



## **KPU Board of Governors - Regular Meeting**

**Date: May 27, 2020**

**Time: 4:00 pm – 4:50 pm**

**Via Blue Jeans: Please click on the link below to join the meeting.**

**<https://bluejeans.com/334220225?src=calendarLink>**

### **Phone Dial-in**

**+1.778.807.4955 (Canada (Vancouver))**

**Meeting ID: 334 220 225**





## Regular Meeting Agenda

### Board of Governors

**Date:** May 27, 2020

**Time:** 4:00 pm – 4:50 pm

**Via:** Blue Jeans Conferencing Bridge

<https://bluejeans.com/334220225?src=calendarLink>

**Phone Dial-in:** +1.778.807.4955 (Canada (Vancouver))

**Meeting ID:** 334 220 225

**Attending:** Rhiannon Bennett, Sandra Case, Farhad Dastur, Alan Davis, Samantha Jack, Amos Kambere, Marc Kampschuur, Taylor Lanthier, Michael McAdam, Mohammed Mahabub, Hanne Madsen, Kim McGill, George Melville, Amandeep Singh

*M = Motion to Approve  
D = Discussion  
I = Information  
E = Education*

### Excused:

**Presenters and Administrative Resources:** Steve Cardwell, Laurie Clancy, Candice Gartry, Marlyn Graziano, Ranminder Kaur, Sandy Vanderburgh, Keri van Gerven

**4:00 pm Regular Board Meeting**  
**Closed Board Meeting to follow**  
**In camera Debriefing Session to follow**

<b>Agenda Item</b>	<b>Resource</b>	<b>Action</b>	<b>Time</b>	<b>Page</b>
1. Call to Order & Introductory Remarks	Sandra Case		4:00	
2. Conflict of Interest	Sandra Case			
3. Approval of Agenda	Sandra Case	M	4:03-4:05	3
4. Consent Agenda	Sandra Case	M	4:05-4:09	5
4.1. Minutes of the April 1, 2020 Regular Board of Governors Meeting				6
4.2. KSA Annual Fee Change Letter - 2020-2021 Academic Year		I		11
5. Audit Committee Report				
5.1. Committee Chair Report	Michael McAdam	I	4:09-4:10	
5.2. Draft Financial Statements for Year Ending March 31, 2020	Candice Gartry	M	4:10-4:15	13
5.3. Reappointment of the External Auditor	Candice Gartry	M	4:15-4:18	39
6. Finance Committee Report				
6.1. Committee Chair Report	Michael McAdam	I	4:18-4:19	
6.2. Multi-Year Commitment for Procurement – PebblePad Software	Candice Gartry	M	4:19-4:21	41
6.3. GV4 Schedule of signing authorities	Candice Gartry	M	4:21-4:24	43



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7. Governance Committee Report				
7.1. Committee Chair Report	Hanne Madsen	I	4:24-4:25	
8. Human Resources Committee Report				
8.1. Committee Chair Report	Sandra Case	I	4:25-4:26	
9. President's Report				
9.1. Report to the Board	Alan Davis	I	4:26-4:29	
9.2. Covid-19 Update	Alan Davis	I	4:29-4:34	
10. Provost's Report				
10.1. Report to the Board	Sandy Vanderburgh	I	4:34-4:37	
11. Vice President, External Affairs				
11.1. Report to the Board	Marlyn Graziano	I	4:37-4:40	
12. Vice President, Students				
12.1. Report to the Board	Steve Cardwell	I	4:40-4:43	
13. Senate Reports:	Alan Davis	I	4:43-4:44	69
13.1. Notes of meeting held on April 27, 2020				
14. Next Meeting Agenda Contribution	Sandra Case	D	4:44-4:45	
15. For the Good of the Order	All	D	4:45-4:46	
16. Feedback on the Meeting	All	D	4:46-4:48	
17. Appendix:				
17.1. <a href="#">Report to the Board of Governors</a>	Alan Davis	I	4:48-4:49	
18. Next Meeting	Sandra Case	I	4:49-4:50	
Regular Board Meeting				
Wednesday, June 24, 2020				
4:00 – 7:00 pm				
19. Adjournment	Sandra Case		4:50	



**Board of Governors**  
**Agenda Item:**  
**Meeting Date:**  
**Presenter(s):**

**Regular Meeting**  
**#4**  
**May 27, 2020**  
**Sandra Case**

**Agenda Item:**        **Consent Agenda**

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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<b>Recommended Resolution:</b>	<b>THAT the Board of Governors approve the following items on the Consent Agenda:</b> <b>4.1 Minutes of the April 1, 2020 Regular Board of Governors Meeting</b>  <b>AND</b> <b>THAT the Board of Governors receive the following item on the Consent Agenda:</b> <b>4.2 KSA Annual Fee Change Letter – 2020/2021 Academic Year.</b>
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**Attachments:**

1. Minutes of the April 1, 2020 Regular Board of Governors Meeting.
2. Full KSA Annual Fee Change Letter – 2020/21 Academic Year.

**Submitted by:**        Ranminder Kaur, Confidential Assistant to the Board of Governors

**Date submitted:**     May 13, 2020

**Present: Board**

Sandra Case / Chair  
 Rhiannon Bennett  
 Farhad Dastur  
 Alan Davis / President & Vice Chancellor  
 Samantha Jack  
 Amos Kambere  
 Marc Kampschuur  
 Taylor Lanthier  
 Hanne Madsen  
 Mohammed Mahabub  
 Michael McAdam  
 Kim McGill  
 George Melville / Chancellor

**University Vice Presidents**

Steve Cardwell / VP, Students  
 Laurie Clancy / AVP, Human Resources  
 Marlyn Graziano / VP, External Affairs  
 Joe Sass / Interim VP, Finance & Administration  
 Sandy Vanderburgh / Provost & VP, Academic

**Presenters and University Resources**

Jennifer Duprey / General Counsel  
 Ranminder Kaur / Confidential Assistant to the Board of Governors  
 Gerard Laverty / Instructor, Farrier Program, Faculty of Trades and Technology  
 Lori McElroy / AVP, Planning and Accountability  
 Brian Moukperian / Dean, Faculty of Trades and Technology  
 Keri van Gerven / University Secretary & Executive Assistant to the President & Vice Chancellor

**Regrets:** Amandeep Singh

1. **Call to Order and Introductory Remarks**      The Vice Chair called the meeting to order at 4:03 pm.
2. **Conflict of Interest**      No other conflict of Interest was declared.
3. **Approval of Agenda**      Motion #18-19/20  
**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Agenda for April 1, 2020.**
4. **Consent Agenda**      Motion #19-19/20  
**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following items on the Consent Agenda:**
  - 4.1 Minutes of the February 5, 2020, Regular Board of Governors Meeting.
  - 4.2 Full Program Proposal: Certificate in Farrier Science.
  - 4.3 Updated FM2 Joint Investment Advisory Committee Memorandum of Understanding (MoU) and Terms of Reference (ToR).
  - 4.4 Recurring Procurements Greater than \$200,000.

## 5. Audit Committee Report

### 5.1 *Committee Chair Report*

Committee Chair, Mr. McAdam advised that the Audit Committee met on March 10, 2020 and received an update on the internal audit, an update on business engagement activities and reviewed the Audit Committee Terms of Reference.

## 6. Finance Committee Report

### 6.1 *Committee Chair Report*

Committee Chair, Mr. McAdam advised that the Finance Committee met on March 10, 2020 and reviewed the Finance Committee Terms of Reference and other items considered by the committee were included on the agenda.

### 6.2 *Draft Board Response to Senate 2020-21 Budget Recommendations*

The Board received the Draft response to the Senate 2020-21 Budget recommendations for consideration. It was noted that in previous years the Finance Committee Chair or Vice Chair has attended an upcoming Senate meeting to present the response on behalf of the Board. However, given that the Senate meeting will be held virtually in April, the Board response to the Senate 2020/21 budget recommendations will be added to the Senate package and either Dr. Davis or a member of the Management Team from Financial Services will present the response.

#### **Motion #20-19/20**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the draft Board Response to Senate regarding the 2020/21 Budget Recommendations as recommended by the Board Finance Committee.**

## 7. Governance Committee Report

### 7.1 *Committee Chair Report*

Committee Vice Chair, Mr. Amos, advised that the Governance Committee met on March 4, 2020 and reviewed the Governance Committee Terms of Reference and other items considered by the committee were included on the agenda.

### 7.2 *VISION 2023 Key Performance Indicators (KPIs) – Mid-year update*

Dr. McElroy presented the mid-year update and commented that the benchmarks are based on institutions with a program mix similar to KPU's: Capilano University, Douglas College, University of the Fraser Valley, Langara College, Thompson Rivers University, and Vancouver Island University. Benchmark data is provided for ten metrics in both a graph and a table format. Data for each benchmark institution is reported, as well as KPU's. Ministry targets are also included. The survey data is based on surveys of graduates conducted on behalf of BC Stats. There are usually three sources, depending on the program credential: degree (BGS), diploma or certificate (DACSO) and apprentice (APPSO).

Dr. McElroy noted that the draft Accountability report will be presented to the Board in June and commented that the benchmark data from other

institutions will not be available until each institution's Accountability Plan and Report is approved by the Ministry and made public, which happens sometime in the fall. This determines the timing of the mid-year report.

## **8. Human Resources Committee Report**

### **8.1 Committee Chair Report**

Committee member, Mr. Amos, advised that the Human Resources Committee met on March 19, 2020 and reviewed the Human Resources Committee Terms of Reference and other items considered by the committee were included on the agenda.

*Ms. Case joined the meeting.*

## **9. President's Report**

### **9.1 Report to the Board**

Dr. Davis commented that a lot of communication has gone out to various KPU communities in order to update them on the COVID-19 pandemic.

Dr. Davis mentioned that Dr. David Florkowski has been appointed as the Special Advisor to the President on COVID-19 for the duration of the crisis. He has developed a comprehensive set of web resources which is regularly updated.

Dr. Davis noted that the administrative team shifted quickly to maintaining social distancing from each other and to working from various campuses. Using a variety of tools, all scheduled meetings now take place virtually.

Members noted that the Spring convocation has been cancelled. Libraries are still open to provide a study space for our students.

Dr. Davis commented that he is inspired by the dedication and resilience of all of our employees as they focus on getting students through to the end of this semester.

## **10. Provost's Report**

### **10.1 Report to the Board**

Dr. Vanderburgh advised that an enormous effort has been made by the instructors when it comes to teaching and learning in order to finish the Spring semester. It has been hard but we have managed to move most of the courses online.

Dr. Vanderburgh noted that the staff are working to provide guidance to the students on the AE grade option and have also extended the voluntary withdrawal deadline.

It was also noted that the planning for the Summer semester delivery is underway.

## **11. Vice President, External Affairs Report**

### **11.1 Report to the Board**



Ms. Graziano advised that she and her team has been focusing on communicating effectively with the KPU community to keep students and staff informed as the situation continues to change on a daily basis.

Ms. Graziano noted that all campus events have been cancelled until July 2020.

**12. Vice President,  
Students Report**

**12.1 Report to the Board**

Dr. Cardwell advised that all student services are running and that the staff are working hard to support students.

*Ms. Madsen joined the meeting.*

**13. Vice President,  
Finance &  
Administration's  
Report**

**13.1 Report to the Board**

Mr. Sass advised that the focus is on IT and Facilities so to keep the key services running such as Payroll and IT Services to help students and staff study and work remotely.

**14. Senate Reports**

Dr. Davis advised that the Senate Report for January 27, February 25 and March 23, 2020 was prepared by Dr. David Burns, Senate Vice-Chair and was included in the meeting package.

Dr. Davis noted that the Senate meeting was also held using the Microsoft Teams platform and it was a very effective meeting.

**15. Next Meeting Agenda  
Contribution**

Board members were asked to send contributions for the next meeting agenda to Ms. van Gerven at least two weeks in advance of the meeting.

