



KPU Board of Governors – Regular Meeting

Date: January 28, 2026

Time: 5:00 pm – 6:07 pm

Location: KPU Tech Boardroom 1853

BOARD OF GOVERNORS – REGULAR MEETING AGENDA

January 28, 2026

5:00– 6:07 pm

KPU Tech Boardroom 1853

Attending: Kwuntiltunaat (Kim) Baird, Erin Barnes, Karanbir Boparai, Dianne Doyle, Furquan Gehlen, Gabby Gill, Kim McGill, June Park, Lyndsay Passmore, Amanda Smith-Weston

Regrets: Stephanie Smith, Bruce Choy

Presenters & Administrative Resources: Jenn Harrington, Brent Elliott, Carole Laplante, Zena Mitchell, Diane Purvey, Asma Sayed, Peter Smailes, Keri Spindler, Laurie Clancy

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

Regular Board Meeting Closed Board Meeting to follow

AGENDA ITEM	RESOURCE	ACTION	TIME	PAGE
1. Call to Order & Introductory Remarks	Erin Barnes		5:00	
We at Kwantlen Polytechnic University respectfully acknowledge that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.				
2. Approval of Agenda	Erin Barnes	M	5:01	2
MOTION: THAT the Board of Governors approve the regular meeting agenda for November 26, 2025.				
3. Conflict of Interest	Erin Barnes		5:02	

4. Consent Agenda	Erin Barnes	M	5:03	5
4.1 Minutes of the November 26, 2025 Regular Board of Governors Meeting				6
4.2 Request for Proposal for External Auditor		M		11
4.3 KSA Fee Changes – Academic Year 2026- 27		I		14
4.4 KPU’s Generative AI Steering Committee Report		I		18

MOTION: THAT the Board of Governors approve the following items on the Consent Agenda:

4.1. Minutes of the November 26, 2025 Regular Board of Governors Meeting

4.2 Request for Proposal for External Auditor

AND

THAT the Board of Governors receive the following items for information:

4.3 KSA Fee Changes – Academic Year 2026-27

4.4 KPU’s Generative AI Steering Committee Report

5. Governance Committee Report				
6.1. Committee Chair Report	Erin Barnes	I	5:04	
6. Human Resources Committee Report				
7.1. Committee Chair Report	Erin Barnes	I	5:05	
7. Audit Committee Report				
8.1. Committee Chair Report	Gabby Gill	I	5:06	
8. Finance Committee Report				
8.1. Committee Chair Report	Gabby Gill	I	5:10	
8.2 Pay Transparency Act Report	Heba Elsonbaty/Reid Fralick	I	5:11	24
8.3. Revision of Bylaw No. 4 Fees	Peter Smailes/Carole Laplante	M	5:15	30

MOTION: THAT the Board of Governors approve the revisions to Bylaw No. 4 Fees, as presented.

8.4 Fiscal 2026/2027 University Budget	Peter Smailes/Carole Laplante	M	5:20	45
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MOTION: THAT the Board of Governors approve the attached consolidated budget as the Fiscal 2026/2027 consolidated budget.

8.5 Endowment Fund Approvals	Peter Smailes	M	5:50	67
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MOTION: THAT the Board of Governors approve the endowment fund terms of reference for the Student Award Endowment Fund and the xé?ełł Reconciliation Endowment Fund.

9	President's Report				
	9.1. Report to the Board	Diane Purvey	I	5:55	Verbal report
10	Provost's Report	Diane Purvey	I	6:00	Verbal report
	10.1. Report to the Board				
11	Senate Report – Meeting Held on September November 24, 2025	Diane Purvey	I	6:05	74
12	Any Other Business	Erin Barnes	D	6:06	
13	Closing Remarks & Adjournment	Erin Barnes		6:07	

Next Meeting: Regular Board Meeting
Wednesday, March 25, 2026
KPU Langley – Room 1030
5:00 – 8:00 pm

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 4

Meeting Date: *January 28, 2026*

Presenter(s): *Erin Barnes*

AGENDA TITLE: CONSENT AGENDA

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Board of Governors approve the following items on the Consent Agenda:

4.1. Minutes of the November 26, 2025 Regular Board of Governors Meeting

4.2. Request for Proposal for External Auditor

THAT the Board of Governors receive the following items for the information:

4.3. KSA Fee Changes – Academic Year 2026-27

4.4. KPU's Generative AI Steering Committee Report

Attachments

1. Minutes of the November 26, 2025 Regular Board of Governors Meeting
2. Request for Proposal for External Auditor
3. KSA Fee Changes – Academic Year 2026-27
4. KPU's Generative AI Steering Committee Report

Submitted by

Keri Spindler, University Secretary

Date submitted

January 16, 2026

BOARD OF GOVERNORS - REGULAR MEETING

Minutes of Regular Meeting
Wednesday, November 26, 2025
5:28 p.m. – 5:59 p.m.
via MS Teams

Present: Board of Governors

Erin Barnes, Chair
Bruce Choy, President & Vice-Chancellor
Dianne Doyle
Furquan Gehlen
Gabby Gill
Kim McGill
June Park
Lyndsay Passmore
Stephanie Smith
Amanda Smith-Weston

University G7 members

Laurie Clancy, Vice-President, Human Resources
Randall Heidt, Vice-President, External Relations
Diane Purvey, Provost
Asma Sayed, Vice-President, Equity & Inclusive Communities
Peter Smailes, Vice-President, Finance and Administration

