

# BOARD OF GOVERNORS

**Tuesday, March 19, 2024**

**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**



**Traditional Territories Acknowledgement**

The University of Manitoba campuses are located on original lands of Anishinaabeg, Ininewuk, Anishininewuk, Dakota Oyate, and Denesuline peoples, and on the National Homeland of the Red River Métis.

UM respects the Treaties that were made on these territories, acknowledges the harms and mistakes of the past and present, and dedicates itself to move forward in partnership with Indigenous Communities in a spirit of Reconciliation and collaboration.

UM recognizes that this acknowledgment only holds meaning when reflected in the actions taken to address the injustices and barriers that have disproportionately affected Indigenous Peoples and communities, systemically preventing them from accessing and benefitting from education. Grateful for the territories and lands on which the university community learns, conducts research, and engages with external partners, UM is guided by this acknowledgment in carrying out the core work of its mission, the priorities it sets, and the decisions made to move forward as an institution.

**Mission**

We advance learning by creating, sharing, preserving, and applying knowledge in partnership with diverse communities to promote the cultural, social, and economic well-being and health of Manitoba, Canada, and the world.

**Vision**

The University of Manitoba will be a vibrant and thriving community, enriched by Indigenous knowledges and perspectives. We will lead change for a better Manitoba and world.

**Core Values**

**Belonging – Curiosity – Impact – Integrity – Well-being**

**Strategic Themes & Foundational Commitments**



**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 December 5, 2023 Open Session and the Minutes of the February 27, 2023 Open Session Strategic Meeting, as circulated or amended	Approval	Chair	6 11	4:05 p.m.
2.2	Business Arising - none	-	Chair	-	4:05 p.m.
3.	<b>PRESENTATION / DISCUSSION</b>				
3.1	Strategic Research Plan	Information	M. Pinto	-	4:05 p.m.
4.	<b>COMMITTEE REPORTS</b>				
4.1	Report of the Board Executive Committee	Information	Chair	17	4:35 p.m.
4.2	Report of the Human Resources and Compensation Committee	Information	Chair	19	4:40 p.m.
	a) Deans of Faculties, Directors of Schools of the University, and College Deans Policy, and Appointment and Review Procedure	Approval	President	21	
	b) Staff Benefit Plan Enhancements	Approval	Chair	47	
4.3	Report of the Governance and Board Development Committee	Information	K. Osiowy	83	5:00 p.m.
	a) Open/Closed Session Framework for the Board	Information	K. Osiowy	85	
4.4	Report of the Advancement Committee	Information	D. Finkbeiner	89	5:15 p.m.
4.5	Report of the Audit and Risk Management	Information	J. DeSouza-Huletey	91	5:20 p.m.

# **BOARD OF GOVERNORS OPEN SESSION**

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## **5. NEW BUSINESS**

5.1	President's Report	Information	President	92	5:20 p.m.
5.2	Request to Extend Temporary Suspension of Admissions to Post-baccalaureate Diploma in Agrology, Faculty of Agriculture and Food Sciences	Consultation	President	102	5:30 p.m.

## **6. UNANIMOUS CONSENT AGENDA**

Approval Chair - 5:30 p.m.

*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*

### **6.1 From Senate for Approval**

6.1.1.	Reports of the Senate Committee on Awards (dated November 19 and December 19, 2023)	Approval	Chair	113 121	(consent)
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### **6.2 From Senate for Information**

6.2.1.	Reports from Senate (Jan. 10, Feb. 7 & Mar. 6/24)	Information	Chair	109	(consent)
6.2.2.	Annual Report of the University Discipline Committee	Information	Chair	131	(consent)
6.2.3.	Undergraduate Admission Targets, 2024 – 2025	Information	Chair	135	(consent)
6.2.4.	Extension of Suspensions of Admissions, President's Approval: Bachelor of Science (Major) and Bachelor of Science (Honours) in Biotechnology, Faculty of Science	Information	Chair	111	(consent)
6.2.5.	Implementation of Graduate Micro-Diploma in Applied Health Science Research, Department of Community Health Sciences	Information	Chair	111	(consent)

### **6.3 From the Audit and Risk Management Committee**

6.3.1.	Office of Auditor General Annual Audit Plan for the Year Ending March 31, 2024.	Information	Chair	137	(consent)
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## **MOTION TO MOVE TO CLOSED & CONFIDENTIAL SESSION**

Approval Chair - 5:35 p.m.



**Minutes of the OPEN Session of the  
Board of Governors  
December 5, 2023, at 4:00 p.m.**

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

J. Anderson	A. Bell	M. Benarroch	D. Brothers	D. Brown
I. Fakankun	L. Hyde	T. Karuhogo	K. Lee	S. Li
A. Mahon	K. Osiowy	L Pittman	A. Puchniak	D. Roussin
S. Prentice	S. Puznak	B. Shearer	C. Yendt	

**Regrets:**  
J. DeSouza-Huletey D. Finkbeiner

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

**Officials:** N. Andrew C. Cook D. Hiebert-Murphy V. Koldingnes  
M. Pinto M. Watson

**Others attending:** C. Davidson K. Evans

**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 and present.

The Chair shared her own personal commitment to listening and learning from Indigenous peoples and communities in moving forward in a spirit of reconciliation. She expressed her hope that the Board will use its diverse expertise and backgrounds to continue to work together in 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.

## **FOR ACTION**

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

It was moved by Dr. Shearer and seconded by Mr. Puznak:

**THAT the agenda for the December 5, 2023 meeting be approved.**

**CARRIED**

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

- 2.1 Approval of the Minutes of the October 10, 2023 Open Session as circulated or amended.

It was moved by Dr. Brothers and seconded by Ms. Hyde:

**THAT the minutes of the October 10, 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 Draft Strategic Plan

The Chair invited Dr. Benarroch and Dr. Hiebert-Murphy to present the draft plan and encouraged Board members to provide feedback.

Dr. Benarroch acknowledged the outstanding work undertaken by Ms. Cassandra Davidson and Ms. Kelsey Evans in collecting all the commentary received and incorporating that within the draft strategic plan presented today. He noted that the draft strategic plan will be shared with members of Senate and will be engaging in a similar consultation.

Dr. Hiebert-Murphy explained that since the process in developing this next university strategic plan began, a series of community consultations sessions have been conducted and based on feedback from those consultations, an online questionnaire was shared with faculty, staff and students. From there, the “Where We Are Today” report was developed and shared with the University community for further review and input. She noted that over the summer and fall months, the Strategic Planning Committee has been drafting the next strategic plan, which is being shared with members of the University community and requesting feedback to inform the final plan, with the intention to present the final plan to Senate and the Board of Governors for approval in early 2024.

Dr. Hiebert-Murphy explained that the draft strategic plan includes an updated mission, vision, and values, and identifies three fundamental commitments that will inform the direction of the plan while also structuring goals within three interconnected strategic themes. She shared that the intention for this plan to be a living document with consistent engagement.

Dr. Hiebert-Murphy reviewed the updated mission, vision, and core values, the three fundamental commitments, and the three interconnected themes and asked Board members to share their own thoughts within those areas in addition to the overall tone and direction of the plan. The feedback received will be shared with the Strategic Planning Committee and incorporated within the final strategic plan document.

In providing an overview on next steps, Dr. Benarroch explained that in implementing the plan, there will be an implementation committee who will report to the Provost, adding that faculties and units will develop their own internal strategic plan based on the principles within the University's strategic plan. Dr. Hiebert-Murphy thanked Board members for their input and encouraged them to send any further feedback by emailing Mr. Leclerc.

The Chair thanked Dr. Benarroch and Dr. Hiebert-Murphy for their leadership throughout this process and thanked Ms. Davidson and Ms. Evans for joining today. Ms. Davidson and Ms. Evans left the meeting.

#### **4. COMMITTEE REPORTS**

##### **4.1 Report of the Board Executive Committee**

The Chair noted that at its special meeting on November 9<sup>th</sup>, the Committee reviewed and discussed one item for approval on behalf of the Board of Governors, the Amendment and Purchase of Annuity for the UM Pension Plan (1993). She explained that this special meeting of the Committee was held to accommodate the timing requirement in purchasing the annuity.

She shared that the Committee received an overview from Mr. Mike Emslie on the proposed amendments to the 1993 Pension Plan and purchase of annuity and approved both items.

##### **4.2 Report of the Human Resource and Compensation Committee**

The Chair shared that the Committee met on November 7<sup>th</sup> to consider the Presidential Re-Appointment Review Process, the Amendment and Consolidated Plan for UM GFT Pension Plan (1986), and the Amendment and Purchase of Annuity for the University of Manitoba Pension Plan (1993). She noted that the Amendment to the UM GFT Pension Plan (1986) are technical in nature, and were recommended by Manitoba's Pension Regulator, adding that the Committee also considered the Amendment and purchase of annuity for the UM Pension Plan (1993) and recommended both motions for approval by the Executive Committee, on behalf of the Board of Governors.



Ms. Andrew confirmed that an annuity has been purchased, at a cost less than the approved budget.

a) Presidential Reappointment Review Process

Dr. Benarroch left the meeting.

The Chair shared that Dr. Benarroch's current term ends June 30, 2025, and he has indicated that he wishes to be considered for reappointment, commencing a reappointment review at this time.

The Chair reminded Board members that hiring, monitoring, and evaluating the performance of the President is one of the most important responsibilities of the Board, and in accordance with the Terms of Reference for the Human Resources and Compensation Committee, the Committee reviewed and considered a proposed process to conduct a reappointment review for Dr. Benarroch.

The Chair noted that she has reviewed this process with Dr. Benarroch and that he is supportive of the proposed process.

It was moved by Mx. Yendt and seconded by Ms. Lee:

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

**CARRIED**

Dr. Benarroch returned to the meeting room.

## **5. NEW BUSINESS**

### **5.1 Request to Extend Suspension of Admissions to Bachelor of Science (Major) and Bachelor of Science (Honors) in Biotechnology, Faculty of Science**

Dr. Benarroch explained that admissions to this program have already been suspended, as the biotechnology program has been incorporated into other programs. He shared that there are still a handful of students from the previous program cohort that are working to complete their studies within the program, and this request is to extend suspension of admissions until they can do so and that at that time, the program can officially close. Dr. Benarroch informed Board members that this item has also been shared with Senate for advice and discussion.

## **6. UNANIMOUS CONSENT AGENDA**

Mr. Leclerc informed Board Members that an updated version of item 6.1.2 (Terms of Reference, Research Chair in Potato Sustainability, Faculty of Agriculture and Food Sciences) has been included within the agenda on SharePoint. He explained that the revised Terms of

Reference include friendly amendments that were recommended during the recent Senate meeting that entail updated language related to EDI as well as an updated search committee membership that includes the Director of Equity, Diversity, Inclusion and Accessibility.

It was moved by Dr. Prentice and seconded by Mx. Yendt:

**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 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

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

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

- Draft Strategic Plan
- Report of the Board Executive Committee
- Report of the Human Resources and Compensation Committee
- Request to Extend Suspension of Admissions to Bachelor of Science (Major) and Bachelor of Science (Honours) in Biotechnology, Faculty of Science
- Report from Senate (dated November 1 and December 6, 2023)
  - 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
- Amendment and Purchase of Annuity for UM Pension Plan (1993)

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

It was moved by Ms. Lee and seconded by Mr. Osiowy:

**THAT the meeting move into Closed and Confidential Session.**

**CARRIED**

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Chair

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University Secretary

**Minutes of the OPEN  
Board of Governors Strategic Meeting  
February 27, 2024 at 4:00 p.m.**

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

J. Anderson	M. Benarroch	D. Brothers	D. Brown	D. Finkbeiner
K. Lee	S. Li	A. Mahon	S. Prentice	A. Puchniak
S. Puznak	D. Roussin	B. Shearer		

**Attending via**

**Web-conference:** J. DeSouza-Huletey I. Fakankun T. Karuhogo K. Osiowy  
C. Yendt

**Regrets:** L. Hyde M. Pinto L. Pittman

**Absent:** A. Bell

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

**Officials:** N. Andrew A. Bruce D. Hiebert-Murphy V. Koldingnes  
L. Orsak-Williams M. Watson

**Presenters:** A. Kelekis-Cholakis N. Harder P. Nickerson L. Raman-Wilms  
R. Urbanowski

**Others attending:** R. Dhaliwal C. Davidson K. Evans

**WELCOME AND INTRODUCTIONS**

The Chair welcomed members to the second strategic meeting of the year. She 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 and present.

The Chair shared her own personal commitment to listening and learning from Indigenous peoples and communities in moving forward in a spirit of reconciliation. She expressed her hope

that the Board will use its diverse expertise and backgrounds to continue to work together in 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 welcomed Ms. Angie Bruce, Vice-President (Indigenous) to her first Board meeting. She explained that today's meeting will begin with a recommendation for approval by the Board of Governors of the final strategic plan, followed by a presentation from Dr. Peter Nickerson, Vice-Provost and Dean, Rady Faculty of Health Sciences, joined by the Deans of the professional colleges and finally, board members will be guided on a walking tour of different spaces on the Bannatyne campus.

## 2. APPROVAL OF THE AGENDA

It was moved by Dr. Anderson and seconded by Mr. Finkbeiner:

**THAT the agenda for the February 27, 2024 strategic meeting be approved.**

**CARRIED**

## 3. NEW BUSINESS

### 3.1 **MOMENTUM:** Leading Change Together, University of Manitoba Strategic Plan, 2024-2029

The Chair shared that at its February meeting, Senate considered the final strategic plan and unanimously recommended the strategic plan to the Board of Governors for approval. She welcomed Ms. Davidson and Ms. Evans to the meeting and spoke of their dedication and commitment and how it has served as instrumental for the Strategic Planning Committee.

Dr. Benarroch echoed the Chair in her comments, noting that Ms. Davidson and Ms. Evans took on additional work and ensured that the process continued to move forward throughout the development of the strategic plan. He explained that this plan is different from a traditional linear plan, offering guidance through interconnected and shared goals and opportunities for the institution for many years to come.

Dr. Hiebert-Murphy began by thanking Ms. Davidson and Ms. Evans in addition to members of the Strategic Planning Committee for their participation and dedication throughout the process in developing the plan.

Dr. Hiebert-Murphy provided an overview of the process in developing the strategic plan this past year, that included four phases beginning with a series of 60 consultation sessions that involved faculty, staff, Senate, and the Board. Building on what was learned from these consultation sessions, community surveys were sent to faculty, staff, and students with over 1,000 responses received. The third phase is when the "Where We Are Today" report was released, outlining themes that were heard across the consultation sessions and surveys. Dr. Hiebert-Murphy explained that feedback on this report was received by over 110 community

members. She shared that over the summer and fall months, the Committee began drafting the final strategic plan, and in December 2023, the preliminary strategic plan was shared with the University community, outlining proposed strategic themes, fundamental commitments and a revised mission, vision, and values for the institution. She noted that further feedback on the preliminary plan was received by 275 members of the community, which was then considered by the Committee and used to draft the final strategic plan presented today.

Dr. Hiebert-Murphy provided Board members with an overview of key changes made since the preliminary plan was last reviewed by the Board in December, including:

- An elevated and revised Traditional Territories Acknowledgement, bringing in traditional languages and acknowledging multiple treaties as well as including a new statement that appropriately reflects the University's gratitude for the lands it sits on and its commitment to advancing Reconciliation. The territories acknowledgment can now be found under the *What Guides Us* section of the plan, alongside the mission, vision, and values.
- More concise language used with the mission, vision, and values statements, including the additional reference to "health" within the mission.
- With respect to the final structure, some sections have been moved around to reduce repetition, however no changes were made to the over themes and fundamental commitments.

Dr. Hiebert-Murphy shared a high-level summary of the three strategic themes and fundamental commitments reflected throughout the plan, which together will guide the institution in framing its goals and measuring success. She explained that in responding to feedback received that the University's relationships with partnerships and external communities have been reinforced across the plan, the narrative around reimagining engagement was strengthened and a new goal focused on external relationships was created. The Committee also heard that the preliminary plan did not speak sufficiently to graduate education as well as support staff, understanding that both play a critical role in advancing the mission and success of the University. She noted that in reviewing the goals surrounding those narratives, the final plan includes more clear and explicit language in support of both groups, with an introduction of a new strategy for graduate education and more specific language around building community with staff members.

Dr. Hiebert-Murphy shared that following approval, next steps would be to implement the plan. She explained that this work would be led by herself and an implementation committee that will include representation from across the institution, adding that academic and administrative units will build their own action plans that focus on their unique strengths in meeting shared goals as outlined within the strategic plan. She explained that progress will be monitored, with regular updates shared with the community, both in terms of successes and challenges.

Ms. Roussin thanked the Committee for the revisions made within the Traditional Territories Acknowledgement, and asked if the University has considered offering sound files to assist with pronunciation of Indigenous words. Dr. Hiebert-Murphy agreed that this would be a very useful

tool for members of the University community, and Ms. Bruce informed Board members that work is already under way in creating this tool.

In response to a question relating to metrics, Dr. Hiebert-Murphy explained that the identification, tracking and reporting back on metrics will be done by the implementation committee with the goal to begin identifying metrics within the first six months of the implementation process. She explained that the work of the implementation committee will be widely shared with the university community.

In speaking to one of the three themes, *Creating Knowledge that Matters*, Dr. Hiebert-Murphy explained that the intention is to capture a broad level of metrics and definition within the plan, understanding that impact varies by discipline and by faculty. She spoke about the many ways in which impact and creation of knowledge can occur, noting that units will be encouraged to consider these areas, which will then be shared with community.

It was moved by Dr. Anderson and seconded by Dr. Prentice:

**THAT the Board of Governors approves MOMENTUM: Leading Change Together, University of Manitoba Strategic Plan, 2024-2029 as recommended by Senate at its meeting of February 7, 2024.**

**CARRIED**

The Chair thanked Ms. Davidson and Ms. Evans for joining the meeting.

**The Board moved into an In Camera Session with the President.**

[Guests and members of management left the meeting.]

It was moved by Ms. Lee and seconded by Dr. Finkbeiner:

**THAT the meeting move into Open Session.**

[Guests and members of management returned to the meeting]

#### **4. PRESENTATION**

##### **4.1 Rady Faculty of Health Sciences – *Health Sciences at the UM***

Dr. Peter Nickerson, Vice-Provost and Dean, Rady Faculty of Health Sciences, joined by the Deans Urbanowski, Raman-Willms, Cholakis, and Associate Dean Harder, provided a presentation on Health Sciences at the University of Manitoba.

Dr. Nickerson provided key considerations of the Rady Faculty of Health Sciences (RFHS) in drafting their strategic plan and spoke about the faculty's integration and day-to-day interactions with the health system.

Dr. Nickerson provided an overview of the RFHS mandate, speaking on the collective impact, equity, and relationships between colleges across the faculty. He spoke about the large deficit in infrastructure, the expansion of programs, and a higher level of awareness relating to public health leading the institution to consider establishing a new college for community and global health. He provided a visual of the themes and fundamental commitments within the RFHS strategic plan and its interaction with the health system and communities where the faculty delivers health services. Dr. Nickerson informed Board members that in developing the RFHS strategic plan, a comparison of the strategic goals within the RFHS strategic plan and goals within the University's strategic plan was done, sharing that there was much alignment between the two.

Dr. Nickerson provided an overview of the organizational structure within the RFHS, including cross-faculty functions, the four institutes and centres, and the allocation of government and research funding. He also shared data on numbers for faculty, undergraduate, graduate, post-graduate, and research for each of the colleges within the RFHS, in addition rural placement of students across the colleges.

Dr. Nickerson spoke about the future of the RFHS campus spaces, and the need for investment in capital, starting with the upgraded building that will not only accommodate the undergraduate medical expansion, but also house a pre-school/day care centre, dental clinics and the consolidation of the Ongomiizwin Indigenous Institute of Health and Healing. He also shared details on future key priority and campus projects and provided an overview of the expansion of health programs, including programs that have received government funding approval and those currently being considered, in addition to the Brandon Medical School Satellite Campus plan.

Each of the College Deans and Associate Dean provided an overview of their respective colleges, and presented the variety of goals, priorities, strategies, and initiatives within each of the colleges in addition to exciting and important work taking place relating to programming, education, community development, research, and mentorship. Dr. Nickerson shared that the creation of a proposal for a new College of Community and Global Health is currently underway, explaining the importance in bringing visibility and profile to the world renowned work taking place at the University of Manitoba in relation to community and global health. He provided an overview of the proposed leadership, existing and proposed programming, and the affiliation of institutes and centres at the RFHS.

The Chair invited Board members to share any comments or questions they may have. In response to a question, the deans spoke to the importance of collaboration across professional boundaries, and the use of interdisciplinary teams for students post-graduation. Dr. Kelekis-Cholakis spoke about the upcoming proposal to change the international dental program from a two-year to a three-year program. She shared that this change would align with other institutions across the country, noting that the University of Manitoba and the University of Saskatchewan are the last of two colleges to offer a 2-year program. She spoke about concerns with completing requirements for clinical and other competencies within the current two-year

timeframe, in addition to providing students within new learning technologies as well as cultural and sensitivity training within the current compressed curriculum. Dr. Kelekis-Cholakis explained that while there be changes to the program tuition, work is underway to minimize impact by spreading tuition across the three years.

In response to a question, Dr. Nickerson spoke about the use of MCAT as standardized testing within the College of Medicine, sharing that the use at MCAT is currently under review in evaluating correlations between the MCAT testing and overall performance in Medicine. He explained that standardized testing can create inequities, so the goal is to move away from this type of testing as many colleges across the country have already done, adding that while the review process is underway, it would be at least three years before any change can be fully implemented within the College.

The college deans each took an opportunity to speak about their own practices and efforts in staying connected with students post-graduation, noting many successes in keeping graduates in Manitoba.

Dr. Nickerson spoke about the faculty's engagement with government in working to improve delivery of healthcare services, sharing the faculty's intention to take a holistic, systems level approach moving forward rather than only considering one narrow area.

The Chair thanked the presenters for their thoughtful and informative presentations that showcased the connection between the RFHS strategic plan and the University of Manitoba overall.

#### **MOTION TO ADJOURN**

It was moved by Dr. Shearer and seconded by Chancellor Mahon:  
**THAT the meeting adjourn.**

**CARRIED**

The strategic meeting was adjourned at 6:00 p.m.

Board members were then taken on a walking tour, joined by the college deans and associate dean, and guided by Ms. Dhaliwal, of six different spaces on the Bannatyne Campus.

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Chair

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University Secretary





The Board Executive Committee met on January 30, 2024 to review and discuss several items related to the work of the Board and its Committees.

Review Progress on Board and Committee Priorities 2023-24 (for information only)

As outlined in its Terms of Reference, the Committee is tasked with developing the Board's annual priorities and overseeing Board Committees in establishing their annual goals and supporting progress in meeting them.

As part of this oversight, Committee members received an update on progress made to date by the Board and its Committees in addressing their 2023-24 goals and priorities. Members were informed that while work with Trust Lab has not proceeded as initially anticipated, the President and his executive team continue to work towards finding the best approach moving forward and will ensure that Board members remain informed throughout the process. The Committee also discussed the importance of ensuring that student experience remains a priority for the Board of Governors.

Summary of Feedback from Committee Chairs (for information only)

The Chair explained that in August of 2023, she led session with Mr. Osiowy, Mr. Leclerc, and each of the Committee Chairs to review and discuss Board and Committee priorities and annual work plans for 2023-24, and to review Committee Chair responsibilities and relationships with the President Executive Team liaisons.

Following this meeting, the Chair and Vice-Chair also met with each Committee Chair individually to collect individual feedback on committee effectiveness and suggestions for improvement. Committee members received a summary of feedback received from this meeting, including areas that are currently working well and others that could use improvement. The Chair spoke about the dedication of Committee Chairs, adding the importance of keeping track of work taking place throughout the year to ensure that Committees remain successful in fulfilling their mandates.

2023-24 Board of Governors Integrated Annual Work Plan (for information only)

Mr. Leclerc presented the 2023-2024 Integrated Annual Work plan, noting that the Integrated Annual Work Plan continues to evolve and is used in planning and working towards addressing the Board's annual priorities, in addition to forward-thinking for the upcoming year. This will also help to support the work of management in addressing the Board's priorities.

Additionally, the Committee received two items for consultation from the President, the first being a request to extend suspension of admissions for the Post-baccalaureate Diploma in Agrology in the Faculty of Agriculture and Food Sciences. The President explained that this program has been suspended for some time now, and the faculty is requesting additional time to allow them to determine if this program should continue and the extended suspension will ensure that no students are admitted during that time.

The President also provided an update on a current emerging issue relating changes to international student study permits by the Federal government, where the number of international undergraduate student study permits issued across Canada will be reduced significantly. It is unsure at this time what the impact will be for the province of Manitoba, as the calculation will be made based on proportion of total population. The President shared that in addition to the reduction in the number of study permits issued, international students who receive study permits will now require provincial attestations as well as work and/or study permits for their spouses. In providing a very rough estimate of impact on the UM, for every 1% reduction of international students equates to about a \$1 million reduction to the UM's operating budget and therefore this has potential for significant impact on the University of Manitoba. Committee members had a fulsome discussion, including the potential financial impact on the UM and the work currently taking place in addressing the creation of a process in providing attestations at the UM. The President will continue to update the Board as more information is known.



The Human Resources and Compensation Committee met on February 13 and March 7, 2024. The Committee reviewed and discussed in detail several items, including two items for approval by the Board of Governors and one item being shared for information.

Review of Human Resources Policies (for information only)

On February 13, the Committee reviewed an overview of Board-approved human resources policies and was advised that Management is working to evaluate policies more effectively, reclassifying policies that may be better suited for guidelines or employee handbook, in addition to integrating EDI principles into the employee life cycle. The Committee heard about the planned implementation of an employee handbook that will serve as a single reference document containing institutional guiding principles and include documentation for employee onboarding and recruitment. Committee members were informed that the estimated timeline from development to completion of the handbook will be ten to twelve months.

Committee members expressed their appreciation for the review, and support for implementing the employee handbook.

Deans of Faculties, Directors of Schools of the University and College Deans Policy, and Appointment and Review Procedure (see Agenda item 4.2.a.)

On February 13, the Committee considered proposed policy revisions that will bring together existing policy for Deans, Directors and College Deans and procedures governing their appointment, reappointment, or renewal. The proposed revisions update language from and EDI lens, and document processes for the appointment of College Deans, better reflecting the current structure at the University of Manitoba.

Senate considered the proposed policy revisions at its February and March meetings and recommended approval of the changes at its March 6<sup>th</sup> meeting.

**The Committee recommends THAT the Board of Governors**

- 1. Approves effective immediately:**
  - a) Deans of Faculties, Directors of Schools of the University, and College Deans Policy;**
  - b) Deans of Faculties, Directors of Schools of the University, and College Deans: Appointment and Review Procedure;**
- 2. Repeal effective immediately:**
  - a) Deans of Faculties Bylaw;**
  - b) Directors of Schools of the University Bylaw; and**
  - c) Deans of Faculties and Directors of Schools of the University: Appointment and Review Policy and Procedure.**

### Staff Benefits Plan Enhancements (see Agenda item 4.2.b)

On March 7, the Committee considered recommended enhancements to the staff benefits plan, as recommended by the Staff Benefits Committee. The Committee noted that this was a collaborative effort of Human Resources, the Staff Benefits Committee and employee groups and unions and offer significant improvements allowing the University of Manitoba to continue to be an employer of choice. Examples of improvements include the introduction of vision care coverage, the removal of annual drug deductibles, the elimination of annual limits for drug coverage, the inclusion of diabetic supplies and insulin in the drug plan, enhanced paramedical coverage and coverage for an increased number of mental health practitioners. The University will also transition to a new Employee Assistance Plan provider who will provide expanded services at a better premium.

