



Regular Meeting Agenda

Board of Governors

Date: September 19, 2018

Time: 4:00 pm – 5:06 pm

Location: Richmond Campus,
Wilson Building, Room 4900

Attending: Doug Beaton, Samuel Baroi, Akash Bhullar, Sandra Case, Farhad Dastur, Alan Davis, Shelly Hill, Amos Kambere, Marc Kampschuur, Michael McAdam, Mohammed Mahabub, Hanne Madsen, Kim Rose, Amandeep Singh

Excused: George Melville

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

Presenters and Administrative Resources: Salvador Ferreras, Marlyn Graziano, Jon Harding, Maggie MacKenzie, Joe Sass, Abby Thorsell, Keri van Gerven

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

<i>Agenda Item</i>	<i>Resource</i>	<i>Action</i>	<i>Time</i>	<i>Page</i>
1. Call to Order & Introductory Remarks	Sandra Case		4:00	
Welcome by KPU Elder in Residence	Lekeyten			
2. Approval of Agenda	Sandra Case	M	4:10-4:11	
3. Consent Agenda	Sandra Case	M	4:11-4:13	3
3.1. Minutes of the June 27, 2018 Regular Board of Governors Meeting				4
3.2. HSBC Global Asset Management Investment Compliance Report & Portfolio Review				10
3.3. RBC Dominion Security Investment Adherence Report & Portfolio Review				39
3.4. Major Maintenance & Rehabilitation (MM&R) Capital Project List				49
4. Finance Committee Report				
4.1. Committee Chair Report	Doug Beaton	I	4:13-4:15	
4.2. Statement of Financial Information (SOFI) Public Bodies Report as at March 31, 2018	Joe Sass	M	4:15-4:20	53
4.3. Five-Year Capital Plan	Jon Harding	M	4:20-4:25	114
4.4. First Quarter Financial Report (June 2018)	Joe Sass	I	4:25-4:30	166



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4.5. Business Travel & Expense Policy / Procedure	Joe Sass	M	4:30-4:35	168
5. Governance Committee Report				
5.1. Committee Chair Report	Hanne Madsen	I	4:35-4:37	
5.2. Appointment to the Search Advisory Committee for the VP, Academic & Provost	Alan Davis	M	4:37-4:40	182
5.3. Board Committee Chairs	Hanne Madsen	M	4:40-4:43	183
6. President's Report				
6.1. Report to the Board	Alan Davis	I	4:43-4:46	
7. Provost's Report				
7.1. Report to the Board	Salvador Ferreras	I	4:46-4:49	
8. Vice President, Finance & Administration's Report				
8.1. Report to the Board	Jon Harding	I	4:49-4:52	
9. Senate Report: June 25, 2018	Alan Davis	I	4:52-4:54	184
10. Next Meeting Agenda Contribution	Sandra Case	D	4:54-4:55	
11. For the Good of the Order	All	D	4:55-4:58	
12. Feedback on the Meeting	All	D	4:58-5:00	
13. Appendix:				
13.1. Report to the Board of Governors	Alan Davis	I	5:00-5:04	
14. Next Meeting Regular Board Meeting Wednesday, November 21, 2018 Langley Campus, Meeting Room 1030 4:00 – 7:00 pm	Sandra Case	I	5:05-5:06	
15. Adjournment	Sandra Case		5:06	



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

Regular Meeting
#3
September 19, 2018
Sandra Case

Agenda Item: **Consent Agenda**

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT the Board of Governors approve the following item on the Consent Agenda: 3.1 Minutes of the June 27, 2018 Regular Board of Governors Meeting AND THAT the Board of Governors receive the following items on the Consent Agenda for information 3.2 HSBC Global Asset Management Investment Compliance Report & Portfolio Review 3.3 RBC Dominion Security Investment Adherence Report & Portfolio Review 3.4 Major Maintenance & Rehabilitation (MM&R) Capital Project List
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Attachments:

1. Minutes of the June 27, 2018 Regular Board of Governors Meeting
2. HSBC Global Asset Management Investment Compliance Report & Portfolio Review
3. RBC Dominion Security Investment Adherence Report & Portfolio Review
4. Major Maintenance & Rehabilitation (MM&R) Capital Project List

Submitted by: Maggie MacKenzie /Confidential Assistant, Board of Governors

Date submitted: September 12, 2018

Present: Board

Sandra Case
Gavin Dew
Alan Davis / President & Vice
Chancellor
Natasha Lopes
Michael McAdam
Hanne Madsen / Chair
Mohammed Mahabub
Suzanne Pearce
Kim Rose
Sarbjit Sarai
Michael Wong

University Vice Presidents

Salvador Ferreras / Provost & VP Academic
Marlyn Graziano / VP, External Affairs
Jon Harding / VP, Finance & Administration

Presenters and University Resources

Betty Hoang / Senior Business Advisor & Internal Auditor
Adam Jaffer / Manager, Organizational Risk
Maggie MacKenzie / Confidential Assistant, Board of
Governors
Lori McElroy / Executive Director, Institutional Analysis &
Planning
Joe Sass / Executive Director, Financial Services
Abby Thorsell / AVP, Human Resources
Keri van Gerven / University Secretary & Confidential
Assistant to the President & Vice Chancellor

Regrets:

Douglas Beaton
Marc Kampschuur
George Melville / Chancellor
Amandeep Singh

1. **Call to Order** The Chair called the meeting to order at 4:00 pm and welcomed Guests.
2. **Approval of Agenda** Motion #33-17/18
MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the agenda.
3. **Consent Agenda** Motion #34-17/18
MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following items on the Consent Agenda:
 - 3.1 Minutes of the May 23, 2018 Regular Board of Governors Meeting
 - 3.2 Concept Paper: Graduate Certificate in Sustainable Food Systems & Food Security
 - 3.3 Program Discontinuance: Career Choices and Life Success (CCLS)
4. **Board Finance Committee Report** **4.1 Committee Chair Report**

Committee Vice Chair Michael McAdam advised that the Budget Development Process and Key Dates is included on the Agenda.

4.2 Budget Development Process and Key Dates

Joe Sass highlighted the Budget Development Process for 2019/2020 following discussions with the Senate Standing Committee on University Budget (SSCUB) and noted a change in the timeline to finalize the Executive and Senate priorities earlier in the process to better align funding to the priorities.

5. Board Governance Committee Report

5.1 Committee Chair Report

Hanne Madsen advised that all items considered by the Board Governance Committee are included on the Agenda.

5.2 Accountability Plan and Report: 2017/18

Alan Davis highlighted the Accountability Plan & Report: 2017/18 that details the final metrics on VISION 2018 and confirmed that this annual report is presented to the Board of Governors for approval and submission to the Ministry of Advanced Education, Skills & Training (AEST).

Lori McElroy explained that the report is a collaborative effort by a number of people including Institutional Analysis and Planning staff, Marlyn Graziano and Marketing staff. Beyond the metrics, the report also includes student profiles as well as links to videos and is a valuable community-reporting tool.

In response to a question regarding actions to address KPU's failure to meet AEST developmental programming targets, Dr. Ferreras noted that the introduction of tuition has had an impact and that KPU intends to develop action plans to address those programs beginning with a session on adult learning.

Motion #35-17/18

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the Accountability Plan & Report 2017/18 for submission to the Ministry of Advanced Education, Skills & Training as recommended by the Board Governance Committee.

5.3 VISION 2018 Final Report

Alan Davis presented the VISION 2018 Final Report prepared by Lori McElroy that provides an assessment of progress on each of the goals using the performance measures presented in the Accountability Plan & Report. In summary, good to excellent progress was made towards most of the goals and KPU achieved or substantially achieved the targets for 56 of the 75 performance measures assessed.

5.4 VISION 2023

Alan Davis presented VISION 2023, KPU's new strategic plan and highlighted the KPU Distinction, Mission and the 12 Goals organized into four interconnected themes: Experience, Sustainability, Creativity and Quality.

Dr. Davis noted metrics for 2018/19 are being drafted and will be discussed with the Board Governance Committee at its next meeting for recommendation to the Board. Additionally, a website and visual reminders for VISION 2023 are being developed.

Dr. Davis confirmed that meetings were held with all stakeholders and the process was aligned with development of the Academic Plan 2023. VISION 2023 received the endorsement of Senate and the recommendation of the Board Governance Committee.

Motion #36-17/18

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve VISION 2023, KPU's strategic plan covering 2018 to 2023, as recommended by the Board Governance Committee.

5.5 Academic Plan 2018 Impact Report

Salvador Ferreras presented the Academic Plan 2018 Impact Report that indicates how the plan's strategies, actions and principles have affected the organization both internally and externally. Dr Ferreras detailed progress and examples of achievements through six lenses: Engagement, Innovation, Renewal, Well-Being, Enrolment and Profile and Reputation.

Dr. Ferreras advised that 84% of the strategies set out in KPU's first Academic Plan have been substantially completed. Dr. Ferreras also acknowledged the efforts of the hundreds of people involved in making many Academic Plan initiatives a reality.

Dr. Ferreras also noted that KPU's Academic Plan is now referenced when developing new initiatives to ensure alignment with the plan and that those initiatives move KPU ahead.

5.6 Academic Plan 2023

Salvador Ferreras presented the Academic Plan 2023 developed through an extensive consultation and feedback process throughout KPU. Dr. Ferreras outlined the goals and strategies in the areas of student success, teaching excellence, research, internationalization, Indigenous participation at KPU, open education, bridging trades and academy and preparing KPU for the BC K-12 curriculum transformation. Dr. Ferreras confirmed that a number of the strategies are already underway.

Dr. Ferreras noted that the Plan also includes a section titled, "KPU's Word" that summarizes our commitment to stand firmly behind our educational

mandate and course delivery with a particular focus on: quality, integrity, diverse teaching methodologies, digital readiness, people-first approach, pragmatism, experiential learning, forward-thinking frame of mind, accountability and the student of the future. A map is also included showing the location of our five campuses and a number of other locations where KPU programming is delivered. A timeline over the five years of the plan is also included.

Dr. Ferreras thanked the team in the Provost's Office, the AVPs, Deans and all the people involved in the many meetings that led to development of Academic Plan 2023.

5.7 Appointments to the Search Advisory Committee for the Provost & VP, Academic

Alan Davis advised that the search and appointment process for the new Provost & VP, Academic is expected to take the best part of a year. A general timeline will see meetings scheduled for late Fall into early 2019. Dr. Davis also confirmed that an External Search firm has been engaged.

The Board appoints two representatives to the Search Advisory Committee: one student Board member and one community Board member. The appointment of the student Board member will be added to the September Board agenda.

Motion #37-17/18

MOVED, SECONDED AND CARRIED THAT the Board of Governors appoint Michael McAdam as Community Board Member Representative to the Provost and Vice President, Academic Search Advisory Committee.

6. President's Report

6.1 Report to the Board

Alan Davis advised that the President's Report was included in the Report to the Board. Dr. Davis noted that the report also includes a photo of the presentation to Rimi Afroze, recipient of the George C. Wootton student award and introduces two new chaplains who have recently joined KPU's Multi-Faith Centre.

Dr. Davis announced that Al Sumal received the 2018 Howard E. Adkins Memorial Instructor Memberships Award awarded by the American Welding Society, which recognizes outstanding teaching from across North America. He is the first BC recipient to receive the award. Dr. Davis also advised that Diane Purvey received the BCcampus Award for Excellence in Open Education for her support for creating freely available content that improves the learning environment.

7. Provost's Report

7.1 Report to the Board

Salvador Ferreras advised that the Provost & VP, Academic Report was included in the Report to the Board. Dr. Ferreras highlighted the forum on

Advanced Manufacturing hosted by Continuing & Professional Studies and the Faculty of Trades and Technology as well as the recent Open Doors, Open Minds event for Indigenous youth from schools throughout our communities.

**8. Vice President,
Finance &
Administration**

8.1 Report to the Board

Jon Harding advised that the Vice President, Finance & Administration Report was included in the Report to the Board.

Mr. Harding noted that KPU's student information system upgrade (Banner 9) is on schedule for completion in December, a training session on the FAST Finance Reporting system was held for employees and that KPU representatives attended the recent BCIT Emergency Planning exercise. It was also noted that a similar emergency planning exercise is planned for KPU.

**10. Senate Report: May
28, 2018**

Alan Davis advised that the Senate Report for May 28, 2018 was included in the meeting package and provided an update on the June 25, 2018 meeting including endorsement of the initial priorities for the 2019/2020 fiscal year.

**11. Next Meeting Agenda
Contribution**

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

**12. For the Good of the
Order**

There were no additional items identified.

**13. Feedback on the
Meeting**

There was no additional feedback on the meeting.

**14. Election of the Chair
and Vice Chair**

Hanne Madsen advised that she is resigning as Board Chair as of July 1, 2018 as her term ends July 31, 2018.

Election of Board Chair

The first call for nominations for Chair was given.
Sandra Case was nominated and accepted the nomination.

The second call for nominations was given.
No nominations were put forward.

The third call for nominations was given
No nominations were put forward.

Nominations were closed.

Sandra Case was acclaimed Chair.

Election of Board Vice Chair

The first call for nominations for Vice Chair was given.
Michael McAdam was nominated and accepted the nomination.

The second call for nominations was given.
No nominations were put forward.

The third call for nominations was given
No nominations were put forward.

Nominations were closed.
Michael McAdam was acclaimed Vice Chair.

Alan Davis expressed his thanks and gratitude to Hanne Madsen for her service and contributions to KPU as Board Chair.

15. Appendix:

15.1 Report to the Board of Governors

The Report to the Board of Governors was received and hard copies of the report were distributed to the Board.

16. Next Meeting

Wednesday, September 19, 2018, at the Richmond Campus, Wilson 4900 at 4:00 pm.

Board members wishing to attend a meeting via videoconference or teleconference were asked to notify Keri van Gerven or Maggie MacKenzie well in advance of the meeting so that the set up can be completed and the technology tested prior to the start of the meeting.

17. Adjournment

The meeting adjourned at 5:20 pm.

Board Chair



Board of Governors
Consent Agenda Item: #3.2
Meeting Date: September 19, 2018
Presenter(s): Derek Amery, HSBC
Global Asset
Management (Canada)
Limited

Agenda Item: HSBC Global Asset Management Investment Compliance Report & Portfolio Review

Action Requested:	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	N/A
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Board Committee Report: At its meeting held on September 11, 2018, the Board Finance Committee reviewed the HSBC Global Asset Management Investment Compliance Report & Portfolio Review.

Context & Background: The Board of Governors has assigned responsibility for the short and long-term financial health of the University to the Finance Committee. Consistent with its Terms of Reference, the Finance Committee has a responsibility for overseeing the investment strategy of the University and will receive reports annually.

Key Messages: *[maximum of three]*
1. Derek Amery, Head of Canadian Fixed Income at HSBC Global Asset Management to present the HSBC Global Asset Management Investment Compliance Report and Portfolio Review.

Resource Requirements: N/A

Implications / Risks: N/A

Consultations: N/A

Attachments:

1. Letter of Compliance
2. KPU Quarterly Investment Report
3. KPU Portfolio Review

Submitted by: Joe Sass, Executive Director, Financial Services

Date submitted: September 12, 2018



July 11, 2018

Mr. Douglas Beaton
Chair, Finance Committee
Kwantlen Polytechnic University
Suite 2116 – 12666 72nd Avenue
Surrey, BC V3W 2M8

Dear Mr. Beaton,

Re: 2018 Semi-Annual Compliance Certificate – Kwantlen Polytechnic University

Please be advised that for the six month period ended June 30, 2018, the portfolio of Kwantlen Polytechnic University was managed in compliance with the Investment Policy Statement dated March, 2013.

Please kindly notify us if there are any changes to the Investment Policy of Kwantlen Polytechnic University and provide copies of the revisions. Feel free to contact us if you have any questions or comments.

Yours truly,

HSBC Global Asset Management (Canada) Limited

Jim Huggan
Chief Investment Officer

A blue ink signature of Jim Huggan, written in a cursive style.

Martin Nigro
Chief Compliance Officer

A blue ink signature of Martin Nigro, written in a cursive style.

KWANTLEN POLYTECHNIC UNIVERSITY

Quarterly Investment Report
30 June 2018

HSBC Global Asset Management (Canada) Limited

Steve Caren, CFA - VP, Institutional Investments
3rd Floor, 885 West Georgia Street
Vancouver, BC
V6C 3E8
Telephone: (604) 257-1048 Fax: (604) 669-2756
E-mail: steve_caren@hsbc.ca

30 June 2018

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3. Portfolio Commentary	6
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30 June 2018

Portfolio Snapshot

Investment Objective

The investment objective of this portfolio is to outperform the comparison benchmark

Portfolio value at the end of the quarter: CAD \$28,596,754

Historical Performance - Gross of Fees

	Three Months	Year to Date	One Year	Two Years	Three Years	Four Years	Five Years
Portfolio	0.42	0.59	0.79	0.71	1.54	2.35	2.95
Benchmark	0.28	0.40	0.13	(0.11)	1.13	2.10	2.63

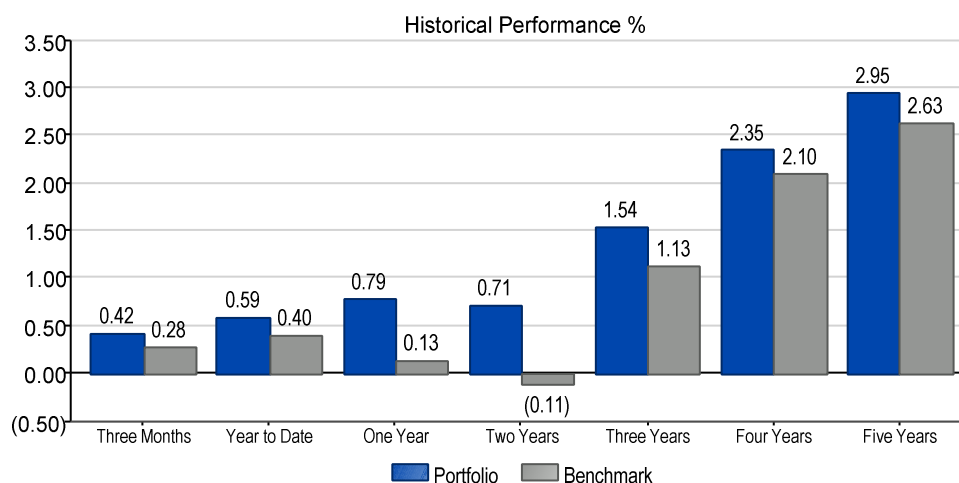
Comparison benchmark is the 50% FTSE TMX ST Bond, 50% FTSE TMX MT Bond eff 01 November 2008

Periods greater than one year are annualized.

Asset Class Performance

	Three Months	Year to Date	One Year	Two Years	Three Years	Four Years	Five Years
Short Term Notes	0.39	0.66	1.03	0.73	0.64	0.68	0.73
Bonds	0.42	0.58	0.80	0.72	1.55	2.40	3.01

Performance History



Performance start date: 31 Aug 2005

Source: HSBC Global Asset Management (Canada) Limited

Portfolio Snapshot (Cont.)

30 June 2018

Top Ten Holdings

	Ending Market Value	% of Total
ONTARIO(PROV OF) 3.5% 02/06/2024	1,844,092.68	6.45
CANADA HOUSING TST BDS 2.25% 15/12/25 CAD5000	1,810,546.34	6.33
CANADA(GOVT OF) IDX/LKD SNR 01/12/2026 CAD	1,326,422.06	4.64
CANADA HSG TR NO 1 CDA MTG BD 2.35% 15/06/2027	1,232,687.29	4.31
ALBERTA(PROV OF) 3.1% SNR 01/06/2024 CAD1000	1,055,729.24	3.69
ONTARIO(PROV OF) 2.85% BDS 02/06/23 CAD1000	1,017,205.34	3.56
NEW BRUNSWICK(PROV 4.4% DEB 03/06/2019 CAD1000	692,643.22	2.42
ONTARIO(PROV OF) 2.6% BDS 02/06/27 CAD1000	620,676.76	2.17
TORONTO ONT CDA DEB 2.4% 07/06/2027	578,749.54	2.02
ALBERTA(PROV OF) 2.2% BDS 01/06/26 CAD1000	482,117.73	1.69
Total %		37.28

Source: HSBC Global Asset Management (Canada) Limited

30 June 2018

Portfolio Composition

Top 5 Contributors by Holding 01 Apr 2018 - 30 Jun 2018

	Weight %	Return %	Contribution
CMNWLTH BK OF AUST 5.15% SNR EMTN	1.10	1.47	0.02
CANADA(GOVT OF) IDX/LKD SNR 01/12/2026	4.64	0.67	0.02
CANADA HOUSING TST BDS 2.25% 15/12/25	6.33	0.14	0.02
ALBERTA(PROV OF) 2.2% BDS 01/06/26	1.69	0.60	0.02
ALBERTA(PROV OF) 3.1% SNR 01/06/2024	3.69	0.38	0.01

Top 3 Contributors by Sector 01 Apr 2018 - 30 Jun 2018

	Weight %	Return %	Contribution
Corporate	42.21	0.49	0.21
Provincial	27.46	0.34	0.10
Mortgage-backed	8.72	0.71	0.06

Bottom 5 Contributors by Holding 01 Apr 2018 - 30 Jun 2018

	Weight %	Return %	Contribution
CANADA HOUSING TRUST 2.9% DUE	0.18	0.40	(0.01)
TRANSCANADA TRUST 4.65% BDS 18/05/77	1.01	(1.42)	(0.01)
BK OF AMERICA CORP FRN 5.29% 30/05/2022	0.00	(0.39)	0.00
ALBERTA(PROV OF) 2.55% MTN 15/12/22	0.00	(0.05)	0.00
HEATHROW FDG LTD 3.25% 21/05/2025	0.35	0.34	0.00

Bottom 3 Contributors by Sector 01 Apr 2018 - 30 Jun 2018

	Weight %	Return %	Contribution
Municipal	1.45	0.35	0.00
Federal	16.28	0.29	0.04
Mortgage-backed	8.72	0.71	0.06

Source: HSBC Global Asset Management (Canada) Limited

30 June 2018

Periods ending June 30, 2018

	5 Years¹ %	4 Years¹ %	3 Years¹ %	2 Years¹ %	1 Year %	Year- to-date %	Q2, 2017 %
Market Indices							
FTSE TMX 91-Day T-Bills Index	0.75	0.69	0.64	0.71	0.97	0.61	0.30
FTSE TMX Short Term Bond Index	1.74	1.38	0.71	0.28	0.36	0.53	0.31
FTSE TMX Mid Term Bond Index	3.50	2.80	1.54	-0.52	-0.11	0.26	0.24
FTSE TMX Canada Universe Bond Index	3.48	3.03	1.97	0.39	0.76	0.61	0.51

(1) Annualized

Source: FTSE TMX Global Debt Capital Markets Inc.

Past performance is not indicative of future performance.

30 June 2018

Economic Review and Outlook

In the second quarter, investors experienced a more volatile — and perhaps a more normal — phase in financial markets. But the picture was obscured by what analysts label as “noise” primarily from trade tensions and geopolitical news. While these factors are important, they need to be kept in perspective.

Canada's current economic performance and growth prospects rank it near the top-performing countries like the US. We see the Bank of Canada raising rates once or twice before the end of 2018. The Bank forecasts economic growth of 2% this year, 2.1% in 2019 and 1.8% in 2020. In April and May, the Bank elected to keep the overnight rate at 1.25%. But in a statement following the May meeting, the Bank said overall developments since April further reinforce the view that higher interest rates will be warranted to keep inflation near its 2% target. (Note: On July 11, the Bank raised its benchmark interest rate by 25 basis points to 1.50%).

After lagging other markets, Canadian equities are now offering good valuations supported by solid earnings. We forecast average earnings growth in the 15% range for 2018. Canada's corporate fixed income market also appears healthy based on credit metrics like balance-sheet strength and default rates.

However, the good news seen in Canada isn't uniformly the case. After the in-sync global growth experienced in 2017, the economic situation in 2018 is more diverse. Some economies, such as Europe and Japan, are experiencing weaker growth and low inflation. Conversely, the US is seeing good growth, rising inflation and the prospect of further interest rate rises in the near term.

As expected, the US Fed voted unanimously to raise the target range for the federal funds rate by 25 basis points to 1.75-2% at its June meeting. But some investors are worried the US Federal Reserve (Fed) will raise interest rates too far, too fast, choking off growth. Indeed, jittery investors pushed the 10-year US Treasury yield within range of 3.1% in mid-May; many analysts had not expected yields to hit 3% before the end of 2018. As yields rise, they have the potential to encourage investors to shift from stocks into fixed income.

Some of the most important risks to our generally positive growth outlook are linked to current concerns about politics and trade agreements. And because the environment is unpredictable, there is also a risk of a major central bank making a policy error. In our view, an inflation shock in the US is the main risk to financial markets in the coming months. If the US Fed overreacts and triggers a steeper rise in interest rates to curtail growth, there would most likely be a knock-on effect on the world's economies.

Ultimately, we think this scenario is unlikely and the Fed will instead make three well-telegraphed interest rate hikes that the market will take in stride. We still maintain that the risk of recession remains effectively zero in Canada and the US. Overall, we think the positive economic environment will continue but with volatility as we move through the second half of 2018.

30 June 2018

Canadian Fixed Income

Market review

The global growth trend appears to be strong, corporate earnings are solid and inflation, while shorter-term upward pressure has been seen, longer-term structural inflation remains low. Despite the market's better tone, however, uncertainty and uneasiness amongst investors can quickly shift towards greater risk aversion and prove challenging for assets such as equities and corporate bonds. Since 2017, an improving fundamental backdrop has prompted many key central banks to signal that global policy rates would likely to be moving higher in concert following years of aggressive, coordinated monetary stimulus. This shift in policy direction was also witnessed here in Canada, with the Bank of Canada raising policy rates three times since July of last year, including once in January. Further rate hikes are expected in the second half of 2018. Overall, the increasing evidence of a more universal global expansion continues to provide a positive backdrop for equity markets and challenging outlook for fixed income assets going forward. For global fixed income markets mixed returns have been seen across different sectors and terms. The 10-year Government of Canada bond yield, commonly looked at as a proxy for the broad market, finished Q2 at 2.17% after ending Q1 at 2.09% and 2017 at 2.05% -- it traded as high as 2.38% in early February. During the second quarter the overall yield in the Canadian bond market rose from 2.57% to 2.67%, generating total returns for the broad Canadian bond market of 0.51%. Long-term bonds (up 0.92% in Q2) were the best performers, while short-term (0.31%) and mid-term bonds (0.24%) posted similar positive returns. There was also some divergence in the performance of the different sectors of the market in Q2. Provincial bonds (0.76% in Q2) were the best performing sector of the market due to their longer average term, outperforming both Government of Canada bonds (0.34%) and Corporate bonds (0.42%). Over the past year Provincial bonds (1.26%) have been the best performing sector, followed by Corporate bonds (1.21%) and Government of Canada bonds (-0.05%). The shape of the yield curve flattened further in Q2 with the difference between 2-year and 30-year Government of Canada yields ending the quarter 16 basis points lower at 29 bps versus 45 bps at the end of Q1 and 58 bps at the end of 2017. This is the flattest the yield curve has been since late 2007.

Strategy

The global growth environment appears to be beginning to shift from "synchronized growth" towards greater economic divergence. US growth has outperformed most other developed markets of late and has also shown more resilience than growth in emerging markets in recent months. That said, overall global growth appears to be solid, albeit having lost a little momentum in the first half of the year. Despite this softening of cyclical growth, recession risk is low and corporate fundamentals are strong. So for now, we believe the current environment remains constructive for investment returns. However, we remain mindful that the "Goldilocks" scenario of solid growth and low inflation, which markets have enjoyed over the last two years, cannot last forever. In Canada, while the labour market continues to be healthy, uncertainty over US trade policy and the impact of higher borrowing costs on consumers have created some headwinds to growth in the first half of the year. Growth is expected to be firm in the back half of 2018 and should remain at or slightly above potential (~2%) next year. The Bank of Canada began 2018 with its third rate hike in January and is expected to further tighten monetary policy in the second half of the year. At this point, with longer-term yields expected to rise modestly over the next year, the objective will be to maintain the portfolio's interest rate exposure at or slightly below the benchmark in the near term. With yields at the short end of the yield curve now discounting two rate hikes, we would expect that upward pressure on longer-term yields will lead to a steepening of the yield curve. We feel that the corporate sector remains fundamentally sound with stable to improving earnings growth and defensively positioned balance sheets. Sector valuations in credit markets improved slightly in Q2 but have deteriorated over the previous few quarters. That said, we continue to prefer provincial and corporate bonds over Government of Canada bonds and will look to remain overweight these sectors.

Important Disclosure

PLEASE REVIEW THIS STATEMENT

Please examine each entry and balance on this statement and report any discrepancies to your account manager. If we are not notified of any errors, omissions, or irregularities in this statement within thirty (30) days after receiving or being deemed to have received this statement, this statement will be considered accurate.

You are urged to compare this statement with the account statement that you receive from your custodian which contains your account positions and balances.

All information set forth herein is unaudited and subject to adjustment at any time without notice. HSBC Global Asset Management (Canada) Limited ("AMCA") uses third party quotation services to value the assets, and while we believe such information to be reliable, we assume no responsibility for the accuracy of such information.

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Kwantlen Polytechnic University

Portfolio Review Meeting

September 11, 2018

Presented by:

Derek Amery, Head of Fixed Income

HSBC Global Asset Management (Canada) Limited



HSBC
Global Asset
Management



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Investment Objectives¹

Objective

- ◆ Achieve growth of capital equal to or greater than the rate of inflation
- ◆ Exceed return of a blend of 50% FTSE TMX Short Term Bond Index (1-5 years) and 50% FTSE TMX Mid Term Bond Index (5-10 years)

Constraints:

- ◆ Minimum credit quality of 'BBB' to a maximum of 10% of the portfolio
- ◆ Maximum 10% single issuer except for government issues or guarantees
- ◆ Maximum term of any single investment generally not to exceed 10 years less a day
- ◆ Money market investments to be rated at least R1(m)
- ◆ Maximum 50% in Corporate issues

1. As of investment policy dated March 2013

Canada

Fixed Income market – Year-to-date to July 31, 2018

Four rate hikes by the Bank of Canada in the last 12 months have weighed on bond markets.

FTSE TMX Bond Indices Returns (%)

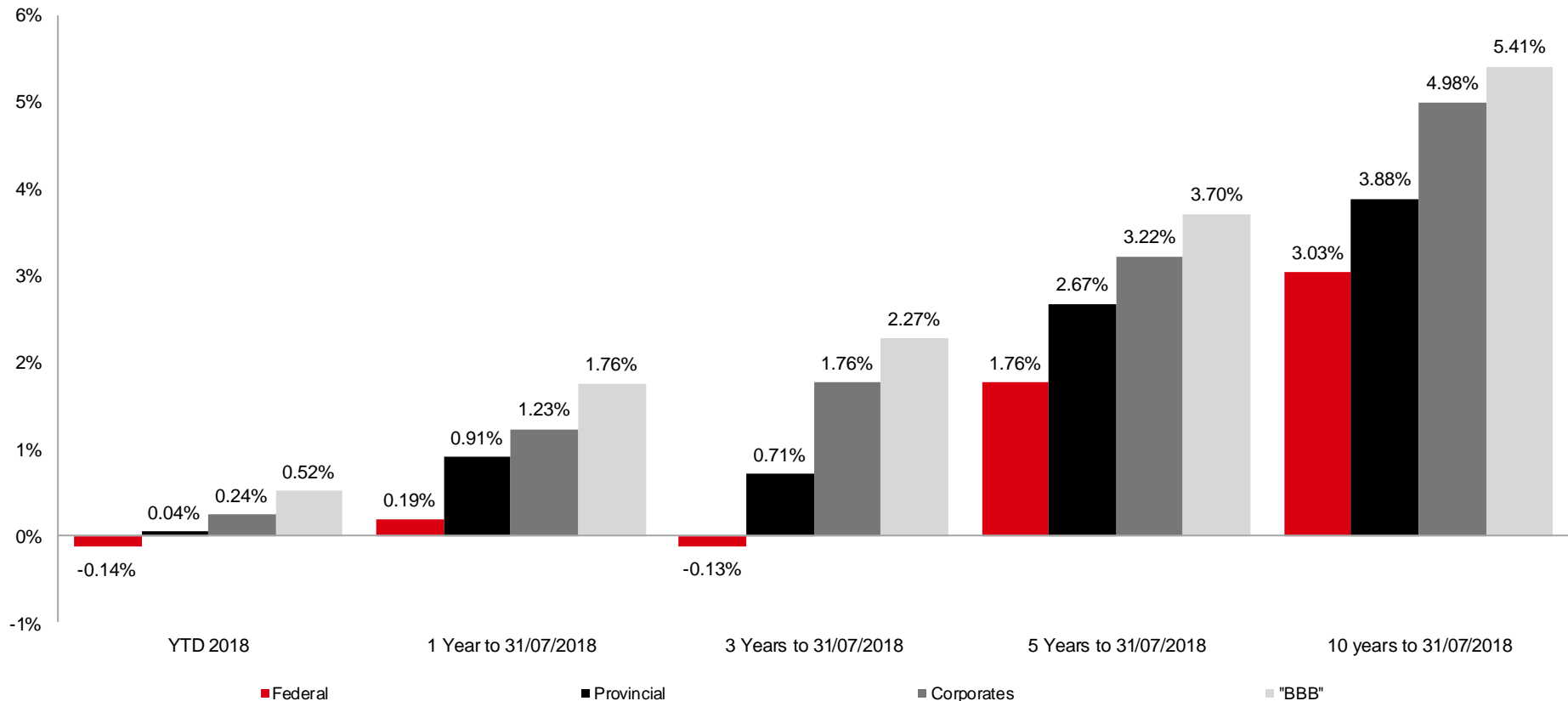
Index	Market Yield	YTD 2018 Return	1 Year Returns			
			Overall	Federal	Provincial	Corporate
Short Term (1-5 years)	2.47	0.40	0.65	0.35	0.73	1.06
Mid Term (5-10 years)	2.91	-0.35	0.82	0.02	1.08	1.40
Long Term (10+ years)	3.19	-0.76	4.67	3.37	5.11	4.76
Universe	2.80	-0.13	1.96	0.90	2.95	2.12

Yield curve flattened in 2018 on a rise in shorter-term yields. This helped short-term bonds outperform relative to longer maturities.

	Dec 31 2015	Dec 31 2016	Dec 31 2017	2018 Lows	Jul 31 2018	YTD Change
Bank of Canada Rate	0.50%	0.50%	1.00%	1.00%	1.50%	0.50%
Canadian Prime Rate	2.70%	2.70%	3.20%	3.20%	3.70%	0.50%
2 Year Canadas	0.48%	0.75%	1.70%	1.68%	2.07%	0.37%
5 Year Canadas	0.73%	1.11%	1.89%	1.86%	2.21%	0.32%
10 Year Canadas	1.39%	1.72%	2.08%	2.05%	2.31%	0.23%
30 Year Canadas	2.15%	2.31%	2.31%	2.16%	2.33%	0.02%

Source: FTSE TMX Global Debt Capital Markets Inc., Bloomberg & Bank of Canada as at July 31, 2018.
Past performance is not indicative of future returns.

50% FTSE TMX Short Term Bond Index and 50% FTSE TMX Mid Term Bond Index sector returns to July 31, 2018



- ◆ Over the longer term, as expected, Corporate bonds have outperformed Federal issues
- ◆ "BBB" issues have outperformed the overall Corporate Index

Source: FTSE TMX Global Debt Capital Markets Inc. as of July 31, 2018
 Past performance is not indicative of future returns.