Presenters and Administrative Resources

Sonia Banwait, Executive Assistant, Board of Governors
Shelly Kean, Manager, Information Access & Privacy
Carole Laplante, Associate Vice-President, Financial Services
Jennifer Duprey, General Counsel
Lori McElroy, Associate Vice-President, Planning and Accountability
Keri Spindler, University Secretary & Executive Assistant to the President & Vice Chancellor

Regrets: Anirudh Agnihotri
Kim (Kwuntiltunaat) Baird, Chancellor
Karanbir Boparai
Zena Mitchell, Vice-President, Students

1. Presentation of Freedom of Information and Protection of Policy Act (FIPPA) of BC

Shelly Kean, Manager, Information Access & Privacy, gave a presentation on the Freedom of Information and Protection of Policy Act (FIPPA) and how it applies to University and to the Board of Governors.

2. Call to Order and Introductory Remarks

The Chair called the meeting to order at 5:28pm.

The Chair acknowledged KPU's commitment to reconciliation and recognition that we live, work and study in a region that

overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.

3. Approval of Agenda

MOTION #05-25/26

MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the regular meeting agenda for November 26, 2025.

4. Conflict of Interest

No other Conflict of Interest was declared.

5. Approval of Consent Agenda

MOTION #06-25/26

MOVED, SECONDED AND CARRIED the motion THAT Board of Governors approve the following item on the Consent Agenda as circulated:

5.1. Minutes of the October 1, 2025 Regular Board of Governors Meeting.

5.2. Approval of Policy and Procedure – RS1 Research Involving Humans

AND THAT the Board of Governors receive the following items for information:

5.3. Opportunity to Opt-in: Phase One Posting: Amendment of Policy & Procedure – SR10 International Travel & Security

6. Governance Committee Report

6.1. Committee Chair Report

Erin Barnes, Committee Chair, informed the committee met on November 12, 2025 and noted the items are on the agenda.

6.2. Revision of the Board Governance Manual

The Board noted the revisions to the Board Governance Manual which outlines duties and responsibilities of the Board, including recent changes to KPU's management and leadership structure, as well as minor clerical changes.

MOTION #07-25/26

MOVED, SECONDED AND CARRIED the motion THAT Board of Governors approve the tracked changes in the Board Governance Manual, as recommended by the Board Governance Committee.

7. Human Resources Committee Report

7.1. Committee Chair Report

Stephanie Smith, Committee Chair, informed the committee met on November 13, 2025 and there is nothing to report.

8. Audit Committee Report

8.1. Committee Chair Report

Gabby Gill, Committee Chair, informed that the committee met on November 18, 2025 and there is nothing to report.

9. Finance Committee Report

9.1. Committee Chair Report

Gabby Gill, Committee Chair, informed that the committee met on November 18, 2025 and items are on the agenda.

9.2. Revision of GV4 Signing and Spending Authority Procedure

Carole Laplante, Associate Vice-President, Finance, shared Management is proposing that KPU's Board approval threshold be increased to \$2,000,000 from the current \$200,000, to align with peer institutions, and to enable more responsive operations. Laplante confirmed Management will continue to bring forward any precedent-setting or sensitive issues to the committee for recommendation, and to the Board for approval, regardless of the value.

MOTION #08-25/26

MOVED, SECONDED AND CARRIED the motion THAT Board of Governors approve the revised GV4 Signing and Spending Authority and Schedule A, effective December 1, 2025, as recommended by the Board Finance Committee.

9.3. Revision of Bylaw. No. 4 Fees – Human Resources Management Post-Baccalaureate Diploma Tuition Reduction Assessment

Lori McElroy, Associate Vice-President, Planning & Accountability, noted that at the request of the Finance Committee last week, the Melville School of Business reviewed its Human Resources Management (HRMT) Post-Baccalaureate Diploma program to further reduce its tuition cost to be more competitive with comparable programs offered at other post-secondary institutions.

After review, the Faculty has proposed to lower the tuition rate from \$410.97/ per credit to \$219.79/per credit. In addition to

the request to reduce tuition fees, the curriculum has been revised to reduce the program from 42 to 33 credits – assisting in lowering the cost of program completion and delivery.

Alia Somji, Interim Dean, Melville School of Business, provided a comparative analysis amongst other institutions and provided factors that differentiate KPU from its competition. Somji shared that the lowering of tuition and credit requirement for course completion is anticipated to help make the program more competitive and draw more interest from domestic students.

Board members noted that the change in fee category is effective September 2026.

MOTION #09-25/26

MOVED, SECONDED AND CARRIED the motion THAT Board of Governors approve the revisions to the Bylaw No. 4 Fees, as presented.

10. Review of Policy and Procedure – GV10 Mission, Vision and Values Development and Amendment

President Bruce Choy informed that VISION 2026, which serves as KPU’s Strategic Plan, is expiring next year. To begin developing a new plan, the process and consultations will need to begin early in 2026. Revision of KPU’s mission, vision and values require Board approval.

MOTION #10-25/26

MOVED, SECONDED AND CARRIED the motion THAT Board of Governors approve Dr. Bruce Choy to review KPU’s Mission, Vision and Values, in accordance with KPU Policy GV10 – Mission, Values and Values Development and Amendment Policy.

11. President’s Report

11.1. Report to the Board

The President’s report was circulated in the agenda package and summarized in the meeting.

12. Provost’s Report

12.1. Report to the Board

Diane Purvey, Provost, provided a brief report highlighting academic accomplishments and events taking place around KPU campuses.