**16. For the Good of the  
Order**

Ms. Lanthier noted that she was accepted to do Law at UBC in the Fall.

**17. Feedback on the  
Meeting**

Members acknowledged the collaboration between the senior executive team for working together on Covid-19.

Dr. Davis thanked Mr. Moukperian and Mr. Laverty as well as all the staff from the Faculty of Trades and Technology for their work on the Full program proposal for the Certificate in Farrier Science.

**18. Next Meeting**

Wednesday, May 27, 2020. Members noted that the meeting may be held virtually and this will be confirmed nearer the time.

**19. Adjournment**

The meeting adjourned at 4:38pm.

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**Board Chair**





22 April 2020

**Dr. Steve Cardwell**  
**KPU Vice-President, Students**

Re: KSA Annual Fee Change Letter – 2020-2021 Academic Year

Dear Dr. Cardwell,

Pursuant to Section 21(1) of the *University Act* of British Columbia, please consider this letter as formal notice of fees of the Kwantlen Student Association for the **2020-2021 academic year** for consideration at the **27 May 2020** KPU Board of Governors Meeting.

Pursuant to the November 2015 referendum tying fees to the Canadian Consumer Price Index (CPI), the KSA fees listed below ( except UPass Fee which has risen 2%) have been increased by 1.8% for the 2020-2021 academic year from their previous levels ( 2019-2020 academic year).

**1. Operating Fund:**

- a. Beginning **1 September 2020** - For semester-based students, \$9.73 per student plus \$ 3.25 per credit to a maximum of \$52.02 per semester;
- b. For fixed-term and continuous intake students, \$3.14 per week.

**2. Advocacy Service:**

- a. Beginning **1 September 2020** - For semester-based students, \$0.27 per credit;
- b. For fixed-term and continuous intake students, \$0.23 per week.

**3. Bursary Fund:**

- a. Beginning **1 September 2020** - For semester-based students, \$1.08 per student;
- b. For fixed-term and continuous intake students, \$0.11 per week.

**4. Clubs and Events Fund:**

- a. Beginning **1 September 2020** - For semester-based students, \$0.69 per credit;
- b. For fixed-term and continuous intake students, \$0.60 per week.

**5. Intramurals (ActiveKSA) Fund:**

- a. Beginning **1 September 2020** - For semester-based students, \$0.34 per credit;
- b. For fixed-term and continuous intake students, \$0.29 per week.

**6. Lobby Fund:**

- a. Beginning **1 September 2020** - For semester-based students, \$0.39 per credit;
- b. For fixed-term and continuous intake students, \$0.34 per week.

**7. Peer Support Program:**

- a. Beginning **1 September 2020** - For semester-based students, \$0.27 per credit;
- b. For fixed-term and continuous intake students, \$0.23 per week.

**8. Reboot Computer Service:**

- a. Beginning **1 September 2020** - For semester-based students, \$0.36 per credit;
- b. For fixed-term and continuous intake students, \$0.31 per week



*Please consider the environment before printing*

**9. START Volunteer Program Fund:**

- a. Beginning **1 September 2020** - For semester-based students, \$0.43 per credit;
- b. For fixed-term and continuous intake students, \$0.37 per week.

**10. SUB Capital Fee:**

- a. Beginning **1 September 2020** - For semester-based students, \$3.14 per credit;
- b. For fixed-term and continuous intake students, \$2.81 per week.

**11. Public Interest Research Fund:**

- a. Beginning **1 September 2020** - For semester-based students, \$0.00 per credit;
- b. For fixed-term and continuous intake students, \$0.00 per week.

**12. MultiPass & Upass BC Fees:**

- a. Beginning **1 May 2021** - \$43.35 per month U-Pass BC Fee for all eligible students.
- b. \$10.00 per month MultiPass Fee for all eligible students.
- c. These fees were previously combined on the KPU calendar, however, they are separate fees.

**13. Canadian Federation of Students Fees:**

- a. Beginning **1 September 2020** - For all KSA members \$4.75 per student per semester;

**14. All other fees remain at current collection rates. Social Justice / Student Publication Fee (The Runner) / Student Association Extended Health and Dental Plans**

In accordance with existing practices, when remitting fees to the KSA we would ask that KPU please continue to provide detailed breakdowns of each individual fee and provide us with separate cheques for each fee category for auditing and accounting purposes.

Thank you for your continued cooperation and support of KPU students.

Respectfully submitted,

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Ravinder Pal Singh  
Vice-President, University Affairs

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Benjamin Newsom  
Executive Director

cc: Sandra Case, KPU Board of Governors Chair  
Keri Van Gerven, KPU University Secretary  
Rolando Navarro, KSA Financial Controller



**Board of Governors**  
**Agenda Item: #5.2**  
**Meeting Date: May 27, 2020**  
**Presenter(s): Candice Gartry**

**Regular Meeting**

**Agenda Item:** Draft Financial Statements for Year Ending March 31, 2020

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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<b>Recommended Resolution:</b>	<b>THAT the Board of Governors approve the Draft Financial Statements for the year ending March 31, 2020 as recommended by the Board Audit Committee.</b>
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**Board Committee Report:** At its meeting held on May 19, 2020 the Board Audit Committee approved the Draft Financial Statements for the year ending March 31, 2020 for recommendation to the Board of Governors.

**Context & Background:** The annual draft financial statements are subject to external audit and must be approved by the Board of Governors for inclusion in the Province's annual financial statements. The draft financial statements are prepared by KPU management in accordance with Public Sector Accounting Standards.

**Key Messages:**  
*[maximum of three]*

- 1. KPU saw a \$4.6 million surplus in fiscal 2020, driven primarily by salary savings which were offset by a decrease in international student enrolment and tuition. Expenditures were in line with the Board approved KPU fiscal budget.**
- 2. KPMG, the current external auditor, provided a summary of their audit of the Draft Financial Statements for the year ending March 31, 2020 to the Board Audit Committee.**
- 3. Financial Services will be preparing a Management Discussion and Analysis (MD&A) for the 2020 fiscal year over the coming summer to help the KPU community better understand our organization's financial health. An MD&A is considered industry standard and will bring KPU's accountability documentation up to this standard.**

**Resource Requirements:** N/A

**Implications / Risks:** N/A

**Consultations:** N/A

**Attachments:** Draft Financial Statements for the year ending March 31, 2020.



**Board of Governors**

**Regular Meeting**

**Agenda Item: #5.2**

**Meeting Date: May 27, 2020**

**Presenter(s): Candice Gartry**

**Submitted by:** *Candice Gartry, Interim Executive Director, Finance Services*

**Date submitted:** *May 20, 2020*

Financial Statements of

**KWANTLEN POLYTECHNIC UNIVERSITY**

And Independent Auditors' Report thereon

Year ended March 31, 2020



KPMG LLP  
PO Box 10426 777 Dunsmuir Street  
Vancouver BC V7Y 1K3  
Canada  
Telephone (604) 691-3000  
Fax (604) 691-3031

## INDEPENDENT AUDITORS' REPORT

To the Board of Governors of Kwantlen Polytechnic University, and  
To the Minister of the Ministry of Advanced Education, Skills & Training,  
Province of British Columbia

### ***Opinion***

We have audited the financial statements of Kwantlen Polytechnic University (the "Entity"), which comprise:

- the statement of financial position as at March 31, 2020
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net debt for the year then ended
- the statement of cash flows for the year then ended
- the statement of remeasurement gains and losses for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying financial statements as at and for the year ended March 31, 2020 of the Entity are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

### ***Basis for Opinion***

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

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



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

### ***Emphasis of Matter – Financial Reporting Framework***

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

Our opinion is not modified in respect of this matter.

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

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

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

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

### ***Auditors' 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 auditors' report that includes our opinion.

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

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

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

We also:

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

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

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

**DRAFT**

Chartered Professional Accountants

Vancouver, Canada  
\_\_\_\_\_, 2020

# KWANTLEN POLYTECHNIC UNIVERSITY

## Statement of Financial Position

(in thousands of dollars)

As at March 31, 2020, with comparative information for 2019

		2020	2019
<b>Financial assets</b>			
Cash and cash equivalents	(Note 3)	\$ 72,217	\$ 26,258
Accounts receivable	(Note 4)	2,668	6,517
Inventories for resale		532	600
Investments	(Note 5)	27,946	28,880
		103,363	62,255
<b>Liabilities</b>			
Accounts payable and accrued liabilities	(Note 6)	44,229	27,398
Deferred revenue		30,957	13,495
Deferred contributions	(Note 8)	3,952	3,859
Deferred capital contributions	(Note 9)	155,789	159,328
Obligations under capital lease	(Note 10)	92	247
		235,019	204,327
Net debt		(131,656)	(142,072)
<b>Non-financial assets</b>			
Tangible capital assets	(Note 11)	249,005	255,381
Endowment investments	(Note 5)	2,817	2,817
Prepaid expenses and deposits		2,424	1,989
		254,246	260,187
Accumulated surplus		\$ 122,590	\$ 118,115
Accumulated surplus is comprised of:			
Accumulated surplus		\$ 122,536	\$ 117,864
Accumulated remeasurement gains		54	251
		\$ 122,590	\$ 118,115

Contractual obligations (Note 13)

Commitments and contingent liabilities (Note 14)

See accompanying notes to financial statements.

Approved on behalf of the Board:

Sandra Case  
Chair, Board of Governors

Candice Gartry, CPA, CGA  
Interim Executive Director, Financial Services

# KWANTLEN POLYTECHNIC UNIVERSITY

## Statement of Operations and Accumulated Surplus

(in thousands of dollars)

Year ended March 31, 2020, with comparative information for 2019

	Budget	2020	2019
	(Note 2(k))		
Revenue:			
Province of British Columbia grants	\$ 74,922	\$ 73,511	\$ 71,045
Revenue recognized from deferred contribution (Note 8)	3,122	8,374	6,536
Tuition and student fees	123,980	107,463	118,451
Ancillary services	5,739	5,199	6,472
Other revenue	8,888	7,110	4,615
Revenue recognized from deferred capital contributions (Note 9)	9,078	8,616	7,612
	225,729	210,273	214,731
Expenses:	(Note 18)		
Instruction, research and support	218,879	200,782	187,243
Ancillary operations	6,439	4,819	5,428
	225,318	205,601	192,671
Annual surplus	411	4,672	22,060
Accumulated surplus, beginning of year	117,864	117,864	95,804
Accumulated surplus, end of year	\$ 118,275	\$ 122,536	\$ 117,864

See accompanying notes to financial statements.

# KWANTLEN POLYTECHNIC UNIVERSITY

## Statement of Changes in Net Debt

(in thousands of dollars)

Year ended March 31, 2020, with comparative information for 2019

	<b>Budget</b>	<b>2020</b>	<b>2019</b>
	(Note 2(k))		
Annual surplus	\$ 411	\$ 4,672	\$ 22,060
Acquisition of tangible capital assets	-	(12,098)	(46,109)
Amortization of tangible capital assets	18,860	18,474	16,661
	18,860	6,376	(29,448)
Net of (acquisition) use of prepaid expenses and deposits	-	(435)	2,369
Net remeasurement gains (losses)	-	(197)	826
Change in net debt	19,271	10,416	(4,193)
Net debt, beginning of year	(142,072)	(142,072)	(137,879)
Net debt, end of year	\$ (122,801)	\$ (131,656)	\$ (142,072)

See accompanying notes to financial statements.