Portfolio Investment Returns

Periods ending July 31, 2018

	5 Years ¹	4 Years ¹	3 Years ¹	2 Years ¹	1 Year	YTD - 31/07/2018
	%	%	%	%	%	%
Portfolio	2.81	2.20	1.22	0.33	1.32	0.27
Benchmark ²	2.47	1.92	0.68	-0.46	0.74	0.03
Core CPI ³	1.67	1.50	1.65	1.73	2.45	-
Market Indices						
FTSE TMX 91-Day T-Bill Index	0.75	0.70	0.64	0.74	1.00	0.69
FTSE TMX Short Term Bond Index	1.64	1.31	0.54	0.14	0.65	0.40

1. Annualized
2. Benchmark: 50% FTSE TMX Short Term Bond Index and 50% FTSE TMX Mid Term Bond Index
3. To June 30, 2018

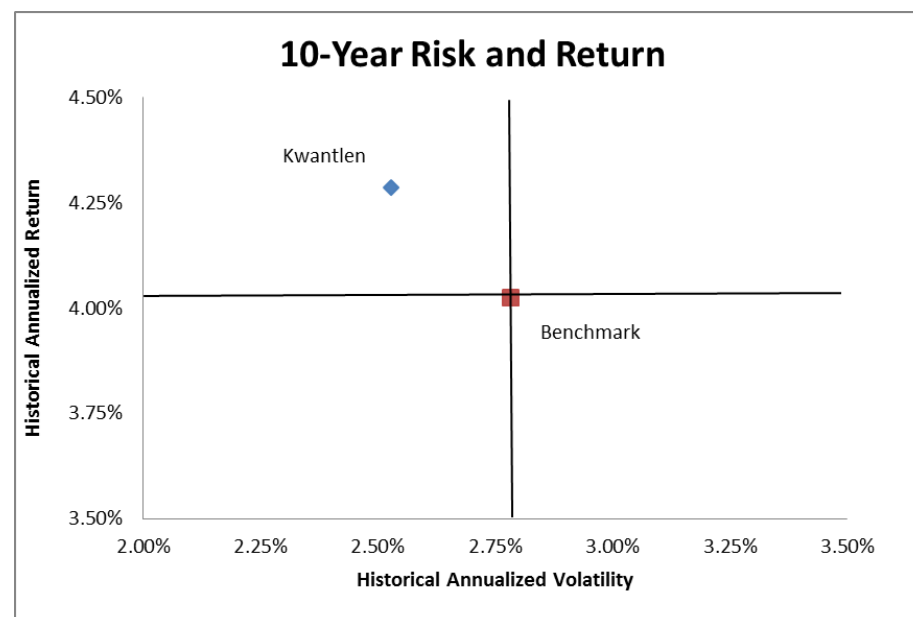
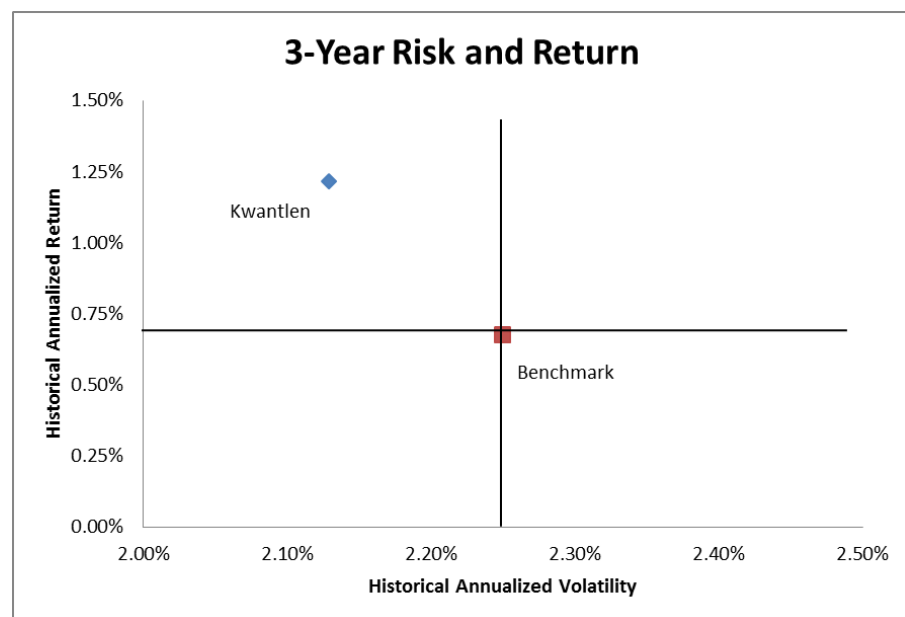
- ◆ Performance has been positive for all periods and has exceeded the benchmark
- ◆ Returns have been above CPI for the longer term

Source: Bank of Canada, HSBC Global Asset Management, FTSE TMX Global Debt Capital Markets Inc.
All performance numbers shown are gross of management fees. Past performance is not indicative of future performance

Portfolio risk vs. return

Periods ending July 31, 2018

Risk-adjusted return metrics continue to look good (higher returns, lower risk); good downside protection



Upside & Downside Capture Ratios

	1 Year	3 Years	5 Years	10 Years
Portfolio Return	0.55%	0.55%	0.62%	0.72%
Benchmark Return	0.54%	0.53%	0.63%	0.73%
Upside Capture Ratio	102.4	103.9	99.1	98.4

	1 Year	3 Years	5 Years	10 Years
Portfolio Return	-0.51	-0.45%	-0.39%	-0.41%
Benchmark Return	-0.61	-0.53%	-0.47%	-0.50%
Downside Capture Ratio	84.2	86.0	83.5	82.5

Source: HSBC; FTSE/TMX, July 31, 2018. Past performance is not an indication of future returns.

Comparison of portfolio to 50% FTSE TMX Short Term Bond Index and FTSE TMX Mid Term Bond Index as at July 31, 2018

	Portfolio			Blended Benchmark		
	%	Modified Duration	Dollar Duration	%	Modified Duration	Dollar Duration
Federals	19.0	6.5	1.2	41.1	4.7	1.9
Provincials	25.3	4.4	1.1	27.8	4.6	1.3
Municipals	4.9	5.4	0.3	1.8	4.5	0.1
Corporates	48.8	3.9	1.9	29.4	4.5	1.3
Cash & Short Term	2.2	0.1	0.0	0.0	-	-
Total Portfolio	100.0	4.5	4.5	100.0	4.6	4.6

Note: numbers may not add to 100 due to rounding

Source: HSBC, FTSE TMX Global Debt Capital Markets Inc. as of Jul 31, 2018

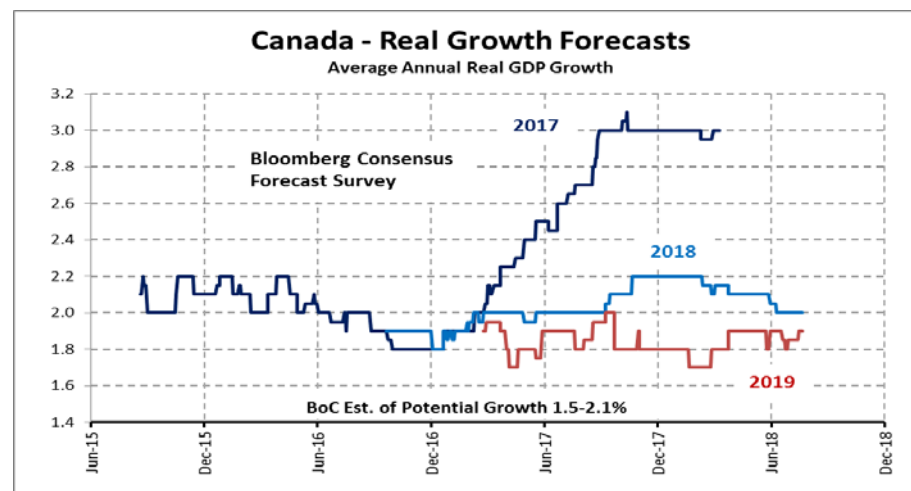
- ◆ Portfolio duration continues to be positioned shorter than the index reducing interest rate risk as we expect government bond yields to drift upwards
- ◆ Valuations and corporate balance sheet fundamentals are still attractive. Continue to overweight Corporate bonds (but with a shorter duration) over Federal issues

Canada Macro Outlook

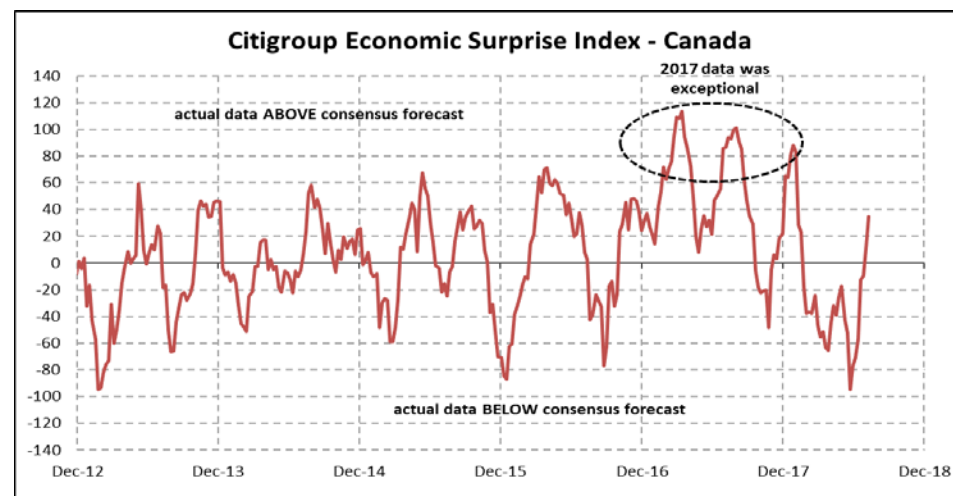
Economic growth to moderate after a stellar 2017

- ◆ Economic activity is expected to moderate from the 3.0% pace registered in 2017
- ◆ With the output gap now closed, risks around the outlook for excess demand/supply are more symmetric
- ◆ Close to 2% growth is expected through 2018 and 2019, supported by strengthening global demand and supportive financial conditions
- ◆ US trade policy a key risk to the outlook as well geo-political events

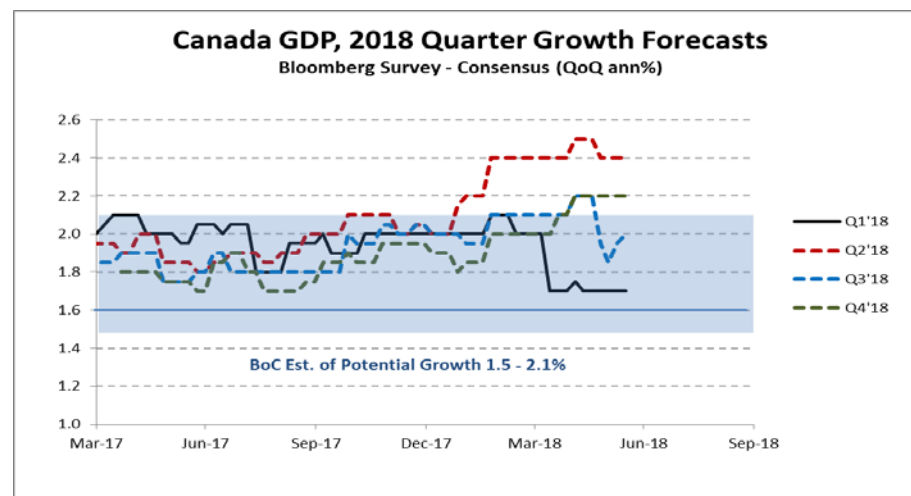
Following 3.0% growth in 2017, pace to moderate



The surprise strength in last year's data was exceptional



Excess demand seen through 2018



Source: HSBC; Bloomberg; Statistics Canada; Data as at July 31, 2018.

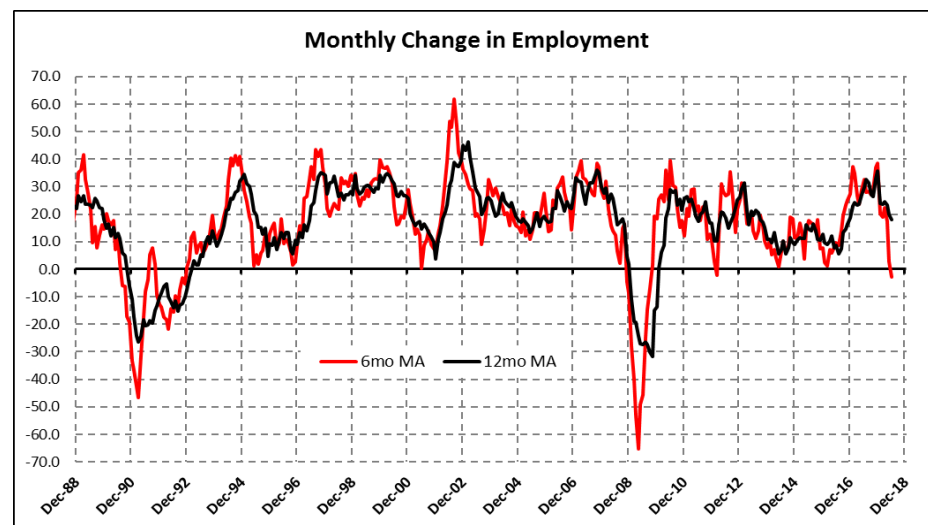
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Canada Macro Outlook

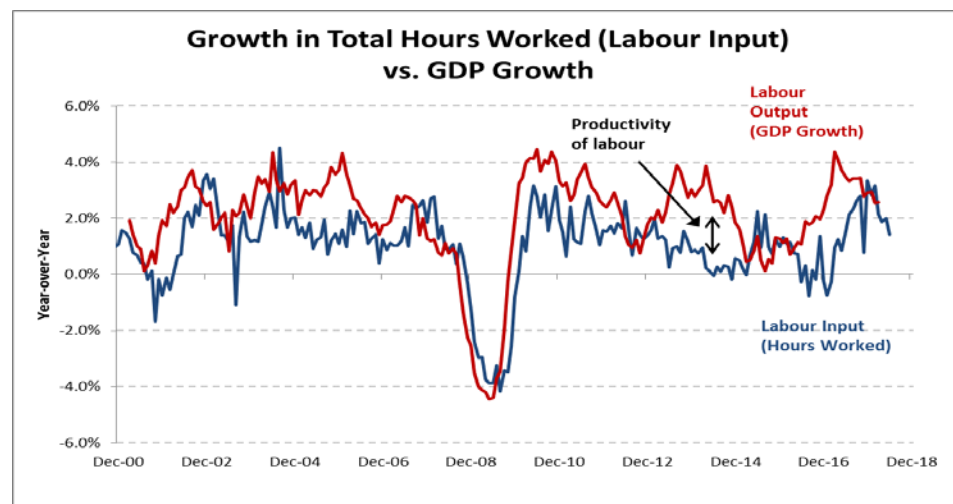
Solid job gains continue to underpin growth, but pace has moderated

- ◆ 427k jobs were created in 2017 – the strongest ‘calendar year’ percentage growth in 15 years. 2018 has moderated
- ◆ This growth in labour input has provided a strong footing for GDP growth, while still positive momentum has slowed
- ◆ The employment outlook remains positive with firms reporting increasing labour shortages and improved intentions to hire, but these plans will likely be at least partially delayed by ongoing uncertainty around US trade policy

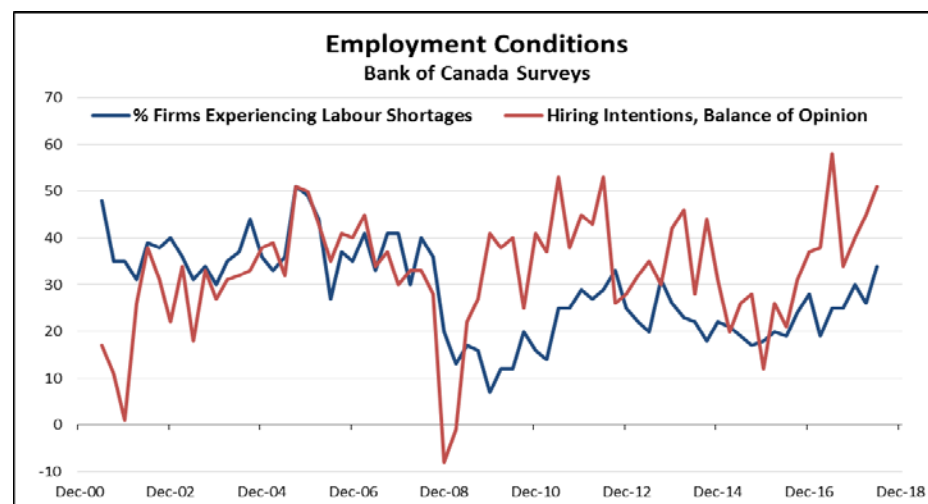
Exceptional job growth in 2017...



Growth in labour input underpins better economic output



Business Surveys lend to a positive employment outlook



Source: HSBC; Bloomberg; Statistics Canada; Data as at July 31, 2018.

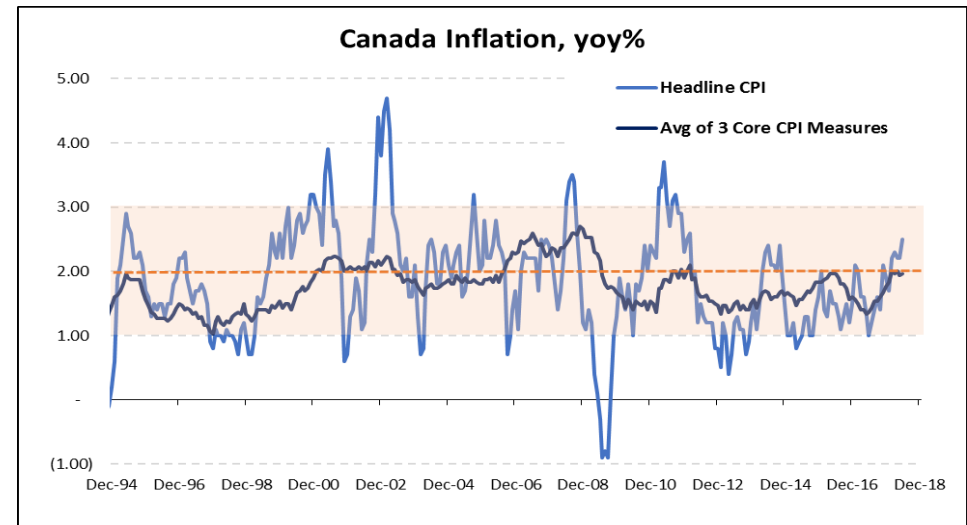
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Canada Macro Outlook

Has inflation turned the corner?

- ◆ Measures of core inflation are just now above the Bank of Canada's 2% target, but expectations are moderating
- ◆ Fundamentals support firmer wage growth: the current tightness in labour market conditions, the passing negative effects of the recent commodity income shock and the knock-on effects of planned minimum wage increases
- ◆ Upside pressures are expected to be temporary and the improving trend in the output gap maintains the outlook for inflation

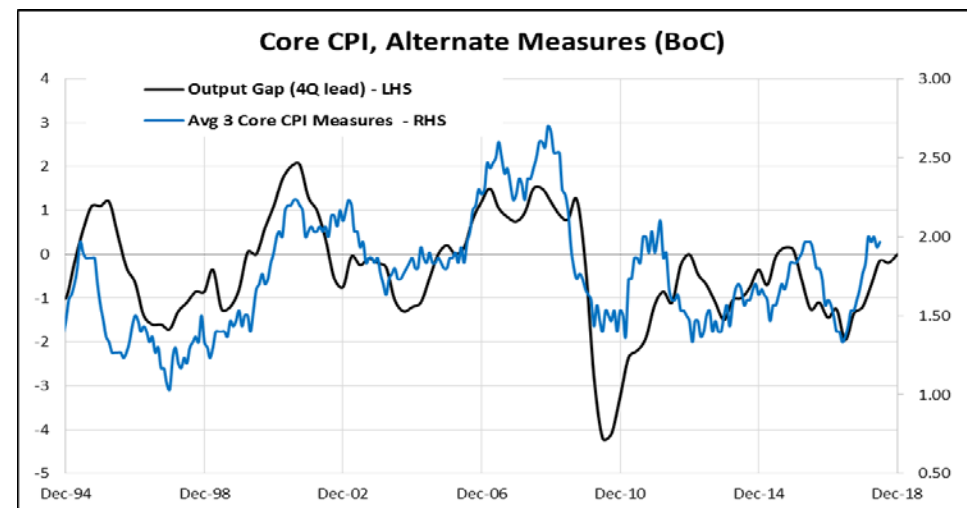
Core inflation now around the 2% target, and leveling out



Bounce in wage inflation likely not temporary...



Closed spare capacity raises the outlook for inflation



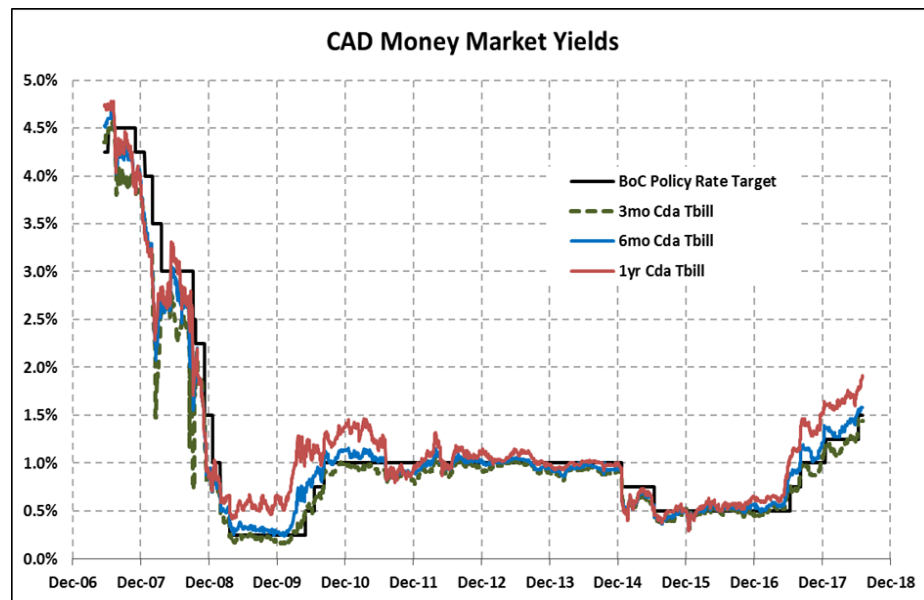
Source: HSBC; Bloomberg; Statistics Canada; as at July 31, 2018

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Bank of Canada

Monetary Policy likely to tighten further

- ◆ Following an abrupt and unexpected change in their policy guidance in June 2017, the Bank of Canada has raised their policy rate four times now to 1.50%.
- ◆ Governor Poloz is now suggesting that higher rates will be warranted to keep inflation in check, while taking a gradual approach to further rate hikes. The BoC has also stated the governing council will be guided by incoming data.
- ◆ While the timing of the next hike is somewhat uncertain, we anticipate the next hike will likely come in Q4 2018 – in line with current market pricing.



Bank of Canada								
Current Policy Rate		1.50%						
Meeting Date	Implied Rate (%)	Cumulative Implied chg (bp)	Probabilities for cumulative implied change					
			-25bp	+25bp	+50bp	+75bp	+100bp	+125bp
05-Sep-18	1.560	6.0	0.0%	24.0%	0.0%	0.0%	0.0%	0.0%
24-Oct-18	1.710	21.0	0.0%	84.0%	0.0%	0.0%	0.0%	0.0%
05-Dec-18	1.810	31.0	0.0%	100.0%	24.0%	0.0%	0.0%	0.0%
16-Jan-19	1.920	42.0	0.0%	100.0%	68.0%	0.0%	0.0%	0.0%
06-Mar-19	1.990	49.0	0.0%	100.0%	96.0%	0.0%	0.0%	0.0%
17-Apr-19	2.050	55.0	0.0%	100.0%	100.0%	20.0%	0.0%	0.0%
29-May-19	2.100	60.0	0.0%	100.0%	100.0%	40.0%	0.0%	0.0%
10-Jul-19	2.150	65.0	0.0%	100.0%	100.0%	60.0%	0.0%	0.0%
04-Sep-19	2.190	69.0	0.0%	100.0%	100.0%	76.0%	0.0%	0.0%
23-Oct-19	2.230	73.0	0.0%	100.0%	100.0%	92.0%	0.0%	0.0%
04-Dec-19	2.240	74.0	0.0%	100.0%	100.0%	96.0%	0.0%	0.0%
15-Jan-20	2.260	76.0	0.0%	100.0%	100.0%	100.0%	4.0%	0.0%
05-Mar-20	2.270	77.0	0.0%	100.0%	100.0%	100.0%	8.0%	0.0%
16-Apr-20	2.280	78.0	0.0%	100.0%	100.0%	100.0%	12.0%	0.0%
27-May-20	2.290	79.0	0.0%	100.0%	100.0%	100.0%	16.0%	0.0%
08-Jul-20	2.300	80.0	0.0%	100.0%	100.0%	100.0%	20.0%	0.0%

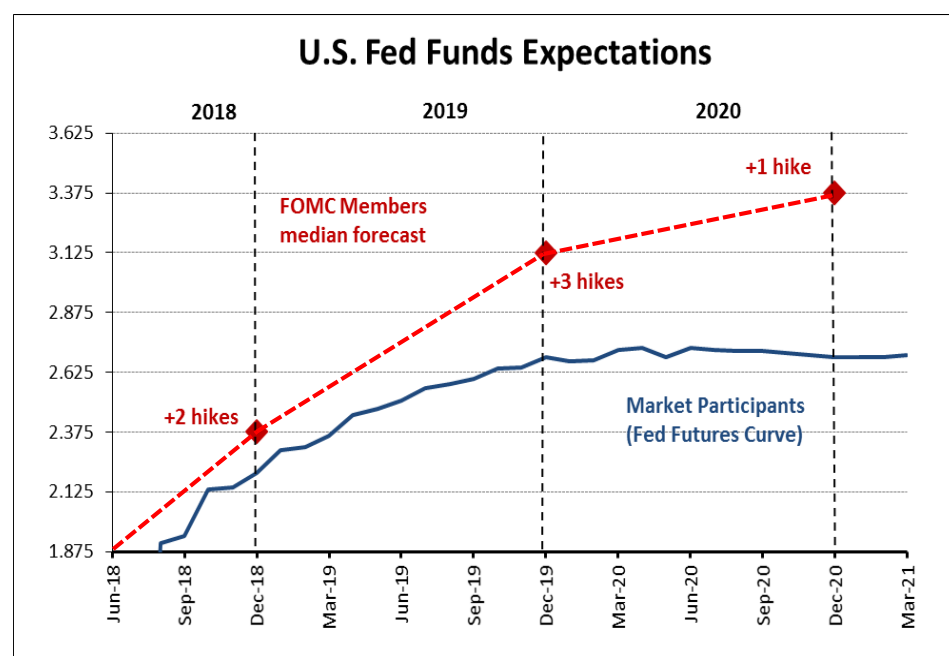
Source: HSBC; Bloomberg; Statistics Canada; as at July 31, 2018

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United States FOMC

U.S. monetary policy to continue along its path to higher rates

- ◆ The FOMC has now raised their target range for the overnight policy rate seven times from its effective lower bound and continues to signal that higher rates are warranted
- ◆ Near-term rate expectations align with the FOMC members' median projection for 2018, but a widening disagreement forms through 2019-2020
- ◆ We currently believe the market is underpricing the path of monetary policy and the risk of fourth hike in 2018



U.S. Federal Reserve

Current Policy Rate 1.75% - 2.00% band

Current Eff. Fed Funds Rate 1.91%

Meeting Date	Implied Rate (%)	Cumulative Implied chg (bp)	Probabilities for cumulative implied change					
			-25bp	+25bp	+50bp	+75bp	+100bp	+125bp
26-Sep-18	2.140	23.0	0.0%	92.0%	0.0%	0.0%	0.0%	0.0%
08-Nov-18	2.150	24.0	0.0%	96.0%	0.0%	0.0%	0.0%	0.0%
19-Dec-18	2.320	41.0	0.0%	100.0%	64.0%	0.0%	0.0%	0.0%
30-Jan-19	2.340	43.0	0.0%	100.0%	72.0%	0.0%	0.0%	0.0%
20-Mar-19	2.430	52.0	0.0%	100.0%	100.0%	8.0%	0.0%	0.0%
01-May-19	2.470	56.0	0.0%	100.0%	100.0%	24.0%	0.0%	0.0%
12-Jun-19	2.530	62.0	0.0%	100.0%	100.0%	48.0%	0.0%	0.0%
31-Jul-19	2.550	64.0	0.0%	100.0%	100.0%	56.0%	0.0%	0.0%
25-Sep-19	2.600	69.0	0.0%	100.0%	100.0%	76.0%	0.0%	0.0%
07-Nov-19	2.610	70.0	0.0%	100.0%	100.0%	80.0%	0.0%	0.0%
18-Dec-19	2.620	71.0	0.0%	100.0%	100.0%	84.0%	0.0%	0.0%
29-Jan-20	2.630	72.0	0.0%	100.0%	100.0%	88.0%	0.0%	0.0%
19-Mar-20	2.680	77.0	0.0%	100.0%	100.0%	100.0%	8.0%	0.0%
06-May-20	2.680	77.0	0.0%	100.0%	100.0%	100.0%	8.0%	0.0%
17-Jun-20	2.690	78.0	0.0%	100.0%	100.0%	100.0%	12.0%	0.0%
29-Jul-20	2.690	78.0	0.0%	100.0%	100.0%	100.0%	12.0%	0.0%

Source: HSBC; Bloomberg; Statistics Canada; as at July 31, 2018

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Canada

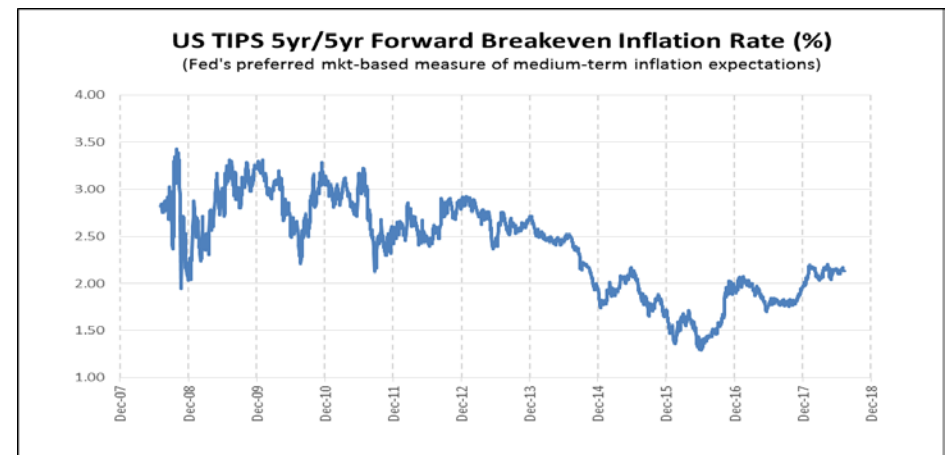
Fixed Income market outlook – 2018

Key themes build case for still-low but slowly rising rates - Global growth more synchronized; cyclical inflation pressures building; monetary policy tightening cycle to continue; secular headwinds

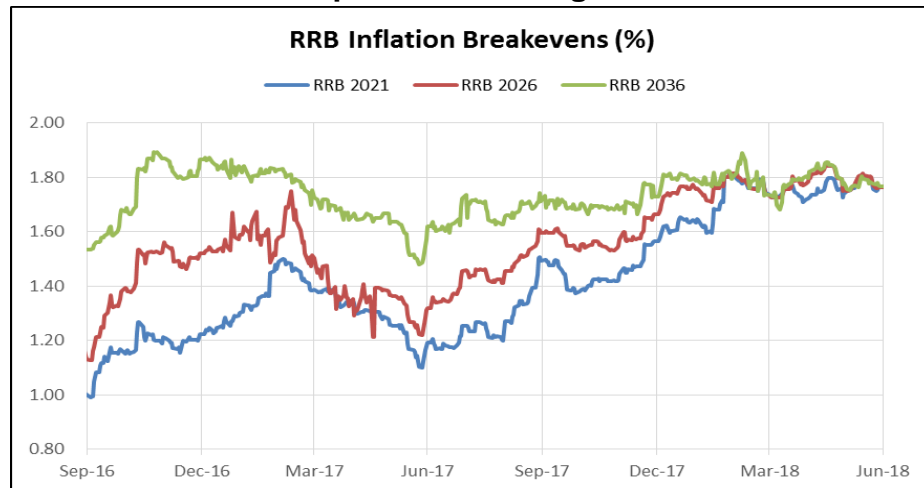
Long-term yields breaking above recent range – US 10yr >3%



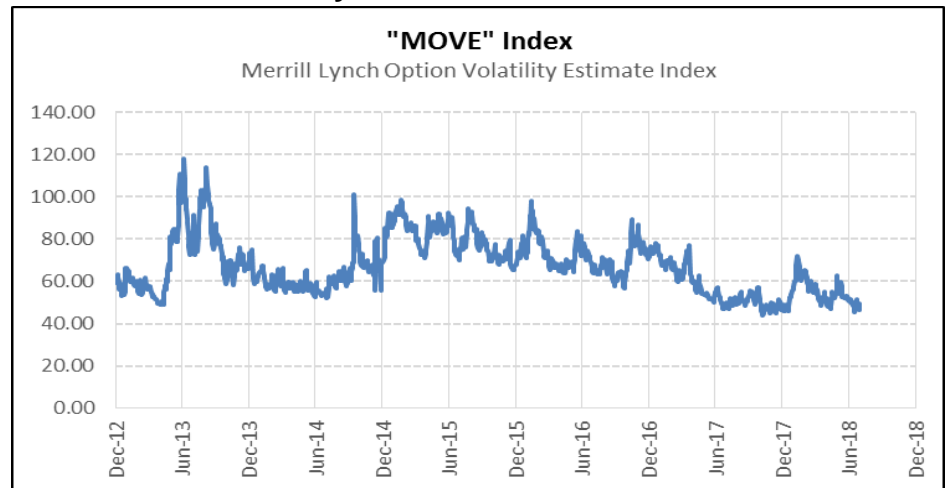
Global 'real' yields grinding higher on better growth outlook



Canadian inflation expectations rising since mid-2017



Bond market volatility back near recent lows



Source: HSBC; Bloomberg; Statistics Canada; as at July 31, 2018
Past performance is not an indication of future returns.

HSBC Global Asset Management

“House Views” Summary

- ◆ 2017 was a “Goldilocks” economic environment of surprisingly-good growth, low inflation, low interest rates, policy accommodation, and strong corporate profits. This created an attractive environment for investment returns.
- ◆ We argue that the forces that have driven 2017’s Goldilocks economics are beginning to wane.
 - Growth trends continue to be strong but less synchronized – divergence of regional growth rates.
 - Cyclical inflation pressures are building gradually and globally...Even if longer-term, structural inflation remains well-behaved.
 - The policy mix has become less favourable than what we have recently experienced.
- ◆ We are at an “inflection point” in investment markets.
 - The principal shock to the system has shifted away from secular stagnation and deflation toward the risk of higher inflation and much faster-than-expected interest rate hikes.
- ◆ The Bank of Canada raised rates twice in 2018 and is expected to raise at least once more in the second half of 2018. Global central banks have recently signaled that policy rates will begin to be normalized shortly and quantitative easing measures unwind, putting upward pressure on bond yields
- ◆ A combination of relatively favourable pricing and the macro environment continues to slightly favour the credit sectors of the fixed income markets. We remain constructive on corporate and provincial bonds versus federal government bonds.

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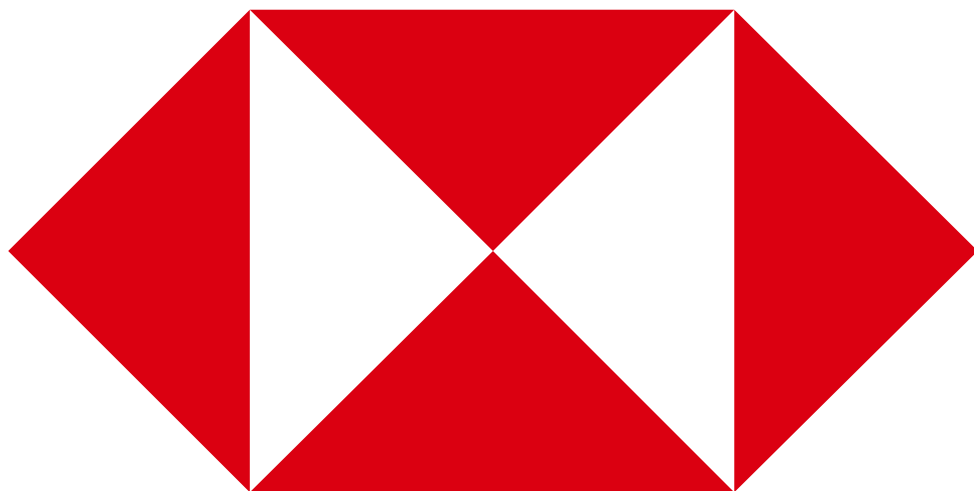
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Board of Governors
Consent Agenda Item:
Meeting Date:
Presenter(s):

Regular Meeting
#3.3
September 19, 2018
Jerry Basran, Basran
Wealth Management
Group

Agenda Item: RBC Dominion Securities Investment Adherence Report & Portfolio Review

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

Recommended Resolution:	N/A
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Board Committee Report: At its meeting held on September 11, 2018, the Board Finance Committee reviewed the RBC Dominion Securities Investment Adherence Report & Portfolio Review.

Context & Background: The Board of Governors has assigned responsibility for the short and long-term financial health of the University to the Finance Committee. Consistent with its Terms of Reference, the Finance Committee has a responsibility for overseeing the investment strategy of the University and will receive reports annually.

Key Messages: *[maximum of three]*
1. Jerry Basran, Investment & Wealth Advisor of the Basran Wealth Management Group will present the RBC Dominion Securities Investment Adherence Report and Portfolio Report.

Resource Requirements: N/A

Implications / Risks: N/A

Consultations: N/A

Attachments:
1. KPU Letter of Adherence & Semi-Annual Summary, dated August 9, 2018
2. KPU Portfolio Review Summary as of June 30, 2018

Submitted by: Joe Sass, Executive Director, Financial Services

Date submitted: September 12, 2018



RBC Dominion Securities Inc.

2626 Croydon Drive, Unit 400
Surrey, BC V3Z 0S8

Tel: 604-535-3800
Fax: 604-531-4586
1 800 663-4664

Aug 09, 2018

Kwantlen Polytechnic University Semi-annual Summary and Adherence (to June 30, 2018)

To: KPU Finance and Audit Committee of the Board of Governors
From: Jerry S. Basran, Vice-President, Investment and Wealth Advisor
Subject: Portfolio Summary and Adherence

I. Purpose

Kwantlen Polytechnic University and its authorized officers have provided the investment framework by which the assets of the University's portfolio have been managed by The Basran Wealth Management Group and RBC Dominion Securities Inc.

Within that framework, this will confirm that we have responsibly managed and have adhered to the investment principles set out in the Investment Policy Statement provided by the Board of Governors. We will continue to make recommendations in keeping with the principals set out and act only in the interest of Kwantlen Polytechnic University.

II. Reporting

360-29885 (Investment Account) We have included a summary of returns in the portfolio at 6 months, 1 year, and 5 years respectively.