13. Senate Reports

Senate report from September 29, 2025 and October 27, 2025 were included in the meeting package.

14. Any Other Business

No other business was identified.

**15. Closing Remarks &
Adjournment**

The meeting adjourned at 5:59pm.

Next Meeting

The next meeting has been scheduled for Wednesday, January 28, 2026 at KPU Tech/Cloverdale – Room 1853.

Board Chair

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 4.2

Meeting Date: January 13, 2026

Presenter(s): Peter Smailes/Carole Laplante

AGENDA TITLE: REQUEST FOR PROPOSAL (RFP) FOR EXTERNAL AUDITOR

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Board of Governors approve the issuance of a Request for Proposal (RFP) for an External Auditor for a three-year period, with an option to extend for up to two additional years, starting with the 2026/2027 fiscal year.

COMMITTEE REPORT

The Board Audit Committee reviewed and approved the recommendation for the RFP for an External Auditor at its meeting on January 13th.

Context and Background

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

In accordance with the *University Act*, section 13 of Kwantlen Polytechnic University’s (KPU or the University) Board Governance Manual, the Audit Committee Terms of Reference state that “the Audit Committee reviews and recommends to the Board the terms of the External Auditor’s engagement and recommends to the Board the appointment of the External Auditor.”

In 2020, the Board of Governors approved the selection of an external auditor through request for proposal (RFP) for three years commencing with the 2021/2022 reporting year and in 2023 approved the external auditor for the additional year of 2024/2025, as recommended by the Board Audit Committee. In June 2025, the Board of Governors approved the appointment of the external auditor for fiscal 2025/2026. The final extension that was approved in June 2025 extended the current external auditor’s term for one final year, through to February 14, 2027.

In accordance with regulatory and internal policies, an RFP is required to be issued to select and appoint an external auditor for KPU. The proposed RFP for issuance would select an external auditor for a three-year term, with a provision for two one-year extensions, in one-year increments. It is estimated that the total value of the proposed RFP for both the contracted term and extensions would be \$500,000.

Key Messages

1. In June 2025, KPU's current external auditor, KPMG LLP, was reappointed for fiscal 2025/2026, which extended the term for one final year through to February 14, 2027.
2. KPU is required to adhere to regulatory and legislative requirements, as well as internal policy, and as such, must proceed with the process of selecting and appointing an external auditor for fiscal 2026/2027.
3. To appoint an external auditor for fiscal 2026/2027, KPU must issue an RFP, review and evaluate the proposals and select an appropriate external auditor for KPU.
4. The RFP has been developed with Procurement Services to ensure best practice has been implemented in the process and reviewed by the evaluation committee comprised of:
 - Peter Smailes, Vice President, Finance and Administration
 - Carole Laplante, AVP Finance
 - Stefanie Singer, Director, Financial Services, Budget and Reporting
 - Dylan Sall, Manager, Financial Services, Reporting,
 - Sandra Tschauner, Procurement Services Manager
5. The RFP evaluation criteria has been set as follows:

Rated Criteria Category	Weighting (Points)
A. Experience, Qualifications and References	30
B. Methodology and Quality Assurance	20
C. Environmental, Social and Governance	10
Subtotal:	60
D. Pricing	30
Written Proposal Subtotal:	90
E. Interview (up to the top three Shortlisted Proponents only)	10
Total Points	100

Implications/Risks

If KPU does not appoint an external auditor in a timely and effective manner, it would result in KPU not meeting fiduciary and regulatory requirements under the *University Act*, as well as not adhering to KPU policies.

Consultations

1. Procurement team
2. Legal and Risk team

Attachments

None. The complete draft RFP for external auditor is available for Board members to review via the Board office.

Submitted by

Peter Smailes, Vice President, Finance and Administration

Date submitted

January 5, 2026



January 15, 2026

Zena Mitchell
KPU, VP Students

Re: KSA Annual Fee Change Letter - 2026-2027 Academic Year

Dear Zena Mitchell,

Pursuant to Section 21(1) of the University Act of British Columbia, please consider this letter as formal notice of the changes to fees of the Kwantlen Student Association for the 2026-2027 academic year for consideration at a KPU Board of Governors Meeting.

Additionally, pursuant to the November 2015 referendum tying fees to the British Columbia Consumer Price Index (CPI) all KSA fees will be increasing by 2.37% for the 2026-2027 academic year.

1. Operating Fund:
 - a. Beginning 1 September 2026 - For semester-based students, flat fee of \$12.18 per student plus \$ 4.08 per credit to a maximum of \$65.07 per semester;
 - b. For fixed-term and continuous intake students, \$3.88 per week.
2. Advocacy Service:
 - a. Beginning 1 September 2026 - For semester-based students, \$0.34 per credit;
 - b. For fixed-term and continuous intake students, \$0.29 per week.
3. Bursary Fund:
 - a. Beginning 1 September 2026 - For semester-based students, \$2.04 per credit
 - b. For fixed-term and continuous intake students, \$1.83 per week
4. Clubs and Events Fund:
 - a. Beginning 1 September 2026 - For semester-based students, \$1.39 per credit;
 - b. For fixed-term and continuous intake students, \$1.30 per week.
5. Intramurals (ActiveKSA) Fund:
 - a. Beginning 1 September 2026 - For semester-based students, \$0.43 per credit;
 - b. For fixed-term and continuous intake students, \$0.37 per week.
6. Lobby Fund:
 - a. Beginning 1 September 2026 - For semester-based students, \$0.49 per credit;
 - b. For fixed-term and continuous intake students, \$0.43 per week.
7. Peer Support Program:
 - a. Beginning 1 September 2026 - For semester-based students, \$0.34 per credit;
 - b. For fixed-term and continuous intake students, \$0.29 per week.