The Committee considered an overview of each of the recommended enhancements. Management reported that following a request in April 2023 by the Staff Benefits Committee to enhance the plan, a market review was undertaken by the Staff Benefits Office. The Staff Benefits Office partnered with Mercer and Canada Life to obtain quotes, and by February 1, 2024, the Staff Benefits Committee, comprised of representatives from various employee groups, voted unanimously in favour of all motions to enhance the staff benefits plan.

The proposed improvements will increase premiums paid 50/50 by the employees and the University. The Committee was advised that for the next four fiscal years (2024/25, 2025/26, 2026/27 and 2027/28), the increased in employer premiums will be paid through utilization of the UM's Remote Deposit Accounts, a reserve of unused funds allocated by the University in previous years. Following that time, departments will be responsible to budget for a 0.9% increase for total benefit expenses.

**The Committee recommends THAT the Board of Governors approves enhancements to the Staff Benefits Plan for active full-time and part-time employees effective April 1, 2024, as recommended by the Staff Benefits Committee.**



**AGENDA ITEM:**

Deans of Faculties, Directors of Schools of the University, and College Deans Policy, and Appointment and Review Procedure

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors:**

1. Approves effective immediately:
  - a. Deans of Faculties, Directors of Schools of the University, and College Deans Policy;
  - b. Deans of Faculties, Directors of Schools of the University, and College Deans: Appointment and Review Procedure;
2. Repeal effective immediately:
  - a. Deans of Faculties Bylaw;
  - b. Directors of Schools of the University Bylaw; and
  - c. Deans of Faculties and Directors of Schools of the University: Appointment and Review Policy and Procedure.

**CONTEXT AND BACKGROUND:**

The current governing documents regarding Deans and Directors have been revised to address the following issues:

1. The Bylaw for Deans of Faculties and the Bylaw for Directors of Schools are so similar that it would be beneficial to combine them into one policy, with the appointment and review procedure as a secondary document to the new combined policy. This structure aims to streamline our governing documents.
2. The current governing documents require updating to reflect the University's commitment to processes that support equity, diversity, and inclusion, and the University's commitment to reconciliation.
3. The current governing documents do not reflect the structure of the Rady Faculty of Health Sciences and its affiliate Colleges.
4. The proposed governing documents confirm that a Dean, Director, or College Dean may be appointed to hold appointments as head of more than one Faculty/School/College, and outline how the appointment and review procedures will be modified in such cases.

**Overview of Content:**

The following changes were completed with this revision:

- Combine the Bylaw for Deans of Faculties with the Bylaw for Directors of Schools into one governing document: Deans and Directors Policy, that includes:
  - Definitions section that links to existing policy and procedure;
  - Updates to reflect the structure of the Rady Faculty of Health Sciences;

- Explicit acknowledgment of potential for dual roles and how that impacts reporting structures;
  - Updates to the powers and responsibilities of the Dean, Director, and College Dean to confirm the University's expectation that they will act to support the University's mission, vision, and uphold core institutional values; support the University's commitments to Indigenous Peoples and communities; and steward the financial physical, human and other resources of the Faculty/School/College in an ethical manner and in compliance with applicable governing documents, regulator requirements and financial controls; and
  - Confirmation that while a Dean, Director, or College Dean may elect to delegate their authority to other academic administrators within their Unit, he/she/they must retain responsibility for the overall direction of their Faculty, School, or College.
- Combine current policy and procedure for Appointment of Deans and Directors into one procedure under the Deans of Faculties, Directors of Schools of the University, and College Deans Appointment and Review Procedure, which includes:
    - Statement of objective in recruiting that highlights the importance of a Dean's commitment to education, collaboration, diversity and inclusion, and reconciliation;
    - Confirm that appointments in the decanal role should also seek to support opportunities for the appointment of individuals from Systemically Disadvantaged and Marginalized Groups;
    - Include definitions section that mirrors that in the policy;
    - Replace binary gender requirements for the composition of committee to instead seek diversity of committee from Systemically Disadvantaged and Marginalized Groups in the appointment of non-student members, along with a mechanism to ensure that Indigenous perspectives inform the search and review of deans;
    - Mirror new language in the reappointment procedures and special review procedures.

**RESOURCE REQUIREMENTS:**

No changes to the current resources.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

This policy and procedure are consistent with current practice and cross-reference additional policies relating to excluded academic administrative appointments. The revisions also align with the UM's commitment to advance equity, accessibility, diversity, and inclusion.

**IMPLICATIONS:**

Per 6.1 of the Deans of Faculties, Directors of Schools of the University, and College Deans Policy, this Policy supersedes:

- (c) Bylaw: Directors of Schools of the University, effective January 1, 2008;
- (d) Bylaw: Deans of Faculties, effective January 1, 2008.

Per 5.1 of the Deans of Faculties, Directors of Schools of the University, and College Deans: Appointment and Review Procedure, this Procedure supersedes:

- (c) Policy: Deans of Faculties and Directors of Schools of the University; Appointment and Review, effective January 25, 2005, revised July 1, 2022;
- (d) Procedure: Deans of Faculties and Directors of Schools of the University; Appointment and Review, effective January 25, 2005 revised July 1, 2022.

**ALTERNATIVES:**

The revisions will serve to formalize current practice in policy and will change how diversity in the composition of the committees is established. As such, there are no alternatives to the recommendation.

**CONSULTATION:**

The following stakeholders were solicited for input on the draft documents:

- \*UMFA, AESES, CUPE 1482, and CUPE 3909 (by email)
- \*UMSU and GSA, with specific request to consult Indigenous student groups (by email)
- \*Human Resources and Staff Relations (by email)
- \*Deans (meeting)
- \*Associate Deans (Undergraduate/Graduate/Research/Indigenous) (meeting)
- \*Department Heads (meeting)
- \*Executive Assistants (EA) Group (meeting)
- \*Rady Faculty of Health Sciences as a group (meeting)
- \*Office of Vice-President (Indigenous), with invitation for further consultations to occur in coordination with their office (by email)
- \*FAHR Committee (meeting)
- \*EDI Lead (by email)

The recommendation was added to the January 24, 2024 Senate Executive meeting and to the February 7, 2024 Senate meeting.

**ROUTING TO THE BOARD OF GOVERNORS:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Title</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u><i>Diane Hiebert-Murphy</i></u> Diane Hiebert-Murphy	<u>Provost and Vice-President (Academic)</u>	<u>January 29, 2024</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Michael Benarroch</u> <i>M Benarroch</i>	<u>President and Vice-Chancellor</u>	<u>January 29, 2024</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

**SUBMISSION PREPARED BY:** Rowena Krentz, Director, Office of the Provost and Vice-President (Academic).

**ATTACHMENTS:**

- Appendix 1. Deans of Faculties, Directors of Schools of the University, and College Deans: Appointment and Review Policy
- Appendix 2. Deans of Faculties, Directors of Schools of the University, and College Deans: Appointment and Review Procedure



## UNIVERSITY OF MANITOBA POLICY

<b>POLICY:</b>	<b>DEANS OF FACULTIES, DIRECTORS OF SCHOOLS OF THE UNIVERSITY, AND COLLEGE DEANS</b>
<b>Effective Date:</b>	March 19, 2024
<b>Revised Date:</b>	
<b>Review Date:</b>	March 19, 2034
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	<i>The University of Manitoba Act, Section 16(1)(b)</i>
<b>Responsible Executive Officer:</b>	President
<b>Delegate:</b>	Provost and Vice-President (Academic)
<b>Contact:</b>	Provost and Vice-President (Academic)
<b>Application:</b>	Senior Administrative Academic Staff

### Part 1 Reason for Policy

- 1.1 To identify the authorities vested in the senior academic and administrative officers of Faculties, Divisions, Colleges, and Schools of the University, along with a statement of their respective duties and reporting lines.

### Part 2 Policy Content

#### Definitions

- 2.1 The following terms are defined for the purpose of this Policy:
- (a) **“College”** means a Professional College as defined under the Definitions of Academic Units Policy and as identified in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.
  - (b) **“College Dean”** means the head of a College and is the senior academic and administrative officer of the College.



- (c) **“Dean”** or **“Faculty Dean”** means the head of a Faculty and is the senior academic administrative officer of the Faculty.
- (d) **“Director”** means the head of a School and is the senior academic administrative officer of the School.
- (e) **“Faculty”** means:
  - (i) a Faculty as defined under the Definitions of Academic Units Policy and as identified as a Faculty in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy; or
  - (ii) a Division as defined under the Definitions of Academic Units Policy and as identified as a Division in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.
- (f) **“Policy”** means this “Deans of Faculties, Directors of Schools of the University, and College Deans” Policy.
- (g) **“School”** means a “School of the University” as that term is defined under the Definitions of Academic Units Policy and as identified in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy. It does not include Schools of a Faculty or College.
- (h) **“Senior Administrative Academic Staff”** has the same meaning as defined in the Employee Organizations and Employment Groups Procedure.

## **Office and Reporting**

- 2.2 There shall be a Dean of each Faculty who shall be the senior academic and administrative officer of that Faculty. The Dean shall be responsible to the President in the administration of the Faculty and shall report to the Provost and Vice-President (Academic).
- 2.3 There shall be a Director of each School who shall be the senior academic and administrative officer of the School. The Director shall be responsible to the President in the administration of the School and shall report to the Provost and Vice-President (Academic).
- 2.4 There shall be a College Dean of each College who shall be the senior academic and administrative officer of the College. Subject to section 2.5 of this Policy, the College Dean shall be responsible to the President in the administration of the College and shall report to the Dean of the Faculty to which the College is affiliated.

- 2.5 At the discretion of the President, having considered all factors as identified in section 2.16 of the Procedure and on recommendation from the Provost and Vice-President (Academic), a Dean, Director, or College Dean may hold an appointment as the Dean, Director, or College Dean of more than one Faculty, School, or College. Where such appointments would create a conflict or perception of conflict in reporting line under section 2.4 of this Policy, the College Dean shall report directly to the Provost and Vice-President (Academic) with respect to the administration of the College and the powers and duties identified in sections 2.6 and 2.8 of this Policy.

### **Powers and Duties**

- 2.6 The Dean of a Faculty, Director of a School, and College Dean shall have the following powers and responsibilities in relation to their respective academic units:
- (a) exercise general supervision and direction over the Faculty/School/College, including its staff and the students registered in the Faculty/School/College;
  - (b) be the channel of official communication to and from the Faculty/School/College;
  - (c) have the right to call and chair all meetings of the Faculty/School/College Council and of department councils within the Faculty/School/College, subject to the right of the President to preside at any such meeting;
  - (d) have the right to call and chair all meetings of the Executive Committee, if any, of the Faculty/School/College Council;
  - (e) be a member ex-officio of all department councils within the Faculty/School/College and of all committees of the Faculty/School/College Council;
  - (f) have access to all records of the Faculty/School/College;
  - (g) deal appropriately with every complaint pertaining to the Faculty/School/College lodged with the Dean/Director/College Dean by any person;
  - (h) be responsible for the supervision, subject to the regulations and rulings of the Faculty/School/College Council and the Senate, of the program of studies for every student registered in the Faculty/School/College;
  - (i) recommend to the President the appointment, promotion, tenure, change of service, discipline, retirement, and dismissal, of the members of the staff of the Faculty/School/College;

- (j) recommend to the President or to the Senate, or to both, any project which the Dean thinks advantageous to the Faculty/School/College;
- (k) prepare and submit to the proper officer of the University all announcements of the Faculty/School/College to be included in the calendar or calendars of the University;
- (l) prepare an annual budget for the Faculty/School/College, and present a written report on the work of the Faculty/School/College during the preceding year, in accordance with sections 2.7 and 2.8 as applicable;
- (m) support the University's mission, vision, and uphold core institutional values;
- (n) support the University's commitments to Indigenous Peoples and communities;
- (o) steward the financial, physical, human, and other resources of the Faculty/School/College in an ethical manner and in compliance with applicable governing documents, regulatory requirements, and financial controls;
- (p) do such other things, exercise such other powers, and perform such other duties and services as may from time to time be properly prescribed or requested of the Dean/Director/College Dean by the appropriate authority.

2.7 The Dean/Director shall:

- (a) Prepare an annual budget for the Faculty/School with such assistance from the members of the staff or committees as the Dean/Director may call for and with input from the Faculty/School Council, and submit the budget to the President, or to such person or persons, as the President may designate; and
- (b) Present to the President at the end of each academic year a written report on the work of the Faculty/School during the preceding year, as well as the state and needs of the Faculty/School;
- (c) Submit the report on the work of the Faculty/School and a summary of the Faculty/School budget to Faculty/School Council and Senate for information.

2.8 The College Dean shall:

- (a) Prepare an annual budget for the College with such assistance from the members of the staff or committees as the College Dean may call for and with input from the College Council, and submit the budget to the Faculty Dean, or to such person or persons as the Faculty Dean may designate; and
- (b) Present to the Faculty Dean at the end of each academic year a written report on the work of the College during the preceding year, as well as the state and needs of the College.
- (c) Share the report on the work of the College and a summary of the College budget to the College Council for information.

## **Delegation**

- 2.9 The Dean, the Director, and the College Dean may delegate any of their powers, duties and functions as they see fit and prescribe conditions governing the exercise of any delegated power, duty and function, including the power of sub-delegation.
- 2.10 While a Dean, Director, or College Dean may elect to delegate authority to other academic administrators within their Unit, he/she/they must retain responsibility for the overall direction of their Faculty, School, or College, and is ultimately responsible for all administrative decisions within his/her/their jurisdiction and authority.

### **Part 3 Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of the Policy is required.
- 3.2 The Provost and Vice-President (Academic), or his/her/their delegate, is responsible for the implementation, administration, and review of this Policy.
- 3.3 Senior Academic Administrative Staff are responsible for complying with this Policy.

### **Part 4 Secondary Documents**

- 4.1 The Approving Body may approve Procedures which are secondary to and comply with this Policy.

### **Part 5 Review**

- 5.1 Governing Document reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is January 1, 2034.
- 5.2 In the interim, this Policy may be revised or rescinded if:
- (a) the Provost and Vice-President (Academic) or the Approving Body deems it necessary or desirable to do so;
  - (b) the Policy is no longer legislatively or statutorily compliant; and/or
  - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:

- (a) comply with the revised Policy; or
- (b) are in turn rescinded.

**Part 6**  
**Effect on Previous Statements**

6.1 This Policy supersedes:

- (a) all previous Board/Senate Bylaws, Regulations, Rules, Policies and Procedures, and resolutions on the subject matter contained herein; and
- (b) the previous Faculty/School/College Council Bylaw, Regulations, Procedures, and resolutions on the subject matter contained herein.
- (c) Bylaw: Directors of Schools of the University, effective January 1, 2008;
- (d) Bylaw: Deans of Faculties, effective January 1, 2008.

**Part 7**  
**Cross References**

7.1 This Policy should be cross-referenced to the following relevant Governing Documents, legislation, and/or forms:

- (a) Deans of Faculties, Directors of Schools of the University, and College Deans: Appointment and Review Procedure;
- (b) Conflict of Interest Policy and Procedure;
- (c) Definitions of Academic Units Policy;
- (d) Employee Organizations and Employment Groups Policy and Procedure;
- (e) Executive Group and Academic Administrative Appointments – Academic Staff;
- (f) Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Bylaw;
- (g) Term of Appointment and Tenure Policy.



## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>DEANS OF FACULTIES, DIRECTORS OF SCHOOLS OF THE UNIVERSITY, AND COLLEGE DEANS: APPOINTMENT AND REVIEW</b>
<b>Parent Policy:</b>	Deans of Faculties, Directors of Schools of the University, and College Deans Policy
<b>Effective Date:</b>	March 19, 2024
<b>Revised Date:</b>	
<b>Review Date:</b>	March 19, 2034
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	<i>The University of Manitoba Act, Section 16(1)(b);</i>
<b>Responsible Executive Officer:</b>	President
<b>Delegate:</b>	Provost and Vice-President (Academic)
<b>Contact:</b>	Provost and Vice-President (Academic)
<b>Application:</b>	Senior Administrative Academic Staff

### Part 1 Reason for Procedure

- 1.1 To identify the procedure for the search, appointment, reappointment, extension of term, special review, and removal of Deans, Directors, and College Deans.

### Part 2 Procedure Statement

#### Definitions

- 2.1 The following terms are defined for the purpose of this Procedure:
- (a) **“College”** means a Professional College as defined under the Definitions of Academic Units Policy and as identified in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.

- (b) **“College Dean”** means the head of a Professional College and is the senior academic and administrative officer of the Professional College.
- (c) **“Dean”** or **“Faculty Dean”** means the head of a Faculty and is the senior academic administrative officer of the Faculty.
- (d) **“Director”** means the head of a School and is the senior academic administrative officer of the School.
- (e) **“Faculty”** means:
  - (i) a Faculty as defined under the Definitions of Academic Units Policy and as identified as a Faculty in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy; or
  - (ii) a Division as defined under the Definitions of Academic Units Policy and as identified as a Division in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy.
- (f) **“Indigenous”** means those who are recognized by their Indigenous community and who self-identify as Indigenous. More specifically, Indigenous refers to the First Nations, Inuit, and Métis of North America/Turtle Island.
- (g) **“Procedure”** means this “Deans of Faculties, Directors of Schools of the University, and College Deans: Appointment and Review” Procedure.
- (h) **“Reconciliation”** means honouring the Calls to Action set out by the Truth and Reconciliation Commission of Canada (TRC) and supporting the commitment by the University to act respectfully and in dignified ways with respect to Indigenous Peoples, their Nations, and communities.
- (i) **“School”** means a “School of the University” as that term is defined under the Definitions of Academic Units Policy and as identified in the Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Policy. It does not include Schools of a Faculty or College.
- (j) **“Senior Administrative Academic Staff”** has the same meaning as defined in the Employee Organizations and Employment Groups Procedure.
- (k) **“Systemically Disadvantaged and Marginalized Groups”** shall include Indigenous Peoples, women, racialized persons, persons with disabilities, and persons of marginalized sexual identities, gender identities, and gender expressions.

## **APPOINTMENT**

### **General Provisions**

- 2.2 The primary objective in recruiting is to develop the best possible educational program for students at the University of Manitoba. To that end, the appointment of Deans, Directors, and College Deans should consider the following competencies of prospective appointees:
- (a) Their intellectual and administrative abilities, devotion to education and research, judgment and qualities of leadership;
  - (b) Their ability to create an environment conducive to the growth of intellectual life within the Faculty, School, or College;
  - (c) Their ability to maintain the confidence and co-operation of academic staff, administrative staff, support staff, and students;
  - (d) Their ability to manage effectively and efficiently the administrative affairs of their Faculty, School or College;
  - (e) Their ability to conduct effectively the relations of their Faculty, School, or College both within the University and in the wider community, so as to facilitate support for its educational, research, and service activities; and
  - (f) Their commitment to the University's mission, vision, and core institutional values, including advancing Reconciliation and the principles of equity, diversity, and inclusion;
- 2.3 Appointments under this Procedure should seek to uphold principles and enact practices of equity and diversity and should seek to support opportunities for the appointment of individuals from Systemically Disadvantaged and Marginalized Groups.

### **Nature of Appointment**

- 2.4 A Dean/Director/College Dean shall be appointed by the President on receipt of a recommendation from the Provost and Vice-President (Academic).
- 2.5 The Dean/Director/College Dean shall hold, or be qualified to hold, an academic appointment as a member of a Faculty, College, or School.
- 2.6 Where the Dean/Director/College Dean is appointed in more than one Faculty/School/College, one Faculty/School/College will be identified as the primary academic appointment and the other Faculty/School/College will be identified as the concurrent academic appointment. The primary academic appointment will be in the Faculty/School/College in which tenure is held and promotion is obtained.



## **Term of Appointment**

- 2.7 Normally the appointment as Dean/Director/College Dean is filled on a term appointment basis with the right of entry/return to a primary academic appointment. The term appointment is expected to continue until the end of the term specified in the appointment letter unless ended by retirement, resignation or termination by either the employee or the University in accordance with the Executive Group and Academic Administrative Appointments – Academic Staff Policy and the Term of Appointment and Tenure Policy. All appointments require a recommendation from the Provost and Vice-President (Academic), the approval of the President, and will be reported to the Board of Governors for information.
- 2.8 The appointment shall normally be for a term of five (5) to seven (7) years, and may be renewed or extended in accordance with sections 2.10 or 2.11 of this Procedure. The appointment shall cumulatively not exceed ten (10) years, except where there has been a satisfactory reappointment review.

## **Vacancy at End of Term**

- 2.9 Where the term of the Dean/Director/College Dean will expire, the Provost and Vice-President (Academic) shall:
- (a) canvass the incumbent twelve (12) months prior to the end of the term to determine if the incumbent wishes reappointment;
  - (b) recommend to the President, either a reappointment review or an extension of term in accordance with sections 2.10 or 2.11 of this Procedure.
- 2.10 If the incumbent wishes reappointment for a term that is longer than twenty-four (24) months, the President shall initiate a reappointment review in accordance with the Reappointment Review process outlined in sections 2.33 to 2.47 of these Procedures.
- 2.11 If the incumbent wishes reappointment for a term that is not longer than twenty-four (24) months and the Provost and Vice-President (Academic) believes it to be in the best interest of the University, the Provost and Vice-President (Academic) may recommend that the President extend the incumbent's term for a period not longer than twenty-four (24) months. Before making such recommendation, the Provost and Vice-President (Academic) shall seek advice from the faculty and staff of the academic unit.
- 2.12 If the incumbent wishes to leave at the end of the incumbent's term, the President shall initiate the search and appointment procedures related to this Procedure.

## **Vacancy Prior to End of Term**

- 2.13 Where the position of the Dean/Director/College Dean becomes vacant for any reason prior to the end of the incumbent's term:
- (a) an Acting Dean/Director/College Dean may be appointed for a term normally not more than twelve (12) months; and
  - (b) the President shall initiate the search and appointment procedures related to this Procedure.
- 2.14 If successive designations of acting capacity are required, the aggregate length of the designations normally will not exceed twenty-four (24) months.

## **SEARCH**

- 2.15 When the position of the Dean/Director/College Dean becomes vacant for any reason (including when a reappointment is not recommended), the President shall initiate a search for a Dean/Director/College Dean by an Appointment Advisory Committee to advise the President on the appointment.
- 2.16 The President, having considered all the relevant factors, including current and prospective University budgets and consultation with Faculty/School/College Council in the applicable units, and upon recommendation from the Provost and Vice-President (Academic), may determine at the outset that:
- (a) The appointment be limited to persons currently holding a continuing full-time position within the University; and/or
  - (b) The appointment be advertised as a dual role as the Dean/Director/College Dean of more than one Faculty/School/College, in which case the composition of the Appointment Advisory Committee or the Reappointment Advisory Committee will be increased to reflect representation from each respective academic unit to which the search applies.

## **Membership of the Appointment Advisory Committee**

- 2.17 Composition for the Appointment of all Deans/Directors/College Deans: The Appointment Advisory Committee for the appointment of a Dean/Director/College Dean shall be constituted by the President and shall consist of:
- (a) the Provost and Vice-President (Academic), or delegate, as Chair of the Committee;
  - (b) five (5) persons elected by, not necessarily from, the academic staff of the Faculty/School/College from which the President shall select four (4) to

serve on the Committee. If one of these members is unable to fulfill their term, the fifth person shall serve as an alternate;

- (c) one (1) person elected by and from the support staff of the Faculty/School/College;
- (d) one (1) graduate student, elected or appointed by the Graduate Students Association and, where appropriate, one (1) graduate student elected or appointed by the Professional Association of Residents and Interns of Manitoba (PARIM); for the Dean of the Faculty of Graduate Studies, the committee shall include three (3) graduate students elected or appointed by the Graduate Students' Association;
- (e) one (1) undergraduate student elected or appointed by the relevant student organization; except for the appointment of the Dean of the Faculty of Graduate Studies; and
- (f) normally up to four (4) persons appointed by the President to represent the broader interests of the University, including those of the professional and/or community interests.

2.18 Not Eligible to Serve: The following persons are not eligible to serve on the Appointment Advisory Committee:

- (a) the incumbent Dean/Director/College Dean;
- (b) the members of the Reappointment Review Committee, excepting the Chair of the Reappointment Review Committee, where a search has been recommended under section 2.46(c)(ii) of this Procedure and the incumbent Dean/Director/College Dean intends to be an applicant; and
- (c) any person who is an applicant or otherwise seeks appointment as the Dean/Director/College Dean. Any such person who is already a member of the Appointment Advisory Committee must resign.

2.19 Diversity of Committee: The President shall ensure that in the appointment of non-student members to the Appointment Advisory Committee, there is representation from various Systemically Disadvantaged and Marginalized Groups. The Appointment Advisory Committee must have gender diversity and at least one (1) person of underrepresented genders.

2.20 Incorporating Indigenous Perspectives. The President shall ensure that in the appointment of non-student members of the Appointment Advisory Committee, there is at least one member who can contribute Indigenous perspectives.

2.21 Acceptance of Membership: Acceptance of membership on the Appointment Advisory Committee shall constitute an undertaking to support the effective and timely operation of the Appointment Advisory Committee.

- 2.22 Conflict of Interest: If circumstances arise in which a member of the Appointment Advisory Committee has, or may be perceived to have, a conflict of interest which could compromise the member's ability to fulfill his/her/their responsibilities on the Committee, the member shall disclose the nature of the conflict to the Chair, who in consultation with the President, shall determine whether continuing membership is appropriate.
- 2.23 Vacancies: Should a vacancy occur on the Appointment Advisory Committee, the Chair shall so inform the President who shall request the relevant constituency under section 2.17 of this Procedure to recommend an alternate to fill the vacancy, unless an alternate was named in advance.

### **Proceedings and Deliberations of the Appointment Advisory Committee**

- 2.24 Quorum: The quorum for any meeting of the Appointment Advisory Committee shall be 2/3 of the voting membership.
- 2.25 Voting: Questions arising at a meeting of the Appointment Advisory Committee shall be decided by a majority of votes. The Chair shall vote only in situations where a deciding vote is required.
- 2.26 No Constraint on Voting: A member of the Appointment Advisory Committee cannot be constrained to vote as directed or desired by the constituency from which they are drawn. Nonetheless, nothing prohibits a constituency from providing its collective advice to the Appointment Advisory Committee, through the Chair.
- 2.27 Confidentiality: The following confidentiality obligations shall apply to the Appointment Advisory Committee:
- (a) all proceedings of the Appointment Advisory Committee shall be confidential;
  - (b) no release of confidential information relating to the proceedings of the Appointment Advisory Committee shall occur without the authorization of the Committee. Any release of information shall occur only through the Chair following approval by the President;
  - (c) if confidentiality is breached, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.
- 2.28 Consultation/Interviews: The following shall apply to the Appointment Advisory Committee in carrying out its search and appointment responsibilities:
- (a) prior to advertising the position, the Appointment Advisory Committee shall consider:

- (i) the administrative and academic needs and priorities of the Faculty, School or College;
  - (ii) the desired qualifications and qualities of a Dean/Director/College Dean; and
  - (iii) the processes the Committee intends to use.
- (b) the Appointment Advisory Committee may interview the outgoing Dean/Director/College Dean;
- (c) prior to considering any names of applicants or nominees the Appointment Advisory Committee shall:
- (i) take steps to ensure that they are familiar with the Policy and this Procedure and best practices for equity and diversity in hiring;
  - (ii) establish the criteria against which it will assess applicants and nominees;
  - (iii) determine what, if any, public elements it shall require in the assessment process. The particulars of any such public elements must be communicated to applicants and nominees;
  - (iv) following assessment of applications and nominations against the criteria, the Appointment Advisory Committee will identify candidates whom it wishes to interview; and
  - (v) the Chair of the Appointment Advisory Committee shall inform the President about the identity and background of the interviewees, the schedule of interviews, and shall provide the President with the opportunity to meet with the candidates whom the Appointment Advisory Committee wishes to interview.