810-18304 (Short-term Account) Account was incepted in April 2013 under # 360-79615 and transferred to # 810-18304 in Oct 2014. We have included a summary of returns at 6 months, 1 year, and 5 years respectively.

We are committed and will continue to provide the best possible service to your portfolio. We value the relationship we have built and welcome you to contact us if you have any questions or concerns.

Sincerely,
RBC Dominion Securities

Jerry S. Basran, BBA, CSWP, CIWM, FCSI
Vice President, Investment and Wealth Advisor

Portfolio Review

Merge Number: 36029885-000-M **IA Code:** TT3 **Period From:** Jan. 01, 2018 - June 30, 2018

Merge Name: KWANTLEN INVESTMENT CONSOL **Currency:** CANADIAN DOLLARS

Investment Account (6 months ending June 30 2018)

Investment Return	Period From :
	Jan. 01, 2018 - June 30, 2018


Interest	65,725.74
Dividends	0.00
Managed Fund Distribution	8,402.73
Other Distributions	0.00
Change in Market Value	-33,309.36
Total Investment Return	40,819.11
Rate of Return %	0.53%

Capital Review	Period From :
	Jan. 01, 2018 - June 30, 2018

Beginning Portfolio Value	7,699,890.85
Deposits/Transfer Ins	0.00
Withdrawals/Transfer Outs	0.00
Total Investment Return	40,819.11
Ending Portfolio Value	7,740,709.96

For the current period:

Your Beginning Portfolio Value includes accrued interest of	12,302.34
Your Ending Portfolio Value includes accrued interest of	12,247.49

 This statement should not be used for income tax reporting purposes.

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Portfolio Review

Merge Number: 36029885-000-M **IA Code:** TT3 **Period From:** July 01, 2017 - June 30, 2018


Merge Name: KWANTLEN INVESTMENT CONSOL **Currency:** CANADIAN DOLLARS
Investment Account (1 Year ending June 30 2018)

Investment Return	Period From :
	July 01, 2017 - June 30, 2018
Interest	125,026.81
Dividends	0.00
Managed Fund Distribution	24,790.44
Other Distributions	0.00
Change in Market Value	-82,304.34
Total Investment Return	67,512.91
Rate of Return %	0.88%

Capital Review	Period From :
	July 01, 2017 - June 30, 2018
Beginning Portfolio Value	7,673,197.05
Deposits/Transfer Ins	0.00
Withdrawals/Transfer Outs	0.00
Total Investment Return	67,512.91
Ending Portfolio Value	7,740,709.96

For the current period:

Your Beginning Portfolio Value includes accrued interest of	12,436.55
Your Ending Portfolio Value includes accrued interest of	12,247.49

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Portfolio Review

Merge Number: 36029885-000-M **IA Code:** TT3 **Period From:** July 01, 2013 - June 30, 2018

Merge Name: KWANTLEN INVESTMENT CONSOL **Currency:** CANADIAN DOLLARS
Investment Account (5 Years ending June 30 2018)

Investment Return

Period From :

July 01, 2013 - June 30, 2018

Interest	817,566.95
Dividends	0.00
Managed Fund Distribution	182,131.38
Other Distributions	0.00
Change in Market Value	-222,851.99
Total Investment Return	776,846.34
Rate of Return %	1.73%

Capital Review


Period From :

July 01, 2013 - June 30, 2018

Beginning Portfolio Value	11,689,063.29
Deposits/Transfer Ins	0.00
Withdrawals/Transfer Outs	-4,725,199.67
Total Investment Return	776,846.34
Ending Portfolio Value	7,740,709.96

For the current period:

Your Beginning Portfolio Value includes accrued interest of	70,522.73
Your Ending Portfolio Value includes accrued interest of	12,247.49

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Portfolio Review

Merge Number: 36079615-000-M **IA Code:** TT3 **Period From:** Jan. 01, 2018 - June 30, 2018

Merge Name: KWANTLEN SHORT TERM CONSOL. **Currency:** CANADIAN DOLLARS
Short-term Account (6 Months ending June 30 2018)

Investment Return

Period From :

Jan. 01, 2018 - June 30, 2018

Interest	7.73
Dividends	0.00
Managed Fund Distribution	0.00
Other Distributions	0.00
Change in Market Value	15,712.32
Total Investment Return	15,720.05
Rate of Return %	0.56%

Capital Review


Period From :

Jan. 01, 2018 - June 30, 2018

Beginning Portfolio Value	2,810,048.62
Deposits/Transfer Ins	0.00
Withdrawals/Transfer Outs	0.00
Total Investment Return	15,720.05
Ending Portfolio Value	2,825,768.67

For the current period:

Your Beginning Portfolio Value includes accrued interest of	7,938.04
Your Ending Portfolio Value includes accrued interest of	4,058.62

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Portfolio Review

Merge Number: 36079615-000-M **IA Code:** TT3 **Period From:** July 01, 2017 - June 30, 2018


Merge Name: KWANTLEN SHORT TERM CONSOL. **Currency:** CANADIAN DOLLARS
Short-term Account (1 Year ending June 30 2018)

Investment Return	Period From :
	July 01, 2017 - June 30, 2018
Interest	26,371.90
Dividends	0.00
Managed Fund Distribution	0.00
Other Distributions	0.00
Change in Market Value	3,642.48
Total Investment Return	30,014.38
Rate of Return %	1.07%

Capital Review	Period From :
	July 01, 2017 - June 30, 2018
Beginning Portfolio Value	2,795,754.29
Deposits/Transfer Ins	0.00
Withdrawals/Transfer Outs	0.00
Total Investment Return	30,014.38
Ending Portfolio Value	2,825,768.67

For the current period:

Your Beginning Portfolio Value includes accrued interest of	20,007.88
Your Ending Portfolio Value includes accrued interest of	4,058.62

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Portfolio Review

Merge Number: 36079615-000-M **IA Code:** TT3 **Period From:** July 01, 2013 - June 30, 2018

Merge Name: KWANTLEN SHORT TERM CONSOL. **Currency:** CANADIAN DOLLARS

Short-term Account (5 Years ending June 30 2018)

Investment Return	Period From :
	July 01, 2013 - June 30, 2018


Interest	140,650.51
Dividends	0.00
Managed Fund Distribution	68,392.66
Other Distributions	0.00
Change in Market Value	-32,147.47
Total Investment Return	176,895.70
Rate of Return %	1.09%

Capital Review	Period From :
	July 01, 2013 - June 30, 2018

Beginning Portfolio Value	4,648,872.97
Deposits/Transfer Ins	2,725,199.67
Withdrawals/Transfer Outs	-4,725,199.67
Total Investment Return	176,895.70
Ending Portfolio Value	2,825,768.67

For the current period:

Your Beginning Portfolio Value includes accrued interest of	37,354.53
Your Ending Portfolio Value includes accrued interest of	4,058.62

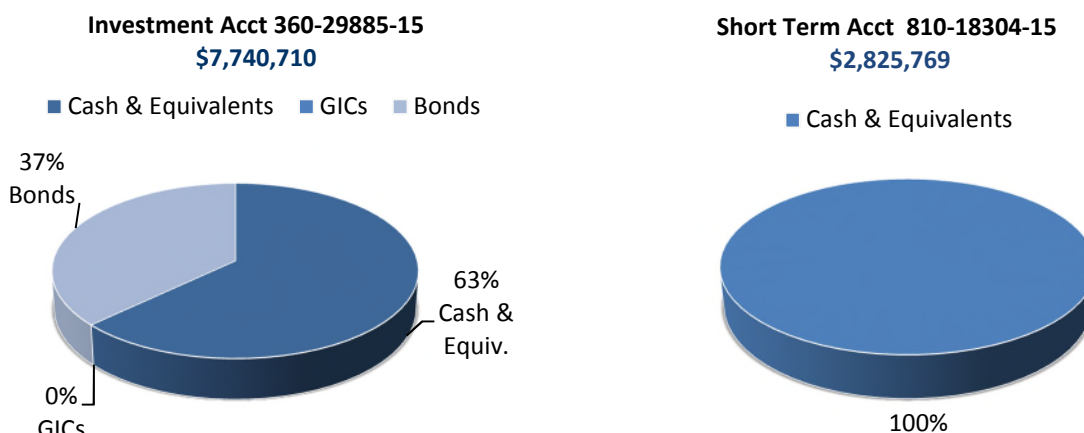
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KPU Accounts as at June 30, 2018

- Investment Account 360-29885-15 **\$7,740,710**
- Short Term Account 810-18304-15 **\$2,825,769**



KPU Total Market Value as at June 30, 2017: \$10,566,479

Performance Summary

Investment Account (63% Cash or Equivalents / 25% Short Term Bonds / 12% Mid Term Bonds)

Benchmarks as per KPU Investment Policy Statement (IPS)

- 50% FTSE TMX Canada Universe Short Term Bond Index C\$ (previously Dex Short Term Bond) 1-5 Yrs
- 50% TFSE TMX Canada Universe Mid Term Bond Index C\$ (previous Dex Mid Term Bond) 5-10 Yrs
- Blended benchmark Duration / Term to Maturity is 5.12 years vs. KPU portfolio at 1.76 years

Annual Compound Return (%)

INVESTMENT ACCOUNT	Average Term / Duration (in yrs)	6 Month RoR	1 Year RoR	3 Year RoR	5 Year RoR	Since Inception (Sep 2005)
KPU Portfolio	1.76	0.53%	0.88%	1.15%	1.73%	2.89%
Benchmark FTSE TMX Cda Universe Short Term C\$	2.89	0.54%	0.36%	0.70%	1.74%	3.13%
Benchmark FTSE TMX Cda Universe Mid Term C\$	7.35	0.26%	-0.11%	1.53%	3.50%	4.76%
Benchmark 50/50 Combined (per IPS)	5.12	0.40%	0.13%	1.12%	2.62%	3.95%
Benchmark at current KPU Weights (63 / 25 / 12)	1.76	0.51%	0.65%	0.75%	1.31%	1.81%
Relative out/under-performance (+/-)		+0.02%	+0.23%	+0.40%	+0.42%	+1.08%

Note: Benchmark rate used to weight performance of cash & equivalents in the portfolio is the 30 month Canada T-Bill rate.

The data shown is taken from sources we believe to be reliable. They are provided on an indicative basis for information purposes only. RBC Dominion Securities does not warrant its completeness or accuracy. This is not an offer or solicitation for the purchase or sale of any securities or financial instruments.

RBC Dominion Securities Inc. | Suite 400-2626 Croydon Drive Surrey, BC V3Z 0S8 | Ph. 604.535.3802 | Email: jerry.basran@rbc.com

Kwantlen Polytechnic University Board Finance & Audit Review – Sep. 11, 2018



RBC Wealth Management
Dominion Securities

Prepared by Jerry S. Basran, BBA, CSWP, CIWM, FCSI

Short Term Account (100% Cash Equivalents)

Annual Compound Return (%)

SHORT TERM ACCOUNT		6 Month RoR	1 Year RoR	3 Year RoR	5 Year RoR	Since Inception (Apr 2013)
KPU Portfolio		0.56%	1.07%	1.00%	1.09%	1.21%
Benchmark 3 Month Canada T-Bill		0.55%	0.91%	0.62%	0.72%	0.72%
Relative out/under-performance (+/-)		+0.01%	+0.16%	+0.38%	+0.37%	+0.49%

Fiscal Summary:

- Holding pattern continued pending IPS review.

The data shown is taken from sources we believe to be reliable. They are provided on an indicative basis for information purposes only. RBC Dominion Securities does not warrant its completeness or accuracy. This is not an offer or solicitation for the purchase or sale of any securities or financial instruments.

RBC Dominion Securities Inc. | Suite 400-2626 Croydon Drive Surrey, BC V3Z 0S8 | Ph. 604.535.3802 | Email: jerry.basran@rbc.com



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

Regular Meeting
#3.4
September 19, 2018
Jon Harding

Agenda Item: Major Maintenance and Rehabilitation (MM&R) 3-Year Capital Projects List

Action Requested:	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	N/A
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Board Committee Report: At its meeting held on September 11, 2018, the Board Finance Committee reviewed Major Maintenance and Rehabilitation (MM&R) 3-Year Capital Projects List.

Key Messages:
[maximum of three]

1. The Ministry of Advanced Education, Skills and Training provides funding through Certificate of Approvals (COAs) for KPU to address a portion of the deferred maintenance priorities; KPU is expected to receive \$3,000,000 in 2018/19,
2. In order to qualify for the COAs, projects must meet the requirements of the Ministry's priorities for Deferred Maintenance.
3. In order to effectively respond to the short timeline to expend the Ministry funds, KPU prepares the Major Maintenance and Rehabilitation (MM&R) Capital Projects List containing shovel-ready projects that can be implemented once funding is received.

Context & Background: The Ministry contributes 85% of the total project value and KPU is required to contribute the remaining 15% which was built into the base budget.

Implications / Risks: N/A

Consultations: Consultations are ongoing and have been held with members of the Executive, relevant stakeholders, and the Ministry of Advanced Education, Skills and Training.

Attachments: Draft Major Maintenance and Rehabilitation (MM&R) Capital Projects List

Submitted by: Jon Harding, Vice President, Finance and Administration

Date submitted: September 12, 2018

June 08 2018

	Campus Name/City²	Building name ²(Ministry Core Bldgs. only)	Bldg FCI²	VFA Building Replacement Value²	Project Description ¹	VFA-Requirement-Name ² (e.g. Exit signs renewal)	Funding Source FY18	FY19 Status	VFA Requirement- Priority² (1-5)	VFA Requirement- Linked Systems² (D5092-Emergency Light/Power System)	Project Type² (Major/Min or MR or U&R)	VFA Estimated Requirement Cost ²	TOTAL PROJECT VALUE (Over all FY's)	Estimated Total Project Budget 18/19 (A)	PSI 18/19 Contribution (B) ³	PSI/Provincial 18/19 Contribution (A-B) ⁴	Estimated Total Project Budget 19/20 (A)	PSI 19/20 Contribution (B) ³	PSI/Provincial 19/20 Contribution (A-B) ⁴	Estimated Total Project Budget 20/21 (A)	PSI 20/21 Contribution (B) ³	PSI/Provincial 20/21 Contribution (A-B) ⁴
Ministry Apprvd/Active	Langley	Main	0.30	\$ 48,365,707	Langley Main Circulating Pumps -1993-Renewal	Circulating Pumps -1993-Renewal	FY18 MMR 2	active	3	D3040 Distribution Systems	Major MR	\$ 208,996	\$ 153,328	\$ 20,000	\$ 3,000	\$ 17,000		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Surrey	Birch	0.62	\$ 9,757,755	Surrey Birch Chiller - Air Cooled - ACCU-1B1 Renewal	Chiller - Air Cooled - ACCU-1B1 Renewal	FY18 MMR 1	active	3	D3030 Cooling Generating Systems	Major MR	\$ 124,735	\$ 104,048	\$ 100,000	\$ 15,000	\$ 85,000		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Surrey	Birch	0.62	\$ 9,757,755	Surrey Birch Chiller - Air Cooled - ACCU-1B2 Renewal	Chiller - Air Cooled - ACCU-1B2 Renewal	FY18 MMR 1	active	3	D3030 Cooling Generating Systems	Major MR	\$ 124,735	\$ 104,048	\$ 100,000	\$ 15,000	\$ 85,000		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Surrey	Main	0.27	\$ 24,643,325	build cooling tower to tie in to geoexchange field - develop tender package; tender package nearing completion; next steps is issue rfp	Upgrade to improve Geo Exchange Cooling System	FY18 MMR 1	active	3	D3040 - Distribution Systems	Major MR	\$ 173,996	\$ 220,000	\$ 5,000	\$ 750	\$ 4,250	220,000	\$ 33,000	\$ 187,000		\$ -	\$ -
Ministry Apprvd/Active	Surrey	Main	0.27	\$ 24,643,325	Refurbishment of envelope which includes the development of exterior metal painting specifications (Phase 1 is the covered walkway canopy (upper deck (\$21K) and	Exterior Painted Finish	FY18 MMR 1	active	3	B2010 - Exterior Walls	Major MR	\$ 496,620	\$ 496,620	\$ 40,000	\$ 6,000	\$ 34,000		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Langley	All Campus	0.24	\$ 73,545,720	Langley - Metal roofing components, specifications and tender development by consultant.		FY18 MMR 1	active			Major MR		\$ 4,250	\$ 34,000	\$ 5,100	\$ 28,900		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Langley	All Campus	0.24	\$ 73,545,720	Langley Engineering Review for chiller replacement including cooling tower mreplacement; chiller known to be at end of life; specifications in development for tender. Ideal is tender for October with Winter Spring install of new unit.		FY18 MMR 1	active			Major MR		\$ 458,459	\$ 800,000	\$ 120,000	\$ 680,000		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Surrey	Birch	0.62	\$ 9,757,755	Surrey Birch make-up and kitchen exhaust fan renewal; tender package ready; issue for rfp time sensitive for xmas 2017 or defer to July 2018	Rooftop Make up Air Unit - Kitchen Renewal	FY18 MMR 1	active	1	D3040 - Distribution Systems	Major MR	\$ 169,530	\$ 169,530	\$ 100,530	\$ 15,080	\$ 85,451		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Surrey	Birch	0.62	\$ 9,757,755	Surrey Birch Rooftop Make Up Air Unit - Kitchen Renewal; propose ordering unit in advance and installation in July 2018	D3040 - Distribution Systems	FY18 MMR 1	active	1	D3040 - Distribution Systems	Major MR	\$ 169,530		\$ 69,000	\$ 10,350	\$ 58,650		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Langley	Header House	0.29	\$ 6,780,652	Fire Alarm System; install AV devices; contractor providing audit of locations for new	D5037 - Fire Alarm Systems	FY18 MMR 2	active	1	D5037 - Fire Alarm Systems	Major MR	\$ 6,420	\$ 6,420	\$ 10,000	\$ 1,500	\$ 8,500		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Langley	Main	0.30	\$ 48,365,707	Fire Alarm System; install AV devices contractor providing audit and location recommendations.	D5037 - Fire Alarm Systems	FY18 MMR 2	active	1	D5037 - Fire Alarm Systems	Major MR	\$ 35,679	\$ 35,679	\$ 15,000	\$ 2,250	\$ 12,750		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Langley	Main	0.30	\$ 48,365,707	Langley Computer Room Cooling. Replace air conditioning unit;	Computer Room Cooling - 1993 Renewal	FY18 MMR 2	active	1	D3050 Terminal and Package Units	Major MR	\$ 28,991	\$ 200,000	\$ 20,000	\$ 3,000	\$ 17,000		\$ -	\$ -		\$ -	\$ -
New for FY 19	Surrey	ALL			Refurbishment of Fir, Main, Birch elevators. Phase I Design and one elevator; Phase II in FY 20			Approved not started						\$ 80,000	\$ 12,000	\$ 68,000	\$ 80,000	\$ 12,000	\$ 68,000		\$ -	\$ -
Ministry Apprvd/Active	Richmond	Main	0.59	\$ 61,211,846	Richmond Chiller replacement; currently under design for tender ready documents multi-year project; tender in 2018 Spring for multiyear project	D3030 - Cooling Generating Systems	FY18 MMR 1	active	1	D3030 - Cooling Generating Systems	Major MR		\$ 765,000	\$ 500,000	\$ 75,000	\$ 425,000	\$ 435,000	\$ 65,250	\$ 369,750		\$ -	\$ -
Ministry Apprvd/Active	Richmond	Main	0.59	\$ 61,211,846	Washroom Upgrades (ceramic wall tile, floor tile, fixtures) multi-year approach	various	FY18 MMR 1	WIP (Phase I washrooms complete). ; Phase II in FY 19	1,3,4	various	Major MR	\$ 250,000	\$ 250,000	\$ 172,000	\$ 25,800	\$ 146,200		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Richmond	Main	0.59	\$ 61,211,846	Refurbishment of envelope which includes the development of exterior metal painting specifications; phase 1 is mechanical room housings.	Exterior Painted Finish	FY18 MMR 1	Active (multiple future years). Proposed by Iain	3	B2010 - Exterior Walls	Major MR	\$ 240,727	\$ 240,255	\$ 200,000	\$ 30,000	\$ 170,000	300,000	\$ 45,000	\$ 255,000		\$ -	\$ -
Ministry Apprvd/Active	Richmond	Main	0.59	\$ 61,211,846	Richmond DDC System Average Renewal; phase I is engineers review and design specification for RFP; multi-year project	D3060 - Controls and Instrumentation	FY18 MMR 1	Approved not started, Proposed by Iain	1	D3060 - Controls and Instrumentation	Major MR	\$ 266,806	\$ 266,806	\$ 10,000	\$ 1,500	\$ 8,500		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Richmond	Main	0.59	\$ 61,211,846	Richmond Domestic Water heater; end of life possible CNAR project phase 1 is engineered study; Project Deferred		FY18 MMR 1	Approved not started			Major MR		\$ 200,000		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Surrey	Arbutus		\$ 25,909,562	Install Roof Top Receptacles and Lighting; safety improvement	D5021 - Branch Wiring Devices	FY18 MMR 2	Approved not started	1	D5021 - Branch Wiring Devices	Major MR	\$ 44,322	\$ 20,000		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Richmond	Main	0.59	\$ 61,211,846	Major High Voltage electrical vault component replacements; premature failure of some transfer switches and main breakers	D5010- Electrical Service and Distribution	FY18 MMR 2	Active		D5010- Electrical Service and Distribution	Major MR	\$ 3,022,812	\$ 150,000	\$ 200,000	\$ 30,000	\$ 170,000		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Langley	Header House	0.29	\$ 6,780,652	Split DX System Renewal	D3040 - Distribution Systems	FY18 MMR 1	Approved not started	3	D3040 - Distribution System	Major MR	\$ 106,376	\$ 106,376	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Langley	Brew Instructional Lab		\$ 5,898,972	Install Effluent Treatment System to meet new Metro/Vancouver legislation (Upgrades & Renewal)	D2090 - Other Plumbing Systems	FY18 MMR 2	Active	1		Major MR		\$ 225,000	\$ 160,000	\$ 24,000	\$ 136,000		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Surrey	Arbutus	0.23	\$ 25,909,562	Surrey Arbutus Data Centre. Main University server replacement and increased need for cooling to match demand for rooms.		FY18 U&R	Active			U&R		\$ 174,000	\$ 165,000	\$ 24,750	\$ 140,250		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Richmond	Main	0.59	\$ 61,211,846	Wheelchair ramp north entrance renovation to achieve current code. Consulting & Design in 2017/18; construction in 2018/19		FY18 U&R	Active			U&R		\$ 60,000	\$ 350,000	\$ 52,500	\$ 297,500		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	KPU Tech	Main	0.09	\$ 55,679,603	Replace obsolete data center uninterruptible power supply (UPS) at KPU Tech High IT priority; some initial work ; Phase 1 is	Uninterruptible Power Supply (UPS) System Renewal	FY18 U&R	Active	3	D5092 - Emergency Light and Power Systems	U&R	\$ 97,248	\$ 110,000	\$ 95,000	\$ 14,250	\$ 80,750		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Surrey	Arbutus	0.23	\$ 25,909,562	Provide redundant pathway for KPU internet connectivity at the Surrey Campus IT priority; Phase 1 is design	Local Area Networks	FY18 U&R	Active			U&R		\$ 50,000	\$ 70,000	\$ 10,500	\$ 59,500		\$ -	\$ -		\$ -	\$ -

	Campus Name/City²	Building name ³(Ministry Core Bldgs. only)	Bldg FCI²	VFA Building Replacement Value²	Project Description ¹	VFA-Requirement-Name ² (e.g. Exit signs renewal)	Funding Source FY18	FY19 Status	VFA Requirement- Priority² (1-5)	VFA Requirement- Linked Systems² (D5092-Emergency Light/Power System)	Project Type² (Major/Min or MR or U&R)	VFA Estimated Requirement Cost ²	TOTAL PROJECT VALUE (Over all FY's)	Estimated Total Project Budget 18/19 (A)	PSI 18/19 Contribution (B) ³	PSI/Provincial 18/19 Contribution (A-B) ⁴	Estimated Total Project Budget 19/20 (A)	PSI 19/20 Contribution (B) ³	PSI/Provincial 19/20 Contribution (A-B) ⁴	Estimated Total Project Budget 20/21 (A)	PSI 20/21 Contribution (B) ³	PSI/Provincial 20/21 Contribution (A-B) ⁴
Ministry Apprvd/Active	Surrey	Cedar	0.38	\$ 26,676,435	Emergency Operations Center; connect to emergency generator power; outfit to ensure operational continuity Phase 1 is to supply emergency power Phase 2 is additional infrastructure	D5092 - Emergency Light and Power Systems	FY18 U&R	Active			U&R	\$ 100,000	\$ 100,000	\$ 10,000	\$ 1,500	\$ 8,500		\$ -	\$ -		\$ -	\$ -
Ministry Apprvd/Active	Surrey	Arbutus	0.23	\$ 25,909,562	Fire Suppression System consulting for Surrey Data Center –	D5037 - Fire Alarm Systems	FY18 U&R	Active		D5037 - Fire Alarm Systems	U&R		\$ 100,000	\$ 15,000	\$ 2,250	\$ 12,750	\$ 85,000	\$ 12,750	\$ 72,250		\$ -	\$ -
Prior Ministry Approval on multi yr list	Surrey	Birch	.62	\$ 9,757,755	Washroom Upgrades (ceramic wall tile, floor tile, fixtures); mdefer to summer 2019 multi-year approach	various		Proposed to start; design or quotes in early stages	1,3,4	various	Major MR	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 150,000	\$ 22,500	\$ 127,500		\$ -	\$ -
Prior Ministry Approval on multi yr list	Surrey	Cedar	0.38	\$ 26,676,435	Refurbishment of envelope including paint finish and window seal renewal; exterior painting spec developed; requires a rfq building envelope known to be leaking	D2010 - Exterior Walls		Proposed to start; design or quotes in early stages	3	D2010 - Exterior Walls	Major MR	\$ 156,688	\$ 156,688	\$ 110,000	\$ 16,500	\$ 93,500		\$ -	\$ -		\$ -	\$ -
Prior Ministry Approval on multi yr list	Surrey	Main	0.27	\$ 24,643,325	Low Voltage Lighting Controls Renewal final stage of Surrey campus DDC controls upgrades	D5022 - Lighting Equipment		Proposed to start; design or quotes in early stages	1	D5022 - Lighting Equipment	Major MR	\$ 152,866	\$ 152,866	\$ 85,000	\$ 12,750	\$ 72,250		\$ -	\$ -		\$ -	\$ -
New & Active	Tech	Main		\$ 55,679,603	wood cedar soffits deterioration Spring 2018	B20 - Exterior Enclosure		Active	2	B20 - Exterior Enclosure	Major MR	\$ 19,628	\$ 19,628	\$ 35,000	\$ 5,250	\$ 29,750		\$ -	\$ -		\$ -	\$ -
Prior Ministry Approval on multi yr list	Langley	Main	0.30	\$ 48,365,707	Langley Main Skylights - Deteriorated gaskets; unclear whether gaskets done during re-roofing project in 2015 Spring 2018 project	B20 - Exterior Enclosure		Proposed to start; design or quotes in early stages	2	B20 - Exterior Enclosure	Major MR	\$ 59,744	\$ 77,706	\$ 35,000	\$ 5,250	\$ 29,750		\$ -	\$ -		\$ -	\$ -
Prior Ministry Approval on multi yr list	Langley	Main	0.30	\$ 48,365,707	Fire Alarm System Control Panel renewal & funding to complete engineered review all panels at all campuses; defer to assess new software upgrade occurrin in 2018.	D5037 - Fire Alarm Systems		Proposed to start; design or quotes in early stages	1	D5037 - Fire Alarm Systems		\$ 391,270	\$ 391,270	\$ -	\$ -	\$ -	\$ 150,000	\$ 22,500	\$ 127,500		\$ -	\$ -
Prior Ministry Approval on multi yr list	Langley	Main	0.30	\$ 48,365,707	Refurbishment of envelope which includes the development of exterior metal painting specifications; West Wing	Exterior Painted Finish		Proposed by Iain	3	B2010 - Exterior Walls	Major MR	\$ 312,688	\$ 312,688	\$ -	\$ -	\$ -	\$ 30,000	\$ 4,500	\$ 25,500		\$ -	\$ -
New	Langley	Header House	0.29	\$ 6,780,652	installatnomof Heat Exchanger to stop boiler loop water loss into Base Building Greenhouses			Waiting Approval						\$ 55,000	\$ 8,250	\$ 46,750		\$ -	\$ -		\$ -	\$ -
New	Langley	Brew Instructional Lab	0.9		Replace oversized gas oiler with electric and relocate chiller unit (Health & safety); FY 19 Phase I is design; FY 20 Phase II is install			Waiting Approval						\$ 15,000	\$ 2,250	\$ 12,750	\$ 150,000	\$ 22,500	\$ 127,500		\$ -	\$ -
New	Surrey	Cedar	0.38	\$ 26,676,435	Improve Disability Access from Airport Lounge, Cedar, to exterior ,courtyard and mitigate missing foundation curb deficiency (water ingress risk) Note; Project totals adjusted to align total Ministry contributions with COA values.			Waiting Approval						\$ 160,682	\$ 25,364	\$ 135,318		\$ -	\$ -		\$ -	\$ -
Prior Ministry Approval on multi yr list	KPU Tech	Main	0.09	\$ 55,679,603	Exterior lighting upgrade; correction of unsafe pedestrian and building exterior dark zones 5 yr capital project	Lighting Fixtures - Exterior Renewal		Proposed to start; design or quotes in early stages	2	D5020 - Lighting and Branch Wiring	Major MR		\$ 350,000	\$ 115,000	\$ 17,250	\$ 97,750	-	\$ -	\$ -		\$ -	\$ -
Prior Ministry Approval on multi yr list	Surrey	Cedar	0.38	\$ 26,676,435	Split DX System Renewal	D3030 - Cooling Generating Systems	FY18 MMR 1	Approved not started	1	D3030 - Cooling Generating Systems		\$ 29,663	\$ 29,663	\$ -	\$ -	\$ -	\$ 29,663	\$ 4,449	\$ 25,214		\$ -	\$ -
active (part of chiller upgrade)	Langley	Main	0.30	\$ 48,365,707	Cooling Tower Galvanized Steel renewal tied to Langley chiller replacement (item 16)	D3030 - Cooling Generating Systems		Active	3	D3030 - Cooling Generating Systems		\$ 158,459	\$ 158,459	\$ 100,000	\$ 15,000	\$ 85,000		\$ -	\$ -		\$ -	\$ -
Prior Ministry Approval on multi yr list	Richmond	Main	0.59	\$ 61,211,846	Richmond Exhaust System - Kitchen Commercial Renewal; Phase 1 is engineered specifications. Work to be completed in summer 2019	D3040 - Distribution Systems		Proposed to start; design or quotes in early stages	1	D3040 - Distribution Systems	Major MR	\$ 281,662	\$ 281,662	\$ 20,000	\$ 3,000	\$ 17,000	\$ 150,000	\$ 22,500	\$ 127,500		\$ -	\$ -
Prior Ministry Approval on multi yr list	Surrey	Birch	.62	\$ 9,757,755	Exterior lighting Surrey upgrade; correction of unsafe pedestrian and building exterior dark zones 5 yr capital submission; defer one year to 2019	Lighting Fixtures - Exterior Renewal		Proposed to start; design or quotes in early stages	2	D5020 - Lighting and Branch Wiring	Major MR		\$ 250,000	\$ -	\$ -	\$ -	250,000	\$ 37,500	\$ 212,500		\$ -	\$ -
Prior Ministry Approval on multi yr list	Langley	Main	0.30	\$ 48,365,707	Langley Main Supply Fans - Belt Drive - 1993 Renewal defer awaiting comprehensive mechanical audit report from JCL	D3040 - Distribution Systems		Proposed	1	D3040 - Distribution System	Major MR	\$ 48,699	\$ 48,699	\$ -	\$ -	\$ -	\$ 48,699	\$ 7,305	\$ 41,394		\$ -	\$ -
Prior Ministry Approval on multi yr list	Richmond	Main	0.59	\$ 61,211,846	Roof Top Units; Variable Frequency Drive Units; audit remaining ones requiring replacement (final portion of \$402,098 VFA value)	D3040 - Distribution Systems		Proposed	1	D3040 - Distribution Systems		\$ 80,000	\$ 80,000		\$ -	\$ -	\$ 80,000	\$ 12,000	\$ 68,000		\$ -	\$ -
Prior Ministry Approval on multi yr list	Surrey	Cedar	0.38	\$ 26,676,435	Signage (Room Numbering and Identification) Renewal	C10335 - Identifying Devices		Proposed	2	C10335 - Identifying Devices	Major MR	\$ 76,407	\$ 76,407		\$ -	\$ -	\$ 76,407	\$ 11,461	\$ 64,946		\$ -	\$ -
Prior Ministry Approval on multi yr list	Surrey	Birch	.62	\$ 9,757,755	Signage (Room Numbering and Identification) Renewal	C10335 - Identifying Devices		Proposed	1	C10335 - Identifying Devices	Major MR	\$ 21,983	\$ 21,983		\$ -	\$ -	\$ 21,183	\$ 3,177	\$ 18,006		\$ -	\$ -
Prior Ministry Approval on multi yr list	Surrey	Main	0.27	\$ 24,643,325	Signage (Room Numbering and Identification) Renewal	C10335 - Identifying Devices		Proposed	1	C10335 - Identifying Devices	Major MR	\$ 61,920	\$ 61,920		\$ -	\$ -	\$ 61,920	\$ 9,288	\$ 52,632		\$ -	\$ -
Prior Ministry Approval on multi yr list	Surrey	Fir		\$ 22,019,624	Signage (Room Numbering and Identification) Renewal	C10335 - Identifying Devices		Proposed	2	C10335 - Identifying Devices	Major MR	\$ 54,494	\$ 54,494		\$ -	\$ -	\$ 54,494	\$ 8,174	\$ 46,320		\$ -	\$ -
Prior Ministry Approval on multi yr list	Surrey	Arbutus	0.23	\$ 25,909,562	Signage (Room Numbering and Identification) Renewal	C10335 - Identifying Devices		Proposed	1	C10335 - Identifying Devices	Major MR	\$ 78,492	\$ 78,492		\$ -	\$ -	\$ 78,497	\$ 11,775	\$ 66,722		\$ -	\$ -
Prior Ministry Approval on multi yr list	Langley	Main	0.30	\$ 48,365,707	Langley all buildings exterior painted finish and windows seals renewal; east building	B2010 - Exterior Walls		Proposed	3	B2010 - Exterior Walls	Major MR	\$ 258,316	\$ 258,316		\$ -	\$ -	\$ 258,316	\$ 38,747	\$ 219,569		\$ -	\$ -