# KWANTLEN POLYTECHNIC UNIVERSITY

## Statement of Cash Flows

(in thousands of dollars)

Year ended March 31, 2020, with comparative information for 2019

	2020	2019
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 4,672	\$ 22,060
Items not involving cash:		
Amortization of tangible capital assets	18,474	16,661
Revenue recognized from deferred capital contributions	(8,616)	(7,612)
Change in non-cash operating working capital:		
Accounts receivable	3,849	1,710
Prepaid expenses and deposits	(435)	2,369
Inventories for resale	68	20
Accounts payable and accrued liabilities	16,831	(10,278)
Deferred revenue	17,462	(6,682)
Deferred contributions	93	60
Net change from operating activities	52,398	18,308
Capital activities:		
Cash used to acquire tangible capital assets	(12,098)	(45,998)
Net change from capital activities	(12,098)	(45,998)
Financing activities:		
Contributions received for tangible capital assets	5,077	7,836
Principal payments on capital lease obligations	(155)	(297)
Net change from financing activities	4,922	7,539
Investing activities:		
Decrease in investments	934	9,160
Net remeasurement gains (losses)	(197)	826
Net change from investing activities	737	9,986
Net change in cash and cash equivalents	45,959	(10,165)
Cash and cash equivalents, beginning of year	26,258	36,423
Cash and cash equivalents, end of year	\$ 72,217	\$ 26,258
Non-cash transaction:		
Tangible capital assets acquired and financed by capital leases	\$ -	\$ 111

See accompanying notes to financial statements.

# KWANTLEN POLYTECHNIC UNIVERSITY

## Statement of Remeasurement Gains and Losses

(in thousands of dollars)

Year ended March 31, 2020, with comparative information for 2019

	2020	2019
Accumulated remeasurement gains (losses), beginning of year	\$ 251	\$ (575)
Unrealized gains (losses) generated during the year from:		
Fixed income investments	(21)	270
Mortgage-backed securities and mutual funds	1	15
Foreign currency translation	(37)	(6)
Remeasurement (gains) losses realized and reclassified to the Statement of Operations and Accumulated Surplus from:		
Fixed income investments	(186)	497
Mortgage-backed securities and mutual funds	(5)	15
Foreign currency translation	51	35
Net remeasurement gains (losses) for the year	(197)	826
Accumulated remeasurement gains, end of year	\$ 54	\$ 251

See accompanying notes to financial statements.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements  
(in thousands of dollars)

Year ended March 31, 2020

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## 1. Authority and purpose

Kwantlen Polytechnic University ("the University") operates under the authority of the University Act of British Columbia. The University is a not-for-profit entity governed by a Board of Governors, the majority of which are appointed by the provincial government of British Columbia. The University is exempt from income taxes under section 149 of the Income Tax Act.

The University offers career, vocational, developmental and academic programs from its Richmond, Langley and three Surrey campuses located in southwestern British Columbia. The academic governance of the University is vested in the Senate.

On March 11, 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization. The University temporarily closed campuses to students as of March 16, 2020 based on public health recommendations with a transition to virtual courses, and has not reopened its campuses as of the date of these financial statements were approved. The University has transitioned to a work from home approach for employees that are able to do so, along with the implementation of social distancing policies for employees that remain on campuses. The ultimate duration of the pandemic, related public health measures and their impact on the economy and the financial effect on the University are not known at this time.

## 2. Summary of significant accounting policies

### (a) Basis of accounting

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

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

Government Organization Accounting Standards Regulation 257/2010 requires all taxpayer supported organizations in the schools, universities, colleges and hospitals sectors to adopt the Canadian Public Sector Accounting Standards ("PSAS") without any public sector ("PS") 4200 elections, effective their first fiscal year commencing after January 1, 2012.

Government Organization Accounting Standards Regulation 198/2011 requires that restricted contributions received or receivable for acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.



# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (Continued)  
(in thousands of dollars)

Year ended March 31, 2020

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## 2. Summary of significant accounting policies (continued)

### (a) Basis of accounting (continued)

Regulation 198/2011 also requires that the contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the period when the stipulation or restriction on the contributions have been met.

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of PSAS which requires government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with PS 3410. Externally restricted contributions are recognized in revenue in the period when the resources are used for the purpose specified in accordance with PS 3100.

As a result, revenue recognized in the Statement of Operations and Accumulated Surplus and certain related deferred capital contributions would be recorded differently under PSAS.

### (b) Cash and cash equivalents

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

### (c) Financial instruments

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

(i) Fair value category: The University manages and reports performance for groups of financial assets on a fair-value basis. Cash and cash equivalents and investments are reflected at fair value as at the reporting date. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments are recorded as an expense. Unrealized gains and losses on financial assets except for those related to restricted endowments are recognized in the Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the Statement of Operations and Accumulated Surplus and related balances reversed from the Statement of Remeasurement Gains and Losses. Unrealized gains and losses on endowment investment assets, where earnings are restricted as to use, are recorded as deferred contributions and recognized in revenue when disposed and when the related expenses are incurred.

(ii) Cost category: Amounts receivable are measured at cost less any amount for valuation allowance. Valuation allowances are made when collection is in doubt.

### (d) Inventories for resale

Inventories for resale, including new and used textbooks, course manuals, stationary, art supplies, clothing, crested and non-crested giftware are recorded at the lower of cost or net realizable value.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (Continued)  
(in thousands of dollars)

Year ended March 31, 2020

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## 2. Summary of significant accounting policies (continued)

### (d) Inventories for resale (continued)

Cost includes the original purchase cost, plus shipping and applicable duties. Net realizable value is the estimated proceeds on sale less any costs to sell. Inventories are written down to net realizable value when the cost of inventories is estimated not to be recoverable.

When circumstances that previously caused inventories to be written down below cost no longer exist, the amount of write-down previously recorded is reversed.

### (e) Contaminated sites

A liability for contaminated sites is recognized when the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standard;
- (iii) The University is directly responsible or accepts responsibility;
- (iv) It is expected that future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

### (f) Non-financial assets

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

#### (i) Tangible capital assets

Tangible capital asset acquisitions are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land and air space parcels, are amortized on a straight-line basis over their estimated useful lives shown below. Land is not amortized as it is deemed to have a permanent value. Work in progress is not amortized until the asset is available for productive use.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (Continued)  
(in thousands of dollars)

Year ended March 31, 2020

## 2. Summary of significant accounting policies (continued)

### (f) Non-financial assets (continued)

#### (i) Tangible capital assets (continued)

	Term
Buildings	40 years
Major site improvements	10 years
Major equipment	10 - 20 years
Library holdings	10 years
Technology infrastructure	8 years
Furniture and equipment	5 years
Computing equipment	3 years
Leased capital assets	shorter of 5 years or lease term

Tangible capital assets are written down when conditions indicate that they no longer contribute to the University's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value.

#### (ii) Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as obligations under capital lease and are reflected as part of tangible capital assets in the financial statements. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

### (g) Employee future benefits

The University and its employees make contributions to the College and Municipal pension plans which are multi-employer joint trustee pension plans. These plans are defined benefit plans, providing a pension on retirement based on the member's age at retirement, length of service and highest earnings averaged over five years. Inflation adjustments are contingent upon available funding. As the assets and liabilities of the plans are not segregated by institution, the plans are accounted for as defined contribution plans and any contributions of the University to the plans are expensed as incurred.

The University's sick leave benefits do not vest or accumulate and related costs are expensed as incurred.

### (h) Revenue recognition

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

Unrestricted donations and grants are recorded as revenue if the amounts can be estimated and collection is reasonably assured. Pledges from donors are recorded as revenue when payment is received by the University or the transfer of property is completed.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (Continued)  
(in thousands of dollars)

Year ended March 31, 2020

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## 2. Summary of significant accounting policies (continued)

### (h) Revenue recognition (continued)

Restricted donations and grants are reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors as follows:

- (i) Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or in the form of a depreciable tangible capital asset, in each case for use in providing services, are recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.
- (ii) Contributions restricted for specific purposes other than for those to be held in perpetuity or the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contribution have been met.
- (iii) Contributions restricted to be retained in perpetuity, allowing only the investment income earned thereon to be spent are recorded as endowment donations and as deferred contributions for any unspent restricted investment income earned thereon.

Investment income is reported as part of Other Revenue on the Statement of Operations and Accumulated Surplus and includes interest recorded on an accrual basis, dividends recorded as declared, and realized gains and losses on the sale of investments.

### (i) Use of estimates

In accordance with PSAS, the preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, related disclosures, and the disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Key areas where management has made estimates and assumptions include those related to the determination of useful lives of tangible capital assets for amortization and the amortization of related deferred capital contributions, accrued liabilities, valuation of accounts receivable, and provisions for contingencies. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

### (j) Foreign currency translation

The University's functional currency is the Canadian dollar. Transactions in foreign currencies are translated into Canadian dollars at the exchange rate in effect on the transaction date. Monetary assets and liabilities denominated in foreign currencies and non-monetary assets and liabilities which are designated in the fair value category under the financial instrument standard are reflected in the financial statements in equivalent Canadian dollars at the exchange rate in effect on the Statement of Financial Position date.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (Continued)  
(in thousands of dollars)

Year ended March 31, 2020

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## 2. Summary of significant accounting policies (continued)

### (j) Foreign currency translation (continued)

Any gains or losses resulting from a change in rates between the transaction date and the settlement date or Statement of Financial Position date is recognized in the Statement of Remeasurement Gains and Losses. In the period of settlement, the related cumulative remeasurement gain/loss is reversed in the Statement of Remeasurement Gains and Losses and the exchange gains or losses in relation to the exchange rate at the date of the item's initial recognition is recognized in the Statement of Operations and Accumulated Surplus.

### (k) Budget figures

Budget figures have been provided for comparative purposes and have been derived from the 2019-2020 University Budget approved by the Board of Governors on March 27, 2019. The budget is reflected in the Statement of Operations and Accumulated Surplus and the Statement of Changes in Net Debt.

### (l) Expense Functions

Expense functions have been identified based upon the functional lines of service provided by the University. The University's services are provided by departments and their activities are reported by functional area in the Statement of Operations and Accumulated Surplus. The functional lines, along with the services they provide, are as follows:

- (i) Instruction, research, and support: This function includes activities related to delivering education. This includes instruction, education administration, student support, general administration, and the cost of space, safety, and equipment.
- (ii) Ancillary: This function includes the activities of the ancillary operations. An ancillary operation is one that is generally outside of the normal functions of instruction, research, and support, and provides goods and services to students, staff or others, and that charges a fee directly related to the cost of providing the goods or services. Ancillary operations include parking, food services, and bookstores. Costs associated with this function include function related contracts and general and financial administration and support costs.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (Continued)  
(in thousands of dollars)

Year ended March 31, 2020

## 3. Cash and cash equivalents

	2020	2019
Cash	\$ 70,085	\$ 15,891
Cash equivalents	2,132	10,367
	<b>\$ 72,217</b>	<b>\$ 26,258</b>

## 4. Accounts receivable

	2020	2019
Accounts receivable	\$ 5,467	\$ 8,038
Allowance for doubtful accounts	(2,799)	(1,521)
	<b>\$ 2,668</b>	<b>\$ 6,517</b>

## 5. Investments and endowment investments

Investments and endowment investments recorded at fair value are comprised of the following:

	2020	2019
Fixed income investments	\$ 25,491	\$ 28,716
Mortgage-backed securities and mutual funds	5,272	2,981
	<b>30,763</b>	<b>31,697</b>
Endowment investments	2,817	2,817
Investments	<b>\$ 27,946</b>	<b>\$ 28,880</b>

All fixed income investments held at March 31, 2020 mature at various dates to September 2077 (2019 – September 2077) and bear interest at rates varying from 1.30% to 6.63% (2019 – 1.30% to 6.46%).

