a Member of this Plan in accordance with the terms of (a), (b) or (c) of this Section 3.4, whichever is applicable. Such research grants, trust, special funds or other sources will be charged with the University's required contributions to the Plan, or the appropriate share thereof where the University pays part of the salary.

~~(f)~~ (f) The University may from time to time make special arrangements for the suspension of participation in this Plan by Members on leave of absence without pay, or on ~~lay-off~~lay-off, provided that such suspension shall not constitute termination of employment for the purpose of Article 10. The Credited Service of any Member shall not include any such period during which contributions are suspended.

## ARTICLE 4 - MEMBER CONTRIBUTIONS

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### ~~4.1~~ 4.1 Required Contributions by Members

~~(a)~~ (a) Subject to (d) below, the required Member contribution for a Member with a Full-time Appointment shall be equal to the sum of

#### Effective January 1, 2011:

- ~~(i)~~ (i) seven and five-tenths percent (7.5%) of Basic Salary up to the Y.B.E., and
- ~~(ii)~~ (ii) five and seven-tenths percent (5.7%) of Basic Salary which is in excess of the Y.B.E. up to the Y.M.P.E., and
- ~~(iii)~~ (iii) seven and five-tenths percent (7.5%) of Basic Salary, if any, which is in excess of the Y.M.P.E..

#### Effective January 1, 2012:

- ~~(i)~~ (i) eight percent (8.0%) of Basic Salary up to the Y.B.E., and
- ~~(ii)~~ (ii) six and two-tenths percent (6.2%) of Basic Salary which is in excess of the Y.B.E. up to the Y.M.P.E., and
- ~~(iii)~~ (iii) eight percent (8.0%) of Basic Salary, if any, which is in excess of the Y.M.P.E..

#### Effective January 1, 2013:

- ~~(i)~~ (i) nine percent (9.0%) of Basic Salary up to the Y.B.E., and
- ~~(ii)~~ (ii) seven and two-tenths percent (7.2%) of Basic Salary which is in excess of the Y.B.E. up to the Y.M.P.E., and
- ~~(iii)~~ (iii) nine percent (9.0%) of Basic Salary, if any, which is in excess of the Y.M.P.E..

~~(b)~~ (b) The Y.B.E and the Y.M.P.E. for any pay period shall be the amount obtained by dividing the annual amount by twelve (12), twenty-four (24) or twenty-six (26) whichever is applicable.

~~(c)~~ (c) For a Member receiving benefits from the Long Term Disability (LTD) Plan of the University, or a Member who is a Geographic Full-Time Staff member (Health Sciences), and who becomes disabled, the University shall make a contribution equal to seven and five-tenths percent (7.5%) in 2011, eight percent (8.0%) in 2012 and effective January 1, 2013 nine percent (9.0%) of the ~~Member's~~ Member's Insured Basic Salary, as such is defined in the LTD Plan, to his or her Employee Contribution Account in the manner described in Article 7.

~~(d)~~ (d) The required contribution of a Member with a Part-time Appointment shall be equal to the product of (a) above and the Member's Part-time Ratio.

~~(e)~~ (e) The maximum required Member contribution in a year shall be the lesser of

- ~~(i)~~ (i) nine percent (9%) of Basic Salary or, for a Member with a Part-time Appointment, 9% of the product of Basic Salary and the Member's Part-time Ratio, and
- ~~(ii)~~ (ii) one-half (1/2) of the Money Purchase Maximum Contribution Limit for that year. For clarity, for the years prior to 2015, Paragraph 1.34(a) applies; for the years after 2014, Paragraph 1.34(b) applies.

### ~~4.2~~ 4.2 Additional Voluntary Contributions by Members

~~(a)~~

(a) Members shall not be permitted to make additional voluntary contributions to the Pension Fund. However, Members who made such contributions to the Prior Plan shall have their

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accounts transferred to this Plan.

- (b) ~~(b)~~ At the retirement of a Member, his or her Additional Voluntary Contributions Account shall ~~at the option of such Member be either;~~  
~~be settled by a single payment applied to provide an additional retirement benefit to the Member, which shall be determined~~ in accordance with the procedure described in Article 8, ~~or;~~  
~~settled by a single payment.~~
- (c) ~~(c)~~ In the event of the death prior to retirement of a Member, his or her Additional Voluntary Contribution Account shall ~~at the option of the beneficiary or estate of such Member,~~ be settled either  
~~by a single payment~~ in accordance with ~~the procedure described in~~ Article 9, ~~or;~~  
~~by a single payment.~~
- (d) ~~(d)~~ In the event of the termination of employment of a Member (for reasons other than death or retirement), his or her Additional Voluntary Contribution Account shall ~~at the option of such Member~~ be settled either  
~~by a single payment~~ in accordance with ~~the procedure described in~~ Article 10, ~~or;~~  
~~by a single payment.~~

#### **4.3.4.3 Lump Sum Transfers**

A Member who participated in the registered pension plan of another employer may transfer to this Plan any amount to which he or she may have the unrestricted right to so transfer from such other plan, and such transfer shall vest immediately and be credited in total to the Additional Voluntary Contribution Account of such Member (and dealt with solely in accordance with the provisions of this Plan).

Provided, however, that where the transferor employer's pension plan was a defined benefit plan, the amount so transferred shall be limited according to Paragraph 147.3(4) of the Income Tax Act.

Provided also, however, that where the transferor employer so requires, as a condition for making such transfer of contributions, the Member may be required, upon subsequent termination of employment, to have such contributions applied for the purchase of a vested annuity benefit.

Transferred contributions which are subject to such restriction shall be referred to as restricted additional voluntary contributions.

#### **4.4.4.4 Reciprocal Transfer Agreements**

A Reciprocal Transfer Agreement is an agreement between this Plan and another registered pension plan in Canada under which an employee who ceases accruing benefits under one of the plans and commences accruing benefits under the other, may transfer contributions under the original plan to the new plan and shall have his or her benefits in respect of part or all of his service under the original plan calculated in accordance with benefit provisions of the new plan.

Transfers to the Plan under a Reciprocal Transfer Agreement will be processed in accordance with the terms of that agreement but in the event that such a transaction results in a Past Service Pension Adjustment (P.S.P.A.) which must be certified in accordance with the Income Tax Regulations, the University shall delay completion of the transfer until the P.S.P.A. has been so certified.

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#### **4.5-4.5 Refund of Contributions to Avoid Revocation**

Contributions made by a Member which, if they remained in the Pension Fund, would lead to revocation of registration of the Plan under the Income Tax Act, shall, subject to the approval of the Pension Commission, be returned to the Member.

## ARTICLE 5 - UNIVERSITY CONTRIBUTIONS

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### ~~5.1~~ 5.1 Regular Contributions

- ~~(a)~~ (a) The University shall, subject to (b) below, make on behalf of each Member, concurrent with the contributions made by the Member pursuant to Section 4.1, regular contributions to the Pension Fund equal to the Member's required contribution (as described in Section 4.1) which shall be credited to the respective University Contribution Account of the Member, as provided in Article 7.
- ~~(b)~~ (b) The maximum regular contribution by the University in a year shall be the lesser of
  - ~~(i)~~ (i) nine percent (9%) of Basic Salary or, for a Member with a Part-time Appointment, 9% of the product of Basic Salary and the Member's Part-time Ratio, and
  - ~~(ii)~~ (ii) one-half (1/2) of the Money Purchase Maximum Contribution Limit for that year. For clarity, for the years prior to 2015, Paragraph 1.34(a) applies; for the years after 2014, Paragraph 1.34(b) applies.
- ~~(c)~~ (c) For a Member receiving benefits from the Long Term Disability (LTD) Plan of the University, or a Member who is a Geographic Full-Time Staff member (Health Sciences) and who becomes disabled, the University shall make a contribution equal to that defined in Paragraph 4.1 (c) to his or her University Contribution Account.

### ~~5.2~~ 5.2 Additional Contributions

The University shall pay into the Pension Fund any additional contributions required to satisfy the requirements of the Pension Benefits Act for the funding of an unfunded liability and/or a solvency deficiency. Such amount shall be credited as a contribution to the Pension Guarantee Account except that, if such additional contributions are required as a result of a deficiency in the Pensioner Account on or after January 1, 2004, the additional contributions shall be credited as a contribution to the Pensioner Solvency Account.

### ~~5.3~~ 5.3 Refund of Contributions to Avoid Revocation

Contributions made by the University which, if they remained in the Pension Fund, would lead to revocation of registration of the Plan under the Income Tax Act, shall subject to the approval of the Pension Commission, be returned to the University.

## ARTICLE 6 - RETIREMENT DATES

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### **6.1-6.1 Normal Retirement**

The Normal Retirement Date of a Member shall be the first of the month next following the ~~Member's~~Member's 65<sup>th</sup> birthday.

### **6.2-6.2 Early Retirement**

The early retirement date of a member shall be any date on which a Member terminates employment on or after the ~~Member's~~Member's 55<sup>th</sup> birthday which precedes the ~~Member's~~Member's Normal Retirement Date.

### **6.3-6.3 Deferred Retirement**

A Member may remain in the active service of the University after his or her Normal Retirement Date. Contributions by the Member and regular contributions by the University to his or her contribution account will continue. Contributions must cease no later than the 31st day of December of the year in which his or her 69th birthday falls.

### **6.4-6.4 Commencement of Pension**

Retirement Benefits shall commence after the Member Retirement Date on the last day of the month next following the month in which the final Member contributions and University regular contributions have been received by the Pension Fund. Notwithstanding the foregoing, a Member may, by written notice to the University prior to termination of employment on or after the ~~Member's~~Member's 55<sup>th</sup> birthday, elect to delay commencement of the Retirement Benefit for a period not exceeding 24 months from the date it would have commenced, but for this provision except that the commencement may not be delayed beyond the 31<sup>st</sup> of December of the year in which the Member attains age 71. If a Member makes such an election and wishes the Retirement Benefits to commence prior to the end of the 24 month period, he or she shall provide at least 3 months written notice to the University of the desired commencement date. The benefits of any Member who, by the earlier of the end of the 24 month period or the November 30 in the year in which Retirement Benefits must commence has made no direction to the University shall be dealt with in accordance with Section 8.13.

**ARTICLE 7 - ACCOUNTS - ESTABLISHMENT, DETERMINATION OF RATES OF RETURN AND MAINTENANCE**

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**7.4-7.1 Establishment of Accounts**

~~(a)~~ (a) Employee Contribution Account

- ~~((i))~~ ((i)) The Employee Contribution Account for each Member shall be established on the later of the Effective Date and the date the Member joins the Plan. For a Member who transfers from the Prior Plan to this Plan, the initial Employee Contribution Account shall be equal to the amount in his or her employee contribution account in the Prior Plan on the date of transfer.
- (ii) All required contributions made by a Member after the Effective Date, or credited to the Plan in respect of a disabled Member in accordance with Paragraph 4.1(c), shall be credited to the Employee Contribution Account.

~~(b)~~ (b) University Contribution Account

- ~~((i))~~ ((i)) The University Contribution Account for each Member shall be established on the later of the Effective Date and the date the Member joins the Plan. For a Member who transfers from the Prior Plan to this Plan, the initial University Contribution Account shall be equal to the amount in his or her University contribution account in the Prior Plan on the date of transfer.
- ~~{~~ ((ii)) All regular contributions made by the University on behalf of a Member after the Effective Date, shall be credited to the University Contribution Account.

~~(c)~~ (c) Additional Voluntary Contribution Account

- ~~((i))~~ ((i)) An Additional Voluntary Contribution Account shall be established for each Member who had an additional voluntary contribution account under the Prior Plan and the initial Additional Voluntary Contribution Account shall be equal to his or her additional voluntary contribution account in the Prior Plan on the date the Member transferred to this Plan.
- ~~((ii))~~ ((ii)) An Additional Voluntary Contribution Account shall be established for any other Member on the date that he or she transfers a lump sum into this Plan in accordance with Section 4.3.

~~(d)~~ (d) Pension Guarantee Account

- ~~((i))~~ ((i)) The Pension Guarantee Account shall be established on the Effective Date as being the amount which, on the advice of the Actuary, should be maintained to provide for the payment of future Supplementary Pensions where the Annual Defined Benefit Pension exceeds the Annual Plan Annuity in accordance with Section 8.3.
- ~~((ii))~~ ((ii)) If an actuarial valuation of the Plan in accordance with Article 13 determines that the Pension Guarantee Account is greater than the amount which, on the advice of the Actuary, should be maintained to provide for the payment of future Supplementary Pensions, the excess shall be transferred to the Excess Funding Account.

~~(iii)~~

(ii)

If an actuarial valuation of the Plan in accordance with Article 13 determines that the Pension Guarantee Account is less than the amount which, on the advice of the Actuary, should be maintained to provide for the payment of future Supplementary Pensions, the shortfall shall be transferred from the Excess Funding Account, provided that that Account has sufficient funds to cover the shortfall.

~~(iv)~~ (iv) If ~~(iii) occurs and~~ the Excess Funding Account does not have sufficient funds to cover ~~the shortfall, the University's~~ a shortfall referred to in paragraph (iii), the amount of such shortfall shall be covered by additional contributions ~~shall be credited from the University~~ to the Pension Guarantee Account.

~~(v)~~ (v) On the Member Event Date of a retiring Member whose Annual Defined Benefit Pension exceeds the Annual Plan Annuity and who elects to receive a Plan Pension, an amount equal to the product of the Supplementary Pension, ~~and~~ the Normal Form Pension Factor shall be transferred from the Pension Guarantee Account to the Pensioner Account #2.

~~(e)~~ (e) Pensioner Account #1

~~(i)~~ (i) The Pensioner Account was established on the Effective Date as being the amount which, on the advice of the Actuary, should be maintained to provide for the payment of the pre-1993 annuities of those Pensioners who transfer from the Prior Plan on the Effective Date. A further credit was made to the Account on January 1, 1994 in respect of the Supplementary Pension of those Pensioners who transfer from the prior Plan on that date.

~~(ii)~~ (ii) Subsequent to the Effective Date and prior to December 1, 2008, funds were transferred and Plan Pensions in course of payment were charged to the Pensioner Account.

~~(iii)~~ (iii) As at November 30, 2008, the Pensioner Account will consist of two sub accounts, "Pensioner Account #1" and "Pensioner Account #2".

~~(iv)~~ (iv) "Pensioner Account #1" is established and is credited with the assets allocated to the Pensioner Account at that date.

~~(v)~~ (v) All Plan Pensions in course of payment prior to December 1, 2008 shall be charged to Pensioner Account #1.

~~(vi)~~ (vi) If a valuation at December 31 determines that Pensioner Account #1 is less than the amount which, on the advice of the Actuary, should be maintained to pay the Plan Pensions then in payment, and being charged to Pensioner Account #1, prior to the increase in pension on the subsequent April 30 described in Section 8.9, no increase shall be provided.

~~(vii)~~ (vii) If a valuation at December 31 determines that Pensioner Account #1 is more than the amount which, on the advice of the Actuary, should be maintained to pay the Plan Pensions then in payment, and being charged to Pensioner Account #1, prior to the increase in pension on the subsequent April 30 described in Section 8.9, but less than the amount which should be maintained to pay the Plan Pensions after the full increase in pension described in Section 8.9, the increase shall be modified so that Pensioner Account #1 is equal to the amount which should be maintained to pay the Plan Pensions after the modified increase.

~~(viii)~~ (viii) If a valuation at December 31 determines that the Pensioner Account #1 is more than the amount which, on the advice of the Actuary, should be maintained to pay the Plan Pensions then in payment, and being charged to Pensioner Account #1, after the full increase in pension on the subsequent April 30 described in Section 8.9, that increase shall be granted in full.