2.29 Unable to Complete Deliberations: If the Appointment Advisory Committee is unable to complete its deliberations in a satisfactory manner, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.

### **Report/Recommendation**

2.30 Upon completion of the work of the Appointment Advisory Committee, the Chair shall submit to the President a written report which includes the following:

- (a) a Summary of Search Form;
- (b) a summary of the interview with the outgoing Dean/Director/College Dean, if applicable;

- (c) the criteria against which applicants and nominees were assessed;
- (d) a copy of the search advertisement;
- (e) the names(s) of the candidate(s), in rank order, that the Committee recommends be offered the appointment; and
- (f) the rationale for the recommendation(s), including the level of support within the Committee and the reasons for any dissent.

### **Failed Search**

2.31 If the President does not wish to recommend any of the candidates submitted by the Appointment Advisory Committee, the President may cause another Appointment search to be conducted.

### **Records**

2.32 Upon completion of the work of the Appointment Advisory Committee, the Chair shall collect and hold according to the University's Records Management Policy, related Procedures, and Records Authority Schedule:

- (a) all materials distributed to and any notes written by Committee members (including the Chair); and
- (b) any other materials relevant to the Committee's work. If the Chair is a delegate of the Provost and Vice-President (Academic), the Chair shall forward the foregoing materials and notes to the Provost and Vice-President (Academic).

### **REAPPOINTMENT REVIEW**

2.33 If the Provost and Vice-President (Academic) advises the President that the incumbent Dean/Director/College Dean wishes reappointment, then the President shall initiate a reappointment review by a Reappointment Advisory Committee to advise the President.

### **Membership of the Reappointment Advisory Committee**

2.34 Composition for the Reappointment of all Deans and Directors: The Reappointment Advisory Committee for the Dean/Director/College Dean shall be constituted by the President and shall consist of:

- (a) the Provost and Vice-President (Academic), or delegate, as Chair of the Committee;
- (b) five (5) persons elected by, not necessarily from, the academic staff of the Faculty/School/College from which the President shall select four (4) to

serve on the Committee. If one of these members is unable to fulfill their term, the fifth person shall serve as an alternate;

- (c) one (1) person elected by and from the support staff of the Faculty/School/College;
- (d) one (1) graduate student elected or appointed by the Graduate Students Association and, where appropriate, one (1) graduate student elected or appointed by the Professional Association of Residents and Interns Manitoba (PARIM); for the Dean of the Faculty of Graduate Studies, the committee shall include two (2) graduate students elected or appointed by the Graduate Students' Association;
- (e) one (1) undergraduate student elected or appointed by the relevant student organization except for the reappointment of the Dean of the Faculty of Graduate Studies; and
- (f) normally up to three (3) other persons appointed by the President to represent the broader interests of the University, including professional and/or community interests.

2.35 Diversity of Committee: The President shall ensure that in the appointment of non-student members to the Reappointment Advisory Committee, there is representation from various Systemically Disadvantaged and Marginalized Groups. The Reappointment Advisory Committee must have gender diversity and at least one (1) person of underrepresented genders.

2.36 Incorporating Indigenous Perspectives. The President shall ensure that in the appointment of non-student members of the Reappointment Advisory Committee, there is at least one member who can contribute Indigenous perspectives.

2.37 Acceptance of Membership: Acceptance of membership on the Reappointment Advisory Committee shall constitute an undertaking to support the effective and timely operation of the Committee.

2.38 Conflict of Interest: If circumstances arise in which a member of the Reappointment Advisory Committee has, or may be perceived to have, a conflict of interest which could compromise the member's ability to fulfill his/her/their responsibilities on the Committee, the member shall disclose the nature of the conflict to the Chair, who in consultation with the President, shall determine whether continuing membership is appropriate.

2.39 Vacancies: Should a vacancy occur on the Reappointment Advisory Committee, the Chair shall so inform the President who shall request the relevant constituency to fill the vacancy, unless an alternate was named in advance.

## **Proceedings and Deliberations of the Reappointment Advisory Committee**

- 2.40 Quorum: The quorum for any meeting of the Reappointment Advisory Committee shall be 2/3 of the membership.
- 2.41 Voting: Questions arising at a meeting of the Reappointment Advisory Committee shall be decided by a majority of votes. The Chair shall vote only in situations where a deciding vote is required.
- 2.42 No Constraint on Voting: A member of the Reappointment Advisory Committee cannot be constrained to vote as directed or desired by the constituency from which they are drawn. Nonetheless, nothing prohibits a constituency from providing its collective advice to the Reappointment Advisory Committee, through the Chair.
- 2.43 Confidentiality: The following confidentiality obligations shall apply to Reappointment Reviews:
- (a) all proceedings of the Reappointment Advisory Committee shall be confidential;
  - (b) no release of confidential information relating to the proceedings of the Reappointment Advisory Committee shall occur without the authorization of the Committee. Any release of information shall occur only through the Chair following approval by the President;
  - (c) if confidentiality is breached, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.
- 2.44 Consultation/Interviews: The following shall apply to the Reappointment Advisory Committee in carrying out its review responsibilities:
- (a) the Reappointment Advisory Committee shall invite comments and advice from members of the Faculty, School, or College, including those of faculty, staff and students. In addition, the Committee may invite comments from other relevant constituencies of the University and the external community;
  - (b) the Reappointment Advisory Committee shall have access to information relating to the Faculty, School, or College, and the performance of the incumbent, including:
    - (i) annual reports of the Faculty, School, or College; and
    - (ii) a summary of activity reports and performance appraisals of the incumbent as prepared by the Provost and Vice-President (Academic);



- (c) the Reappointment Advisory Committee shall conduct an interview with the incumbent Dean/Director/College Dean.

2.45 Unable to Complete Deliberations: If the Reappointment Advisory Committee is unable to complete its deliberations in a satisfactory manner, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.

### **Report/Recommendation**

2.46 Upon completion of the work of the Reappointment Advisory Committee, the Chair shall submit to the President a written report which includes the following:

- (a) a summary of the comments and information reviewed by the Committee;
- (b) a summary of the interview with the incumbent Dean/Director/College Dean;
- (c) the recommendation for:
  - (i) the reappointment of the incumbent Dean/Director/College Dean, or
  - (ii) the search for a Dean/Director/College Dean, which may include the incumbent as an applicant; and
  - (iii) the rationale for the recommendation, including the level of support and the reasons for any dissent.

### **Records**

2.47 Upon completion of the work of the Reappointment Advisory Committee, the Chair shall collect and hold according to the University's Records Management Policy, related Procedures, and Records Authority Schedule:

- (a) all materials distributed to and any notes written by Committee members (including the Chair); and
- (b) any other materials relevant to the Committee's work. If the Chair is a delegate of the Provost and Vice-President (Academic), the Chair shall forward the foregoing materials and notes to the Provost and Vice-President (Academic).

### **ADMINISTRATIVE PROBLEMS**

2.48 Where serious administrative problems arise in a Faculty/School/College which relate to the performance of the Dean/Director/College Dean, the President may:

- (a) attempt to resolve the matter informally;

- (b) initiate a special review in accordance with this Procedure; and/or
- (c) take such action as the President deems appropriate in the circumstances.

## **Special Review**

2.49 Where the President elects to initiate a special review of the Dean/Director/College Dean under section 2.48(b) of this Procedure, the President shall constitute a Special Review Advisory Committee to make recommendations for the resolution of the problems identified and to provide its rationale for the recommendations, including the level of support within the Committee and the reasons for any dissent.

## **Membership of the Special Review Advisory Committee**

- 2.50 Composition: The Special Review Advisory Committee shall be constituted by the President and may include representatives of faculty, staff and students of the University, but not of the Faculty/School/College in question. The President or a delegate of the President shall serve as the Chair of the Special Review Advisory Committee.
- 2.51 Diversity of Committee: The President shall ensure that in the appointment of non-student members to the Special Review Advisory Committee, there is representation from various Systemically Disadvantaged and Marginalized Groups. The Special Review Advisory Committee must have gender diversity and at least one (1) person of underrepresented genders.
- 2.52 Incorporating Indigenous Perspectives. The President shall ensure that in the appointment of non-student members of the Special Review Advisory Committee, there is at least one member who can contribute Indigenous perspectives.
- 2.53 Acceptance of Membership: Acceptance of membership on the Special Review Advisory Committee shall constitute an undertaking to support the effective and timely operation of the Committee.
- 2.54 Conflict of Interest: If circumstances arise in which a member of the Special Review Advisory Committee has, or may be perceived to have, a conflict of interest which could compromise the members ability to fulfill his/her/their responsibilities on the Committee, the member shall disclose the nature of the conflict to the President or the delegate who, in consultation with the President (if a delegate), shall determine whether continuing membership is appropriate.
- 2.55 Vacancies: Should a vacancy occur on the Special Review Advisory Committee, the President shall appoint a replacement.

## **Proceedings and Deliberations of the Special Review Advisory Committee**

- 2.56 Quorum: The quorum for any meeting of the Special Review Advisory Committee shall be 2/3 of the voting membership.
- 2.57 Voting: Questions arising at a meeting of the Special Review Advisory Committee shall be decided by a majority of votes. The Chair shall vote only in situations where a deciding vote is required.
- 2.58 No Constraint on Voting: A member of the Special Review Advisory Committee cannot be constrained to vote as directed or desired by the constituency from which they are drawn. Nonetheless, nothing prohibits a constituency from providing its collective advice to the Committee, through the Chair.
- 2.59 Confidentiality: The following confidentiality obligations shall apply to Special Reviews:
- (a) all proceedings of the Special Review Advisory Committee shall be confidential;
  - (b) no release of confidential information relating to the proceedings of the Special Review Advisory Committee shall occur without the authorization of the Committee. Any release of information shall occur only through the Chair following approval by the President;
  - (c) if confidentiality is breached, the Chair shall so advise the President who may take such action as deemed appropriate, including dissolving and replacing the Committee.
- 2.60 Consultation: The Special Review Advisory Committee shall consult with such persons as it deems advisable, including students, and faculty and staff of the Faculty/School/College. The incumbent shall be invited to make a submission to, and to meet with, the Special Review Advisory Committee.

## **Report/Recommendations of Special Review Advisory Committee:**

- 2.61 The Special Review Advisory Committee shall complete its deliberations and submit its report to the President within thirty (30) working days of its establishment. The report shall include:
- (a) recommendations for the resolution of the problem, and
  - (b) a rationale for the recommendations, including the level of support within the Committee and the reasons for any dissent.
- 2.62 On receipt of the report, the President shall meet with the incumbent to discuss the report and any action which might be contemplated by the President.

## **Records**

- 2.63 Upon completion of the work of the Special Review Advisory Committee, the Chair shall collect and hold according to the University's Records Management Policy, related Procedures, and Records Authority Schedule:
- (a) all materials distributed to and any notes written by Committee members (including the Chair); and
  - (b) any other materials relevant to the Committee's work. If the Chair is a delegate of the President, the Chair shall forward the foregoing materials and notes to the President.

## **PROCEDURES FOR RECOMMENDING AN ACTING DEAN/DIRECTOR/COLLEGE DEAN**

- 2.64 When the position of a Dean/Director/College Dean becomes vacant for any reason, the Provost and Vice-President (Academic):
- (a) may recommend to the President the appointment of an Acting Dean/Director/College Dean who shall assume the responsibilities of office in an acting capacity; and
  - (b) before making such recommendation, shall seek advice from the faculty and staff of the academic unit.
- 2.65 The President shall take the foregoing into consideration respecting the appointment of an Acting Dean/Director/College Dean.

## **Part 3 Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Procedure is required.
- 3.2 The President is responsible for:
- (a) ensuring compliance with this Procedure; and
  - (b) ensuring the conduct of the reviews and the search set out in these Procedures.
- 3.3 The Provost and Vice-President (Academic) is responsible for:
- (a) canvassing the incumbent Dean/Director/College Dean to determine if the incumbent wishes reappointment and making related recommendations to the President;

- (b) collecting materials as set out in Sections 2.32 and 2.47 of these Procedures;
- (c) seeking advice on and recommending the appointment of an Acting Dean/Director/College Dean; and
- (d) anything delegated to the Provost and Vice-President (Academic) by the President in relation to these Procedures.

#### **Part 4 Review**

- 4.1 Governing Document reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is January 1, 2034.
- 4.2 In the interim, this Procedure may be revised or repealed if:
  - (a) the Approving Body deems necessary or desirable to do so;
  - (b) the Procedure is no longer legislatively or statutorily compliant;
  - (c) the Procedure is now in conflict with another Governing Document; and/or
  - (d) the Parent Policy is revised or rescinded.

#### **Part 5 Effect on Previous Statements**

- 5.1 This Procedure supersedes the following:
  - (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein; and
  - (b) all previous Administration Policies, Procedures, and directives on the subjectmatter contained herein;
  - (c) Policy: Deans of Faculties and Directors of Schools of the University: Appointment and Review, effective January 25, 2005, revised July 1, 2022;
  - (d) Procedure: Deans of Faculties and Directors of Schools of the University: Appointment and Review, effective January 25, 2005, revised July 1, 2022.

#### **Part 6 Cross References**

- 6.1 This Procedure should be cross-referenced to the following relevant Governing Documents, legislation, and/or forms:

- (a) Deans of Faculties, Directors of Schools of the University, and College Deans Policy;
- (b) Conflict of Interest Policy and Procedure;
- (c) Employee Organizations and Employment Groups Policy and Procedure;
- (d) Executive Group and Academic Administrative Appointments – Academic Staff Policy;
- (e) Faculties, Schools, Professional Colleges, Departments, Divisions and Institutes Bylaw;
- (f) Records Management Policy;
- (g) Imaging Records for Use as Official Records Procedures;
- (h) Records Holds Procedures;
- (i) Transitory Records Procedures;
- (j) Term of Appointment and Tenure Policy;
- (k) Other governing documents of the University which speak to Indigenous reconciliation, archives, or equity, diversity and inclusion and/or anti-racism.



**AGENDA ITEM:**

Staff Benefits Plan Enhancements

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approves enhancements to the Staff Benefits Plan for active full-time and part-time employees effective April 1, 2024, as recommended by the Staff Benefits Committee.**

**CONTEXT AND BACKGROUND:**

The Staff Benefits Committee has been established by the Board as an advisory committee to the Board. The Staff Benefits Committee is responsible for making recommendations on the establishment, maintenance and changes to all Staff Benefit Plans through the Vice-President (Administration) to the Board of Governors.

The Committee is comprised of representatives from various employee groups as outlined in the Staff Benefits Committee procedures including University of Manitoba Faculty Association (UMFA); Association of Employees Supporting Education Services (AESES); Unifor; Canadian Union of Public Employees (CUPE) 1482; CUPE 3909; Excluded Academics; Geographic Full-Time (GFT); University of Manitoba Retirees Association (UMRA); Excluded Management, Administrative and Professional Staff (EMAPS); and Board Appointed Representatives including individuals with Human Resource and Financial responsibilities, as well as individuals with Academic Administrative responsibilities.

During the April 24, 2023 Staff Benefits Committee meeting, several members of the committee raised concerns regarding coverage and limits under our current plan design. In particular, the lack of vision coverage, insufficient paramedical coverage, treatment of insulin and diabetic supply claims, and lack of mental health coverage. Several concerns were also raised over our Employee Assistance Program.

The Staff Benefits Office completed a review of benefits offered by other public sector employers, and while plans vary by employer, the items raised by the committee were notable deficiencies in the University's current plan.

The Staff Benefits Office engaged Mercer, the University's retained Benefits Consultant, to obtain quotes from Canada Life on plan design changes. Initial quotes and options were brought before the Staff Benefits Committee for consideration on December 5, 2023. The Committee reviewed the design changes, and requested additional quotes, which were reviewed at a subsequent meeting held on January 16, 2024. As premiums for the Supplementary Health Plan are paid 50% by the University and 50% by plan members, the Staff Benefits Committee requested a two-week period to review the implications of the premium increases with their Union executives, and in some cases, plan members. The Committee met again on February 1, 2024, and voted unanimously in favour of all of the motions to enhance the staff benefits plans.

Several of the proposed enhancements enhance mental health coverage, which align with other initiatives focused on enhancing mental health supports across the University community.

## **Supplementary Health Plan - Design Changes**

### **Add Vision Coverage**

Motion approved by the Staff Benefits Committee: *“Recommend the addition of Vision Coverage to the Supplementary Health Plan, including 100% reimbursement for vision including eye exams and eye wear, to a maximum of \$350 every 24 months for full-time and \$245 every 24 months for part-time.”*

Context: Our current plan design does not include coverage for vision, which is significantly out of market.

Increase in annual premium: \$670,820 or 11.70% (50% UM paid, 50% employee paid).

### **Remove Annual Drug Deductibles**

Motion approved by the Staff Benefits Committee: *“Recommend the removal of Annual Drug Deductibles which are currently \$50 per year for single or \$100 per year for couple or family for full-time; and \$50 per year for single or \$140 per year for family and couple for part-time.”*

Context: Drug deductibles add confusion for plan members and increase dissatisfaction with our benefit offering. Removing deductibles simplifies the claim experience for plan members.

Increase in annual premium: \$327,274 or 5.70% (50% UM paid, 50% employee paid).

### **Remove Annual Drug Limits**

Motion Approved by the Staff Benefits Committee: *“Recommend the removal of Annual Drug Limits which are currently \$5,000 per year for full-time, or \$3,500 per year for part-time. Drug Coverage will be provided to the individual plan members pharmacare deductible.”*

Context: Under our current design, the annual drug maximum leaves members in a difficult position requiring them to pay for 100% of drug expenses between our plan maximum and their individual family pharmacare deductible. For example, an employee with a spouse and two dependents, with a family income of \$140,000 has an annual pharmacare deductible of \$9,536.80. Currently the employee would have coverage to \$5,000 in annual drug expenses under our plan, and they would be responsible for 100% of drug costs beyond the maximum, until they satisfy their pharmacare deductible (in this example, that amount is an additional \$4,536.80 before the pharmacare deductible of \$9,536.80 is satisfied). Once the pharmacare deductible is satisfied, the province pays 100% of eligible drug expenses. The design change would ensure all employees have drug coverage to their pharmacare deductible.

Increase in annual premium: \$200,091 or 3.5% (50% UM paid, 50% employee paid).

### **Move Insulin and Diabetic Supplies from the Medical Supplies to the Drug Plan**

Motion Approved by the Staff Benefits Committee: *“Recommend that Insulin & Diabetic Supplies move from Medical Supplies to the Drug Plan, with coverage at 100% for full-time, and 70% for part-time.”*

Context: Currently, Insulin and Diabetic Supplies are covered under our Medical Plan. This means that employees can not use their drug card at the pharmacy. Instead, employees must pay out of pocket and submit a manual claim. As diabetes is an ongoing condition, employees are having to pay at the pharmacy, and are out of pocket until they receive reimbursement from Canada Life on a monthly basis. Under our current plan design for full-time employees, these items are covered at 80% until \$500, and then 100% for the remainder of the year (for part-time, current coverage is 55% up to \$500, and 70% thereafter). Canada Life cannot accommodate this split in coverage under the drug plan. To provide 100% coverage for full-time, and 70% coverage from dollar one, there is an increase in annual premium.



Increase in annual premium: \$123,992 or 2.20% (50% UM paid, 50% employee paid).

**Paramedical Coverage Enhancements**

Motions Approved by the Staff Benefits Committee:

- *“Recommend that Paramedical coverage be expanded for full-time employees to include four categories as presented, each with an individual category limit of \$500 per year, plus a fifth category for mental health with an individual limit of \$1,000 per year.”*
- *“Recommend that Paramedical coverage be expanded for part-time employees to include four categories as presented, each with an individual category limit of \$350 per year, plus a fifth category for mental health with an individual limit of \$700 per year.”*

Context: Our current plan allows for a combined maximum of \$500 in paramedical coverage for full-time employees, and \$350 in paramedical coverage for part-time employees per year. This is significantly out of market. The committee also recognizes the importance of mental health supports and has recommended a specific category for mental health practitioners. The recommended plan design is as follows:

Category Annual Limit		Paramedical Category Includes
Full-Time	Part-Time	
\$500	\$350	<i>Chiropractors</i>
\$500	\$350	<i>Massage Therapists</i>
\$500	\$350	<i>Physio Therapists, Athletic Therapists, Occupational Therapists</i>
\$500	\$350	<i>Acupuncturists, Dieticians, Naturopaths, Osteopaths, Podiatrists and Speech Therapists</i>
\$1,000	\$700	<i>Psychologists &amp; Social Workers PLUS expanded list of mental health practitioners</i>
<b>\$3,000</b>	<b>\$2,100</b>	<b><i>Maximum Annual Paramedical Benefit</i></b>

Increase in annual premium: \$466,438 or 8.20% (50% UM paid, 50% employee paid).

**Mental Health Practitioners**

Motion Approved by the Staff Benefits Committee: *“Recommend that Canada Life’s expanded list of mental health practitioners be made available for coverage under the mental health category of the paramedical plan.”*

Context: Our plan currently covers only Psychologists and Social Workers. Canada Life has expanded their eligible Mental Health practitioners to include the list below.

*Eligible psychotherapists*

- Registered psychotherapist
- Licensed psychotherapist
- Psychotherapist
- Counselling psychotherapist

**Eligible counsellors**

- Canadian certified counsellor
- Certified clinical counsellor
- Registered counsellor
- Licensed counsellor
- Counselling therapist
- Clinical counsellor
- Clinical therapist
- Certified counsellor
- Mental health therapist
- Marriage and Family therapist
- Sexologist

Increase in annual premium: \$113,765.40 or 2.0% (50% UM paid, 50% employee paid).

**Survivor Benefits**

Motion: *“Recommend that Survivor Benefits be extended from 30 days to 6 months.”*

Context: In the event of the death of an employee, their survivors (spouse and dependents) can remain in the plan for 30 days. This is not sufficient time to make alternate arrangements. The recommendation is to increase survivor benefits to 6 months.

Increase in annual premium: \$0.

**Total Premium Increase**

The total increase in premium for the Supplementary Health Plan for all recommendations is \$1,902,380 or 33.30%, which is shared 50% by UM, and 50% by employees.

Increase in Premium (\$)	Increase in Premium (%)	Description
\$670,820	11.70%	Add Vision Coverage
\$327,274	5.70%	Remove Annual Drug Deductibles
\$200,091	3.50%	Remove Annual Drug Maximums
\$123,992	2.20%	Diabetic Supplies & Insulin Claims
\$466,438	8.20%	Paramedical Enhancements
\$113,765	2.00%	Expanded List of Mental Health Practitioners
\$0	0%	Survivor Benefits – Extend to 6 months
TBD	TBD	Plan Renewal for 2024-25
<b>\$1,902,380</b>	<b>33.30%</b>	<b>Total Increase</b>

This overall increase translates to approximate individual premium increases as outlined in the chart below. For a full-time employee with family coverage, the employee would pay an additional \$20.41 per month, or \$244.92 per year for the additional coverage. The University would pay the same increased premium.

Coverage Type	Full-Time		Part-Time	
	Monthly Increase	Annual Increase	Monthly Increase	Annual Increase
Single	\$5.77	\$69.24	\$3.89	\$46.68
Couple	\$11.46	\$137.52	\$7.55	\$90.60
Family	\$20.41	\$244.92	\$13.61	\$163.32

It is important to note that employees can submit their employee-paid health premiums for reimbursement through their Health Care Spending Account (subject to available room), to help offset the cost of these increased premiums. The Staff Benefits Office facilitates a semi-annual process to support employees in making claims for their premiums.

### **Funding the UM Portion of Increased Premiums**

The annual increase in cost to the University of these changes is \$951,190 (50% of the total increase).

The University's Supplementary Health Plan (and Dental Plan) are Deposit Refund. Under this arrangement, when there is a year-end surplus in the plan, the funds are set aside in a remote deposit account.

The Supplementary Health Plan surplus is split 50% to an employee-paid remote deposit account, and 50% to an employer-paid remote deposit account (reflecting the original payor of the premiums). On occasion, the Staff Benefits Committee authorizes a Supplementary Health premium holiday, where plan members do not pay Supplemental Health premiums, but they are instead charged to the employee-paid remote deposit account. Authorized employee premiums (drawing down the employee-paid remote deposit account) have occurred as follows:

- 2022, a 4 month holiday from September to December
- 2016, a 3 month holiday from October to December
- 2014, a 4 month holiday from June to September
- 2011, a 2 month holiday from June to July

The employer-paid Supplementary Health Plan account has continued to accumulate surplus amounts and never been drawn upon. The most recent statement balance of the employer-paid Supplementary Health remote deposit account is \$1,917,707.15.

On the Dental Plan, when there is a surplus, it is deposited to an employer-paid account, as Dental premiums are paid 100% by the University. The surplus has never been drawn upon. The most recent statement balance of the Dental remote deposit account is \$4,208,019.11.

The total of both the Supplementary Health and Dental remote deposit accounts is \$6,125,726.26. It is recommended that the increased costs of the Supplementary Health plan changes be charged against the asset accounts for the next four fiscal years as follows:

- 2024/25 - \$951,190
- 2025/26 - \$951,190
- 2026/27 - \$951,190
- 2027/28 - \$951,190

This would reduce the combined remote deposit balance to \$2,320,966.26 at the end of fiscal 2027/28, plus or minus investment performance and any surpluses accumulated through the period. This approach allows until fiscal 2028/29 for departments to plan on absorbing the additional benefit costs. The Financial Planning Office estimates the increase as approximately 0.9% of total benefit expenses.

## Employee Assistance Plan

Motion: *“Recommend that the Employee Assistance Program provider change from Telus Health to Kii by Cloud MD, with enhanced benefits including extended counselling of up to 14 sessions per year, and the iCBT program.”*

Context: The Staff Benefits Committee has approved a motion recommending that we transition from our current Employee Assistance Plan (EAP) provider Telus Health. For clarity, the EAP program is provided to all UM employees including those who are casual or short-term and do not meet the eligibility requirements to participate in the benefit plan. Through our existing relationship with Mercer, the University has access to an EAP program provided by Cloud MD. This EAP is presently used by Doctors Manitoba and the Manitoba Teacher’s Society. It offers several enhancements to our current EAP plan:

- Extended counselling with up to 14 sessions per year (an increase from our current 6)
- Intake staff are Registered Nurses or Masters-level Social Workers, and their service commitment is to answer calls within 30 seconds.
- They offer culturally sensitive counselling, including a diverse network of clinicians with a background or experience in Indigenous Culture, the Residential School System, BIPOC (Black, Indigenous, and People of Colour) and/or racism, LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer and more) issues, and gender affirmation. At present, 74 counselors are part of their Indigenous counselling network, with training and certification in this area.
- Offers therapist lead iCBT treatment covering depression, stress, anxiety, insomnia, PTSD (Post-Traumatic Stress Disorder), OCD (Obsessive-Compulsive Disorder), chronic pain, alcohol use, panic, and relationships.
- Enhanced coverage provided to any member of the employee’s household (current plan covers only spouse and dependent children).

The University pays 100% of the EAP premium. Our current rate with Telus Health is \$5.63 per employee per month, for an annual cost of \$619,119.84. The quoted rate for the enhanced plan with Cloud MD is \$3.45 per employee per month, for an annual cost of \$379,389.60. This is an annual savings of \$239,730.24, and Cloud MD will guarantee their rate for 3 years.