PSAS defines the fair value of a financial instrument as the amount of the consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act. The University uses the following methods and assumptions to estimate the fair value of each class of financial instruments for which the carrying amounts are included in the Statement of Financial Position under the following captions:

- Cash and cash equivalents, accounts receivable, and accounts payables and accrued liabilities – the carrying amounts approximate fair value because of the short maturity of these instruments.
- Investments – the carrying amounts are shown at fair value based on quoted prices (unadjusted) in active markets.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (Continued)  
(in thousands of dollars)

Year ended March 31, 2020

## 5. Investments and endowment investments (continued)

The financial instruments measured at fair value held within each investment are classified according to a hierarchy which includes three levels, reflecting the reliability of the inputs involved in the fair value determination. The different levels are defined as follows:

- Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities
- Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices)
- Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The University's investments are all considered to be level 1 financial instruments for which the fair value is determined based on quoted prices in active markets. Changes in fair valuation methods or in the availability of market observable inputs may result in a transfer between levels. During the year there were no significant transfers of securities between the different levels.

## 6. Accounts payable and accrued liabilities

	2020	2019
Accounts payable and accrued liabilities	\$ 26,291	\$ 13,338
Salaries and wages payable	7,043	3,439
Accrued vacation payable	10,895	10,621
	\$ 44,229	\$ 27,398

## 7. Employee future benefits

### (a) Pension benefits

The University and its employees contribute to the College Pension Plan and Municipal Pension Plan (jointly trustee pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the pension plans, including investing assets and administering benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at August 31, 2019, the College Pension Plan has about 15,025 active members, and approximately 8,414 retired members. As at December 31, 2018, the Municipal Pension Plan has about 205,000 active members, including approximately 6,000 from colleges.

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

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (Continued)  
(in thousands of dollars)

Year ended March 31, 2020

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## 7. Employee future benefits (continued)

### (a) Pension benefits (continued)

The most recent actuarial valuation for the College Pension Plan as at August 31, 2018, indicated a \$303,000 surplus for basic pension benefits on a going concern basis.

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866,000 funding surplus for basic pension benefits on a going concern basis. The University paid \$10,416 for employer contributions to the plans in the fiscal year 2020 (2019 - \$10,095).

The next valuation for the College Pension Plan will be as at August 31, 2021, with results available in 2022. The next valuation for the Municipal Pension Plan will be December 31, 2021, with results available in 2022.

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

### (b) Maternity or parental leave

The University provides supplemental employee benefits for faculty, staff and administration on maternity or parental leave. For the duration of the leave, employees on maternity or parental leave receive a supplemental payment added to employment insurance benefits. Employer-paid benefits also continue to be paid on the employees' behalf. The University has expensed \$691 in the current year (2019 – \$559). As at March 31, 2020, the University has an obligation of \$783 (2019 – \$357) which has been included in salaries and wages payable.



# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (Continued)  
(in thousands of dollars)

Year ended March 31, 2020

## 8. Deferred contributions

Deferred contributions represent the unspent externally restricted grants and contributions that will be used in future periods for academic programming and student awards, as specified by the contributor.

	2019	Amounts received	Recognized as revenue	2020
Provincial	\$ 2,790	\$ 6,179	\$ (6,319)	\$ 2,650
Federal	453	1,125	(1,030)	548
Other sources	616	1,163	(1,025)	754
	\$ 3,859	\$ 8,467	\$ (8,374)	\$ 3,952

## 9. Deferred capital contributions

Changes in deferred capital contributions balance are as follows:

	2019	Amounts received	Recognized as revenue	2020
Provincial	\$ 134,570	\$ 4,565	\$ (7,206)	\$ 131,929
Federal	9,984	342	(734)	9,592
Other sources	14,774	170	(676)	14,268
	\$ 159,328	\$ 5,077	\$ (8,616)	\$ 155,789

## 10. Obligations under capital lease

The University has entered into capital leases to finance computers and equipment at an estimated cost of borrowing of 3.38% (2019 – 3.10%) per annum. The principal and interest payments are as follows:

	2020	2019
2020	\$ -	\$ 161
2021	61	61
2022	24	24
2023	10	10
Total minimum capital lease payments	95	256
Less amounts representing interest	(3)	(9)
Present value of net minimum capital lease payments	\$ 92	\$ 247

Total interest payment on capital leases for the year was \$5 (2019 – \$11).

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (Continued)

(in thousands of dollars)

Year ended March 31, 2020

## 11. Tangible capital assets

	Land	Buildings	Major site improvements	Major equipment	Library holdings	Technology infrastructure	Furniture & equipment	Computing Equipment	Leased capital assets	Work in progress (WIP) <sup>1</sup>	Total
2020 Cost											
Opening balance	21,485	266,565	43,185	6,620	8,729	3,866	68,454	8,048	1,969	992	429,913
Additions	-	45	1,058	1,017	467	-	4,143	1,400	-	3,968	12,098
Dispositions	-	-	-	-	-	-	-	-	(1,599)	-	(1,599)
Transfer to/(from) WIP	-	-	421	-	-	-	-	-	-	(421)	-
Closing balance	21,485	266,610	44,664	7,637	9,196	3,866	72,597	9,448	370	4,539	440,412
2020 Accumulated amortization											
Opening balance	-	(89,157)	(12,993)	(835)	(6,670)	(1,167)	(55,681)	(6,335)	(1,694)	-	(174,532)
Amortization	-	(6,666)	(4,298)	(544)	(463)	(482)	(4,745)	(1,092)	(184)	-	(18,474)
Dispositions	-	-	-	-	-	-	-	-	1,599	-	1,599
Closing balance	-	(95,823)	(17,291)	(1,379)	(7,133)	(1,649)	(60,426)	(7,427)	(279)	-	(191,407)
2020 Net book value	\$ 21,485	\$ 170,787	\$ 27,373	\$ 6,258	\$ 2,063	\$ 2,217	\$ 12,171	\$ 2,021	\$ 91	\$ 4,539	\$ 249,005
2019 Net book value	\$ 21,485	\$ 177,408	\$ 30,192	\$ 5,785	\$ 2,059	\$ 2,699	\$ 12,773	\$ 1,713	\$ 275	\$ 992	\$ 255,381

1. As at March 31, 2020, work in progress with a value of \$4,539 (2019 - \$992) has not been amortized. Amortization of these assets will commence when the assets are put into productive use.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (Continued)  
(in thousands of dollars)

Year ended March 31, 2020

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## 12. Financial risk management

The University has exposure to certain risks from its financial instruments.

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

### (a) Credit risk

Credit risk is the risk of financial loss to the University if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held by the University consisting of cash and cash equivalents, investments and accounts receivable.

The University manages credit risk with established investment guidelines for its investment management companies to follow in managing its investment portfolios. The guidelines limit investments to those with BBB- or greater credit rating. The University does not invest in any derivatives.

### (b) Market risk

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

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

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

### (c) Liquidity risk

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

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

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (Continued)  
(in thousands of dollars)

Year ended March 31, 2020

## 13. Contractual obligations

The nature of the University's activities can result in multi-year contracts and obligations whereby the University will be committed to make future payments. Significant contractual obligations related to operations that can be reasonably estimated are as follows:

	2021	2022	2023	2024	2025
Contractual obligations	\$ 18,623	\$ 2,446	\$ 2,441	\$ 560	\$ 0

## 14. Commitments and contingent liabilities

- (a) The University may, from time to time, be involved in legal proceedings, claims, and litigation that arise in the normal course of operations.

There are several lawsuits pending in which the University is involved. It is considered that the potential claims against the University resulting from such litigation would not materially affect the financial statements of the University.

- (b) The University committed to the building of the Chip and Shannon Wilson School of Design at the Richmond campus for the Faculty of Design. The project which has a total budget of \$36,000 was substantially complete by December 2017. As at March 31, 2020, the University incurred costs of \$35,285 (2019 – \$34,996) for this project, with the anticipated remaining costs of \$715 to be incurred in fiscal 2021.

- (c) The University has the ability to draw on a line of credit with a commercial bank for \$7,500 (2019–\$7,500). As at March 31, 2020, the University has not utilized the available line of credit.

- (d) As at March 31, 2020, the University has issued letters of credits to the City of Surrey totalling \$294 (2019 – \$294) which expire on January 25, 2021. There is an automatic renewal that occurs each year thereafter and will terminate once the City of Surrey advises the University that the guarantee is no longer required.

## 15. Related party transactions

The University has entered into certain transactions and agreements in the normal course of business with certain of its related parties. These transactions are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (Continued)  
(in thousands of dollars)

Year ended March 31, 2020

## 15. Related party transactions (continued)

**Significant related party transactions with the provincial government entities are as follows:**

### Revenue and expenses:

Included in revenue	2020	2019
Ministry of Advanced Education, Skills and Training – Grants and revenue recognized in deferred contributions	\$ 76,546	\$ 72,064
Other provincial government entity – grants and revenue Recognized in deferred contributions	3,297	3,161
	\$ 79,843	\$ 75,225
Included in expenses	2020	2019
Ministry of Advanced Education, Skills and Training	\$ 239	\$ 202
Other provincial government entities	1,238	1,466
Other provincial universities	351	340
	\$ 1,828	\$ 2,008

### Receivables and payables:

Included in accounts receivable	2020	2019
Ministry of Advanced Education, Skills and Training	\$ 1,070	\$ 928
	\$ 1,070	\$ 928

There are \$nil (2019 - \$nil) included in accounts payable for related party transactions with the provincial government entities.

### Related party transactions with key management personnel:

During the year, the key management personnel, comprised of the Senate, the Board and the University's Executives, have \$nil (2019 - \$nil) related party transactions with the University with respect to the delivery of goods and services, and payment of fees that were transacted at non-arms' length. As at March 31, 2020, the University had a net receivable of \$nil (2019 - \$nil) and a net payable of \$nil (2019 - \$nil) with respect to these transactions.

## 16. Contingent assets

The University has \$nil of contingent assets as at March 31, 2020 and 2019.

## 17. Contractual rights

The University may, from time to time, enter into contracts or agreements in its normal course of operations that will result in the realization of assets and revenues in future fiscal years. The University is a recipient of research grants from various federal, provincial and municipal funding agencies.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (Continued)  
(in thousands of dollars)

Year ended March 31, 2020

## 17. Contractual rights (continued)

During the year, the University has entered into various multi-year research funding agreements whereby the University has the opportunity to earn revenue in future years by incurring qualified expenditures. These research funding agreements do not abnormally impact the University's financial position and do not guarantee the University the right to future funding.

## 18. Expense by object

The following is a summary of expenses by object:

	Instruction, research, and support	Ancillary operations	2020
Salaries and benefits	\$ 143,700	\$ 1,168	\$ 144,868
Travel and professional development	3,426	6	3,432
Supplies	4,299	16	4,315
Student awards and bursaries	4,459	-	4,459
Fees and services	15,888	440	16,328
Facilities	9,428	373	9,801
Cost of sales	-	2,784	2,784
Leases, property taxes, insurance	1,108	32	1,140
Amortization of tangible capital assets	18,474	-	18,474
	\$ 200,782	\$ 4,819	\$ 205,601

	Instruction, research, and support	Ancillary operations	2019
Salaries and benefits	\$ 135,044	\$ 1,090	\$ 136,134
Travel and professional development	2,894	20	2,914
Supplies	4,326	14	4,340
Student awards and bursaries	3,425	-	3,425
Fees and services	15,589	378	15,967
Facilities	8,374	515	8,889
Cost of sales	-	3,375	3,375
Leases, property taxes, insurance	930	36	966
Amortization of tangible capital assets	16,661	-	16,661
	\$ 187,243	\$ 5,428	\$ 192,671

## 19. Comparative figures

Certain comparative figures have been reclassified to conform to the current year financial statement presentation.



**Board of Governors**  
**Agenda Item: #5.3**  
**Meeting Date: May 27, 2020**  
**Presenter(s): Candice Gartry**

**Regular Meeting**

**Agenda Item:** Re-appointment of the External Auditor

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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<b>Recommended Resolution:</b>	<b>THAT the Board of Governors approve the extension of KPMG's appointment as External Auditor for the 2020/21 reporting year, as recommended by the Board Audit Committee.</b>
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**Board Committee Report:** At its meeting held on May 19, 2020 the Board Audit Committee approved the appointment of KPMG as External Auditor for recommendation to the Board of Governors.