~~(ix)~~ (ix) If the assets of Pensioner Account #1 at December 31 are greater than the amount which, on the advice of the Actuary, should be maintained to pay the Plan Pensions then in payment, and being charged to Pensioner Account #1,

taking into account the current increase described in Section 8.9 and also the estimated increases for the next three years with such subsequent increases determined on the basis that the Annual Rate of Return in the next 3 years is equal to the Base Rate on the January 1 immediately following the valuation date, the current ~~year's~~ year's increase shall, ~~with the approval of the Canada Revenue Agency~~ subject to the Income Tax Act, be enhanced so that the assets of Pensioner Account #1 equal the amount which should be maintained to pay the Plan Pensions taking into account the current increase and the 3 subsequent increases, as described above.

~~(f)~~ (f) Pensioner Account #2

~~(i)~~ (i) "Pensioner Account #2" is established on November 30, 2008.

~~(ii)~~ (ii) When a Member retires and elects to receive a Plan Pension commencing on or after December 1, 2008, the appropriate parts, in accordance with Section ~~8-10~~ 8.1, of his or her Employee Contribution Account and University Contribution Account shall be transferred to Pensioner Account #2.

~~(iii) When a Member retires and elects to receive a Plan Pension commencing on or after December 1, 2008 in respect of his or her Additional Voluntary Contribution Account, the amount in that Account shall be transferred to Pensioner Account #2.~~

~~(iii)~~ (iii) When a Member retires with entitlement to a Supplementary Pension and elects to receive a Plan Pension commencing on or after December 1, 2008, an amount shall be transferred from the Pension Guarantee Account to Pensioner Account #2 in accordance with (d)(v) above.

~~(iv)~~ (iv) All Plan Pensions paid with a commencement date on or after December 1, 2008 shall be charged to Pensioner Account #2.

~~(v)~~ (v) If a valuation at December 31 determines that Pensioner Account #2 is less than the amount which, on the advice of the Actuary, should be maintained to pay the Plan Pensions then in payment, and being charged to Pensioner Account #2, prior to the increase in pension on the subsequent April 30 described in Section 8.9, no increase shall be provided.

~~(vi)~~ (vi) If a valuation at December 31 determines that Pensioner Account #2 is more than the amount which, on the advice of the Actuary, should be maintained to pay the Plan Pensions then in payment, and being charged to Pensioner Account #2, prior to the increase in pension on the subsequent April 30 described in Section 8.9, but less than the amount which should be maintained to pay the Plan Pensions after the full increase in pension described in Section 8.9, the increase shall be modified so that Pensioner Account #2 is equal to the amount which should be maintained to pay the Plan Pensions after the modified

increase.

~~(vii)~~ (vii) If a valuation at December 31 determines that the Pensioner Account #2 is more than the amount which, on the advice of the Actuary, should be maintained to pay the Plan Pensions then in payment, and being charged to Pensioner Account #2, after the full increase in pension on the subsequent April 30 described in Section 8.9, that increase shall be granted in full.

~~(viii)~~ (viii) If the assets of the Pensioner Account #2 at December 31 are greater than the amount which, on the advice of the Actuary, should be maintained to pay the Plan Pensions then in payment, and being charged to Pensioner Account #2, taking into account the current increase described in Section 8.9 and

also the estimated increases for the next three years with such subsequent increases

determined on the basis that the Annual Rate of Return in the next 3 years is equal to the Base Rate on the January 1 immediately following the valuation date, the current ~~year's~~year's increase shall, with the approval of the Canada Revenue Agency, be enhanced so that the assets of the Pensioner Account #2 equal the amount which should be maintained to pay the Plan Pensions taking into account the current increase and the 3 subsequent increases, as described above.

~~(ix)~~ (ix) When, pursuant to Paragraph 9.2 (c) (iii), an Eligible Spouse elects an immediate Plan Pension, the appropriate parts, determined in accordance with Paragraphs 9.2 (a) and 9.2 (b), of the deceased ~~Member's~~Member's Employee Contribution Account, and University Contribution ~~Account, and Additional Voluntary Contribution~~ Account shall be transferred to Pensioner Account #2.

~~(e)~~ (g) Excess Funding Account

~~(i)~~ (i) The Excess Funding Account shall be established on the Effective Date as being the balance of the total amount transferred from the Prior Plan after all the allocations in (a) to (e) above have been made and represents the share of the excess of the assets over the liabilities in the Prior Plan which is attributable to those Members who transferred from the Prior Plan. At January 1, 1994, an additional credit shall be made to this account representing the share of the excess of the assets over the liabilities in the Prior Plan which is attributable to those Members who transferred from the Prior Plan on that date.

~~(ii)~~ (ii) The Excess Funding Account ~~shall~~shall be increased or decreased as described in (d) above following an actuarial valuation of the Plan.

~~(f)~~ (h) Pensioner Solvency Account

~~(i)~~ (i) The Pensioner Solvency Account shall be established January 1, 2004 to hold additional contributions made by the University in accordance with Section 5.2.

(ii) If an actuarial valuation determines that there is no deficiency in the ~~Pension~~Pensioner Account and there is a positive balance in the Pensioner Solvency Account, or if an actuarial valuation determines that there is a deficiency in the ~~Pension~~Pensioner Account and the amount in the Pensioner Solvency Account exceeds any such deficiency, the University may elect to use the excess funds in the Pensioner Solvency Account to offset its regular contributions to the Plan in accordance with Section 5.1 in which case the appropriate amounts shall be transferred from the Pensioner Solvency Account to the University Contribution Accounts.

(iii) If at any time the funds necessary to maintain payments of pensions from either or both of Pensioner Account #1 or Pensioner Account #2 are insufficient and there is a positive balance in the Pensioner Solvency Account, the Pension Administrator may elect to pay all pensions usually paid from either or both of Pensioner Account #1 or Pensioner Account #2 from the Pensioner Solvency Account.

## ~~7.2~~7.2 Determination of Rates of Return

~~(a)~~ (a) Definitions

For the purpose of this Section 7.2

The "Net Monthly Expense" for a month shall mean the total expenses paid by the Pension Fund in the month, including both actual and accrued expenses, and interest in respect of that

month which has been credited in that month to payments out of the Pension Fund on death, retirement or termination in accordance with Section 7.4.

The "Net Monthly Investment Income" for a month shall mean:

⊕ (i) Interest payments ~~and~~, dividends, and other applicable investment income received by the Pension Fund in the month including both actual and accrued income, PLUS

- ~~(ii)~~ (ii) Realized capital gains in the month, MINUS
- ~~(iii)~~ (iii) Realized capital losses in the month, PLUS
- ~~(iv)~~ (iv) The change, positive or negative, in unrealized gains in the month, MINUS
- ~~(v)~~ (v) The Net Monthly Expense for the month.

The "Adjusted Market Value" for the month shall mean:

- ~~(i)~~ (i) The ~~Market Value~~ value of the Pension Fund at the beginning of the month
  - ~~(ii)~~ (ii) LESS the balance of the Contribution Accounts at the beginning of the month in respect of those Members whose Contribution Accounts were fully disbursed in the month, pursuant to Sections 8.1, 8.10, 8.14, 9.2, 10.1 or 10.4
  - ~~(iii)~~ (iii) LESS the disbursed portion of the balance of the Contribution Accounts at the beginning of the month in respect of those Members whose Contribution Accounts were partially disbursed in the month, pursuant to Sections 8.1, 10.2 or 11.2
  - ~~(iv)~~ (iv) LESS the monthly pension payments paid to Pensioners from the Pensioner Account in the month
  - ~~(v)~~ (v) PLUS the balance of the Contribution Accounts at the beginning of the month transferred into the Pensioner Account in the month pursuant to Paragraphs 7.1(f)(ii), 7.1(f)(iii), ~~7.1(f)(iv)~~, or 7.1(f)(~~xix~~) in respect of those Members who retired and elected to receive a Plan Pension.
- ~~(b)~~ (b) Monthly Rate of Return

The Monthly Rate of Return shall be determined from the following formula:

$$\frac{I}{AMV}$$

where I is the Net Monthly Investment Income  
 AMV is the Adjusted Market Value of the Pension Fund at the start of the month

- ~~(c)~~ (c) Annual Rate of Return

The Annual Rate of Return for a year shall be determined from the following formula

$$[(1 + R_1) \times (1 + R_2) \times (1 + R_3) \times \dots \times (1 + R_{12})] - 1$$

where R<sub>n</sub> is the Monthly Rate of Return in the nth month of the year

- ~~(d)~~ (d) Average 4-Year Pensioner Account Return

The Average 4-Year Pensioner Account Return for a year shall be the arithmetic average of the Annual Rate of Return in that year and in the 3 immediately preceding years. For the purposes of Section 8.9, the Average 4-Year Pensioner Account Return shall apply to the Plan Pensions payable from either Pensioner Account #1 or Pensioner Account #2.

### **7.3-7.3 Maintenance of Accounts**

The value of a Contribution Account at the end of a month shall be

- ~~(a)~~ (a) the value at the start of the month, MINUS

- (b) any payments from the Account in the month, PLUS
- (c) interest at the Monthly Rate of Return on (a) MINUS (b), PLUS
- (d) contributions made to the Account in the month.

#### **7.4-7.4 Determination of Account Balance for Benefit Calculation Purposes**

For the purpose of determining the Plan ~~Annuity, as defined in Paragraph 8.1(a)~~ Pension, at the Member Event Date, the value of a Contribution Account shall be the value as of the end of the month immediately prior to the Member Event Date.

The value, as at any other date in a month, of a Contribution Account for a transfer of the Contribution Account out of the Plan shall be determined as follows:

- (a) the value of the Account at the end of the previous month, MINUS
- (b) any payments from the Account in the month, PLUS
- (c) interest at the Interim Rate on (a) MINUS (b) , PLUS
- (d) contributions to the Account in the month

where the Interim Rate is the weighted average return of the market indices based on the Pension Fund's Fund's benchmark asset mix from the last trading day of the most recently completed month to the last trading day of the week immediately prior to the week of the benefit calculation.

#### **7.5-7.5 Determination of Benefit Calculations for Marriage Break-up Transfer Out**

The value of the Eligible Spouse's Spouse's share as determined in accordance with Paragraph 11.2(a) shall be adjusted from the value at the end of the previous month as determined in accordance with Section 7.3 using the Interim Rate for the period from the end of the previous month to the date of payment of the transfer.

## ARTICLE 8 - RETIREMENT BENEFITS

### 8.1.8.1 Calculation of Pension

A Member is eligible for a ~~Supplementary~~ Annual Defined Benefit Pension if at the Member Retirement Date, the Member has at least 5 years' Service.

~~The Normal Form Subject to the limitations described in Section 8.2, if eligible, the Annual Defined Benefit Pension on the Member Event Date of a Member who is eligible for a Supplementary Pension shall be equal to the sum of~~

~~(a) an the Annual Plan Annuity being the quotient obtained when the sum of the Employee Contribution Account and the University Contribution Account is divided by the Normal Form Pension Factor, and~~

~~(b) the excess, if positive, of~~

~~(i) the Annual Defined Benefit Pension~~ shall be equal to 2% of the Highest Average Annual Basic Salary multiplied by Credited Service MINUS 0.7% of that part of the Highest Average Annual Basic Salary which is less than the Y.M.P.E. in the calendar year in which the Member Retirement Date occurs, multiplied by Credited Service after January 1, 1966 to a maximum of 35 years, except that if the Member Event Date occurs prior to Normal Retirement Date, the Annual Defined Benefit Pension shall be reduced by one quarter of one percent (~~1/4~~ 1/4%) for each complete month between the Member Event Date and Normal Retirement Date. ~~The Annual Defined Benefit Pension is subject to the limitations described in Section 8.2~~

~~over~~

~~(ii) the Annual Plan Annuity~~

Notwithstanding the above, if the ~~Member's~~ Member's retirement is a Deferred Retirement in accordance with Section 6.3 the ~~pension~~ Annual Defined Benefit Pension determined above may be subject to adjustment in accordance with Section 8.16.

A Member who is ~~not~~ eligible for a ~~Supplementary Pension at the Member Retirement Date must transfer the sum of the Employee Contribution Account and University Contribution Account in accordance with Section 8.10.~~ Annual Defined Benefit Pension under this section shall, in addition, also receive any Excess Money Purchase Amount determined at the Member Event Date.

In the event a Member is entitled to an Excess Money Purchase Amount, such Excess Money Purchase Amount, must be transferred in accordance with one of paragraphs 8.10 (a), (b) or (c), as applicable.

### 8.2.8.2 Maximum Defined Benefit Pension

The Annual Defined Benefit Pension including any pension which would have been payable but for an adjustment on marriage break-up in accordance with Section 11.3 shall not exceed the lesser of

~~(a)~~ (a) the sum of:

- (i) the Maximum Annual Defined Benefit Pension for the calendar year of the Member Retirement Date as defined in Paragraph ~~4.301.32~~ 4.301.32(a) multiplied by years and fractions of Credited Service earned before the year 2015, and
- (ii) the Maximum Annual Defined Benefit Pension for the calendar year of the Member Retirement Date as defined in Paragraph ~~4.301.32~~ 4.301.32(b) multiplied by years and fractions of Credited Service earned after the year 2014,

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~~(b)~~ (b) 2% of the annual average of the best 36 consecutive months of remuneration paid to the Member by the University multiplied by years and fractions of Credited Service,

except that if the Member Event Date occurs before age 60, this maximum pension shall be reduced by  $\frac{1}{4}\%$  for each month by which the Member Event Date precedes the first of the month coincident with or next following the ~~Member's~~ Member's 60<sup>th</sup> birthday. For the purpose of calculating this maximum pension, Credited Service prior to January 1, 1992 shall be limited to 35 years.

### **8.3-8.3 Supplementary Pension**

If the Annual Defined Benefit Pension in ~~Paragraph~~Section 8.1 ~~(b)(i)~~, as limited by Section 8.2, exceeds the Annual Plan Annuity ~~in Paragraph 8.1(a)~~, the difference ~~is~~ shall constitute the Supplementary Pension.

### **8.4-8.4 Normal Form Pension**

The Plan Pension shall be payable monthly commencing on the last day of the month of the Member Event Date and continuing on the last day of each month thereafter throughout the lifetime of the Member. Unless the Member elects otherwise, the payments will be guaranteed to continue for at least 60 months after the Member Event Date and, after the 60 month guaranteed period they will cease on the death of the Pensioner with the last payment being that payable on the last day of the month in which the Pensioner died. This pension is the Normal Form Pension.

### **8.5-8.5 Mandatory Survivor Pension**

If, on the Member Event Date, a Member has an Eligible Spouse, the Member shall, except as provided in Section 8.6, elect a form of pension which continues to the survivor after the death of either the Member or the Spouse, at a level of at least 60% of that payable while both were alive. The pension shall be payable in full to the Member up to and including the last day of the month in which the first death occurs. Payments to the survivor shall commence on the last day of the following month and the last payment shall be that on the last day of the month in which the survivor dies.

### **8.6-8.6 Waiver of Mandatory Survivor Pension**

A Member's spouse may waive the right to the joint pension described in Section 8.5 by completing the form prescribed for that purpose by the Pension Benefits Act and signing the form in the absence of the Member and in the presence of an independent witness.