## Transferring Savings to HCSA Limits

The Chair of the Staff Benefits Committee brought forward the following motion: *“Recommend that the University apply the savings of approximately \$240,000 from moving to a new Employee Assistance Provider to increasing the limits of individual Health Care Spending Accounts – specifically by dividing the total annual savings by the number of employees with Health Care Spending Accounts, and then increasing the individual Health Care Spending Accounts by that value.”*

Context: The committee supports the transition to the Cloud MD provider, but recognizes that there is a savings to the University. The committee has recommended that the savings be used to increase employee Health Care Spending Account (HCSA) limits. The savings are approximately \$240,000 and there are presently 5,500 employees with HCSAs. This is an increase of approximately \$40 per employee with a HCSA. Limits would increase as follows:

- Full-Time employee \$825 (current HCSA limit) + \$40 = \$865 (new HCSA limit)
- Part-Time employee \$580 (current HCSA limit) + \$40 = \$620 (new HCSA limit)

## RESOURCE REQUIREMENTS:

For fiscal years 2024/25, 2025/26, 2026/27 and 2027/28, increased employer premiums will be paid through utilization of our remote deposit accounts. Departments will need to budget for the 0.9% increase to total benefit expenses in 2028/29.

## CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

The University's benefits program contributes to the University's goal of being an outstanding employer.

## IMPLICATIONS:

None

## ALTERNATIVES:

Alternative options could be considered and recommended for approval.

## CONSULTATION:

Consultation was completed within Human Resources, the Financial Planning Office, and the Staff Benefits Committee which includes representation as follows:

- UMFA – 5 members
- UMFA Dental Clinical – 1 member
- AESES – 5 members
- Unifor – 2 members
- CUPE 1482 – 1 member
- CUPE 3909 – 1 member
- Excluded Academics – 2 members
- UMRA – 1 member
- EMAPS – 1 member
- University Medical Group GFTs – 1 member (*ex-officio*)
- Board Appointed Representatives including individuals with Human Resource and Financial responsibilities (one currently vacant), as well as individuals with Academic Administrative responsibilities (both positions currently vacant).

On February 1, 2024, members of the Staff Benefits Committee voted unanimously in support of the Benefit Plan Enhancements, including the increase in premiums to plan members.

On January 31, 2024, the University received correspondence from UMFA to formally confirm the Association's support of the proposed changes to the Benefits Plan (attached as Appendix 5).

**ROUTING TO THE BOARD OF GOVERNORS:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Title</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Rene Ouellette</u> <i>Rene Ouellette</i>	<u>Associate Vice-President (Human Resources)</u>	<u>February 2, 2024</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Naomi Andrew</u> <i>Naomi Andrew</i>	<u>Vice-President (Administration)</u>	<u>February 2, 2024</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Michael Benarroch</u> <i>M Benarroch</i>	<u>President and Vice-Chancellor</u>	<u>March 5, 2024</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

**SUBMISSION PREPARED BY:** Jamie Gerlach – Director, Total Compensation & HR Systems

**ATTACHMENTS:**

- Appendix 1 – Quotes from Mercer & Canada Life
- Appendix 2 – Motions Approved by Staff Benefits Committee on February 1, 2024
- Appendix 3 – Benefit Enhancement Options
- Appendix 4 – Benefit Enhancement Summary
- Appendix 5 – UMFA Association Support of Plan Enhancements

# University of Manitoba - Plan Design Option Costs

February 2, 2024

“FT” = Full-Time; “PT” = Part-Time

Plan Design Option	Active													
	% change	Total annual \$ change <sup>1</sup>												
1. Add Vision (\$350/24mths FT; \$245/24 mths PT)	+11.7%	+\$670,820												
2. Remove annual Drug deductibles	+5.7%	+\$327,274												
3. Remove Drug maximums	+3.5%	+\$200,091												
4. Diabetic Supplies & Insulin to Drugs; 100% reimbursement FT/ 70% reimbursement PT	+2.2%	+\$123,992												
5. Paramedicals – currently all practitioners have a combined annual maximums of FT = \$500; PT = \$350. The proposed paramedical coverage and maximums will change to:	+10.2%	+\$580,203												
<table border="1"> <thead> <tr> <th>Practitioner(s)</th> <th>Annual Maximum</th> </tr> </thead> <tbody> <tr> <td>Chiropractor</td> <td>FT: \$500; PT: \$350</td> </tr> <tr> <td>Massage Therapists</td> <td>FT: \$500; PT: \$350</td> </tr> <tr> <td>Physiotherapists, Athletic Therapists and Occupational Therapists</td> <td>Combined maximum of FT: \$500; PT: \$350</td> </tr> <tr> <td>Acupuncturists, Dieticians, Naturopaths, Osteopaths, Podiatrists and Speech Therapists</td> <td>Combined maximum of FT: \$500; PT: \$350</td> </tr> <tr> <td>Mental Health practitioners<sup>2</sup></td> <td>Combined maximum of FT: \$1,000; PT: \$700</td> </tr> </tbody> </table>			Practitioner(s)	Annual Maximum	Chiropractor	FT: \$500; PT: \$350	Massage Therapists	FT: \$500; PT: \$350	Physiotherapists, Athletic Therapists and Occupational Therapists	Combined maximum of FT: \$500; PT: \$350	Acupuncturists, Dieticians, Naturopaths, Osteopaths, Podiatrists and Speech Therapists	Combined maximum of FT: \$500; PT: \$350	Mental Health practitioners <sup>2</sup>	Combined maximum of FT: \$1,000; PT: \$700
Practitioner(s)	Annual Maximum													
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Mental Health practitioners <sup>2</sup>	Combined maximum of FT: \$1,000; PT: \$700													
6. Survivor Benefits from 30 days to 6 mths	0%	\$0												
7. Change EAP provider from Telus to CloudMD (Kii)	estimated annual savings of \$240,000													

<sup>1</sup> “Total annual \$ change” is based on the July 2023 renewal volumes, includes all employers as well as total member/employer costs

<sup>2</sup> Currently only Psychologists and Social Workers covered. Proposal to expand Mental Health practitioners to also include eligible Psychotherapists, eligible Counsellors (including Mental Health Therapists, Marriage and Family Therapists, Sexologists)

- 1) Add Vision Coverage
  - a. Recommend the addition of Vision Coverage to the Supplementary Health Plan, including 100% reimbursement for vision including eye exams and eye wear, to a maximum of \$350 every 24 months for full-time and \$245 every 24 months for part-time.
- 2) Remove Annual Drug Deductibles
  - a. Recommend the removal of Annual Drug Deductibles which are currently \$50 per year for single or \$100 per year for couple or family for full-time; and \$50 per year for single or \$140 per year for family and couple for part-time.
- 3) Remove Annual Drug Maximums
  - a. Recommend the removal of Annual Drug Limits which are currently \$5,000 per year for full-time, or \$3,500 per year for part-time. Drug Coverage will be provided to the individual plan members pharmacare deductible.
- 4) Move Insulin & Diabetic Supplies from Medical Supplies to the Drug Plan
  - a. Recommend that Insulin & Diabetic Supplies move from Medical Supplies to the Drug Plan, with coverage at 100% for full-time, and 70% for part-time.
- 5) Paramedical Enhancements
  - a. Recommend that Paramedical coverage be expanded for full-time employees to include four categories as presented, each with an individual category limit of \$500 per year, plus a fifth category for mental health with an individual limit of \$1,000 per year.
  - b. Recommend that Paramedical coverage be expanded for part-time employees to include four categories as presented, each with an individual category limit of \$350 per year, plus a fifth category for mental health with an individual limit of \$700 per year.
- 6) Mental Health Practitioners
  - a. Recommend that Canada Life's expanded list of mental health practitioners be made available for coverage under the mental health category of the paramedical plan.
- 7) Survivor Benefits
  - a. Recommend that Survivor Benefits be extended from 30 days to 6 months.
- 8) Employee Assistance Program (EAP)
  - a. Recommend that the Employee Assistance Program provider change from Telus Health to Kii by Cloud MD, with enhanced benefits including extended counselling of up to 14 sessions per year, and the iCBT program.
  - b. Recommend that the University apply the savings of approximately \$240,000 from moving to a new Employee Assistance Provider to increasing the limits of individual Health Care Spending Accounts – specifically by dividing the total annual savings by the number of employees with Health Care Spending Accounts, and then increasing the individual Health Care Spending Accounts by that value.



# Benefit Plan Enhancements

Staff Benefits Committee



**University  
of Manitoba**

# Active Plan Members



## **Plan Design Change Options *For Staff Benefits Committee Consideration***



# Vision

## Add Vision Coverage

- 100% reimbursement for vision including eye exams and eye wear (glasses, contact lenses)
  - Full-Time \$350 every 24 months
  - Part-Time \$245 every 24 months
- Increase in annual premium \$670,820 or +11.70%



# Drug Plan

## Remove Annual Drug Deductibles

- Current Deductibles
  - Full-Time
    - Single \$50, Couple or Family \$100
  - Part-Time
    - Single \$70, Couple or Family \$140
- Increase in annual premium \$327,274 or +5.70%



# Drug Plan

## Remove Limits

- Current Annual Limits
  - Full-Time: lesser of \$5,000/yr or the Pharmacare deductible
  - Part-Time: lesser of \$3,500/yr or the Pharmacare deductible
- New design would have no set limit, until the plan member reaches their individual Pharmacare deductible (*see next slide for details*)
- Increase in annual premium \$200,091 or +3.5%



# Pharmacare Deductibles

## Household with 2 Dependents

Household Income	Annual Pharmacare Deductible
\$80,000	\$4,125.10
\$100,000	\$6,624.80
\$120,000	\$8,080.80
\$140,000	\$9,536.80
\$160,000	\$10,992.80
\$180,000	\$12,448.80
\$200,000	\$13,904.80
\$250,000	\$17,544.80
\$300,000	\$21,184.80

- Drug expenses charged to our plan, and to a spouse’s plan count towards the annual household pharmacare deductible.
- Full drug expense contributes to deductible, not just the portion 80% (FT) or 55% (PT) covered by our plan.
- All UM Benefit Plan members already pay “premiums” for pharmacare through Manitoba provincial income tax.
- Once deductible attained, drugs are covered 100% by pharmacare



# Drug Plan

## Incorporate Diabetic Supplies & Insulin

- Diabetic supplies currently covered under ‘medical supplies’ category, not drug plan. Claim issues/declines for members.
- Covered at 80% up to \$500/yr, and 100% thereafter (full-time)\*
- Covered at 55% up to \$500/yr, and 70% thereafter (part-time)\*
- Change would move diabetic supplies into drug plan (drug card can be used); however, benefit would increase to 100% for all expenses for full-time, and 70% for part-time

*\*Combined with other Health Expenses (excluding Drugs, Hospital & Ambulance)*



# Drug Plan

## Incorporate Diabetic Supplies & Insulin (continued)

- Increase in annual premium \$123,992 or +2.20%





# Paramedical Coverage

## Plan Design

- Current: Annual Combined Maximum of \$500 (full-time) and \$350 (part-time) across all paramedical practitioners
- Proposed:
  - Four paramedical categories with individual limits of \$500 (full-time) and \$350 (part-time)
  - Mental Health category with a limit of \$1,000 (full-time) and \$700 (part-time).
- Maximum potential benefit increases from \$500 to \$3,000 per year for full-time or \$350 to \$2,100 (part-time)



# Paramedical Coverage (Proposed Design)

Category Annual Limit		Paramedical Category Includes
Full-Time	Part-Time	
\$500	\$350	<i>Chiropractors</i>
\$500	\$350	<i>Massage Therapists</i>
\$500	\$350	<i>Physio Therapists, Athletic Therapists, Occupational Therapists</i>
\$500	\$350	<i>Acupuncturists, Dieticians, Naturopaths, Osteopaths, Podiatrists and Speech Therapists</i>
\$1,000	\$700	<i>Psychologists &amp; Social Workers PLUS expanded list of mental health practitioners</i>
<b>\$3,000</b>	<b>\$2,100</b>	<b><i>Maximum Annual Paramedical Benefit</i></b>



# Paramedical Coverage

## Plan Design (Continued)

- Increase in annual premium \$466,438 or +8.20%



# Paramedical Coverage

## Enhancement to Mental Health Practitioners

- Effective March 1, 2024 Canada Life will be expanding their standard list of eligible mental health practitioners to include:

### Eligible psychotherapists

- Registered psychotherapist
- Licensed psychotherapist
- Psychotherapist
- Counselling psychotherapist

### Eligible counsellors

- Canadian certified counsellor
- Certified clinical counsellor
- Registered counsellor
- Licensed counsellor
- Counselling therapist
- Clinical counsellor
- Clinical therapist
- Certified counsellor
- Mental health therapist
- Marriage and Family therapist
- Sexologist



# Paramedical Coverage – ORIGINAL OPTION

## Enhancement to Mental Health Practitioners

- Adding these new practitioners will result in an annual premium increase of \$113,765.40 or +2.0%



# Survivor Benefits

- Currently in the event of the death of an employee, their survivors (spouse and dependents) can remain in the plan for 30 days
- This is not sufficient time to make alternate arrangements, especially during a time of loss
- Recommend that survivor period is extended from 30 days to 6 months
- The survivor can terminate coverage before 6 months if they wish.



# Total Potential Increase to Active Plan

Increase in Premium (\$)	Increase in Premium (%)	Description
\$670,820	11.70%	Add Vision Coverage
\$327,274	5.70%	Remove Annual Drug Deductibles
\$200,091	3.50%	Remove Annual Drug Maximums
\$123,992	2.20%	Diabetic Supplies & Insulin Claims
\$466,438	8.20%	Paramedical Enhancements
\$113,765	2.00%	Expanded List of Mental Health Practitioners
\$0	0%	Survivor Benefits – Extend to 6 months
TBD	TBD	Plan Renewal for 2024-25
\$1,902,380	33.30%	Total Increase

- Increased premium (\$) shared 50% by UM, and 50% by plan members



# Approximate Monthly Increase To Employee-Paid Premium (Active)

	Full-Time	Part-Time
Single	\$5.77	\$3.89
Couple	\$11.46	\$7.55
Family	\$20.41	\$13.61

- Approximate monthly increase is subject to change due to upcoming finalization of annual 2024-25 plan renewal premium adjustments





# Employee Assistance Plan



**Enhanced Coverage and  
greater Benefits**



# Employee Assistance Plan

## Current Plan

- Provided by TELUS Health One (Acquired LifeWorks, Morneau Shepell)
- Have seen a rise in service complaints
- Offers “unlimited short term counselling model” (generally up to 6 sessions)



# Employee Assistance Plan

## Proposed Plan

- Provided by Kii – Cloud MD
- Available to Mercer clients – currently being used as EAP provider by: Doctors Manitoba, Manitoba Teacher's Society, Red River College
- Offers several enhancements to our current plan



# Employee Assistance Plan

## Proposed Plan - Enhancements

- Intake staff are Registered Nurses or Masters-Level Social Workers (*service level agreement is 30 seconds to answer call*)
- Extended counselling with up to 14 sessions per year
- Plan members could extend beyond 14 sessions a year under the enhanced paramedical plan (provided a psychologist or counsellor)
- Indigenous counselling network – 74 counselors with training/certificates to provide culturally sensitive support



# Employee Assistance Plan

## Proposed Plan - Enhancements

- Diverse network of clinicians with background a/o experience with Indigenous Culture, Residential School System, BIPOC and/or racism, LGBTQ+ issues, gender affirmation
- Offers substance abuse program
- Offers therapist lead iCBT treatment covering *depression, stress, anxiety, insomnia, PTSD, OCD, chronic pain, alcohol use, panic, and relationships*



# Employee Assistance Plan

## Proposed Plan - Enhancements

- Enhanced coverage includes *employees, spouse, dependent children and **any member of the household***
- Currently in the referencing stage
- Current EAP rate \$5.63 PEPM, proposed rate \$3.45 PEPM annual savings of approximately \$240,000.





**University  
of Manitoba**

Proposed Benefit Plan Design Enhancements to Active Plans for the 2024-25 Plan Year

Current Plan Design	Proposed Enhancements
<b>Vision Care</b>	
No specific vision coverage <i>Health Care Spending Account can be used for eligible vision expenses</i>	100% reimbursement for vision including eye exams and eye wear (glasses, contact lenses) Full-Time: <i>Limit of \$350* every 24 months</i> Part-Time: <i>Limit of \$245* every 24 months</i>
<b>Annual Drug Deductible</b>	
Current Annual Drug Deductible Full-Time: <i>Single \$50, Couple or Family \$100</i> Part-Time: <i>Single \$70, Couple or Family \$140</i>	No Deductible
<b>Annual Drug Limit</b>	
Current Annual Drug Plan Limits Full-Time: <i>lesser of \$5,000/year or the individual family Pharmacare deductible</i> Part-Time: <i>lesser of \$3,500/year or the individual family Pharmacare deductible</i>	No Limit until the plan member reaches their individual family Pharmacare deductible
<b>Diabetic Supplies &amp; Insulin</b>	
Diabetic supplies currently covered under ‘medical supplies’ category, not drug plan, resulting in claim issues/declines for members. Full-Time: <i>Covered at 80% up to \$500/year, and 100% thereafter (full-time)</i> Part-Time: <i>Covered at 55% up to \$500/year, and 70% thereafter</i>	Move diabetic supplies into drug plan (drug card can be used at pharmacy); however, benefit would increase to 100% for all expenses for full-time, and 70% for part-time
<b>Paramedical</b>	
Annual Combined Maximum of \$500/year (full-time) and \$350/year (part-time) across all paramedical practitioners – including mental health related practitioners such as psychologists and social worker.	Four distinct paramedical categories with annual individual limits per category of \$500/year* (full-time) and \$350/year* (part-time), plus a separate category for mental health coverage with an annual limit of \$1,000/year* (full-time) and \$700/year* (part-time)
<b>Eligible Mental Health Practitioners</b>	
Psychologist & Social Worker	Psychologist, Social Worker, Registered psychotherapist, Licensed psychotherapist, Psychotherapist, Counselling psychotherapist, Eligible counsellors, Canadian certified counsellor, Certified clinical counsellor, Registered counsellor, Licensed counsellor, Counselling therapist, Clinical counsellor, Clinical therapist, Certified counsellor, Mental health therapist, Marriage and Family therapist, Sexologist
<b>Survivor Benefits</b>	
In the event of the death of an employee, their survivors (spouse and dependents) can remain in the plan for 30 days	In the event of the death of an employee, their survivors (spouse and dependents) can remain in the plan for 6 months



**Paramedical Proposed Plan Design**

<b>Category Annual Limit</b>		<b>Paramedical Category Includes</b>
<b>Full-Time</b>	<b>Part-Time</b>	
\$500	\$350	Chiropractors
\$500	\$350	Massage Therapists
\$500	\$350	Physio Therapists, Athletic Therapists, Occupational Therapists
\$500	\$350	Acupuncturists, Dieticians, Naturopaths, Osteopaths, Podiatrists and Speech Therapists
\$1,000	\$700	Psychologists & Social Workers PLUS expanded list of mental health practitioners
<b>\$3,000</b>	<b>\$2,100</b>	<b>Maximum Annual Paramedical Benefit</b>

**Approximate Monthly Increase to Employee Paid Premiums**

Premiums for the Supplemental Health Plan are paid 50% by Plan Members, and 50% by the University of Manitoba. The chart below reflects the approximate monthly increase for Plan Members, including all proposed plan design changes. Approximate monthly increase is subject to change due to upcoming finalization of annual 2024-25 plan renewal premium adjustment.

	<b>Full-Time</b>	<b>Part-Time</b>
<b>Single</b>	<b>\$5.77</b>	<b>\$3.89</b>
<b>Couple</b>	<b>\$11.46</b>	<b>\$7.55</b>
<b>Family</b>	<b>\$20.41</b>	<b>\$13.61</b>

**From:** [Marcie Macdonald](#)  
**To:** [gflemming](#)  
**Cc:** [UMFA President](#); [Jamie Gerlach](#)  
**Subject:** RE: Staff Benefits Plan Changes -- UMFA Agreement to Changes, pursuant to Article 7 of CA  
**Date:** Thursday, February 1, 2024 8:59:10 AM

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Hi Greg,

Thanks for the email and update, much appreciated.

Marcie

---

**From:** Greg Flemming <[gflemming@umfa.ca](mailto:gflemming@umfa.ca)>  
**Sent:** Wednesday, January 31, 2024 2:43 PM  
**To:** Marcie Macdonald <[Marcie.Macdonald@umanitoba.ca](mailto:Marcie.Macdonald@umanitoba.ca)>  
**Cc:** UMFA President <[President@umfa.ca](mailto:President@umfa.ca)>  
**Subject:** Staff Benefits Plan Changes -- UMFA Agreement to Changes, pursuant to Article 7 of CA

Hi Marcie,

Pursuant to Article 7 of the UMFA/UM Collective Agreement, this message is to formally state the Association's agreement to proposed changes to the Benefits Plan, as outlined in the attached documents.

Yours,

Gf



The Governance and Board Development Committee met on February 13 to discuss several items relating to the work of the Board and its Committees.

#### Board of Governors Annual Evaluation Process

Mr. Leclerc reminded the Committee that the annual evaluation process of the Board of Governors is the responsibility of the Committee, as outlined in its Terms of Reference. The Committee reviewed the questionnaire from 2023 in detail and recommended revisions to the questions and response scale to provide data of greater value. The evaluation survey will be sent to all Board members this spring.

#### Code of Conduct Review

As outlined in its Terms of Reference, the Committee is charged with reviewing *The Code of Conduct for Members of the Board of Governors of the University of Manitoba* ("the Code"). The Committee provided feedback on the Code and suggested updates. An updated document will be reviewed by the Committee at an upcoming meeting and brought to the Board for approval in due course.

#### Revised Board Submission Template

One of the Committee's 2023-2024 priorities is to implement outstanding recommendations from the Governance Working Group. One such recommendation is to improve the clarity of information coming to the Board. Mr. Leclerc shared with the Committee a revised submission template that will attempt to streamline and clarify the information coming to the Board. The template includes stronger connections on why items are being brought to the Board and/or its committees, what the Board and/or Committee is being asked to do with the submission, greater focus on important aspects of the submission, and stronger alignment with the University's planning documents and Enterprise Risk Management framework. The Committee recognized that the revisions to the template better support the way the University and Board are working and stressed the importance of the continuing use of the term implications as it relates to new or existing resource requirements.

The Committee learned that the Office of the University Secretary will also prepare drafting guidelines as a resource for those who prepare submissions and that once the drafting guidelines have been created, the revised submission template will be rolled out in the coming months and that educational opportunities will be provided to assist staff through the transition to the new submission template and into the future.

#### Meeting Agenda Framework – Open and Closed Agenda (see Agenda Item 4.3.a.)

Further to discussions at previous Board and Committee meetings and in a desire to improve transparency and better document the practices and processes of the Board of Governors, a Meeting Agenda Framework has been drafted to provide clarity and transparency on the Open and Closed agendas of the Board. The framework is predicated on the intention of the Board to conduct as much

business as possible in its Open Session. The document notes instances of business that is to be conducted in Closed Session, including examples of agenda items that may be considered prejudicial, definitions of in camera sessions, and the people who can attend each session of the meeting.

#### February 2024 Strategic Meeting

The Committee discussed the agenda for the upcoming strategic meeting of the Board on February 27 at the Bannatyne campus, noting the connection of the meeting's agenda with a number of priorities identified by the Board and in its education plan.



**AGENDA ITEM:**

Open/Closed Session Framework for the Board

**RECOMMENDED RESOLUTION:**

That the Governance and Board Development Committee provide feedback on the Draft Open/Closed Session Framework for the Board of Governors.

**CONTEXT AND BACKGROUND:**

Section 3a)i) of the terms of reference of the Governance and Board Development Committee empower the Committee to “review Board and Committee structure, processes, roles, responsibilities, and procedures on an ongoing basis to ensure these meet the governance needs of the Board, recommending any required changes to the Board for approval”.

There is a desire to document the Board’s approach to the openness of Board meetings and what kinds of matters will be considered by the Board in closed sessions. A number of practices have evolved over the years with information regarding this included in the *Code of Conduct for Members of the Board* and in the Board Orientation Manual. The intent of this draft document is to include the principles regarding the openness of Board meetings in one document.

The key principle is that the default position of the Board is that Board business should be considered in open session unless there is a reason to do so. The attached draft framework articulates this principle and lays out the types of matters that the Board will consider in closed session.

**ROUTING TO THE BOARD OF GOVERNORS:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Title</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jeff Leclerc	University Secretary	2024/02/06
<input type="checkbox"/>	<input type="checkbox"/>			

**SUBMISSION PREPARED BY:** Jeff Leclerc, University Secretary

**ATTACHMENTS:**

Draft Open/Closed Session Framework for the Board of Governors

## **Draft Open/Closed Session Framework for the Board of Governors**

February, 2024

Regular meetings of the Board of Governors of the University of Manitoba comprise of three sessions plus *in camera* sessions. The Board's desire is to consider matters in open meetings wherever possible. This framework describes these sessions what is typically included in each session.

### **1. Open Session**

- Board business will be conducted in open session unless required by the principles articulated in this Framework.
- Open sessions are open to observers, and the agendas and minutes of these sessions are made publicly available on the University Governance website.
- Proceedings at open sessions of meetings of the Board are not confidential. Agendas, briefing documents, minutes, reports and other documents received by a Member for purposes of an open session are not confidential.

### **2. Closed and Confidential Session**

- The Board meets in closed and confidential session to consider confidential business, such as matters concerning individuals, finance, acquisition, or disposal of property, and any other confidential matters of the University, the disclosure of which might be prejudicial to an individual or to the best interests of the University. Confidential matters could include:
  - i. Individuals/personal information
  - ii. Real estate or other purchasing matters where competitive advantage is involved
  - iii. Matters which will be referred to another group or agency, e.g., certain government matters
  - iv. Planning documents/discussions that are at the conceptual/development stage
  - v. Certain legal matters
- Attendance at closed and confidential sessions is limited to voting members of the Board, assessors, Vice-Presidents, governance staff and those invited to attend to assist with deliberations.
- Proceedings at closed and confidential sessions of meetings of the Board are confidential. Proceedings at meetings of committees of the Board are confidential, unless otherwise explicitly directed by the Board. Agendas, briefing documents, minutes, reports and other documents received by a Member for purposes of a closed session of a Board meeting or a committee meeting are confidential.
- During the term of the member and thereafter, confidential information received by a Member shall not be divulged to any other person without the express prior, written authorization of the Board. It is the responsibility of Members and any other person who receives confidential information to ensure the security of confidential information entrusted to them at all times. At the appropriate time, such documentation must be destroyed in a confidential matter. Members may return such documentation to the University Secretary for destruction.

### **3. Closed and Confidential Session- Matters Related to Labour Relations**

- The Board meets in closed and confidential session - matters related to labour relations to consider confidential business, such as matters concerning personnel, labour relations, and any other confidential matters of the University, the disclosure of which might be prejudicial to an individual or to the best interests of the University. Such matters could include:
  - i. Individuals/personal information
  - ii. Confidential personnel matters
  - iii. Collective Bargaining matters and negotiations
  - iv. Matters which will be referred to another group or agency, e.g., certain government matters
  - v. Planning documents/discussions that are at the conceptual/development stage
  - vi. Certain legal matters
- Attendance at closed and confidential sessions related to labour relations is limited to voting members of the Board, Vice-Presidents, governance staff and those invited to attend to assist with deliberations.
- Proceedings at closed and confidential sessions related to labour relations meetings of the Board are confidential. Proceedings at meetings of committees of the Board are confidential, unless otherwise explicitly directed by the Board. Agendas, briefing documents, minutes, reports and other documents received by a Member for purposes of a closed session of a Board meeting or a committee meeting are confidential.
- During the term of the member and thereafter, confidential information received by a Member shall not be divulged to any other person without the express prior, written authorization of the Board. It is the responsibility of Members and any other person who receives confidential information to ensure the security of confidential information entrusted to them at all times. At the appropriate time, such documentation must be destroyed in a confidential matter. Members may return such documentation to the University Secretary for destruction.