**Context & Background:** Section 33 of the *University Act* states that, "*Unless the Auditor General is appointed in accordance with the Auditor General Act, as the Auditor of the Board, the Board must appoint an Auditor to audit the accounts of the Board at least once each year.*"

In accordance with the *University Act*, the Audit Committee Terms of Reference state that the Audit Committee recommends to the Board the appointment of the External Auditor.

**Key Messages:**

1. KPMG was selected through RFP to act as KPU's External Auditor for three years, commencing with the 2016/17 reporting year. KPU retains the option to extend the Service Agreement for up to two additional years (2019/20, 2020/21), in one year increments, provided both parties agree to each renewal.

**Resource Requirements:** N/A

**Implications / Risks:** N/A

**Consultations:** N/A

**Attachments:** N/A

**Submitted by:** Candice Gartry, Interim Executive Director, Financial Services

**Date submitted:** May 20, 2020







**Board of Governors**  
**Agenda Item: #6.2**  
**Meeting Date: May 27, 2020**  
**Presenter(s): Candice Gartry**

**Regular Meeting**

**Agenda Item:** Multi-Year Commitment for Procurement of PebblePad software

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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<b>Recommended Resolution:</b>	<b>THAT the Board of Governors approve, subject to budgetary approval, a multi-year commitment for the procurement of PebblePad software as recommended by the Board Finance Committee.</b>
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**Board Committee Report:** At its meeting held on May 19, 2020 the Board Finance Committee approved, subject to budgetary approval, a multi-year commitment for the procurement of PebblePad software for recommendation to the Board of Governors.

**Context & Background:** This is a request of KPU's upcoming procurement contract that requires the approval of KPU's Board of Governors. The multi-year approval of the proprietary software will enable ease of use and flexibility in the design of eportfolios. It can integrate with Moodle and its functionality facilitates a range of uses:

- Prior learning assessment
- Instructor and peer assessment
- Display cross-program competencies such as collaboration or problem-solving
- Program review and accreditation processes
- Educator's (and staff) tracking and demonstration of their own professional development
- Post-graduate contemporary, personalized eportfolio, providing KPU alumni with a competitive edge

Most importantly it is in a secure environment that will meet BC FIPPA standards and it maintains alumni accounts for as long as KPU is a customer with options for alumni if we were to discontinue use. After a thorough analysis and consultation, PebblePad is the only option that satisfies our requirements.

**Key Messages:** 1. Procurement Services requires multi-year approval for a total of \$316,824.00 over a 4 year period (\$79,206 per annum) from the Board of Governors to proceed with the PebblePad solution.



**Board of Governors**  
**Agenda Item: #6.2**  
**Meeting Date: May 27, 2020**  
**Presenter(s): Candice Gartry**

**Regular Meeting**

**Resource Requirements:** N/A

**Implications / Risks:** N/A

**Consultations:** N/A

**Attachments:** N/A

**Submitted by:** Candice Gartry, Interim Executive Director, Financial Services

**Date submitted:** May 20, 2020



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**Agenda Item:** Updated Policy GV4 - Signing Authority Policy, Procedures and Schedules

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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<b>Recommended Resolution:</b>	<b>THAT the Board of Governors approve the updated Policy GV4 - Signing Authority Policy, Procedures and Schedules as recommended by the Board Finance Committee.</b>
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**Board Committee Report:** At its meeting held on May 19, 2020 the Board Finance Committee approve the updated Policy GV4 - Signing Authority Policy, Procedures and Schedules for recommendation to the Board of Governors.

**Context & Background:** A revised version of Policy GV4 - Signing Authority Policy, Procedures and Schedules was seen by the Finance Committee at the September 17, 2019 meeting. These documents also completed their 6-week public posting period on October 16, 2019. After this date Financial Services received additional feedback from the AVP of Research Services. It was determined that some of this feedback should be included in the updated documents prior to them being sent to the Finance Committee for approval.

The documents attached, dated May 4<sup>th</sup>, 2020, include this feedback. The changes include: a) ability to accept electronic signatures or online approvals when physical signatures are not obtainable; b) MOUs relating to Research be approved by ORS; and, c) research funding applications only need to be approved by Financial Services in the case of unbudgeted items/amounts.

**Key Messages:**

1. The attached documents reflect additional changes recommended by the AVP Research which received after the public posting period.
2. The changes made are relatively minor.
3. President University Executive Group (PUE) approved the revised versions of GV4 at its meeting on May 6<sup>th</sup>, 2020 and asked to put the updated documents forward to the Board Finance Committee for approval.

**Resource Requirements:** None

**Implications / Risks:** The current approved GV4 Signing Authority Policy, Procedures and Schedules have not been updated since June 2015. As the June 2015 documents are now out-of-date, current KPU practice does not match the approved policy. This



**Board of Governors**  
**Agenda Item:**  
**Meeting Date:**  
**Presenter(s):**

**Regular Meeting**  
**#6.3**  
**May 27, 2020**  
**Candice Gartry**

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could result in risks related to not complying with regulations, as well as not having the proper oversight on new contracts, proposals, etc.

**Consultations:** Office of General Counsel, Organization Risk and Office of Research Services have been consulted. The Policy, Procedures and Schedules, prior to the addition of the AVP Research recommendations, completed its public posting period in October 2019.

**Attachments:**

1. DRAFT GV4 Signing Authority Policy – Clean Version
2. DRAFT GV4 Signing Authority Policy – Track Changes Version
3. DRAFT GV4 Signing Authority Procedure – Clean Version
4. DRAFT GV4 Signing Authority Procedure – Track Changes Version
5. DRAFT Schedule A – Commitment Authority Table – Clean Version
6. DRAFT Schedule A – Commitment Authority Table – Tracked Version

**Submitted by:** Candice Gartry / Interim Executive Director, Financial Services

**Date submitted:** May 20, 2020

Policy History
<b>Policy No.</b> GV4
<b>Approving Jurisdiction:</b> Board of Governors
<b>Administrative Responsibility:</b> Vice President, Finance and Administration
<b>Effective Date:</b>

## Signing Authority Policy

### A. CONTEXT AND PURPOSE

The main purpose of this policy is to provide direction to the members of the university through a consistent framework that ensures that:

- Authority to establish this policy is derived from the [Section 27 of the University Act \(British Columbia\)](#) which gives the Board of Governors the following powers with respect to signing authority:
  - “(2) (c) to appoint a secretary and committees it considers necessary to carry out the board’s functions, ..., and to confer on the committees power and authority to act for the board”
  - “(2) (s) to enter into agreements on behalf of the university”.
- Authorities are clearly assigned, properly approved and that delegation instruments are regularly updated;
- The responsibilities and duties of those with signing authority are clearly communicated and understood;
- Transactions and commitments are only entered into with appropriate authority.
- The university’s activities are conducted in a manner that provides sound financial accountability and control of public funds entrusted to the university in accordance with appropriate policies, laws and regulations.

This Policy and its related Procedures outlines the principles and procedures that the University has created in order to establish control over legal and financial commitments through the comprehensive assignment of signing authority to specific positions within the University.

### B. SCOPE AND LIMITS

This Policy and its related Procedures and Schedules applies to all documents, contracts, commitments, expenses, and obligations that require an authorizing signature(s); examples include contracts, agreements, applications for funding, donations to the University, real property

transactions, leases, memorandums of understanding, letters of intent, cheques and other banking-related documentation, investments, patents and the use of the corporate seal.

## C. STATEMENT OF POLICY PRINCIPLES

The Board of Governors of Kwantlen Polytechnic University is responsible for the management of the university and its resources. The Board may appoint committees it considers necessary to carry out its functions and to confer authority to act on behalf of the Board. The Board has conferred authority to the Finance Committee to review this policy, procedures and related schedules, and to provide advice and recommendations to the Board where this policy is concerned. The Board delegates signing authority and responsibility for matters necessary for the management of day-to-day operations in accordance with the *University Act* to the President, Vice-Presidents and other employees of the University.

No person may sign any document that creates an obligation or undertaking on behalf of the University unless that individual has signing authority in accordance with this policy, Schedule A: Commitment Authority Table, and Schedule B: Approval Authority Table.

The delegated signing authority must ensure that contracts and related documents are appropriately reviewed prior to contract execution.

1. The University has an obligation to establish a comprehensive system of controls over all legal and financial commitments thereby ensuring the ongoing operational health of the institution.
2. A key element in the control of legal and financial commitments is to assign signing authority to appropriate positions within the University for various types of documents and transactions, reflecting the value of the transactions (where applicable) as well as the expertise of the signing authorities.
3. All documents and transactions will be identified by type and the University will identify the signing authority(ies), by position, that will be required to sign each such document or transaction. Schedule A: Commitment Authority Table will document this information.
4. Contracts are approved based on the financial and contractual limits, however, an exception applies for outgoing research funding applications. All research funding applications require Finance signature and approval only in the case of *unbudgeted items and/or amounts*.
5. Schedule A: Commitment Authority Table will be presented to the Finance and Audit Committee of the Board for information.
6. The University will maintain and monitor the schedule to ensure that it is complete and current, reflecting changes in positions, changes in threshold amounts within each category, etc.
7. The University will document the responsibilities of the signing authorities with respect to such issues as legal and risk management review, insurance, and execution of documents, records management, delegation and spending authority and provide training to ensure that signing authorities understand their responsibilities.

8. The University will establish and document the circumstances under which signing officers may delegate their authority to other positions.
9. Prior to signing and agreement that is unusual or contrary to past practice, signing officers are expected to consider the possible precedent that such an agreement could set and seek advice from their supervisor.
10. In cases where physical signatures are not obtainable, electronic signatures or online approvals may be used. Electronic signatures must comply with the university's Digital Security and Information Technology Policies and adheres to the relevant requirements set out in the [Electronic Transactions Act of BC](#).
11. Memorandums of Understanding (MOUs) may require consultation and/or approval of the Board and/or Senate in keeping with their jurisdictional authority under the University Act. All MOUs pertaining to research should be addressed to the Office of Research Services (ORS).

## **D. DEFINITIONS**

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this policy.

## **E. RELATED POLICIES AND LEGISLATION**

University Act, section 27  
AD3 Procurement Policy  
FM5 Expense and Travel Expense Policy  
GV8 Memorandum of Understanding/Letter of Intent Policy  
HR1 Conflict of Interest Policy  
RS4 Administration and Control of Research and Special Funds Policy

## **F. RELATED PROCEDURES AND SCHEDULES**

Refer to:  
GV4 Signing Authority Procedures  
Schedule A: Commitment Authority Table  
Schedule B: Approval Authority Table  
Schedule C: Signing Authority by Unit

Policy History
<b>Policy No.</b> GV4
<b>Approving Jurisdiction:</b> Board of Governors
<b>Administrative Responsibility:</b> Vice President, Finance and Administration
<b>Effective Date:</b>

## Signing Authority Policy

### A. CONTEXT AND PURPOSE

The main purpose of this policy ~~are~~is to provide direction to the members of the university through a consistent framework that ensures that:

1. Authority to establish this policy is derived from the Section 27 of the University Act (British Columbia) which gives the Board of Governors the following powers with respect to signing authority:
  - a. "(2) (c) to appoint a secretary and committees it considers necessary to carry out the board's functions, ..., and to confer on the committees power and authority to act for the board"
  - b. "(2) (s) to enter into agreements on behalf of the university".
2. Authorities are clearly assigned, properly approved and that delegation instruments are regularly updated;
3. The responsibilities and duties of those with signing authority are clearly communicated and understood;
4. Transactions and commitments are only entered into with appropriate authority;
5. The university's activities are conducted in a manner that provides sound financial accountability and control of public funds entrusted to the university in accordance with appropriate policies, laws and regulations.