### **8.7-8.7 Optional Forms of Pension**

A Member may, subject to Sections 8.5 and 8.6, elect to have his or her pension paid in one of the following optional forms of annuity:

~~(a) joint-life and last-survivor~~ (a) joint-life and last-survivor (survivor full), payable so long as either the Member or his or her named joint annuitant survives;

~~(b)~~ (b) modified ~~joint-life~~ joint-life, payable so long as the Member survives, and continuing after his or her death on a reduced basis to his or her named joint annuitant (provided such joint annuitant survives the Member) for the remaining lifetime of such joint annuitant; the reduced pension payable shall be 50%, 60%, 66  $\frac{2}{3}\%$  or 75% (according to the election of the Member) of the amount payable during their joint lifetime;

~~(c)~~ (c) payments for life, guaranteed for 120 or 180 months certain;

~~(d)~~ (d) any other form of annuity permissible under the Income Tax Regulations.

In the case of a joint and survivor pension, payments to the Member shall be made up to and including that on the last day of the month in which the Member dies, while payments to the surviving

joint annuitant shall start on the first day of the following month and will end with that on the last day of the month in which he or she dies.

For the purpose of this Section 8.7, joint annuitant means the ~~Member's~~Member's spouse, former spouse or a dependent, as defined in Income Tax Regulation 8500(1). When the joint annuitant is a dependent, the benefit payable after the ~~Member's~~Member's death shall be limited to 66 2/3% of that payable to the Member and shall be payable only for the ~~dependent's~~dependent's eligible survivor benefit period as defined in Regulation 8500(1).

#### **8.8-8.8 Amount of Optional Form**

The pension for a Member who elects an optional form of pension as described in Section 8.5 or 8.7 shall be the Actuarial Equivalent (NF) of the Normal Form Pension.

#### **8.9-8.9 Excess Interest Increase**

Subject to Paragraph 7.1(e)(vii) and Paragraph 7.1(f)(~~viii~~vi), as applicable, and Section 8.15,

(a) The Plan Pension of a Pensioner shall be increased on April 30 each year, except as provided in (b) below, by the percentage, if positive, by which the Average 4-Year Pensioner Account Return for the immediately preceding year exceeds the Base Rate ~~used in the determination of the Pensioner's Annual Plan Annuity~~in effect at the Member's Retirement Date except that, if the Average 4-Year Pensioner Account Return for a year is less than such Base Rate, no increase shall be provided in accordance with this Section 8.9 until the shortfall has been made up in a subsequent year. In the event that the Pensioner or Spouse has died, and a survivor pension is being paid on April 30, the percentage increase shall be calculated based on the amount of the survivor pension.

(b) On the April 30 following the date the Plan Pension commences, the increase shall be the same proportion of the increase in (a) above as the number of months for which pension payments were made in the immediately preceding calendar year is of 12.

(c) Notwithstanding paragraphs (a) and (b), in respect of a Member of the Plan who is in receipt of a Plan Pension for which, at the direction of the University on or after November 1, 2023, an amount was transferred to an insurance company, the Plan Pension, including the amount payable from such insurance company shall be used as the basis for which an increase is determined under this Section 8.9 and paid from the Plan, subject to any applicable limits under the Income Tax Act.

#### **8.10-8.10 Purchase of Life Annuity or Life Income Fund or Transfer to Locked-In Retirement Account (LIRA)**

A Member who is eligible for ~~a Supplementary~~an Annual Defined Benefit Pension at the Member Retirement Date in accordance with Section 8.1 may, subject to Section 8.12, elect to transfer part or all of the sum of:

- (i) the ~~Member's~~Member's Employee Contribution Account and University Contribution Account as determined under Section 7.4, ~~and~~
- (ii) the Actuarial Equivalent (CV) lump sum value at the Member Event Date of the ~~part of the Supplementary Pension,~~ if any, payable to the Member in accordance with Article 8, and
- (iii) the Member's Additional Voluntary Contribution Account, if any.

A member who is not eligible for ~~a Supplementary~~an Annual Defined Benefit Pension at the Member Retirement Date in accordance with Section 8.1 must transfer all of his or her Employee Contribution Account ~~and,~~ University Contribution Account, and Additional Voluntary Contribution Account, if any.

The amount to be transferred may be directed, subject to applicable legislation, as follows:

- ~~(a)~~ (a) to purchase a life annuity from an Insurer, or if the monthly amount of the life annuity is more than the maximum insured life annuity amount with Assuris (formerly CompCorp), to two or more Insurers such that the maximum payment from each is such insured life annuity amount.
- ~~(b)~~ (b) to purchase a Life Income Fund from an Insurer, or any other financial institution licensed to provide such products, or

~~(e)~~(c) to his or her Locked-In Retirement Account provided that the administrator of such Locked-In Retirement Account agrees that the amount transferred thereto shall be administered in the same manner as pension benefit credits transferred to a deferred life annuity under the Pension Benefits Act.

~~8.11~~ 8.11 Deleted by Amendment 93/08/1.

~~8.12~~ 8.12 **Minimum Remaining Plan Pension and Minimum Transfer**

(a) A Member who makes an election in accordance with Section 8.10 which would result in the remaining funds in the Plan providing an annual Plan Pension of less than 10% of the Y.M.P.E. in ~~that~~the year of the Member Event Date, shall either:

~~(i)~~ (i) transfer all the funds in the Plan in accordance with Section 8.10, or

~~(ii)~~ (ii) reduce the amount of transfer so that the remaining funds will provide an annual Plan Pension of at least 10% of the Y.M.P.E. in the year of the Member Event Date.

(b) Notwithstanding paragraph (a), a Member who is required to transfer an Excess Money Purchase Amount in accordance with Section 8.10 where such transfer would result in a transfer of less than 10% of the Y.M.P.E. in the year of the Member Event Date, shall either:

(i) transfer all the funds in the Plan in accordance with Section 8.10, or

(ii) increase the amount of such transfer to at least 10% of the Y.M.P.E. in the year of the Member Event Date, with the Annual Defined Benefit Pension adjusted accordingly.

~~8.13~~ 8.13 **Pension at December 31 Following Age of Mandatory Commencement**

For a Member who, by November 30 in the year in which Retirement Benefits must commence in accordance with Section 6.3, has made no direction to the University either of the form of Plan Pension that he or she intends to receive or to transfer funds out of the Plan in accordance with Section 8.10, the University shall cause a Plan Pension to commence to be paid to the Member on December 31 of that year. For a Member with an Eligible Spouse, the Plan Pension shall be in a form which is payable for the joint lifetime of the Member and the Eligible Spouse and, on the death of either one, is payable to the survivor at 60% of the level that was payable immediately prior to the death of the Member or Eligible Spouse. For a Member without an Eligible Spouse, the Plan Pension shall be in the Normal Form.

~~8.14~~ 8.14 **Commutation of Small Pensions after May 31, 2010**

For the purposes of this Section 8.14, the ~~“~~“Earliest Member Event Date” is the first of the earliest possible month following the Member Retirement Date in which a Member could elect or could have elected to commence Retirement Benefits in accordance with Section 6.4.

A Member who terminates employment on or after May 31, 2010 and whose annual pension determined in accordance with Section 8.1 at the Earliest Member Event Date is less than 4% of the Y.M.P.E. in the calendar year of the Member Retirement Date, or, if at the Earliest Member Event Date, the sum of:

~~(i)~~ (i) the ~~total of the~~Member's Employee Contribution Account and University Contribution Account as determined under Section 7.4, and

~~(ii)~~ (ii) the Actuarial Equivalent (CV) ~~lump sum value of the part of the Member's pension~~

~~determined~~ of the Supplementary Pension, if any, payable to the Member in accordance with ~~Paragraph 8.1(b)~~ Article 8.

is less than 20% of the Y.M.P.E. in the calendar year of the Member Retirement Date, shall not be entitled to a pension from the Pension Fund. Instead, the sum of the total of ~~the Employee Contribution Account and the University Contribution Account, and the Actuarial Equivalent (CV) lump sum value at the Earliest Member Event Date of the part of the Member's pension determined in accordance with Paragraph 8.1(b)(i) and (ii)~~ shall be paid to the Member in cash, unless the Member elects to transfer this amount to an RRSP.

**8.15 ~~8.15~~ Maximum Increase Allowed under the Income Tax Act for Pensioner Entitled to a Supplementary an Annual Defined Benefit Pension**

The increase described in Section 8.9 to the ~~pension~~ Plan Pension of a Pensioner ~~who is entitled to a Supplementary Pension in accordance with Section 8.3~~ shall be limited so that the Plan Pension

after the increase does not exceed the Annual Defined Benefit Pension, as determined in accordance with Section 8.1 as of the date of the first payment, adjusted from the date of the first payment to the current increase date in accordance with increases in the Consumer Price Index.

Notwithstanding the foregoing, such increase provided to a member of the Plan who is in receipt of a Plan Pension for which, at the direction of the University on or after November 1, 2023, an amount was transferred to an insurance company, the Plan Pension, including the amount payable from such insurance company shall be used as the basis for which the limit is determined under this Section 8.15.

#### **8.16-8.16 Pension Amount after Normal Retirement Date**

If a Member Retirement Date is after the ~~Member's~~Member's Normal Retirement Date and the ~~Member's~~Member's pension payments commence after May 31, 2010, the ~~Member's~~Member's pension is the ~~sum of the annual Plan Annuity determined at the Member Event Date in accordance with Paragraph 8.1(a) and the excess, if positive, of:~~  
the greater of:

~~(i)~~(i) the pension calculated in accordance with ~~Paragraph~~Section 8.1~~(b)(i)~~ at the Member Retirement Date; and

~~(ii)~~(ii) the Actuarial Equivalent (CV) at the Member Retirement Date of the ~~pension calculated in accordance with Paragraph 8.1(b)(i)~~Annual Defined Benefit Pension determined as if the Member Retirement Date and Member Event Date were the same as the ~~Member's~~Member's Normal Retirement Date;

~~over the Annual Plan Annuity determined at the Member Event Date.~~  
In addition, the determination of the Excess Money Purchase Amount shall be adjusted accordingly if (ii) is greater than (i).

#### **8.17-8.17 One-time Transfer to Prescribed RRIF**

Notwithstanding anything in the Plan to the contrary, any person entitled to a benefit whose pension has not commenced to be paid as a monthly pension, who is at least 55 years old and who is entitled to transfer money out of the Plan to a Life Income Fund or to purchase an annuity may once in his or her lifetime apply in a form approved by the Pension Administrator to transfer part of his or her pension benefit to a prescribed RRIF subject to the provisions of The Pension Benefits Act.

## ARTICLE 9 - DEATH BENEFITS BEFORE RETIREMENT

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### ~~9.1~~ 9.1 Priority of Entitlements

The priority of entitlement to any benefit payable hereunder shall (except in respect of a Member who was a member of the University pension plan which preceded the Prior Plan and where there existed on the effective date of the Prior Plan the right of a preferred beneficiary under the Insurance Act) be:

- ~~(a)~~ (a) firstly, the Member's surviving Eligible Spouse if any, unless the Eligible Spouse has waived his or her right to the pre-retirement death benefit.
- ~~(b)~~ (b) secondly, either;
  - the person or persons or organizations or institutions designated by the Member as Beneficiary or Beneficiaries, or,
  - the Estate of the Member.

A Member who has an Eligible Spouse shall, on the application for coverage, and/or by written direction on a form prescribed by the Pension Administrator and signed by the Member and filed with the Pension Administrator, name the spouse. The designation of a beneficiary by any other Member, shall be by like directive. The interest of an Eligible Spouse or any legally designated beneficiary who shall die during the lifetime of the Member shall, in the absence of any statutory provisions as to the disposition thereof at maturity and if there be no other legally designated beneficiary thereof, vest in the Member.

### ~~9.2~~ 9.2 Benefits on Death before Eligible to Retire

- ~~(a)~~ (a) In the event of the death of an Active Member who is not eligible to retire under Article 6, or the death of an Inactive Member, there shall be payable an amount equal to the sum of:
  - ~~(i)~~ (i) his or her Employee Contribution Account, plus
  - ~~(ii)~~ (ii) his or her University Contribution Account, plus
  - ~~(iii)~~ (iii) his or her Additional Voluntary Contribution Account, if any.
- ~~(b)~~ (b) deleted by amendment 93/11/01.
- ~~(c)~~ (c) The aforesaid amount shall be payable in a cash lump sum except that, if the recipient is the Member's surviving Eligible Spouse, the benefit shall at the option of said Spouse, be paid out either:
  - ~~(i)~~ (i) by way of a lump sum transfer to either
    - ~~(a)~~ (a) the Spouse's Locked-In Retirement Account or Life Income Fund provided that the lump sum transferred shall be administered in the same manner as pension benefit credits transferred as a deferred life annuity under The Pension Benefits Act;
    - ~~(b)~~ (b) the Registered Pension Plan of which the Spouse is a member provided such a transfer is permitted by the terms of that plan, or
  - ~~(ii)~~ (ii) by way of an annuity payable to the Spouse. The Spouse may elect an immediate life

annuity or a deferred annuity for life starting before the end of the year in which the Spouse attains age 71. Such life annuity shall be provided by an Insurer selected by the ~~Pension Administrator, or by the~~ Spouse ~~if he or she prefers~~, and may be guaranteed for any period up to 15 years.

Notwithstanding the foregoing, a cash payment to the surviving spouse may be required in accordance with Section 10.4.

- ~~(d)~~ Interest shall be calculated on the amount of the death benefit for the period from date of death to date of settlement at the rate then currently prescribed in accordance with Section 7.4.

### **9.3.9.3 Benefits on Death after Eligible to Retire**

- ~~(a)~~ (a) In the event of the death of an Active Member who is eligible to retire under Article 6, there shall be payable at the Member Event Date an amount equal to the sum of:

~~(i)~~ (i) his or her Employee Contribution Account, plus

~~(ii)~~ (ii) his or her University Contribution Account, plus

~~(iii)~~ (iii) the Actuarial Equivalent ~~(CV)~~ of the Supplementary Pension, if any, payable to the Member in accordance with Article 8 had the Member elected at the date of death to receive a Plan Pension, plus

~~(iv)~~ (iv) his or her Additional Voluntary Contribution Account, if any.

- ~~(b)~~ (b) The aforesaid amount shall be payable in a cash lump sum except that, if the recipient is the Member's surviving Eligible Spouse, the benefit shall at the option of said Spouse, be paid out either:

~~(i)~~ (i) by way of a lump sum transfer to either

~~(a)~~ (a) the Spouse's Locked-In Retirement Account or Life Income Fund provided that the lump sum transferred shall be administered in the same manner as pension benefit credits transferred as a deferred life annuity under The Pension Benefits Act;

~~(b)~~ (b) the Registered Pension Plan of which the Spouse is a member provided such a transfer is permitted by the terms of that plan, or

~~(ii)~~ (ii) by way of an annuity payable to the Spouse. The Spouse may elect an immediate life annuity or a deferred annuity for life starting before the end of the year in which the Spouse attains age 71. Such life annuity shall be provided by an Insurer selected by the ~~Pension Administrator, or by the Spouse if he or she prefers~~, and may be guaranteed for any period up to 15 years.

~~(iii)~~ (iii) provided

(a) the Eligible Spouse has attained his or her 55<sup>th</sup> birthday, and

~~(b)~~ (b) the Member was eligible for ~~a Supplementary~~ an Annual Defined Benefit Pension in accordance with Section 8.1 at the date of death,

by way of an immediate Plan Pension payable to the Spouse for his or her lifetime, subject to paragraph (iv) below. The Spouse may elect that the Plan Pension have no guaranteed period, or a guaranteed period of 60, 120 or 180 months certain. If the Spouse elects that the lifetime pension is guaranteed for 60 months certain, the amount of pension shall be determined by dividing the death benefit by the Normal Form Pension Factor based on the age of the Spouse. If the Spouse elects any other form of pension, the amount of pension shall be the Actuarial Equivalent (NF) of the life guaranteed 60 months certain pension.