#### 4. **In Camera Sessions**

- *In camera* sessions are held during every meeting of the Board, normally following the Closed & Confidential – Matters Related to Labour Relations Session.
- The purpose of these sessions is to strengthen board governance, build accountability, and facilitate board independence from management. This process also fosters positive productive relationships between the board and administration. It is important to strike a balance between the need for candour and privacy and the standards of transparency.
- There are two types of *in camera* sessions:
  - **In Camera with the President**— attendance is limited to voting members of the Board, including the President. No other members of administration present except the University Secretary.
  - **In Camera: Board only without the President** -attendance is limited to voting members of the Board, excluding the President. The University Secretary does not attend these sessions, except when invited to do so by the Board Chair.
- Discussion during the *in camera* session with the President is generally limited to discussion regarding his or her performance evaluation or discussion regarding

his or her direct reports or sensitive matters concerning senior administrative staff.

- During the *in camera* session without the President, discussion may be related to the President's performance evaluation, the Board's relationship with the President, conflict in the Board's internal working relationships, and meetings with the auditor. This time typically serves as a chance for Board members to raise matters for the Chair to follow up or bring to a regular meeting with the President.
- The following would be inappropriate for an *in camera* discussion:
  - Discussing matters already dealt with on the meeting agendas
  - Taking decisions on matters of business
  - Revising or reversing decisions previously made with administration present
- No minutes are taken during the *in camera* sessions. The Chair of the Board or University Secretary debrief the President following the meeting on matters of concern, should any arise.





The Advancement Committee met on January 30, 2024. The Committee received presentations and updates on items related to their mandate and priorities, including Alumni engagement, philanthropy policies, and government relations.

#### Alumni Engagement and Programs

The Committee received a presentation from Ms. Tracy Bowman, Executive Director, Alumni Relations. Ms. Bowman provided the Committee with an overview of the University's alumni program, highlighting the demographics of UM alumni and the key purposes of alumni relations. She provided the Committee with a comprehensive update on the alumni communication strategy and shared key programming under the categories of connection, lifelong learning, career advancement, institutional pride and culture, benefits and services to alumni, and the opportunity for alumni to give back.

Ms. Bowman provided the Committee with an overview of the engagement goals for Alumni Relations for 2023-2024, including the creation and launch of a contactable alumni campaign, increasing affinity partner revenues, development of a UM Alumni and Friends Learning for Life Network, and raising sponsorships for the Distinguished Alumni Awards. She shared with the Committee the alumni engagement scorecard, which will measure engagement in philanthropy, volunteerism, experiential engagement, and communications, adding that this process has been recently implemented.

The Committee received information on the governance of the University of Manitoba Alumni Association. She explained to the Committee that the Alumni Association has its own Board of Directors, bylaws, and a formal agreement and bylaws with the University. She shared that the Alumni Association was founded and incorporated in 1921 and is responsible for affinity partner management, is actively involved in philanthropy at the University.

The Committee asked Ms. Bowman several questions and expressed their desire to receive an updated report on the alumni engagement scorecard at a future meeting, once more data has been collected. The Committee also discussed with Ms. Bowman their wish to receive information about accessible and inclusive alumni engagement opportunities.

#### Philanthropy Policies

Ms. Koldingnes provided the Committee with a summary of policies that govern donations, fundraising, and gifts at the University of Manitoba, noting that a number of these will be reviewed in the upcoming year. She reminded the Committee that the *Trust and Endowment Policy* recommended in the Trust and Endowment Spending Controls Audit will be coming forward for recommendation to the Board at a future meeting and summarized the *Gift Acceptance Policy* and *Fundraising Policy*. She also provided the Committee with a brief overview of policies that are related to but do not fall solely under the purview of External Relations.

The Committee asked Ms. Koldingnes a number of questions related to gift acceptance and naming policies and their connection to donor and external relations at the University.

### Case for Support

Ms. Koldingnes shared a verbal update with the Committee on the draft Case for Support, noting that it is undergoing extensive revisions following further consultations. She added that the revised draft of the Case for Support will have a clearer focus for the University's next philanthropic campaign will come forward for the Committee's input at a future meeting.

### President's Advisory Council

Ms. Koldingnes gave the Committee an overview of the President's Advisory Council, explaining that it is a common structure at post-secondary institutions across Canada and serves as an early entry point in building a philanthropic campaign and community engagement. She highlighted the key roles of the Council, including providing advice around strategic planning and branding initiatives, identifying and informing how the University can strengthen its reputation, developing the Case for Support and advocating on behalf of the University with key stakeholders and prospective donors. President Benarroch added that the Council also allows the University with the ability to gain insights from people who lead large and complex organizations.

### Government Relations Progress Update

The Committee received an update from Mr. David Keto, Executive Director, Government Relations, on the progress and activities in the Government Relations portfolio since the last meeting of the Committee. He highlighted the University's post-election engagement with the Provincial government, outreach with the Federal government, and initiatives related to the Rady Faculty of Health Science and noted some of the major activities planned for the coming months, including Federal engagements in Ottawa, the University's presentation to the Treasury Board and pre-budget submission to the Provincial Government and a forthcoming diplomatic tour of officials from the United States. He drew the Committee's attention to key current and ongoing issues at the local, provincial, and federal levels.

Mr. Keto shared that the number and types of interactions with government are tracked, and that more fulsome evaluation metrics for progress on Government Relations items are in development and will be shared with the Committee once they are established.

The Committee discussed reconciliation and Indigenous governance as they relate to the University's government relations strategy. They noted that although much of the work between nations is led through the Office of the Vice-President (Indigenous), the University's government relations staff play a role in supporting this work. In addition, Mr. Keto answered the Committee's questions about current issues including the Province's forthcoming 2024-2025 budget and the international student visa cap being put forward by the Federal government.



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The Audit and Risk Management Committee met March 5, 2024. The Committee reviewed, discussed in detail, and approved on behalf of the Board, the Office of the Auditor General Annual Audit Plan for the year ending March 31, 2024.

Office of the Auditor General Annual Audit Plan for the Year Ending March 31, 2024

As outlined in its Terms of Reference [Section 3.b)i)], the Audit and Risk Management Committee is responsible for the review and approval of the Annual Audit Plan by the University's external auditor. The Office of the Auditor General (OAG) is required to conduct an annual audit of the financial statements of the University and the Schedule of Public Sector Compensation as outlined in Section 21 of *The University of Manitoba Act*. Each year, the OAG brings forward the Audit Plan to the Committee to advise them of the planned audit approach, new standards or issues, and the timing of the audit, as well as informing the Committee of the annual audit fee.

The Committee reviewed the audit plan in detail with members of the Office of the Auditor General and the Associate Comptroller and Director of Financial Reporting at the University of Manitoba. The Committee asked questions regarding new auditing standards as they relate to timing of revenue recognition. The Committee also discussed how developments related to UM Properties will affect current and future audits and financial statements.

Template Financial Statements for the year ended March 31, 2024

The Committee received a presentation on the template financial statements for the fiscal year ending March 31, 2024. This presentation provides the Committee with an overview of the financial statements and related explanatory notes before the completion of the Office of the Auditor General's annual audit and report. The Committee received an explanation of new accounting standards and their impact on the University's financial reporting and reviewed proposed changes to the notes to the financial statements. The final report and audited financial statements will come forward to the Board at in June.



**PRESIDENT’S REPORT TO THE BOARD**  
**March 19, 2024**

**Progress on President’s Priorities**

<b><i>Legend:</i></b>				
<i>Complete</i>	<i>On track and / or has met milestones and / or is complete</i>	<i>Delayed or behind schedule and / or is encountering other risk and / or requires heightened monitoring</i>	<i>Deferred or halted and / or has been significantly affected and / or requires additional intervention</i>	<i>Not yet started</i>

<b><u>Priority 1</u></b>		
<b>Complete a formal strategic planning process in 2023, under the co-leadership of the President and the Provost, leading to the launch of a new plan in 2023.</b>		
<b><u>Milestones and Commitments</u></b>	<b><u>Updates</u></b>	<b><u>Timing</u></b>
By end of 2023, Senate and BOG to receive a new plan for approval.	<p><b><u>Complete.</u></b> <a href="#">MOMENTUM: Leading Change Together, University of Manitoba Strategic Plan, 2024-2029</a> was unanimously approved at Senate February 7, 2024 and by the Board of Governors at its meeting of February 27, 2024.</p> <p>The formal launch is planned for April 4, 2024, at an event that will include a short presentation on the strategic plan, interactive stations showcasing UM’s community and innovative research and teaching, and the opportunity for attendees to contribute to a new community art installation.</p>	December 2023
The new plan will include a refinement of the university’s values.	<b><u>Complete.</u></b>	December 2023
The university’s values will be more formally connected to decision-making.	<p><b><u>Ongoing.</u></b> With advice from management and the Governance and Board Development committee, the University Secretary developed a new board submission template that streamlines the information provided to the board, incorporates the universities values, and provides a greater level of strategic focus. The new submission forms will be implemented over the second quarter of 2024 alongside drafting guidelines and training for members of management.</p>	December 2023

The Provost will lead the implementation of the plan.	The Provost has begun work to identify members of the implementation committee, with the intention of finalizing a committee in April that will begin meeting later in the Spring.	n/a
Within three months of the approval of the plan, an implementation team will be in place, charged with the development of an implementation strategy, a measurement framework and a reporting strategy.		March 2024

<b>Priority 2</b>		
<b>Empower the President’s Executive Team to reach high in achievement of their objective and goals.</b>		
<b><u>Milestones and Commitments</u></b>	<b><u>Updates</u></b>	<b><u>Timing</u></b>
Complete search for UM’s new Vice-President (Indigenous).	<u>Complete.</u>	December 2023
Work on successful transition for the Vice-President (Indigenous) within the senior team, the wider university, and broader community.	<u>On track.</u> The Vice-President (Indigenous) has met with all members of PET individually and engages weekly with the President. A rigorous schedule of meetings and briefings with key portfolio leads is ongoing.  A marketing campaign to promote the Vice-President Angie’s appointment was launched to both the internal and external community.	Ongoing
Provide strategic leadership and mentorship for executive leaders at UM.	<u>On track; ongoing. No new reports.</u>	Ongoing.

<b>Priority 3</b>		
<b>Enhance Government Relations and transition reporting to the President’s Office.</b>		
<b><u>Milestones and Commitments</u></b>	<b><u>Updates</u></b>	<b><u>Timing</u></b>
Complete transition of the GR portfolio from the VP (External) to the President’s Office.	<u>Complete.</u>	September 2023
Complete search for the Executive Director of Government and Community Relations.	<u>Complete.</u>	September 2023
Work with ED Government and Community Relations to ensure	<u>On track; ongoing.</u> The ED GCR has been meeting regularly with key stakeholders inside and outside	Ongoing

<p>they are positioned for success within the executive team, wider university, and broader community.</p>	<p>the organization, including political and department staff, deans and members of PET, university committees, staff from other institutions, and non-government stakeholders. The GCE team also has been supporting and staffing the President in key meetings with government officials in Winnipeg and Ottawa.</p>	
<p>Grow UM’s national presence and increase effectiveness of advocacy.</p>	<p><u>On track; ongoing.</u> Activities include two trips to Ottawa to meet with federal representatives since September; regular participation in Universities Canada and U15 meetings, and a lead role in efforts to coordinate advocacy on the international student cap with institutions in Alberta and Saskatchewan. The process for UM to become a member in the Business Higher Education Roundtable (BHER) has begun.</p>	<p>Ongoing</p>
<p>Develop and implement a strategy to significantly elevate UM’s profile with the federal government and identify new institutional opportunities for federal partnerships and connections.</p>	<p><u>On track; ongoing.</u> The development of a strategy for federal (and other levels of government) is underway. The ED has hired a new GCR Officer that will allow for greater focus on federal activities. Additionally, UM has been engaged in significant pre-budget advocacy and developed and submitted a Pre-Budget Submission to Finance Canada. The federal budget is scheduled for April 16. The GCE team also has supported VPRI’s application to CFI board, has supported funding pathfinding for the Institute of Global Public Health, and worked closely with IdeaStart team to position projects for Prairies Canada as well as local stakeholders.</p>	<p>TBD</p>
<p>Prioritize opportunities to engage and strengthen UM’s relationships with provincial, Indigenous and municipal governments.</p>	<p>On track; ongoing. While the government relations plan is in development the GCR team has met consistently with individuals from 3 orders of government, and worked to deepen relationships with leaders in key areas like Prairies Canada and Advance Education and Training.</p> <p>The President, Vice-Provost (Health Studies) and Vice-Provost (Academic Planning and Programs) met with Minister of Advanced Education and Training, Minister of Health and Deputy Premier, and their Deputy Ministers to highlight UM’s plans for healthcare programming expansion as part of Government’s strategic priorities around provincial healthcare sustainability.</p>	<p>Ongoing</p>

	<p>The President has spoken with both the Minister of Advanced Education and Training and her DM on multiple occasions to advocate on UM’s behalf in the wake of federal international student restrictions.</p> <p>The President, Provost and Comptroller attended Treasury Board twice to present UM’s budget request and respond to questions. This supplements ongoing budget advocacy in advance of the April 2 budget.</p>	
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<b>Priority 4</b>		
<b>Further advance on our commitment to implement a positive approach to building trust and enhanced relationships with University stakeholders (internal and external), including a transparency model for improved communications.</b>		
<b><u>Milestones and Commitments</u></b>	<b><u>Updates</u></b>	<b><u>Timing</u></b>
Renew work with TrustLab on project to embed shared principles of trust building through the leadership team and across the university.	<p><u>Paused.</u> Though through the fall of 2023 there were discussions with TrustLab about a targeted project to engage UM’s leadership team, there has since been limited engagement from the vendor. UM’s leadership team will assess if there remains validity in continuing to engage with an external vendor.</p>	July 2023
Continue engaging in TrustLab’s facilitated process with UM leadership, to implement a shared understanding of areas that could benefit from targeted work to enhance relationships and mechanisms for doing so.		Fall 2023
Continue to demonstrate transparency and open communication, collaboration, and respectful dialogue within our community and encourage adherence to this by the extended leadership team.	<p><u>On track; ongoing.</u> The second annual budget townhall was delivered on September 26, providing increased transparency over the University’s finances. The Provost and Comptroller attended all Faculty Councils during the fall term and presented on the 2023-2024 budget. Faculty members have expressed their appreciation for the opportunity to engage in these conversations.</p> <p>The President and the Provost will be attending Faculty Council meetings throughout the winter term to provide updates on university activities and answer questions.</p>	Ongoing

	<p>The Vice-Provost (Academic Affairs) portfolio has launched several initiatives. These include the Academic Hiring Improvement Project (AHIP); the Academic Onboarding and Mentoring Project; and the Standard Operating Procedure Development Project. For each of these initiatives, collaboration has been sought through consultations with faculty and staff stakeholders from central and non-central units. In the case of the AHIP, a report was released summarizing the feedback received from nearly 50 faculty and staff, which included suggestions for improvement.</p> <p>Collaboration with Union partners facilitated an amendment to the 1993 Pension Plan to bring it in line with CRA requirements. Related communications were shared with Union partners and their input was reflected in the final document to Plan members.</p>	
Continue preparation of strategic preparedness measures in advance of collective agreement expiration.	<u>On track; ongoing.</u>	Ongoing.
Continue to demonstrate, encourage and expect transparent and respectful communication between UM and its bargaining associations, to support effective resolution of issues between rounds of bargaining, and to ensure that the university contributes positively to establishing for establishing effective conditions for bargaining.	<u>On track; ongoing.</u> The President and Provost, accompanied by the Director of Faculty Relations, continue to meet on a regular basis with the President, Vice-President and Executive Director of UMFA. The bargaining communications team continues to meet regularly to assist with communications to UM stakeholders.	Ongoing

<b>Priority 5</b>		
<b>Continue to build and foster ongoing mutually beneficial relations with donors, alumni and community.</b>		
<b>Milestones and Commitments</b>	<b>Updates</b>	<b>Timing</b>
Work with VP (External) to effectively position UM with alumni, donors and the broader community, in anticipation of launching UM's next	<u>On track.</u> Funds raised as of March 11 total \$51.47M. Total projections for this fiscal year indicate that UM remains on track to achieve our annual fundraising goal of \$61.4M.	March 31, 2024



<p>philanthropic campaign and raising \$61.4 million over 2023/24 fiscal year.</p>	<p>An alumni engagement scorecard has been developed that measures alumni’s engagement with the university in key areas - philanthropy, volunteerism, event/program participation, and communications.</p> <p>The 2024 Distinguished Alumni Awards recipients will be announced in April; the Alumni Relations unit will be actively engaged in sponsorship and ticket solicitation. The Celebration of Excellence gala will be on Thursday, September 19 during Homecoming 2024, September 14-21.</p>	
<p>Work with the VP (External) to identify high priority fundraising initiatives for UM, leading to a fully articulated case for support, guided conversations with alumni and donors generating principal and major gifts, and targeted institutional marketing efforts.</p>	<p><u>On track; ongoing.</u> As a component of the development of the Case for Support, stakeholder interviews with key donors were conducted. Their valuable feedback was incorporated into the draft of the case.</p> <p>The next draft of the case is being presented to the President’s Advisory Council on March 13 and to the Advancement Committee on April 22. The input on the case will pave the way for the feasibility study to commence this spring.</p> <p>UM’s upcoming reputational campaign will be used to support the future philanthropic campaign by reintroducing Manitobans to UM (creating awareness) and focusing on UM’s strategic areas of excellence and achievement (highlighting the prestige and credential). UM is also aligning its current storytelling to the funding pillars within the case for support.</p>	<p>TBD (Case for support)</p>
<p>Enhance UM’s strategic positioning and brand narrative, to guide UM’s creative and communications strategies, and enhance UM’s role as a community champion on societal issues with greater intention, focus and impact.</p>	<p><u>On track; ongoing.</u> A brand narrative has been drafted and will be presented via a video that will launch at the MomentUM Community Launch (i.e., Strategic Plan townhall) in April.</p> <p>It will be widely shared with staff, faculty, and alumni and will be used at UM events and across digital platforms throughout 2024.</p>	<p>Ongoing</p>
<p>Prioritize work to strengthen UM’s relationship with community organizations, expanding UM’s profile.</p>	<p><u>On track; ongoing.</u> A Community Relations plan will be developed during 2024/25. In the interim, GCR is actively engaged with several community organizations including the Chambers, Post-Secondary Presidents Council, and Pride. UM</p>	<p>Ongoing</p>

	<p>representation from leadership or GCR is evident at all major community events, often coordinated or identified by GCR.</p> <p>The third season of the What’s the Big Idea? podcast series will launch in the coming weeks. The intent is to continue hosting three in-person live recording events in Winnipeg and a fourth event in Brandon in 2024/2025.</p> <p>UM’s annual Louis Riel Day event was held Friday, February 16 with Manitoba Métis Federation representation. Vice-President (Indigenous) Angie Bruce provided opening remarks.</p>	
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<b>Priority 6</b>		
<b>Firmly establish the role of the President’s Advisory Council and leverage the collective expertise for the benefit of UM.</b>		
<b><u>Milestones and Commitments</u></b>	<b><u>Updates</u></b>	<b><u>Timing</u></b>
Fully launch PAC.	<u>Complete.</u>	September 2023
Involve the PAC in developing the institutional case for support.	<u>On track; ongoing.</u> PAC provided feedback into the first draft of the institutional case for support in the fall. They will be engaged in a discussion on a new draft on March 13.	TBD
Involve the PAC in advocacy on behalf of the university with key stakeholders and prospective donors.	<u>On track; ongoing.</u> A UM brand presentation was given to PAC to support their advocacy work for UM. The group was actively engaged in the presentation and is supportive of the direction of the marketing plan.	TBD

<b>Priority 7</b>		
<b>Provide oversight in the management of UM’s longer term financial sustainability.</b>		
<b><u>Milestones and Commitments</u></b>	<b><u>Updates</u></b>	<b><u>Timing</u></b>
Implement the recommendations from the budget model review.	<p><u>On track; ongoing.</u> An action plan has been developed to implement the recommendations from the review.</p> <p>Subcommittees have been meeting to implement changes to the budget allocation model and carryover policy.</p>	2023/24

<p>Focus on enterprise risk management and implement risk mitigation strategy.</p>	<p><u>On track; ongoing.</u> Advancement of the UM Enterprise Risk Management Program (ERM) continues. ERM is a structured approach to identifying and managing risks and opportunities. It aligns people, processes, technology, and knowledge with the purpose of evaluating and managing the uncertainties the organization faces as it seeks to achieve its strategic goals.</p> <p>An update was provided to the Audit and Risk Management Committee on March 5, 2024, and will be provided to the Board of Governors on March 19, 2024. The program team has initiated a process to renew and update the University's Risk Register and to identify emerging risks.</p>	<p>2023/24</p>
<p>Continued implementation of capital planning audit recommendations.</p>	<p><u>On track; ongoing.</u> A series of open houses has taken place on both campuses with Deans, Department Heads and Business Managers to engage in discussion and provide an overview of the existing capital planning process.</p> <p>Models for capital plans and planning across the U15 are under review. A capital planning prioritization framework which may be utilized to rank capital projects and create a plan for the University of Manitoba has been developed.</p> <p>A RFP for the capital planning prioritization was awarded. A high-level overall capital plan was presented to PET and was positively received. A series of meetings are planned with key stakeholders to get feedback and information on the capital planning prioritization process from now until May 2024.</p>	<p>2023/24</p>
<p>Develop carryover policy.</p>	<p><u>On track; ongoing.</u> The Carry-Over Policy Advisory Committee was established August 2023. This committee will advise the Vice-President (Administration) on options and recommendations to inform the development and implementation of a new carry-over policy, procedures and reporting for the UM.</p> <p>The first meeting was held September 20, 2023, the second was held November 7, 2023. Recommendations have been developed for the committee to review at its March 2024 meeting.</p>	<p>2024/25 launch.</p>

## **Emerging Opportunities**

- **S.E.T. Day**: On February 21/24, the VPRIO hosted a Science, Engineering, and Technology (S.E.T) Day event, where 188 high school students from 35 urban and rural schools had an opportunity to gain hands-on research experiences in UM labs. The overwhelming interest and engagement shown by students and teachers demonstrates a bright future for science engineering and technology in Manitoba.
- **Reputational Campaign**: This spring, UM's first marketing reputational campaign, since 2014, will launch. The campaign is to build overall awareness and increase perception and favourability of UM as a first-choice university for Manitobans.
- **What Kind of Bison Are You?** UM's recent What Kind of Bison student recruitment campaign has been very successful; the illustrated Bisons and campaign imagery have gained popularity, and several creative installations on campus have been installed, as well as branded merchandise (t-shirts) in the Bookstore.
- **Artificial Intelligence (AI)**: The use of AI to increase operational efficiencies is being explored. On February 14, 2024, experts from the Education Advisory Board (EAB) presented to the PET and leaders from the Administration and Provost offices on *AI in Higher Education and Opportunities for Transformation*. These exploratory sessions provided an opportunity to lay the groundwork for our leaders and provided a deeper understanding of the AI trends shaping higher ed. Exploration of opportunities and risks continue.

## **Major Institutional Achievements**

- Several significant donations have been made since the last Board of Governors meeting, including:
  - Dr. Gerald and Reesa Niznick donated \$5,000,000 in support of the new dental clinic for the Dr. Gerald Niznick College of Dentistry.
  - An anonymous donor has donated \$1,003,563 in support of a Professorship in Indigenous Health Research.
  - A fundraising campaign is underway to support enhanced experiential learning opportunities for Asper School students and honor Gerry Price, who is the 2024 IDEA recipient. With a goal of \$5M, the university, the Asper School, and the University of Manitoba Business School Foundation will launch the Price Student Managed Investment Fund. To date, \$2,565,190 has been raised.
- The Hon. Jody Wilson-Raybould, former Minister of Justice and Attorney General of Canada, delivered the 2024 Knight Lecture on Thursday, March 7, 2024, to a sold-out audience. On the eve of International Women's Day, Wilson-Raybould's lecture highlighted her unique leadership journey, as she shared how she has navigated complex challenges with strength, determination, and an unwavering commitment to justice.
- A member of the We Wai Kai Nation, and the daughter of a hereditary chief and Indigenous leader, she highlighted for audience members how she was prepared to lead from a young age. The enduring influence of the values and principles she was taught and saw modelled in her community

guided her path in mainstream politics, and she recounted how the courage to think, act, and be different was rooted in the wisdom of strong matriarchs, past and present.

- In addition, Wilson-Raybould discussed the tangible ways we can all be agents of change in our own communities, particularly when it comes to advancing Reconciliation, and shared the importance of being “in-betweeners” to build bridges of understanding and action between Indigenous and non-Indigenous peoples. Master of ceremonies, Angie Bruce, VP (Indigenous), was joined by UMSU President, Tracy Karuhogo, to facilitate a question-and-answer period with Wilson-Raybould after her formal lecture.
- The Knight Distinguished Visitors Program is supported by the R.G. and E.M. Knight Fund (The Knight Fund) to commemorate the lives and achievements of UM alumni Robert Greenwell Knight and Elizabeth Moore Knight, both of whom graduated from our university in the early 1920s. The Knight Fund places emphasis on enhancing the quality of higher education at the University of Manitoba and enriching its academic life by supporting visits from a wide array of outstanding thinkers and innovative leaders.



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Report from Senate (January 10, 2024) RE: Request for Extension of Temporary Suspension of Admissions to Post-baccalaureate Diploma in Agrology

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**Items for discussion / advice:**

Request to Extend Temporary Suspension of Admissions to Post-baccalaureate Diploma in Agrology, Faculty of Agricultural and Food Sciences

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For discussion / advice:

**Request to Extend Temporary Suspension of Admissions to Post-baccalaureate Diploma in Agrology, Faculty of Agricultural and Food Sciences (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 Agricultural and Food Sciences to extend the temporary suspension of admissions to the Post-baccalaureate Diploma in Agrology for two more years. The one-year program was designed to facilitate the integration of foreign-trained agrologists into the Canadian agriculture sector through coursework and industry experience. Admissions to the program were initially suspended for a twelve-month period, for the 2015/2016 academic year. The initial request (Board of Governors, June 23, 2015) was prompted by declining enrolments and concerns about the program's viability. It was intended to give the Faculty time to consult industry partners as it explored the future the program. Subsequently, the Board of Governors and Senate have been consulted on several requests approved to extend the temporary suspension of admissions for periods of one or two additional years. Before the current request, the most recent request suspended admissions for the 2021/2022 and 2022/2023 academic sessions (Board of Governors, October 4, 2021). The Faculty has and will continue to consult industry partners and other stakeholders, including the Manitoba Institute of Agrologists (Agrologists Manitoba) and the Manitoba Department of Agriculture.

There is a continuing need for a bridging program for internationally educated agrologists, to gain Canadian work experience and any additional academic training needed to register with the Agrologists Manitoba as a Professional Agrologist (P.Ag.).

**Implications:**

No students are enrolled in the P.B.Dip. in Agrology. Internationally trained agrologists can apply to Agrologists Manitoba to assess their credentials and experience and, if necessary, can register through the Division of Extended Education to complete courses offered by the Faculty.

Extending the suspension of admissions would prevent students from being admitted while the Faculty continues to consult with industry partners and other stakeholders, assess student demand for the program, and investigate options to bring forward proposals to either revise the program or to close the program and, perhaps, replace it with a new pathway or program to prepare internationally educated agrologists for a career in Canada.

**Connection to the University Planning Framework:**

N/A

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

The Faculty Council of the Faculty of Agricultural and Food Sciences received the request to extend the temporary suspension of admissions to the program when it met on October 26, 2023. The President consulted Senate at its meeting on January 10, 2024.