Section 27 of the University Act (British Columbia) gives the Board of Governors the following powers with respect to signing authority:

"(2) (c) to appoint a secretary and committees it considers necessary to carry out the board's functions, ..., and to confer on the committees power and authority to act for the board"  
"(2) (s) to enter into agreements on behalf of the university"

This Policy and its related Procedures outlines the principles and procedures that the University has created in order to establish control over legal and financial commitments through the comprehensive assignment of signing authority to specific positions within the University.

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## B. SCOPE AND LIMITS

This Policy and its related Procedures and Schedules applies to all documents, contracts, commitments, expenses, and obligations that require an authorizing signature(s); examples include contracts, agreements, applications for funding, donations to the University, real property transactions, leases, memorandums of understanding, letters of intent, cheques and other banking-related documentation, investments, patents and the use of the corporate seal.

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No person may sign any document that creates an obligation or undertaking on behalf of the University unless that individual has signing authority in accordance with this policy, Schedule A: Commitment Authority Table, and Schedule B: Approval Authority Table.

The delegated signing authority must ensure that contracts and related documents are appropriately reviewed prior to contract execution.

1. The University has an obligation to establish a comprehensive system of controls over all legal and financial commitments thereby ensuring the ongoing operational health of the institution.
2. A key element in the control of legal and financial commitments is to assign signing authority to appropriate positions within the University for various types of documents and transactions, reflecting the value of the transactions (where applicable) as well as the expertise of the signing authorities.
3. All documents and transactions will be identified by type and the University will identify the signing authority(ies), by position, that will be required to sign each such document or transaction. Schedule A: Commitment Authority Table will document this information.

4. Contracts are approved based on the financial and contractual limits, however, an exception applies for outgoing research funding applications. All research funding applications contracts and agreement requires Finance signature and approval only in the case of Unbudgeted Transactions items and/or amounts.

3.

4.5. Schedule A: Commitment Authority Table will be presented to the Finance and Audit Committee of the Board for information.

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~~5.6.~~ The University will maintain and monitor the schedule to ensure that it is complete and current, reflecting changes in positions, changes in threshold amounts within each category, etc.

~~6.7.~~ The University will document the responsibilities of the signing authorities with respect to such issues as legal and risk management review, insurance, and execution of documents, records management, delegation and spending authority and provide training to ensure that signing authorities understand their responsibilities.

~~7.8.~~ The University will establish and document the circumstances under which signing officers may delegate their authority to other positions.

~~9.~~ Prior to signing and agreement that is unusual or contrary to past practice, signing officers are expected to consider the possible precedent that such an agreement could set and seek advice from their supervisor.

~~10.~~ In cases where physical signatures are not obtainable, electronic signatures or online approvals may be used. Account holders of restricted funds (e.g. sponsored research and other specific purpose funds) can be delegated to use in lieu of signatures for government secure email or online approvals. Electronic signatures must comply with the university's Digital Security and Information Technology Policies and adheres to the relevant requirements set out in the Electronic Transactions Act of BC.

~~8.11.~~ Memorandaums of Understanding (MOUs) may require consultation and/or approval of the Board and/or Senate in keeping with their jurisdictional authority under the University Act. ; non-inclusion of aAll MOUs pertaining to research that should be addressed to the Office of Research Services (ORS).

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## D. DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this policy.

## E. RELATED POLICIES AND LEGISLATION

University Act, section 27  
AD3 Procurement Policy  
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GV8 Memorandum of Understanding/Letter of Intent Policy  
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RS4 Administration and Control of Research and Special Funds Policy

## F. RELATED PROCEDURES AND SCHEDULES

Refer to:  
GV4 Signing Authority Procedures

Schedule A: Commitment Authority Table  
Schedule B: Approval Authority Table  
Schedule C: Signing Authority by Unit

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Policy History
<b>Policy No.</b> GV4
<b>Approving Jurisdiction:</b> Board of Governors
<b>Administrative Responsibility:</b> Vice President, Finance and Administration
<b>Effective Date:</b>

## Signing Authority Procedure

### A. DEFINITIONS

1. **Agreement:** An agreement is an arrangement between two or more persons (individuals, corporations, trusts or partnerships) by which the persons agree to undertake or to alter their respective rights and/or obligations. An agreement may be oral or in writing, or partly oral and partly in writing.

2. **Contingent Liability:** A contingent liability refers to a liability that exists but which may not have to be fulfilled; a liability which will become an obligation upon the occurrence of a future, uncertain event. This also includes a liability to perform the obligation of another person if that other person fails to perform it.

3. **Contract:** A contract is

(i) An agreement between two or more parties intended to create legal obligations and that a court may enforce. The contract will normally be comprised of an exchange of promises between the parties. If a party executes an agreement under seal, it may be bound even though the other party has not given a promise in exchange.

(ii) A contract may be subject to conditions; that is, the parties' obligations to perform it may be suspended pending the occurrence of certain events, including further approvals, whether by third parties or officials of the parties to the contract whose authority is greater than that of the individuals who signed the contract.

4. **Guarantee:** A guarantee is a promise, normally expressed in writing, by which the person making the promise agrees to fulfill the obligations of another person. The promise is frequently conditional upon the occurrence of another event; for example; the failure or refusal of the other person to fulfill their obligations, the inability of the other person to fulfill their obligations (due to bankruptcy, dissolution or otherwise), or the occurrence of a particular event. A guarantee is one type of indemnity.

5. **Indemnity:** Indemnity involves a commitment under which a person undertakes to prevent a loss or to provide reimbursement or compensation in the event of a loss; the obligation under the agreement could be, but need not be, dependent upon default by the indemnifying party or anyone else. The obligations under an indemnity may be a contingent liability of the party that has given the commitment.

6. **One-Over-One Approval Requirement:** One-over-one approval requirement stems from the concept that no one should be placed in a position where they can authorize a payment to be made to

themselves or for their own benefit; where a signing officer is in such a position, the person in such a position is expected to obtain a signature from a supervisor to indicate that the expenditure is legitimate and for the benefit of the University's operations. This is also a requirement for grantees where the grantee is also a claimant on their own fund

7. Signing Authority: A representative of the University vested with the powers to commit the University to a binding agreement.

8. Signing Officer: This term is identical to "Signing Authority" above except that the term "Signing Officer" will be used, within this Policy and Procedures, to refer only to those instances where the term is required by a third party such as a bank.

## **B. PROCEDURES**

### **1. SCHEDULE OF SIGNING AUTHORITIES**

The Vice President Finance and Administration will develop a comprehensive "Commitment Authority Table" (hereafter referred to as "Schedule A") listing the full range of documents that require signature, the dollar value attached to each of those documents (where applicable) and the position or positions that are authorized to approve each of those documents through a signature.

### **2. BOARD REVIEW OF SCHEDULE**

The Finance Committee of the Board will receive a copy of the Schedule A for their review on an annual basis.

### **3. MAINTENANCE AND REVISION OF SCHEDULE**

Schedule A will be maintained by the Vice President Finance and Administration and will be updated, as required, to reflect changes in the documents requiring signature, dollar value limits as well as changes in the position or positions that are authorized to approve and sign documents.

### **4. INFORMING AND TRAINING SIGNING AUTHORITIES**

It is the responsibility of the Vice President, Finance and Administration to ensure that persons who have been designated as signing authorities are provided with a copy of the Signing Authority Policy, Procedures and Schedule(s) and to provide training so that signing authorities understand their responsibilities under this Policy.

### **5. RESPONSIBILITIES OF SIGNING AUTHORITIES**

The responsibilities of signing authorities are outlined below.

Persons that have been granted authority shall ensure:

- i. In advance of the agreement being sent for Legal or Risk review, the signing authority sponsoring the agreement must have fully read the agreement and ensure that the University can meet all specifications and business terms in the agreement and will ensure that each required review is completed prior to final sign off on the agreement.
- ii. A copy of the Legal and/or Risk review (as required by Schedule A) must accompany the agreement during each stage of sign off. The version number and date of the file must be listed on the agreement as well as on the Legal and/or Risk review.
- iii. That any agreement is compliant with the laws of Canada and British Columbia.
- iv. That the appropriate level of review and approval has been obtained from stakeholders, and that required levels of legal, risk management, procurement, financial and other required due diligence has been performed and risks disclosed.

- v. That any intellectual property matters have been properly considered, in accordance with the University's policies and procedures.
- vi. That any agreement is consistent with the University's mission, mandate and strategic plan, Budget, Collective Agreements, Academic Planning and Priorities, policies and procedures of the University.
- vii. That appropriate indemnities and insurance have been provided for.
- viii. The overhead rate included in any contract or agreement must be consistent with the University's Policies or they may be amended by the President or the Vice-President, Finance & Administration or the Associate Vice-President, Research.
- ix. Signing authority, when applied, must reflect the total dollar value of the contract and not just the dollar value of the modification agreement.
- x. All Memorandums of Understanding (MOUs) pertaining to research are sent to the Office of Research Services (ORS) for approval.

#### **A. Legal and Risk Management Review Requirements**

In order to protect the interests of the University, signing authorities must undertake appropriate due diligence assessment prior to execution of documents which may include:

##### Legal Reviews

The Office of General Counsel should be consulted prior to signing a contractual document, agreement and/or contract.

Standard form contractual documents (other than template documents which have been created with prior assistance of legal counsel) should be submitted to the Office of General Counsel for a review prior to a document, agreement and/or contract being finalized and executed.

Documents with sizeable dollar values or complexity, significant ramifications or risk to the University, an intellectual or other specialized legal component, or are unusual in any way, may require external advice and should be referred to designated legal counsel in consultation with the Office of General Counsel.

A legal review by the Office of General Counsel from a legal perspective only and does not include an assessment of the business case underlying the transactions. The head of the academic or administrative unit having the contract executed is responsible for ensuring that the contract fits within its business and operational requirements.

##### Indemnity Matters

Any document, contract or agreement which contains an indemnification to other parties, must be reviewed by the University's Risk department and may need to be approved by the applicable Provincial Ministry, prior to such a document being finalized and executed.

##### Contractual or Agreement Matters

No person may sign any document or enter into a verbal or non-verbal agreement that creates an obligation or undertaking on behalf of the University unless the individual has been granted authority through this Policy, Procedures and related Schedule(s).

All employees have an obligation to understand the extent and limits of their authority, and understand and comply with the University's policies, procedures and processes.

**B. Insurance**

The University carries a variety of insurance policies providing very broad coverage, intended, for the most part, to meet the particular needs of the University. Board members, officers, and employees are included in the definition of insured in the University liability insurance policies. Any document, contract or agreement which contains insurance, or a limitation to liability must be reviewed by University's Risk department prior to such a document being finalized and executed by a signing authority.

**C. Execution of documents under Seal**

Authorized positions which may affix the Seal of the University are determined by the Board. Section 56 of the *University Act* of British Columbia determines whether a document has been properly executed. That section of the *University Act* does not require that all documents be executed under seal; it merely indicates that if the seal is used, then the law deems it to be executed.

**D. Records Management**

The primary signing authority responsible for the administration and management of an executed document, contract or agreement shall retain the original University document, contract or agreement in accordance with Kwantlen's retention schedule. Procurement Services is the primary office of record for all procurement related contracts and agreements. Procurement Services related contracts will be copied and distributed to the signing authority by Procurement Services.

**E. Delegation**

In the event of unavailability or other extraordinary circumstances, a person with signing authority may delegate their authority to predetermined delegates subject to the following restrictions:

- a) The delegated authority must be written and copied to the person's supervisor and to Budget Accounting at [Budget.Acctng@kpu.ca](mailto:Budget.Acctng@kpu.ca).
- b) The delegated authority must specify a time period for the delegated authority, normally coinciding with the period of time that the delegating authority is expected to be away
- c) The authorized dollar limits shall not exceed the normal limits for the original signing authority
- d) The expenditure committed to must be part of an approved budget and cannot exceed any unexpected amount of that budget
- e) The commitment period for the expenditure should not normally exceed one year, and
- f) The commitment made by the delegate must be reported to the signing officer in a timely manner.