(iv) The Actuarial Equivalent (CV) of the lifetime pension calculated in accordance with

paragraph (iii) shall be limited to the Actuarial Equivalent (CV) of the Annual Defined Benefit Pension that the Member was eligible to receive in accordance with Section 8.1 at the date of such Member's death. In addition, any excess amount of the Actuarial Equivalent (CV) of the lifetime pension calculated in accordance with paragraph (iii) over the Actuarial Equivalent (CV) of the Annual Defined Benefit Pension, including his or her Additional Voluntary Contribution Account, if any, shall be payable to the Spouse in accordance with 9.3(b)(i).

Notwithstanding the foregoing, a cash payment to the surviving spouse may be required in accordance with Section 10.4.

- (c) The amount payable at the Member Event Date as determined in Paragraph 9.3(a) shall be maintained as described in Section 7.3 to the end of the month immediately prior to the date of disbursement. For the period from the end of the month immediately prior to the date of disbursement to the date of disbursement, interest shall be calculated on the amount of the death benefit at the rate then currently prescribed in accordance with Section 7.4.

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~~(c)~~ The amount payable at the Member Event Date as determined in Paragraph 9.3(a) shall be maintained as described in Section 7.3 to the end of the month immediately prior to the date of disbursement. For the period from the end of the month immediately prior to the date of disbursement to the date of disbursement, interest shall be calculated on the amount of the death benefit at the rate then currently prescribed in accordance with Section 7.4.

~~(c)~~ (d) In the event of the death of any other Member who has commenced to receive a Plan Pension, the amounts payable, if any, shall be in accordance with the form of the Retirement Benefit selected by such Member, except where the recipient of the death benefit is not the Eligible Spouse and the benefit consists of the remaining payments under a guarantee period. In such circumstances, the recipient may elect either to receive the remaining payments on a monthly basis or to receive a lump sum which is the Actuarial Equivalent (NF) of the remaining payments.

## ARTICLE 10 - TERMINATION OF EMPLOYMENT BENEFITS

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### ~~10.1~~ 10.1 Basic Benefit - Full Immediate Vesting and Locking-In

On termination of employment other than retirement pursuant to Article 6, a Member, unless an election is made in accordance with Section 10.2, shall be entitled to a benefit equal to the current value of his or her Employee Contribution Account, University Contribution Account and Additional Voluntary Contribution Account, if any.

Benefits in respect of the Member's Employee Contribution Account, University Contribution Account and any part of the Additional Voluntary Contribution Account in respect of restricted additional voluntary contributions shall, at the direction of the Member, be either

- ~~(a)~~ (a) transferred to
- ~~(i)~~ (i) the Member's Locked-In Retirement Account,
- ~~(ii)~~ (ii) the pension plan of the Member's new employer on a defined contribution basis, to the extent that such plan permits, or
- ~~(iii)~~ (iii) the pension plan of the Member's new employer on a defined benefit basis in accordance with a Reciprocal Agreement between the University and the new employer

provided that the administrator of the Locked-In Retirement Account or the pension plan, whichever is applicable, agrees to administer such amount in the same manner as pension benefit credits transferred as a deferred life annuity under the Pension Benefits Act, or

- ~~(b)~~ (b) used to purchase a non-commutable immediate or deferred life annuity in the amount which can be provided under a contract issued by an Insurer.

Benefits in respect of that part of a Member's Additional Voluntary Contribution Account which is not in respect of restricted additional voluntary contributions shall, at the direction of the Member, be either paid to the Member in cash, used to purchase an immediate or deferred life annuity, or transferred to a Registered Retirement Savings Plan or the pension plan of the Member's new employer, to the extent that such plan allows.

### ~~10.2~~ 10.2 Exceptions to Full Locking-In

- ~~(a)~~ (a) A Member who has Service in the Prior Plan before July 1, 1976 may elect to receive in cash (or by transfer to an unrestricted Registered Retirement Savings Plan) that part of the Employee Contribution Account in respect of contributions made prior to July 1, 1976 but in such circumstances the Member shall forfeit the corresponding part of the University Contribution Account. The balance of the Accounts shall remain locked-in.
- ~~(b)~~ (b) A Member may elect to receive in cash (or by transfer to an unrestricted Registered Retirement Savings Plan) 25% of that part of the Employee Contribution Account and 25% of that part of the University Contribution Account in respect of contributions made on and after July 1, 1976 and prior to January 1, 1985. In that circumstance the balance of the Accounts shall remain locked-in.

**40.3-10.3 No Election**

It is provided that, if the terminating Member makes no election under this Article within twelve (12) months after the date of termination of employment, the University has the right to purchase, on his or her behalf, a deferred life annuity in accordance with Paragraph 10.1(b). Any such purchase shall be in full settlement of all benefits under the Plan as if such Member had elected such settlement.

**40.4-10.4 Commutation of Small Pensions**

- ~~(a)~~ (a) For a Member who terminated employment prior to 1998, if the locked-in part of the sum of the Employee Contribution Account and the University Contribution Account under Sections 10.1 or 10.2 is less than \$1,432 or if the deferred annuity benefit commencing in the month of the ~~Member's~~Member's Normal Retirement Date which may be purchased by locked-in Accounts in Sections 10.1 or 10.2, provides an annual income which is less than \$1,432, the Member shall receive, in lieu of such annuity benefit, a lump sum payment of the value of the Contribution Accounts applicable to such benefit in cash or, if the Member so elects, by transfer to an RRSP.
- ~~(b)~~ (b) For a Member who terminates employment after 1997 and before May 31, 2010, if the locked-in part of the sum of the Employee Contribution Account and the University Contribution Account under Sections 10.1 or 10.2 is less than 4% of the YMPE in the year of termination or if the deferred annuity benefit commencing in the month of the Member's Normal Retirement Date which may be purchased by locked-in Accounts in Section 10.1 or 10.2, provides an annual income which is less than 4% of the YMPE in the year of termination, the Member shall receive, in lieu of such annuity benefit, a lump sum payment of the value of the Contribution Accounts applicable to such benefit in cash or, if the Member so elects, by transfer to an RRSP.
- ~~(c)~~ (c) For a Member who terminates employment after May 30, 2010, if the locked-in part of the sum of the Employee Contribution Account and the University Contribution Account under Sections 10.1 or 10.2 is less than 20% of the Y.M.P.E. in the year of termination, a lump sum payment of the value of the Contribution Accounts applicable to such benefit in cash or, if the Member so elects, by transfer to an RRSP.

**40.5-10.5 Restrictions on Annuity Purchase**

Any annuity purchased under this Article pursuant to Paragraph 10.1(b) or Section 10.3 shall be subject to

- ~~(a)~~ (a) Sections 8.5 and 8.6, and
- ~~(b)~~ (b) the section of the Pension Benefits Act respecting division of pension benefits on marriage ~~break-up~~break-up.

**ARTICLE 11 - NON-ASSIGNMENT OF BENEFITS AND MARITAL SHARING OF PENSION CREDITS**

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~~11.1~~ **11.1 Prohibition of Assignment**

Except as provided in Sections 11.2, 11.5 and 11.6, no right of a person under the Plan is capable of being assigned, charged, anticipated, given as security or surrendered, and is exempt from execution, seizure or attachment, and any transaction purporting to assign, charge, anticipate or give as security such moneys is void.

~~11.2~~ **11.2 Exception for Marriage Break-up**

Notwithstanding Section 11.1, but subject to Section 11.5 on a marriage break-up which occurs on or after January 1, 1984, and subject to an order of the Court of ~~Queen's~~King's Bench made under the Family Property Act, written separation agreement, order of a ~~court~~court of competent jurisdiction in another province or territory, or an order of the Court of ~~Queen's~~King's Bench made under Subsection 31(3.4) of The Pension Benefits Act,

- ~~(a)~~ (a) for an Active or Inactive Member, the value of the Eligible Spouse's share of the benefits as specified in the Pension Benefits Act shall be transferred out of the Pension Fund to an alternative investment vehicle in accordance with such Act.
- ~~(b)~~ (b) for a Pensioner, the Eligible Spouse shall receive a Plan Pension which is the Actuarial Equivalent (NF) of his or her share, as specified in the Pension Benefits Act, of the Pensioner's Plan Pension before the division. The Spouse's Plan Pension shall be payable for his or her lifetime with or without a guaranteed period, at the election of the Spouse, but the guaranteed period shall not exceed 15 years minus the period for which the Pensioner's Plan Pension had been in payment at the date of the division.

Prior to the transfer-out, or commencement of payment of part of the Plan Pension to the Spouse, the Pension Administrator may, in its sole discretion, require a notarial copy of such order or agreement before dividing pension credits between the Member and his or her Spouse.

Where marriage break-up occurred prior to 1984, the parties may elect to divide their benefits in this manner or in any other manner which is consistent with the terms and conditions of the Plan and satisfies the requirements of the Income Tax Act and the Pension Benefits Act.

Notwithstanding the foregoing, any benefit payable to the Eligible Spouse under Section 11.2 is subject to the provisions of Section 10.4.

~~11.3~~ **11.3 Adjustment to Benefits after Marriage Break-up**

Following a division of benefits in accordance with Section 11.2,

- ~~(a)~~ (a) for an Active or Inactive Member, an adjustment shall be made to the Member's Credited Service and to the Employee Contribution Account, the University Contribution Account, and if applicable, the Additional Voluntary Contribution Account such that the amount of each account remaining after the transfer plus the amount transferred from each account is equal to the amount of each Account prior to the transfer.

~~(b)~~ (b) a Pensioner shall receive a Plan Pension which is the Actuarial Equivalent (NF) of his or her Plan Pension before the division less the Spouse's share, as specified in the Pension Benefits Act. The Pensioner's Plan Pension shall be payable for his or her lifetime with or without a guaranteed period, at the election of the Pensioner, but the guaranteed period

shall not exceed 15 years minus the period for which the Pensioner's Plan Pension had been in payment at the date of the division.

#### **11.4**

#### **Reinstatement of Benefits**

An Active or Inactive Member who wishes to reinstate, either partially or in full, any benefits lost by the adjustment in Section 11.3 in respect of service prior to December 31, 1989, may assign monies from his or her Additional Voluntary Contribution Account, if there is one, or may transfer monies into the plan from a registered retirement savings plan. If the amount assigned or transferred-in is equal to the amount transferred-out in accordance with Section 11.2, with interest from the date of ~~transfer-out~~transfer-out to the date of assignment or transfer-in, the Member's Credited Service and Contribution Accounts shall be restored in full. If the amount assigned or transferred-in is less than the amount transferred-out, with interest, the level of the adjustment in Section 11.3 will be reduced in proportion.

If the amount transferred-out included an amount in respect of a supplementary pension, the amount assigned or transferred-in in respect of that supplementary pension, or proportion thereof, will be credited to the Pension Guarantee Account.

Any assignment or transfer-in under this Section must be made within 12 months of the date of the transfer-out except where there are not sufficient funds in the Member's Additional Voluntary Contribution Account or registered retirement savings plan in which case the Member may, within the 12 month period, apply to the Pension Administrator to extend the 12 month period for assignment or transfer-in.

#### **11.5**

#### **Exception to Credit Splitting on Marriage Break-up**

Section 11.2 does not apply where both spouses, ~~after each has received~~  
(a) ~~independent legal advice; and~~  
(b) ~~a statement from the administrator of the pension plan showing the commuted value of the pension benefit credit in the pension plan, or the amount of the payments under the pension plan, to which each would be entitled in accordance with Section 11.2~~

enter into a written agreement with each other to the effect that the pension benefit credit or the pension payments, as the case may be, shall not be divided between them, ~~and the~~. Any such agreement shall otherwise be in accordance with the Pension Benefits Act and must contain all necessary criteria for not dividing the pension benefit credit or pension payments, as the case may be, under the Pension Benefits Act.

#### **11.6**

#### **Exception for Garnishment for Purposes of Maintenance Enforcement**

Notwithstanding Section 11.1, when the University is served with a garnishing order obtained under Section 14.1 of the Garnishment Act against a Member, the Member is entitled, for the purposes of satisfying the garnishing order and associated costs and taxes, to receive the lesser of

- (a) (a) the total of the Member's Accounts less any amount to which an Eligible Spouse remains entitled in accordance with Section 11.2, and
- (b) (b) the amount specified in the garnishing order plus associated costs and taxes.

Following the payment of such an amount, the Member's benefits shall be adjusted in a manner consistent with that described in Section 11.3.

## ARTICLE 12 - MISCELLANEOUS

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### ~~12.1~~ 12.1      **Booklet**

On or before the date that an Employee is eligible or required to become a Member of the Plan, he or she shall be furnished by the University with a written explanation in booklet form explaining his or her status, rights and privileges under the Plan. In addition, each Member, his or her Spouse or authorized agent, shall be entitled to receive in the manner prescribed by the Pension Benefits Act the documents prescribed by the said Act.

### ~~12.2~~ 12.2      **Annual Statement**

Each Member shall receive an annual statement, in the form prescribed by the Pension Benefits Act, of the status of his or her participation in the Pension Fund.

### ~~12.3~~ 12.3      **Cash Refund**

Each Member who is entitled to a cash refund in accordance with Article 10 shall receive such cash refund within 90 days after the later of

- ~~(a)~~    (a)      the Member's date of termination;
- ~~(b)~~    (b)      the completion and filing with the Pension Administrator of all necessary documentation.

### ~~12.4~~ 12.4      **Benefit Payouts Subject to Restriction on Marriage Breakdown**

Benefits payable under this Plan to a Member or in respect of a Member shall be subject to Article 11 herein. Further, the Pension Administrator reserves the right to defer payment to a Member or in respect of a Member if the Pension Administrator has been notified in writing that the documents required under Section 11.2 will be filed with the Pension Administrator.

### ~~12.5~~ 12.5      **Commutation with Short Life Expectancy**

Notwithstanding any other provision of this Plan, a Member who furnishes the ~~University Pension Administrator~~ University Pension Administrator at his or her own expense, with such medical evidence which in the opinion of the ~~University Pension Administrator~~ University Pension Administrator satisfies the requirements of both the Income Tax Act and the Regulations thereto and the Pension Benefits Act with respect to the commutation of benefits for those with short life expectancies, may with the consent of his or her Eligible Spouse if any, receive on termination of employment or at retirement in lieu of any other benefit, a single payment of the sum of:

- ~~(a)~~    (a)      his or her Employee Contribution Account and
- ~~(b)~~    (b)      his or her University Contribution Account and
- ~~(c)~~    (c)      his or her Additional Voluntary Contribution Account if any, and
- ~~(d)~~    (d)      the Actuarial Equivalent (CV) of the Supplementary Pension if any, payable under Article 8.

For the purpose of adjudging ~~the such~~ the such medical evidence, the ~~University Pension Administrator~~ University Pension Administrator shall, in its sole discretion, seek such opinions as it deems advisable.

The consent of a Spouse shall be in that form described under Section 8.6.

~~12.6~~ 12.6      **Proof of Age**

A Member entitled to an annuity benefit from this Plan shall submit to the Pension Administrator proof satisfactory of his or her age and, where applicable, the age of any joint annuitant.

~~12.7~~ 12.7      **Legal Jurisdiction**

This Plan shall be administered and construed in accordance with the laws of the Province of Manitoba and the Income Tax Act ~~(Canada) and Regulations thereto.~~

~~12.8~~ 12.8      **Responsibility of Pension Committee**

The Pension Committee shall be responsible for the overall operation and administration of the Plan, and shall ensure that audited financial statements of the Pension Fund are prepared annually and that a valuation is performed by the Actuary not less often than once every three years.