8. Social Justice Program:

- a. Beginning 1 September 2026 - For semester-based students, \$0.27 per credit;
- b. For fixed-term and continuous intake students, \$0.23 per week.

9. Reboot Computer Service:

- a. Beginning 1 September 2026 - For semester-based students, \$0.45 per credit;
- b. For fixed-term and continuous intake students, \$0.39 per week

10. START Volunteer Program Fund:

- a. Beginning 1 September 2026 - For semester-based students, \$0.54 per credit;
- b. For fixed-term and continuous intake students, \$0.46 per week.

11. Student Publication Fee (The Runner):

- a. Beginning 1 September 2026 - For semester-based students, \$0.75 per credit;
- b. For fixed-term and continuous intake students, \$0.69 per week.

12. SUB Capital Fee:

- a. Beginning 1 September 2026 - For semester-based students, \$3.93 per credit;
- b. For fixed-term and continuous intake students, \$3.53 per week.

13. Multipass & Upass BC Fees:

- a. Beginning 1 May 2026 – 31 August 2026 \$46.90 per month U-Pass BC Fee for all eligible students
- b. Beginning 1 September 2026 \$47.85 per month U-Pass BC fee for all eligible students.
- c. \$11.11 per month MultiPass Fee for all eligible students.
- d. These fees were previously combined on the KPU calendar, however, they are separate fees.

14. Health and Dental Fees (Student Benefits Extended Health \$97.24 and Dental \$125.84 fees.

15. Canadian Federation of Students Fees:

- a. Beginning 1 September 2026 - For all KSA members \$?? per student per semester; The CFS has indicated in an email to the KSA that its own fee change letter will be available January 20, 2026 as Statistics Canada is slated to release its CPI figure for December 2025 on January 19, 2026.

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

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

Respectfully,



Rohit Uppal
Vice President, External Affairs, KSA



Timothii Ragavan
Executive Director, KSA

Cc
Keri Spindler, University Secretary & Executive Assistant, Office of the President – Admin
Nick Bransford, KPU Divisional Business Manager, Student Affairs
Joshua Mitchell, Associate VP, Student Affairs
Maryam.Garrecht@kpu.ca, Executive Assistant, Office of the Vice President, Students
Manmeet Kaur KSA, VP Finance and Operations
Rolando Navarro, KSA Financial Controller

KSA Fees for the Upcoming (2026/27) Academic Year

Note: All fee changes for an Academic Year must be presented to KPU's Board of Governors at the [January meeting](#).

Contact boardofgovernors@kpu.ca for associated meeting submission deadlines.

To reference fees for the Current Academic Year visit: calendar.kpu.ca/registration/tuition-mandatory-student-fees

KSA Fee Description	Amount in Calendar	Code	Per Credit Charge	Max Charge	Flat Amount	Fixed-term/Continuous (weekly unless noted)
Canadian Federation of Students	\$0.00	CFS			\$5.75	\$5.75 (per semester)
Student Association Dental Plan	\$	DNTL			\$125.84	
Student Association Extended Health Plan	\$	MEDI			\$97.24	
Lobby Fund	\$	LOBB	\$0.49			\$0.43
Bursary Fund	\$	BURS	\$2.04			\$1.83
Student Publication Fee (The Runner)	\$	SPUB	\$0.75			\$0.69
SUB Capital Fee	\$	KSUB	\$3.93			\$3.53
START Volunteer Program	\$	KSTR	\$0.54			\$0.46
Reboot Computer Service	\$	KCOM	\$0.45			\$0.39
Clubs and Events Fund	\$	KCLB	\$1.39			\$1.30
Intramurals (ActiveKSA) Fund	\$	KINR	\$0.43			\$0.37
Operating Fund†	\$	KOPR	\$4.08	\$65.07	\$12.18	\$3.88
Peer Support Program	\$	KCOU	\$0.34			\$0.29
Student Advocacy Service	\$	KADV	\$0.34			\$0.29
Social Justice Fund	\$	KSJU	\$0.27			\$0.23
KSA Multi-Pass Fee	\$	varies by month			\$11.11	\$11.11(per month)
U-Pass BC Fee	\$	varies by month			\$47.85	\$47.85 (per month)

† to a maximum of \$65.07 per semester

Please fill in all amounts indicated in yellow.

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 4.4

Meeting Date: January 28, 2026

Presenter(s): Leeann Waddington

AGENDA TITLE: KPU'S GENERATIVE AI STEERING COMMITTEE REPORT

ACTION REQUESTED: Information

RECOMMENDED RESOLUTION N/A

COMMITTEE REPORT

For Secretariat Use Only

The President tasked the Associate VP, Academic with coordinating and reporting on KPU's progress in the use of generative artificial intelligence. As part of this work, he requested a report be provided to the Board twice per year.

Key Messages

1. **Context & Background for New Board Members**
2. **Ministry AI Policy Working Group Member Update**

Dr. Leeann Waddington has replaced Dr. Burns as the representative on the Ministry AI Policy Working Group.