	Campus Name/City ²	Building name ²(Ministry Core Bldgs. only)	Bldg FCI ²	VFA Building Replacement Value ²	Project Description ¹	VFA-Requirement-Name ² (e.g. Exit signs renewal)	Funding Source FY18	FY19 Status	VFA Requirement- Priority ² (1-5)	VFA Requirement- Linked Systems ² (D5092-Emergency Light/Power System)	Project Type ⁵ (Major/Min or MR or U&R)	VFA Estimated Requirement Cost ²	TOTAL PROJECT VALUE (Over all FY's)	Estimated Total Project Budget 18/19 (A)	PSI 18/19 Contribution (B) ³	PSI/Provincial 18/19 Contribution (A-B) ⁴	Estimated Total Project Budget 19/20 (A)	PSI 19/20 Contribution (B) ³	PSI/Provincial 19/20 Contribution (A-B) ⁴	Estimated Total Project Budget 20/21 (A)	PSI 20/21 Contribution (B) ³	PSI/Provincial 20/21 Contribution (A-B) ⁴											
Prior Ministry Approval on multi yr list	Langley	Header House	0.28	\$ 6,780,652	Langley all buildings exterior painted finish and windows seals renewal	B2010 - Exterior Walls		Proposed	3	B2010 - Exterior Walls	Major MR	\$ 54,050	\$ 54,050		\$ -	\$ -	\$ 54,050	\$ 8,108	\$ 45,943		\$ -	\$ -											
Prior Ministry Approval on multi yr list	Langley	South	0.06	\$ 11,178,434	Langley all buildings exterior painted finish and windows seals renewal	B2010 - Exterior Walls		Proposed	3	B2010 - Exterior Walls	Major MR	\$ 72,984	\$ 72,984		\$ -	\$ -	\$ 51,000	\$ 7,650	\$ 43,350		\$ -	\$ -											
Prior Ministry Approval on multi yr list	Langley	Main	0.30	\$ 48,365,707	Exterior lighting upgrade; correction of unsafe pedestrian and building exterior dark zones 5 yr capital submission	Lighting Fixtures - Exterior Renewal		Proposed	2	D5020 - Lighting and Branch Wiring	Major MR		\$ 50,000		\$ -	\$ -	50,000	\$ 7,500	\$ 42,500		\$ -	\$ -											
to defer	Richmond	Main	0.59	\$ 61,211,846	Richmond Return Air Ductwork and Fans Renewal defer awaiting comprehensive mechanical audit report from JCL; smaller scope of refurbishment possible	D3040 - Distribution Systems		Proposed	1	D3040 - Distribution Systems	Major MR	\$ 1,352,538	\$ 1,352,538	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 37,500	\$ 212,500											
to defer	Langley	Main	0.30	\$ 48,365,707	Langley Main Air Handling Unit - AHU-1 , 2, 3, 4, 5, 6, 7 & 12 Renewal defer awaiting comprehensive mechanical audit report from JCL; smaller refurbishment scope possible.	D3040 - Distribution Systems		Proposed	3	D3040 - Distribution System	Major MR	\$ 1,700,222	\$ 1,700,222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 37,500	\$ 212,500											
Prior Ministry Approval on multi yr list	Langley	Header House	0.29	\$ 6,780,652	Refurbish Ceramic Wall Tile; Project Deferred for Richmond Washroom Upgrades	C3010 - Wall Finishes	FY18 MMR 1	Approved not started	2	C3010 - Wall Finishes	Major MR	\$ 40,065	\$ 40,065		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,065	\$ 3,010	\$ 17,055											
Prior Ministry Approval on multi yr list	Langley	Header House	0.29	\$ 6,780,652	Refurbish ceramic floor finishes; Project Deferred for Richmond Washroom Upgrades	C3020 - Wall Finishes	FY18 MMR 1	Approved not started	2	C3020 - Wall Finishes	Major MR	\$ 48,380	\$ 48,380		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,380	\$ 3,657	\$ 20,723											
Prior Ministry Approval on multi yr list	Langley	Header House	0.29	\$ 6,780,652	Washroom Accessories renewal; Project Deferred for Richmond Washroom Upgrades	C1030 - Fittings	FY18 MMR 1	Approved not started	2	C1030 - Fittings	Major MR	\$ 76,911	\$ 76,911		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,911	\$ 4,037	\$ 22,874											
New Proposed FY 21	Langley	ISH research Greenhouse	0.12	\$ 3,854,260	Air Cooled condensing Unit replacement; premature failure from heavy use; undersized	D3030 - Cooling Generating Systems		Waiting Approval	3	D3030 - Cooling Generating Systems	Major MR	\$ 50,573	\$ 100,000							\$ 100,000	\$ 15,000	\$ 85,000											
New Proposed FY 21	Langley	Header House	0.29	\$ 6,780,652	Hot Water Pipe Distribution System; replace heat coils with high efficiency to match condensing boiler efficiency	D3040 - Distribution Systems		Waiting Approval	1	D3040 - Distribution Systems	Major MR	\$ 71,900	\$ 72,000							\$ 71,900	\$ 10,785	\$ 61,115											
New Proposed FY 21	Langley	Main	0.30	\$ 48,365,707	Hot Water Pipe Distribution System; replace heat coils with high efficiency to match condensing boiler efficiency	D3040 - Distribution Systems		Waiting Approval	1	D3040 - Distribution Systems	Major MR	\$ 655,071	\$ 400,000							\$ 400,000	\$ 60,000	\$ 340,000											
New Proposed FY 21	Surrey	Birch	.62	\$ 9,757,755	Hot Water Pipe Distribution System; replace heat coils with high efficiency to match condensing boiler efficiency	D3040 - Distribution Systems		Waiting Approval	1	D3040 - Distribution Systems	Major MR	\$ 295,427	\$ 100,000							\$ 100,000	\$ 15,000	\$ 85,000											
New Proposed FY 21	Surrey	Fir	0.46	\$ 22,019,624	Hot Water Pipe Distribution System; replace heat coils with high efficiency to match condensing boiler efficiency	D3040 - Distribution Systems		Waiting Approval	1	D3040 - Distribution Systems	Major MR	\$ 282,031	\$ 250,000							\$ 250,000	\$ 37,500	\$ 212,500											
New Proposed FY 21	Surrey	Spruce	0.54	\$ 14,902,851	Hot Water Pipe Distribution System; replace heat coils with high efficiency to match condensing boiler efficiency	D3040 - Distribution Systems		Waiting Approval	1	D3040 - Distribution Systems	Major MR	\$ 164,518	\$ 100,000							\$ 100,000	\$ 15,000	\$ 85,000											
New Proposed FY 21	Richmond	Main	0.59	\$ 61,211,846	Richmond Conference Center refinish wood floor	C3020- Floor Finishes		Waiting Approval	1	C3020- Floor Finishes	Major MR	\$ 135,973	\$ 150,000							\$ 150,000	\$ 22,500	\$ 127,500											
Prior Ministry Approval on multi yr list	Richmond	Main	0.59	\$ 61,211,846	Exterior lighting upgrade; correction of unsafe pedestrian and building exterior dark zones 5 yr capital submission	Lighting Fixtures - Exterior Renewal		Proposed	2	D5020 - Lighting and Branch Wiring	Major MR		\$ 80,000		\$ -	\$ -	-	\$ -	\$ -		\$ -	\$ -											
Prior Ministry Approval on multi yr list	Richmond	Main	0.59	\$ 61,211,846	Richmond Rooftop Units - Variable Volume - RTU1 renewal defer awaiting comprehensive mechanical audit report from JCL	D3040 - Distribution Systems		Proposed	3	D3040 - Distribution Systems	Major MR	\$ 261,418	\$ 261,418	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -											
Prior Ministry Approval on multi yr list	Richmond	Main	0.59	\$ 61,211,846	Fire Pump, electric 50HP renewal confirming need	D5037 - Fire Alarm Systems		Proposed		D5037 - Fire Alarm Systems	U&R		\$ 84,251		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -											
Prior Ministry Approval on multi yr list	Richmond	Main	0.59	\$ 61,211,846	domestic water pressure booster pump renewal- duplex 7.5 hp renewal information required from JCL audit.	D2020 - Domestic Water Distribution		Proposed	1	D2020 - Domestic Water Distribution		\$ 100,245	\$ 100,245		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -											
Prior Ministry Approval on multi yr list	Surrey	Birch	0.62	\$ 9,757,755	Surrey Birch Air Handling Unit - Variable Volume -AHU - 1B Renewal defer awaiting comprehensive mechanical audit report from JCL; possibility of repair work to extend useful life (EFT funds)	D3040 - Distribution Systems		Proposed	1	D3040 - Distribution Systems	Major MR	\$ 170,915	\$ 170,915	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -											
Prior Ministry Approval on multi yr list	Surrey	Birch	0.62	\$ 9,757,755	Surrey Birch Air Handling Unit - Variable Volume -AHU - 2B Renewal defer awaiting comprehensive mechanical audit report from JCL; possibility of repair work to extend useful life (EFT funds)	D3040 - Distribution Systems		Proposed	1	D3040 - Distribution Systems	Major MR	\$ 170,915	\$ 170,915	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -											
Prior Ministry Approval on multi yr list	Surrey	Birch	0.62	\$ 9,757,755	Surrey Birch Heating Circulating Water Pumps Renewal defer awaiting comprehensive mechanical audit report from JCL	D3040 - Distribution Systems		Proposed	1	D3040 - Distribution Systems	Major MR	\$ 74,044	\$ 74,044	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -											
							Total			Sub-Totals		\$ 13,988,682	\$ 13,439,698	\$ 4,071,212	\$ 611,944	\$ 3,459,269	\$ 2,864,229	\$ 429,634	\$ 2,434,595	\$ 1,743,256	\$ 261,488	\$ 1,481,768											
							Total			Totals		\$ 8,337,536	\$ 8,107,794	\$ 4,071,212	\$ 611,944	\$ 3,459,269	\$ 2,864,229	\$ 429,634	\$ 2,434,595	\$ 1,743,256	\$ 261,488	\$ 1,481,768											
Required 15% KPU Contribution																#REF!	Required 15% KPU Contribution																#REF!
KPU Overage from COA																#REF!	KPU Overage from COA																#REF!



Board of Governors

Agenda Item:

Meeting Date:

Presenter(s):

Regular Meeting

#4.2

September 19, 2018

Joe Sass

Agenda Item: **Statement of Financial Information (SOFI) – Public Bodies Report**

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

Recommended Resolution:	THAT the Board of Governors approve the Statement of Financial Information (SOFI) – Public Bodies Report as at March 31, 2018 for submission to the Ministry of Advanced Education, Skills and Training as recommended by the Board Finance Committee.
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Board Committee Report: At its meeting held on September 11, 2018, the Board Finance Committee reviewed the Statement of Financial Information (SOFI) – Public Bodies Report as at March 31, 2018 for submission to the Ministry of Advanced Education, Skills and Training and recommendation to the Board of Governors.

Context & Background: The Board Governance Manual state the Finance and Audit Committee has a responsibility to review all public reporting by KPU to ensure that it represents a complete, accurate and balanced picture of KPU's performance and financial situation (Sec 11.4.4 (b)).

Key Messages: **1. Chapter 8 of the *Financial Information Act*, administered by the Ministry of Finance and Corporate Relations, requires the University to submit a report each year including prescribed schedules of information.**

[maximum of three]

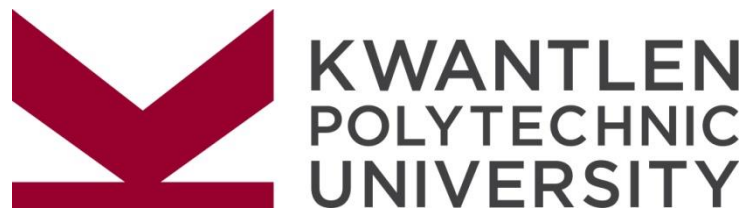
2. The report is known formally as the "Statements of Financial Information Pursuant to the *Financial Information Act*" and informally as the "Public Bodies Report" or "SOFI".

3. The University is also required to make the report accessible during usual business hours for inspection by any person, and to provide copies as requested for a prescribed fee of \$5.00.

Attachments: Statement of Financial Information (For Year Ending March 31, 2018)

Submitted by: Joe Sass, Executive Director, Financial Services

Date submitted: September 12, 2018



Statement of Financial Information

Pursuant to the Financial Information Act

For the year ended March 31, 2018

Kwantlen Polytechnic University

Statement of Financial Information Pursuant to the Financial Information Act For the year ended March 31, 2018

Statement of Financial Information Approval

Management Report

Financial Statements (Audited)

- Management's Statement of Responsibility
- Independent Auditors' Report
- Statement of Financial Position Statement 1
- Statement of Operations Statement 2
- Statement of Changes in Net Debt Statement 3
- Statement of Cash Flows Statement 4
- Statement of Remeasurement Gains and Losses Statement 5
- Notes to Financial Statements

Other Financial Information (Unaudited)

- Schedule of Board Remuneration and Expenses Attachment 1
- Schedule of Employee Remuneration and Expenses Attachment 2
- Schedule of Payments to Suppliers of Goods and Services Attachment 3
- Statement of Severance Agreements Attachment 4
- Schedule of Long Term Debt Attachment 5
- Schedule of Guarantee and Indemnity Agreements Attachment 6
- Reconciliation to Financial Statements Attachment 7

Financial Information Regulation (FIR), Schedule 1

Kwantlen Polytechnic University

Statement of Financial Information Approval

In accordance with the requirements of the Financial Information Act, all statements and schedules in this Statement of Financial Information have been reviewed and approved by the Kwantlen Polytechnic University Board of Governors.

Sandra Case
Chair, Board of Governors

Kwantlen Polytechnic University

Management Report

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Governors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control, and exercises this responsibility through regular meetings with management. The Board meets with management and the external auditors once a year.

The external auditors, KPMG, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express an opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the *Financial Information Act*. Their examination includes a review and evaluation of the University's system of internal control with appropriate tests and procedures to provide reasonable assurance that the Financial Statements are presented fairly. The external auditors have full and free access to the Board of Governors and meet with it once a year or as needed.

On behalf of Kwantlen Polytechnic University

Dr. Alan Davis
President and Vice-Chancellor

Jon Harding, CPA, CA
Vice-President, Finance and
Administration

Financial Statements of

KWANTLEN POLYTECHNIC UNIVERSITY

Year ended March 31, 2018

MANAGEMENT'S STATEMENT OF RESPONSIBILITY

To the Board of Governors of Kwantlen Polytechnic University

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in compliance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of the financial statements.

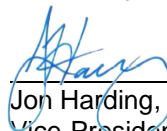
The Board of Governors (the "Board") and the Finance and Audit Committee (the "Committee") are composed primarily of those who are neither management nor employees of the University. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities and for approving the financial statements. The Committee has the responsibility of meeting with management and external auditors to discuss the financial reporting process, auditing matters, financial reporting issues, and recommends approval of the financial statements to the Board. The Committee is also responsible for recommending the appointment of the University's external auditor.

KPMG LLP, an independent firm of Chartered Professional Accountants, is appointed by the Board to audit the financial statements and report directly to them through the Committee. The external auditor has full and free access to, and meets periodically and separately with, both the Committee and management to discuss their audit findings.

On behalf of Kwantlen Polytechnic University



Dr. Alan Davis
President and Vice-Chancellor



Jon Harding, CPA, CA
Vice-President, Finance and Administration



KPMG LLP
3rd Floor 8506 200th Street
Langley BC V2Y 0M1
Canada
Telephone (604) 455-4000
Fax (604) 881-4988

INDEPENDENT AUDITORS' REPORT

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

We have audited the accompanying financial statements of Kwantlen Polytechnic University, which comprise the statement of financial position as at March 31, 2018, statements of operations, changes in net debt, cash flows and remeasurement gains and losses for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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



Opinion

In our opinion, the financial statements of Kwantlen Polytechnic University as at March 31, 2018 and for the year then ended 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.

Emphasis of Matter

Without modifying our opinion, we draw attention to Note 2(a) to the financial statements, which describes the basis of accounting and the significant differences between such basis of accounting and Canadian public sector accounting standards.

KPMG LLP

Chartered Professional Accountants

May 23, 2018
Langley, Canada

KWANTLEN POLYTECHNIC UNIVERSITY

Statement of Financial Position


(in thousands of dollars)


As at March 31, 2018, with comparative information for 2017

		2018	2017
Financial assets			
Cash and cash equivalents	(Note 3)	\$ 36,763	\$ 22,769
Accounts receivable	(Note 4)	8,227	5,414
Inventories for resale		620	439
Investments	(Note 5)	37,700	38,098
		83,310	66,720
Liabilities			
Accounts payable and accrued liabilities	(Note 6)	37,676	23,648
Deferred revenue		20,177	12,210
Deferred contributions	(Note 8)	3,799	3,734
Deferred capital contributions	(Note 9)	159,104	139,894
Obligations under capital lease	(Note 10)	433	707
		221,189	180,193
Net debt		(137,879)	(113,473)
Non-financial assets			
Tangible capital assets	(Note 11)	225,933	188,268
Endowment investments	(Note 5)	2,817	2,817
Prepaid expenses and deposits		4,358	5,102
		233,108	196,187
Accumulated surplus		\$ 95,229	\$ 82,714
Accumulated surplus is comprised of:			
Accumulated operating surplus		\$ 95,804	\$ 82,520
Accumulated remeasurement gains (losses)		(575)	194
		\$ 95,229	\$ 82,714

Employee future benefits (Note 7)
 Contractual obligations (Note 13)
 Commitments and contingent liabilities (Note 14)
 Related party transactions (Note 15)
 Contingent assets (Note 16)
 Contractual rights (Note 17)
 See accompanying notes to financial statements.

Approved on behalf of the Board:


 Hanne Madsen


 Jon Harding, CPA, CA

KWANTLEN POLYTECHNIC UNIVERSITY

Statement of Operations

(in thousands of dollars)

Year ended March 31, 2018, with comparative information for 2017

		Budget	2018	2017
		(Note 2(k))		
Revenue:				
Province of British Columbia grants	(Note 8)	\$ 75,830	\$ 75,599	\$ 73,223
Other grants	(Note 8)	622	1,584	1,102
Tuition and student fees		76,901	92,996	70,926
Ancillary services		6,966	7,028	6,927
Other revenue		6,674	4,817	6,087
Amortization of deferred capital contributions	(Note 9)	6,357	6,229	5,461
		173,350	188,253	163,726
Expenses:	(Note 19)			
Instruction, research and support		167,866	169,052	155,892
Ancillary operations		5,470	5,917	6,019
		173,336	174,969	161,911
Annual surplus		14	13,284	1,815
Accumulated operating surplus, beginning of year		82,520	82,520	80,705
Accumulated operating surplus, end of year		\$ 82,534	\$ 95,804	\$ 82,520

See accompanying notes to financial statements.

KWANTLEN POLYTECHNIC UNIVERSITY

Statement of Changes in Net Debt

(in thousands of dollars)

Year ended March 31, 2018, with comparative information for 2017

	Budget	2018	2017
	(Note 2(k))		
Annual surplus	\$ 14	\$ 13,284	\$ 1,815
Acquisition of tangible capital assets	-	(50,791)	(19,702)
Write-down of tangible capital assets	-	-	39
Amortization of tangible capital assets	13,458	13,126	11,773
	13,458	(37,665)	(7,890)
Net use of prepaid expenses and deposits	-	744	659
Net remeasurement losses	-	(769)	(427)
Change in net debt	13,472	(24,406)	(5,843)
Net debt, beginning of year	(113,473)	(113,473)	(107,630)
Net debt, end of year	\$ (100,001)	\$ (137,879)	\$ (113,473)

See accompanying notes to financial statements.

KWANTLEN POLYTECHNIC UNIVERSITY

Statement of Cash Flows

(in thousands of dollars)

Year ended March 31, 2018, with comparative information for 2017

	2018	2017
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 13,284	\$ 1,815
Items not involving cash:		
Amortization of tangible capital assets	13,126	11,773
Write-down of tangible capital assets	-	39
Amortization of deferred capital contributions	(6,229)	(5,461)
Change in non-cash operating working capital:		
Accounts receivable	(2,813)	256
Prepaid expenses and deposits	744	659
Inventories for resale	(181)	843
Accounts payable and accrued liabilities	14,028	(1,448)
Deferred revenue	7,967	772
Deferred contributions	65	536
Net change from operating activities	39,991	9,784
Capital activities:		
Cash used to acquire tangible capital assets	(50,718)	(19,652)
Net change from capital activities	(50,718)	(19,652)
Financing activities:		
Contributions received for tangible capital assets	25,439	15,493
Principal payments on capital lease obligations	(347)	(379)
Net change from financing activities	25,092	15,114
Investing activities:		
Decrease (increase) in investments	398	(1,274)
Net remeasurement losses	(769)	(427)
Net change from investing activities	(371)	(1,701)
Net change in cash and cash equivalents	13,994	3,545
Cash and cash equivalents, beginning of year	22,769	19,224
Cash and cash equivalents, end of year	\$ 36,763	\$ 22,769
Non-cash transaction:		
Tangible capital assets acquired and financed by capital leases	\$ 73	\$ 50

See accompanying notes to financial statements.

KWANTLEN POLYTECHNIC UNIVERSITY

Statement of Remeasurement Gains and Losses

(in thousands of dollars)

Year ended March 31, 2018, with comparative information for 2017

	2018	2017
Accumulated remeasurement gains, beginning of year	\$ 194	\$ 621
Unrealized gains (losses) attributed to:		
Long-term bonds	(1,072)	(253)
Securities	(37)	(22)
Foreign currency translation	37	88
Amounts reclassified to the Statement of Operations:		
Long-term bonds	340	(136)
Foreign currency translation	(37)	(104)
Net remeasurement losses for the year	(769)	(427)
Accumulated remeasurement gains (losses), end of year	\$ (575)	\$ 194

See accompanying notes to financial statements.

KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements
(in thousands of dollars)

Year ended March 31, 2018

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 two Surrey campuses located in southwestern British Columbia. The academic governance of the University is vested in the Senate.

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 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.

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of the Canadian 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 PSAS 3410. As a result, revenue recognized in the Statement of Operations and certain related deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

KWANTLEN POLYTECHNIC UNIVERSITY

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

Year ended March 31, 2018

2. Summary of significant accounting policies (continued)

(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 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 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. 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 a site is not in productive use and 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.

KWANTLEN POLYTECHNIC UNIVERSITY

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

Year ended March 31, 2018

2. Summary of significant accounting policies (continued)

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 assets 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 landfill sites, 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.

	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	3 - 5 years
Leased capital assets	2 - 5 years

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.

KWANTLEN POLYTECHNIC UNIVERSITY

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

Year ended March 31, 2018

2. Summary of significant accounting policies (continued)

(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.

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 includes interest recorded on an accrual basis, dividends recorded as declared, and realized gains and losses on the sale of investments.

KWANTLEN POLYTECHNIC UNIVERSITY

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

Year ended March 31, 2018

2. Summary of significant accounting policies (continued)

(i) Use of estimates

The preparation of the financial statements requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, and related disclosures. 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. 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.

(k) Budget figures

Budget figures have been provided for comparative purposes and have been derived from the 2017-2018 University Budget approved by the Board on March 29, 2017. The budget is reflected in the Statement of Operations and the Statement of Changes in Net Debt.

KWANTLEN POLYTECHNIC UNIVERSITY

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

Year ended March 31, 2018

3. Cash and cash equivalents

	2018	2017
Cash	\$ 31,575	\$ 18,071
Cash equivalents	5,188	4,698
	\$ 36,763	\$ 22,769

4. Accounts receivable

	2018	2017
Accounts receivable	\$ 9,268	\$ 7,528
Allowance for doubtful accounts	(1,041)	(2,114)
	\$ 8,227	\$ 5,414

5. Investments and endowment investments

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

	2018	2017
Long term bonds	\$ 38,994	\$ 39,267
Securities	1,523	1,648
	40,517	40,915
Endowment investments	2,817	2,817
Investments	\$ 37,700	\$ 38,098

All fixed income securities held at March 31, 2018 mature at various dates to September 2077 (2017 – June 2108) and bear interest at rates varying from 1.100% – 6.310% (2017 – 0.950% – 9.976%).

Generally accepted accounting principles define the fair value of a financial instrument as the amount at which the instrument could be exchanged in a current transaction between willing parties. 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 market 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, 2018

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 instruments 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

	2018	2017
Accounts payable and accrued liabilities	\$ 24,547	\$ 10,807
Salaries and wages payable	2,791	3,246
Accrued vacation payable	10,338	9,595
	\$ 37,676	\$ 23,648

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 represent plan members and employers, and are responsible for the administering the pension plans, including investing assets and administering benefits. The pension plans are multi-employer contributory pension plans. Basic pension benefits provided are based on a formula. As at August 31, 2017, the College Pension Plan has about 14,000 active members, and approximately 7,500 retired members. As at December 31, 2016, the Municipal Pension Plan has about 193,000 active members, including approximately 5,800 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, 2018

The most recent actuarial valuation for the College Pension Plan as at August 31, 2015, indicated a \$67 million surplus for basic pension benefits on a going-concern basis.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going-concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The next valuation for the College Pension Plan will be as at August 31, 2018, with results available in 2019. The next valuation for the Municipal Pension Plan will be December 31, 2018, with results available in 2019.

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 the plans in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

The University incurred \$9,255 for employer contributions to the Plans in the current year (2017 – \$8,580).

(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 \$270 in the current year (2017 – \$561). As at March 31, 2018, the University has an obligation of \$262 (2017 – \$509) 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, 2018

8. Deferred contributions and grants

Deferred contributions represent externally restricted contributions that will be used in future periods for academic programming and student awards, as specified by the contributor. Grants represent unrestricted funding from various sources.

	2017	Amounts received	Recognized as revenue	2018
Provincial Grants	\$ -	\$ 69,782	\$ (69,782)	\$ -
Deferred contributions	2,620	6,046	(5,817)	2,849
Federal Deferred contributions	387	592	(735)	244
Other sources Deferred contributions	727	828	(849)	706
	\$ 3,734	\$ 77,248	\$ (77,183)	\$ 3,799

9. Deferred capital contributions

	2017	Amounts received	Amortized as revenue	2018
Provincial	\$ 125,447	\$ 14,842	\$ (5,641)	\$ 134,648
Federal	3,745	6,371	(168)	9,948
Other sources	10,702	4,226	(420)	14,508
	\$ 139,894	\$ 25,439	\$ (6,229)	\$ 159,104

10. Obligations under capital lease

The University has entered into capital leases to finance computers and equipment at an estimated cost of borrowing of 2.46% (2017 – 2.78%) per annum. The principal and interest payments are as follows:

	2018	2017
2018	\$ -	\$ 344
2019	288	269
2020	126	107
2021	31	13
Total minimum lease payments	445	733
Less amounts representing interest	(12)	(26)
Present value of net minimum capital lease payments	\$ 433	\$ 707

Total interest payment on leases for the year was \$16 (2017 – \$26).

KWANTLEN POLYTECHNIC UNIVERSITY

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

Year ended March 31, 2018

11. Tangible capital assets

	Land	Buildings	Major site improvements	Major equipment	Library holdings	Technology infrastructure	Furniture & equipment	Leased capital assets	Work ^{1,2} in progress	Total
2018 Cost										
Opening balance	\$ 20,040	\$ 198,338	\$ 19,770	\$ 3,107	\$ 8,044	\$ 3,390	\$ 60,638	\$ 1,785	\$ 17,901	\$ 333,013
Additions	-	16,165	838	1,454	343	-	6,661	73	25,257	50,791
Transfers to/(from) WIP	-	15,795	374	27	-	-	467	-	(16,663)	-
Closing balance	20,040	230,298	20,982	4,588	8,387	3,390	67,766	1,858	26,495	383,804
2018 Accumulated amortization										
Opening balance	-	(77,588)	(7,908)	(97)	(5,692)	(289)	(52,279)	(892)	-	(144,745)
Amortization	-	(5,358)	(1,971)	(303)	(499)	(424)	(4,067)	(504)	-	(13,126)
Closing balance	-	(82,946)	(9,879)	(400)	(6,191)	(713)	(56,346)	(1,396)	-	(157,871)
2018 Net book value	\$ 20,040	\$ 147,352	\$ 11,103	\$ 4,188	\$ 2,196	\$ 2,677	\$ 11,420	\$ 462	\$ 26,495	\$ 225,933
2017 Net book value	\$ 20,040	\$ 120,750	\$ 11,862	\$ 3,010	\$ 2,352	\$ 3,101	\$ 8,359	\$ 893	\$ 17,901	\$ 188,268

1. As at March 31, 2018, work in progress ("WIP") of \$26,495 (2017 – \$17,901) has not been amortized. Amortization of these intangible capital assets will commence when the assets are put into service.
2. During the year, there was \$nil (2017 – \$39) of write-down of intangible capital assets within work in progress.

KWANTLEN POLYTECHNIC UNIVERSITY

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

Year ended March 31, 2018

12. Financial risk management

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

The Board 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 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, 2018

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:

	2019	2020	2021	2022	2023
Contractual obligations	\$ 22,917	\$ 3,583	\$ 2,109	\$ 146	\$ 37

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, 2018, the University received \$12,000 (2017 – \$8,000) from Chip and Shannon Wilson and lululemon athletica Canada Inc., and \$12,000 (2017 – \$10,500) from provincial funding. The University's contribution toward this project is \$12,000 per the budget approved by the Board. As at March 31, 2018, the University incurred costs of \$33,933 (2017 – \$15,795) for this project, with the anticipated remaining costs of \$2,067 to be incurred in fiscal 2019.
- (c) The University has entered into an agreement to purchase real estate to provide additional classroom space to meet future student demand. The construction of the space is estimated to be completed by fiscal 2019. The project is funded by the University. As at March 31, 2018, the estimated purchase price for the real estate is \$23,800 (2017 – \$23,800) and the estimated budget for the construction project is \$15,260 (2017 – \$15,260).
- (d) During the year, the University has entered into an agreement for the construction and upgrade of the Spruce building on the Surrey campus. The project is funded by \$22,000 from Government of Canada's Strategic Investment Fund and provincial funding.
- (e) The University has the ability to draw on a line of credit of \$7,500 (2017– \$7,000). As at March 31, 2018, the University has not utilized the available line of credit.
- (f) As at March 31, 2018, the University has issued letters of credits to the City of Surrey totalling \$294 (2017 – \$294) which expire on January 25, 2019. 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.

KWANTLEN POLYTECHNIC UNIVERSITY

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

Year ended March 31, 2018

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.

Related party transactions with government and other government organizations:

Revenue and expenses:

Included in revenue	2018	2017
Province of British Columbia grants	\$ 75,599	\$ 73,223
Other grants - federal	735	547
Other revenue - other government entities	-	142
Amortization of deferred capital contributions - provincial	5,641	5,142
Amortization of deferred capital contributions - federal	168	147
	\$ 82,143	\$ 79,201
Included in expenses	2018	2017
Other government entities	\$ 1,153	\$ 767
Other provincial universities	338	338
	\$ 1,491	\$ 1,105

Receivables and payables:

Included in accounts receivable	2018	2017
Provincial government	\$ 1,934	\$ 2,082
Federal government	731	-
Other government entities	605	410
	\$ 3,270	\$ 2,492
Included in accounts payable and accrued liabilities	2018	2017
Provincial government	\$ 65	\$ 63
Other government entities	-	3
	\$ 65	\$ 66

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 (2017 – \$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, 2018, the University had a net receivable of \$nil (2017 – \$nil) and a net payable of \$nil (2017 – \$nil) with respect to these transactions.

KWANTLEN POLYTECHNIC UNIVERSITY

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

Year ended March 31, 2018

16. Contingent assets

The University has \$nil of contingent assets as at March 31, 2018 and 2017.

17. Contractual rights

The University has \$nil of contractual rights as at March 31, 2018 and 2017.

18. Comparative figures

Certain comparative figures have been reclassified to conform to the current year's presentation.

19. Expenses by object

The following is a summary of expenses by object:

	Instruction, research, and support	Ancillary operations	2018
Salaries and benefits	\$ 124,034	\$ 1,119	\$ 125,153
Travel and professional development	2,897	8	2,905
Supplies	4,479	54	4,533
Student awards and bursaries	1,303	-	1,303
Fees and services	15,269	326	15,595
Facilities	7,288	320	7,608
Cost of sales	-	3,807	3,807
Leases, property taxes, insurance	905	34	939
Amortization of tangible capital assets	12,877	249	13,126
	\$ 169,052	\$ 5,917	\$ 174,969

	Instruction, research, and support	Ancillary operations	2017
Salaries and benefits	\$ 115,310	\$ 1,145	\$ 116,455
Travel and professional development	2,340	6	2,346
Supplies	4,617	44	4,661
Student awards and bursaries	2,010	-	2,010
Fees and services	11,708	649	12,357
Facilities	7,381	143	7,524
Cost of sales	-	3,800	3,800
Leases, property taxes, insurance	976	9	985
Amortization of tangible capital assets	11,550	223	11,773
	\$ 155,892	\$ 6,019	\$ 161,911



Other Financial Information
(Unaudited)

Kwantlen Polytechnic University
Schedule of Board Members' Remuneration and Expenses
Fiscal Year Ending March 31, 2018

<u>Board Member Name</u>	<u>Position</u>	<u>Remuneration \$</u>	<u>Expenses \$</u>	<u>Total \$</u>
Beaton, Doug	Member, Board	-	393	393
Case, Sandra	Member, Board	-	2,655	2,655
Corbet, Tanya	Vice-Chair , Board	-	-	-
Davis, Alan	President/Ex-Officio	-	-	-
Gavin, Dew	Member, Board	-	660	660
Gonzalez-Baigi, Allison	Member, Board	-	-	-
Kampschuur, Marc	Member, Board	-	692	692
Lopes, Natasha	Member, Board	-	-	-
Madsen, Hanne	Chair, Board	-	578	578
Mahabub, Mohammed	Member, Board	-	-	-
McAdam, Michael	Member, Board	-	-	-
Melville, George	Chancellor/Ex-Officio	-	-	-
Pearce, Suzanne	Member, Board	-	-	-
Rose, Kim	Member, Board	-	-	-
Sarai, Sarbjeet	Member, Board	-	5	5
Singh, Amandeep	Member, Board	-	-	-
Wirsching, Eric	Member, Board	-	-	-
Wong, Michael	Member, Board	-	-	-
(A) Total Board Members		\$ -	\$ 4,983	\$ 4,983

Kwantlen Polytechnic University
Schedule of Employee Remuneration and Expenses
Fiscal Year Ending March 31, 2018

<u>Employee Name</u>	<u>Position</u>	<u>Remuneration \$</u>	<u>Expenses \$</u>	<u>Total \$</u>
Abiew, Francis	POLI Instructor	94,254	114	94,368
Abramson, Alana	CRIM Instructor	96,578	952	97,529
Adams, Michael	CHEM Instructor	95,518	-	95,518
Adams, Paul	BIOL Instructor	94,254	-	94,254
Adebayo, Dada	PSYC Instructor	94,254	-	94,254
Aguilera, Laura	Learning Specialist	94,254	714	94,968
Ahluwalia, Seema	SOCI Instructor	94,254	419	94,673
Akbar, Mohammad	School of Business Instructor	94,254	-	94,254
Alden, Alixe	Manager, Purchasing Services	84,173	8,609	92,781
Alger, Martha	Learning Strategist	93,565	-	93,565
Ali, Khairunnisa	Co-op Instructor	93,504	1,289	94,793
Alva Dimas, Alejandra	HR Business Partner	79,016	1,074	80,089
Amlani, Aym	Time Rls Curr/Prog Development	94,425	1,974	96,399
Anderson, Bradley	School of Business Instructor	94,273	-	94,273
Andrews, Wayne	CARP Instructor	93,565	2,518	96,083
Androsiuk, Mary	FASN Degree Instructor	94,700	-	94,700
Angelina, Maria	Counsellor	79,039	100	79,139
Armerding, Lois	Divisional Business Mgr, ACA	90,468	1,660	92,129
Armitage, Nancy	Manager, Alumni Affairs	75,407	2,666	78,073
Asano, Lisbeth	ELST Instructor	93,523	-	93,523
Assogba, Dossou	ACP Instructor	80,056	-	80,056
Atwal, Reet	Manager, Academic Advising	70,979	4,240	75,219
Au, Jennifer	CHEM Instructor	92,816	252	93,068
Auton-Cuff, Faith	Assoc. Dean, Faculty of Arts	111,986	4,209	116,195
Aziz, Rabia	School of Business Instructor	76,349	-	76,349
Baggott, Emma	Electrical Instructor	86,326	2,183	88,509
Bains, Gurinder	ACP Instructor	93,504	-	93,504
Ball, Robert	Manager, Network Operations	95,479	2,777	98,256
Ballarin, Richard	Project Leader	75,656	719	76,375
Barenscoth, Dorothy	Educational Leave	82,267	15,584	97,851
Barnes, Elizabeth	FINA Instructor	98,260	1,500	99,760
Bartlett, Andrew	ENGL Instructor	96,077	144	96,221
Bassani, Cherylynn	SOCI Instructor	101,414	-	101,414
Beeching, Beth	ELST Instructor	96,645	114	96,759
Begalka, Aimee	Assoc. Dean, ACA	118,064	3,262	121,326
Bell, Arleigh	NURS Instructor	93,535	2,175	95,709
Belter, Wendy	Counsellor	83,675	710	84,385
Benevides, Judith	School of Business Instructor	94,254	583	94,837
Benn, Lynette	Dir, Student Dev & Success	106,326	2,988	109,314
Berg, Terrance	ACP Instructor	93,477	-	93,477
Bernard, Dominic	Casual Services Contract	94,254	234	94,488
Bernstein, Daniel	PSYC Instructor	97,983	6,742	104,724
Bhagat, Meena	Chair, BUQU	111,719	105	111,824
Bhatt, Gira	PSYC Instructor	93,369	-	93,369
Bicep, Judith	MATH Instructor	88,097	-	88,097
Bickell, M.	School of Business Instructor	103,741	668	104,409
Birner, Ulrieke	School of Business Instructor	94,227	-	94,227
Blenkhorn, Deborah	ENGL Instructor	98,854	-	98,854
Blizard, Lida	NURS Instructor	93,049	673	93,722

Kwantlen Polytechnic University
Schedule of Employee Remuneration and Expenses
Fiscal Year Ending March 31, 2018

<u>Employee Name</u>	<u>Position</u>	<u>Remuneration \$</u>	<u>Expenses \$</u>	<u>Total \$</u>
Boboricken, Tanya	ACP Instructor	93,554	-	93,554
Bomford, Michael	Sustainable Agriculture Instr	93,934	613	94,547
Boparai, Shahina	Advancement Officer	73,991	1,881	75,872
Bourgeois, Helen	Casual Services Contract	93,985	-	93,985
Boyce, Joan	NURS Instructor	93,565	2,246	95,810
Boyd, Shelley	ENGL Instructor	85,396	1,698	87,094
Boydell, Carroll	CRIM Instructor	84,913	133	85,046
Braaksma, Anita	School of Business Instructor	94,790	998	95,787
Broderick, George	School of Business Instructor	94,254	1,356	95,610
Browne, Patricia	School of Business Instructor	94,273	-	94,273
Bruins, Henrietta	ACP Instructor	76,135	-	76,135
Bryce, Laura	HORT Instructor	75,559	277	75,836
Bryja, Bogdan	ACP Instructor	110,797	-	110,797
Burns, Christine	Librarian	93,554	517	94,071
Burns, David	Time Rls Special Project	94,804	7,422	102,226
Burnstein, Cheryl	NURS Instructor	94,217	883	95,100
Byrne, Daniel	School of Business Instructor	130,918	1,145	132,062
Cabral, Raquel	MATH Instructor	93,184	-	93,184
Cai, Wei	CSIT Instructor	100,493	-	100,493
Calao, Carlos	School of Business Instructor	103,698	1,318	105,016
Callaghan, Fergal	PHYS Instructor	92,434	413	92,847
Cannon, Roger	Electrical Instructor	92,617	125	92,742
Cardwell, Steve	AVP, Academic	90,990	13,983	104,973
Cato, Donna	Collaborative Nursing Instr.	93,184	878	94,062
Ceric, Irina	CRIM Instructor	86,990	-	86,990
Chahal, Gurpinder	Coordinator, Nursing Labs	92,754	870	93,624
Chamberlain, Norman	Electrical Instructor	94,121	4,840	98,960
Chan, Gregory	ENGL Instructor	93,918	1,303	95,221
Chan, Josephine	Special Asst-Provost, Academic	107,126	729	107,855
Chan, Maria	Inter.Recruit.&Admission Coord	64,833	10,539	75,372
Chanyungco, Teresa	Director, University Space	107,126	811	107,937
Charlton, Steven	PSYC Instructor	70,113	7,841	77,954
Cheah, Kooi Guan	School of Business Instructor	93,725	-	93,725
Cheema, Chamkaur	School of Business Instructor	94,456	-	94,456
Cheema, Harleen	NURS Instructor	92,434	933	93,367
Chen, Jyh-Yaw	School of Business Instructor	94,227	-	94,227
Chia, Jacqueline	School of Business Instructor	94,103	12	94,115
Chin, Kenward	School of Business Instructor	94,304	-	94,304
Chisholm, Andrew	Exec. Dir, Facilities Services	86,124	253	86,377
Chong, Jane	School of Business Instructor	95,609	1,974	97,583
Chow, Bob	School of Business Instructor	94,409	-	94,409
Christensen, Erling	SOCI Instructor	78,827	-	78,827
Chu, Stephanie	Vice Provost, Teaching & Learn	127,148	33,456	160,604
Chuang, Ying-Yueh	FINA Instructor	93,504	3,200	96,704
Clancy, Laurie	Director, People Relations	123,648	8,533	132,181
Clarival, Olivier	FREN Instructor	94,254	454	94,708
Clayton, Lindsay	School of Business Instructor	95,344	977	96,320
Clements, Kiran	ENGL Instructor	129,215	2,000	131,215
Cochrane, Mark	ENGL Instructor	82,512	-	82,512