~~12.9~~ 12.9      **Unlocking for Non-residents**

Notwithstanding anything in the Plan to the contrary, any person entitled to a benefit whose pension has not commenced to be paid as a monthly pension and who is or becomes a ~~non-~~ resident non-resident of Canada is permitted to make a lump sum withdrawal of an amount equal to

~~(i)~~ (i) his or her Employee Contribution Account, plus

~~(ii)~~ (ii) his or her University Contribution Account, plus

~~(iii)~~ (iii) if the Member is eligible to retire under Article 6, the Actuarial Equivalent (CV) of the Supplementary Pension, if any, payable to the Member in accordance with Article 8 had the Member elected to commence his or her pension at the date of transfer, plus

~~(iv)~~ (iv) his or her Additional Voluntary Contribution Account, if any,

subject to the provisions of The Pension Benefits Act.

~~12.10~~ 12.10      **Proof of Death**

Payment arising or conditional upon the death of any Member, beneficiary or joint annuitant or upon the continued life of a Member, beneficiary or joint annuitant or upon the happening of any other event or contingency upon which a payment becomes payable, shall be made only after receipt by the Pension Administrator of satisfactory proof of such death or from time to time of such continued life or the happening of such event or contingency, as the case may be.

## **12.11 Purchase of Annuity**

Notwithstanding any other provision of the Plan to the contrary, any new or continuing Plan Pension, or portion thereof, payable to a Member, former Member, Spouse, former Spouse or other person entitled to a benefit under the Plan, may be satisfied through the purchase of an annuity or annuities from an insurance company or any other entity licensed to transact an annuity business in Canada.

## ARTICLE 13 - AMENDMENT AND TERMINATION OF THE PLAN

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### ~~13.1~~ 13.1 Amendment

The University may supplement, modify or amend this Plan, provided that no such supplementation, modification or amendment of the Plan or any part thereof shall permit any part of the assets of the Pension Fund applicable to the Plan to revert to or be recoverable by the University or be used or diverted to purposes other than for the exclusive benefit of Members, or their beneficiaries and joint annuitants under the Plan and provided further that no such amendment shall adversely affect the entitlement of any Member accrued prior to the effective date of such amendment other than an amendment which has been approved by the Pension Commission and which is for the sole purpose of avoiding the revocation of registration under the Income Tax Act ~~(Canada)~~. It is further provided that the University may amend this Plan in any other respect which may be required in order to meet the requirements of the Pension Benefits Act, and/or the Income Tax Act ~~(Canada)~~ in order to maintain the Plan as a registered pension plan under the provisions of such Acts or of any statute applicable to this Plan.

### ~~13.2~~ 13.2 Termination

- ~~(a)~~ (a) The University may terminate the Plan provided that no such termination shall permit any part of the assets of the Pension Fund applicable to the Plan to revert to or be recoverable by the University or to be used or diverted to purposes other than the exclusive benefit of Members or their beneficiaries or joint annuitants; however, no Retirement Benefit may be provided to a Member from this Plan in excess of the maximum pension described in Section 8.2.
- ~~(b)~~ (b) In the event of the termination of the Plan, the assets of the Pension Fund applicable to the Plan shall be allocated in such manner as is approved by the Pension Commission.

## ARTICLE 14 - LEAVES OF ABSENCE, TEMPORARY REDUCTION IN DAYS WORKED AND LIMITS ON ADDITIONAL SERVICE

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### ~~14.1~~ 14.1 Leaves of Absence without Pay or with Reduced Pay

Where a Member is on a leave of absence without pay or with reduced pay, then, subject to Section 14.3, he or she may elect to make contributions so that the total contributions to the Plan on his or her behalf are the same as they would have been if the Member had been working in his or her regular position with regular pay, provided that, during this period of absence, the Member does not accrue benefits under the registered pension plan or deferred profit-sharing plan of another employer. If the Member elects to make such contributions, then, for the purpose of the determination of his or her pension, Basic Salary and Credited Service shall be computed on the basis that the Member had been working in his or her regular position during this period.

### ~~14.2~~ 14.2 Temporary Reduction in Days Worked

Where the pay of all Members is reduced on a temporary basis because of a reduction in days-worked during a year, for the purposes of the Plan but subject to Section 14.3, Basic Salary and Credited Service shall be determined on the basis that the Members had worked the regular number of days during that year.

### ~~14.3~~ 14.3 Limits on Additional Service

The maximum period of additional Credited Service which can be credited in accordance with Sections 14.1 and 14.2 is 5 years plus an additional period of up to 3 years for periods of leave or reduced pay which are in the 12 month period following the birth of the ~~Member's~~ Member's child or the adoption of a child by the Member. In the case of a leave of absence without pay, the additional Credited Service is equal to the period of absence. In the case of a period of reduced pay, the additional Credited Service in a year is equal to

$$(A-B)/A$$

where,

A is the Basic Salary that the Member would have received in that year had he or she been working in his or her regular position during the year, and

B is the Basic Salary that the Member actually received in the year.

For clarification, additional Credited Service granted in respect of a period of disability does not count towards the maximum period of additional Credited Service described above.

Notwithstanding the foregoing, the limits on additional Credited Service will be subject to Income Tax Regulation 8507.

## SCHEDULE "A"

### Conversion of Pensioners as at **January 1, 2024** [NTD: Date to be confirmed]

The following sets out the provisions under which the conversion as of **January 1, 2024** of all pensions being drawn from Pensioner Account #1 and Pensioner Account #2 occurred. Prior to that date, all pensioners retiring under the Plan who had achieved age 55 and 5 years of Credited Service were able to self-annuitize money purchase contributions constituted from the assets in the Employee Contribution Account and University Contribution Account at the Member Retirement Date.

The pension benefits so provided from the Plan were known as the Annual Plan Annuity. In the event a Member's Annual Defined Benefit Pension exceeded the Annual Plan Annuity, such member also received an additional benefit called the Supplementary Pension with the result that the Member received no less than the Annual Defined Benefit Pension in total. Members were also able to self-annuitize their Additional Voluntary Account, if any, at the Member Retirement Date.

Effective **January 1, 2024**, the Plan provisions have been amended such that the Annual Defined Benefit Pension shall be equal to the Plan Pension currently being received by the Member by modifying, as applicable, the Plan provisions that would have given rise to this improved Annual Defined Benefit Pension. As this objective was achievable, the Annual Defined Benefit Pension in receipt by such Member as of **January 1, 2024** could have been constituted from the Defined Benefit Provisions below and, as such, will be considered to be a "Defined Benefit Pension" from and after January 1, 2024.

Therefore, for all pensioners of the Plan as of **January 1, 2024** where the Annual Plan Annuity exceeded the Annual Defined Benefit Pension, the applicable Plan provisions have been adjusted as follows:

1. The Highest Average Annual Basic Salary used in calculating the Annual Defined Benefit Pension shall be the average of the three highest calendar years of the Member's Basic Salary, adjusted by the Average Industrial Wage growth and ending with the year in which the retirement or termination of employment occurs, provided that the Annual Defined Benefit Pension shall be subject to paragraphs 8.2(a)(ii) and (b).
  
2. The early retirement reduction used in calculating the Annual Defined Benefit Pension shall not be less than 1/4 of 1% for each month from his early retirement date to the first of the month in which he would first satisfy (i), (ii) or (iii) below if he remained in employment where:
  - (i) is the attainment of age 60;
  - (ii) is the completion of 30 years of Service; or
  - (iii) is when age plus Service equals 80.
  
3. The Normal Form Pension described in Section 8.4 and used for purposes of actuarial equivalent optional forms described under Section 8.8 shall be replaced with a joint-life pension payable so long as the Member survives, and continuing after his or her death on a reduced basis to his or her named joint annuitant (provided such joint annuitant survives the Member) for the remaining lifetime of such joint annuitant; the reduced pension payable shall be 66 2/3% of the amount payable during their joint lifetime and guaranteed for 60 months.

4. The maximum pension used in calculating the members Annual Defined Benefit Pension for late retirement under Section 8.16 shall be limited to the limits described in Canada Revenue Agency Actuarial Bulletin No. 1R1.
5. The Annual Defined Benefit Pension shall be indexed annually from the Member's retirement date by 4% per annum effective each January 1 after one complete calendar year of retirement, subject to the annual CPI increase elapsed since the Member's retirement date if the said increase would have exceeded the maximum pension under paragraph 8.2(a)(ii).
6. The accrual rate used in calculating the Annual Defined Benefit Pension shall be individually revised as follows:

<u>Cert #</u>	<u>Accrual Rate</u>	<u>Cert #</u>	<u>Accrual Rate</u>	<u>Cert #</u>	<u>Accrual Rate</u>
4107	0.963%				
4594	0.511%				
Etc...					



**AGENDA ITEM:**

Amendment and Consolidated Plan Document for University of Manitoba GFT Pension Plan (1986)

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approves Amendment 86/23/01 and the Consolidated Plan Document for the University of Manitoba GFT Pension Plan (1986).**

**CONTEXT AND BACKGROUND:**

This Amendment and Consolidated Plan Document was reviewed by the Pension Committee of the University of Manitoba GFT Pension Plan (1986) and is being recommended for approval by the Board of Governors.

The Consolidated Plan Document includes all of the amendments listed in the May 18, 2022, letter from the Office of the Superintendent – Pension Commission.

The Consolidated Plan Document will be used for administrative purposes. An Application to Amend a Registered Pension Plan (T920) will be filed with the regulator to make the Consolidated Plan Document the official Plan document.

**RESOURCE REQUIREMENTS:**

None. There is no change to the funding of the Plan due to this Amendment.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

Offering a competitive pension plan to employees is essential to meet the recruitment and retention objectives for the University.

**IMPLICATIONS:**

*The Pension Benefits Act* includes language to ensure that consolidated plan documents are kept up-to-date. If more than four amendments are made, the Superintendent may require that a certified copy of the Plan text be completed.

**ALTERNATIVES:**

**CONSULTATION:**

\_\_\_\_\_

**ROUTING TO THE BOARD OF GOVERNORS:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Title</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mike Emslie <i>ME</i>	CFO & Comptroller	Oct 16, 2023
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Naomi Andrew <i>NA</i>	Vice-President (Administration)	October 20, 2023
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Michael Benarroch <i>M Benarroch</i>	President and Vice-Chancellor	Oct. 23, 2023
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

**SUBMISSION PREPARED BY:** Bernard Gold, Director, Pension Office

**ATTACHMENTS:**

Consolidated Plan Document  
Amendment 86/23/01  
Letter from Office of the Superintendent – Pension Commission

**THE UNIVERSITY OF MANITOBA GFT PENSION PLAN (1986)**

Consolidated Plan Document  
Includes all amendments  
up to and including Amendment 86/23/01  
approved by the Board on XX, 2023

I hereby certify that this document is the  
Text referred to in the Board Resolution  
dated \_\_\_\_\_, 2023

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Jeff M. Leclerc  
University Secretary

## **INTRODUCTION**

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The University of Manitoba GFT Pension Plan (1986) approved in principle by the Board of Governors of the University of Manitoba at a meeting held on November 28, 1985 is hereby amended as of the implementation date January 1, 1986 by deleting all the provisions that formed a part thereof and substituting therefore the following.

Effective January 1, 1991 the plan was amended to comply with changes to the Income Tax Act (Canada) and the Regulations thereunder and the Manitoba Pension Benefits Act.

Effective July 1, 1996 the plan was amended by comply with subsequent changes in the Income Tax Act (Canada) and the Manitoba Pension Benefits Act.

Effective May 31, 2010, the Plan was amended to comply with the Manitoba Pension Benefits Act and Regulations. In accordance with the governance structure required, the University has created a Pension Committee to be the Plan Administrator. The Pension Committee created a Pension Plan Governance Document effective September 28, 2011 to assist it with discharging its legal obligations and duties as Administrator. Accordingly Article 12 (Pension Committee) was deleted.

The Plan was amended to remove wording with respect to forfeitures which is no longer applicable due to amendments to the Pension Benefits Act effective May 31, 2010 and is now further amended given that the provisions no longer apply to any active members.

The Plan was amended to update wording with respect to the Trust, Trust Agreement and Trustees required by the dissolution in 2011 of the Master Trust covering this Plan, the 1970 Plan, and the 1993 Plan.

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## ARTICLE 1 - DEFINITIONS

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The following words or phrases shall be as defined herein unless the context clearly indicates otherwise:

- 1.1 **"Active Member"** - shall mean a Member for whom the University is making Regular Contributions and shall include a Member who is disabled and for whom contributions are being made in accordance with Section 5.1.
- 1.2 **"Additional Voluntary Contribution Account"** - shall mean that account established and maintained for each Member who has made additional voluntary contributions, or who has transferred funds in accordance with Section 4.2.
- 1.3 **"Additional Voluntary Contribution Predecessor Plan Account"** - shall mean for any Member of this Plan who was a member of the Predecessor Plan the amount transferred, if any, at December 31, 1985 from that plan to this Plan in respect of the Additional Voluntary Contribution Account of that plan.
- 1.4 **"Basic Salary"** - shall mean the salary paid to the Member by the University or, for a Member who is not working due to disability, the salary that would be paid to the Member by the University if the Member were not disabled.
- 1.5 **"Board of Governors"** - shall mean the Board of Governors of the University of Manitoba.
- 1.6 **"Common-law Relationship"** - shall mean the relationship between two persons who are Common-law Partners to each other.
- 1.7 **"Common-law Partner"** - shall mean a person who, not being married to that other person,
- (a) registered a common-law relationship with the Member under section 13.1 of *The Vital Statistics Act*, or
  - (b) cohabited with him or her in a conjugal relationship
    - (i) for a period of at least three years, if either of them is married, or
    - (ii) for a period of at least one year, if neither of them is married.
- 1.8 **"Contribution Accounts"** - shall mean the Employee Contribution Accounts, the University Contribution Accounts and the Additional Voluntary Contribution Accounts.
- 1.9 **"Effective Date"** - shall mean January 1, 1986.
- 1.10 **"Eligible Spouse"** - shall mean a Spouse other than one who
- (i) at January 1, 1984 was living separate and apart from the Member pursuant to a court order or written separation agreement, or
  - (ii) after January 1, 1984 began living separate and apart from the Member and who has received or remains entitled to receive a payment in accordance with Article 11.
- unless they subsequently resume co-habitation.
- 1.11 **"Employee"** - shall mean an employee of the University who has signed a Geographic Full-Time Agreement with the University.

- 1.12 **"Employee Contribution Account"** - shall mean the account so designated, established and maintained pursuant to Article 7 for each Member.
- 1.13 **"Employee Predecessor Plan Account"** - shall mean, for any Member of this Plan who was a member of the Predecessor Plan, the amount transferred at December 31, 1985 from that plan to this Plan in respect of the Employee Contribution Account of that plan.
- 1.14 **"Employer"** - shall mean the University of Manitoba.
- 1.15 **"Geographic Full-Time Agreement"** - shall mean that Agreement between the University and Employees which describes terms and conditions of employment.
- 1.16 **"Inactive Member"** - shall mean a Member for whom the University is not making Regular Contributions and who is either on an approved leave of absence or suspension or who has terminated and has not received a final settlement under the Plan.
- 1.17 **"Income Tax Act"** shall mean the Income Tax Act (Canada), and regulations thereunder, as amended from time to time.
- 1.18 **"Insurer"** - shall mean a company licensed to transact life annuity business in Canada or in one of the Provinces of Canada.
- 1.19 **"Life Income Fund"** - shall mean an arrangement for the payment of pension benefits as defined under the Pension Benefits Act.
- 1.20 **"Locked-In Retirement Account"** - shall mean an arrangement for the transfer of pension benefits as defined under the Pension Benefits Act.
- 1.21 **"Member"** - shall mean a person on whose behalf contributions are being or have been made to this Plan and who is eligible to receive benefits under this Plan. A person who was a contributor to this Plan or the Predecessor Plan and whose funds have been totally withdrawn is not a Member of this Plan unless he or she subsequently re-joins in accordance with Article 3.
- 1.22 **"Money Purchase Maximum Contribution Limit"** - shall mean for the years

1991	\$12,500
1992	12,500
1993	13,500
1994	14,500
1995	15,500
1996 through 2002	13,500
2003	15,500
2004	16,000
2005	18,000

and for each year after 2005, the greater of

- (a) the product (rounded to the nearest multiple of \$10, or, if that product is equidistant from two such consecutive multiples, to the higher multiple) of
- (A) \$18,000, and
- (B) the quotient obtained when the average wage, as defined in subsection 147.1(1) of the Income Tax Act, for the year is divided by the average

wage for 2005, and

(b) the Money Purchase Maximum Contribution Limit for the preceding year.