3. **AI Assistant Pilot with Open Educational Resources**

The Teaching and Learning Commons is exploring a partnership with BCcampus to test and pilot the use of an AI Assistant with open educational resources.

Attachments

1. Gen AI Steering Committee Terms of Reference – DRAFT
2. Generative Artificial Intelligence Coordination at KPU

Submitted by

Dr. Leeann Waddington – Associate Vice-President, Teaching & Learning

Date submitted

Jan 20, 2026

Gen AI Steering Committee Terms of Reference - DRAFT

The purpose of this committee is to ensure a coordinated institutional response to the Generative AI changes in the higher education landscape. Co-led by the Associate Vice-Presidents, Teaching and Learning, and Academic, the committee and its various working groups bring together representatives from academic areas, human resources, information technology, communications, privacy, legal, student services and the library and learning centres.

Scope:

- Ensure clear institutional guidance is provided to the university community.
- Develop an educational plan for KPU employees
- Provide guidance on technology selections
- Develop a GAI strategy for the institution
- Generate scholarly activity that promotes iteration and sharing of the work occurring at KPU
- Identify ad-hoc areas to the institution and possible strategies to mitigate them
- Served as a central place for employees to direct questions or concerns
- Liaise with other generative AI interested groups around the organization, such as the community of practice or department specific working groups, including curriculum development as well as groups outside KPU including industry partners

GENERATIVE ARTIFICIAL INTELLIGENCE COORDINATION AT KPU

Issue: Jan 2026

Leeann Waddington, EdD, MSN, BSN

Associate Vice-President, Teaching & Learning

INFORMATION

CONTEXT & BACKGROUND:

The Gen AI Steering Committee is a group of leaders from across the institution, brought together to facilitate a central discussion point for GAI-related adoption, challenges, initiatives, and strategy (committee TOR attached). Various working groups address specific topics and report back to this committee.

TO DATE THE COMMITTEE HAS:

GOVERNANCE AND COORDINATION

- Reviewed the current state of GenAI at KPU and its impact on higher education
- Identified key challenges to address
 - Lack of centralized coordination on GenAI policies and tools
 - Privacy, legal, and security concerns
 - Need for structured approval processes for AI tools
- Considered solutions and next steps
 - Create a centralized website to streamline resources and provide updates and training
 - Regular reporting to Senate and the Board on GenAI activities
- Reviewed a draft Terms of Reference
 - Purpose to ensure a coordinated institutional response and provide guidance to faculty, staff, and students
 - Scope includes technology selection and usage, education plans, and collaboration

CENTRAL GENAI WEBPAGE AND RESOURCE HUB

A reorganization approach for the public-facing GenAI webpage has been approved, with content being restructured by user groups, including students, employees, and researchers, along with the addition of an FAQ section. The new consolidated resource is in its final stages and is expected to launch during the spring semester, after which the previous resources will be retired.

TECHNOLOGY REVIEW AND TOOL GUIDANCE

Updates were received on evaluating technology solutions for faculty curriculum development and planned communications. A suite of technologies was assessed based on faculty input, and a list of approved tools for instructional use has been provided on the Teaching & Learning SharePoint site.

- List of GenAI tools
 - Adobe Firefly, ChatGPT all free versions, Framer AI, Google Notebook, Grammarly, MidJourney, Miro AI

STUDENT-FACING SUPPORTS AND GUIDANCE

- Reviewed proposed GenAI resources for students
 - Learning Centre, Library, badged GenAI and Academic Integrity Moodle tutorial, and a flow chart
- Reviewed and endorsed a GenAI Student Guide with amendments
 - Requested clarity when a syllabus is silent, improve accessibility, explicit note that misuse may be an academic integrity violation, and development of examples of acceptable use

POLICY AND GUIDELINES WORK

The implementation of a GenAI policy at KPU was considered, supported by a memorandum and a sector scan report. It was determined that a standalone policy was not necessary, and instead, guidance on GenAI should be integrated throughout all relevant policy content.

PILOTS AND OPERATIONAL INITIATIVES REVIEWED

- MS Copilot pilot
 - Reviewed usage patterns and feedback, and noted the pilot would continue for another year with a privacy review expected to wrap up by summer
- IVY.AI service desk chatbot pilot
 - Reviewed launch and testing plans, integration work with MS Teams, and considerations about model, training data, and US data residency as part of PIA work
 - Reviewed early usage results reporting 160 student conversations in the first four days of the semester and reduced routine service desk calls

PROGRAM DEVELOPMENT DISCUSSION

Discussed potential development of a Masters in AI and Data Analytics and the plan to form a group in the fall to assess viability.

EXTERNAL ENGAGEMENT AND INTERNAL COMMUNITY BUILDING

- Noted KPU became a founding member of the AI Workforce Readiness Consortium and that it provides free AI resources
- Noted teaching-related GenAI guidance moved to SharePoint and that the community of practice may rebrand as AI Network
- Confirmed upcoming Faculty Voices on AI webinars

As we begin 2026, the incoming Chair will work with the new President and the committee to review and, if necessary, revise the scope and plan upcoming priorities. The AVPTL is currently striking a working group related to the use of AI-assistive devices (i.e., Meta glasses) to establish proposed guidelines for use in learning environments.

As new technology becomes part of the fabric of our institution, including the curriculum and the way we work, this committee supports a thoughtful, coordinated approach to communication and decision-making.

MINISTRY AI POLICY WORKING GROUP MEMBER UPDATE

Dr. Leeann Waddington has replaced Dr. Burns as the representative on the Ministry AI Policy Working Group.