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**SUBMISSION PREPARED BY:**      University Secretary

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**ATTACHMENTS:**

**Items for consultation:**

Attachment 1 –

Request to Extend Temporary Suspension of Admissions to Post-baccalaureate Diploma in Agrology,  
Faculty of Agricultural and Food Sciences

## 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 Agricultural and Food Sciences**

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

N/A

Program name: **Internationally Educated Agrologists Post-Baccalaureate Diploma (IEAP)**

Credential awarded: **Post-Baccalaureate Diploma**

Proposed start date for temporary cessation: **Fall 2024**

*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)*

The IEAP program facilitates the integration of foreign-trained Agrologists into the Canadian agriculture sector, through a one-year program of coursework and industry work experience. The program stresses the importance of essential skills and professional branding by helping foreign-trained applicants transition their skills to the Canadian agriculture sector. The objective of the program is to assist new Manitobans who hold a degree in agriculture from outside of Canada to become readily employable in Canada and achieve meaningful work in their field.

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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)*  
1-year, 25 credit hours.

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

Classroom style degree level courses and hands-on work experience.

## 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.)*

This program has had a suspended intake since Fall 2015. The enrollment in the program at the time had dropped to a level that it was not sustainable for the Faculty to continue offering it.

However, there is a need in the province for a bridging program for internationally educated agrologists in order for them to gain Canadian work experience and become academically qualified to register as Professional Agrologist (P. Ag.) with MB Agrologists. The Faculty is currently in discussions with MB Agrologists and MB Agriculture to determine if there is a new pathway to move forward. The University has more options available now, such as micro-credentials. We are investigating if it's best to revise the current IEAP program or replace it with a brand-new program.

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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:**

The expected outcome is that this will give the Faculty time to investigate the options available and decide whether to:

1. Close the program permanently.
2. Revise the program.
3. Propose a new pathway/program to replace the suspended one.

2 years is the timeframe we are requesting for temporary cessation.

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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)*

**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> ):	_____
Final Decision:    Y <input type="checkbox"/> N <input type="checkbox"/>	_____

Details:

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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.

The Faculty has met with MB Agrologists and will continue to include them in the process of investigating a new program/revised pathway. MB Agrologists is an important partner in this initiative as the Faculty would like to ensure that the graduates of the IEAP program qualify to register with them to gain the P.Ag. status. We have also engaged the provincial government in our conversations to address the issue of labour shortages faced by the agriculture sector.

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

Since the Fall term of 2015, the suspension to the intake in the IEAP has been published in the University of Manitoba’s Academic Calendar. All active (registered) students were informed of the suspension at that time. Communications were made to the Faculty regarding the suspension to the program at the Faculty Council and Faculty Executive meetings in 2015, and updates are sent each year. The IEAP website had a notice for prospective students indicating the program’s suspension until 2017. However, the entire IEAP site was removed from our Faculty’s website in November 2017.

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

Considering the program has been suspended since 2015, there is no immediate disruption this 2-year extension to the temporary cessation will have on Manitoba’s labour market. The Faculty, however, recognizes the importance of the program to Manitoba’s agricultural economy in the long term and hence, would like to create a pathway for foreign-trained professionals. The requested extension on the cessation will provide us time to consult with all stakeholders and to assess various factors such as the demand for the program and whether we should revitalize the existing program or create a new pathway forward.

**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:**

No laddering or articulation agreements are in place with this program.

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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:**

Internationally-trained agricultural professionals looking to register as P.Ag. can apply to MB Agrologists to assess their credentials and experience. If they are required to take courses in our Faculty, they can register through the Faculty of Extended Education.

**SECTION E– STUDENT IMPACTS**

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

N/A - There are no students enrolled in the program.

Year 1

Year 2

Year 3

Year 4

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

No

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

Admission cap is 15 students per year

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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.

N/A – the program was suspended.

Enrolment:

Fall	Registered
2013	13
2014	10
2015	0
2016	1
2017	0

Graduation:

Year	February	May/June	October	Total
2013	0	0	13	13
2014	0	1	8	9
2015	1	1	9	11
2016	0	0	0	0
2017	0	0	2	2

## SECTION F – FINANCIAL REALLOCATION

### F-1 What portion of ongoing funding is allocated to this program?

There is currently no funding being 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:

N/A



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Report from Senate (January 10, February 7, and March 6, 2024)

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**Items forwarded for approval:**

**Recommended resolution:**

**THAT the Board of Governors approve:**

- **Reports of the Senate Committee on Awards** (dated November 19 and December 19, 2023)

**Items forwarded for information:**

- Annual Report of the University Discipline Committee, September 1, 2022, to August 31, 2023
  - Undergraduate Admission Targets, 2024 - 2025
  - Extension of Suspensions of Admissions, President's Approval: Bachelor of Science (Major) and Bachelor of Science (Honours) in Biotechnology, Faculty of Science
  - Implementation of Graduate Micro-Diploma in Applied Health Services Research, Department of Community Health Sciences
- 

**For approval (Attachment 1)**

**Reports of the Senate Committee on Awards** (dated November 19 and December 19, 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 November 19, 2023, the Committee approved five new offers, five amended offers, and the withdrawal of one offer, as set out in the Report of that date (Attachment 1.1).

At its meeting on December 19, 2023, the Committee approved four new offers and ten amended 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 November 19 and December 19, 2023.

The Senate Executive Committee received the Reports, for information, at its meetings on December 13, 2023, and January 24, 2024, respectively. Senate received the Report of November 19<sup>th</sup>, for information, at its meeting on January 10, 2024, and it received the Report of December 19<sup>th</sup>, for information, when it met on February 7, 2024.

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For information (Attachment 2)

## Annual Report of the University Discipline Committee, September 1, 2022, to August 31, 2023

### Context and Background:

The annual report of the University Discipline Committee, for the period September 1, 2022, to August 31, 2023 is attached. The full report, outlining all reported disciplinary cases is available on the University Governance website and is linked at the end of this submission. The Board of Governors has jurisdiction over the discipline of students.

The overall number of incidents in 2022-2023 (n = 942) decreased compared to the previous year (n = 1257). The rate of offenses was 3.2 per 100 students versus 4.0 per 100 students the previous year.

There were 852 incidents of academic misconduct involving 735 students and 90 incidents of non-academic misconduct involving 76 students.

Not included in the Report are 54 incidents where outcomes were not yet determined.

The Annual Report includes observations from several disciplinary authorities on significant changes or issues of wider University interest, as detailed in Attachment 2. Of note, several disciplinary authorities noted significant decreases in incidents of academic misconduct, including in the categories of plagiarism, cheating on tests, quizzes or final examinations, and in appropriate collaboration, which the disciplinary authorities attributed to a return to in-person classes and examinations following the COVID-19 pandemic. Also of interest, one disciplinary authority noted an increase in the number of cases of academic fraud, specifically related to the omission of postsecondary attendance at other institutions. It was suggested that this could be due to increased use of unreliable third-party representatives who sometimes provide inaccurate information to applicants and/or in applications for admission.

The report is shared broadly to provide information to assist disciplinary authorities in making decisions on disciplinary matters.

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

Senate Executive and Senate received the Annual Report, for information, at their meetings on January 24, and February 7, 2024, respectively.

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For information (Attachment 3)

## Undergraduate Admission Targets, 2024 – 2025

### 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*. This list of admission targets for 2024-2025 is provided for the Board's information.

The University Registrar and Executive Director, Enrolment Services, made the following observations:

- When the 2023 targets were presented to Senate the increase to the College of Medicine target had not yet been approved. It increased from 110 to 125 for the fall of 2023.
- A proposal to increase the number of seats for the Bachelor of Health Sciences program from 40 to 100 is currently being considered by the Province.
- The Social Work targets have been consolidated into a single degree program target. The overall number of seats, however, has not changed.

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

Senate Executive and Senate received the Undergraduate Admission Targets, 2024 – 2025, for information, at their meetings on February 14, and March 6, 2024, respectively.

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For information

### **Extension of Suspensions of Admissions, President's Approval**

- **Bachelor of Science (Major) and Bachelor of Science (Honours) in Biotechnology, Faculty of Science**

### **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 approved a request from the Faculty of Science to extend the suspension of admissions to the Bachelor of Science (Major) and Bachelor of Science (Honours) in Biotechnology programs for an additional two years, pending approval by the province. No concerns were raised about the request during prior consultations with Senate (November 1, 2023) and with the Board of Governors (December 5, 2023).

### **Implications:**

The implications remain as outlined in a previous submission to the Board of Governors from Senate, for the Senate meeting on November 1, 2023.

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

Senate was informed of the President's decision on the request from the Faculty of Science at its meeting on February 7, 2024.

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For information

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

### **Context and Background:**

The Board of Governors approved a proposal for a Graduate Micro-Diploma in Applied Health Services, to be offered by the Department of Community Health Sciences, at its meeting on December 5, 2023. The Provost and Vice-President (Academic) has authorized implementation of the program effective for the 2024 Fall Term.

### **Resource Requirements; Implications:**

The resource requirements and implications remain as outlined in the submission from Senate (dated November 1 and December 6, 2023) to the Board of Governors (December 5, 2023). The program will be funded through an annual contribution from Manitoba Health, existing operating funds in the Department, and in-kind contributions from various agencies that support student placements.

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

Senate was informed of the Provost's decision to implement the program at its meeting on March 6, 2024.

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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 November 14, 2023)
- 1.2 Report of the Senate Committee on Awards (dated December 19, 2023)

**Item for information:**

Attachment 2 –

Covering correspondence from the Chair of UDC re: Annual Report of the University Discipline Committee, September 1, 2022 – August 31, 2023

Note: the full report is available [here](#).

Attachment 3 –

Undergraduate Admission Targets, 2024 - 2025



## **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 November 19, 2023, the Senate Committee on Awards approved 5 new offers, 5 revised offers and 1 withdrawal as set out in the *Report of the Senate Committee on Awards (November 14, 2023)*.

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 5 new offers, 5 revised offers and 1 withdrawal 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 Jared Carlberg

Chair, Senate Committee on Awards

## SENATE COMMITTEE ON AWARDS

November 14, 2023

### 1. NEW OFFERS

#### **Brendan Mahatoo Scholarship**

In memory of Brendan Mahatoo (J.D./ '17), his family established an endowment fund at the University of Manitoba in 2023. The purpose of this fund is to reward the academic achievements of a student entering any year of law school at the Faculty of Law, aspiring to any area of legal practice.

Each year, beginning in 2024-2025, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in any year of study;
- (2) has achieved a minimum degree grade point average of 3.0 in any undergraduate degree recognized by the University of Manitoba; and
- (3) has demonstrated remarkable resilience and leadership while navigating challenging circumstances.

Preference will be given to a student who is entering their first year of study at the Faculty of Law.

In order to demonstrate how they meet criterion (3), applicants must submit an essay on “how adversities and extraordinary life challenges have strengthened their resolve and determination to further their studies in law school” (maximum 1000 words). It should explain:

- (a) how they have faced extraordinary circumstances (i.e., medical, physical, emotional, psychological, or a culmination of multiple factors) in their life;
- (b) how those circumstances shaped the person they are today; and
- (c) how those circumstances helped the individual develop a passion for the law.

The Dean of the Faculty of Law (or designate) will 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.

#### **David & Sherrill Levene Bursary in Law**

In honour of David Levene (B.A./'68, LL.B./'71) and Sherrill Levene (B.A./'69, LL. B/'73), their family has established an annually funded bursary at the University of Manitoba in 2022. This award is created in honour of David's 75<sup>th</sup> birthday and to celebrate their decades-long legal careers. The purpose of the award is to support students who choose to pursue their J.D. degree in the Faculty of Law at the University of Manitoba and aspire to practice corporate/commercial law. Each year, beginning in 2023-2024, one bursary valued at \$2,500 will be offered to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in the second or third year of study in the Juris Doctor degree program in the Faculty of Law;
- (2) has achieved a minimum degree grade point average of 2.5;
- (3) is participating or has participated in the L. Kerry Vickar Business Law Clinic; and

(4) has demonstrated financial need on the standard University of Manitoba bursary application form. In the event that there are no students who meet all of the numbered criteria, the scholarship will be offered to a student who meets criteria (1), (2) and (4).

The Dean of the Faculty of Law (or designate) will 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.

### **J. S. Lightcap Scholarship**

J. S. Lightcap established an annual scholarship for a ten-year term at the University of Manitoba in 2022. The purpose of this scholarship is to acknowledge the research achievements of undergraduate students enrolled at the University of Manitoba. Each year, beginning in 2024-2025 and ending in 2033-2034, one scholarship valued at \$1,000 will be awarded to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in the second year of study or higher in any faculty, college, or school at the University of Manitoba;
- (2) has submitted a poster for the Undergraduate Research Poster Competition; and
- (3) of those who have met criteria (1) and (2), holds the highest degree grade point average.

Ties are to be broken using the following criteria, in priority sequence: (i) the Degree Grade Point Average, calculated to the fourth decimal place; (ii) the higher proportion of A+ and A grades in a total program; (iii) the highest number of credit hours completed in the degree program; (iv) the greater proportion of senior- or advanced-level courses in the total program.

The Vice President (Research and International) (or designate) will 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.

### **The Max Rady College of Medicine 140<sup>th</sup> Anniversary Bursary**

In celebration of the 140th anniversary of teaching at the Max Rady College of Medicine, the University of Manitoba is establishing an endowment fund using contributions made from fundraising efforts during the 140<sup>th</sup> Anniversary celebrations. This includes individual donations as well as funds raised during a gala celebration on Saturday, November 18, 2023. The available annual spending allocation from the fund will be split evenly to offer bursary support to two students in the Max Rady College of Medicine:

Each year, one half the available annual income will be used to offer one bursary to an undergraduate student who:

- (1) has been admitted to their first year of Undergraduate Medical Education;
- (2) is enrolled full-time in their first year of study in the Undergraduate Medical Education program in the Max Rady College of Medicine at the University of Manitoba;

- (3) is in good academic standing; and
- (4) has demonstrated financial need on the standard University of Manitoba general bursary application form.

Each year, the other half of the available annual income will be used to offer one bursary to a graduate student who:

- (1) has been admitted to their first year of the Faculty of Graduate Studies;
- (2) is enrolled full-time in the Faculty of Graduate Studies in a master's or doctoral program offered by the Max Rady College of Medicine at the University of Manitoba; 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) and the Dean of the College of Medicine (or designate) will 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.

#### **Molly Weinberg Soudack Scholarship for Women in Science**

In memory of Molly Weinberg, Sigmund Soudack (B.Sc. C.E./'59) established a fund at the University of Manitoba valued at \$100,000 in 2023. The purpose of the fund is to promote the outstanding academic achievement of a graduate student who identifies as a woman in the Faculty of Science whose family has been affected by the devastating legacy of the Holocaust or the deeply traumatic legacy of Residential Schools. Each year, beginning in 2024-2025 one scholarship valued at \$10,000 will be offered to a graduate student who:

- (1) identifies as a woman;
- (2) is enrolled full-time in the Faculty of Graduate Studies in any year of any master's program offered by the Faculty of Science;
- (3) has achieved a minimum grade point average of 3.5 on the last 60 credit hours (or equivalent) of study.
- (4) has ancestral links to a Holocaust survivor or Residential School survivor.

Candidates must submit a statement to self-declare that they meet criteria (1) and (4).

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

The Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Science (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

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

The following amendments were made to the terms of reference for CBS Bio Platforms Inc. Graduate Scholarship (title updated to the above title):

- The preamble was revised to:  
*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:*
- The numbered criteria were revised to:
  - (1) is enrolled full-time in the Faculty of Graduate Studies in any graduate program offered by the Department of Animal Sciences;*
  - (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.*
- The paragraphs following the numbered criteria were revised to:  
*In order to demonstrate how candidates meet criterion (3), they must submit a statement of their proposed research describing its practical applicability and relevance to 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 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 to name the selection committee for this award and will include a representative from CBS Bio Platforms Inc.*
- The standard Board of Governors statement was added.

### **Doris Benson Scholarship in Theatre**

The following amendments were made to the terms of reference for the Doris Benson Scholarship in Theatre:

- The preamble was revised to:  
*Doris Benson established a fund at The Winnipeg Foundation in 2010 to provide scholarships for students in the Theatre Program in the Department of English, Theatre, Film & Media at the University of Manitoba. The Winnipeg Foundation will report the value of this award annually. Each year, one or more scholarships will be offered to undergraduate students who:*
- The numbered criteria were revised to:

- (1) *are enrolled full-time (minimum 80% course load) in the second year of study or higher in the Faculty of Arts;*
  - (2) *have either:*
    - (a) *declared an advanced major, general major, or minor in the Bachelor of Arts in Theatre;*  
*or*
    - (b) *completed "Introduction to Theatre" (currently numbered THTR 1220); and*
  - (3) *have achieved a minimum degree grade point average of 3.5.*
- The paragraph following the numbered criteria was revised to:  
*In determining the priority of the award winners, preference will be given to students who have demonstrated significant potential in theatre, based on the volume and quality of work, in at least one of the following four areas: (i) dramaturgy, playwriting, or critical/scholarly work; (ii) direction of one or more dramatic productions; (iii) onstage performance work as an actor; or (iv) backstage production work (e.g. as a stage manager, set, costume, lighting, or sound designer, or as a props coordinator) or 'front-of-house' production work.*  
*Faculty and instructors of the Department of English, Theatre, Film & Media will nominate candidates for consideration for this scholarship.*  
*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 Head of the Department of English, Theatre, Film & Media (or designate) will name the selection committee for this award, which will normally include the Coordinator of the Theatre Program (or designate).*
  - The standard Board of Governors statement was added.

### **E.B. Kernaghan Scholarship**

The following amendments were made to the terms of reference for the E.B. Kernaghan Scholarship:

- The preamble was revised to:  
*Edward Benson Kernaghan (B.Sc. Electrical Engineering/'26), established a trust fund at the University of Manitoba in 1951. The purpose of the fund is to reward the academic achievements of students who graduate from the Price Faculty of Engineering and who go on to undertake a Master of Business Administration (MBA). Each year, the available annual income from the fund and the unspent revenue will be used to offer one or more scholarships to graduate students who:*
- The numbered criteria were revised to:
  - (1) *are enrolled full-time in the Faculty of Graduate Studies in the first or second year of the Master of Business Administration (MBA) program;*
  - (2) *have graduated with a Bachelor of Science in Engineering degree in any Engineering discipline from the Price Faculty of Engineering at the University of Manitoba prior to beginning their Master of Business Administration (MBA);*
  - (3) *have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and*
  - (4) *have demonstrated outstanding academic achievement and the ability to excel in the MBA program.*
- The paragraphs following the numbered criteria were revised to:

*In order to demonstrate how they meet criterion (4), applicants will be required to submit a written statement (maximum 1000 words) to the Faculty of Graduate Studies at the University of Manitoba which must include the following:*

- (a) a description of their previous academic achievements, how they intend to excel in the MBA program, and how the MBA program will help further their career; and*
- (b) a curriculum vitae.*

*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.*

*In the event that there are no candidates who meet the criteria for this award, the available annual income from the fund may be offered as a scholarship to the previous year's recipient, provided they continue to be enrolled full-time in the MBA program.*

- 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.*

- The standard Board of Governors statement was added.

### **Ian R. Seddon Memorial Awards**

The following amendments were made to the terms of reference for the Ian R. Seddon Memorial Awards:

- The preamble was revised to:

*In memory of Dr. Ian R. Seddon, Business Development Specialist of Swine for Manitoba Agriculture, Food and Rural Initiatives (MAFRI) and co-chair of the Manitoba Swine Seminar for the Manitoba Swine Seminar Committee, an endowment fund was established at the University of Manitoba in 2009. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to offer two convocation prizes, with a minimum value of \$1,000 each, one to a student in the diploma program and one to a student in a degree program in the Faculty of Agricultural and Food Sciences.*

- The numbered criteria were revised to:

#### ***Ian R. Seddon Memorial Award - Diploma***

*Each year, one prize at a minimum value of \$1,000, will be offered to a diploma student who:*

- (1) has achieved a minimum degree grade point average of 3.0; and*
- (2) has achieved the highest grade in Swine Production and Management (currently numbered ANSC 0690).*

*In the case of a tie, the degree grade point average will be used as the tiebreaker. The prize will be awarded at the spring Diploma in Agriculture graduation banquet.*

#### ***Ian R. Seddon Memorial Award - Degree***

*Each year, one prize at a minimum value of \$1,000, will be offered to an undergraduate student who:*

- (1) was enrolled full-time (minimum 60% course load) in the Faculty of Agricultural and Food Sciences in each of their last four academic terms;*
- (2) has achieved a minimum degree grade point average of 3.0; and*
- (3) has achieved the highest grade in Monogastric Production Systems (currently numbered*

ANSC 4640).

*In the case of a tie, preference will be given to a student who, in the opinion of the ANSC 4640 instructor, has shown a demonstrated interest in swine production.*

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

### **Len Shebeski Bursary in Agricultural and Food Sciences**

The following amendments were made to the terms of reference for the Len Shebeski Bursary in Agricultural and Food Sciences:

- The preamble was revised to:  
*Dr. Len Shebeski O.C., a Dean Emeritus in the Faculty of Agricultural and Food Sciences at the University of Manitoba, and his wife Laura established an endowment fund at the University of Manitoba in 2000. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. The purpose of the fund is to provide financial support to a student(s) in the Faculty of Agricultural and Food Sciences. Each year, beginning in 2001-2002, the available annual income from the fund will be used to offer one or more bursaries to undergraduate students who:*
- The numbered criteria were revised to:
  - (1) are enrolled full-time (minimum 60% course load) in the final year of their program in the Faculty of Agricultural and Food Sciences;*
  - (2) have achieved a minimum degree grade point average of 3.0; and*
  - (3) have demonstrated financial need on the standard University of Manitoba general bursary application form.*
- 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 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 will be the Faculty of Agricultural and Food Sciences Awards Committee.*
- The standard Board of Governors statement was added.

### **3. WITHDRAWALS**

#### **CBS Bio Platforms Inc. Graduate Scholarship**

(donor request)



## **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 December 19, 2023, the Senate Committee on Awards approved 4 new offers and 10 revised offers as set out in the *Report of the Senate Committee on Awards (December 19, 2023)*.

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 4 new offers and 10 revised offers as set out in the *Report of the Senate Committee on Awards (December 19, 2023)*. These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

## SENATE COMMITTEE ON AWARDS

December 19, 2023

### 1. NEW OFFERS

#### **Adalsteinn Kristjansson Travelling Research Award**

In memory of Adalsteinn Kristjansson an endowment fund has been established at the University of Manitoba in 2023. The purpose of the fund is to support graduate students travelling to undertake research. Each year, beginning in 2024-2025, the available annual income from the fund will be used to offer one or more scholarships at a minimum value of \$2500 to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in any year of study in any master's or doctoral program offered at the University of Manitoba;
- (2) have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
- (3) are travelling outside of Winnipeg to undertake research for their thesis or practicum.

Applicants will be required to submit an application that will consist of a description of their proposed or ongoing research that explains how the travel is related to their research and a budget for the travel (maximum 500 words), a current curriculum vitae, and a letter of reference from their advisor at the University of Manitoba attesting to the need to travel for their research.

In any given year that there are no successful applicants, the income will be returned to the capital fund.

The Dean of the Faculty of Graduate Studies (or designate) will name the section 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.

the expressed intention of the donor in establishing the award.

#### **Claude de Forest Scholarship for a Sustainable Future**

In honour of Mr. Claude de Forest, Mr. Dudley Thompson (B.E.S./'69, B.Arch./'74) and Ms. Eleanor Thompson (B.A./'70, M.A./'22) established an annually funded scholarship at the University of Manitoba in 2024. The purpose of the fund is to reward the academic achievements of a student in the Faculty of Architecture. Each year, beginning 2024-2025 one or more scholarships with a total value of \$10,000 will be offered to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in their first year of study in any graduate program offered through any department in the Faculty of Architecture;
- (2) have graduated with a Bachelor of Environmental Design from the Faculty of Architecture at the University of Manitoba;
- (3) have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (4) have demonstrated a commitment to helping create a sustainable future through the professional field of Architecture by involvement in sustainable organizations, climate change initiatives and/or programs.

In order to demonstrate how they meet criterion (4), applicants must submit a portfolio (maximum length of 6- 8 ½ x 11 pages) using graphics and written text, submitted in PDF format. The portfolio must include the following:

- (a) examples of their academic projects that demonstrate an understanding and commitment to the metrics of zero-carbon and regenerative design;
- (b) best practice case studies of sustainable projects that have influenced their career path; and
- (c) a statement (maximum 1000 words) about why and how they intend to implement sustainable values throughout their career.

The selection committee has the discretion to determine the number and value (up to a maximum value of \$10,000) of awards offered each year based on the available funds and quality of applicants, as outlined in the criteria above.

The Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Architecture to name the selection committee for this award and may include Mr. Thompson (or designate) and a member of Mr. de Forest's family (or designate) when possible.

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.

### **Manitoba Institute for Patient Safety Crystal Anniversary Scholarship**

The Manitoba Institute for Patient Safety (MIPS) established a scholarship fund at the University of Manitoba to commemorate its Crystal (15<sup>th</sup>) Anniversary. For MIPS, the best way to recognize its legacy is to secure a safer future. This scholarship recognizes an individual student or team of students from the University of Manitoba Rady Faculty of Health Sciences for exceptional creative innovation that advances the science of patient safety. Each year, beginning in 2024-2025 and ending in 2026-2027, one scholarship valued at \$2,500 will be awarded to a student, or team of students who:

- (1) are enrolled full-time (minimum 80% course load) in the third, fourth, or fifth year of an undergraduate degree program within any of the Colleges of the Rady Faculty of Health Sciences;
- (2) have achieved a minimum degree grade point average of 3.0 or are in good standing in the College of Medicine; and
- (3) have submitted a research project, poster presentation, capstone project, or other related proposal devoted to improving patient safety.

Candidates may choose to apply on their own or can be nominated by another student, faculty member, or staff member.

The scholarship will be divided equally in years when the scholarship is awarded to a team of students.

The Dean of the Rady Faculty of Health Sciences (or designate) will name the selection committee, which will include an MIPS representative.

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.

### **Maggie Katzeley Scholarship for Mature Nursing Students**

Maggie Katzeley generously established an endowment fund at the University of Manitoba in 2023. The purpose of the fund is to reward the academic achievements of undergraduate students pursuing studies in the College of Nursing. Each year, beginning in 2024 – 2025, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time or part-time in their second year of study of the Bachelor of Nursing program in the College of Nursing;
- (2) was granted admission to the university as a mature student;
- (3) has achieved a minimum degree grade point average of 3.5.

Applicants will be required to submit a statement (maximum 50 words) outlining when they were admitted to the University of Manitoba and verifying their mature student status.

The selection committee will be the Student Awards Committee of the College of Nursing.