Notwithstanding the foregoing, for each year after 2005, the Money Purchase Maximum Contribution Limit shall not exceed the money purchase limit as defined in subsection 147.1(1) of the Income Tax Act.

- 1.23 **"Normal Form Pension"** – shall have the meaning defined in Section 8.1
- 1.24 **"Normal Retirement Date"** - shall mean the date defined in Section 6.1.
- 1.25 **"Pension Administrator"** – shall mean the Pension Committee.
- 1.26 **"Pension Benefits Act"** means The Pension Benefits Act (Manitoba), Chapter P32 of the continuing consolidation of the Statutes of Manitoba, as amended from time to time, and including any regulations thereunder.
- 1.27 **"Pension Commission of Manitoba"** - shall mean the Pension Commission of Manitoba or The Office of the Superintendent - Pension Commission, as the context requires.
- 1.28 **"Pension Committee"** – shall mean the Pension Committee of The University of Manitoba GFT Pension Plan (1986), a committee formed pursuant to the laws of the Province of Manitoba.
- 1.29 **"Pension Fund"** - shall mean the fund established pursuant to Article 2 of this Plan and from which benefits to Members, Retired Members, beneficiaries and joint annuitants are provided.
- 1.30 **"Plan" or "this Plan"** - shall mean the pension plan established hereby as it may be from time to time properly amended which shall be named "The University of Manitoba GFT Pension Plan (1986).
- 1.31 **"Predecessor Plan"** - shall mean the University of Manitoba Pension Plan (1970).
- 1.32 **"Reciprocal Agreement"** - shall mean any Agreement entered into for the sole purpose of transferring pension credits on behalf of a Member to/from this Plan and another registered employer pension fund or plan in Canada.
- 1.33 **"Retired Member"** - shall mean a former Member of this Plan who has retired and who is receiving a Retirement Benefit.
- 1.34 **"Retirement Benefit"** - shall mean any payments provided under Article 8.
- 1.35 **"Service"** - shall mean employment with the University and shall include a Temporary Interruption in Employment.
- 1.36 **"Spouse"** - shall mean the person who is married to the Member or who is a Common-law Partner of the Member.
- 1.37 **"Temporary Interruption in Employment"** - of a Member means a period, including any leaves of absence authorized by the University or required by law to be granted, not exceeding 54 weeks,
- (a) immediately before and after which the Member was working or providing a service for the University, and

- (b) during which the Member was not working or providing a service for the University but there was a reasonable expectation that he or she would return to working or providing a service for the University.

- 1.38 **"Trust Agreement"** - shall mean an Agreement of Trust dated October 1, 2011 between CIBC Mellon and the Pension Committee, and as may be amended from time to time.
- 1.39 **"Trustee or Trustees"** - shall mean the trust company appointed pursuant to the Trust Agreement to hold the assets of the Pension Fund and includes the trust company, insurance company or any other funding agent permitted under Applicable Legislation appointed by the Pension Committee to have custody of the Pension Fund.
- 1.40 **"University"** - shall mean the University of Manitoba or the Board of Governors thereof, as the context requires.
- 1.41 **"University Contribution Account"** - shall mean the account so designated, established and maintained pursuant to Article 7 for each Member.
- 1.42 **"University Predecessor Plan Account"** - shall mean for any Member of this Plan who was a member of the Predecessor Plan, the amount transferred at December 31, 1985 from that plan to this Plan in respect of the University Contribution Account in that plan plus the additional amount as per Schedule A attached, calculated at December 31, 1985 which is required to provide the benefit accrued to that date under that plan.
- 1.43 **"Year's Maximum Pensionable Earnings"** - shall mean the amount from year to year defined as such under the Canada Pension Plan.

In this Plan whenever the singular is used, the same shall be construed as meaning the plural, the body politic or corporate, wherever the circumstances so require. Reference to a Paragraph, Section or Article shall mean a Paragraph, Section or Article in this Plan unless otherwise stated. The headings in the Plan are for convenience of reference only and are not to be construed as part of the Plan."

## **ARTICLE 2 - PENSION FUND**

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### **2.1 Establishment and Maintenance**

The Pension Fund shall be established and maintained pursuant to the provisions of this Plan for the purpose of providing retirement, death and termination benefits for the respective Members thereof and their beneficiaries and for no other purpose whatsoever save and except administration costs. The Pension Fund shall be held by the Trustee or Trustees pursuant to the terms of the Trust Agreement.

### **2.2 Timing of Contributions**

All contributions made to or under the provisions of this Plan shall, in accordance with the Pension Benefits Act, be paid not later than 30 days of the date such amount or amounts were made or were due to the Trustee or Trustees for payment into the Pension Funds, and all disbursements with respect to the benefits to be paid or purchased under the provisions of this Plan shall be made by the Trustee or Trustees from the Pension Fund.

### **2.3 Investments**

The assets of the Pension Fund of this Plan shall be invested and re-invested only in securities which will conform with the Pension Benefits Act and the Income Tax Act provided also that investments of the Pension Fund shall not be restricted to those authorized by the laws of any province of Canada for Trustees.

### **2.4 Attribution of Assets to Individual Plans**

The part of the Pension Fund attributable to the Plan shall be established and maintained in accordance with generally accepted accounting principles.

### **2.5 Primary Purpose**

The primary purpose of the Plan is to provide monthly payments to the Members after retirement and until death in respect of their Service as Employees.

## **ARTICLE 3 - ELIGIBILITY FOR MEMBERSHIP**

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### **3.1 Members of the Predecessor Plan**

An Employee who was a member of the Predecessor Plan on December 31, 1985 and who furnishes the University with the prescribed Memorandum of Agreement and Release with respect to that plan shall become a Member of this Plan on the Effective Date.

### **3.2 Other Employees**

- (a) An Employee appointed on or subsequent to the effective date but prior to January 1, 1991 shall become a Member of this Plan as of the date that the Geographical Full-Time Agreement is executed.
- (b) An Employee appointed on or after January 1, 1991 shall, as a condition of their employment, become a Member of this Plan within 30 days following two years' service. Such Employee may by completing an enrolment form and filing same with the University, elect to join the Plan as of the date the Geographical Full-Time Agreement is executed or on the first day of any month prior to the date that membership becomes a condition of their employment. Membership on a date other than the mandatory date will be effective on the first day of the pay period next following receipt of the enrolment form by the University.
- (c) An Employee whose salary is paid in whole or in part from research grants, trust funds or other special funds or sources of revenue, shall be eligible to become a Member of this Plan in accordance with the terms described above. Such research grants, trust, special funds or other accounts will be charged with the proportionate share of the University's required contributions to the Plan.
- (d) The University may from time to time make special arrangements for the suspension of participation in this Plan by Members on leave of absence without pay including any period of leave due to disability where the Member is not receiving benefits from the Long Term Disability Plan of the University, or on lay-off. Such suspension shall not however constitute termination of employment for purposes of Article 10.
- (e) A Member or former Member who had previously ceased to be employment with the University but who has subsequently returned to work for the University and again satisfies the definition of an Employee shall be required to become a Member of this Plan in accordance with the provisions of Paragraph 3.2(b).

## **ARTICLE 4 - MEMBER CONTRIBUTIONS**

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### **4.1 Additional Voluntary Contributions**

- (a) For the year 1986 only, each Member shall have the right to make by means of regular payroll deductions, additional voluntary contributions to the Pension Fund which shall be credited to their Additional Voluntary Contributions Account. Such voluntary contributions in a taxation year may be in respect of
- (i) the year in which the contribution is made under Section 8(1)(m)(i) of the Income Tax Act, or
  - (ii) a year of past Service with the University (or with a previous employer from whom both Service and contributions were transferred under a reciprocal agreement) while the Member was not a contributor under this Plan or the Predecessor under Section 8(1)(m)(ii) of the Income Tax Act, or
  - (iii) a year of past Service with the University (or with a previous employer from whom both Service and contributions were transferred under a reciprocal agreement) while the Member was a contributor under this Plan or the Predecessor under Section 8(1)(m)(iii) of the Income Tax Act.

or any combination thereof, provided, however, that the amount of such voluntary contributions shall not exceed the maximum allowed by the Department of National Revenue as a deduction from taxable income, as determined at the time such contributions are made.

- (b) At the retirement of a Member, the Additional Voluntary Contribution Account shall at the option of such Member be either:
- applied to provide an additional retirement benefit which shall be determined in accordance with the procedure described in Article 8, or
  - settled by a single payment.
- (c) In the event of the death prior to retirement of a Member who has made additional voluntary contributions, the death benefit with respect to such additional voluntary contributions shall at the option of the beneficiary or estate of such Member be settled either
- in accordance with Article 9,
  - by a single payment.
- (d) In the event of the termination of employment of a Member (for reasons other than death or retirement) who has made additional voluntary contributions, the Additional Voluntary Contribution Account shall at the option of such Member be settled either:
- in accordance with Article 10, or

- by a single payment.

#### 4.2 **Lump Sum Transfers**

A Member who participated in the registered pension plan of another employer may transfer to this Plan any amount to which such Member has the unrestricted right to so transfer from such other plan, and such transfer shall vest immediately and be credited in total to the Additional Voluntary Contribution Account of such Member (and dealt with solely in accordance with the provisions of this Plan).

Provided, however, that where the transferor employer's pension plan was a defined benefit plan, the amount so transferred shall be limited according to Section 147.3(4) of the Income Tax Act.

Provided, however, that where the transferor employer so requires, as a condition for making such transfer of contributions, the Member may be required, upon subsequent termination of employment, to have such contributions applied for the purchase of a vested annuity benefit. Transferred contributions which are subject to such restriction shall be referred to as restricted additional voluntary contributions.

#### 4.3 **Reciprocal Transfer Agreements**

A Reciprocal Transfer Agreement is an agreement between this Plan and another registered pension plan in Canada under which an employee who ceases accruing benefits under one of the plans and commences accruing benefits under the other, may transfer contributions under the original plan to the new plan and shall have his or her benefits in respect of part or all of his service under the original plan calculated in accordance with benefit provisions of the new plan.

Transfers to the Plan under a Reciprocal Transfer Agreement will be processed in accordance with the terms of that agreement but in the event that such a transaction results in a Past Service Pension Adjustment (P.S.P.A.) which must be certified in accordance with the Income Tax Regulations, the University shall delay completion of the transfer until the P.S.P.A. has been so certified.

## **ARTICLE 5 - UNIVERSITY CONTRIBUTIONS**

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### **5.1 Regular Contributions**

The Regular Monthly Contributions by the University on behalf of each Member shall be equal to:

- (a) in 1986, \$265.06
- (b) in 1987, \$273.00
- (c) in 1988, \$278.41
- (d) in 1989, \$283.05
- (e) in 1990, \$291.01
- (f) in 1991, \$302.11
- (g) in 1992, \$317.04
- (h) in 1993, \$333.41
- (i) in 1994, \$332.06
- (j) in 1995, \$336.15
- (k) in 1996, \$335.55
- (l) in 1997, \$334.95.
- (m) in 1998 and thereafter, the sum of

- (i) six percent (6%) of the Salary Base up to the Y.B.E., and
- (ii) four and two-tenths percent (4.2%) of the Salary Base which is in excess of the Y.B.E. up to the Year's Maximum Pensionable Earnings (Y.M.P.E.), and
- (iii) six percent (6%) of the Salary Base which is in excess of the Y.M.P.E.

The Y.B.E. and the Y.M.P.E. for any pay period shall be the amount obtained by dividing the annual amount by twelve (12), twenty-four (24) or twenty-six (26) whichever is applicable.

For the purposes of this Section 5.1, the following definitions shall apply:

"Salary Base" - shall mean \$76,681 for the calendar year 1998 and for each subsequent calendar year this amount shall be adjusted by a percentage equal to the percentage increase in the floor range for a full professor in the immediately preceding year.

"Y.B.E." - shall mean the Year's Basic Exemption as determined from year to year in accordance with the Canada Pension Plan.

A Member who is not working due to disability shall have credited monthly to the University Contribution Account by the University of Manitoba Medical Group, in the manner described in Article 7,

- (a) in 1986, \$300.00
- (b) in 1987, \$308.10
- (c) in 1988, \$314.26
- (d) in 1989, \$320.55
- (e) in 1990, \$330.16
- (f) in 1991, \$343.36
- (g) in 1992, \$360.54
- (h) in 1993, \$378.56
- (i) in 1994, \$378.56

- (j) in 1995, \$383.40
- (k) in 1996, \$383.40
- (l) in 1997, \$383.40.
- (m) in 1998 and thereafter, a contribution equal to six percent (6%) of the Member's Salary Base.

In no event shall the contributions credited to the Member University Contribution Account in a year, whether as a Regular Monthly Contribution or as a credit to a disabled Member, exceed the lesser of 18% of the Member's Basic Salary and the Money Purchase Maximum Contribution Limit for that year. In no event shall the contribution made by the University be less than 1% of the total pensionable earnings of all active members participating under the provision.

## 5.2 **Return of Contributions**

Contributions made by the University which, if they remained in the Plan, would cause the revocation of registration under the Income Tax Act, shall, with the approval of the Pension Commission of Manitoba, be refunded to the University.

## **ARTICLE 6 - RETIREMENT DATES**

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### **6.1 Normal Retirement**

The Normal Retirement Date of a Member shall be the first of the month next following the Member's 65<sup>th</sup> birthday.

### **6.2 Early Retirement**

A Member who has attained at least age 55 may elect to retire early and commence to receive retirement benefits on the first day of the month coinciding with or following the Member's actual retirement date.

### **6.3 Deferred Retirement**

A Member may remain in the full-time active Service of the University after his or her normal retirement date. Contributions by the University to such Member's University Contribution Account will continue, and the payment of Retirement Benefits shall commence on the first day of the month following the Member's actual retirement date, but no later than the end of the calendar year

- (i) in which his or her 71st birthday falls if the Member was born in 1926 or earlier,
- (ii) in which his or her 70th birthday falls if the Member was born in 1927, and
- (iii) in which his or her 69th birthday falls if the Member was born in 1928 or later.

### **6.4 Delayed Commencement of Pension**

Notwithstanding the foregoing, a Member may, by written notice to the University prior to retirement date, elect to delay commencement of the Retirement Benefit for a period not exceeding 24 months from the date it would have commenced, but for this provision except that the commencement may not be delayed beyond the 31st of December of the year in which the Member attains age 71. If a Member makes such an election and wishes the Retirement Benefits to commence prior to the end of the 24 month period, he or she shall provide at least 3 months written notice to the University of the desired commencement date. The benefits of any Member who, by the earlier of the end of the 24 month period or the November 30 in the year in which Retirement Benefits must commence has made no direction to the University shall be dealt with in accordance with Section 8.9.