MAJOR PROJECT UPDATES

AI ASSISTANT PILOT WITH OPEN EDUCATIONAL RESOURCES.

The Teaching and Learning Commons is exploring a partnership with BCcampus to test and pilot the use of an AI Assistant with open educational resources.

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 8.2

Meeting Date: January 28, 2026

Presenter(s): Heba Elsonbaty / Reid Fralick

AGENDA TITLE: KPU PAY TRANSPARENCY ACT REPORT

ACTION REQUESTED: Information

RECOMMENDED RESOLUTION: N/A

COMMITTEE REPORT

The Board Finance Committee reviewed and discussed the report at its January 13th meeting.

Context and Background

As per Section 14 of the Board Governance Manual under *Financial Oversight Duties and Responsibilities – Financial Reporting*, the Finance Committee reviews and recommends to the Board of Governors for approval of significant financial reporting made public by KPU.

As of May 11, 2023, the [Pay Transparency Act](#) became law requiring B.C. employers to meet the following requirements to help close the gender pay gap and address systemic discrimination:

- Pay secrecy: Employers must include the expected pay or pay range in public job postings
- Pay history: Employers cannot ask job applicants about what they have been paid by other employers
- Employer reprisal: Employers cannot punish an employee who asks their employer about their pay or reveals their pay to other employees or job applicants
- Pay transparency reports: Employers above certain sizes must post pay transparency reports by November 1 of each year through a phased approach

The Act requires the Minister of Finance to publish an annual report by June 1 of each calendar year that describes the differences in pay among genders, trends in relation to those differences and the number of reports of non-compliance with the Act, based on information from the previous calendar year. By November 1, 2024, all employers with 1,000 employees or more are required to complete and post a pay transparency act report by November 1 of each year.

Key Messages

1. KPU's workforce has included over 2,500 employees during the course of the reporting period, each contributing their talents and efforts across a wide range of disciplines, spanning both the academic and service areas. KPU is dedicated to pay equality and has mechanisms in place for each employee group that ensures staff are paid an equal wage for equal work regardless of gender, race, or other characteristics.
2. Employee groups represented in this report include excluded administrators, Kwantlen Faculty Association, BC General Employees Union (BCGEU), and student employees. At KPU, employees receive equal pay for performing work of equal value. Administrative excluded roles are evaluated and placed in accordance with the Post-Secondary Compensation Plan. Faculty positions are placed on a common salary scale based on collective agreement language. All BCGEU roles are evaluated through our Gender-Neutral Joint Job Evaluation Plan (JJEP) and placed on the corresponding salary scale. The rate of pay for student employees is determined by the level of education they have completed.
3. During the reporting period, over 1,500 women performed work at KPU, representing 59% of the overall workforce. KPU fosters an inclusive workplace culture and recognizes the need to support the full spectrum of gender diversity. For gender designations with fewer represented (non-binary and unknown), the numbers can fluctuate more significantly when considering the mean or median.
 - 3.1. Mean hourly pay gap: At KPU, women's average hourly wages are 14% less than men's and non-binary people's average hourly wages are 21% less than men's. For every dollar men earn in average hourly wages, women earn 86 cents and non-binary people earn 79 cents in average hourly wages.
 - 3.2. Median hourly pay gap: At KPU, women's median hourly wages are 34% less than men's and non-binary people's median hourly wages are 43% less than men's. For every dollar men earn in median hourly wages, women earn 66 cents and non-binary people earn 57 cents in median hourly wages.

Consultations

1. Office of Communications
2. Office of Planning & Accountability

Attachments

1. KPU Pay Transparency Report – April 1, 2024-March 31, 2025
-

Submitted by

Peter Smailes, Vice President Finance and Administration

Date submitted

November 7, 2025

Kwantlen Polytechnic University

Pay transparency report

Employer details

Employer:	Kwantlen Polytechnic University
Address:	12666 73rd Ave, Surrey, BC
Reporting Year:	2025
Time Period:	April 1, 2024 - March 31, 2025
NAICS Code:	61 - Educational services
Number of Employees:	1000 or more

Introduction

Kwantlen Polytechnic University (KPU), has five campuses located in the Metro Vancouver region of British Columbia. KPU offers bachelor's degrees, associate degrees, diplomas, certificates, and citations in more than 140 programs. Almost 20,000 students annually attend courses at KPU campuses in Surrey, Richmond and Langley.

Our workforce has included over 2,500 employees during the course of the reporting period, each contributing their talents and efforts across a wide range of disciplines, spanning both the academic and service areas. KPU is dedicated to pay equality and has mechanisms in place for each employee group that ensures staff are paid an equal wage for equal work regardless of gender, race, or other characteristics.

Employee groups represented in this report include excluded administrators, Kwantlen Faculty Association, BC General Employees Union (BCGEU), and student employees. At KPU, employees receive equal pay for performing work of equal value. Administrative excluded roles are evaluated and placed in accordance with the Post-Secondary Compensation Plan. Faculty positions are placed on a common salary scale based on collective agreement language. All BCGEU roles are evaluated through our Gender-Neutral Joint Job Evaluation Plan (JJEP) and placed on the corresponding salary scale. The rate of pay for student employees is determined by the level of education they have completed.