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**

### **Charles H. Thomsen Scholarship in Landscape Architecture**

The following amendments were made to the terms of reference for the Charles H. Thomsen Scholarship in Landscape Architecture:

- The preamble was revised to:

*In honour of Professor Charles H. Thomsen and his career-long contributions to the Department of Landscape Architecture, his colleagues, friends, family, graduates and students established an endowment fund at the University of Manitoba. The fund will be used to offer a scholarship for students in the Department of Landscape Architecture who are involved with a community outreach project. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. Each year, the available annual income from the fund will be used to offer one or more scholarships to students who:*

- The numbered criteria were revised to:

*(1) are either:*

- (a) enrolled full-time (minimum 80% course load) in the Faculty of Architecture, in the Bachelor of Environmental Design program (Landscape and Urbanism Option), or*
- (b) enrolled full-time in the Faculty of Graduate Studies in any year of the Master of Landscape Architecture program;*

*(2) have achieved either:*

- (a) as an undergraduate student, a minimum degree grade point average of 3.5; or*
- (b) as a graduate student, a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and*

(3) *have clearly articulated project objectives for a community-based outreach project related to landscape architecture and plans for how funds are to be used to achieve those objectives.*

- The paragraphs following the numbered criteria were revised to:

*In order to demonstrate how they meet criterion (3), applicants must submit a written proposal (maximum 500 words) which includes:*

(a) *a statement of the theme and scope of the community project, including a timeline of how the community project will proceed; and*

(b) *a proposed budget for the scholarship funds in relation to the community project.*

*The community project must be in progress at the time of receipt of the award or begin within 10 months of receipt of the award and the recipient must agree to give an oral presentation about the community project at a public Cultural Event in the Faculty of Architecture during the following semester.*

- The selection committee paragraph was revised to:

*The Dean of the Faculty of Architecture (or designate) will ask the Head of the Department of Landscape Architecture (or designate) to name the selection committee which will include one representative of the Thomsen family. If a graduate student is selected, the results will be reported through the Dean of the Faculty of Graduate Studies (or designate).*

### **CPA Manitoba Foundation Scholarship in Indigenous Business Education**

The following amendments were made to the terms of reference for the CPA Manitoba Foundation Scholarship in Indigenous Business Education:

- The preamble was revised to:

*CPA Manitoba established an annually funded scholarship at the University of Manitoba in 2003. The purpose of the fund is to recognize outstanding academic achievement by student members of Indigenous Business Education Partners (IBEP), who are pursuing the Accounting concentration stream, in the Asper School of Business. IBEP is part of the Asper School of Business strategy to support a growing community requirement for the acquisition of business skills among Indigenous people from Canada. Such skills help lead to the success of self-government and participation of Indigenous people in the Canadian economy. Each year, two scholarships valued at \$1,400 each, will be offered to undergraduate students who:*

- The numbered criteria were revised to:

(1) *are enrolled full-time (minimum 80% course load) in the Asper School of Business in the Bachelor of Commerce (Honours) degree program;*

(2) *have declared a major in Accounting;*

(3) *have completed two introductory Accounting courses and received a minimum of a C+ in each;*

(4) *have achieved a minimum degree grade point average of 3.0;*

(5) *are members of IBEP in good standing; and*

(6) *demonstrate community involvement.*

- The paragraphs following the numbered criteria were revised to:

*In order to demonstrate how they meet criterion (6), applicants must submit an essay (maximum 500 words) that describes their community involvement and explains what the scholarship would*

mean to them. Applicants must also submit a letter of reference from someone who can speak to the applicant's community involvement.

The selection committee will base their decision as follows:

- (1) 50% will be based on academic performance; and
- (2) 50% will be based on community involvement as outlined in the essay and the letter of reference.

- The selection committee paragraph was revised to:

*The Director of IBEP (or designate) will name the selection committee for this award, which will include a member of the CPA Manitoba Foundation Board of Directors (or their designate).*

- The standard Board of Governors statement was added.

### **C. Thomas Shay Scholarship**

The following amendments were made to the terms of reference for the C. Thomas Shay Scholarship:

- The numbered criteria were revised to:

- (1) *are enrolled full-time in the Faculty of Graduate Studies in a master's or Ph.D. program offered through the Department of Anthropology;*
- (2) *have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and*
- (3) *have demonstrated or are about to do anthropological research in the prairie or boreal forest regions of Manitoba and surrounding provinces and states.*

- The paragraphs following the numbered criteria was revised to:

*In any given year, at least one of the scholarships will be awarded first preference to students who have self-declared as a First Nations, Métis, or Inuit person from Canada, and second preference will be given to students who are undertaking research within the sub-field of archaeology.*

*In order to demonstrate how they meet criterion (4), candidates must submit an application package which consists of (i) the Shay application form (ii) a current curriculum vitae, (ii) two academic letters of reference, and (iii) a research proposal (maximum 1,500 words) which explains objectives relating to existing research and literature, theoretical/ conceptual framework guiding the research and if applicable the research hypotheses, study area (if applicable), time period of interest, material or data samples sizes, methods of analysis, the current status of the research and an approximate timetable to completion, citations and list of references, and an explanation of how the thesis will enhance an understanding of relationships between anthropology, knowledge, environment, and/or material culture of people who dwell or dwelt in the prairie and boreal regions of Manitoba and/or surrounding provinces and states.*

- The selection committee paragraph was revised to:

*The Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of Graduate Programs in the Department of Anthropology to name the selection committee for this award, which will include a representative of Tom Shay (or designate) and a representative from the Manitoba Archaeological Society, and/or a representative from the National Resources Institute. Any faculty advisors of students applying to this award will be restricted from serving on the selection committee to avoid a potential conflict of interest.*

### **Edwin Cohen Scholarship in Finance**

The following amendments were made to the terms of reference for the Edwin Cohen Scholarship in Finance:

- The preamble was revised to:  
*Mr. Edwin Cohen established an annual scholarship at the University of Manitoba in 2004. The Jewish Foundation of Manitoba, which holds the capital used to generate the annual income for the scholarship, will confirm the scholarship value with the Financial Aid and Awards Office at the University of Manitoba on an annual basis. The purpose of the scholarship is to reward the academic achievements of a student studying finance in the Asper School of Business. Each year the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:*
- The numbered criteria were revised to:
  - (1) *is enrolled full-time (minimum 80% course load) in the fourth year of study of the Bachelor of Commerce (Honours) program, with a declared major in finance, in the Asper School of Business; and*
  - (2) *has achieved a minimum degree grade point average of 3.5.*
- The selection committee paragraph was revised to:  
*The Dean of the Asper School of Business (or designate) will name the selection committee for this award.*
- The standard Board of Governors statement was added.

### **Solita Egert Practice Skills Prize**

The following amendments were made to the terms of reference for the Solita Egert Practice Skills Prize:

- The numbered criteria were revised to:
  - (1) *was enrolled in the Faculty of Graduate Studies in the Master of Occupational Therapy program delivered by the Department of Occupational Therapy in the College of Rehabilitation Sciences at the University of Manitoba in the year in which the award was tenable;*
  - (2) *has achieved a minimum grade point average of 3.5 in the Master of Occupational Therapy Program; and*
  - (3) *has achieved the highest overall standing [an average score (percentage) calculated using the final grade (percentage) allocated in each course] in the four Practice Skills courses in the Master of Occupational Therapy program (currently numbered OT 6130, OT 6330, OT 7572, OT 7772,).*
- The selection committee paragraph was revised to:  
*The Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Department of Occupational Therapy Awards Committee to name the selection committee for this award.*
- The standard Board of Governors statement was added.

### **Harry Singer Memorial Medal**

The following amendments were made to the terms of reference for the Harry Singer Memorial Medal:

- The preamble was revised to:  
*In memory of Harry Singer (graduate of the College of Pharmacy in 1934), a dedicated and caring community pharmacist in Winnipeg, the Singer family established an endowment fund at the University of Manitoba to provide an annual medal to recognize a student who excels in the areas of community practice in the College of Pharmacy at the University of Manitoba. Each year, beginning in the 2001-2002 academic year, one medal will be offered to an undergraduate student who:*
- The numbered criteria were revised to:
  - (1) *was enrolled full-time (minimum 80% course load) in the third year of the Doctor of Pharmacy (PharmD) degree program in the College of Pharmacy;*
  - (2) *has achieved a minimum degree grade point average of 3.5; and*
  - (3) *has demonstrated outstanding merit in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year Applied Pharmacy Practice Lab (currently numbered PHMD 1002, PHMD 2022, PHMD 2024 and PHMD 3002).*
- The selection committee paragraph was revised to:  
*The selection committee will be The College of Pharmacy Professional Program Awards Committee.*
- The standard Board of Governors statement was added.

### **Dr. Jack King Memorial Scholarship**

The following amendments were made to the terms of reference for the Dr. Jack King Memorial Scholarship:

- The preamble was revised to:  
*In memory of Dr. Jack King of The Pas, Manitoba, The Northern Manitoba Dental Society established an endowment fund at the University of Manitoba, with an initial gift of \$22,000 in 1972. The purpose of the fund is to reward the academic achievements of students in the Dr. Gerald Niznick College of Dentistry. Each year, the available annual income from the fund will be used to offer one or more scholarships to undergraduate students who:*
- The numbered criteria were revised to:
  - (1) *in the next ensuing academic session, are enrolled full-time (minimum 80% course load) in the fourth year of study of in the Doctor of Dental Medicine (DMD) program in the Dr. Gerald Niznick College of Dentistry; and*
  - (2) *achieve high combined standing in Periodontology 3 (currently numbered DDSS 3102) and Oral Diagnosis and Radiology 1 (currently numbered DDSS 3112).*
- The paragraphs following the numbered criteria were revised to:  
*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 standard Board of Governors statement was added.



### **Naomi Rosenberg Palansky Prize**

The following amendments were made to the terms of reference for the Naomi Rosenberg Palansky Prize:

- The numbered criteria were revised to:
  - (1) *was enrolled full-time or part-time in the Faculty of Graduate Studies in the Master of Occupational Therapy program delivered by the College of Rehabilitation Sciences at the University of Manitoba in the year in which the award was tenable;*
  - (2) *has achieved a minimum degree grade point average of 3.5 in the Master of Occupational Therapy program;*
  - (3) *has an interest in working with and advocating for children.*
- The paragraph following the numbered criteria was revised to:

*In order to demonstrate how they meet criterion (3), applicants must submit a resume, and an essay (maximum 500 words) describing their interest, experience, and future career aspirations in working with and advocating for children.*
- The selection committee paragraph was revised to:

*The Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Department of Occupational Therapy Awards Committee to name the selection committee for this award.*
- The standard Board of Governors statement was added.

### **Sheppy I. Adler Memorial Scholarship**

The following amendments were made to the terms of reference for the Sheppy I. Adler Memorial Scholarship:

- The preamble was revised to:

*In memory of Sheppy Irving Adler (B.Sc. Pharmacy/'56), his family and friends established a trust fund at the University of Manitoba. The purpose of the fund is to reward the academic achievements of a student in the College of Pharmacy. Each year, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:*
- The numbered criteria were revised to:
  - (1) *is enrolled full-time (minimum 80% course load) in their third year of study in the Doctor of Pharmacy (PharmD) program in the College of Pharmacy;*
  - (2) *has achieved a minimum degree grade point average of 3.0; and*
  - (3) *has achieved high standing in the Concepts of Integrative Medicine course (currently numbered PHMD 3008).*
- The selection committee paragraph was revised to:

*The selection committee will be the College of Pharmacy Professional Program Awards Committee.*
- The standard Board of Governors statement was added.

### **Winnipeg Commodity Exchange Graduate Fellowship**

The following amendments were made to the terms of reference for the Winnipeg Commodity Exchange Graduate Fellowship:

- The preamble was revised to:

*The Winnipeg Commodity Exchange established an endowment fund at the University of Manitoba in 2006. The purpose of the fund is to provide a graduate fellowship at the University of Manitoba to commemorate the key economic role played by the Winnipeg Commodity Exchange in the commerce of Winnipeg and Canada, particularly the grains and oilseeds sector of Western Canada. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The timing and value of the fellowship will depend on the availability of funds. Each year, the available annual income from the fund (including any accumulated revenue) will be used to offer one or more fellowships to graduate students who:*

- The numbered criteria were revised to:

*(1) have either:*

*(a) as entering students, met the admission requirements for the Faculty of Graduate Studies Master of Science program offered through the Department of Agribusiness and Agricultural Economics; or*

*(b) as current graduate students, enrolled full-time in the Faculty of Graduate Studies in any year of study in the Master of Science program offered through the Department of Agribusiness and Agricultural Economics; and*

*(2) have achieved a minimum grade point average of 3.2 on the last 60 credit hours (or equivalent) of study.*

- The paragraphs following the numbered criteria were revised to:

*The recipients will be honoured with the title of Winnipeg Commodity Exchange Fellow.*

*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 will base their selection on academic achievement recognizing grade point average as well as the degree of difficulty and the relevance of courses to the field of studies. Selection will also take into consideration the research proposal, other available funding and the proposal's applicability to commodity futures, risk management or commodity marketing in Canada.*

- The selection committee paragraph was revised to:

*The Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Agribusiness and Agricultural Economics to name the selection committee for this award.*

- The standard Board of Governors statement was added.



**University  
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December 5, 2023

**To:** Mr. Jeff Leclerc  
University Secretary

**From:** Dr. Michael Benarroch  
President and Vice-Chancellor *M Benarroch*

**SUBJECT:** Annual Report of the University Discipline Committee

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Attached is a copy of the Report of the University Discipline Committee for the period September 1, 2022 to August 31, 2023 which was submitted by Dr. Robert Biscontri, Vice-Chair, University Discipline Committee.

I would appreciate your providing a copy of this report to members of the Board of Governors and Senate for information. You will note that Dr. Biscontri, has offered to attend Senate to answer any questions. I would ask you to extend an invitation to Dr. Biscontri, to attend the meeting at which the Report will be considered.

/hc



Office of the University Secretary  
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December 1, 2023

Dr. Michael Benarroch  
President and Vice-Chancellor  
University of Manitoba  
Room 202, Administration Building

Dear Dr. Benarroch:

In accordance with the Student Discipline By-Law, I hereby submit the Annual Report of the University Discipline Committee (UDC) for September 1, 2022 to August 31, 2023. It summarizes the offenses and dispositions reported to the UDC by all disciplinary authorities at the University of Manitoba.

Disciplinary incidents are detailed in the attached tables for the two major categories of "Academic Misconduct" and "Non-Academic Misconduct", and for those still pending. Similar disciplinary matters are grouped for easier review. The trends in disciplinary incidents from 2018 to 2023 are shown in the attached figures.

Notable observations related to student discipline at the University in 2022-2023 are as follows:

- 1) There were 942 incidents of misconduct reported to the UDC compared to 1257 cases in 2021-2022. The rate of offenses was 3.2 per 100 students compared to 4.0 per 100 students in the previous year.
- 2) There were 852 incidents of Academic Misconduct involving 735 students, most often related to Inappropriate Collaboration (34%, 290/852) and Plagiarism (33%, 282/852).
- 3) There was an increase in the category "Other", primarily regarding the use of unauthorized content generation. This is a matter that warrants further observation.
- 4) There were 90 incidents of Non-Academic Misconduct involving 76 students including 62 cases of Abuse of University Policies, Procedures, or Regulations, 14 cases of Threats of Harm or Actual Harm, 13 cases of Inappropriate or Disruptive Behaviour, and one case of Property Related Misconduct. There were 130 incidents of Non-Academic Misconduct reported in 2021-2022.
- 5) At the time of this report, there were 54 incidents still pending, where outcomes were not yet determined.
- 6) The UDC heard seven appeals during the reporting period.

Disciplinary Authorities provided the following information on significant changes or issues of wider University interest.

- Student Residences noted a decrease in the Breach of Student Residence rules. The Disciplinary Authority attributed the decrease to the removal of rules related to Covid-19 capacity limits and masks. They also observed an ongoing issue in smoking violations, including the use of e-cigarettes and vaping devices.
- A Disciplinary Authority reported an increase in Plagiarism. The Disciplinary Authority noted that the majority of cases of academic misconduct in their unit occur in distance online courses, perhaps due to the indirect nature of these courses.
- One Disciplinary Authority reported five incidents of a failure to comply with previous disciplinary actions. The cases involved students who registered for courses in their Faculty while on disciplinary suspension from taking such courses. The Banner system cannot be used to prevent students from registering for courses in specific units. Therefore, the Unit must review course registrations to identify the students, notify them that they cannot be registered, and remove them from the course before the revision period ends. If the student re-registers, it is considered Non-Academic Misconduct.
- A Disciplinary Authority noted a significant decrease in incidents of Academic Misconduct, primarily in the category of Cheating on Tests, Quizzes or Final Examinations. The Disciplinary Authority suggested that this could be due to the change to in-person teaching and assessing.
- A Disciplinary Authority noted a decrease in incidents of Academic Misconduct, primarily in the categories of Plagiarism and Cheating on Tests, Quizzes or Final Examinations. The Disciplinary Authority indicated that the number of cases in the last couple of years were due to the pandemic effect on misconduct. The numbers in the current year have not gone down as far as the pre-pandemic level but are close to it.
- A Disciplinary Authority noted a decrease in incidents of Academic Misconduct, primarily in the number of Plagiarism cases and Inappropriate Collaboration. The Disciplinary Authority indicated that the decrease was due to the return to in person classes. Most of the cases in the previous reporting year occurred when classes were held remotely. At that time students were working from home and collaborating on work that would normally be monitored by the Instructor for in class tests and quizzes.
- A Disciplinary Authority noted a decrease in incidents of Academic Misconduct, primarily attributed to a specific course that was taught virtually in the 2021-2022 academic year and was taught in-person in the current reporting period.
- A Disciplinary Authority noted a decrease in incidents of Academic Misconduct, primarily in the number of cases of Plagiarism and Inappropriate Collaboration. The Disciplinary Authority indicated that they have implemented several preventative initiatives for students such as classroom visits to talk about the importance of academic integrity as well as a mandatory session on academic integrity. They also have encouraged their instructors to utilize a [discovery interview process](#) to gain insight into how students have completed their assignments and the resources used.
- A Disciplinary Authority noted an increase in the number of cases of Academic Fraud,

specifically regarding omissions of post-secondary attendance at other institutions. The Disciplinary Authority suggested that this could be due to increased use of unreliable third-party representatives. Unreliable third-party representatives sometimes provide inaccurate information to applicants and/or provide inaccurate information in applications for admission.

### Incidents of Student Discipline Reported to the UDC

Year	# of Incidents Reported	# of Students at the University of Manitoba	Rate per 100 Students
<b>2018-2019</b>	891	29,620	3.0
<b>2019-2020</b>	1,303	30,290	4.3
<b>2020-2021</b>	1,219	31,020	3.9
<b>2021-2022</b>	1,257	31,067	4.0
<b>2022-2033</b>	942	29,844	3.2
<b>Average</b>	1,124	30,368	3.7

Please share this information, as you see fit, with those at the University of Manitoba who have an interest in Student Disciplinary matters. If you choose to continue the practice of circulating the Annual Report of the UDC to Senate and the Board of Governors, I can be available to answer questions, if called upon to do so.

Ultimately, I want to express gratitude to all those engaged in the challenging task of addressing student misconduct and maintaining discipline, a crucial aspect for upholding academic integrity at the University of Manitoba. Reporting and investigating cases are essential to safeguard the university's integrity, and I urge everyone to contribute to this effort. Without reporting incidents, we cannot sustain the preservation of what is important to us all.

Yours sincerely,



Dr. Robert Biscontri, Vice-Chair  
University Discipline Committee



**University  
of Manitoba**

Office of the Registrar and  
Enrolment Services

421 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:** January 31, 2024

**SUBJECT:** **Undergraduate Admission Targets 2024-25**

---

Attached please find the proposed undergraduate admission targets effective for the fall of 2024.

**Observations**

1. When the 2023 targets were presented to Senate the increase to the College of Medicine target had not yet been approved. It increased from 110 to 125 for the fall of 2023.
2. A proposal to increase the number of seats for the Bachelor of Health Sciences program from 40 to 100 is currently being considered by the Province.
3. The Social Work targets have been consolidated into a single degree program target; however, the overall number of seats has not changed.

Please forward this document to the members of Senate and the Board of Governors for their information.

**Cc:** Laurie Schnarr, Vice-Provost (Students)  
Erin Stone, Deputy Registrar and Director of Admissions  
Cassandra Davidson, Academic Planning and Programs Specialist  
Shannon Coyston, Associate University Secretary (Senate)

Summary of Undergraduate Admission Targets

January 31-2024

Program	Effective for fall 2023 intake	Effective for fall 2024 intake
<b>Faculty of Agricultural &amp; Food Sciences</b>		
Agricultural & Food Science (Degree)*	165	165
Human Nutritional Sciences (Degree)	90	90
Agriculture (Diploma)*	85	85
Internationally Educated Agrologists	15	15
<b>Faculty of Architecture</b>		
Environmental Design	100	100
<b>Faculty of Arts*</b>		
Arts (Degree)	open	open
Arts (Degree) - Integrated Studies	open	open
<b>Asper School of Business*</b>		
Management (Degree)	584	584
<b>Faculty of Education</b>		
Education After Degree (Early)	70	70
Education After Degree (Middle)	70	70
Education After Degree (Senior)	140	140
<b>Faculty of Engineering</b>		
Engineering*	482 - See note 1	482 - See note 1
Engineering - Internationally Educated Engineers	25	25
<b>CHR Environment, Earth &amp; Resources*</b>		
Environment, Earth & Resources (Degree)	135	135
<b>School of Art</b>		
School of Art: Diploma*	15	15
School of Art: Degree*	100	100
School of Art: Art History	15	15
<b>Faculty of Health Sciences</b>		
Health Studies (Degree)	40	40
Health Sciences (Degree)	40	40
<b>College of Dentistry</b>		
Dentistry (Degree)	29	29
Dentistry - International Dentist Degree	6	6
<b>School of Dental Hygiene</b>		
Dental Hygiene*	26	26
Dental Hygiene - Degree Completion	3	3
<b>College of Rehabilitation Sciences</b>		
Respiratory Therapy (Degree)	20	40
<b>College of Medicine</b>		
Medicine	125 - See note 2	140
Family Social Sciences	80	80
<b>College of Nursing</b>		
Nursing (Degree)	400	400
Midwifery (degree)	8	8
<b>College of Pharmacy</b>		
Pharmacy (Degree)	60 - See note 3	55
<b>Faculty of Kinesiology &amp; Rec Management</b>		
B Kin (AT)	24	24
B Kin*	100	100
B P E*	35	35
B RM & CD*	40	40
<b>Faculty of Law</b>		
Law (Degree)	106	106
<b>Marcel Desautels Faculty of Music</b>		
Music*	60	60
Music - Jazz Studies*	15	15
<b>Faculty of Science*</b>		
Science (Degree)	Target under consideration - See note 4	Target under consideration - See note 4
<b>Faculty of Social Work</b>		
Bachelor of Social Work	N/A	280
Social Work (on campus)	75	-
Social Work - Distance Delivery	100	-
Social Work - Inner City	60	-
Social Work - Northern External	10	-
Social Work - Northern Program	35	-

Programs with an asterisk have a direct entry option

Notes:

1. The increase to the Engineering target is being phased in over a 3-year period. 2024 is year 2 of the implementation
2. The 2023 target increase was approved after the 2023 targets were approved by Senate in February of 2023.
3. The College of Pharmacy was granted a temporary increase for the 2023 intake.
4. Science does have a cap of between 1200 & 1500; however, this is an older figure and discussions are required prior to finalizing the target.





Approval     Discussion/Advice     Information

**AGENDA ITEM:**

Office of the Auditor General Annual Audit Plan for the Year Ending March 31, 2024

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approves the Office of the Auditor General Annual Audit Plan for the year ending March 31, 2024.**

**CONTEXT AND BACKGROUND:**

The Office of the Auditor General (OAG) of Manitoba is required to conduct an annual audit of the financial statements of the University of Manitoba in accordance with the requirement of Section 21 of *The University of Manitoba Act*.

Each year, the OAG brings forward the Audit Plan to advise the Audit and Risk Management Committee and Board of Governors of the responsibilities of the OAG, management and the Audit Committee; the planned audit approach; new standards or issues; and the timing of the audit.

Representatives from the OAG will be on hand at the Audit and Risk Management Committee meeting to present the plan and to answer any questions.

**RESOURCE REQUIREMENTS:**

Audit fees are estimated at \$127,500 (2023, \$120,000).

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

An external audit by the Office of the Auditor General supports our value of Accountability.

**IMPLICATIONS:**

N/A

**ALTERNATIVES:**

N/A

**CONSULTATION:**

Office of the Auditor General

**ROUTING TO THE BOARD OF GOVERNORS:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Title</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mike Emslie <i>ms</i>	CFO / Comptroller	Jan 29, 2024
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Naomi Andrew <i>N Andrew</i>	Vice-President (Administration)	February 9, 2024
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Michael Benarroch <i>M Benarroch</i>	President and Vice-Chancellor	Feb. 16, 2024
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

**SUBMISSION PREPARED BY:** Gord Pasieka, Associate Comptroller

**ATTACHMENTS:**

Appendix A – Office of the Auditor General Annual Audit Plan 2024



**Auditor General**  
MANITOBA

**University of Manitoba**

Report to the Audit and Risk Management  
Committee

Annual Audit Plan

For the year ending March 31, 2024

January 26, 2024

To the Audit and Risk Management Committee of the University of Manitoba:

I am pleased to present our audit plan for the annual audit of the University of Manitoba for the year ending March 31, 2024.

This report has been prepared on the basis of our meetings with management, consideration of the operating environment, and our risk assessment procedures. Our audit approach will remain responsive to the University's environment, and any significant changes to this audit plan will be shared and discussed with the Audit and Risk Management Committee at a future meeting.

Discussing our audit plan helps to ensure that our team understands your views, so together we can agree on mutual needs and expectations. The information included in this report also allows you to understand the judgments we have made in planning and scoping our audit procedures. We will continue to engage in open discussions with you to deliver a high-quality audit and an independent point of view. We welcome your feedback throughout the audit.

We look forward to presenting our audit plan, addressing questions and discussing any other matters of interest at the upcoming Audit and Risk Management Committee meeting.

Sincerely,



Brendan Thiessen, CPA, CA

Principal

Brendan.thiessen@oag.mb.ca | 204-479-1542 | oag.mb.ca |  
500-330 Portage Avenue, Winnipeg, Manitoba R3C 0C4

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## Audit mandate

The Auditor General of Manitoba is the auditor of the University of Manitoba (the University) in accordance with *The University of Manitoba Act*.

Our audit will cover the University's:

- Financial statements as at March 31, 2024 and for the year then ended (the financial statements); and
- Schedule of Public Sector Compensation for the year then ended December 31, 2023 (the financial information).

Our audit will be in accordance with Canadian Generally Accepted Auditing Standards (Canadian GAAS). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable, but not absolute assurance, on whether the financial statements and financial information are free of material misstatement, including those misstatements caused by fraud or error.

In accordance with section 10(2) of *The Auditor General Act*, we will consider whether, during the course of our audit, we have become aware of any “other matters” that, in our opinion, should be brought to the attention of the Legislative Assembly.

The terms of engagement, and responsibilities in relation to the audit are described in the engagement letter in Appendix A. Our audit does not relieve management or those charged with governance of their responsibilities.

## What's changed from the previous year?

Our audit risk assessment, strategy, and approach are built on a sound understanding of your organization, including recent accounting and auditing changes and developments. We have considered the impacts of these developments and changes in our audit plan in order to deliver quality audits.

### PS 3400 - Revenue



#### Impact

- On November 1, 2018, PSAB issued PS 3400 *Revenue*, with application for fiscal periods beginning on or before April 1, 2023.
- This Section establishes standards on how to account for and report on revenue other than the following:
  - Government Transfers, PS 3410.
  - Restricted Assets and Revenues, PS 3100.
  - Financial Instruments, PS 3450.
  - Investments in Government Business Enterprises, PS 3070.
- Specifically, it differentiates between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations.
- Performance obligations are enforceable promises to provide specific goods or services to a specific payor.
- Revenue from transactions with performance obligations should be recognized when (or as) the public sector entity satisfies a performance obligation by providing the promised goods or services to a payor.
- Revenue from transactions with no performance obligations should be recognized when a public sector entity has the authority to claim or retain an inflow of economic resources and identifies a past transaction or event that gives rise to an asset.



### **Our planned response**

Our audit plan reflects procedures to assess the new accounting standards, including the following:

- Identify all revenue streams that are within the scope of the standard.
- Differentiate whether all revenue streams within the scope have transactions that include performance obligations or transactions that do not have performance obligations.
- Determine when revenues within the scope meet the recognition criteria set out in the standard.
- Review of the financial statements of the University for presentation and disclosure in accordance with PSAS.