Kwantlen Polytechnic University
Schedule of Employee Remuneration and Expenses
Fiscal Year Ending March 31, 2018

<u>Employee Name</u>	<u>Position</u>	<u>Remuneration \$</u>	<u>Expenses \$</u>	<u>Total \$</u>
Conway, Sean	ACP Instructor	92,434	-	92,434
Coombes, Michael	PHYS Instructor	92,727	-	92,727
Crisp, Dianne	PSYC Instructor	93,859	95	93,954
Crockett, Robert	School of Business Instructor	94,855	80	94,935
Crothers, Simon	School of Business Instructor	87,845	-	87,845
Cruthers, Arley	CMNS Instructor	90,986	312	91,298
Cserepes, Dana	FINA Instructor	93,582	-	93,582
Culham, Eugenia	School of Business Instructor	108,435	-	108,435
Cunnin, Elizabeth	HORT Instructor	98,140	579	98,718
Cunningham, Kelly	School of Business Instructor	97,514	1,974	99,488
Curman, Andrea	CRIM Instructor	92,804	-	92,804
Currin, Jennifer	Time Rls Faculty PD	81,196	1,330	82,526
Cyr, Heather	ENGL Instructor	91,753	1,547	93,300
Dale, Denise	Documentation Technician	94,227	-	94,227
Daley, Joanna	ELST Instructor	94,801	-	94,801
Dallas, Laura	School of Business Instructor	111,129	977	112,105
Damon, Margaret	GDMA Instructor	93,185	204	93,388
D'Angelo, Marsha	Interim Associate Dean, School of Business	99,346	1,632	100,978
Daniels, Caroline	Librarian	93,934	643	94,577
Dastur, Farhad	PSYC Instructor	101,024	873	101,897
Davidson, David	HORT Instructor	93,804	437	94,241
Davis, Alan	President & Vice Chancellor	219,696	33,002	252,698
Davis, Robert	KFA Time Release	94,273	888	95,161
Davison, Karen	Educational Leave	96,343	1,342	97,685
De Boer, Monica	BIOL Instructor	93,504	95	93,599
de Silva, Moira	BIOL Instructor	94,450	-	94,450
Dean, Geoffrey	ACP Instructor	93,840	-	93,840
Dearle, Gillian	Assoc. Dean, Faculty of Arts	97,657	1,647	99,305
Dearle, Robert	ENGL Instructor	92,750	615	93,365
DeGroot, Judith	ENGL Instructor	86,185	840	87,025
Deisman, Wade	Assoc. Dean, Faculty of Arts	107,898	2,535	110,433
Del Monte, Sabrina	School of Business Instructor	87,846	-	87,846
Dempsey, Liam	PHIL Instructor	94,534	610	95,144
Deol, Harleen	BPN Instructor	93,184	982	94,166
Deresh, Carla	Div Busi Mgr, Faculty of Arts	95,131	3,509	98,640
Detwiler, Laurie	Counsellor	92,701	481	93,182
Dhesi, Harjit	BPN Instructor	94,254	743	94,997
Diaz, Alexander	FMRK Instructor	94,227	-	94,227
Dickens, Charles	School of Business Instructor	94,227	-	94,227
Diotte, Mark	ACP Instructor	92,796	-	92,796
Dixon, Frank	School of Business Instructor	87,092	-	87,092
Djokic, Mirela	Librarian	87,277	277	87,555
Dobud, Pablo	Mgr, Occupational Hlth & Safety	106,376	5,597	111,973
Donahoe, Patrick	Dean, Academic & Career Adv.	130,018	17,738	147,755
Doolan, Jeffrey	Plumbing Instructor	93,934	2,944	96,878
Doyle, Kelly	ENGL Instructor	80,382	1,289	81,671
Drysdale, Dean	School of Business Instructor	83,759	-	83,759
Dube, Catherine	Dir Std Risk, Judicial Affairs	107,049	8,391	115,440
Duffy, Patrick	CHEM Instructor	93,184	-	93,184

Kwantlen Polytechnic University
Schedule of Employee Remuneration and Expenses
Fiscal Year Ending March 31, 2018

<u>Employee Name</u>	<u>Position</u>	<u>Remuneration \$</u>	<u>Expenses \$</u>	<u>Total \$</u>
Dunn, Deborah	NURS Instructor	93,504	1,237	94,741
Dunster, Katherine	HORT Urban Ecosys Degr Instr	93,604	-	93,604
Durning, Gabrielle	Coord Communications, Events	68,684	7,274	75,959
Durston, Stefan	Director, Ancillary Services	116,004	6,209	122,212
Dyck, Richard	CADD Instructor	80,533	-	80,533
Edwards, Paul	Instructor, EASL	90,449	-	90,449
Edwards, Timothy	ACCT Instructor	85,500	2,074	87,574
Egi, Aleksandar	Casual Services Contract	101,454	1,384	102,838
Eigenfeldt, Catriona	School of Business Instructor	94,304	977	95,281
Enns, Ronald	Mgr, Business Development	88,481	9,651	98,132
Erickson, Shawn	Dir, Co-op Ed and Career Svcs	108,471	1,741	110,212
Ewender, Sigrid	School of Business Instructor	90,683	-	90,683
Fawcett, Daniel	School of Business Instructor	94,254	-	94,254
Fee, Elizabeth	Vice-Provost, Students	158,516	7,726	166,243
Fengstad, David	APPL Instructor	94,990	36	95,026
Fenske, Wayne	PHIL Instructor	94,304	1,675	95,979
Ferrari, Semone	School of Business Instructor	91,669	2,288	93,957
Ferreras, Salvador	Provost & VP Academic	181,044	20,996	202,039
Findler, Patrick	PHIL Instructor	94,254	301	94,555
Fletcher, Douglas	School of Business Instructor	104,069	-	104,069
Florkowski, David	Dean, Faculty of Health	118,543	3,074	121,617
Ford, Richard Michael	School of Business Instructor	93,028	24	93,052
Formisano, Colleen	School of Business Instructor	94,254	95	94,349
Francis, Darren	CMNS Instructor	114,188	124	114,312
Frank, Andrew	ENVI Instructor	77,412	2,163	79,575
Fraser, Ruth	Dir, Serv for Stud with Disab	101,691	7,102	108,793
Freeman, Lisa	CRIM Instructor	93,484	4,654	98,138
Freeman, Trudy	Special Advisor to the Provost	85,834	-	85,834
Froc, David	Educational Leave	83,497	-	83,497
Frymire, Angela	School of Business Instructor	94,391	-	94,391
Fuhr, Robert	HIST Instructor	93,184	-	93,184
Gagne, Lucie	IDSN Instructor	86,252	2,337	88,589
Gagnon, Nathalie	Time Rls Special Project	98,467	1,596	100,063
Garrett, Brian	PHIL Instructor	94,304	-	94,304
Gatzeva, Mariana	SOCI Instructor	93,934	-	93,934
Geddert, Melody	ELST Instructor	94,962	-	94,962
Gelineau, Robert	FINA Instructor	94,179	-	94,179
Gell, Anja	NURS Instructor	107,760	-	107,760
Gill, Rajdeep	Chair, IDEA	79,515	-	79,515
Gocer, Izgy	Counsellor	84,334	952	85,286
Goelman, Ari	School of Business Instructor	93,184	-	93,184
Gomes, Ana	FINA Instructor	93,380	-	93,380
Goodine, Margaret	Mgr, Learning Technology	95,799	3,369	99,168
Gooding, Elizabeth	ENGL Instructor	94,227	-	94,227
Gorval, Debbie	School of Business Instructor	95,327	-	95,327
Goulet, Philip	Chief Safety Officer	126,724	6,131	132,855
Goundrey, Andhra	Assc. Dean, Wilson Sch of Design	117,118	994	118,112
Graziano, Barbara	VP, External Affairs	140,685	7,167	147,852
Green, Colin	HIST Instructor	95,810	-	95,810

Kwantlen Polytechnic University
Schedule of Employee Remuneration and Expenses
Fiscal Year Ending March 31, 2018

<u>Employee Name</u>	<u>Position</u>	<u>Remuneration \$</u>	<u>Expenses \$</u>	<u>Total \$</u>
Greenlaw, Duncan	ENGL Instructor	92,423	-	92,423
Greeno, Sharon	FMRK Instructor	90,587	64	90,651
Guay, Marc	Div Busi Mgr, Health	97,628	5,382	103,010
Guild, Lorraine	HCAP Instructor	92,754	762	93,516
Guirguis, Mazen	PHIL Instructor	103,749	-	103,749
Gurm, Balbir	NURS Instructor	94,094	1,064	95,158
Hadfield, Janine	GNIE Instructor	93,934	851	94,785
Hamilton, Kevin	PSYC Instructor	94,201	-	94,201
Hamilton, Mark	JRNL Instructor	82,292	-	82,292
Hamm, Anita	JRNL Instructor	85,133	11,330	96,464
Han, Terry	School of Business Instructor	93,380	-	93,380
Hannas, Paula	Manager, Client Services	95,099	846	95,945
Hans, Manmohan	Network Administrator	75,157	3,117	78,274
Harbut, Rebecca	Sustainable Agriculture Instr	94,254	807	95,061
Harding, Jon	VP, Finance & Administration	176,777	7,242	184,019
Harris, Gregory	BIOL Instructor	93,934	1,046	94,980
Harrison, Heather	PHIL Instructor	94,147	-	94,147
Harvey, David	School of Business Instructor	93,215	2,564	95,779
Harwood, Nicola	CRWR Instructor	75,514	2,000	77,514
Hassan, Shereen	CRIM Instructor	94,942	81	95,023
Hassanlou, Ali	School of Business Instructor	120,955	-	120,955
Haugen, Brian	Dean, Faculty of Trades & Technology	78,735	8,636	87,371
Hauta, Christopher	ENVI Contract Instructor	74,486	833	75,319
Hawkins, Judith	GNIE Instructor	93,934	1,002	94,936
Hayes, Jack	HIST Instructor	100,008	-	100,008
Hayes, Jane	MUSI Instructor	84,887	-	84,887
Hazel, Judith	NURS Instructor	93,987	1,330	95,317
Heinrick, Christina	CADD Instructor	94,604	-	94,604
Hemsworth, Lesley	ELST Instructor	93,881	-	93,881
Henderson, Deborah	Regional Innovation Chair	121,488	5,329	126,817
Henriksen, Rosemary	School of Business Instructor	94,304	2,894	97,198
Henwood, Nadia	Assc Reg, Adm, Grd & Enrol Srv	97,671	1,841	99,512
Herrmann, Shari	School of Business Instructor	94,212	-	94,212
Hickman-Barr, Margaret	EDST Instructor	92,722	-	92,722
Higo, Travis	Div Busi Mgr, School of Busine	82,243	2,725	84,968
Hills, Gail	NURS Instructor	93,934	815	94,749
Ho, Philip	School of Business Instructor	94,254	-	94,254
Hoang, Betty	Senior Business Advisor	91,607	7,619	99,225
Hobson, Jane	BIOL Instructor	93,154	265	93,419
Hodgkinson, Carley	GDMA Instructor	93,519	-	93,519
Hogan, Melinda	PHIL Instructor	93,784	616	94,400
Hollaway, Rachelle	ACP Instructor	77,239	-	77,239
Horne, Gerald	School of Business Instructor	94,201	-	94,201
Howes, Stephanie	Assc. Dean, School of Business	112,024	6,966	118,991
Hoyland, James	PHYS Instructor	93,934	-	93,934
Huang, Hongyu	Project Leader	89,017	1,302	90,320
Hubick, Lisa	Librarian	93,184	-	93,184
Hunter, Iain	Dir, Maintenance & Operations	93,979	1,524	95,503
Indurugalla, Deepani	CHEM Instructor	95,040	247	95,287

Kwantlen Polytechnic University
Schedule of Employee Remuneration and Expenses
Fiscal Year Ending March 31, 2018

<u>Employee Name</u>	<u>Position</u>	<u>Remuneration \$</u>	<u>Expenses \$</u>	<u>Total \$</u>
Inglis, Peter	BIOL Instructor	94,254	210	94,464
Ip, Pamela	School of Business Instructor	94,254	-	94,254
Ironside, Bruce	School of Business Instructor	94,058	-	94,058
Jaffer, Adam	Manager, Organizational Risk	98,966	5,416	104,382
Jankovic, Branka	ELST Instructor	93,497	-	93,497
Janzen, Jeffrey	Electrical Instructor	103,986	-	103,986
Jarvis, Jeremy	School of Business Instructor	94,304	2,453	96,757
Jenion, Gregory	CRIM Instructor	94,067	-	94,067
Jeon, Amy (Hye Won)	BIOL Instructor	90,950	-	90,950
Jhangiani, Rajiv	Special Advisor to the Provost	105,130	5,410	110,540
Johnson, Gloria	Co-op Education Contract Instructor	79,960	598	80,558
Johnston, Tina	HCAP Instructor	92,610	728	93,338
Jonas, Petra	CRIM Instructor	94,119	-	94,119
Jones, Gary	HORT Instructor	94,499	925	95,424
Jones, Terri	HORT Instructor	80,977	1,175	82,152
Jordan, Jennifer	Stud Judicial Affairs Officer	74,145	2,187	76,332
Jovovic, Olivera	Casual Services Contract	93,079	-	93,079
Kaminski, June	NURS Instructor	93,934	595	94,529
Kampschuur, Marc	Time Rls Accreditation	97,788	3,276	101,064
Kang, Simran	Manager, Financial Reporting	81,975	645	82,620
Karapanos, Alexandra	ELST Instructor	94,297	-	94,297
Karaush, Iryna	DEPD Instructor	93,934	3,475	97,409
Kargut, Sigrid	Librarian	94,708	302	95,010
Katz, Barbara	School of Business Instructor	93,701	1,974	95,675
Kaushal, Paul	CHEM Instructor	88,570	-	88,570
Kazymerchyk, Stanley	HORT Instructor	94,254	61	94,315
Keath, Jacquollyne	BPN Instructor	93,317	3,159	96,477
Keding, Udo	School of Business Instructor	93,258	-	93,258
Keever, Carson	BIOL Instructor	94,611	936	95,547
Kennedy, Neil	ENGL Instructor	93,184	-	93,184
Kennedy, Stephen	CADD Instructor	92,434	10	92,444
Kerti, John	Senior Network Analyst	77,221	948	78,169
Kietaibl, Anton	School of Business Instructor	147,356	-	147,356
Kinney, Tracey	HIST Instructor	94,604	941	95,545
Kitt, Lisa	Time Rls-Research Ethics Board	92,619	1,640	94,259
Klimek, Connie	NURS Instructor	93,333	595	93,929
Ko, Steve	ELST Instructor	93,184	-	93,184
Koch, Johannes	GEOG Instructor	93,184	-	93,184
Kolac, Jana	PHYS Instructor	93,108	-	93,108
Korman, Laurette	School of Business Instructor	94,825	977	95,801
Kowalski, Cameron	Manager, Emergency Planning	99,281	6,897	106,178
Kozak, Romy	Director, Diversity	95,510	-	95,510
Kozlowski, Kaitlin	NURS Instructor	74,809	1,259	76,068
Krishnan, Parthiphan	GEOG Instructor	95,908	971	96,879
Kroeker, Tess	Time Rls Curr/Prog Development	93,870	844	94,714
Kumar, Radhika	Health Unit Coord. Instructor	93,504	1,982	95,486
Kwadzovia, Thomas	Director, Procurement Services	81,842	6,968	88,810
Kwan, Benjamin	CSIT Instructor	112,844	-	112,844
Lacuna, Maria	ELST Instructor	85,390	-	85,390

Kwantlen Polytechnic University
Schedule of Employee Remuneration and Expenses
Fiscal Year Ending March 31, 2018

<u>Employee Name</u>	<u>Position</u>	<u>Remuneration \$</u>	<u>Expenses \$</u>	<u>Total \$</u>
Lafreniere, Robert	Plumbing Instructor	112,410	2,489	114,899
Lagasse, Glenda	APPD Instructor	79,586	206	79,792
Lagoutin, Raphael	Time Rls KFA	106,712	-	106,712
Laird, Ross	CRWR Instructor	94,304	1,876	96,180
Lait, Cameron	Plant Health Instructor	97,193	43	97,235
Lantinova, Vera	School of Business Instructor	76,667	-	76,667
Larsen, Michael	CRIM Instructor	97,847	-	97,847
Lavery, Gerard	FARR Instructor	94,254	3,845	98,099
Law, Andy	School of Business Instructor	114,262	458	114,720
Law, Victor Hung Yan	School of Business Instructor	88,368	493	88,861
Le Grand, Richard	PSYC Instructor	94,212	-	94,212
Lecovin, Matthew	School of Business Instructor	93,451	3,179	96,629
Lee, Judy	Coordinator, BSN	93,884	3,030	96,915
Lee, Kyungjae	CSIT Instructor	108,479	-	108,479
Lee, Sue Shu-Hsien	ACP Instructor	93,504	-	93,504
Lee, Vivian	Director, Budgeting, Planning & Payroll	103,924	5,670	109,595
Leigh, C.Paul	Time Rls Special Project	95,284	-	95,284
Leitch, Sharon	HCAP Instructor	109,231	1,325	110,556
Leonard, Michael	School of Business Instructor	93,504	-	93,504
Lett, Daniel	CRIM Instructor	85,817	-	85,817
Leung, Christopher	School of Business Instructor	94,549	-	94,549
Leung, Edmund	Project Leader	76,335	747	77,081
Lewarne, Steve	Exec Dir Advancement & CEO Fdn	130,995	3,313	134,307
Li, Pak Ki Jacky	School of Business Instructor	93,211	-	93,211
Li, Puqun	PHIL Instructor	94,265	2,000	96,265
Lian, Minli	School of Business Instructor	103,658	447	104,105
Lichimo, Marie	School of Business Instructor	102,968	-	102,968
Ling, Arthur	ELST Instructor	94,289	-	94,289
Liptrot, Sue	Collaborative Nursing Instr.	93,477	985	94,463
Liu, Alex	MATH Instructor	94,254	-	94,254
Liu, Xin	CHEM Instructor	94,254	-	94,254
Lloyd, Michael	WELD Instructor	116,192	-	116,192
Loodu, Sarbjit	Div.Bus. Mgr, Faculty of Design	97,446	3,219	100,664
Lopes, Evandro	PSYC Instructor	94,195	-	94,195
Lotz, Nicole	Mgr, Marketing & Brand Strategy	80,235	4,762	84,997
Low, Ho Yee	School of Business Instructor	95,072	2,142	97,214
Lucas, Michaela	PHIL Instructor	94,534	-	94,534
Lymburner, Jocelyn	PSYC Instructor	93,504	-	93,504
Lyon, David	Time Rls-Research Ethics Board	94,304	-	94,304
Ma, Hao	CISY Instructor	89,858	-	89,858
Ma, Michael	CRIM Instructor	92,204	-	92,204
Ma, Praise	School of Business Instructor	94,784	998	95,782
Machado, Marcelo	Senior Accounts Receivable	97,251	668	97,919
MacKenzie, Joyce	NURS Instructor	94,014	2,133	96,147
MacKenzie, Leanne	Co-op Instructor	113,552	1,328	114,880
MacLean, Carla	PSYC Instructor	94,212	-	94,212
MacLeod, Colin	MATH Instructor	91,411	-	91,411
MacTaggart, Alison	FINA Instructor	86,077	-	86,077
Mah, Jaime	MRKT Instructor	94,825	-	94,825

Kwantlen Polytechnic University
Schedule of Employee Remuneration and Expenses
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<u>Employee Name</u>	<u>Position</u>	<u>Remuneration \$</u>	<u>Expenses \$</u>	<u>Total \$</u>
Majano, Paulo	FINA Instructor	75,961	84	76,045
Malyon, Donna	Collaborative Nursing Instr.	94,213	1,402	95,616
Manton, Lynette	ELST Instructor	93,760	1,056	94,816
Marcotte, Megan	BIOL Instructor	93,504	312	93,816
Marinescu, Daniela	MATH Instructor	92,754	-	92,754
Marino, Franco	CRIM Instructor	93,344	144	93,488
Martin, John	GEOG Instructor	94,304	7	94,311
Martinez, Victor	DEPD Instructor	93,934	-	93,934
Mason, Shawn	NURS Instructor	94,107	719	94,825
Masse, Katie	Conf. Asst. VP Finance&Admin	72,018	3,156	75,174
Massey, Daryl	CADD Instructor	92,434	-	92,434
Massey, Joanne	CADD Instructor	94,057	-	94,057
Mathewson, Donald	PHYS Instructor	95,134	2,998	98,132
Mathias, Louella	Special Adv.,Strat,Initi,Innov	107,126	2,131	109,257
Matic, Milana	ELST Instructor	84,796	167	84,963
Matskiw, Christopher	Casual Services Contract	111,292	284	111,576
Matson, Janis	HORT Instructor	85,757	-	85,757
Matsuba, Kyle	PSYC Instructor	93,344	12,924	106,268
Maultsaid, Deirdre	School of Business Instructor	93,184	168	93,352
May, Evelyn	PB DETA Instr	94,254	5,762	100,016
Maydan, Catherine	School of Business Instructor	112,732	917	113,649
McAuley-Bax, Shauna	School of Business Instructor	93,477	2,696	96,173
McBride, Scott	FINA Instructor	94,254	-	94,254
McCannell, Lesley	Time Rls Special Project	92,804	2,578	95,382
McClinton, Brian	MILL Instructor	92,804	63	92,867
McConill, Casey	MATH Instructor	93,504	-	93,504
McConnell, Keiron	CRIM Instructor	108,285	-	108,285
McDonald, Laura	Div Busi Mgr, Trades & Tech	79,750	4,267	84,016
McDonald, Robert	PSYC Instructor	93,492	-	93,492
McEachern, Joan	School of Business Instructor	93,523	-	93,523
McElroy, Lori	Executive Director, IAP	130,615	6,059	136,674
McIlmoyle, Stuart	Assoc.VP, International	116,739	42,307	159,046
McLay, Shelley	NURS Instructor	93,504	1,722	95,226
McLellan, Ann-Marie	EDST Instructor	94,279	-	94,279
McMullen, Marla	School of Business Instructor	106,571	-	106,571
McNeil, Harry	Manager, Campus Security Ops	114,657	9,233	123,891
McPherson, Kathy	ELST Instructor	94,401	-	94,401
McVicker, Rada	Mgr, Accounting Services	107,110	1,833	108,943
Menzies, Robert	HIST Instructor	91,304	312	91,616
Messer, Ron	School of Business Instructor	92,754	977	93,731
Migliore, Sam	ANTH Instructor	94,388	-	94,388
Mihell, Lana	Div Busi Mgr, Science & Hort	94,364	1,981	96,345
Miks, Edward	CARP Instructor - ELTT	111,578	-	111,578
Millard, Gregory	POLI Instructor	94,979	-	94,979
Minhas, Gurjeet	NURS Instructor	94,281	595	94,876
Mirfakhraie, Amir	Educational Leave	77,319	-	77,319
Mitchell, Joshua	Sr. Director, Student Affairs	120,294	9,869	130,162
Mitchell, Zena	University Registrar	135,288	11,160	146,448
Monchalin, Lisa	CRIM Instructor	93,554	-	93,554

Kwantlen Polytechnic University
Schedule of Employee Remuneration and Expenses
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<u>Employee Name</u>	<u>Position</u>	<u>Remuneration \$</u>	<u>Expenses \$</u>	<u>Total \$</u>
Moniz, Ann	Director, Health & Community	105,549	1,559	107,108
Morgan, Elly	Coordinator, CCLS	155,591	-	155,591
Morrison, Ronald	School of Business Instructor	93,935	-	93,935
Mroczek, Jolanta	ELST Instructor	94,438	-	94,438
Muhammad, Kabeer	School of Business Instructor	91,358	-	91,358
Muir, Kerry	ELST Instructor	105,586	-	105,586
Mullinix, M. Kent	Dir, Sustainable Hort and Food	133,912	8,652	142,565
Mundle, Todd	University Librarian	130,995	4,970	135,964
Murphy, Julia	ANTH Instructor	94,123	48	94,171
Murray, Joel	Assc. Dean, Fac. of Science & Hor	117,212	8,588	125,800
Murray, Ronald	Electrical Instructor	110,491	4,580	115,071
Murray, Sarah	PSYC Instructor	80,554	-	80,554
Musil, Debbie	School of Business Instructor	94,304	977	95,281
Myette, Brian	MILL Instructor	94,058	-	94,058
Nakano, Michelle	HORT Instructor	94,254	503	94,757
Nalupta, Naila	Manager, Capital Projects	79,692	637	80,330
Nasir, Shoaib	School of Business Instructor	93,554	2,013	95,567
Nasitwitwi, Mungandi	GEOG Instructor	94,194	-	94,194
Nayar, Kamala	South Asian Studies Instructor	93,934	144	94,078
Nelson, Robert	WELD Instructor	85,392	-	85,392
Neuhold, Bernie	School of Business Instructor	93,826	-	93,826
Newton, Samuel	School of Business Instructor	93,934	1,880	95,814
Nichols, Corrie	NURS Instructor	94,254	788	95,042
Nielson, Denise	ELST Instructor	94,998	-	94,998
Nilsson, Joakim	ENGL Instructor	86,742	67	86,808
Niosi, Andrea	School of Business Instructor	94,304	-	94,304
Nishihara, Alison	MATH Instructor	93,477	-	93,477
Nolan, Kathy	Health & Benefits Specialist	80,398	2,087	82,485
Norris, Lindsay	FASN Degree Instructor	107,189	470	107,660
Novocelskii, Serguei	MATH Instructor	93,184	-	93,184
Nyenhuis, Michael	MATH Instructor	94,854	804	95,658
Ohler, Paul	ENGL Instructor	94,304	2,000	96,304
Olson, Harmeet	GNIE Instructor	92,717	1,315	94,032
O'Meara, Mark	Instructor, School of Business	97,005	156	97,161
Orban, Levente	PSYC Instructor	93,747	-	93,747
Ostrowski, Paul	ENGL Instructor	93,688	-	93,688
Pannu, Mandeep	School of Business Instructor	117,044	1,409	118,452
Parmar, Jaspal	Director, Compensation, Health & Benefits	134,792	2,410	137,202
Parolin, Maria	FINA Instructor	91,403	1,700	93,103
Passmore, Lyndsay	School of Business Instructor	77,399	-	77,399
Pearce, Suzanne	CHEM Instructor	93,935	-	93,935
Pedersen, Cory	PSYC Instructor	98,841	-	98,841
Pegg, Brian	ANTH Instructor	93,934	-	93,934
Penner, Kurt	PSYC Instructor	95,921	-	95,921
Perera, Nishan	Time Rls Curr/Prog Development	94,254	-	94,254
Petersen, Karl	ELST Instructor	93,742	-	93,742
Petrillo, Larissa	Time Rls Chair/Coord Other	94,304	-	94,304
Phillips, Stephanie	FMRK Instructor	94,109	819	94,928
Phillips, Susana	PSYC Instructor	93,184	-	93,184

Kwantlen Polytechnic University
Schedule of Employee Remuneration and Expenses
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<u>Employee Name</u>	<u>Position</u>	<u>Remuneration \$</u>	<u>Expenses \$</u>	<u>Total \$</u>
Phipps, Laurie	School of Business Instructor	93,688	2,698	96,386
Pikios, Christina	ELST Instructor	93,078	-	93,078
Pink, Ross	POLI Instructor	92,634	-	92,634
Pitre-Hayes, Corinne	Chief Information Officer	131,543	6,476	138,019
Podrouzek, Wayne	PSYC Instructor	92,665	-	92,665
Pollard, Lesley	FASN Degree Instructor	96,226	-	96,226
Poon, Michael	PHYS Instructor	80,878	1,073	81,952
Pope, Michael	FASN Degree Instructor	92,675	-	92,675
Popoff, Richard	CHEM Instructor	75,105	19	75,124
Popovich, Alex	HIST Instructor	94,174	-	94,174
Pradhan, Dolagobinda	GEOG Instructor	94,254	124	94,378
Prasad, Jeffery	APPD Instructor	79,616	-	79,616
Purcell, David	Director, Emerging Business	111,316	38,802	150,118
Purewal, Shinder	POLI Instructor	94,304	-	94,304
Purvey, Diane	Dean, Faculty of Arts	133,817	10,510	144,327
Qu, Yanfeng	MAND Instructor	92,727	1,351	94,078
Quigley, Jacqueline	ACP Instructor	92,815	-	92,815
Quist-Adade, Charles	SOCI Instructor	93,934	864	94,798
Radcliffe, Duane	School of Business Instructor	94,254	-	94,254
Ramadan, Hisham	CRIM Instructor	94,254	-	94,254
Rankin, Graham	MATH Instructor	82,208	-	82,208
Raza, Imran	School of Business Instructor	94,273	-	94,273
Reddick, Donald	School of Business Instructor	93,934	3,094	97,028
Reddington, Jennifer	Div Bus Mgr, Student Services	80,910	3,880	84,791
Reichl, Arleigh	PSYC Instructor	98,291	2,437	100,728
Reyimjan, Raheem	ACP Instructor	87,712	124	87,836
Reynolds, Annette	SOCI Instructor	87,466	17	87,483
Rhodenizer, Lawrence	AMCH Instructor	94,254	-	94,254
Ribkoff, Fred	ENGL Instructor	94,316	2,200	96,516
Richard, Paul	ENVI Instructor	80,699	-	80,699
Richardson, Allison	Librarian	94,254	1,425	95,679
Richter, Kimberly	School of Business Instructor	93,934	-	93,934
Ritchie, Leigh	School of Business Instructor	78,008	976	78,984
Roberts, Neil	School of Business Instructor	94,304	-	94,304
Roberts, Seiko	JAPA Instructor	92,647	-	92,647
Robertson, Carolyn	Dean, Faculty of Design	139,411	7,780	147,191
Rogers, Linda	Librarian	93,184	-	93,184
Rohde, Sven	Plumbing Instructor	93,934	2,570	96,504
Rojas-Primus, Reya	SPAN Instructor	94,551	444	94,994
Rose, John	GEOG Instructor	84,577	-	84,577
Rozell, Allyson	MATH Instructor	95,079	-	95,079
Ruiz Oliveras, Flavio	PHYS Instructor	77,949	232	78,181
Ruloff, Colin	Educational Leave	83,600	-	83,600
Rumpeltes, Michael	WELD Instructor	101,416	-	101,416
Rupert, John	ENGL Instructor	82,662	-	82,662
Rusticus, Shayna	PSYC Instructor	93,504	-	93,504
Ryan, Angela	Librarian	86,394	39	86,434
Sacho, Brad	School of Business Instructor	94,304	977	95,281
Sadhra, Avtar	MATH Instructor	94,254	-	94,254

Kwantlen Polytechnic University
Schedule of Employee Remuneration and Expenses
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<u>Employee Name</u>	<u>Position</u>	<u>Remuneration \$</u>	<u>Expenses \$</u>	<u>Total \$</u>
Saint, Susan	Casual Services Contract	95,642	537	96,179
Salehpour, Sid	ELST Instructor	102,224	-	102,224
Salih, Qussay	CSIT Instructor	98,499	-	98,499
Salumbre, Daniel	Database Administrator	80,269	1,153	81,422
Salumbre, Winnie	Project Leader	76,560	-	76,560
Samra, Sukebinder	Interim Chief Info. Officer	118,185	2,336	120,521
Sanaei, Asiyeh	MATH Instructor	94,104	-	94,104
Sandhu, Harjinder	NURS Instructor	94,254	714	94,968
Sandhu, Herraj	Casual Services Contract	100,234	595	100,829
Sangha, Anita	Co-op Instructor	79,379	804	80,183
Sass, William	Exec Dir, Financial Services	123,578	8,497	132,075
Sato, Takashi	PHYS Instructor	94,254	5,752	100,006
Saumier Demers, Louis	Student Asst.- Interpreting	92,350	-	92,350
Saunders, Joanne	Exec.Dir - Marketing & Recruit	131,241	5,544	136,785
Schlamp, Kristine	HORT Instructor	75,923	-	75,923
Schuetz, Mathias	BIOL Instructor	77,785	-	77,785
Schwichtenberg, Catherine	School of Business Instructor	94,083	818	94,902
Sears, Christopher	ACP Instructor	93,185	312	93,497
Sen, Abhijit	School of Business Instructor	93,565	-	93,565
Seru, Renuka	Counsellor	93,934	197	94,131
Shah, Syed Ashiq	PSYC Instructor	94,058	124	94,181
Shahidi, Jamshid	School of Business Instructor	94,134	1,942	96,076
Shantz, Jeffrey	CRIM Instructor	93,934	168	94,102
Shay, Ron	School of Business Instructor	94,273	133	94,406
Sheehan, Gerard	AMRA APPR Instructor	94,094	705	94,799
Shepherd, John	School of Business Instructor	95,709	1,974	97,683
Shivji, Salim	Senior Network Analyst	77,983	981	78,964
Shortridge, Lori	Casual Services Contract	157,024	1,287	158,311
Sidhu, Navneet	HR Business Partner	82,240	1,112	83,353
Silva, Francisco	Mgr, Int.Recruitment&Admission	74,438	15,536	89,974
Simmons, Dianne	EDST Instructor	77,320	-	77,320
Simmons, Gregory	CRIM Instructor	82,691	-	82,691
Simon, Richard	School of Business Instructor	95,191	-	95,191
Sindhar, Beant	HCAP Instructor	92,999	809	93,808
Singer, Stefanie	Mgr, Budgeting & Planning	101,132	1,286	102,418
Singh, Rajinder	School of Business Instructor	93,462	-	93,462
Singh, Vinshu	Instructor - Trades	92,659	2,605	95,264
Sivertson, Susan	ELST Instructor	89,208	-	89,208
Skelton, Chad	JRNL Instructor	85,607	-	85,607
Skoumal, Zdenek	MUSI Instructor	94,254	-	94,254
Small, William	Welding Instructor	96,500	79	96,578
Smith, Teresa	Manager, Org. Development	73,750	2,104	75,854
Smith, Wendy	ENGL Instructor	93,554	132	93,686
Smolkin, Doran	PHIL Instructor	93,184	1,951	95,135
Snaith, Brenda	IDSN Instructor	94,254	3,628	97,882
Soe, Naing	Project Leader	77,318	649	77,967
Soles, Nicola	Educational Leave	83,867	530	84,397
Somji, Alia	School of Business Instructor	92,733	2,815	95,548
Spalding, Elizabeth	Casual Services Contract	95,915	-	95,915