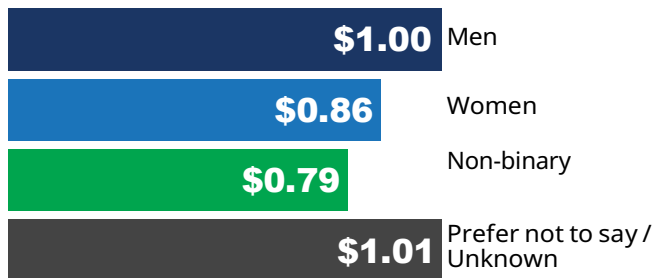


Hourly pay

During the reporting period, over 1,500 women performed work at KPU, representing 59% of the overall workforce. Women are vital to the success of KPU, and are represented in roles across all areas of the university. This high level of workforce representation — in roles that range from entry-level jobs to executive positions — results in a lower average hourly wage and median hourly wage.

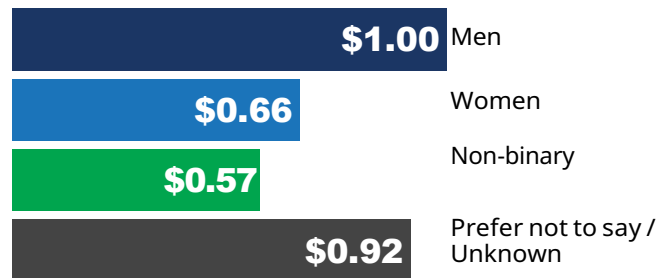
KPU fosters an inclusive workplace culture and recognizes the need to support the full spectrum of gender diversity. For gender designations with fewer represented (non-binary and unknown), the numbers can fluctuate more significantly when considering the mean or median.

Mean hourly pay gap¹



In this organization women's average hourly wages are 14% less than men's and non-binary people's average hourly wages are 21% less than men's. For every dollar men earn in average hourly wages, women earn 86 cents and non-binary people earn 79 cents in average hourly wages.

Median hourly pay gap²



In this organization women's median hourly wages are 34% less than men's and non-binary people's median hourly wages are 43% less than men's. For every dollar men earn in median hourly wages, women earn 66 cents and non-binary people earn 57 cents in median hourly wages.

Explanatory notes

1. "Mean hourly pay gap" refers to the differences in pay between gender groups calculated by average pay. Hourly pay does not include bonuses and overtime.
2. "Median hourly pay gap" refers to the differences in pay between gender groups calculated by the mid range of pay for each group. Hourly pay does not include bonuses and overtime.



Overtime pay

Women hold approximately 64% of administrative (excluded) positions that are people managers. These positions are not eligible for overtime pay, but make up a large portion of the higher paying roles at KPU. KPU has a lower number of men who are in overtime eligible positions, but they worked more overtime hours than eligible women in the reported time frame, which creates a higher mean and median pay gap. Typical roles that work overtime include positions in facilities, information technology and other administrative focused roles on the academic side.

Mean overtime pay ³

\$1.00 Men

\$0.46 Women

In this organization women's average overtime pay is 54% less than men's. For every dollar men earn in average overtime pay, women earn 46 cents in average overtime pay. *

Median overtime pay ⁴

\$1.00 Men

\$0.61 Women

In this organization women's median overtime pay is 39% less than men's. For every dollar men earn in median overtime pay, women earn 61 cents in median overtime pay. *

Mean overtime paid hours ⁵

Difference as compared to reference group (Men)

Women	-20
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In this organization the average number of overtime hours worked by women was 20 less than by men. *

Median overtime paid hours ⁶

Difference as compared to reference group (Men)

Women	-5
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In this organization the median number of overtime hours worked by women was 5 less than by men. *

Percentage of employees in each gender category receiving overtime pay



Explanatory notes

- "Mean overtime pay" refers to overtime pay when averaged for each group.
- "Median overtime pay" refers to the middle point of overtime pay for each group.
- "Mean overtime paid hours" refers to the average number of hours of overtime worked for each group.
- "Median overtime paid hours" refers to the middle point of number of overtime hours worked for each group.



Bonus pay

KPU does not provide bonus pay.

Mean bonus pay ⁷

This measure cannot be displayed because there is insufficient data to meet disclosure requirements.

Median bonus pay ⁸

This measure cannot be displayed because there is insufficient data to meet disclosure requirements.

Percentage of employees in each gender category receiving bonus pay

This measure cannot be displayed because there is insufficient data to meet disclosure requirements.



Percentage of each gender in each pay quartile ⁹

KPU has a strong balance of men and women represented in our highest paying roles. Around six out of 10 employees (59%) at KPU are women. That means women are more likely to occupy roles across all levels of pay at the university. Each gender category is represented in all quartiles; however, to protect employee anonymity, government reporting standards require the suppression of any category with fewer than 10 employees

Upper hourly pay quartile (highest paid) †



Upper middle hourly pay quartile †



Lower middle hourly pay quartile †



Lowest hourly pay quartile (lowest paid) †



■ Men
■ Women

In this organization, women occupy 54% of the highest paid jobs and 70% of the lowest paid jobs.

† This pay quartile was reduced to suppress gender categories consisting of less than ten (10) employees.

Explanatory notes

7. "Mean bonus pay" refers to bonus pay when averaged for each group.
8. "Median bonus pay" refers to the middle point of bonus pay for each group.
9. "Pay quartile" refers to the percentage of each gender within four equal sized groups based on their hourly pay.

* In accordance with the Pay Transparency Act and reporting rules designed to protect the anonymity and privacy of respondents, one or more gender categories has been excluded due to insufficient numbers to meet disclosure requirements.