**F. Spending Authority**

- a) Approval of the University's operating budget by the Board of Governors and allocation of the operating budget to the University's operating units confers the authority to authorize expenditure within the amounts allocated to the unit of a signing authority, subject to the terms and conditions of the relevant Procurement or Human Resources policies and procedures, or specific directives or conventions within an operation unit. Expenditures authorization alone does not provide the authority to an individual to sign contracts and

agreements on behalf of the University. An individual can commit the University to a contract or agreement only through the provisions of this Policy and Procedures.

- b) Holders of restricted funds (e.g. research, endowment spending, revenue generating and other trust funds) may delegate signing authority over expenditures, but remain accountable to ensure that the expenditures are consistent with the restricted intent for those funds and do not exceed the authorized dollar amounts.
- c) The rule for approval is “one-over-one”. All employees must abide by this rule and any purchase/expense/reimbursement that is for their benefit must be signed by the claimant and approved by a senior person who is on an organizational level above that of the claimant and will normally be the person to whom the claimant reports as well as the signing authority of the Fund if different than the “one-over-one”. This rule applies as well for the grantees where the grantee is also the claimant on their own Fund. If clarification on granting agency guidelines is necessary, Financial Services staff must be consulted. Visiting researcher’s expenses are to be approved by the host’s one-over-one.
- d) Proposed purchases over the term with a value greater than \$200,000 not accounted for in the approved University budget must be approved by the Board of Governors. Splitting of orders to avoid this limit is not permitted.

## **C. RELATED POLICY**

GV4 Signing Authority Policy

Schedule A: Commitment Authority Table

Schedule B: Approval Authority Table

Schedule C: Signing Authority by Unit



Policy History
<b>Policy No.</b> GV4
<b>Approving Jurisdiction:</b> Board of Governors
<b>Administrative Responsibility:</b> Vice President, Finance and Administration
<b>Effective Date:</b>

## Signing Authority Procedure

### A. DEFINITIONS

1. **Agreement:** An agreement is an arrangement between two or more persons (individuals, corporations, trusts or partnerships) by which the persons agree to undertake or to alter their respective rights and/or obligations. An agreement may be oral or in writing, or partly oral and partly in writing.
2. **Contingent Liability:** A contingent liability refers to a liability that exists but which may not have to be fulfilled; a liability which will become an obligation upon the occurrence of a future, uncertain event. This also includes a liability to perform the obligation of another person if that other person fails to perform it.
3. **Contract:** A contract is
  - (i) An agreement between two or more parties intended to create legal obligations and that a court may enforce. The contract will normally be comprised of an exchange of promises between the parties. If a party executes an agreement under seal, it may be bound even though the other party has not given a promise in exchange.
  - (ii) A contract may be subject to conditions; that is, the parties' obligations to perform it may be suspended pending the occurrence of certain events, including further approvals, whether by third parties or officials of the parties to the contract whose authority is greater than that of the individuals who signed the contract.
4. **Guarantee:** A guarantee is a promise, normally expressed in writing, by which the person making the promise agrees to fulfill the obligations of another person. The promise is frequently conditional upon the occurrence of another event; for example; the failure or refusal of the other person to fulfill their obligations, the inability of the other person to fulfill their obligations (due to bankruptcy, dissolution or otherwise), or the occurrence of a particular event. A guarantee is one type of indemnity.
5. **Indemnity:** Indemnity involves a commitment under which a person undertakes to prevent a loss or to provide reimbursement or compensation in the event of a loss; the obligation under the agreement could be, but need not be, dependent upon default by the indemnifying party or anyone else. The obligations under an indemnity may be a contingent liability of the party that has given the commitment.
6. **One-Over-One Approval Requirement:** One-over-one approval requirement stems from the concept that no one should be placed in a position where they can authorize a payment to be made to

themselves or for their own benefit; where a signing officer is in such a position, the person in such a position is expected to obtain a signature from a supervisor to indicate that the expenditure is legitimate and for the benefit of the University's operations. This is also a requirement for grantees where the grantee is also a claimant on their own fund

7. Signing Authority: A representative of the University vested with the powers to commit the University to a binding agreement.

8. Signing Officer: This term is identical to "Signing Authority" above except that the term "Signing Officer" will be used, within this Policy and Procedures, to refer only to those instances where the term is required by a third party such as a bank.

## **B. PROCEDURES**

### **1. SCHEDULE OF SIGNING AUTHORITIES**

The Vice President Finance and Administration will develop a comprehensive "Commitment Authority Table" (hereafter referred to as "Schedule A") listing the full range of documents that require signature, the dollar value attached to each of those documents (where applicable) and the position or positions that are authorized to approve each of those documents through a signature.

### **2. BOARD REVIEW OF SCHEDULE**

The Finance Committee of the Board will receive a copy of the Schedule A for their review on an annual basis.

### **3. MAINTENANCE AND REVISION OF SCHEDULE**

Schedule A will be maintained by the Vice President Finance and Administration and will be updated, as required, to reflect changes in the documents requiring signature, dollar value limits as well as changes in the position or positions that are authorized to approve and sign documents.

### **4. INFORMING AND TRAINING SIGNING AUTHORITIES**

It is the responsibility of the Vice President, Finance and Administration to ensure that persons who have been designated as signing authorities are provided with a copy of the Signing Authority Policy, Procedures and Schedule(s) and to provide training so that signing authorities understand their responsibilities under this Policy.

### **5. RESPONSIBILITIES OF SIGNING AUTHORITIES**

The responsibilities of signing authorities are outlined below.

Persons that have been granted authority shall ensure:

- i. In advance of the agreement being sent for Legal or Risk review, the signing authority sponsoring the agreement must have fully read the agreement and ensure that the University can meet all specifications and business terms in the agreement and will ensure that each required review is completed prior to final sign off on the agreement.
- ii. A copy of the Legal and/or Risk review (as required by Schedule A) must accompany the agreement during each stage of sign off. The version number and date of the file must be listed on the agreement as well as on the Legal and/or Risk review.
- iii. That any agreement is compliant with the laws of Canada and British Columbia.
- iv. That the appropriate level of review and approval has been obtained from stakeholders, and that required levels of legal, risk management, procurement, financial and other required due diligence has been performed and risks disclosed.

- v. That any intellectual property matters have been properly considered, in accordance with the University's policies and procedures.
- vi. That any agreement is consistent with the University's mission, mandate and strategic plan, Budget, Collective Agreements, Academic Planning and Priorities, policies and procedures of the University.
- vii. That appropriate indemnities and insurance have been provided for.
- viii. The overhead rate included in any contract or agreement must be consistent with the University's Policies or they may be amended by the President or the Vice-President, Finance & Administration or ~~Executive Director~~ the Associate Vice-President, Research.
- ix. Signing authority, when applied, must reflect the total dollar value of the contract and not just the dollar value of the modification agreement.
- ~~ix.~~ x. All Memorandums of Understanding (MOUs) pertaining to research are sent to the Office of Research Services (ORS) for approval.

#### **A. Legal and Risk Management Review Requirements**

In order to protect the interests of the University, signing authorities must undertake appropriate due diligence assessment prior to execution of documents which may include:

##### Legal Reviews

The Office of General Counsel should be consulted prior to signing a contractual document, agreement and/or contract.

Standard form contractual documents (other than template documents which have been created with prior assistance of legal counsel) should be submitted to the Office of General Counsel for a review prior to a document, agreement and/or contract being finalized and executed.

Documents with sizeable dollar values or complexity, significant ramifications or risk to the University, an intellectual or other specialized legal component, or are unusual in any way, may require external advice and should be referred to designated legal counsel in consultation with the Office of General Counsel.

A legal review by the Office of General Counsel from a legal perspective only and does not include an assessment of the business case underlying the transactions. The head of the academic or administrative unit having the contract executed is responsible for ensuring that the contract fits within its business and operational requirements.

##### Indemnity Matters

Any document, contract or agreement which contains an indemnification to other parties, must be reviewed by the University's Risk department and may need to be approved by the applicable Provincial Ministry, prior to such a document being finalized and executed.

##### Contractual or Agreement Matters

No person may sign any document or enter into a verbal or non-verbal agreement that creates an obligation or undertaking on behalf of the University unless the individual has been granted authority through this Policy, Procedures and related Schedule(s).

All employees have an obligation to understand the extent and limits of their authority, and understand and comply with the University's policies, procedures and processes.

**B. Insurance**

The University carries a variety of insurance policies providing very broad coverage, intended, for the most part, to meet the particular needs of the University. Board members, officers, and employees are included in the definition of insured in the University liability insurance policies. Any document, contract or agreement which contains insurance, or a limitation to liability must be reviewed by University's Risk department prior to such a document being finalized and executed by a signing authority.

**C. Execution of documents under Seal**

Authorized positions which may affix the Seal of the University are determined by the Board. Section 56 of the *University Act* of British Columbia determines whether a document has been properly executed. That section of the *University Act* does not require that all documents be executed under seal; it merely indicates that if the seal is used, then the law deems it to be executed.

**D. Records Management**

The primary signing authority responsible for the administration and management of an executed document, contract or agreement shall retain the original University document, contract or agreement in accordance with Kwantlen's retention schedule. Procurement Services is the primary office of record for all procurement related contracts and agreements. Procurement Services related contracts will be copied and distributed to the signing authority by Procurement Services.

**E. Delegation**

In the event of unavailability or other extraordinary circumstances, a person with signing authority may delegate their authority to predetermined delegates subject to the following restrictions:

- a) The delegated authority must be written and copied to the person's supervisor and to Budget Accounting at [Budget.Acctng@kpu.ca](mailto:Budget.Acctng@kpu.ca).
- b) The delegated authority must specify a time period for the delegated authority, normally coinciding with the period of time that the delegating authority is expected to be away
- c) The authorized dollar limits shall not exceed the normal limits for the original signing authority
- d) The expenditure committed to must be part of an approved budget and cannot exceed any unexpected amount of that budget
- e) The commitment period for the expenditure should not normally exceed one year, and
- f) The commitment made by the delegate must be reported to the signing officer in a timely manner.

**F. Spending Authority**

- a) Approval of the University's operating budget by the Board of Governors and allocation of the operating budget to the University's operating units confers the authority to authorize expenditure within the amounts allocated to the unit of a signing authority, subject to the terms and conditions of the relevant Procurement or Human Resources policies and procedures, or specific directives or conventions within an operation unit. Expenditures authorization alone does not provide the authority to an individual to sign contracts and

agreements on behalf of the University. An individual can commit the University to a contract or agreement only through the provisions of this Policy and Procedures.

- b) Holders of restricted funds (e.g. research, endowment spending, revenue generating and other trust funds) may delegate signing authority over expenditures, but remain accountable to ensure that the expenditures are consistent with the restricted intent for those funds and do not exceed the authorized dollar amounts.
- c) The rule for approval is “one-over-one”. All employees must abide by this rule and any purchase/expense/reimbursement that is for their benefit must be signed by the claimant and approved by a senior person who is on an organizational level above that of the claimant and will normally be the person to whom the claimant reports as well as the signing authority of the Fund if different than the “one-over-one”. This rule applies as well for the grantees where the grantee is also the claimant on their own Fund. If clarification on granting agency guidelines is necessary, Financial Services staff must be consulted. Visiting researcher’s expenses are to be approved by the host’s one-over-one.
- d) Proposed purchases over the term with a value greater than \$200,000 not accounted for in the approved University budget must be approved by the Board of Governors. Splitting of orders to avoid this limit is not permitted.