Kwantlen Polytechnic University
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<u>Employee Name</u>	<u>Position</u>	<u>Remuneration \$</u>	<u>Expenses \$</u>	<u>Total \$</u>
St. Laurent, Carole	Dir, Intl Recruit, Adm & Artic	59,757	29,229	88,986
St. Loe, Stephanie	IDSN Instructor	79,662	374	80,036
Stanwood, Ian	ACP Instructor	93,934	312	94,246
Stark, Kenneth	Time Rls Special Project	93,934	-	93,934
Stewart, Carol	School of Business Instructor	106,400	1,289	107,689
Stratton, Sabine	ANTH Instructor	94,454	-	94,454
Styles, Mark	Casual Services Contract	76,869	-	76,869
Suderman, Gail	MUSI Instructor	93,554	-	93,554
Sudlow, Gillian	ACP Instructor	76,286	-	76,286
Sumal, Al	WELD Instructor	77,659	3,065	80,725
Sussmann, Andrea	BIOL Instructor	90,157	-	90,157
Swall, Brian	ENGL Instructor	93,451	-	93,451
Swanink, Melissa	ELST Instructor	94,158	-	94,158
Sweeney, Sherilyn	Casual Services Contract	94,418	851	95,269
Symonds, Dianne	Time Rls Curr/Prog Development	93,690	-	93,690
Taylor, Terri	Assc Registrar, Reg Rec & Syst	96,868	6,319	103,188
Tebb, Richard	Dean, School of Business	130,018	17,651	147,669
Tehrani, Jamshid	School of Business Instructor	92,969	-	92,969
Thibodeau, T. Joyce	NURS Instructor	94,254	769	95,024
Thiessen, Randal	Casual Services Contract	93,152	-	93,152
Thompson, Janet	GEOG Instructor	94,201	684	94,885
Thompson, Shirley	FASN Degree Instructor	93,627	26	93,653
Thompson, Susan	PSYC Instructor	93,934	-	93,934
Thorner, Thomas	HIST Instructor	93,858	-	93,858
Thorsell, Abigail	AVP, Human Resources	150,848	25,560	176,409
Tien, Laurel	NURS Instructor	93,996	595	94,591
Tiessen, Esther	Time Rls Curr/Prog Development	94,254	-	94,254
Tomiak, Kim	Learning Strategist	89,408	-	89,408
Tones, Daniel	MUSI Instructor	74,767	1,611	76,378
Tong, Chun Kuen Rick	School of Business Instructor	94,227	-	94,227
Toohey-Wiese, Elizabeth	Accounting Services Coord.	73,717	1,500	75,217
Torrance, Douglas	BIOL Instructor	93,477	-	93,477
Torrezan, Rodolfo	Mgr, Int. Recruitment & Admission	61,903	16,678	78,581
Tracey, Donald	Chair, BBA Marketing	115,161	977	116,138
Traynor, Christopher	ACP Instructor	81,086	-	81,086
Tsui, Tyron	PHYS Instructor	124,248	-	124,248
Tutlewski, Wiktor	School of Business Instructor	94,609	583	95,192
Tweed, Roger	PSYC Instructor	92,946	-	92,946
Tyndall, Paul	ENGL Instructor	86,339	1,457	87,795
Uppal, Bill (Balbir)	Facilities Svcs Supervisor, Rmd	82,601	1,955	84,555
Vail, Laura	Director, Student Success	83,901	5,003	88,905
Valana, Maria	HORT Instructor	86,519	124	86,642
Vallee, Helen	School of Business Instructor	94,304	9,787	104,091
van Gerven, Keri	School of Business Instructor	72,722	10,497	83,218
Van Steinburg, Terri	Faculty Time Release to FPSE	92,434	-	92,434
Vanderleeden, Olen	AVP, Bus. Development & Innov.	151,697	20,445	172,142
Varaich, Sundeep	BPN Instructor	83,040	1,123	84,163
Vidal, Claudio	SOCI Instructor	93,503	-	93,503
Villalba, Luis Fernando	IDSN Instructor	109,796	13,406	123,202

Kwantlen Polytechnic University
Schedule of Employee Remuneration and Expenses
Fiscal Year Ending March 31, 2018

<u>Employee Name</u>	<u>Position</u>	<u>Remuneration \$</u>	<u>Expenses \$</u>	<u>Total \$</u>
Vincent, Adam	EDST Contract Instructor	85,115	-	85,115
Vincent, Susan	Counsellor	77,252	545	77,797
Vujovic, Sinisa	School of Business Instructor	93,934	-	93,934
Waddington, Leeann	Time Rls Curr/Prog Development	94,254	3,514	97,768
Walker, Natalie	Div Busi Mgr, Cont & Prof Stud	74,791	6,496	81,287
Wall, Orlando	Electrical Instructor	82,766	-	82,766
Walsh, Diane	KFA Time Release	94,304	-	94,304
Wang, Zehua	CSIT Instructor	94,260	-	94,260
Ward, Laura	Health & Benefits Consultant	82,039	2,395	84,434
Warfield, Katie	JRNL Instructor	90,010	608	90,618
Warren, Valerie	School of Business Instructor	94,088	2,181	96,269
Weber, Steven	ENGL Instructor	78,998	107	79,106
Webster, Janet	ACP Instructor	92,815	-	92,815
Wegener, Lisa	Casual Services Contract	74,696	1,067	75,763
Wei, Siqi	MATH Instructor	77,189	-	77,189
Weir, Bruce	School of Business Instructor	104,054	-	104,054
Westgate, Thomas	APPL Instructor	102,205	-	102,205
Whitmore, Michael	CADD Instructor	94,193	-	94,193
Whittemore, Joel	School of Business Instructor	94,181	1,100	95,281
Whittington-Walsh, Fiona	School of Business Instructor	94,304	2,333	96,636
Wiebe, Sunita	Mgr Strategic Planning&Quality	89,065	-	89,065
Wijnsma, Kristina	CRIM Instructor	86,253	114	86,367
Williams, Allan	Education Assistant Instructor	81,090	-	81,090
Williams, David	School of Business Instructor	92,804	-	92,804
Williams, Jennifer	ENGL Instructor	85,220	2,568	87,788
Williams, Martyn	ELST Instructor	93,857	-	93,857
Wilson, Sherry	BIOL Instructor	93,504	-	93,504
Wilton, Mary	PART Instructor	93,523	-	93,523
Wolf, Carla	IDDS Instructor	93,523	-	93,523
Wong, Katherine	Casual Services Contract	93,768	-	93,768
Wong, Richard	School of Business Instructor	103,828	1,210	105,037
Wong, Trevor	Dir, Planning & Construction	100,207	2,223	102,430
Wood, Kathryn	Ops Mgr, Bookstore	75,745	8,144	83,889
Woodcock, Linda	Librarian	84,726	-	84,726
Woodyard, Sylvia	Education Assistant Instructor	78,592	1,241	79,834
Worobec, Elizabeth	Dean, Science & Hort.	129,865	3,508	133,373
Wrench, Danny	ACP Instructor	94,254	-	94,254
Wright, David	Assc. Dean, Trades and Tech	111,219	743	111,962
Wu, Aihua	School of Business Instructor	94,181	-	94,181
Wu, Kira	FINA Instructor	89,852	1,200	91,052
Wyntjes, Barbara	School of Business Instructor	106,578	1,154	107,731
Yang, John	Coordinator, TCM	94,254	2,626	96,880
Yezerinac, Stephen	Assoc Registrar, Senate & Curr	89,828	4,832	94,659
Yoshida, Sara	ANTH Instructor	92,773	-	92,773
Young, David	GDMA Instructor	95,557	19	95,576
Yuan, Wenting	Divisional Business Mgr, Inter	84,014	11,520	95,533
Yuill, Garry	School of Business Instructor	102,870	977	103,847
Yusuf, Ali	CRIM Instructor	98,341	-	98,341
Zamfirescu, Vasile	School of Business Instructor	123,528	-	123,528

Kwantlen Polytechnic University
Schedule of Employee Remuneration and Expenses
Fiscal Year Ending March 31, 2018

<u>Employee Name</u>	<u>Position</u>	<u>Remuneration \$</u>	<u>Expenses \$</u>	<u>Total \$</u>
Zhang, Guoren	School of Business Instructor	109,187	-	109,187
Zmudzka-Bajerski, Malgorzata	Instructor, ACP	94,254	-	94,254
Remuneration and expenses greater than \$75,000		60,798,079	1,134,797	61,932,877
Consolidated total of other employees with remuneration and expenses of \$75,		43,925,852	564,412	44,490,264
(B) Total Employees		104,723,931	1,699,209	106,423,141

Kwantlen Polytechnic University
Schedule of Payments to Suppliers of Goods and Services
Fiscal Year Ending March 31, 2018

<u>Vendor Name</u>	<u>Payment \$</u>
4imprint Inc	25,340
4th Utility Inc	140,782
A & L Electronic	25,836
Acme Visa Solutions Ltd.	66,807
AddEnergie Technologies Inc	27,562
Agilent Technologies Canada Inc	91,257
Air Liquide Canada Inc	26,200
Alarmtron (BC) Ltd	36,503
Alder Auto Parts Ltd	28,031
Alertus Technologies, LLC	27,004
Alliance Printing Ltd	30,297
Alvis Tsui (FSS) Inc.	65,550
Amazon	61,666
Ankenman Marchand Architects	38,583
Anton Electrical Services (2011) Inc	39,900
Argus Control Systems Ltd	57,727
Aspyr	30,954
Associated Health Systems Inc.	26,965
AVI-SPL Canada Ltd.	323,067
Ball Superior Ltd	26,463
BC Association of Institutes & Universities (BCAIU)	57,307
BC Event Management	129,729
BC Government Employees Union	63,824
BC Hydro	1,113,477
BC Innovation Council	26,250
BC Pension Corporation	9,237,364
BCNET	1,153,181
Bell and Howell Company LLC	45,306
Bensim Travel S.L.	31,639
Bird Design-Build Construction Inc.	35,000
BitTRACK Consultants Pvt.Ltd.	33,348
Blackbaud Canada	41,728
Boston Construction Corp.	63,101
Bright International Student Service Inc.	27,503
Butlers & Associates	25,368
C3M Construction Contractor Group Inc.	654,213
Canada Post Corporation	45,857
Canadalin Consulting Inc.	27,906
Canadian Research Knowledge Network	226,530
Canam Consultants Limited	104,888
CanAsia Immigration Consultant Canada Inc.	66,605
Canpar Transport Ltd	67,855
Canwell Immigration & Education Ltd.	38,572
Capex Project Advisory Services Inc.	260,607
Cascade Raider Holdings Ltd.	31,233
CBV Collection Services	125,521
Chairlines	46,159
Charms Global Education & Immigration Services Inc.	129,459
Charter Telecom Inc	907,782

Kwantlen Polytechnic University
Schedule of Payments to Suppliers of Goods and Services
Fiscal Year Ending March 31, 2018

<u>Vendor Name</u>	<u>Payment \$</u>
Cherwell Software Inc	47,648
Cineplex Media	80,948
Citrix Systems Inc.	97,330
City of Langley	60,838
City of Richmond	74,412
City of Surrey	293,535
CKWX-AM - Rogers Media Inc.	31,601
Coast Plaza Hotel & Suites	30,502
Coast Welding Supplies & Rentals Ltd.	25,470
Colleges and Institutes Canada	39,782
Colliers Project Leaders Inc.	139,517
Columbia Security Systems & Surveillance Inc.	84,630
Comar Electrical Services Ltd	239,101
Community Fire Prevention Ltd.	100,059
Compugen Inc	247,578
Conference Board of Canada	25,000
Controlled Environments Ltd.	134,257
Council of Prairie & Pacific University Libraries (COPPUL)	61,811
CTV Vancouver - Bell Media Inc.	51,190
Cummins Canada ULC	33,058
Custom Plate & Profiles	71,443
D.G.S. Construction Company Ltd	17,342,335
Davies Park & Associates (Vancouver) Inc.	69,195
Dell Canada	408,906
Digital Postage on Call	63,000
DJP Consulting Inc.	44,625
Doan, Trung Quoc.	31,756
Domain 7 Solutions Inc	94,500
DTZ Canada Inc.	980,867
EAB	101,492
Earncliffe Strategy Group	49,064
Easy Education Inc	40,518
Ebsco Canada Ltd	88,021
EDge Interactive Publishing	36,750
Editions du Renouveau Pédagogique Inc	58,519
Education Consultants Canada (ECC) Inc.	26,422
Ellucian Company L.P.	149,266
Eltec Elevator Ltd	133,914
Emond Publishing	43,385
Encompass Support Services Society	26,034
Enersolv Design & Build Ltd	30,713
Ernst & Young LLP	42,454
ESC Automation Inc	307,363
F.H. Black & Company Inc	44,800
Facebook	50,862
Fasken Martineau DuMoulin	35,627
Fastsigns	57,811
Festo Didactic Ltd.	75,349
Fisher Scientific Ltd	140,434

Kwantlen Polytechnic University
Schedule of Payments to Suppliers of Goods and Services
Fiscal Year Ending March 31, 2018

<u>Vendor Name</u>	<u>Payment \$</u>
Follett Higher Education Group	81,520
FortisBC Energy Inc	157,660
Free Daily Newsgroup Inc.	25,512
Frequency Foundry Inc.	96,721
Fulcrum Management Solutions Ltd.	25,277
Future Link Consultants Inc	35,312
Gap Wireless	28,197
GardaWorld Cash Services Canada Corp.	36,470
Gartner Canada Co.	34,729
Gaspard & Sons	38,751
GBS Construction Managers Inc.	538,252
GEEBEE Education Pvt. Ltd.	148,362
Genumark Promotional Merchandise Inc	47,144
Georgia Street Media Inc.	44,825
GINQO Consulting Ltd	28,256
Gocool International	29,385
Google Inc.	93,717
Greenbarn Potters Supply Ltd	39,946
Guangson Consulting	118,320
Guildford Town Centre LP	31,500
Hamilton Duncan Armstrong & Stewart	30,646
Hampden Engineering Corporation	149,699
Hanover Research	60,000
Hanscomb	65,704
Harris & Company	206,293
Heritage Food Service Group of Canada Ltd.	84,839
Heritage Office Furnishings Ltd.	370,646
Holmes & Brakel (BC) Inc	1,198,723
Homewood Health Inc.	76,287
Honeybee Enterprises Ltd.	160,681
Horizon Landscape Contractors	289,227
HSBC Global Asset Management (Canada) Limited	61,008
Hudson, Kyra Lin.	60,441
Ice Development Ltd.	116,461
ICEF	49,889
IDP Education Pty Ltd	258,545
IEC Online GmbH	44,248
Imperial Parking Ltd	166,767
Infrastructure Bridge Advisory Limited	131,757
Inline Marketing	29,118
Integral Group	61,412
Jain Overseas Services Pvt Ltd.	202,177
Jensen Hughes Consulting Canada Ltd	45,400
Jiacheng Overseas Immigration and Education Service Corp.	99,877
John Wiley & Sons Canada Ltd	244,162
Johnson Controls Ltd V4020	479,202
JQ Mechanical Corp	59,512
Kangaroo Studies Private Ltd.	39,236
KDS Construction	57,398

Kwantlen Polytechnic University
Schedule of Payments to Suppliers of Goods and Services
Fiscal Year Ending March 31, 2018

<u>Vendor Name</u>	<u>Payment \$</u>
Key Innovations Inc.	108,868
KPMB Architects	487,519
KPMG LLP	60,143
Kwantlen Faculty Association	607,848
Kwantlen Polytechnic University Student Association	107,877
Lamar Transit Advertising Canada Ltd	292,212
Livingston	52,371
Lockmasters	66,616
Login Brothers Canada	66,446
Long View Systems	401,307
Lordco Parts	35,065
Luxury Transportation Inc	181,139
Manulife Financial	5,726,582
Marsh Canada Limited	34,507
Matrix Video Communications Corp. (MVCC)	481,810
Maxwell Floors (1980) Ltd	38,325
McGraw Hill Ryerson Limited	182,576
McTavish Resource & Management Consultants Ltd	51,975
MDT Systems Limited	78,887
Mega Maintenance Ltd.	34,292
Megamind Consultants Pvt. Ltd.	135,865
Merlan Scientific Ltd.	26,219
Microserve	908,796
Microsoft Canada Inc.	122,784
Miley Law	39,839
Millennium Computer Systems Ltd	154,108
Minister of Finance	181,175
Moneris	491,584
Morton Clarke & Co Ltd	35,567
MPS	131,188
Musqueam Indian Band	94,783
Nebraska Book Company Inc	55,236
Nelson Education Ltd.	403,357
Newlands Systems Inc	28,062
Niche Canada	31,470
Norton Rose Fulbright Canada LLP	26,694
Novacom Building Partners Ltd.	4,215,073
Opti-Tech Scientific Inc.	40,683
Outfront Media Canada LP	50,463
Oxford University Press Canada	135,879
Paladin Security Group Ltd.	833,368
Panago Enterprises Ltd.	86,019
Pattison Outdoor Advertising	41,388
Pearson Education Canada	778,784
Pinton Forrest & Madden Group Inc. -- PFM	41,738
Pioneer Immigration & Education Consultancy Pvt Ltd.	112,304
Polytechnics Canada	97,335
Post Secondary Employers Association	29,454
Praxair Distribution	107,094

Kwantlen Polytechnic University
Schedule of Payments to Suppliers of Goods and Services
Fiscal Year Ending March 31, 2018

<u>Vendor Name</u>	<u>Payment \$</u>
Prime Learning Group	60,000
Progressive Educational Systems	77,293
Promosa Management Inc	25,369
ProQuest LLC	275,780
Proscenium Architecture + Interiors Inc.	90,343
Psychometrics Canada Ltd	35,059
Pyramid-e Services Pvt. Ltd.	135,046
Raffles Educity (I) Private Limited	130,467
Receiver General of Canada	4,772,517
RedPier Consulting	44,292
Ricoh Canada Inc.	440,889
River Rock Casino Resort	43,059
Rocky Point Engineering Ltd.	25,762
Rogers Media, Inc.	26,052
Ron Sons Torch Repairs & Sales Ltd	30,438
Rowe Event & Show Services Ltd	51,800
Royal Bank of Canada	127,223
RSB Solutions	30,282
rSmart Group Inc	94,656
Scalar Decisions	482,064
Seed Processing Holland B.V.	112,569
Sehdev Travel & Educational Services	253,062
Shell Energy North America (Canada) Inc.	245,896
Siemens Canada Limited	65,158
Simon Fraser University	339,947
SirsiDynix (US)	56,751
Sodexo	157,808
Sonex Computer Inc	53,863
Sophiya Consultants	37,185
South Harper Lands (HTC) Ltd	154,232
Spicers Canada ULC	52,326
Squamish Nation Trades Centre	1,070,630
Stantec Architecture	559,971
Stantec Consulting Ltd	49,773
Staples	185,281
Sunrise International Legal Services	102,023
Super Save	93,903
Superior Signs and Graphics	118,401
Surrey Board of Trade	31,012
Symlicity Corporation	29,851
TELUS Communications Inc.	248,024
TFM Consultants International	26,775
TForce Final Mile Canada Inc.	80,911
The Home Depot	49,750
Thinkspace Architecture Planning Interior Design	82,418
Thomson Reuters Canada	43,535
Tom Lee Music Co Ltd	151,150
Trotec Laser Canada	46,798
Tsleil-Waututh Nation	86,021

Kwantlen Polytechnic University
Schedule of Payments to Suppliers of Goods and Services
Fiscal Year Ending March 31, 2018

<u>Vendor Name</u>	<u>Payment \$</u>
UCIPP	211,232
Uline Canada Corporation	25,240
UniFirst Canada Ltd	27,283
Universities Canada	67,878
Valet Travel (1990) Ltd.	41,680
Veritiv Canada Inc	323,542
Vertiv Canada ULC	159,087
Virgin 94.5 FM - Bell Media Inc.	84,956
VWR International, Ltd	101,836
W. Anita Braha - Barrister & Solicitor	28,330
Weldcor Supplies	26,218
Wilson, Kory	25,000
Worksafe BC	318,924
WSP Canada Group Limited	72,638
WSP Canada Inc.	41,381
WW Norton & Company Inc	75,135
Yellowridge Design Build Ltd.	15,695,468
ZGF Architects Inc.	178,387
<hr/>	
(A) Total amount paid to suppliers who received aggregate payments of more than \$25,000	92,757,008
(B) Consolidated total of payments to suppliers who received aggregate payments of \$25,000 or less	7,241,047
(C) Consolidated total of contributions exceeding \$25,000	-
Total Vendors	<u><u>\$ 99,998,055</u></u>

**Kwantlen Polytechnic University
Statement of Severance Agreements
Fiscal Year Ending March 31, 2018**

There were ten (3) severance agreements under which payment commenced between Kwantlen Polytechnic University and its non-unionized employees during fiscal year 2017/18

These agreements represent 42 months of compensation *

* Compensation means the agreements were determined based on salary.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(7)

**Kwantlen Polytechnic University
Schedule of Long Term Debt
Fiscal Year Ending March 31, 2018**

None to report.

Prepared under the Financial Information Regulation, Schedule 1, subsection 4.

Kwantlen Polytechnic University
Schedule of Guarantee and Indemnity Agreements
Fiscal Year Ending March 31, 2018

None to report.

Prepared under the Financial Information Regulation, Schedule 1, subsection 5.

Kwantlen Polytechnic University
Reconciliation to Financial Statements
Fiscal Year Ending March 31, 2018

Expenses per Financial Statements

Statement of Operations	<u>\$ 174,969,413</u>
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Statement of Financial Information**Schedule of Remuneration and Expenses**

(A) Total Board Members	\$ 4,983
(B) Total Employees	106,423,141

Schedule of Payments to Suppliers for Goods and Services

(A) Total amount paid to suppliers who received aggregate payments of more than \$25,000	92,757,008
(B) Consolidated total of payments to suppliers who received aggregate payments of \$25,000 or less	7,241,047
(C) Consolidated total of contributions exceeding \$25,000	-
	\$ 206,426,179

Reconciling Items

Increase in Capital Assets	(50,791,089)
Amortization of Capital Assets	13,126,356
Accruals	5,396,333
Prepays	745,057
Student Awards Paid	1,287,999
Tax and Other Recoveries and Changes to Other Balance Sheet Items	(1,221,422)
	\$ (31,456,766)

\$ 174,969,413

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

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

Page 1: Corporation Information

Ministry Information

General: Section One

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

Page 2: Statement of Assets & Liabilities: Section Two

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

Operational Statement: Section Three

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

Statement of Debts: Section Four

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

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

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

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

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

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

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

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

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

Page 5: Inactive Corporations: Section Eight

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

Approval of Financial Information: Section Nine

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

Access to the Financial Information: Section Ten

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

Financial Information Regulation, Schedule 1

Checklist – Statement of Financial Information (SOFI)

For the Corporation:

Corporate Name: Kwantlen Polytechnic University Contact Name: Wendy Ip
 Fiscal Year End: March 31, 2018 Phone Number: (604) 599-2604
 Date Submitted: September 30, 2018 E-mail: Wendy.lp@kpu.ca

For the Ministry:

Ministry Name: _____ Reviewer: _____
 Date Received: _____ Deficiencies: Yes ☐ No ☐
 Date Reviewed: _____ Deficiencies Addressed: Yes ☐ No ☐
 Approved (SFO): _____ Further Action Taken: _____

Distribution: Legislative Library ☐ Ministry Retention ☐

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
General					
1 (1) (a)	Statement of assets and liabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (b)	Operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (c)	Schedule of debts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachment 5 (nil statement)
1 (1) (d)	Schedule of guarantee and indemnity agreements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachment 6 (nil statement)
1 (1) (e)	Schedule of employee remuneration and expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachment 2
1 (1) (f)	Schedule of suppliers of goods and services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachment 3
1 (3)	Statements prepared on a consolidated basis or for each fund, as appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statements 1 through 5 (Financial Statements for Fiscal 2018)
1 (4) 1 (5)	Notes to the financial statements for the statements and schedules listed above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Schedule of Guarantee and Indemnity Agreements					
5 (1)	List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5 (2)	State the entities involved, and the specific amount involved if known	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5 (3) 5 (4)	<ul style="list-style-type: none"> The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information The omission must be explained in a note to the schedule 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Schedule of Remuneration and Expenses (See Guidance Package for suggested format)					
6 (2) (a)	List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attachment 1
6 (2) (b)	List alphabetically each employee whose total remuneration exceeds \$75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per FIA Guide Package page 7 and sample format page 9, implies to include separately each employee whose total of remuneration and expenses exceeding \$75K which is what we have reported.
6 (2) (c)	Include a consolidated total for employees whose remuneration is \$75,000 or less [excluding the persons listed under 6 (2) (a)]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per FIA Guide Package page 7 and sample format page 9, implies to include separately each employee whose total of remuneration and expenses exceeding \$75K which is what we have reported.
6 (2) (d)	Reconcile or explain any difference between total remuneration in this schedule and related information in the operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Statements do not break out salaries from benefits, reconciliation to F/S done at 7(1)(c) on a consolidated basis.
6 (3)	Exclude personal information other than name, position, function or remuneration and expenses of employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Schedule of Remuneration and Expenses (See Guidance Package for suggested format)					
6 (6)	Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (7) (a) 6 (7) (b)	Include a statement of severance agreements providing: <ul style="list-style-type: none"> the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and the range of equivalent months' compensation for them (see Guidance Package for suggested format)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (8)	Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Schedule of Suppliers of Goods or Services (See Guidance Package for suggested format)					
7 (1) (a)	List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding \$25,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 (1) (b)	Include a consolidated total of all payments to suppliers who received \$25,000 or less	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 (1) (c)	Reconcile or explain any difference between the consolidated total and related figures in the operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Statements do not break out salaries from benefits, reconciliation to F/S done for both, refer to 6(2)(d)
7 (2) (b)	Include a statement of payments for the purposes of grants or contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Per sample format in FIA Guide, page 14, only listing out grants or contributions paid exceeding \$25K in a separate section.

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



Board of Governors

Agenda Item:

Meeting Date:

Presenter(s):

Regular Meeting

#4.3

September 19, 2018

Jon Harding

Agenda Item: **Five-Year Capital Plan**

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT the Board of Governors approve KPU's Five-Year Capital Plan submitted to the Ministry of Advanced Education, Skills and Training on August 16, 2018 as recommended by the Board Finance Committee
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Board Committee Report: At its meeting held on September 11, 2018, the Board Finance Committee reviewed and approved KPU's Five-Year Capital Plan submitted to the Ministry of Advanced Education, Skills and Training on August 16, 2018 for recommendation to the Board of Governors.

Key Messages: <i>[maximum of three]</i>	<ol style="list-style-type: none">1. The Five-Year Capital Plan identifies KPU's priority projects for which the University is seeking provincial and internal funding2. The Five-Year Capital Plan meets provincial requirements for either new priority projects or whole asset replacement and renewal projects.
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Context & Background: The Ministry of Advanced Education and Skills Training (AEST) made a request for the Five-Year Capital Plan for submission early August 2018. The draft plan was submitted to AEST in order to meet the requested deadline; it requires approval by the institution's Board of Governors before the draft becomes final.

Resource Requirements: N/A

Implications / Risks: Without the Five-Year Capital Plan submission to the Ministry, KPU would not be considered for provincial funding for any of the major projects.

Consultations: Consultations have been held with the Polytechnic University Executive (PUE) and relevant stakeholders.

Attachments:

- Five Year Capital Plan Priority Projects
 - Priority 1 -Security System, Cameras, and Lighting Upgrades
 - Priority 2 – Richmond Student Housing Project Overview
 - Priority 3 – Surrey Student Housing Project Overview
 - Priority 4 – Langley Student Housing Project Overview
 - Priority 5 – Envelope Roof and IGU Replacement
 - Priority 6 – Renovation of East Wing 2nd and 3rd floors
 - Priority 7 – Roadway Access Revitalization – Richmond Entrance
 - Priority 8 – Roadway Access Revitalization – Surrey Entrance



Board of Governors

Agenda Item:

Meeting Date:

Presenter(s):

Regular Meeting

#4.3

September 19, 2018

Jon Harding

Priority 9 – Roadway Access Revitalization – Langley Entrance

Priority 10 – Water Distribution System Remediation

Priority 11 – Enterprise Resource Planning Replacement

Priority 12 – Langley Campus Library Major Renovation

Priority 13 – Health Sciences Building

Priority 14 – Research, Technology and Innovation Centre

Priority 15 – Ancillary Services Building

2. 2018 Prioritized List: Proposed Project Category 1-3

3. 2018 Project Summary Major Ongoing Planned Self-Funded

Submitted by: Jon Harding, Vice President, Finance and Administration

Date submitted: August 29, 2018



Five-Year Capital Plan 2018 (2019/20 - 2023/24)



Five-Year Capital Plan 2018 Priority Projects

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Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category (1, 2 or 3)	Project Priority
KPU	Richmond, Wilson school of design, Langley and KPU Tech (Cloverdale). Surrey exterior lighting only	Richmond, WSOD, Langley and Tech - security system and exterior lighting replacement & upgrade. Surrey exterior lighting only.	Category 1	1

1.0 Current Situation

Currently, the security systems at KPU Richmond, Tech and Langley campuses consist of keyed door hardware with no card access. A condition audit by VFA in 2013 indicated security systems at all three campuses beyond useful life with an action year of 2016. The replacement of the systems also reduces deferred maintenance. No security cameras exist throughout the three campuses.

The current system code changes are proprietary, has aging infrastructure components, and is not capable of central control including lock down procedures.

Some areas of the exterior walkways, courtyards, grounds, and parking area lighting does not provide consistent and adequate lighting levels in for student and staff safety.

Older technology and expanded exterior zone use by staff and students has created dark, and unsafe zones.

KPU Campuses have 19,980 FTE (Head Count) of which 4,513 students are located at the Richmond Campus, 1,841 are located at KPU Tech and 2,417 are located at the Langley Campus (2016/17 Data). Last year KPU has had a student confirmed murdered along with a suspicious death of an unidentified victim adjacent to the KPU Langley facility. This projects has become a critical safety issue at all KPU campuses.

2.0 Project Description

Replace all Richmond, Tech and Langley campus building security systems which monitor access and unauthorized entry via keypads, using passive infrared (PIR) sensors to detect motion and door contacts to indicate opening of the door. The new system will include card access for select areas.

The installation of a new security camera system will add another element of safety and security for the students and staff at KPU.

The exterior lighting component of the project requires the replacement and addition of environmentally sustainable lighting that will enhance safety, security and accessibility across all campuses while reducing energy costs. The project will increase and update perimeter and parking lot lighting with improved modern and energy efficient lighting technologies.

3.0 Project Objectives

- Increase personal safety on campus
- Begin the implementation of a card access system at KPU
- Begin the implementation of the ability to lock down areas of the campus in case of an emergency

4.0 Options considered

No other viable options considered.

5.0 Project Outcomes

Infrastructure improvement

- Replace and enhance end of life security system components with modern technology.
- Remove maintenance liability and enhance the functional aspects to provide central access control, lockdown, and overall improved safety for occupants.
- Improve the safety of exterior areas by providing adequate lighting.

Cost Effectiveness

- Avoided maintenance and programming code costs
- Ability to provide increased access to the campus with less personnel support than if the technology were not in place
- Reduce electrical consumption and maintenance with modern exterior lighting technology.

Strategic Alignment

- Supports provincial and KPU commitment to creating a safe environment to learn and work. In past month two situations where would have been beneficial to have ability to lock down campus.

Quality Education

- With card access we will have the ability to provide increased access to the campus helping to address current requests from students and the Board of Governors.

6.0 Project Cost/Funding

KPU is seeking 100% funding of \$10,600,000 from the Ministry for this project.

7.0 Key Risks

Risk: Selection of a system that is complicated to support and does not allow for future growth and anticipated needs.

Mitigation: Conduct a feasibility study with expert consultants to explore alternatives.

Risk: Insufficient budget to complete the upgrade for the whole campus.

Mitigation: Include alternate pricing within the tender so that additional features can be added if funds are available and keep the tender to essential elements.

8.0 Project Schedule

Security System and Exterior Lighting Replacement & Upgrade																																																
Activity	Months																																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
Preplanning																																																
Design																																																
Tender/Award/Mobilize																																																
Construct																																																
Occupancy																																																

Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category (1, 2 or 3)	Project Priority
KPU	Richmond	Student Housing	Category 3	2

1.0 Current Situation

Currently, KPU has a large population of international students enrolled in programs at the KPU Richmond and finding appropriate housing is a significant challenge. Both the low vacancy rates (<1%¹) and the very high rental costs (average one bedroom apartment \$1151 per month which has increased by \$100 in one year) in Richmond have created a virtual housing crisis for KPU international students and Canadian students of KPU that are not from the lower mainland. It is a challenge for our current students and an impediment to attracting future international students.

KPU Campuses have 19,980 FTE (Head Count) of which 4,513 students are located at the Richmond Campus. Of the 4,513 students attending the Richmond Campus 1,188 are international students and 3,325 are domestic students (2016/17 Data).

2.0 Project Description

The proposed project is the new construction of a 30 story student housing building to be built on the Richmond KPU campus. The building will provide safe, affordable and convenient housing options for approximately 650 international and non-lower mainland students.

The student housing will support international and other students attending the KPU Richmond campus to attend programming within the Faculty of Design, new programming in Traditional Chinese Medicine, CADD and other programs under consideration for the Richmond campus.

3.0 Project Objectives

The project is intended to provide safe, affordable and convenient housing for international and other KPU students attending KPU in Richmond.

4.0 Options considered

Given the high costs of real estate and the extremely low vacancy rates in Richmond, there are no acceptable alternatives to provide housing for KPU

¹ www.richmond.ca

students. The only alternative is to guide students to the local open rental market, and particularly for younger students and international students needing some level of community, this is not the preferred option.

5.0 Project Outcomes

Infrastructure Improvements:

- The proposed building will be built to LEED equivalent standards and will provide safe, cost effective and convenient housing options for KPU Richmond students that are not available to them on the open market.

Cost Effectiveness:

- The project has a 17.6 year payback period and a positive net present value at \$30M.

Innovation:

- The proposed project provides many opportunities to augment the regular curriculum with peer learning; for example, one concept for the facility is to offer dedicated language themes for different floors, with one resident being native in that language, to afford students an opportunity to learn new languages and cultures through their living experience.

Strategic Alignment:

- The proposed project aligns with provincial mandates for affordable housing.
- The project aligns with institutional goals for diversity and for inclusion of international students, as well as institutional goals of providing a safe environment and experience for students.

Quality Education:

- The proposed residential tower supports the goal of access by enabling greater numbers of international students and non-lower mainland based students to attend the unique programming provided by Kwantlen Polytechnic University.

Energy and Emission Reduction:

- The proposed project will be designed and built to meet LEED Gold equivalent standards and contribute to the Greenhouse Gas Reduction Targets.

6.0 Project Cost/Funding

KPU is seeking 100% funding of from the Ministry for this project. It is anticipated that as further planning for this project proceeds, that a campaign will be launched seeking donors for a portion of the project investment.

The project cost is estimated at \$100,700,000 with an annual operating cost of \$1,500,000 and a capital renewal reserve investment of \$1,000,000 per year.

7.0 Key Risks

The key risk for this project is that funding sources cannot be secured, which would have a severe impact. To mitigate this risk the University will pursue multiple funding sources in parallel including seeking sponsors and donors to contribute to the capital cost of the project.

Any additional risks are standard construction product risks such as permit delays, scope, requirements, material pricing and availability and the availability of contractors. All these risks can be mitigated with proper project management discipline.

8.0 Project Schedule

Student Housing - Richmond																																																
Activity	Months																																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
Preplanning																																																
Design																																																
Tender/Award/Mobilize																																																
Construct																																																
Occupancy																																																

Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category (1, 2 or 3)	Project Priority
KPU	Surrey	Student Housing	Category 3	3

1.0 Current Situation

Currently, KPU has a large population of international students enrolled in programs at the KPU Surrey campus and finding appropriate housing is a significant challenge. Both the low vacancy rates (<1%¹) and the very high rental costs (average one bedroom apartment \$1093 per month¹) in Surrey have created a virtual housing crisis for KPU international students and Canadian students of KPU that are not from the lower mainland. It is a challenge for our current students and an impediment to attracting future international students.

KPU Campuses have 19,980 FTE (Head Count) of which 10,028 students are located at the Surrey Campus (2016/17 Data).

2.0 Project Description

The proposed project is the new construction of a 22 story student housing building to be built on the Surrey KPU campus. The building will provide safe, affordable and convenient housing options for approximately 400 international and non-lower mainland students.

The student housing will support international and other students attending the KPU Surrey campus to attend programming within the Faculty of Arts, Faculty of Science and Horticulture, Faculty of Business and other programming.

3.0 Project Objectives

The project is intended to provide safe, affordable and convenient housing for international and other KPU students attending KPU in Surrey.

4.0 Options considered

Given the high costs of real estate and the extremely low vacancy rates in Surrey, there are no acceptable alternatives to provide housing for KPU students. The only alternative is to guide students to the local open rental

¹ City of Surrey

market, and particularly for younger students and international students needing some level of community, this is not the preferred option.

5.0 Project Outcomes

Infrastructure Improvements:

- The proposed building will be built to LEED equivalent standards and will provide safe, cost effective and convenient housing options for KPU Surrey students that are not available to them on the open market.

Cost Effectiveness:

- The project has a 17.6 year payback period and a positive net present value at \$18M.

Innovation:

- The proposed project provides many opportunities to augment the regular curriculum with peer learning; for example, one concept for the facility is to offer dedicated language themes for different floors, with one resident being native in that language, to afford students an opportunity to learn new languages and cultures through their living experience.

Strategic Alignment:

- The proposed project aligns with provincial mandates for affordable housing.
- The project aligns with institutional goals for diversity and for inclusion of international students, as well as institutional goals of providing a safe environment and experience for students.

Quality Education:

- The proposed residential tower supports the goal of access by enabling greater numbers of international students and non-lower mainland based students to attend the unique programming provided by Kwantlen Polytechnic University.

Energy and Emission Reduction:

- The proposed project will be designed and built to meet LEED Gold equivalent standards and contribute to the Greenhouse Gas Reduction Targets.

6.0 Project Cost/Funding

KPU is seeking 100% funding from the Ministry for this project. All funding for this project is requested from the Province. It is anticipated that as further

planning for this project proceeds, that a campaign will be launched seeking donors for a portion of the project investment.

The project cost is estimated at \$65,300,000 with an annual operating cost of \$1,000,000 and a capital renewal reserve investment of \$800,000 per year.

7.0 Key Risks

The key risk for this project is that funding sources cannot be secured, which would have a severe impact. To mitigate this risk the University will pursue multiple funding sources in parallel including seeking sponsors and donors to contribute to the capital cost of the project.

Any additional risks are standard construction product risks such as permit delays, scope, requirements, material pricing and availability and the availability of contractors. All these risks can be mitigated with proper project management discipline.

8.0 Project Schedule

Student Housing - Surrey																																																					
Activity	Months																																																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53
Planning & Rezoning																																																					
Design																																																					
Tender/Award/Mobilize																																																					
Construct																																																					
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Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category (1, 2 or 3)	Project Priority
KPU	Langley	Student Housing	Category 3	4

1.0 Current Situation

Currently, KPU has a large population of international students enrolled in programs at the KPU Langley campus and finding appropriate housing is a significant challenge. Both the low vacancy rates (<1%¹) and the very high rental costs (average one bedroom apartment \$1093 per month¹) in Langley and surrounding areas have created a virtual housing crisis for KPU international students and Canadian students of KPU that are not from the lower mainland. It is a challenge for our current students and an impediment to attracting future international students.