## Materiality

We have set our preliminary materiality for the audit as follows:

	Current year	Prior year
Overall materiality	\$24,000,000	\$22,000,000
Performance materiality	\$21,500,000	\$20,000,000
Misstatement reporting threshold	\$1,200,000	\$1,100,000

**Overall materiality:** This is the level at which we believe misstatements would reasonably influence users of the financial statements. The overall materiality calculation is based on 2.5% of normalized prior year expenditures.

**Performance materiality:** To account for aggregation risk, we design the nature, timing, and extent of our audit procedures at a lower level of materiality. The performance materiality calculation is based on 90% of overall materiality,

**Misstatement reporting threshold:** We will report all individual unadjusted misstatements, including disclosure exceptions above our misstatement reporting threshold to the Audit and Risk Management Committee. The misstatement reporting threshold calculation is based on 5% of overall materiality.

Auditing standards require us to revisit materiality levels up to the time of signing our audit report. We will monitor financial results throughout the year. Should there be a significant change in our overall materiality or our misstatement reporting threshold, we will report this to the Audit and Risk Management Committee with our audit results.

## **Audit approach**

We have developed a tailored audit approach that reflects our commitment to provide you with a high-quality audit. Our approach addresses financial statement risks, business risks, and other areas of focus through targeted audit procedures. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

## **Reliance on internal control**

We have assessed the overall control environment and the control activities relevant to the audit of the University and will, therefore, be adopting a controls-reliant approach.

We will be testing controls in the following business cycles:

- Ancillary services.
- Capital assets.
- Revenue.
- Payroll.
- Purchases, payments and payables.
- Tuition and related fees.

We will not be testing controls in the remaining business cycles as a substantive approach is more efficient.

We will update this information, as appropriate, when we report back to you at the end of the audit.

# Significant audit risks

## Fraud risk in revenue recognition (CAS 240.27)



### Risk

Auditing standards assume a rebuttable presumption that there is a significant risk of fraud in revenue recognition in all businesses.



### Our planned response

- Understand the potential risks of fraud and error related to revenue recognition.
- Understand and evaluate the internal controls over revenue recognition.
- Obtain a moderate level of substantive evidence related to the specific risk of fraud in revenue recognition.
- Test journal entries related to revenue recognition.

## Management override of controls (CAS 240.33)



### Risk

In all entities, there is an inherent risk of fraud resulting from management override of controls. Senior management can potentially override controls over financial reporting. This is a required significant risk under auditing standards.



### Our planned response

- Understand management's assessment of the fraud risk and the overall control environment, including any changes in the design or operation of controls during the year. This includes understanding the business and relevant controls.
- Hold regular discussions with management and those charged with governance to understand any new risks or matters that have been identified.
- Tailor our testing approach to be responsive to areas where fraud risks have been identified.
- Test the appropriateness of manual journal entries recorded in the general ledger and other adjustments.
- Review accounting estimates for biases by applying professional skepticism, performing retrospective reviews, and corroborating management's explanations with supporting evidence.
- Perform unpredictable testing of certain balances, such as those that are immaterial or that would not normally be included in our testing.

## Valuation of employee future benefits and pension



### Risk

The determination of the provisions related to employee future benefits and pension requires significant judgements by the University, including the assumptions used by the actuary.

The key risks are the adequacy of the provisions, the reasonableness of the methodology and assumptions used, and the completeness and accuracy of the census data used to value the provisions.



### Our planned response

- Conduct procedures in order to use the work of the actuary engaged by the University.
- Assess the reasonableness of any changes in actuarial assumptions and actuarial gains or losses.
- Test the census data provided to the actuary.
- Test the valuation of the pension and non-pension obligations.

## Asset Retirement Obligation



### Risk

An asset retirement obligation (ARO) is a legal obligation associated with the retirement of a tangible capital asset. This standard requires the University to estimate the future costs of removal of contaminants such as asbestos.

The key risks are the completeness of assets and the reasonableness of the methodology and assumptions used in the calculation of the obligation.

The complexity of preparing this significant estimate increases the risk of a material misstatement and/or disclosure issues.



### Our planned response

- Obtain an understanding of the University's ongoing process for measuring or updating the estimated ARO.
- Obtain an understanding of the University's internal controls over the ARO.
- Conduct procedures in order to use the work of the ARO expert engaged by the University.
- Review documentation and support for all changes in assumptions used in the estimate of the ARO.

## Other risks

### UM Properties leased land



#### Risk

UM Properties Limited Partnership (UMP), a Government Business Enterprise (GBE) of the University, was formed in 2017 in order to develop land currently owned by the University.

During 2023, UMP entered into a 140-year prepaid lease with the University for the development of the Southwood lands. The cost of the lease is approximately \$33M, based on the fair value of the land, which UMP borrowed from the University. The land lease loan of \$33M will be repaid once UMP signs leases with third party developers. The University has deferred the lease income and will amortize it on a straight-line basis over 140 years.

In addition to the lease, UMP has subleased the undeveloped land back to the University in order to defer paying property taxes on the undeveloped land.

Effective October 2022, UMP secured external borrowings of up to \$40M to develop infrastructure and pay operating costs. The value of the loan is capped at 50% of the value of the land and is initially set at approximately \$16M. Future increases in the value of the land will allow UMP to borrow further against the \$40M.

During 2024, UMP issued a Request for Proposal to developers. No lease has been signed with any developer at this point. The impact to the financial statements and the extent of audit work will depend on when UMP signs a lease with a developer.



### Our planned response

- Review documentation from management as to the continuing status of UMP as a GBE.
- Review documentation supporting the continued inter-entity transactions.
- Pending the signing of a lease by an outside developer, obtain documentation that the lease and any subsequent transactions have been appropriately authorized and approved and are accounted for appropriately based on PSAS.



## Fraud risk

Your governance responsibilities include evaluating management's identification of fraud risk, implementation of anti-fraud measures, creation of an appropriate tone at the top, and investigating any actual, suspected, or alleged instances of fraud brought to your attention.

At our upcoming meeting, we plan to discuss the following questions in connection with your oversight of management's process for identifying and responding to the risks of fraud:

1. Are you aware of instances of any actual, suspected, or alleged fraud or any violations, or possible violations, of laws and regulations affecting the entity?
2. How do you exercise oversight over activities regarding the risks of fraud and the programmes and controls established to mitigate risks?

If you become aware of any actual, suspected, or alleged fraud affecting the University (other than those previously discussed with us as noted below), please disclose the matter to us as soon as possible.

On November 1, 2023, Management informed the OAG of allegations concerning two staff within Physical Plant. The concerns pertained to transactions that were personal in nature and the unauthorized disposal of two vehicles. OAG has had discussions with Audit Services who are currently investigating these incidents.

We will promptly inform you if, at any point throughout the audit, we become aware of any additional suspected fraud involving management, employees who have significant roles in internal controls, or other cases in which fraud results in a material misstatement in the financial statements. We will also communicate any other matters related to fraud that are, in our judgment, relevant to your responsibilities.

## Group audit

Our audit of the organization's financial statements is a group audit. Group audits often involve complex considerations regarding audit strategy, planning, execution, and communication. Effective and efficient audits are most likely to result when the group engagement team has a full understanding of the entire engagement, develops an audit approach that is responsive to the risks and changes in the entity's business as a whole, and manages the delivery of our services appropriately.

We have identified the following components:

- ▶ UM Properties Limited Partnership.
- ▶ UM Properties GP Inc.
- ▶ UM Properties Holding Inc.

Based on our review of the nature of involvement with the component entities we have concluded that, at this time, it is uncertain as to whether any of them are significant components to the University. We continue to monitor the status of UM Properties Limited Partnership as a GBE. In addition, we will review the above noted transactions, which include a loan receivable to the University, the lease of the Southwood Lands to UMP and the sublease of the lands back to the University, the pending signing of a lease by UMP to an outside developer and their effect on the consolidation.

## Component of group audit

We are the auditor of the consolidated financial statements of the Province of Manitoba, referred to as the group. The University is a significant component of the group. As a result, we will use work from this audit in our group audit. We will communicate the audit results to the group audit team and any other relevant matter brought to our attention during the audit.

## Audit team

### Audit team

The senior staff involved in this year's audit include:

- Tyson Shtykalo, CPA, CA, Auditor General
- Natalie Bessette-Asumadu, CPA, CA, Deputy Auditor General
- Brendan Thiessen, CPA, CA, Audit Principal
- Jo Johnson, CPA, CGA, Engagement Quality Reviewer
- Adam Muirhead, CPA, CA, Audit Manager

The Audit Principal is responsible for audit quality and ensures that the audit is carried out in compliance with professional standards and the Office of the Auditor General of Manitoba's policies and system of quality management.

As part of our system of quality management, we have also assigned an engagement quality reviewer to the audit who is independent of the audit team and whose responsibilities include ensuring that we deliver a good quality audit.

Appendix D includes information about our system of quality management.

We are independent of the University of Manitoba.

## Audit timetable

Audit timetable	
Audit and Risk Management Committee Meeting— Presentation of audit plan	March 5, 2024
Interim audit	January 8, 2024 to February 2, 2024
Year-end audit	April 8, 2024 to May 24, 2024
Clearance meeting with management	May 17, 2024
Audit and Risk Management Committee Meeting— Presentation of audit results	June 18, 2024
Review of annual report	May 2024

## Audit costs

Costs incurred in completing an audit can be significant. These costs include the salaries and benefits of professional staff, travel and other direct costs, consultation with specialists, administrative support, as well as general overhead. Our costs are paid from an annual appropriation from the Province and any fees we collect are paid back to the Province.

As authorized by our Act, we charge a fee for the professional services that make up the audit.

Audit costs		
	2024 (Estimate)	Prior Year (Actual)
Audit fees	\$125,000	\$120,000
Additional costs to obtain KPMG Report on Agreed-upon Procedures – related to the reliance on triennial pension valuation.	\$2,500	

# Appendix A—Engagement letter

October 13, 2023

Juanita DeSouza-Huletey  
Chair, Audit and Risk Management Committee  
University of Manitoba  
312 Administration Building  
Winnipeg, Manitoba R3T 2N2

Naomi Andrew  
Vice-President (Administration)  
University of Manitoba  
207 Administration Building  
Winnipeg, Manitoba R3T 2N2

Dear Juanita DeSouza-Huletey and Naomi Andrew:

The purpose of this letter is to confirm our common understanding of the terms of the audit engagement.

The Auditor General of Manitoba has been appointed auditor of University of Manitoba in accordance with the requirements of Section 21 of the *University of Manitoba Act*.

## ANNUAL AUDIT

We will audit the University of Manitoba's (the University) financial statements as at March 31, 2024 and for the year then ended (the financial statements). These financial statements will be prepared in accordance with Canadian public sector accounting standards.

We will also audit the University's Schedule of Public Sector Compensation for the year then ended December 31, 2023 (the financial information). The financial information will be prepared in accordance with Section 2 of the *Public Sector Compensation Disclosure Act*.

Once we complete our audits, we will provide you with our auditor's reports. The form and content of our auditor's report for the financial statements will be in accordance with Canadian Auditing Standard 700 *Forming an opinion and reporting on financial statements*. The form and content of our auditor's report for the financial information will be in accordance with Canadian Auditing Standard 805 – *Special Consideration – Audits of Single Financial Statements and Special Elements, Accounts or Items of a Financial Statement*.

There may be circumstances where our auditor's reports will differ from the standard with respect to form and content. In such cases, we will discuss with management in advance of finalizing our auditor's reports and seek to resolve any difference of view that may exist. This will be communicated, if appropriate or necessary, to the Audit and Risk Management Committee.

According to CAS 701 *Communicating key audit matters in the independent auditor's report*, the communication of key audit matters is either required by law or regulation or is voluntary. If we decide to communicate key audit matters, we will discuss with management in advance of finalizing our auditor's reports. At this time, we do not intend to communicate key audit matters in our auditor's reports.

Under the *Auditor General Act*, we are required to call attention to any other matter resulting from our work that, in our opinion, should be brought to the attention of the Legislative Assembly.

## OUR RESPONSIBILITIES

**Audit.** The purpose of the audits of the financial statements and financial information is to express an opinion on them. We are responsible for conducting our audits in accordance with Canadian generally accepted auditing standards (GAAS). Those standards require that we comply with ethical requirements, which include independence and professional competence. The standards also require that we plan and perform the audits to obtain reasonable assurance, but not absolute assurance, about whether the financial statements and the financial information are free from material misstatement, whether due to fraud or error.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and financial information. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements and financial information, whether due to fraud or error. An audit also involves evaluating the appropriateness of the accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements and financial information.

The scope of our audits will include obtaining, to the extent necessary to effectively carry out our work, an understanding of the University and its business environment, the business risks it faces, how the University manages those risks, and its overall control environment.

**Risk assessment.** In making our risk assessments, we will obtain an understanding of internal control relevant to the preparation of the financial statements and financial information. We will do so in order to design audit procedures that are appropriate in the circumstances, and to determine the nature, timing, and extent of audit procedures that will be performed, but not to express an opinion on the effectiveness of your internal controls. However, we will inform the management and the Audit and Risk Management Committee in writing of any significant deficiencies in internal control relevant to the audit of the financial statements and financial information that we have identified during the audits.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that a material misstatement in the financial statements and financial information may not be detected, even though the audits are properly planned and performed in accordance with GAAS. In planning and conducting the audits, we consider the possibility that fraud or error, if sufficiently material, may affect our opinion on the financial statements and financial information. The audits are not designed to detect fraud or error that is immaterial to the financial statements and financial information.

Because of the characteristics of fraud, an audit designed and executed in accordance with GAAS may not detect a material misstatement due to fraud. Characteristics of fraud include (a) concealment through collusion among management, employees, or third parties; (b) withheld, misrepresented, or falsified documentation; and (c) the ability of management to override or instruct others to override what otherwise appears to be effective controls. Further, while effective internal control over financial

reporting reduces the likelihood that fraud or errors will occur and remain undetected, it does not eliminate that possibility.

For these reasons, we cannot ensure that fraud or errors, if present, will be detected. However, we will communicate to the Audit and Risk Management Committee and management, as appropriate, any such matters identified during our audits.

**Going concern.** We will conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the University's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements and financial information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's reports. However, future events or conditions may cause the University to cease to continue as a going concern.

**Communication of matters.** We will inform management and, if appropriate or necessary, the Audit and Risk Management Committee of the following matters that we may have identified during the course of our audits:

- misstatements, resulting from error (other than trivial errors), and the request to correct those misstatements.
- fraud or any information obtained that indicates that a fraud may exist.
- any significant matters involving non-compliance or suspected non-compliance with laws and regulations unless the communication is prohibited by law or regulation.
- events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern.
- significant deficiencies in the design or implementation of internal control to prevent and detect fraud or error; and
- related party transactions identified by us that are significant and outside the normal course of operations.

However, audits do not usually identify all matters that may be of interest to management in carrying out its responsibilities. The type and significance of the matter to be communicated will determine the level of management to whom the communication is directed.

**Confidentiality.** All of our employees have a duty of confidentiality as specified in section 24(1) of the *Auditor General Act*. Accordingly, except for information that is in or enters the public domain, we will not provide any third party with confidential information obtained during the audits without your prior



consent—unless we are required to do so in connection with the proper administration of our Act, or a proceeding under our Act, or in a court of law.

**Other information.** The other information is defined as financial or non-financial information (other than financial statements, financial information, and the auditor's report) included in an entity's annual report. In conjunction with the audits, we are required to read your other information, which could comprise Management's Discussion and Analysis and other information included in the annual report (collectively, other information) and consider whether there is a material inconsistency between the other information and the financial statements and financial information or with our knowledge obtained in the course of the audits. In addition, while reading the other information, we remain alert for indications that the other information, not related to the financial statements and financial information or our knowledge obtained in the audits, appears to be materially misstated.

In the course of our review of other information, if a material misstatement is identified, we are required to respond appropriately.

We are also required to report on the other information. The wording of the auditor's reports in this regard will differ depending on the timing of when the review of the other information is performed (prior to or after the date of the auditor's report).

**Offering documents and designated documents.** Our audit responsibilities do not extend to offering documents and designated documents. You must obtain our written consent in advance should you wish to include or incorporate our reports by way of reference in (a) a document that offers securities, whether in a primary or secondary offering, in exchange for cash, debt, other securities, or other assets (an offering document); or (b) a document other than one addressed by CPA Canada Handbook Section 7150 *Auditor's Consent to the Use of a Report of the Auditor Included in an Offering Document* filed with securities regulatory authorities (a designated document).

## MANAGEMENT RESPONSIBILITIES

Our audits will be conducted on the premise that management and, where appropriate, the Audit and Risk Management Committee acknowledge and understand that they have the following responsibilities:

**Financial statements.** Management is responsible for the preparation and fair presentation of the financial statements and financial information referred to above. In preparing the financial statements and financial information, management is responsible for assessing the entity's ability to continue as a going concern; disclosing, as applicable, matters relating to going concern; and using the going concern basis of accounting—unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative to do so. The Audit and Risk Management Committee is responsible for overseeing the financial reporting process.

**Internal control.** Management is responsible for establishing and maintaining an effective system of internal control over financial reporting to enable the preparation of financial statements and financial information that are free from material misstatement, whether due to fraud or error. In this regard, management is responsible for establishing policies and procedures that ensure financial information is prepared in accordance with Canadian public sector accounting standards and for the schedule of compensation, the *Public Sector Compensation Disclosure Act*.

**Correction of errors.** Management is responsible for adjusting the financial statements and financial information to correct material misstatements and for confirming to us that the total of all uncorrected misstatements identified by us during our audits are immaterial, both individually and in total, to the financial statements and financial information taken as a whole. In addition, we expect management will correct all known non-trivial errors.

**Prevention and detection of fraud.** Management is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us:

- of the risk that the financial statements and financial information may be materially misstated as a result of fraud.
- about all fraud or suspected fraud involving (i) management, (ii) employees who have significant roles in internal control over financial reporting, and (iii) others where the fraud could have a non-trivial effect on the financial statements and financial information; and
- of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, investors, or others.

**Related parties.** Management is responsible for disclosing to us the identity of each related party as defined in the *CPA Canada Public Sector Accounting Handbook—Section PS 2200—Related Party Disclosures*, and all the related party relationships and transactions of which management is aware, and for providing to us any updates that occur during the course of this engagement.

**Subsequent events.** Management is responsible for informing us of subsequent events that may affect the financial statements and financial information of which management may become aware up to the date the financial statements and financial information are issued.

**Laws, regulations, and other authorities.** Management is responsible for identifying and ensuring that you comply with the laws, regulations, and other authorities applicable to your organization and its activities. Management will provide information to us relating to any known instances of non-compliance or suspected non-compliance with laws, regulations, and other authorities, including financial reporting requirements, whose effects should be considered when preparing their financial statements and financial information.

**Providing information.** Management is responsible for making available to us, on a timely basis, all information that is relevant to the preparation of the financial statements and financial information, additional information that we may request for the purposes of our audits, and unrestricted access to your personnel, from whom we may determine that it is necessary to obtain audit evidence.

Management is responsible for making available the draft financial statements and financial information, including all information relevant to their preparation, whether obtained from within or outside of the general and subsidiary ledgers (including all information relevant to the preparation of disclosures), and the other information in time to allow the auditor to complete the audits in accordance with the proposed timetable.

We ask that the annual report be available for our review, prior to its publication and if possible prior to the date of the auditor's reports.

**Management representation letter.** Management will provide us with written representations that encompass representations made to us during the audits covering the financial statements and financial information. Management's representations are integral to our audit evidence.

**Other information.** Management is responsible for the other information and agree to provide us with final draft copies of those documents in a timely manner, and if possible, prior to the date of our auditor's reports.

**Group audit.** With respect to this group financial statement audit, where reliance will be placed upon a component auditor's work, it is important that the communication between us and the component auditors be unrestricted, to the extent possible.

When necessary, we will discuss important matters, including significant deficiencies in internal controls of the component, with the component auditors, with those charged with governance of the component, and with the component management.

- Where appropriate, we will discuss the communication between regulatory authorities and the component related to financial reporting matters with the component auditors.
- To the extent we consider necessary, we will require access to the component's information, those charged with governance of components, component management, and the component auditors (including relevant audit documentation sought by us); and the ability to perform work or request a component auditor to perform work on the financial information of the component.

**Component of group audit.** We are also appointed as the auditor of the consolidated financial statements of the Province of Manitoba, referred to as the group. We have identified the University as being a significant component of the group. As a result, in accordance with Canadian Auditing Standard 600, we will use work from this audit in our group audit and our audit results will be communicated to the group audit team. We may communicate any significant matter brought to our attention regarding the audit of the University to group management and governance bodies.

## OTHER ENGAGEMENT MATTERS

We estimate the audit fee at \$125,000 before taxes. The increase in the fee correlates to the annual inflation rate. Last year's audit fee was \$120,000, before taxes. If we need significant additional time, we will explain why and agree on a new fee estimate.

All working papers and files, other materials, reports, and work that we create, develop, or perform during the engagement will remain our property.

These terms of engagement will be effective from year to year until amended or terminated in writing.

To indicate that you agree with management's responsibilities and understand our role and responsibilities, please return a signed copy of this letter to us.

Sincerely,



Brendan Thiessen, CPA, CA  
Principal

BT/ad

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We agree with management's responsibilities and understand the role and responsibilities of the Office of the Auditor General of Manitoba as described in this letter.

By:

\_\_\_\_\_  
Juanita DeSouza-Huletey  
Chair, Audit and Risk Management Committee

\_\_\_\_\_  
Date

By:

\_\_\_\_\_  
Naomi Andrew  
Vice President (Administration)

\_\_\_\_\_  
Date

# Appendix B—Draft auditor’s reports

## INDEPENDENT AUDITOR’S REPORT

To the Lieutenant Governor-in-Council  
To the Legislative Assembly of Manitoba  
To the Board of Governors of the University of Manitoba

### *Opinion*

We have audited the financial statements of the University of Manitoba (the University), which comprise the statement of financial position as at March 31, 2024, and the statement of operations, the statement of remeasurement gains and losses, the statement of change in net financial assets, and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the University as at March 31, 2024, and the results of its operations, its remeasurement gains and losses, changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

### *Basis for opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor’s Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the University in accordance with the ethical requirements in Canada that are relevant to our audit of the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Other information*

Management is responsible for the other information. The other information comprises the information included in the Annual Financial Report, but does not include the financial statements and our auditor’s report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with

the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

We obtained the Annual Financial Report prior to the date of this auditor's report. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

***Responsibilities of management and those charged with governance for the financial statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

***Auditor's responsibilities for the audit of the financial statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the University's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the University to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Winnipeg, Manitoba  
June XX, 2024

Tyson Shtykalo, CPA, CA  
Auditor General

## INDEPENDENT AUDITOR'S REPORT

To the Legislative Assembly of Manitoba  
To the Board of Governors of the University of Manitoba

### *Opinion*

We have audited the schedule of public sector compensation of the University of Manitoba (the University) for the year ended December 31, 2023 (the schedule).

In our opinion, the financial information in the schedule of the University for the year ended December 31, 2023 is prepared, in all material respects, in accordance with Section 2 of *The Public Sector Compensation Disclosure Act*.

### *Basis for opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Schedule* section of our report. We are independent of the University in accordance with the ethical requirements in Canada that are relevant to our audit of the schedule, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Emphasis of matter: basis of accounting*

We draw attention to the schedule, which describes the basis of accounting. The schedule is prepared to assist the University to meet the requirements of Section 2 of *The Public Sector Compensation Disclosure Act*. As a result, the schedule may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

### *Responsibilities of management and those charged with governance for the schedule*

Management is responsible for the preparation of this schedule in accordance with Section 2 of *The Public Sector Compensation Disclosure Act* and for such internal control as management determines is necessary to enable the preparation of the schedule that is free from material misstatement, whether due to fraud or error.

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



### *Auditor's responsibilities for the audit of the schedule*

Our objectives are to obtain reasonable assurance about whether the schedule is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial information.

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

- Identify and assess the risks of material misstatement of the schedule, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Office of the Auditor General  
Winnipeg, Manitoba  
June XX, 2024

# Appendix C—Developments in accounting and auditing standards

## Developments in accounting standards

We have identified the following developments in accounting standards as being potentially significant to the organization.

### Conceptual Framework for Financial Reporting in the Public Sector



#### Overview

- A conceptual framework is a coherent set of interrelated concepts underlying accounting and financial reporting standards. The Conceptual Framework is not a standard. It prescribes the nature, function and limits of financial accounting and reporting. It is the foundation on which standards are developed and professional judgment is applied.
- Because of the issuance of the new Conceptual Framework, Financial Statement Concepts, Section PS 1000, and Financial Statement Objectives, Section PS 1100 have been withdrawn as of December 2022.



#### Effective date

- Fiscal years beginning on or after April 1, 2026.
- Early adoption is permitted.
- Prospective application is required.

### PS 1202 – Financial statement presentation



#### Overview

- This Section sets out general and specific requirements for the presentation of information in general purpose financial statements. The financial statement presentation principles are based on the concepts in the

Conceptual Framework, and particularly respond to the financial statement objectives set out in the Conceptual Framework.

- Because of the issuance of the new Conceptual Framework, Financial Statement Presentation, Section PS 1201, has been replaced by Section PS 1202 as of October 2023.



### **Effective date**

- Fiscal years beginning on or after April 1, 2026.
- Early adoption is permitted only if the Conceptual Framework is also adopted at the same time.
- Prior period amounts would need to be restated to conform to the presentation requirements for comparative financial information in this Section.

## Developments in auditing standards

We have identified the following developments as being potentially significant or of interest to the organization:

### CAS 220 – Quality Management for an Audit of Financial Statements



#### Overview

- CAS 220 deals with the specific responsibilities of the auditor regarding quality management at the engagement level for an audit of financial statements, and the related responsibilities of the engagement partner.
- CAS 220 was revised as a result of the issue of the new Audit Quality Management standards.



#### Effective date

- CAS 220 is effective for:
  - Audits and review for financial statements for periods beginning on or after December 15, 2022; and
  - For related service engagements beginning on or after December 15, 2023.

### CAS 600 - Audits of Group Financial Statements (including the Work of Component Auditors)



#### Overview

- CAS 600 deals with the special considerations that apply to group audits, in particular those that involve component auditors. An auditor may also find CAS 600, adapted as necessary in the circumstances, useful when that auditor involves other auditors in the audit of financial statements that are not group financial statements.

- In August 2022, a revised version of CAS 600 was issued. It incorporates changes to establish more robust requirements and provide detailed guidance for group auditors and component auditors when conducting a group audit.



#### **Effective date**

- CAS 600 is effective for audits of financial statements for periods beginning on or after December 15, 2023.
- Early application is permitted.

## Appendix D—Our system of quality management

We have a system of quality management (SOQM), as required by the Canadian Standard on Quality Management, that is designed to provide our Office with reasonable assurance that we:

- fulfill our responsibilities in accordance with professional standards and applicable legal and regulatory requirements,
- conduct engagements in accordance with such standards and requirements.
- engagement reports issued by the Office are appropriate in the circumstances.

Our SOQM includes establishing quality objectives, assessing risks to achieving those objectives, and implementing responses to those risks. We have documented our policies and procedures in a Quality Management Manual (QMM) and communicated these policies and procedures to our staff. Our QMM covers the following areas:

- governance and leadership.
- relevant ethical requirements
- client acceptance and continuance
- engagement performance
- complaints and allegations
- engagement quality review
- resources (human, technological, intellectual)
- information and communication
- monitoring and remediation.

We monitor our SOQM and communicate the results and required remediations to all staff. Our monitoring includes internal quality reviews of completed engagement files, and external peer reviews performed by other Auditor General Offices in Canada. Though not part of our SOQM, we are also subject to file inspections by CPA Manitoba, currently every 3 years. We review our SOQM and make necessary changes annually, or more frequently as required.