## **C. RELATED POLICY**

GV4 Signing Authority Policy

Schedule A: Commitment Authority Table

Schedule B: Approval Authority Table

Schedule C: Signing Authority by Unit

## **SCHEDULE A – Commitment Authority Table**

The Office of General Counsel and Organizational Risk must be consulted prior to signing a contractual document, agreement and/or contract. Standard form contractual documents (other than template documents which have been created with prior assistance of legal counsel) should be submitted to the Office of General Counsel and Organizational Risk for a review prior to a document, agreement and/or contract being finalized and executed. Commitments requiring review by the Office of General Counsel and Organizational Risk are listed in the table below.

### **1. Unbudgeted Transactions**

### **2. Contracts and Agreements – General**

### **3. Memorandum of Understanding/Letter of Intent**

<b>Commitment/Contract Type</b>	<b>Required Signatures</b>	
	<b>Two of Two Reviews</b>	<b>And Two of Signature 1</b>
Domestic, Type A Agreements	Organizational Risk; Office of General Counsel	Associate VP, Human Resources; Associate VP, Research; VP, External Affairs; VP, Students; Associate VP, Planning and Accountability; University Registrar; Executive Director, Financial Services; Executive Director, Facilities Services; Chief Information Officer; Operations Managers, Bookstore; University Librarian; University Secretary; Dean or Divisional Unit Head ** If Research related, approval from the Office of Research Services is also required.

International, Type A Agreements	Organizational Risk; Office of General Counsel	Associate VP, Human Resources; Associate VP, Research; VP, External Affairs; VP, Students; Associate VP, International; Associate VP, Planning and Accountability; University Registrar; Executive Director, Financial Services; Executive Director, Facilities Services; Chief Information Officer; Operations Managers, Bookstore; University Librarian; University Secretary; Dean or Divisional Unit Head ** If Research related, approval from the Office of Research Services is also required.	
Domestic, Type B Agreements	<b>Two of Two Reviews</b>	<b>Two of Signature 1</b>	<b>And Two of Signature 2</b>
	Organizational Risk; Office of General Counsel	President & Vice Chancellor; Provost & VP Academic; VP Finance & Administration; VP, External Affairs; VP, Students	Associate VP, Research; Associate VP, Planning and Accountability; University Registrar; Executive Director, Financial Services; Executive Director, Facilities Services; Chief Information Officer; Operations Managers, Bookstore University Librarian; University Secretary; Dean or Divisional Unit Head ** If Research related, approval from the Office of Research Services is also required.
International, Type B	<b>Two of Two Reviews</b>	<b>Two of Signature 1</b>	<b>And Two of Signature 2</b>

Agreements	Organizational Risk; Office of General Counsel	President & Vice Chancellor; Provost & VP Academic; VP Finance & Administration; VP, External Affairs; VP, Students Associate VP, International;	Associate VP, Research; Associate VP, Planning and Accountability; University Registrar; Executive Director, Financial Services; Executive Director, Facilities Services; Chief Information Officer; Operations Managers, Bookstore University Librarian; University Secretary; Dean or Divisional Unit Head ** If Research related, approval from the Office of Research Services is also required.
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- 4. Contracts and Agreements – Human Resources**
- 5. Contracts and Agreements for the Purchase of Goods and Services**
- 6. Research & Special Funds**
- 7. Contracts and Agreements – Sales of Service (Academic)**
- 8. International Contracts and Agreements – Academic & Student Exchanges  
and Development Programs**
- 9. Purchase, Lease, Sale or Disposal of Land and Lease of Space**
- 10. Banking and Investments**
- 11. Purchase Cards**
- 12. Donations**
- 13. University Student Loans, Bursaries, Financial Awards**
- 14. Sale of Debentures**
- 15. Patents**
- 16. Corporate Seal**



## **SCHEDULE A – Commitment Authority Table**

The Office of General Counsel and Organizational Risk must be consulted prior to signing a contractual document, agreement and/or contract. Standard form contractual documents (other than template documents which have been created with prior assistance of legal counsel) should be submitted to the Office of General Counsel and Organizational Risk for a review prior to a document, agreement and/or contract being finalized and executed. Commitments requiring review by the Office of General Counsel and Organizational Risk are listed in the table below.

### **1. Unbudgeted Transactions**

### **2. Contracts and Agreements – General**

### **3. Memorandum of Understanding/Letter of Intent**

Commitment/Contract Type	Required Signatures	
	Two of Two Reviews	And Two of Signature 1
Domestic, Type A Agreements	Organizational Risk; Office of General Counsel	Associate VP, Human Resources; Associate VP, Research; VP, External Affairs; VP, Students; Associate VP, Planning and Accountability; University Registrar; Executive Director, Financial Services; Executive Director, Facilities Services; Chief Information Officer; Operations Managers, Bookstore; University Librarian; University Secretary; Dean or Divisional Unit Head <a href="#">** If Research related, approval from the Office of Research Services is also required.</a>

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International, Type A Agreements	Organizational Risk; Office of General Counsel	Associate VP, Human Resources; Associate VP, Research; VP, External Affairs; VP, Students; Associate VP, International; Associate VP, Planning and Accountability; University Registrar; Executive Director, Financial Services; Executive Director, Facilities Services; Chief Information Officer; Operations Managers, Bookstore; University Librarian; University Secretary; Dean or Divisional Unit Head <a href="#">** If Research related, approval from the Office of Research Services is also required.</a>	
Domestic, Type B Agreements	<b>Two of Two Reviews</b> Organizational Risk; Office of General Counsel	<b>Two of Signature 1</b> President & Vice Chancellor; Provost & VP Academic; VP Finance & Administration; VP, External Affairs; VP, Students	<b>And Two of Signature 2</b> Associate VP, Research; Associate VP, Planning and Accountability; University Registrar; Executive Director, Financial Services; Executive Director, Facilities Services; Chief Information Officer; Operations Managers, Bookstore University Librarian; University Secretary; Dean or Divisional Unit Head <a href="#">** If Research related, approval from the Office of Research Services is also required.</a>
International, Type B	<b>Two of Two Reviews</b>	<b>Two of Signature 1</b>	<b>And Two of Signature 2</b>

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Agreements	Organizational Risk; Office of General Counsel	President & Vice Chancellor; Provost & VP Academic; VP Finance & Administration; VP, External Affairs; VP, Students Associate VP, International;	Associate VP, Research; Associate VP, Planning and Accountability; University Registrar; Executive Director, Financial Services; Executive Director, Facilities Services; Chief Information Officer; Operations Managers, Bookstore University Librarian; University Secretary; Dean or Divisional Unit Head <a href="#">** If Research related, approval from the Office of Research Services is also required.</a>
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4. Contracts and Agreements – Human Resources
5. Contracts and Agreements for the Purchase of Goods and Services
6. Research & Special Funds
7. Contracts and Agreements – Sales of Service (Academic)
8. International Contracts and Agreements – Academic & Student Exchanges  
and Development Programs
9. Purchase, Lease, Sale or Disposal of Land and Lease of Space
10. Banking and Investments
11. Purchase Cards
12. Donations
13. University Student Loans, Bursaries, Financial Awards
14. Sale of Debentures
15. Patents
16. Corporate Seal





**Board of Governors**  
**Agenda Item:**  
**Meeting Date:**  
**Presenter(s):**

**Regular Meeting**  
**#13**  
**May 27, 2020**  
**Dr. Alan Davis**

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**Agenda Item:** Senate Meeting Report

<b>Action Requested:</b>	<input type="checkbox"/> Motion to Approve
	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Information
	<input type="checkbox"/> Education

**Recommended Resolution:** N/A

**Board Committee Report:** N/A

**Key Messages:** The Vice Chair of Senate provides meeting notes for the Board of Governors detailing the items approved by Senate at each of its meeting for information.

**Attachments** 1. Notes from the Senate Meeting held April 27, 2020.

**Submitted by:** Dr. Alan Davis, President & Vice Chancellor

**Date submitted:** May 14, 2020

## **Notes from the Senate meeting of April 27, 2020**

The April 2020 meeting of Senate was a fulsome one.

The President's report included a presentation on the KPU 2050 Campus Planning Process, a note about the impending launch of the 2020 Senate Effectiveness Survey, and updates from the Registrar on the Fall 2020 Registration Deadlines. It was also noted that a timeline will be released in the coming month regarding the search for an Associate Dean in Science and Horticulture.

In addition to his usual report, the Provost also invited Dr. David Florkowski (Special Advisor to the President on CoVid19) to update Senate on KPU's ongoing response to the public health crisis. The Provost also discussed the measures he has been taking to ensure continuity of teaching and learning and Dr. Deepak Gupta, AVP Research, provided a report on research continuity.

The Provost noted that, while there are few certainties in our medium-term planning, he has developed several parameters for our Fall 2020 offerings. The way in which we begin the term, he indicated, will be the way in which we end it (whether blended, remotely, or in-person). The most probable scenario currently is one in which a small number of programs that can only be offered in-person will be conducted in-person with the required physical distancing measures. Courses not designated to this category will be offered remotely. Several Senators indicated their interest in re-examining this approach once the Province has provided guidance on the phased re-opening of general economic activity.

Modest changes were made to the Minors in Geography, Counselling and Indigenous Community Justice, as well as the Bachelor of Science (Major and Honours) in Health Science and Bachelor of Arts Major in Geography. The Certificate in NGO/Non-Profit Studies was more expansively revised, with a significant broadening of its course options and more flexibility for students.

Two executive actions were taken by the Senate Executive Committee [SEC] since the last meeting of Senate, and these came for ratification by Senate.

1. The SEC - acting on requests from faculty, administration and students - met to discuss the possibility of adding an AEG grade option for faculty and students to use as a GPA neutral final grade for the spring term. SEC passed a motion to provide that option, which went into effect immediately. Senate duly ratified this decision.
2. After consultation with administration and faculty in ELST, the SEC approved the use of Duolingo (a remote test) for the current admissions cycle. Permanent changes to this testing process will require approval through normal channels. The Senate duly ratified this decision.

While both decisions were fully supported by Senate it was noted that the coming semester should – with the benefit of some warning – see less business addressed directly by the Senate Executive Committee.

Senator Campbell, Chair of SSC Academic Planning and Priorities, passed a motion to recognize the Boucher Naturopathic Institute of Medicine. This decision will enable future agreements to connect KPU's Acupuncture program to similar programming at Boucher.

After countless revisions, debates and discussions, KPU's new credential framework (Policy and Procedure AC14) was passed. The Vice-Chair has produced a brief summary of changes that programs will need to review and will communicate these to the Faculties presently. This is a cornerstone academic policy and all members of the KPU community involved in curriculum are encouraged to read

the document, which goes into effect in 2023 (so as to provide time for programs to make necessary changes).

The Senate was notified that Dr. Daniel Bernstein, Canada Research Chair, has been elected Chair of the SSC Research and Graduate Studies.

The Registrar brought forward graduates for approval, reported on recent electoral results for both Senate and the Board, and conducted the election for Vice-Chair of Senate.

The Vice-Chair, after a brief dramatic pause he claimed was technical in origin, accepted a nomination and was acclaimed. Several emojis were posted in celebration - their meaning is not, as yet, apparent.

David P. Burns, still, Vice-Chair, University Senate

Further observations of an entirely serious nature:

- The President requested that, in future, the University seek to avoid engaging in "pivots" and pursue "pirouettes" whenever possible. The Vice-Chair, visibly irritated, left to ascertain the location of his receipt for pivot shoes.
- "If they try to make that argument I will introduce them to my friend, Phil E. Buster."
- "Ok, David, let me call you on that... I mean.... provide my opinion."

♪ official jingle of the Office of Planning and Accountability ♪

"When decisions get you so frustrated  
they will see what's correlated

just call up the team at McElroy and Friends  
and they'll tell you how the data trends.

OOOOOOOO PA!"

*OPA is a wholly owned subsidiary of Kwantlen Polytechnic University*

*OPA is not listed on the TSX.*