KPU Campuses have 19,980 FTE (Head Count) of which 2,417 students are located at the Langley Campus (2016/17 Data).

2.0 Project Description

The proposed project is to acquire an existing building adjacent to the campus and convert the building to student housing. It's envisioned that an addition will need to be made to the building allowing for up to 200 students to be housed. The building will provide safe, affordable and convenient housing options for international and non-lower mainland students.

The student housing will support international and other students attending the KPU Langley campus to attend programming within the Faculty of Science and Horticulture, Faculty of Health, Faculty of Art, Faculty of Business and other programming.

3.0 Project Objectives

The project is intended to provide safe, affordable and convenient housing for international and other KPU students attending KPU in Langley.

4.0 Options considered

Given the high costs of real estate and the extremely low vacancy rates in Langley, there are no acceptable alternatives to provide housing for KPU

¹ City of Langley

students. The only alternative is to guide students to the local open rental market, and particularly for younger students and international students needing some level of community, this is not the preferred option.

5.0 Project Outcomes

Infrastructure Improvements:

- The proposed building will be built to LEED equivalent standards and will provide safe, cost effective and convenient housing options for KPU Surrey students that are not available to them on the open market.

Cost Effectiveness:

- This residence will be built using LEED Gold standards to reduce annual operating costs.

Innovation:

- The proposed project provides many opportunities to augment the regular curriculum with peer learning; for example, one concept for the facility is to offer dedicated language themes for different floors, with one resident being native in that language, to afford students an opportunity to learn new languages and cultures through their living experience.

Strategic Alignment:

- The proposed project aligns with provincial mandates for affordable housing.
- The project aligns with institutional goals for diversity and for inclusion of international students, as well as institutional goals of providing a safe environment and experience for students.

Quality Education:

- The proposed residential tower supports the goal of access by enabling greater numbers of international students and non-lower mainland based students to attend the unique programming provided by Kwantlen Polytechnic University.

Energy and Emission Reduction:

- The proposed project will be designed and built to meet LEED Gold equivalent standards and contribute to the Greenhouse Gas Reduction Targets.

6.0 Project Cost/Funding

KPU is seeking 100% funding from the Ministry for this project. All funding for this project is requested from the Province. It is anticipated that as further planning for this project proceeds, that a campaign will be launched seeking donors for a portion of the project investment.

The project cost is estimated at \$53,500,000.

7.0 Key Risks

The key risk for this project is that funding sources cannot be secured, which would have a severe impact. To mitigate this risk the University will pursue multiple funding sources in parallel including seeking sponsors and donors to contribute to the capital cost of the project.

Any additional risks are standard construction product risks such as permit delays, scope, requirements, material pricing and availability and the availability of contractors. All these risks can be mitigated with proper project management discipline.

8.0 Project Schedule

Student Housing - Langley																																																					
Activity	Months																																																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53
Planning & Rezoning																																																					
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Tender/Award/Mobilize																																																					
Construct																																																					
Occupancy																																																					

Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category (1, 2 or 3)	Project Priority
KPU	Richmond	Envelope Remediation - Roof, Skylight, IGU and plaza membrane replacement	Category 2	5

1.0 Current Situation

The original Richmond campus was constructed in 1992 and consists of three stories constructed over a parkade with a total area of 20,544 m² of floor area. The campus primarily serves Faculty of Science and Horticulture and Faculty of Design programs through a diverse mixture of laboratories, resources rooms, design labs and shared classroom spaces.

The total campus FTE (Head Count) is 4,513 (2016/17 Data).

The VFA asset report indicates an FCI of .66 (2018).

The original EPDM Roof system is beyond useful life consists of 4,513 m² total area. The skylights and IGU are also beyond useful life and several have failed allowing water to ingress into the classrooms and laboratories creating scenarios for the growth of mould in wall cavities.

2.0 Project Description

The EPDM roof replacement is 4,513 m² on the Richmond campus reducing deferred maintenance cost. Skylight and IGU replacement will also be undertaken to maximize contractor efficiencies.

The increased R-value of the roof, skylights and IGUs will reduce GHG emissions and annual operating budget and providing a comfortable environment conducive for student engagement and learning.

3.0 Project Objectives

Replace aging, end of useful life infrastructure to reduce deferred maintenance and operating costs.

4.0 Options considered

No other viable options considered with exception of emergency repairs due to failure.

5.0 Project Outcomes

Infrastructure Improvements:

- It is estimate that the FCI will be further reduced by 0.09 (2013 dollars) as a result from the replacement of building components
- Hidden water ingress into the building will reduce the potential for mould growth in wall cavities.

Cost Effectiveness:

- The project will reduce deferred maintenance cost throughout the lifecycle of the component and emergency repairs from failure. The impact to classroom schedules will also be minimized.

Energy and Emission Reduction:

- The upgrade to IGUs with higher R-values, will reduce energy consumption and GHG emissions

6.0 Project Cost/Funding

KPU is seeking 100% funding of \$9,100,000 from the Ministry for this project.

7.0 Key Risks

Continuous failure of existing IGUs – replacing or repairing IGUs as required is not a sustainable option as the impact to class schedules is high.

Plaza membrane – further deterioration could result in a catastrophic failure and resulting in the closure of the parkade due to water damage to structural members

8.0 Project Schedule

Envelope Remediation - Roof, Skylight, IGU and Plaza Membrane Replacement - Richmond																																																
Activity	Months																																															
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Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category (1, 2 or 3)	Project Priority
KPU	Richmond	Renovation of East wing – 2 nd and 3 rd floor	Category 2	6

1.0 Current Situation

The original Richmond campus was constructed in 1992 and consists of three stories constructed over a parkade with a total area of 20,544 m² of floor area. The campus primarily serves Faculty of Science and Horticulture and Faculty of Design programs through a diverse mixture of laboratories, resources rooms, design labs and shared classroom spaces.

The total campus FTE (Head Count) is 4,513 (2016/17 Data).

The VFA asset report indicates an FCI of .66 (2018).

In January 2018, KPU completed the Wilson School of Design at the Richmond campus that added classrooms and lab spaces specifically built for the Faculty of Design.

2.0 Project Description

With the completion of the new Wilson School of Design at the Richmond Campus, the focus of KPU shifts to the vacated space in the east wing of the main building. The east wing, which formally housed the School of Design, consists of purpose built labs and classrooms which are not correctly sized for standard classrooms. Also, a need for an increase in science labs and specialty and support spaces, are increasing pressure to fully renovate the space and address deferred maintenance.

Classroom space was also lost by executing the lease agreement with Maple Leaf Education that provides international students a pathway to KPU.

3.0 Project Objectives

Renovation of approx. 3,500 sq.m. (37,675 sq.ft.) of floor space over two floors of the Richmond Campus East wing from School of Design curriculum specific spaces, not limited to:

- Science labs
- collaborative spaces
- demonstration classrooms

- student project rooms
- fitness center
- right-sized 35 seat classroom
- staff and faculty offices
- testing center
- deferred maintenance items identified on the VFA database

4.0 Options considered

No other viable options considered with exception utilizing existing built spaces that are improperly sized for intended purposes.

5.0 Project Outcomes

Space Improvements:

- utilize the existing space efficiently
- allow greater opportunity for KPU to support collaborative student spaces

Cost Effectiveness:

- The project will reduce deferred maintenance cost throughout the lifecycle of the component and emergency repairs from failure.

6.0 Project Cost/Funding

KPU is seeking 100% funding of \$6.5 million from the Ministry for this project.

7.0 Key Risks

The current space configuration is not optimized to suit standard 35 seat classrooms or science laboratories to support KPU growth.

8.0 Project Schedule

Envelope Remediation - Roof, Skylight, IGU and Plaza Membrane Replacement - Richmond																																																
Activity	Months																																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
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Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category (1, 2 or 3)	Project Priority
KPU	Richmond	Roadway Access Revitalization	Category 2	7

1.0 Current Situation

KPU Campuses have 19,980 FTE (Head Count) of which 4,513 students are located at the Richmond Campus (2016/17 Data). The campus currently has one main entrance for vehicles.

KPU campuses have been strategically placed in high growth and accessible locations which has been a benefit for KPU and the community as a whole. However as communities mature around KPU and roadways become busier it has become evident that our existing entrances are causing traffic delays, and dangerous driving situations. Furthermore KPUs Richmond main entrances to the campus have students who use transit traveling long distances and over various terrain that are not optimal. KPU's current state has students crossing busy parking lots which has resulted in multiple close calls of students being hit by vehicles at KPU parking lots. Increasing complaints, traffic delays and the risk of a student being harmed has increased the urgency of this item for the university.

2.0 Project Description

Improve vehicle and pedestrian access to Richmond Campus entrance by way of:

1. Reducing the sharp degree of angle that vehicles need to make to enter the Richmond campus.
2. Enhanced signage to alleviate access confusion.
3. Engage with Translink to encourage buses to drop students/employees off at the campus and build the necessary infrastructure.
4. Improved landscaping that would complement the new entrances and enhance the safety, look and feel of the campuses.
5. Adopt industry standard security features.

3.0 Project Objectives

- Reduce traffic congestion for neighbors and community around campus
- Meet industry standard for roadway and pedestrian access to a post-secondary institution of similar size.
- Increase personal safety on campus

4.0 Options considered

No other options available

5.0 Project Outcomes

Infrastructure Improvements:

- Improve roadways, sidewalk, lighting, signage and landscaping to reduce risk to life safety and occupational health risks and improve access, reduce congestion and improve safety.

Cost Effectiveness:

- Reduced liability risk to KPU
- Increased access to campus by personnel
- Enhanced access to campus by emergency services
- Reduce electrical consumption and maintenance with modern lighting technology

Innovation:

- The project will plan to enhance the use of transit by students and staff to KPU campuses planning for the required infrastructure to enhance the user experience of using public transportation. I.e. working with Translink to strategically place bus stops where it will greatly enhance the students/employee experience and ultimately increase the uptake of transit.

Strategic Alignment:

- Supports provincial and KPU commitment to creating a safe environment to learn and work. And aligns well with KPU's Values of Access and flexibility and KPU's goal of being an effective organization.

Quality Education:

- Improved ease of access and safe access will enhance the student experience.

Energy and Emission Reduction:

- KPU will explore the possibility of streamlining bus access to the campus which would result in a higher uptake by students and employees using transit resulting in a reduction of emissions.

6.0 Project Cost/Funding

KPU is looking for 100% funding for this project. Anticipated Budget: \$3,750,000.

7.0 Key Risks

Risk- Funding is not sufficient

Mitigation- Include alternate pricing within the tender so that additional features can be added if funds are available and keep the tender to essential elements.

8.0 Project Schedule

Roadway Access Revitalization - Richmond Entrance																																																
Activity	Months																																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
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Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category (1, 2 or 3)	Project Priority
KPU	Surrey	Roadway Access Revitalization	Category 2	8

1.0 Current Situation

KPU Campuses have 19,980 FTE (Head Count) of which 10,028 students are located at the Surrey Campus (2016/17 Data). The Surrey Campus is a very busy campus situated in a very busy residential area with roadways that are very busy.

KPU campuses have been strategically placed in high growth and accessible areas which has been a benefit for KPU and the community as a whole. However as communities mature around KPU and roadways become busier it has become evident that our existing entrances are causing traffic delays, and dangerous driving situations. Furthermore KPUs main entrances currently have students who are using transit walking long distances and over various terrain that are not optimal. KPU's current state has students crossing grass fields and busy parking lots which has resulted in multiple close calls of students being hit by vehicles at KPU parking lots. Increasing complaints, traffic delays and the risk of a student being harmed has increased the urgency of this item for the university.

The Surrey campus is not currently user friendly when it comes to those students/staff with disabilities and/or mobility issues as currently sidewalks are not available from the main road entrances of the campus.

2.0 Project Description

Improve vehicle and pedestrian access from the main entrance by way of:

1. Reducing the sharp degree of angle that vehicles need to make to enter the Surrey campus.
2. Addition of sidewalks for pedestrians as sidewalks do not currently exist at the main entrance.
3. Enhanced signage to alleviate access confusion.
4. Engage with Translink to encourage buses to drop students/employees at the campus and build the necessary infrastructure.
5. Improved landscaping that would complement the new entrance and enhance the safety, look and feel of the campuses.
6. Adopt industry standard security features.

3.0 Project Objectives

- Reduce traffic congestion for neighbors and community around campus
- Meet industry standard for roadway and pedestrian access to a post-secondary institution of similar size.
- Increase personal safety on campus

4.0 Options considered

No other options available

5.0 Project Outcomes

Infrastructure Improvements:

- Improve roadways, sidewalk, lighting, signage and landscaping to reduce risk to life safety and occupational health risks and improve access, reduce congestion and improve safety.

Cost Effectiveness:

- Reduced liability risk to KPU
- Increased access to campus by personnel
- Enhanced access to campus by emergency services
- Reduce electrical consumption and maintenance with modern lighting technology

Innovation:

- The project will plan to enhance the use of transit by students and staff to KPU campuses planning for the required infrastructure to enhance the user experience of using public transportation. I.e. working with Translink to strategically place bus stops where it will greatly enhance the students/employee experience and ultimately increase the uptake of transit.

Strategic Alignment:

- Supports provincial and KPU commitment to creating a safe environment to learn and work. And aligns well with KPU's Values of Access and flexibility and KPU's goal of being an effective organization.

Quality Education:

- Improving roadway access to KPU will enhance access for those with disabilities especially those students/staff with mobility issues.

- Improved ease of access and safe access will enhance the student experience.

Energy and Emission Reduction:

- KPU will explore the possibility of streamlining bus access to the campus which would result in a higher uptake by students and employees using transit resulting in a reduction of emissions.

6.0 Project Cost/Funding

KPU is looking for 100% funding for this project. Anticipated Budget: \$3,800,000.

7.0 Key Risks

Risk- Funding is not sufficient

Mitigation- Include alternate pricing within the tender so that additional features can be added if funds are available and keep the tender to essential elements.

8.0 Project Schedule

Roadway Access Revitalization - Surrey Entrance																																																	
Activity	Months																																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	
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Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category (1, 2 or 3)	Project Priority
KPU	Langley	Roadway Access Revitalization	Category 2	9

1.0 Current Situation

KPU Campuses have 19,980 FTE (Head Count) of which 2,417 students (2016/17 data) are located at the Langley Campus. The Langley campus currently has two main entrances. One entrance leading to the main campus building on the south side of the Langley Bypass and a further entrance on the south side of the Langley Bypass that leads to various agricultural buildings.

KPU campuses have been strategically placed in high growth and accessible areas which has been a benefit for KPU and the community as a whole. However as communities mature around KPU and roadways become busier it has become evident that our existing entrances are causing traffic delays on public roadways and creating dangerous driving situations. Furthermore, the current outlay of KPUs main entrances have students who use transit traveling long distances and over various terrain that are not optimal. KPU's current state has students crossing grass fields and busy parking lots which has resulted in multiple near misses of students being hit by vehicles at KPU parking lots. Increasing complaints, traffic delays and the risk of students being harmed has increased the urgency of this item for the university.

The Langley campus entrances also need improvement to be more user friendly for those individuals with disabilities and/or mobility issues as currently sidewalks are not available from the road entrances of the campus.

2.0 Project Description

Improve vehicle and pedestrian access to Langley's North Campus entrance and South Campus main entrance by way of:

1. Reducing the sharp degree of angle that vehicles need to make to enter the Langley North campus.
2. Addition of sidewalks for pedestrians as sidewalks do not currently exist at either entrance.
3. Enhanced signage to alleviate access confusion.
4. Engage with Translink to encourage buses to drop students/employees at the campus and build the necessary infrastructure.
5. Improved landscaping that would complement the new entrances and enhance the safety, look and feel of the campuses.

6. Adopt industry standard security features.

3.0 Project Objectives

- Reduce traffic congestion for neighbors and community around campus
- Meet industry standard for roadway and pedestrian access to a post-secondary institution of similar size.
- Increase personal safety on campus

4.0 Options considered

No other options available

5.0 Project Outcomes

Infrastructure Improvements:

- Improve roadways, sidewalk, lighting, signage and landscaping to reduce risk to life safety and occupational health risks and improve access, reduce congestion and improve safety.

Cost Effectiveness:

- Reduced liability risk to KPU
- Increased access to campus by personnel
- Enhanced access to campus by emergency services
- Reduce electrical consumption and maintenance with modern lighting technology

Innovation:

- The project will plan to enhance the use of transit by students and staff to KPU campuses planning for the required infrastructure to enhance the user experience of using public transportation. I.e. working with Translink to strategically place bus stops where it will greatly enhance the students/employee experience and ultimately increase the uptake of transit.

Strategic Alignment:

- Supports provincial and KPU commitment to creating a safe environment to learn and work. And aligns well with KPU's Values of Access and flexibility and KPU's goal of being an effective organization.

Quality Education:

- Improving roadway access to KPU will enhance access for those with disabilities especially those students/staff with mobility issues.
- Improved ease of safe access will enhance the student experience.

Energy and Emission Reduction:

- KPU will explore the possibility of streamlining bus access to the campus which would result in a higher uptake by students and employees using transit resulting in a reduction of emissions.

6.0 Project Cost/Funding

KPU is looking for 100% funding for this project. Anticipated Budget: \$5,350,000.

7.0 Key Risks

Risk- Funding is not sufficient

Mitigation- Include alternate pricing within the tender so that additional features can be added if funds are available and keep the tender to essential elements.

8.0 Project Schedule

Roadway Access Revitalization - Langley Entrance																																																	
Activity	Months																																																
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Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category (1, 2 or 3)	Project Priority
KPU	Richmond	Water Distribution System Remediation	Category 2	10

1.0 Current Situation

KPU's Richmond campus was constructed in 1992 and consists of three stories constructed over a parkade with a total area of 20,544 m² of floor area. The campus primarily serves Faculty of Science and Horticulture and Faculty of Design programs through a diverse mixture of laboratories, resources rooms, design labs and shared classroom spaces.

The total campus FTE (Head Count) is 4,513 (2016/17 Data).

The VFA asset report indicates an FCI of .66 (2018).

The Richmond campus potable water distribution system is beyond useful life and pitting of the copper supply piping has begun with several leaks and emergency repairs already having been required. Piping supplied from the parkade level distributed throughout the interior walls, ceiling spaces, and roof level mechanical rooms.

Hot water heaters for the campus are also end of life. The replacement of these heaters with instantaneous HW heaters will dramatically improve user access to hot water in a more energy efficient manner.

2.0 Project Description

Kwantlen Polytechnic University ("KPU") proposes to upgrade the potable water system at the KPU Richmond Campus. The existing water distribution system is 25 years old and at the end of its normal life expectancy.

Currently the system is at risk of potential failures that could cause interruption to the normal use of the building, including the disruption of academic programs, could result in water damage and mold growth, and could incur significant costs of emergency repair and remediation.

Preliminary work has been completed providing an engineered assessment with product specifications, preliminary budget of \$3 million, and a recommendation to phase the project over multiple years.

3.0 Project Objectives

Replace failing, beyond useful life infrastructure that has the potential to cause significant business disruption and water damage to the campus.

Reduce risk, emergency and replacement maintenance, remove remediation costs due to leaks, and reduce the overall deferred maintenance requirement for Richmond campus.

Reduce utility consumption and overall carbon footprint through the use of energy efficient instantaneous hot water heaters in peripheral zones, reducing the need for larger scale, constantly heated HW tanks.

A proper modern and reliable domestic water distribution system with provide the following;

- Improve the scale or quality of facilities for research and innovation, including commercialization
- Improve the scale or quality of facilities for specialized training at colleges/Universities focused on industry needs.
- Improve the environmental sustainability of research and innovation related infrastructure at post-secondary institutions and/or college training infrastructure.

4.0 Options considered

No other viable options are considered with the exception of emergency repairs due to ongoing failures of the piping.

5.0 Project Outcomes

Infrastructure improvement

- Replace end of water distribution system components with modern technology (PEX) that reduces the long term maintenance needs and lifetime leak risks.
- Remove the immediate maintenance liability and risk of business disruption to large scale failure in occupied areas or mold growth in areas behind wall and ceiling surfaces.
- Provide timely distribution of hot water to zones using modern, energy efficient technology that reduces the need to replace large scale hot water storage systems.

Cost Effectiveness

- Avoided emergency maintenance and repair costs and reduced long term maintenance needs with a move from copper piping to PEX. PEX has become a common alternative to polyvinyl chloride (PVC), chlorinated polyvinyl chloride (CPVC) or copper tubing for use as the environmental impact of PEX pipes is less than alternative materials,

and the sustainability of a PEX pipe system increases, as they are less likely to burst from freezing

- Reduce electrical consumption, mechanical infrastructure needs, and maintenance with modern and efficient instantaneous HW heaters
- (Direct Economic Activity) The \$3.0 million project will generate an additional direct economic activity of \$1.7 million of GDP and 23 full time jobs. Direct and indirect economic activity includes \$4.0 million in investment, \$2.2 million of GDP and 30 jobs. Indirect effects measure the additional economic activity due to inter-industry purchases associated with this construction project.

This analysis was based on the multipliers published by Statistics Canada that were derived from the Input Output model for British Columbia.

6.0 Project Cost/Funding

KPU is seeking 100% funding from the Ministry for this project. KPU is requesting a one-time funding of \$4,500,000 with a project timeline of approximately 24 months to ensure phases of the project can be completed with minimum disruption to occupants.

7.0 Key Risks

Leaving Water Distribution as is;

- KPU may be required to find emergency funds to cover unplanned significant failure of portions of the piping; remediation costs could be significant

Project Timelines not met due to complexity and access required for project;

- Review with design engineer ways to reduce the scope complexity such as leaving abandoned copper piping in the wall and feeding PEX lines through without demolition.

8.0 Project Schedule

Water Distribution System Remediation - Richmond																																																			
Activity	Months																																																		
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Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category (1, 2 or 3)	Project Priority
KPU	Surrey, Richmond, Langley and KPU Tech	Enterprise Resource Planning (ERP) Replacement	Category 2	11

1.0 Current Situation

Enterprise Resource Planning (ERP) systems in Higher Education are currently undergoing a major technology transition. Many of the current systems have been largely unchanged for decades. KPU has utilized the same ERP system for over 25 years. These aging systems are currently being replaced by completely new technologies. As such, the decision to upgrade an institution's current system is, in effect, a decision to replace that system. This technology disruption is happening at a very rapid pace, and KPU is facing the prospect of the current system becoming unsupported by December 31, 2018. As replacing an ERP system is typically a multi-year project, there is a pressing need to address the replacement of this system.

2.0 Project Description

Replace core ERP system including Student Information, Human Resources/Payroll, and Finance.

The installation of a new ERP system will enable KPU to provide greatly improved support to students and staff at KPU. Adoption of current technology combined with utilizing industry best practices will also reduce the maintenance requirements for operating an ERP system.

Additionally, a modern ERP system will significantly enhance KPU's reporting capabilities.

3.0 Project Objectives

- Replace aging University ERP system that will soon be unsupported by the system vendor.
- Modernize KPU processes utilizing best practices.
- Begin the implementation of a robust reporting capability.

4.0 Options considered

No other viable options available.

5.0 Project Outcomes

Infrastructure improvement

- Replace and enhance end of life ERP system with modern technology.
- Remove maintenance liability and enhance the functional aspects to provide more efficient and effective business processes.
- Improve the capacity for a more data driven approach to decision-making.

Cost Effectiveness

- Avoided high maintenance costs of existing legacy systems.
- Ability to provide improved services with less personnel support than if the technology were not in place.
- Reduce the maintenance requirements with modern technology.

Strategic Alignment

- Supports provincial and KPU commitment to being a well-managed, integrated, and transparent organization that supports learning.

Quality Education

- With a modern ERP we will have the ability to provide much improved service and access to information to students and the Board of Governors.

6.0 Project Cost/Funding

KPU is seeking 100% funding of \$7,500,000 from the Ministry for this project.

7.0 Key Risks

Risk: Selection of an ERP system that is complicated to support and does not allow for future growth and anticipated needs.

Mitigation: Conduct extensive due diligence with a wide range of peer institutions and engage acknowledged experts to advise on the selection.

Risk: Insufficient budget to complete the full replacement.

Mitigation: Include phased pricing within the procurement process so that additional phases can be added if funds are available and keep the first phase to essential elements.

8.0 Project Schedule

Enterprise Resource Planning (ERP) Replacement																																																
Activity	Months																																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
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Procurement																																																
Detailed Planning																																																
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Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category (1, 2 or 3)	Project Priority
KPU	Langley	Major renovation at Langley library	Category 1	12

1.0 Current Situation

The Langley campus Library remains unchanged from when the campus was constructed in 1993 to support a community college student population as a university campus. Currently, the Langley campus services more than 2,417 FTE (Head Count) (2016/17 Data). KPU's Library in Langley is in poor condition and required major renovation and space reconfiguration.

The re-purposing of the former Trades Training building to house the Faculty of Health (formerly Community & Health Studies) brought a 600 FTE increase to the campus. These additional students have put strain the Library's resources with limited group study space, in particular, being the highest ranked negative feedback from students regarding Library service at the Langley campus.

There is also a need to bring the learning centre to the library space.

2.0 Project Description

This project will refurbish the existing space and provide an additional 600m² of space to address the need for expanded academic collection resources to meet a comprehensive range of current and future program requirements. This project will also address a shortage of group study rooms which are a critical resource in support of collaborative learning.

3.0 Project Objectives

- To create additional group study rooms.
- Increase the Library space to accommodate an expanded academic collection to support current and future program requirements.
- To refurbish the existing Library space addressing deferred maintenance requirements.
- Provide adequate and ample space for the library
- Create a cutting edge state of the art new library space

4.0 Options Considered

- The collection is under review for removal of outdated and less useful items
- There is centralization of older print journal resources at another branch
- As much as possible print journals have been converted to online subscriptions

5.0 Project Outcomes

Infrastructure Improvements:

- In the 25 years since the Library was built how students use the space has altered dramatically demonstrating a greater need for group work space
- The current teaching computer lab space is too small for the average class size in Langley, so a better layout will improve the teaching conditions
- Adding space to an already staffed area creates a safer environment for students
- The Library in Langley is part of the Main building (West and East buildings make up Main) and the Main building's FCI is .60

Cost Effectiveness:

- The current teaching computer lab space is too small for the average class size in Langley, so a better layout will improve the teaching conditions

Innovation:

- Online information literacy tutorials are under development but students still benefit from augmented in-person library instruction

Strategic Alignment:

- Creation of more group study space meets Objective 2.2 of the Ministry's Service Plan: Respond and adapt to the changing needs of learners
- Improved and increased spaces reflect Goal 3 of the Service Plan: Ensure a high quality and relevant post-secondary education and skills training system that provides the services people count on for good-paying jobs and opportunities to reach their full potential
- Meets two goals of KPU's Vision 2023: Goal A1. Enhance the experience of our students; and, Goal D1. Ensure continuous improvement of all KPU programs and services
- Improved library space meets Goal 1 of KPU's Academic Plan (Enhance Student Success) particularly Strategy 1.8: We commit to reimagining and renewing our University Libraries to become active

sites of engagement for the exchange of ideas, open dialog, and discovery

Quality Education:

- A better utilized library space makes it more welcoming for students exposing them to available services and resources

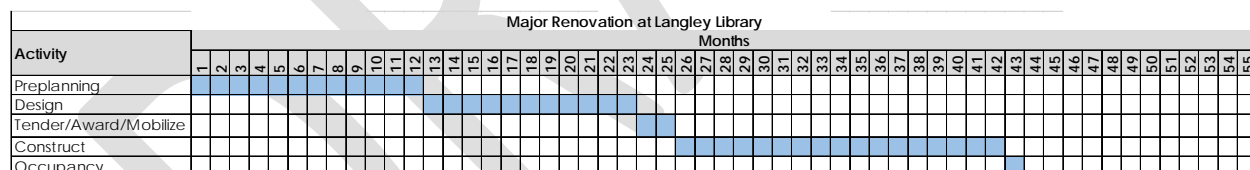
6.0 Project Cost/Funding

One time capital funding of \$5,500,000 is requested from the Province with an annual operating cost of \$55,500.

7.0 Key Risks

- The cramped quarters of computer lab leave instructors less inclined to bring classes for library instruction; in class sessions can take place but they are less interactive
- Availability of group study space will force students to find other less secure public spaces on campus

8.0 Project Schedule



Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category (1, 2 or 3)	Project Priority
KPU	Langley or Cloverdale or Surrey	Heath Sciences Building	Category 1	13

1.0 Current Situation

The existing Health Building in Langley has become inadequate to accommodate the continuous development and growth of the health programs. Classrooms spaces are very limited and now it becomes necessity to provide ample spaces to many functions carried out by the program.

2.0 Project Description

The new health sciences building will include cutting edge technologies as well as a patient's simulator. The building will be approx. 30,000 SQFT built on KPU owned land in Cloverdale

3.0 Project Objectives

The objective is to upgrade the current health functions and sciences to a cutting edge technology to be in par with existing industry standards

To provide ample space for students and faculty

To increase revenue generation by leasing part of the building to external health business partner, as well to expand the Nurse Assessment program that is currently injecting \$300,000 in revenues.

4.0 Options Considered

KPU is expanding its building capacity with the Wilson School of Design and Civic Plaza. With this expansion we are still experiencing a space crunch for programs. The FoH consistently encounters room scheduling issues in Langley due to space limitations. FoH has trialed moving programs to the Cloverdale campus but encounters similar room scheduling issues.

5.0 Project Outcomes

Infrastructure Improvements:

- The FoH building is currently at capacity with existing programming. There are additional programs being developed for FoH that will need into space conflicts with existing programs. FoH will require additional space to meet industry needs. To accomplish this the currently facilities will need to be renovated and expanded.

Cost Effectiveness:

- To meet the full needs of FoH there would need to be extensive renovations/expansions which may prove to be more costly than building a new building.

Innovation:

- A new building would allow the Faculty of Health to expand Patient Simulation technology.
 - Clinical placements are becoming harder to obtain from Health Authorities. This places immense strain on the FoH programs to find clinical sites for students. Patient Simulation allows for some of the clinical placement experiences to take place at KPU.

Strategic Alignment:

- FoH has targeted FTE's that we need achieve. The new facilities would aid in the ability to deliver more innovated approaches to clinical education and to ensure our students are receiving the best quality education as possible.
- Having larger facilities would position KPU to be able to increase programming intakes and receive additional funding from the Ministry of AEST.

Quality Education:

- The current facilities for the FoH students were previously utilized by the Faculty of Trades.
- The building layout was repurposed for the FoH to move from Surrey to the Langley campus. The space was barely adequate 10 years ago and now is hitting full capacity and limitation as the FoH grows.
- Additional programming is currently being developed and the current facilities will not be able to house these new programs.

Energy and Emission Reduction:

- Facilities would be able to comment on potential cost savings through the reduction of energy utilization.

6.0 Project Cost/Funding

KPU is seeking 100% funding of \$25,000,000 from the Ministry for this project

7.0 Key Risks

Risk: may not meet the needs of students or industry

Mitigation of Risk: building is being planned in close consultation with students, faculty and industry

Risk: may not meet financial expectations

Mitigation of Risk: a detailed study will be completed in collaboration with faculty, industry partners and students to validate the business model, demand and financial expectations.

8.0 Project Schedule

Health Sciences Building																																																						
Activity	Months																																																					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
Preplanning																																																						
Design																																																						
Tender/Award/Mobilize																																																						
Construct																																																						
Occupancy																																																						

Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category (1, 2 or 3)	Project Priority
KPU	Cloverdale	Research, Technology and Innovation Centre	Category 1	14

1.0 Current Situation

KPU's Tech (Cloverdale) site with more than 70 acres of land is well situated to support a development model in partnership with sector-based institutes to reflect the current needs of B.C.'s labour market and industry.

Currently KPU Campuses have 19,980 FTE (Head Count) of which 1,841 students are located at KPU Tech (2016/17 Data).

The existing buildings are not adequate for the on-going growth and development of further programs. Available classroom spaces are limited and the area around the buildings is not properly configured for optimum usage.

2.0 Project Description

The project will consist of new building for Advanced Manufacturing which will include research and functional labs as well as spaces designed to be leased to external business partners. The project will be located on KPU Cloverdale owned land with approx. **50,000 SQFT**

A new research lab building is also needed to house and facilitate the on-going research and continuous development that is currently happening in the Genomics field. This project involves the building of a new **50,000 SQFT** research lab facility.

In addition to The Cannabis research and training facility which will be located in the Cloverdale campus with a main function of research and business partnership leadership leasing model for revenue generation. The facility will host every type of Cannabis Businesses which will act as an income revenue mechanism. The project involves the building of a new **50,000 SQFT** research and training facility

The project will include as well the Co-development of a discovery park and additional training facilities to support a comprehensive range of innovative training programs and research activities in partnership with industry that will build additional capacity for skills trades and technology training. The project will be located on KPU Cloverdale owned land with approx. **67,000 SQFT**

3.0 Project Objectives

- Provide additional educational capacity to support BC Jobs Plan and BC's Skills.
- Develop strong partnerships with B.C.'s industries.
- Provide additional research lab capacity to support the on-going research and development in the Genomics field.
- Provide additional educational capacity to support BC Jobs Plan and BC's Skills for Jobs Blueprint.
- Develop strong partnerships with B.C.'s industries.
- Reduce cost to the public for the development of the facilities.

4.0 Options Considered

No other options considered in that KPU can provide the land for the build making it by far the cheapest option.

5.0 Project Outcomes

Infrastructure Improvements:

- We will look at adopting green energy options.
- Enhance the security functions with lighting and surveillance
- Enhance building service infrastructure such as water and gas to serve the building

Cost Effectiveness:

- Developing underutilized existing KPU land at KPU Tech to enhance revenues generating initiatives that are complimentary to existing academic programing.
- Larger scale ability creates decreased operation costs

Innovation:

- All the planned academic programs using the space are innovative and ground breaking in nature within the current landscape.

Strategic Alignment:

- This plan aligns with economic market conditions as the cannabis industry is in start-up phase and KPU is strategically aligned to be a positive partner in providing academic training and certification to the industry.

Quality Education:

- This plan aligns with KPU's Vision 2023, Quality: Ensure continuous improvement of all KPU programs and services

Energy and Emission Reduction:

- The building will be built to LEED Platinum standard

6.0 Project Cost/Funding

KPU is seeking 100% funding of \$65,100,000 from the Ministry for this project.

7.0 Key Risks

- Development of successful partnerships.
- If the project does not proceed, there will not be sufficient space for research, development, training facilities, adequate class space
- Aggressive schedule to launch expanded training quickly to meet industry need.

8.0 Project Schedule

Research, Technology and Innovation Centre																																																				
Activity	Months																																																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
Preplanning																																																				
Design																																																				
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Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category (1, 2 or 3)	Project Priority
KPU	Surrey	Ancillary Services Building	Category 1	15

1.0 Current Situation

Ancillary services currently provides front facing service delivery to Students, Faculty and staff in the form of Food services, Print Shop services and the Bookstore offerings. Currently the locations of these services at the Surrey campus need a sizable refresh to catch up to stakeholders' expectation (both customers and franchise obligations). Furthermore KPU is currently in joint planning with the KSA in an effort of moving the KSA operations to the Birch building which if approved and implemented will displace the bookstore, Print shop and Food services that are located in the Birch building.

2.0 Project Description

Build a stand-alone "build to suite" Ancillary building which will provide:

- o A one stop shop gathering area for the KPU community to access Ancillary services.
- o Multi-option food services in the form of a food court
- o Enhance the Book Store footprint to allow for further diversification of General Merchandise.

A secondary objective of the project would be to design a building that maximize energy efficiency modeling including option such as geo exchange fields and exploring the option of solar energy efficiencies to reduce KPU draw on expensive energy during peak times.

Provide KPU with a community drop in area and provide a value add external space for the KPU community with the addition of external partially covered amphitheatre.

3.0 Project Objectives

To provide KPU Surrey Campus with an enhanced Food Service delivery while enabling the KSA operations to expand.

To build a building that will tie in both underground energy infrastructure (geo exchange fields) and introduce solar energy for the university to sustainability efforts and to assist with overall energy consumption costs.

4.0 Options considered

We have looked at other options but centralizing all of these services would be a best practice and many efficiencies realized from doing so. ie enhanced gathering spaces, ability to create efficiencies to scale when looking at staffing, etc. This is the preferable approach for Ancillary services.

5.0 Project Outcomes

Infrastructure Improvements:

- This project would enhance the overall experience of the KPU community as the space would be built to complement the services that will be placed in the building. Great effort will be made to build an area that will be best in class and move away from an institutional feel.
- The space will be built to optimize recycling programs
- Energy efficiency will be a core outcome of the project
- Promotion of KPU products (Farm vegetables, meats, etc.) will be a key performance indicator for the project.

Cost Effectiveness:

- Building energy efficiencies along with labour efficiencies will be realized

Innovation:

- The project will align with faculty to enable faculty to study and use the Solar power.
- The building look will have a very unique look and will likely become a landmark for the Surrey campus.

Strategic Alignment:

- This project aligns well with KPU's vision 2023 document specifically:
 - Enhance the experience of our students and enrich the experience of our employees
 - Foster environmental sustainability through our operations
 - Ensure continuous improvement of all KPU services
 - Delight our friends in their KPU experience
- This is an opportunity to align our service deliver to market expectations i.e., enhanced food choices, grab and go options, bookstore business line development etc.