## **ARTICLE 7 - ACCOUNTS – ESTABLISHMENT DETERMINATION OF RATES OF RETURN AND MAINTENANCE**

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### **7.1 Establishment of Accounts**

- (a) Employee Contribution Account
  - (i) For a Member who transfers to this Plan from the Predecessor Plan on the Effective Date, the initial Employee Contribution Account shall be equal to the Employee Predecessor Plan Account. For a Member who joins this Plan after the Effective Date no Employee Contribution Account shall be established.
- (b) University Contribution Account
  - (i) The University Contribution Account for each Member shall be established on the later of the Effective Date and the date the Member joins the Plan. For a Member who transfers from the Predecessor Plan to this Plan on the Effective Date, the initial University Contribution Account shall be equal to the amount in the Member's University Predecessor Plan Account on that date.
  - (ii) All regular contributions made by the University or, for a disabled Member by the University of Manitoba Medical Group, on behalf of a Member after the Effective Date, shall be credited to the University Contribution Account.
- (c) Additional Voluntary Contribution Account
  - (i) An Additional Voluntary Contribution Account shall be established on the Effective Date for each Member who has an additional voluntary contribution account under Predecessor Plan and the initial Additional Voluntary Contribution Account shall be equal to the Member's Additional Voluntary Contribution Predecessor Plan Account on the Effective Date.
  - (ii) An Additional Voluntary Contribution Account shall be established for any other Member on the date that he or she transfers a lump sum into this Plan in accordance with Section 4.2, or for a Member who first made Additional Voluntary Contributions in 1986, on the date of his or her first contribution.

### **7.2 Determination of Rates of Return**

- (a) Definitions

For the purpose of this Section 7.2

The "Net Monthly Expense" for a month shall mean the total expenses paid by the Pension Fund in the month, including both actual and accrued expenses, and interest in respect of that month which has been credited in that month to payments out of the Pension Fund on death, retirement or termination in accordance with Section 7.4.

The "Net Monthly Investment Income" for a month shall mean:

- (i) Interest payments and dividends received by the Pension Fund in the month including both actual and accrued income, PLUS

- (ii) Realized capital gains in the month, MINUS
- (iii) Realized capital losses in the month, PLUS
- (iv) The change, positive or negative, in unrealized gains in the month, MINUS
- (v) The Net Monthly Expense for the month.

The “Adjusted Market Value” for the month shall mean:

- (i) The Market Value of the Pension Fund at the beginning of the month
- (ii) LESS the balance of the Contribution Accounts at the beginning of the month in respect of those Members whose Contribution Accounts were fully disbursed in the month, pursuant to Sections 8.5, 8.6, 8.8, 8.10, 9.2, 10.1 or 10.4
- (iii) LESS the disbursed portion of the balance of the Contribution Accounts at the beginning of the month in respect of those Members whose Contribution Accounts were partially disbursed in the month, pursuant to Sections 10.2 or 11.2.

- (b) Monthly Rate of Return

The Monthly Rate of Return shall be determined from the following formula:

$$\frac{I}{AMV}$$

where

I is the Net Monthly Investment Income

AMV is the Adjusted Market Value of the Pension Fund at the start of the month.

### 7.3 Maintenance of Accounts

The value of a Contribution Account at the end of a month shall be

- (a) the value at the start of the month, MINUS
- (b) any payments from the Account in the month, PLUS
- (c) interest at the Monthly Rate of Return on (a) MINUS (b), PLUS
- (d) contributions made to the Account in the month.

### 7.4 Determination of Account Balance for Transfer out of the Plan

The value, as at any date in a month, of a Contribution Account for a transfer of the Contribution Account out of the Plan shall be determined as follows:

- (a) the value of the Account at the end of the previous month, MINUS
- (b) any payments from the Account in the month, PLUS
- (c) interest at the Interim Rate on [(a) MINUS (b)], PLUS
- (d) contributions to the Account in the month

where the Interim Rate is the weighted average return of the market indices based on the Pension Fund's benchmark asset mix from the last trading day of the most recently completed month to the last trading day of the week immediately prior to the week of the determination of the value for transfer."

#### **7.5 Determination of Benefit Calculations for Marriage Break-up Transfer Out**

The value of the Eligible Spouse's share as determined in accordance with Paragraph 11.2(a) shall be adjusted from the value at the end of the previous month as determined in accordance with Section 7.3 using the Interim Rate for the period from the end of the previous month to the date of the payment of the transfer.

## **ARTICLE 8 - RETIREMENT BENEFITS**

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### **8.1 Normal Form of Pension**

Retirement Benefits shall normally be payable monthly in a fixed amount for the lifetime of the Member, guaranteed 60 months certain. Each Member may, however, make an election, subject to the terms as hereinafter provided, as to the form, if any, of the continued annuity payable upon death after Retirement Benefits begin, and the amount of each retirement benefit payment shall be determined accordingly.

### **8.2 Mandatory Survivor Pension**

The form of annuity for a Member who, at the time pension payments begin, has an Eligible Spouse, shall except as provided in Section 8.3, be a joint and last survivor annuity payable so long as either the Member or the Spouse survives and which may reduce on the death of either the Member or the Spouse, whichever shall first occur, to an amount not less than 60% of the amount payable during their joint lifetime.

### **8.3 Waiver of Mandatory Survivor Pension**

A Member's Spouse may waive the right to the previously described joint and last survivor annuity. Such waiver must be a written waiver of the form prescribed by the Pension Benefits Act and must be signed in accordance with such Act.

### **8.4 Optional Forms of Pension**

A Member may, subject to Sections 8.2 and 8.3 of this section, elect to have the pension paid in one of the following optional forms of annuity:

- (a) joint-life and last-survivor (survivor full), payable so long as either the Member or the named joint annuitant survives;
- (b) modified joint-life, payable so long as the Member survives, and continuing thereafter on a reduced basis to the named joint annuitant (provided such joint annuitant survives the Member) for the remaining lifetime of such joint annuitant; the reduced pension payable shall be 50%, 60%, 66 2/3% or 75% (according to the election of the Member) of the amount payable during their joint lifetime;
- (c) payments for life, guaranteed for 120 months certain;
- (d) any other form of annuity permissible under the Income Tax Act.

The joint annuitant referred to in subparagraph (a) and (b) above shall be either the Member's spouse or a former spouse.

For the purpose of this Section 8.4, joint annuitant means the Member's spouse, former spouse or a dependent, as defined in Income Tax Regulation 8500(1). When the joint annuitant is a dependent, the benefit payable after the Member's death shall be limited to 66 2/3% of that payable to the Member and shall be payable only for the dependent's eligible survivor benefit period as defined in Regulation 8500(1).

### **8.5 Amount of Pension**

The amount of each monthly payment of retirement benefit for a particular Member shall be

determined as the monthly annuity which can be purchased for the Member's benefit from an Insurer selected by the University with the accumulation in the Member's University Contribution Account and the Employee Contribution Account.

#### **8.6 Additional Voluntary Contribution Account**

If the Member so directs, the Additional Voluntary Contribution Account may be used to purchase a monthly annuity from an Insurer selected by the University.

#### **8.7 Marriage Break-up**

Benefits payable under this Article shall be subject to the Section of the Pension Benefits Act respecting division of pension benefits on marriage break-up.

#### **8.8 Life Income Fund or Locked-In Retirement Account**

A Member who retires on or after December 1, 1992 may, in lieu of an annuity purchase, elect to transfer the funds to a Life Income Fund as defined in Section 1.19 or a Locked-In Retirement Account as defined in Section 1.20.

#### **8.9 Pension at December 31 Following Age of Mandatory Commencement**

For a Member who, by November 30 in the year in which Retirement Benefits must commence in accordance with Section 6.3, has made no direction to the University either with regard to annuity purchase in accordance with Section 8.5 or to transfer funds out of the Plan in accordance with Section 8.8, the University shall purchase an annuity for the Member commencing on December 31 of that year. For a Member with an Eligible Spouse, the annuity shall be in a form which is payable for the joint lifetime of the Member and the Eligible Spouse and, on the death of either one, is payable to the survivor at 60% of the level that was payable prior to the death of the Member or Eligible Spouse. For a Member without an Eligible Spouse, the annuity shall be in the form described in Section 8.1.

#### **8.10 Commutation of Small Pensions after May 31, 2010**

A Member who retires on or after May 31, 2010 and whose annual pension starting on the Member's normal pension commencement date determined in accordance with Section 8.1 if the sum of the Employee Contribution Account and University Contribution Account is less than 20% of the Y.M.P.E. in the year of retirement, shall not be entitled to a pension from the Plan. Instead, the sum of the Employee Contribution Account and the University Contribution Account shall be paid to the Member in cash, unless the Member elects to transfer this amount to an RRSP.

#### **8.11 One-time Transfer to Prescribed RRIF**

Notwithstanding anything in the Plan to the contrary, any person entitled to a benefit whose pension has not commenced to be paid as a monthly pension, who is at least 55 years old and who is entitled to transfer money out of the Plan to a Life Income Fund or to purchase an annuity may once in his or her lifetime apply in a form approved by the University to transfer part of his or her pension benefit to a prescribed RRIF subject to the provisions of The Pension Benefits Act.

## **ARTICLE 9 - DEATH BENEFITS**

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### **9.1 Priority of Entitlements**

The priority of entitlement to any benefit payable hereunder shall (except in respect of a Member who was a member of the Predecessor Plan where there existed on the Effective Date the right of a preferred beneficiary under the Insurance Act) be:

- (i) firstly, the Member's surviving Eligible Spouse, if any, unless the Eligible Spouse has waived his or her right to the pre-retirement death benefit;
- (ii) secondly, and only if there be no surviving Eligible Spouse, either
  - the person or persons or organizations or institutions designated by the Member as beneficiary or beneficiaries, or
  - the Estate of the Member.

A Member who has an Eligible Spouse shall, on the application for coverage, and/or by written direction on a form prescribed by the University and signed by the Member and filed with the University, name the Spouse. The designation of a beneficiary by any other Member shall be by like directive. The interest of an Eligible Spouse or any legally designated beneficiary who shall die during the lifetime of the Member shall, in the absence of any statutory provisions as to the disposition thereof at maturity and if there be no other legally designated beneficiary thereof, vest in the Member.

A Member's spouse or common-law partner may waive the right to a survivor benefit by completing the form prescribed for that purpose by the Pension Benefits Act and signing the form in the absence of the Member and in the presence of an independent witness. A waiver may be revoked before the death of the Member by filing a written revocation signed by the Member and the spouse or common-law partner who granted the waiver.

### **9.2 Benefits on Death before Retirement**

- (a) In the event of the death of an Active Member, or the death of an Inactive Member, prior to retirement, there shall be payable an amount equal to:
  - (i) his or her Employee Contribution Account, plus
  - (ii) his or her University Contribution Account, plus
  - (iii) his or her Additional Voluntary Contribution Account, if any.
- (b) deleted by amendment 86/11/01.
- (c) The aforesaid amount shall be payable in a cash lump sum except that, if the recipient is the Member's surviving Eligible Spouse, the benefit shall at the option of said Spouse, be paid out either:
  - (i) by way of a lump sum transfer to either
    - (a) the Spouse's Locked-In Retirement Account or Life Income Fund provided that the lump sum transferred shall be administered in the same manner as pension benefit credits transferred as a deferred life annuity under The Pension Benefits Act;

- (b) the Registered Pension Plan of which the Spouse is a member provided such a transfer is permitted by the terms of that plan, or
- (ii) by way of an annuity payable to the Spouse. The Spouse may elect an immediate life annuity or a deferred annuity for life starting before the end of the year in which the Spouse attains age 71. Such life annuity shall be provided by an Insurer selected by the University, or by the Spouse if he or she prefers, and may be guaranteed for any period up to 15 years.

Notwithstanding the foregoing, a cash payment to the surviving spouse may be required in accordance with Section 10.4.

- (d) Interest shall be calculated on the amount of the death benefit for the period from date of death to date of settlement at the rate then currently prescribed in accordance with Section 7.4.

### 9.3 **Benefits on Death after Retirement**

In the event of the death of a Member who has retired and who has made an election to defer commencement of pension in accordance with Section 6.4 and is in the deferral period, there shall be payable an amount equal to the sum of his or her

- (i) Employee Contribution Account, if any, plus
- (ii) University Contribution Account, plus
- (iii) Additional Voluntary Contribution Account, if any.

In the event of the death of any other Member who has retired, the amounts payable, if any, shall be in accordance with the form of the Retirement Benefit selected by such Member.

### 9.4 **Proof of Death**

Payment arising or conditional upon the death of any Member, Retired Member, beneficiary or joint annuitant or upon the continued life of a Member, Retired Member, beneficiary or joint annuitant or upon the happening of any other event or contingency upon which a payment becomes payable, shall be made only after receipt by the University of satisfactory proof of such death or from time to time of such continued life or the happening of such event or contingency, as the case may be.

## **ARTICLE 10 - TERMINATION OF EMPLOYMENT BENEFITS**

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### **10.1 Basic Benefit - Full Immediate Vesting and Locking-In**

On termination of employment other than retirement pursuant to Article 6, a Member, unless an election is made in accordance with Section 10.2, shall be entitled to a benefit equal to the current value of his or her Employee Contribution Account, if any, University Contribution Account and Additional Voluntary Contribution Account, if any.

Benefits in respect of the Member's Employee Contribution Account, University Contribution Account and any part of the Additional Voluntary Contribution Account in respect of restricted additional voluntary contributions shall, at the direction of the Member, be either

- (a) transferred to
  - (i) the Member's Locked-In Retirement Account,
  - (ii) the registered pension plan of the Member's new employer or a pooled registered pension plan on a defined contribution basis, to the extent that such plan permits,

provided that the administrator of the Locked-In Retirement Account or the pension plan, whichever is applicable, agrees to administer such amount in the same manner as pension benefit credits transferred as a deferred life annuity under the Pension Benefits Act, or

- (b) used to purchase a non-commutable immediate or deferred life annuity in the amount which can be provided under a contract issued by an Insurer.

Benefits in respect of that part of a Member's Additional Voluntary Contribution Account which is not in respect of restricted additional voluntary contributions shall, at the direction of the Member, be either paid to the Member in cash, used to purchase an immediate or deferred life annuity, or transferred to a Registered Retirement Savings Plan or Registered Retirement Income Fund or the pension plan of the Member's new employer, to the extent that such plan allows.

### **10.2 Exceptions to Full Locking-In**

A Member may elect to receive in cash (or by transfer to an unrestricted Registered Retirement Savings Plan) 25% of that part of the Employee Contribution Account and 25% of that part of the University Contribution Account in respect of contributions made prior to January 1, 1985. In that circumstance, the balance of the Accounts shall remain locked-in."

### **10.3 No Election**

It is provided that, if the terminating Member makes no election under this Article within twelve (12) months after the date of termination of employment, the University has the right to purchase, on his or her behalf, a deferred life annuity in accordance with Paragraph 10.1(b). Any such purchase shall be in full settlement of all benefits under the Plan as if such Member had elected such settlement.