Quality Education:

Five-Year Capital Plan Instructions (2019/20 - 2023/24)

Attachment 2: Project Overview

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Quality Education:



Project Categories
Category 1: New Priority Projects
Category 2: Whole Asset Replacement & Renewal Projects
Category 3: Student Housing Projects

Category 1: New Priority Projects				Category 2: Whole Asset Replacement & Renewal Projects				Category 3: Student Housing Projects				DRAFT									
#	Institution	Campus	Project Description	Project Category	Anticipated Construction Start Date	Anticipated Occupancy Date	Total Project Budget	Total Cashflow Forecast 2019/20	Total Cashflow Forecast 2020/21	Total Cashflow Forecast 2021/22	Total Cashflow Forecast 2022/23	Total Cashflow Forecast 2023/24	Total Cashflow Forecast Outgoing Years	Provincial Cashflow Forecast 2019/20	Provincial Cashflow Forecast 2020/21	Provincial Cashflow Forecast 2021/22	Provincial Cashflow Forecast 2022/23	Provincial Cashflow Forecast 2023/24	Total Provincial Cashflow Forecast Outgoing Years	Total Provincial Budget	
1	KPU	Richmond, WSOD, Langley, Cloverdale and Surrey	Richmond, WSOD, Langley Cloverdale - Security hardware, access controls, security cameras and lighting. Surrey Exterior Lighting	1	1/Oct/19	1/Jul/21	\$ 10,600,000	\$ 2,225,000	\$ 5,675,000	\$ 1,000,000	\$ 1,000,000	\$ 700,000		\$ 2,225,000	\$ 5,675,000	\$ 1,000,000	\$ 1,000,000	\$ 700,000		\$ 10,600,000	
2	KPU	Richmond	Student Housing	3	1/Mar/21	1/Sep/23	\$ 100,700,000	\$ 1,500,000	\$ 2,500,000	\$ 33,000,000	\$ 45,350,000	\$ 12,500,000	\$ 5,850,000	\$ 14,500,000	\$ 2,500,000	\$ 41,000,000	\$ 24,350,000	\$ 12,500,000	\$ 5,850,000	\$ 100,700,000	
3	KPU	Surrey	Student Housing	3	1/Feb/22	1/Mar/24	\$ 65,300,000	\$ 1,500,000	\$ 7,500,000	\$ 16,400,000	\$ 23,100,000	\$ 12,500,000	\$ 4,300,000	\$ 1,500,000	\$ 7,500,000	\$ 16,400,000	\$ 23,100,000	\$ 12,500,000	\$ 4,300,000	\$ 65,300,000	
4	KPU	Langley	Student Housing	3	1/Feb/22	1/Mar/24	\$ 53,500,000	\$ 1,500,000	\$ 8,000,000	\$ 15,000,000	\$ 15,000,000	\$ 9,000,000	\$ 5,000,000	\$ 14,000,000	\$ 14,000,000	\$ 9,000,000	\$ 7,500,000	\$ 4,000,000	\$ 5,000,000	\$ 53,500,000	
5	KPU	Richmond	Envelope Remediation - Roof, Skylight, IGU and Plaza membrane replacement	2	1/Mar/19	1/Jul/21	\$ 9,100,000	\$ 2,500,000	\$ 4,000,000	\$ 2,600,000				\$ 2,500,000	\$ 4,000,000	\$ 2,600,000				\$ 9,100,000	
6	KPU	Richmond	Renovation of East Wing – 2 nd and 3 rd floor	2	1/Sep/19	30/Sep/21	\$ 6,500,000	\$ 1,000,000	\$ 2,750,000	\$ 2,750,000				\$ 1,000,000	\$ 2,750,000	\$ 2,750,000				\$ 6,500,000	
7	KPU	Richmond	Roadway access revitalization	2	1/Aug/20	1/Jun/21	\$ 3,750,000	\$ 750,000	\$ 2,500,000	\$ 500,000				\$ 750,000	\$ 2,500,000	\$ 500,000				\$ 3,750,000	
8	KPU	Surrey	Roadway access revitalization	2	1/Dec/20	1/Oct/21	\$ 3,800,000	\$ 750,000	\$ 2,500,000	\$ 550,000				\$ 750,000	\$ 2,500,000	\$ 550,000				\$ 3,800,000	
9	KPU	Langley	Roadway access revitalization	2	1/Dec/20	1/Feb/22	\$ 5,350,000	\$ 750,000	\$ 3,200,000	\$ 1,400,000				\$ 750,000	\$ 3,200,000	\$ 1,400,000				\$ 5,350,000	
10	KPU	Richmond	Water distribution system	2	1/Feb/20	1/Apr/21	\$ 4,500,000	\$ 1,500,000	\$ 2,400,000	\$ 600,000				\$ 1,500,000	\$ 2,400,000	\$ 600,000				\$ 4,500,000	
11	KPU	Richmond, Langley, Cloverdale and Surrey	Enterprise Resource Planning (ERP) Replacement	2	1/Mar/21	1/Oct/22	\$ 7,500,000	\$ 1,000,000	\$ 2,100,000	\$ 3,000,000	\$ 1,400,000			\$ 1,000,000	\$ 2,100,000	\$ 3,000,000	\$ 1,400,000			\$ 7,500,000	
12	KPU	Langley	Major renovation at Langley library	1	1/May/21	1/Oct/22	\$ 5,500,000	\$ 500,000	\$ 2,000,000	\$ 2,500,000	\$ 500,000			\$ 500,000	\$ 2,000,000	\$ 2,500,000	\$ 500,000			\$ 5,500,000	
13	KPU	Cloverdale	Health Sciences building	1	1/May/21	1/Aug/23	\$ 25,000,000	\$ 1,000,000	\$ 6,000,000	\$ 9,000,000	\$ 7,500,000	\$ 1,500,000		\$ 1,000,000	\$ 6,000,000	\$ 9,000,000	\$ 7,500,000	\$ 1,500,000		\$ 25,000,000	
14	KPU	Cloverdale	Research, Technology and Innovation Centre	1	1/Jan/22	1/Apr/24	\$ 65,100,000	\$ 5,000,000	\$ 10,000,000	\$ 30,000,000	\$ 10,100,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 10,000,000	\$ 30,000,000	\$ 10,100,000	\$ 5,000,000	\$ 5,000,000	\$ 65,100,000	
15	KPU	Surrey	Ancillary Services Building	1	1/Sep/19	1/Mar/24	\$ 30,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000		\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000		\$ 30,000,000	
							\$ 396,200,000	\$ 27,475,000	\$ 67,125,000	\$ 124,300,000	\$ 109,950,000	\$ 47,200,000	\$ 20,150,000	\$ 52,975,000	\$ 73,125,000	\$ 126,300,000	\$ 81,450,000	\$ 42,200,000	\$ 20,150,000	\$ 396,200,000	

Five-Year Capital Plan Instructions (2019/20-2023/24)

Attachment 4 - Summary of Major Ongoing and Planned Self-Funded Projects (>\$5 million)



#	Institution	Campus	Project Description	Anticipated Construction Start Date	Anticipated Occupancy Date	Total Project Budget	Total Cashflow Forecast 2019/20	Total Cashflow Forecast 2020/21	Total Cashflow Forecast 2021/22	Total Cashflow Forecast 2022/23	Total Cashflow Forecast 2023/24	Total Cashflow Forecast Outgoing Years
1	KPU	N/A	Surrey City Centre - Civic Plaza Expansion	Jan-18	Sep-18	\$40,000,000	\$40,000,000					
2												
3												
4												
5						\$ -						
6						\$ -						
7						\$ -						
8						\$ -						
9						\$ -						
10						\$ -						
11						\$ -						
12						\$ -						
13						\$ -						
14						\$ -						
15						\$ -						



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

Regular Meeting
#4.4
September 19, 2019
Joe Sass

Agenda Item: **First Quarter Financial Report (June 2018)**

Action Requested:	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	N/A
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Board Committee Report: At its meeting held on September 11, 2018, the Board Finance Committee reviewed the First Quarter Finance Report (June 2018)

Context & Background: In order to support the Finance Committee in their oversight of KPU's financial information, Financial Services has completed an updated forecast based on events to date and assumptions for the remainder of Fiscal 2019. This forecast contains amended revenue projections based on a more fulsome understanding of fall enrolment.

Key Messages: **1. Revenues:**

[maximum of three]

- Government grants are tracking on target.
- Domestic enrolments are largely stable, while International enrolments have grown significantly for the fall. We expect approximately \$8M in revenues above budget.

2. Expenses:

- Salaries are up approximately \$400k over budgeted amounts based on approved positions to serve the increased workload from enrolments.
- Facilities related costs (amortization and maintenance) continue to grow, forecasting approximately \$1M over budget by year-end.

Attachments: First Quarter Financial Report (June 2018)

Submitted by: Joe Sass / Executive Director, Finance

Date submitted: September 12, 2018

KWANTLEN POLYTECHNIC UNIVERSITY

Statement of Operations

(in thousands of dollars)

For the period ended June 30, 2018, with comparative information for fiscal year 2018

	FY 2019	FY 2019	FY 2019	FY 2019	FY 2018	FY 2018	FY 2018
	Budget	Forecast	June Month	June YTD Month	1/12 of FY 2018	3/12 of FY 2018	12 Months
			(Unaudited)	(Unaudited)	(Information only)	(Information only)	
Revenue:							
Province of British Columbia grants	\$ 77,322	77,322	\$ 6,200	\$ 18,710	\$ 6,300	\$ 18,900	\$ 75,599
Other grants	1,150	1,150	95	175	132	396	1,584
Tuition and student fees	106,299	114,287	7,655	25,382	7,750	23,249	92,996
Ancillary services	6,585	6,585	329	1,397	586	1,757	7,028
Other revenue	2,783	2,883	405	1,213	401	1,204	4,817
Amortization of deferred capital contributions	8,626	8,626	561	1,681	519	1,557	6,229
	202,765	210,854	15,245	48,558	15,688	47,063	188,253
Expenses:							
Salaries and benefits *1	147,065	147,441	10,674	33,204	10,429	31,288	125,153
Travel and professional development	3,002	3,026	307	960	242	726	2,905
Supplies	5,296	5,417	187	857	378	1,133	4,533
Student awards and bursaries	1,429	1,429	34	259	109	326	1,303
Fees and services	14,960	15,522	1,226	3,978	1,300	3,899	15,595
Facilities (includes utilities)	10,195	10,925	200	1,869	634	1,902	7,608
Cost of sales	3,538	3,538	362	754	317	952	3,807
Leases, property taxes and insurance	611	690	178	308	78	235	939
Amortization of tangible capital assets	16,653	17,640	1,129	3,364	1,094	3,282	13,126
Total expenses	<u>\$ 202,749</u>	<u>\$ 205,628</u>	<u>\$ 14,297</u>	<u>\$ 45,553</u>	<u>\$ 14,581</u>	<u>\$ 43,742</u>	<u>\$ 174,969</u>
Annual surplus	<u>\$ 16</u>	<u>\$ 5,226</u>	<u>\$ 948</u>	<u>\$ 3,005</u>	<u>\$ 1,107</u>	<u>\$ 3,321</u>	<u>\$ 13,284</u>

*1 The budget for salaries and benefits includes the budget contingency.



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

Regular Meeting
#4.5
September 19, 2018
Joe Sass

Agenda Item: Business and Travel Expense Policy / Procedure

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT the Board of Governors approve the updated Business and Travel Expense Policy and Procedures as recommended by the Board Finance Committee.
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Board Committee Report: At its meeting held on September 11, 2018, the Board Finance Committee approved the updated Business and Travel Expense Policy and Procedures for recommendation to the Board of Governors.

Context & Background: Business and Travel Expense Policy and related Procedures have been updated to provide clarity and guidance on the prudent use of public funds as it relates to business travel, and other business-related expenses. The amendments are designed to simplify the documents, as well as to ensure that the policy and related procedures are aligned for operational effectiveness.

Key Messages:
[maximum of three]

- 1. Policy SR11, Travel and Risk Reduction, has been incorporated into the new Business and Travel Expense Policy, and will be eliminated upon final approval of the new policy.**
- 2. The new policy introduces Meal Per Diems while on travel status and provides guidance on the exemption that this inclusion provides from submitting original, itemized receipts for meals.**
- 3. Honoraria limit has been increased from to \$2500.00 from \$500.00, subject to Presidential approval.**

Resource Requirements: N/A

Implications / Risks: N/A

Consultations: Consultations were held with Administration, Executive, the Board of Governors, relevant stakeholders, and the broader KPU Community. The Business and Travel Expense Policy and Procedures underwent a six week posting period (May 18-June 29, 2018) on the KPU Policy blog. Feedback from



Board of Governors

Agenda Item:

Meeting Date:

Presenter(s):

Regular Meeting

#4.5

September 19, 2018

Joe Sass

the University Community was minimal and the updates to the policy and related procedures appear to be well received.

Attachments:

1. Draft - FM5 Business and Travel Expense Policy
2. Draft – FM5 Business and Travel Expense Procedures

Submitted by:

Joe Sass, Executive Director, Financial Services

Date submitted:

September 12, 2018

Policy History**Policy No.**

FM5

Approving Jurisdiction:

Board of Governors

Administrative Responsibility:

Vice President Finance & Administration

Effective Date:

Business and Travel Expense Policy

A. CONTEXT AND PURPOSE

1. The purpose of this policy and its related procedures is to establish a framework and guidelines for the reimbursement of approved business and travel expenses incurred on behalf of the university while on authorized university business. The policy and procedures will:
 - a. define reimbursable approved reasonable business and travel expenses and establish responsibility for the approval of business and travel expense reimbursements.

B. SCOPE AND LIMITS

1. This policy covers the reimbursement of reasonable business and travel expenses incurred while on authorized university business. This policy pertains to all employees of the university, and to individuals associated with and/or working on behalf of the university.
2. In the event of a discrepancy between this policy and KPU's Collective Agreement with either the KFA or the BCGEU, the Collective Agreement shall prevail.

C. STATEMENT OF POLICY PRINCIPLES

1. General

- a. Kwantlen Polytechnic University (KPU) will reimburse approved travel and business related expenses that are reasonable, properly reported, and comply with the related procedures. If claimed expenses exceed reasonable costs, only the reasonable portion is reimbursable.
- b. Preapproval is required for the following:
 - i. business travel outside of the [Metro Vancouver Regional District](#) that requires overnight accommodation; and
 - ii. *hospitality* expenses for activities not held on KPU campus premises.
- c. Departments or Faculties may have additional restrictions on travel and business expenses which will be communicated from and monitored by the respective departments or faculties.

- d. Corporate programs, on-campus vendors, or University-wide Agreements shall be given first right of refusal, and established processes should be followed in accordance with any existing agreement.
- e. This policy and related procedures applies to all sources of funding, unless it directly conflicts with an external sponsor (i.e. external granting agencies that may have their own Business and Travel Expense policy).
- f. Any request for exception to this policy must be provided to the Vice President, Finance and Administration or designate, the Board Chair for expenses claimed by the President.
 - i. Reimbursement outside the scope of this policy is determined at the discretion of the Vice President, Finance and Administration, or the Board Chair for expenses related to the President, subject to the rationale provided for the exception.

2. Travel

- a. Eligible expenses are listed in Appendix A, Table A1 of the related-procedures.
- b. Allowable meal / per diem expenses while on Travel Status are listed in Appendix A, Table A3 of the related procedures.
- c. Employees should consider alternatives to travel whenever possible to avoid incurring any unnecessary travel expenses.
- d. In planning for international travel, consideration is given to the travel advice and advisories provided by the Government of Canada and KPU policy SR10 *International Travel and Security*.
- e. In arranging business travel, departments and employees will consider the potential risks associated with travel plans to the same destination involving multiple employees.
 - i. Established travel restrictions are required to mitigate operational risk. Each senior executive is required to minimize its exposure to loss by limiting the number of key personnel who travel together by any mode of transportation.
 - ii. The key personnel listed below are prohibited from traveling together unless deemed an emergency. Any exceptions must be granted by the President.
 - The President and Vice Presidents
 - Vice Presidents
 - Vice Presidents and their direct reports
- f. Flexible Travel Arrangements are permitted as long as no additional expenses are incurred by KPU.
- g. Transportation should use the most direct and economical method, with consideration of effective use of time.

3. Business Expenses

- a. Eligible business expenses are listed in Appendix A, Table A1 of the related procedures.
- b. Appendix A, Table A2 of the related procedures outlines eligible mileage expenses as well as additional parameters of claiming mileage for reimbursement. Standard distances between KPU campuses are provided in Appendix B, Table B1 of the related procedures.

- c. Preapproval is required for hosting external clients at University functions held off-campus and must be obtained by the area Vice President and sanctioned at the discretion of the administrator or designate responsible for the department/division.
- d. University gifts for employees, students, speakers and guests are reimbursable for retirements, special achievements and similar purposes up to the maximum provided in Appendix A, Table A4 of the related procedures.
 - i. Entertainment and gifts are ineligible on externally sponsored grants and contracts unless written sponsor approval has been provided.
 - ii. Gifts of alcohol or gift cards of a direct supplier of alcohol are not reimbursable.
- e. Any funds administered by the University cannot be used for the purpose of making a donation to another organization. The only exceptions are the President, Provost, Vice Presidents, Directors and Deans who are required to attend public fundraising events by virtue of the position they hold. If made, these donations are not considered to be sponsorship by KPU and must have pre-approval of the Vice-President, External Affairs.
- f. The Employee Engagement Fund provides each Department/Division with a preapproved amount per person per fiscal year to be used at the discretion of the Department/Division for activities which enhance employee engagement. Departments/Divisions are responsible for ensuring that the coordination of their activity has minimal impact on the University's operational services.
- g. Honoraria payments are reimbursable and considered token payments for services. In addition, honoraria must adhere to the following criteria:
 - i. the work does not contravene the contracting out provisions of a collective agreement;
 - ii. the work is generally infrequent or one-time in nature; and
 - iii. the work does not exceed the maximum outlined in Appendix A, Table A4 of the related procedures.

4. Responsibilities

- a. Employee responsibilities:
 - i. To obtain one-over-one pre-approval for any travel outside of the Metro Vancouver Regional District.
 - ii. The signature of an employee's direct supervisor and signing authority officer, who may be the same individual, is required to certify that travel expense claims are correct, complete and comply with the Policy and/or funding agencies expense and approval requirements.
 - iii. Submission of original, itemized receipts and associated pre-approval forms is required for expense reimbursement, unless otherwise stipulated in the Policy or Procedure (i.e. meal / per diem while on travel status).
 - iv. To obtain appropriate insurance relating to health, rental vehicle, and equipment, including suitable personal vehicle insurance if a personal vehicle is used for business purposes.
 - v. Employees are expected to demonstrate fiscal responsibility for the use of any University resources or facilities.

- b. Signing Authority officers are responsible for:
 - i. approving requests before expenses are incurred; and
 - ii. determining and/or ensuring that the expense is a reasonable, appropriate and supported business or travel expense.
- c. Financial Services is responsible for the administration of this policy and the related procedures. The Executive Director, Financial Services will provide interpretation of and/or clarification on items not specifically addressed in this policy and/or the related procedures.

D. DEFINITIONS

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

E. RELATED POLICIES & LEGISLATION

AD3 Purchasing Policy
ER9 Political Fundraising Expenses
GV4 Signing Authority Policy
HR6 Service Recognition
SR10 International Travel and Security

F. RELATED PROCEDURES

Refer to Procedure FM5 *Business and Travel Expense*.

Policy History
Policy No. FM5
Approving Jurisdiction: Board of Governors
Administrative Responsibility: Vice President Finance & Administration
Effective Date:

Business and Travel Expense Procedure

A. DEFINITIONS

1. **External client:** A guest, visitor, prospective employee or student, benefactor or stakeholder (spouses/partners/family members of University employees are not considered external clients).
2. **Flexible travel arrangement:** Arranging for travel such that the individual combines personal travel with business travel. This must be approved by the direct Supervisor and is only permitted as long as no additional expenses are incurred by KPU.
3. **Hospitality:** The provision of food and beverages for social or recreational activities, events and functions.
4. **One-over-one approval requirement:** Individuals claiming a payment to themselves or for their own benefit are expected to obtain a signature from their direct supervisor as well as an individual who has signing authority on the fund/organization paying for the expenditure, who may be the same individual. This is also a requirement for grantees where the grantee is also a claimant on their own fund.
5. **Travel status:** Travel by an employee, outside the University region on University business, where authorization for such travel has been requested in advance on the appropriate form, and has received one-over-one approval. Does not include travel to other campuses.
6. **University-wide Agreement or UWA:** A mandatory arrangement negotiated by Procurement Services with external suppliers. A full list of university-wide agreements can be found on the Procurement Services website.

B. RELATED FORMS

1. Employees should review the relevant forms and instructions before incurring business expenses or planning travel:
 - a. *Travel Request Authorization Approval Form*

- b. *Expense Claim and Mileage Form (Expense Report)*
- c. *Honorarium Request Form*
- d. *Weekly Timetable and Kilometer Report*

C. PROCEDURES

1. Prior to Travel Procedures

- a. Preapproval
 - a. The employee completes the *Travel Request Authorization Form* to obtain one-over-one preapproval at the earliest available opportunity prior to the expected travel date.
 - b. International travel plans, including annual international recruitment travel plans, require preapproval from the Provost and Vice President Academic, or the Vice President, Finance and Administration. The President's travel plans require approval from the Board Chair.
 - c. Employees can contact the Executive Director, Financial Services to request a travel advance.
- b. Flexible Travel Arrangements
 - i. If flexible travel arrangements are approved by a direct Supervisor, the employee must retain evidence and calculations of savings and/or incremental costs for submission for payment of expenses. The University will only pay the lesser of:
 - 1) the actual travel expenses; or
 - 2) an estimate of the minimum acceptable expenses that would have been incurred if the flexible travel arrangements were not made.
- c. Travel Insurance
 - i. KPU employees with Extended Health Care ("EHC") Benefits are eligible for Emergency Travel Assistance services through Manulife without preapproval from Human Resource Services. KPU employees without EHC Benefits require preapproval through a Health and Benefits Specialist within Human Resource Services in advance of any business travel. If an employee is unsure as to whether or not that have EHC Benefits, they should check with Human Resources.
 - ii. Employees are encouraged to review the Employee Travel Assistance brochure available on the Human Resource Services SharePoint site prior to planning travel to ensure appropriate travel coverage.

2. Travel Expenses

- a. Obtaining rental vehicle insurance
 - i. For insurance purposes, the value of the vehicle must be less than \$75,000 CAD.
 - ii. Employees shall book economy class vehicles, unless four or more persons are travelling together or there is a need to transport a significant amount of work-required equipment or materials.
 - iii. Wherever possible, employees shall secure rental vehicles under a University-wide Agreement ("UWA") which already includes some insurance for employees of KPU.
 - iv. Employees shall ensure that the names of all drivers are provided to the rental agency (officers or employees of KPU only) and are covered by any available insurance.
 - v. Rental vehicle insurance for periods greater than 30 days is the responsibility of the employee and is reimbursable.
 - vi. For rental periods less than 30 days, refer to one of the three categories below:
 - 1) *Rental vehicles under a UWA*

- i) Third party Liability: Do not purchase third party liability insurance as this is covered under the UWA.
 - ii) Collision damage waiver/loss damage waiver: Do not purchase this insurance as it is covered under the UWA.
 - 2) *Rental vehicles in Canada or the USA not under a UWA*
 - i) Third party Liability: Purchase a minimum limit of \$1 million third party liability if available.
 - ii) Collision damage waiver/loss damage waiver: If charging the rental to a corporate credit card that provides insurance for rental vehicles as a benefit, confirm with Credit Card Company that vehicle type and use is covered. Even if no credit card insurance is available, decline the Collision Damage Waiver/ Loss Damage Waiver coverage.
 - 3) *Rental vehicles outside Canada or the USA not under a CSA*
 - i) Third party Liability: Purchase a minimum limit of \$1 million third party liability if available.
 - ii) Collision damage waiver/loss damage waiver: If charging the rental to a corporate credit card that provides insurance for rental vehicles as a benefit, confirm with Credit Card Company that vehicle type and use is covered. Purchase an appropriate amount of insurance if credit card insurance is not available or to supplement credit card insurance.
 - vii. For questions regarding rental vehicles, or other insurance related questions, employees can contact the Risk Management Department.
- b. Booking Accommodation
- Wherever possible, employees should book accommodations under a CSA or using Canadian Association of University Business Officers ("CAUBO") best rates. Deviations from the CAUBO best rates or established UWA require pre-approval.
- c. Meal Per Diem
- i. Receipts are not required to claim the meal per diem. The applicable rate can be found in either [Appendix A, Table A3](#) or for BCGEU employees in the *BCGEU Collective Agreement*.
 - ii. For travel to the USA, the meal per diem rates listed in [Appendix A, Table A3](#) are denominated in U.S. dollars. When claiming meal per diem expenses for reimbursement, the traveler converts the amount to Canadian dollars at the exchange rate in effect at the time of reimbursement.
 - iii. When claiming per diem expenses for reimbursement, the traveler converts the amount to Canadian dollars at the exchange rate in effect at the time of reimbursement.
 - iv. The traveler shall only claim meal per diem in respect of a meal that was provided at no expense to the traveler, such as meals already included in conference fees, transportation carriers, hosts, or as a part of field or course work). Where a per diem is claimed, no additional amount may be claimed for the same meals.
- d. Other Travel-related Procedures
- i. To ensure appropriate telecommunication expenses, employees who travel internationally shall contact relevant IT staff prior to travelling, in order to determine the most cost effective means of internet connectivity.
 - ii. Employees shall use the lowest cost alternatives available such as SKYPE, e-mails instead of faxes, and free wireless hot spots where available.

3. Business Expenses

a. Mileage

- i. When a personal vehicle is used for travel inside the Metro Vancouver Regional District and Lower Mainland on University business, for authorized travel from one's normal place of work to a destination and return, mileage is calculated by applying the mileage (kilometer) rate ([Appendix A, Table A4](#)) to the driving distance travelled.
- ii. Appendix A, Table A2 outlines eligible mileage expenses as well as additional parameters of claiming mileage for reimbursement. Employees are required to provide support for any mileage claim outside of the standard distances between KPU campuses provided in Appendix B, table B1 (i.e. distances listed through Google Maps).
- iii. Where the use of a personal vehicle for University business outside the Metro Vancouver Regional District and Lower Mainland is selected by personal preference, employees can claim the mileage driven by the most direct route which should not exceed full economy airfare. Mileage is calculated by applying the mileage (kilometer) rate ([Appendix A, Table A4](#)) to the driving distance travelled.
- iv. To verify that the correct rate class has been applied on personal vehicles used for University business, employees consult with an ICBC representative.
- v. Faculty claim mileage when traveling between campuses for teaching purposes using the *Weekly Timetable and Kilometer Report*.

b. Hospitality

- i. Hospitality charges incurred in support of the University's mission will be paid by the University provided the expenses are authorized, reasonable, appropriately documented, and subject to budget availability.
 - 1) Preapproval is required for all hospitality expenses by the administrator or department head responsible (one-over-one approval is required).
 - 2) Refreshments and meals for internal meetings attended only by University employees are not normally considered business expenses. Exceptions require Dean or department head approval.
 - 3) Purchases of alcohol will not be reimbursed by the University.

c. Donations

- i. Incidental charitable donations receipts obtained as a result of attending an externally hosted event must be filed with the related expense claim. By requesting payment, the claimant is not eligible to use the charitable donation receipt for personal income tax purposes.

d. Honoraria

- i. Preapproval is required for any payment for honoraria and must be obtained using the *Honoraria Approval Form*.
 - 1) Employees are paid honoraria payments through Payroll, subject to statutory source deductions, without KPU benefits (i.e. no pension benefits).
 - 2) Non-employees are paid honoraria payments through Accounts Payable.

4. Expense Reimbursement

- a. A completed and approved *Expense Report* is required for reimbursement of all expenses. Where required, original receipts must be attached to the expense report, including itemized receipts for hospitality expenses.
- b. If a receipt is required, any expense submitted without a receipt is not reimbursable by the

- University, with the exception of meal per diem, mileage and private accommodation.
- c. Approval of the *Expense Claim and Mileage Form* is completed by the fund/organization signing authority or delegate. The President's expenses are approved by the Board Chair.
 - d. Any employee claiming reimbursement to themselves or for their own benefit must obtain a signature from their direct supervisor and a signing authority on the fund/organization paying for the expenditure, who may be the same individual. This is also a requirement for grantees who are expensing their own fund. Approvals will be reviewed by Financial Services for compliance with policies.
 - e. The original completed and approved *Travel Request Authorization Form* is kept with the employee or with their assistant. A copy of the completed and approved form is then attached to the employees' Expense Claim and Mileage, which is then sent to Financial Services.

D. RELATED POLICY

AD3 *Purchasing Policy*

FM5 *Business and Travel Expense Policy*

GV4 *Signing Authority Policy / Procedures*

HR6 *Service Recognition Policy*

RS4 *Administration and Control of Research and Special Funds Policy / Procedures*

Human Resource Relocation Guidelines

Appendix A: Eligible Expenses

The following rates apply except in those circumstances where otherwise specified in a collective agreement or contract:

Table A1: Eligible Expenses

Travel
<ul style="list-style-type: none"> • Mileage driven in a personal vehicle (not to exceed full economy airfare) • Rental vehicle fees and insurance (when used to save time and costs and not strictly for personal convenience) – refer to Section 2(a) • Economy class air travel (including one checked luggage and one seat selection fee) • Taxis, parking fees, tolls (if incurred outside of the individual's normal route to/from their designated home campus), ferries and airport shuttles • Overnight accommodation, including private accommodation as listed in and in Appendix A, Table A4. • Meals according to the per diem rates listed in Appendix A, Table A3. • Communication expenses for business purposes (e.g. internet, phone) • Dry cleaning and laundry costs are allowable after seven days of travel
Business
<ul style="list-style-type: none"> • Mileage (rates outlined in Appendix B, Table B1) • Meals for persons other than the traveler for mealtime business meetings may be reimbursable • Gifts under certain circumstances – refer to Appendix A, Table A4. • Donations – refer to Section 3(c) • Employee Engagement Fund – per person maximum listed in Appendix A, Table A4. • Additional cost of the insurance required for a personal vehicle when used for business purposes – refer to Appendix A, Table A4. • Honoraria – refer to Section 3(d) and <i>Honorarium Request Form</i>

Table A2: Eligible Mileage Expenses

Travel From	Travel To	Claimable
Home	Designated home campus	Cannot be claimed
Home - Call Out (outside of regular working hours)	Worksite(s)	Traveler claims
Home	Alternate campus/worksite/business meeting/trip	Traveler claims
Home	Airport on approved travel status	Traveler claims
Home Campus	Alternate Campus/worksite/business meeting/trip	Traveler claims

Table A3: Meal / Per Diems (including tips and taxes) while on Travel Status

Meals received without charge or paid for from public funds should not be claimed (e.g., when an outside party covers the costs or the meal included as part of a conference fee).

<i>Effective April 1, 2018</i>	Single Meal	Breakfast and Lunch	Lunch and Dinner	Dinner and Breakfast	Full Day
Breakfast	20.00				
Lunch	20.00				
Dinner	35.00				
Total	75.00	40.00	55.00	55.00	75.00

Table A4: Other Expenses

Reimbursement	Rates Effective April 1, 2018 (unless otherwise noted)
Private Accommodation	\$50.00/night Receipts not required
Gratuities on Meals (Business meeting expense)	15% maximum
Personal Vehicle Usage	\$0.53/kilometer Receipts not required Insurance on personal vehicles is included in the mileage (per kilometer) reimbursement rate. Additional cost of insurance coverage beyond to and from work is reimbursable at the department's expense only where the frequency of use necessitates this coverage. For externally funded research projects, the expense is conditional on this being defined as an eligible expense by the funding agency.
Gifts	\$75.00 maximum, Exceptions: Entertainment and gifts are ineligible on externally sponsored grants and contracts unless written sponsor approval has been provided. Gifts of alcohol or gift cards of a direct supplier of alcohol are not reimbursable.
Employee Engagement Fund	\$50.00 per employee per year
Honoraria	\$500.00 maximum Up to \$2,500.00 with VP or Presidential approval

Appendix B: Standard Distances between KPU Campuses

Table B1

	Richmond Campus	Langley Campus	Cloverdale Campus	Surrey Campus
From SURREY Campus to:				
<i>One Way</i>	24 km	19 km	14 km	-
<i>Return</i>	48 km	38 km	28 km	-
From LANGLEY Campus to:				
<i>One way</i>	43 km	-	7 km	19 km
<i>Return</i>	86 km	-	14 km	38 km
From CLOVERDALE Campus to:				
<i>One Way</i>	37 km	7 km	-	14 km
<i>Return</i>	74 km	14 km	-	28 km
From RICHMOND Campus to:				
<i>One Way</i>	-	43 km	37 km	24 km
<i>Return</i>	-	86 km	74 km	48 km



Board of Governors

Agenda Item:

Meeting Date:

Presenter(s):

Regular Meeting

#5.2

September 19, 2018

Alan Davis

Agenda Item: **Appointment to the Search Advisory Committee for the VP, Academic and Provost**

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT the Board of Governors appoint Akash Bhullar to serve as the student board representative on the Provost and Vice President, Academic Search Advisory Committee as recommended by the Board Governance Committee.
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Board Committee Report: At its meeting held on September 4, 2018, the Board Governors Committee recommended that the Board of Governors appoint Akash Bhullar to serve as the student board representative on the Provost and Vice President, Academic Search Advisory Committee.

Context & Background: Dr. Salvador Ferreras will end his term as Provost on August 31st, 2019. The search for the new Provost will begin in Fall 2018 with the intention of providing a recommendation to the President and the Board of Governors by March 31, 2019.

Key Messages: **1. Policy and Procedures HR 20, *Search Advisory, Appointment and Re-Appointment of Senior Academic Administrator Positions* oversees the selection of candidates for the position of Provost and Vice President, Academic.**
[maximum of three] **2. Policy HR20 requires one student Board member, appointed by the Board serve on the search advisory committee.**
 3. Akash Bhullar has volunteered to serve on the committee with the agreement of the other student board member.

Consultations: Both student board members were consulted and mutually agreed on Akash Bhullar serving on the committee

Attachments: [Policy HR 20](#)
 [Procedures HR20](#)

Submitted by: Alan Davis, President and Vice Chancellor

Date submitted: September 5, 2018



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

Regular Meeting
#5.3
September 19, 2018
Hanne Madsen

Agenda Item: **Board Committee Chairs**

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	THAT the Board of Governors approve an exception to the Board Governance Manual to allow Sandra Case to remain chair of the Human Resources Committee and Hanne Madsen to remain chair of the Governance committee, as recommended by the Board Governance Committee.
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Board Committee Report: At its meeting held on September 4, 2018, the Board Governance Committee approved an exception to the Board Governance Manual to allow Sandra Case to remain chair of the Human Resources Committee and Hanne Madsen to remain chair of the Governance committee, for recommendation to the Board of Governors.

Context & Background: The Board Governance Manual sets out the governance structure and principles pursuant to which the Board exercises its responsibilities and carries out its duties of stewardship and accountability.

Key Messages:
[maximum of three]

- 1. The Human Resource Committee Terms of Reference (15) state that the Board Vice Chair is the Chair of the Human Resources Committee.**
- 2. The Governance Committee Terms of Reference (16) state that the Board Chair is the Governance Committee Chair.**
- 3. The Board Chair, Sandra Case, is seeking permission to remain chair of the Human Resources Committee and that Hanne Madsen remain chair of the Governance Committee in recognition of their respective backgrounds and areas of expertise. This decision would also allow Michael McAdam, Board Vice Chair, to continue as a member of the Finance and Audit committees, which also aligns with his experience expertise.**

Implications / Risks: Adherence to the requirements set out in the Board Governance Manual regarding Board Committee Chairs would not result in optimum matches between board member skills and expertise and committee mandates.

Attachments: [Board Governance Manual](#)

Submitted by: Keri van Gerven

Date submitted: September 5, 2018



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

Regular Meeting
#9
September 19, 2018
Alan Davis

Agenda Item: **Senate Report: June 25, 2018**

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

Recommended Resolution:	N/A
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Board Committee Report:	N/A
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Key Messages: **The Vice Chair of Senate provides meeting notes for the Board of Governors**
[maximum of **detailing the items approved by Senate at each of its meetings for information.**
three]

Attachments Notes from the Senate Meetings held June 25, 2018.

Submitted by: Alan Davis / President & Vice Chancellor

Date submitted: July 25, 2018

Notes from the Senate meeting of June 25, 2018

The Senate began its final meeting of the academic year with a discussion of the ending Strategic Plan (VISION 2018) and the accompanying Academic Plan 2018. While noting the occasional setback, the Senate was told of the widespread progress made with respect to each document's key foci.

The Senate passed a set of guidelines that will be used, in future, to help decide whether courses should be placed on the University's Pathway to Undergraduate Study. It also passed a landmark motion to add questions about Open Education Resources to the standard course outline template. This revision is expected to further cement KPU's progress towards increased access for students not only to a strong post-secondary education, but also to the texts required to succeed in that education.

Changes to the minimum qualifications for faculty members were made in the Faculty of Science and Horticulture, Wilson School of Design, and Faculty of Arts, while the Search Advisory Committees for the Provost and Dean of Business received their Senate appointed members.

The initial priorities for the 2019/2020 fiscal year were endorsed, and can be seen in the Senate's agenda package at kpu.ca/senate.

After a year of substantial progress, the outgoing (and widely acclaimed) Chair of SSC Program Review gave his final report to the Senate. In it, he noted his appreciation for the support of the Deans, Rita Zamluk, Lori McElroy, Chris Traynor and the particularly exemplary work of Dr. Sunita Wiebe.

The Chair, in a show of concern for the health of his colleagues, wished them a balanced and nutritious diet (thereby eschewing the customary chocolates for outgoing Senators). The Senate was touched by the gesture.

The Senate, having concluded its business for the current academic year, adjourned.

One to beam up,
David P. Burns, Vice-Chair, University Senate