#### 10.4 **Commutation of Small Pensions**

- (a) For a Member who terminated employment prior to 1998, if the locked-in part of the sum of the Employee Contribution Account and the University Contribution Account under Sections 10.1 or 10.2 is less than \$1,432 or if the deferred annuity benefit starting on the Member's normal pension commencement date which may be purchased by locked-in Accounts in Sections 10.1 or 10.2, provides an annual income which is less than \$1,432, the Member shall receive, in lieu of such annuity benefit, a lump sum payment of the value of the Contribution Accounts applicable to such benefit in cash or, if the Member so elects, by transfer to an RRSP.
- (b) For a Member who terminates employment after 1997 and before May 31, 2010, if the locked-in part of the sum of the Employee Contribution Account and the University Contribution Account under Sections 10.1 or 10.2 is less than 4% of the YMPE in the year of termination or if the deferred annuity benefit starting on the Member's normal pension commencement date which may be purchased by locked-in Accounts in Section 10.1 or 10.2, provides an annual income which is less than 4% of the YMPE in the year of termination, the Member shall receive, in lieu of such annuity benefit, a lump sum payment of the value of the Contribution Accounts applicable to such benefit in cash or, if the Member so elects, by transfer to an RRSP.
- (c) For a Member who terminates employment after May 30, 2010, if the locked-in part of the sum of the Employee Contribution Account and the University Contribution Account under Sections 10.1 or 10.2 is less than 20% of the Y.M.P.E. in the year of termination, a lump sum payment of the value of the Contribution Accounts in cash or, if the Member so elects, by transfer to an RRSP.

#### 10.5 **Restrictions on Annuity Purchase**

Any annuity purchased under this Article pursuant to Paragraph 10.1(b) or Section 10.3 shall be subject to

- (a) Sections 8.5 and 8.6, and
- (b) the section of the Pension Benefits Act respecting division of pension benefits on marriage break-up.

## **ARTICLE 11 - NON-ASSIGNMENT OF BENEFITS AND MARITAL SHARING OF PENSION CREDITS**

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### **11.1 Prohibition of Assignment**

Except as provided in Sections 11.2, 11.4 and 11.5, no right of a person under the Plan is capable of being assigned, charged, anticipated, given as security or surrendered, and is exempt from execution, seizure or attachment, and any transaction purporting to assign, charge, anticipate or give as security such moneys is void.

### **11.2 Exception for Marriage Break-up**

Notwithstanding Section 11.1, but subject to Section 11.4 on a marriage break-up which occurs on or after January 1, 1984, and subject to an order of the Court of Queen's Bench made under the Family Property Act, written separation agreement, order of a court of competent jurisdiction in another province or territory, or an order of the Court of Queen's Bench made under Subsection 31(3.4) of The Pension Benefits Act, the value of the Eligible Spouse's share of the benefits as specified in The Pension Benefits Act shall be transferred out of the Pension Fund to an alternative investment vehicle in accordance with such Act.

Prior to the transfer-out, the University may, in its sole discretion, require a notarial copy of such order or agreement before dividing pension credits between the Member and his or her Spouse.

Where marriage break-up occurred prior to 1984, the parties may elect to divide their benefits in this manner or in any other manner which is consistent with the terms and conditions of the Plan and satisfies the requirements of the Income Tax Act and the Pension Benefits Act.

Notwithstanding the foregoing, any benefit payable to the Eligible Spouse under Section 11.2 is subject to the provisions of Section 10.4

### **11.3 Adjustment to Benefits after Marriage Break-up**

Following such a transfer, an adjustment shall be made to the Contribution Accounts such that the value of the Accounts remaining after the transfer plus the amount transferred is equal to the value of the Accounts prior to the transfer.

### **11.4 Exception to Credit Splitting on Marriage Break-up**

Section 11.2 does not apply where both spouses, after each has received

- (i) independent legal advice; and
- (ii) a statement from the administrator of the pension plan showing the value of the pension benefit credit in the pension plan, or the amount of the payments under the pension plan, to which each would be entitled in accordance with Section 11.2

enter into a written agreement with each other to the effect that the pension benefit credit or the pension payments, as the case may be, shall not be divided between them, and the agreement shall otherwise be in accordance with the Pension Benefits Act.

### **11.5 Exception for Garnishment for Purposes of Maintenance Enforcement**

Notwithstanding Section 11.1, when the University is served with a garnishing order obtained under

Section 14.1 of the Garnishment Act against a Member, the Member is entitled, for the purposes of satisfying the garnishing order and associated costs and taxes, to receive the lesser of

- (a) the total of the Member's Accounts less any amount to which an Eligible Spouse remains entitled in accordance with Section 11.2, and
- (b) the amount specified in the garnishing order plus associated costs and taxes.

Following the payment of such an amount, the Member's benefits shall be adjusted in a manner consistent with that described in Section 11.3.

## **ARTICLE 12 - MISCELLANEOUS**

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### **12.1 Booklet**

On or before the date that an Employee is eligible or required to become a Member of the Plan, such person shall be furnished by the University with a written explanation in booklet form explaining the status, rights and privileges of a Member under the Plan. In addition, each Member, his or her Spouse or authorized agent, shall be entitled to receive in the manner prescribed by the Pension Benefits Act the documents prescribed by the said Act.

### **12.2 Annual Statement**

Each Member shall receive an annual statement, in the form prescribed by the Pension Benefits Act, of the status of his or her participation in the Fund.

### **12.3 Cash Refund**

Each Member who is entitled to a cash refund in accordance with Article 10 shall receive such cash refund within 90 days after the later of

- (i) the Member's date of termination
- (ii) the completion and filing with the University of all necessary documentation.

### **12.4 Benefit Payments Subject to Restriction on Marriage Breakdown**

Benefits payable under this Plan to a Member or in respect of a Member shall be subject to Article 11 herein. Further, the University reserves the right to defer payment to a Member or in respect of a Member if the University has been notified in writing that the documents required under Section 11.2 will be filed with the University.

### **12.5 Commutation with Short Life Expectancy**

Notwithstanding any other provision of this Plan, a Member who furnishes the University at such Member's own expense, with such medical evidence which in the opinion of the University satisfies requirements of both the Income Tax Act and the Pension Benefits Act with respect to the commutation of benefits for those with short life expectancies, may with the consent of his or her Eligible Spouse, if any, receive on termination of employment or at retirement in lieu of any other benefit, a single payment of the sum of:

- (i) the Member's University Contribution Account and
- (ii) the Member's Employee Contribution Account if any, and
- (iii) the Member's Additional Voluntary Contribution Account, if any.

For the purpose of adjudging the medical evidence, the University shall seek such opinions as it deems advisable.

The consent of a Spouse shall be in that form described under Section 8.3.

**12.6 Proof of Age**

A Member entitled to an annuity benefit from this Plan shall submit to the University proof satisfactory of their age and where applicable, the age of any joint annuitant.

**12.7 Legal Jurisdiction**

This Plan shall be administered and construed in accordance with the laws of the Province of Manitoba and the Income Tax Act (Canada) and Regulations thereto.

**12.8 Responsibility of University**

The University shall be responsible for the overall operation and administration of the Plan, and shall ensure that audited financial statements of the Pension Fund are prepared annually.

**12.9 Unlocking for Non-residents**

Notwithstanding anything in the Plan to the contrary, any person entitled to a benefit whose pension has not commenced to be paid as a monthly pension and who is or becomes a non-resident of Canada is permitted to make a lump sum withdrawal of an amount equal to

- (i) his or her Employee Contribution Account, plus
- (ii) his or her University Contribution Account, plus
- (iii) his or her Additional Voluntary Contribution Account, if any,

subject to the provisions of The Pension Benefits Act.

## **ARTICLE 13 - AMENDMENT AND TERMINATION OF THE PLAN**

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### **13.1 Amendment**

The University may at any time supplement, modify or amend this Plan, provided that no such supplementation, modification or amendment of the Plan or any part thereof shall permit any part of the assets of the Pension Fund applicable to this Plan to revert to or be recoverable by the University or be used or diverted to purposes other than for the exclusive benefit of Members, Retired Members or their beneficiaries and joint annuitants under this Plan and provided further that no such amendment shall adversely affect the entitlement of any Member accrued prior to the effective date of such amendment other than an amendment which has been approved by the Pension Commission of Manitoba and which is for the sole purpose of avoiding revocation of registration under the Income Tax Act. It is further provided that the University shall amend this Plan in any respect which may be required in order to meet the requirements of The Pension Benefits Act, and/or the Income Tax Act (Canada) in order to maintain the Plan as a registered pension plan under the provisions of such Acts or of any statute applicable to this Plan.

### **13.2 Termination**

- (a) The University may terminate the Plan provided that no such termination shall permit any part of the assets of the Pension Fund applicable to this Plan to revert to or be recoverable by the University or to be used or diverted to purposes other than the exclusive benefit of Members, Retired Members or their beneficiaries or joint annuitants as such are defined under this Plan.
- (b) In the event of the termination of the Plan, the portion of the assets of the Pension Fund applicable to the Plan shall be allocated in such manner as is approved by the Pension Commission of Manitoba.

**ARTICLE 14 - LEAVES OF ABSENCE, TEMPORARY REDUCTION IN DAYS WORKED AND LIMITS ON ADDITIONAL SERVICE**

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**14.1 Leaves of Absence without Pay or with Reduced Pay**

Where a Member is on a leave of absence without pay or with reduced pay, then, subject to Section 14.3, contributions may be continued so that the total contributions to the Plan on his or her behalf are the same as they would have been if the Member had been working in his or her regular position with regular pay, provided that, during this period of absence, the Member does not accrue benefits under the registered pension plan or deferred profit-sharing plan of another employer.

**14.2 Temporary Reduction in Days Worked**

Where the pay of all Members is reduced on a temporary basis because of a reduction in days worked during a year, for the purposes of the Plan but subject to Section 14.3, the contributions shall be determined on the basis that the Members had worked the regular number of days during that year.

**14.3 Limits on Additional Service**

The maximum period for which contributions can be continued in accordance with Sections 14.1 and 14.2 is 5 years plus an additional period of up to 3 years for periods of leave or reduced pay which are in the 12 month period following the birth of the Member's child or the adoption of a child by the Member. In the case of a leave of absence without pay, the period which counts toward the limit for the period during which contributions may continue is equal to the period of absence. In the case of a period of reduced pay, the period in a year which counts towards that limit is equal to

$$(A-B)/A$$

where,

A is the Basic Salary that the Member would have received in that year had he or she been working in his or her regular position during the year, and

B is the Basic Salary that the Member actually received in the year.

For clarification, a period of disability does not count towards the limit described above.

Notwithstanding the foregoing, the limits on the periods during which contributions may continue will be subject to Income Tax Regulation 8507.

## **SCHEDULE A**

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John Allen Moorhouse	\$6,863.00
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**RESOLUTION OF THE BOARD OF GOVERNORS OF  
THE UNIVERSITY OF MANITOBA**

**AMENDMENT 86/23/01**

**WHEREAS** The University of Manitoba (hereinafter referred to as the "University") established a pension plan entitled "The University of Manitoba GFT Pension Plan (1986)" (hereinafter referred to as the "Plan") effective January 1, 1986,

**AND WHEREAS** it is desired to amend the Plan:

- to correct a small number of typographical errors;
- to better align the Plan text with The Pension Benefits Act and regulations.

**AND WHEREAS** Paragraph 14.1 permits the University to amend the Plan,

**NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED THAT EFFECTIVE IMMEDIATELY OR EARLIER AS REQUIRED BY THE CONTEXT:**

1. The definition of "Money Purchase Maximum Contribution Limit" under Section 1.22 is updated for years 2003 and 2004 as follows:

2003 15,500.00

2004 16,000.00

2. The second sentence of Section 8.4, Optional Forms of Pension, is update from "subparagraph (i) and (ii)" to "subparagraph (a) and (b)".
3. The following is deleted from Section 8.10, Optional Forms of Pension, "is less than 4% of the Y.M.P.E. in the year of retirement, or".
4. The following is added after the second paragraph of Section 9.1, Priority of Entitlements:

"A Member's spouse or common-law partner may waive the right to a survivor benefit by completing the form prescribed for that purpose by the Pension Benefits Act and signing the form in the absence of the Member and in the presence of an independent witness. A waiver may be revoked before the death of the Member by filing a written revocation signed by the Member and the spouse or common-law partner who granted the waiver."

5. The following is added to Section 10.1(a)(ii) after "Member's new employer":

"or a pooled registered pension plan".

6. The following is added to the last paragraph of Section 10.1 after "Registered Retirement Savings Plan":

"or Registered Retirement Income Fund".

**I HEREBY CERTIFY** that the above is a true copy of a resolution of the Board of Governors of the University of Manitoba passed at a meeting duly held and constituted at Winnipeg on the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## Finance

Office of the Superintendent – Pension Commission  
 Corporate Services Division  
 824 – 155 Carlton Street,  
 Winnipeg, Manitoba, Canada R3C 3H8  
 T 204-945-2740  
[www.manitoba.ca](http://www.manitoba.ca)

May 18, 2022

Kerem Leylek, FSA, FCIA  
 Eckler  
 2475 – One Lombard Place  
 Winnipeg, MB R3B 0X3

Dear Kerem Leylek:

**Re: The University of Manitoba Pension Plan (1986)  
 Registration# 0995084**

Thank you for your letter of April 23, 2019 with enclosed Resolution of the Board of Governors of the University of Manitoba and a Consolidated Plan Document for the above mentioned pension plan. Based on our review, the documents do not appear to contravene the provisions of The Pension Benefits Act and regulation.

However, this registration is subject to the following the next time the plan is amended:

1. The Money Purchase Maximum Contribution Limit under Section 1.22 of the plan document must be updated for the years of 2003 and 2004 to:

2003	\$15,500.00
2004	\$16,000.00

2. Please update the second sentence of Section 8.4, Optional Forms of Pension, of the plan document from "subparagraph (i) and (ii)" to "subparagraph (a) and (b)".
3. Remove the reference in Section 8.10, Optional Forms of Pension, of the plan document to "less than 4% of the YMPE"  
 Section 10.64(2)(b) of the regulations state:  
**Commutation of a Small Pension**  
 10.64(2)(b) in the case of a pension under a defined contribution provision, the pension has a commuted value of less than 20% of the YMPE for the year in which the commutation event occurs.
4. Section 9.1, Priority of Entitlements, of the plan document must be updated to include the wording of Section 21(26.3) and 21 (26.4) of the Act.

### **Waiver**

21(26.3) A person who is or might become entitled to a pension under clause (26)(a) may, after being given prescribed information in accordance with the regulations, waive that entitlement by

signing and filing with the administrator of the pension plan a waiver in a form approved by the superintendent.

**Joint revocation of waiver**

21(26.4) A waiver under subsection (26.3) may be revoked before the death of the member by filing with the administrator a written revocation signed by the member and the spouse or common-law partner who granted the waiver.

5. Section 10.1 Basic Benefit-Full Immediate Vesting and Locking-in, of the plan document must be updated in include a transfer to a pooled registered Pension Plan.

Section 10.50(1) of the regulations state:

**Transfers from a pension plan to another plan or to purchase an annuity**

**10.50(1)** Subsection 21(13) of the Act provides for a transfer from a pension plan to a prescribed retirement savings plan or other prescribed arrangement. Another pension plan, a pooled registered pension plan or an annuity is a prescribed arrangement for this purpose.

6. The last paragraph of Section 10.1, Basic Benefit-Full Immediate Vesting and Locking-in, of the plan document must be updated to include a Registered Retirement Income Fund

Section 5.5 of the regulations state:

**Lump sum transferable to RRSP or RRIF**

If an amount is payable to a person as a lump sum under a plan, the plan must allow it to be transferred, at the person's option, to an RRSP or RRIF to the extent permitted under the *Income Tax Act* (Canada).

In addition to the above, our office will require the Pension Plan Governance Document that has been created by the Pension Committee to comply with the Manitoba Pension Benefits Act.

Should you have any questions, please do not hesitate to contact our office.

Office of the Superintendent – Pension Commission