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 8.3

Meeting Date: January 28, 2026

Presenter(s): Carole Laplante

AGENDA TITLE: REVISION OF BYLAW NO. 4 FEES

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Board of Governors approve the revisions to Bylaw No. 4, Fees, as presented.

COMMITTEE REPORT

The Board Finance Committee reviewed and approved the proposal for changes to Bylaw 4 at its meeting on January 13, 2026.

Context and Background

University Act, Section 27(1): The management, administration and control of the property, revenue, business and affairs of the university are vested in the board.

University Act, Section 27(2)(m): Without limiting subsection (1) or the general powers on the board by this Act, the board has the following powers:

To set, determine and collect the fees

- (i) to be paid for instruction, research and all other activities in the university,
- (ii) for extramural instruction,
- (iii) for public lecturing, library fees, and laboratory fees,
- (iv) for examinations, degrees and certificates,
- (v) for the use of any student or alumni organization in charge of student or alumni activities, and
- (vi) for the building and operation of a gymnasium or other athletic facilities;

Board of Governors Manual, Section 14: The Finance Committee reviews and makes recommendations to the Board in respect of setting, determining and collecting fees as provided by the *University Act*.

Bylaw 4 Fees is revised on an annual basis to reflect annual increases and changes to fees.

Key Messages

1. Bylaw 4 reflects increased domestic tuition by 2%; the maximum allowed by the provincial government under the Tuition Limit Policy. Although this policy does not apply to international student tuition, increases were held at 2% for international tuition as well.
2. Key changes to Bylaw 4, as set out in the revised document, include:
 - Removal of Mechatronics and Advanced Manufacturing Technology Diploma courses which have been discontinued
 - Lowering the tuition fees for Post-Baccalaureate Diploma in Human Resource Management courses from Section 2.a.9 \$418.27/ credit to Section 2.a.3 \$224.19/ credit
 - Addition of the Master of Operations and Supply Chain Management as a credit based graduate level program at \$785/credit

Resource Requirements

N/A

Implications/Risks

N/A

Consultations

1. Office of the Vice President, Academic
2. Office of Planning and Accountability
3. Office of the Registrar
4. Office of Vice President, Students

Attachments

1. Fiscal 2026 Draft Bylaw No.4, Fees (clean)
2. Fiscal 2026 Draft Bylaw No. 4, Fees (redlined)

Submitted by

Peter Smailes, Vice President, Finance and Administration

Date submitted

January 14, 2026

Bylaw History
Bylaw No. 4
Approving Jurisdiction: Board of Governors
Original Effective Date: November 16, 1982
Revised Date: January 28, 2026

Bylaw No. 4

Fees

- Pursuant to the *University Act*, program or course fees and charges to be paid to the University by students shall be determined and/or revised by the Board of Governors. The rates effective September 1, 2026 are included below.
- Tuition fee structure for domestic students¹
Tuition will be waived for eligible KPU students who are members of the Kwantlen, Katzie, Semiahmoo, Musqueam, Tsawwassen, Qayqayt, and Kwikwetlem First Nations.
 - Credit based programs, excluding graduate level programs:

Category	\$ / credit	
1	\$166.10	<ul style="list-style-type: none"> Existing courses as at September 1, 2011 will remain in Category 1.² Accessible Education and Training courses.
2	\$200.71	<ul style="list-style-type: none"> Education Assistant Program courses. New courses developed for degrees/programs in Faculties such as Business and Arts.
3	\$224.19	<ul style="list-style-type: none"> Bachelor of Design, Product Design courses. New courses developed for programs that incorporate smaller classes, labs, and/or studios, e.g. Design, Science, Horticulture and Health. Post-Baccalaureate Diploma in Human Resource Management courses.

¹ Courses eligible as “new” for the purposes of this Bylaw (including courses designated as online) are courses assigned newly designated subject codes accompanying Ministry-approved programs not previously offered by KPU. New courses approved by Senate that bear a pre-existing subject code are not considered “new” for the purposes of this Bylaw (unless they are being newly classified at a different academic level).

² With the exception of the Health Unit Coordinator and Education Assistant Programs.

4	\$256.57	<ul style="list-style-type: none"> ▪ Health Unit Coordinator courses. ▪ New online courses developed for degrees/programs and other specialized programs. ▪ Diploma in Front-End Development for Interactive Application courses.
5	\$317.04	<ul style="list-style-type: none"> ▪ Brewing and Brewery Operations courses. ▪ Health (HEAL) courses.
6	\$665.18	<ul style="list-style-type: none"> ▪ Post-Baccalaureate in Technical Apparel Design courses.
7	\$268.88	<ul style="list-style-type: none"> ▪ Post-Baccalaureate Diploma in Accounting courses.
8	\$365.18	<ul style="list-style-type: none"> ▪ Acupuncture courses. ▪ Diploma in Traditional Chinese Medicine. ▪ Certificate in Farrier Science courses.
9	\$418.27	<ul style="list-style-type: none"> ▪ Post-Baccalaureate Diploma in Operations and Supply Chain Management courses. ▪ Post-Baccalaureate Diploma in Technical Management and Services courses. ▪ Entertainment Arts courses. ▪ Citation in Cloud Architecture and Security courses.

b. Fixed term programs:

Category	\$ / week	
1	\$144.70	<ul style="list-style-type: none"> ▪ Existing courses as at September 1, 2011.
2	\$296.79	<ul style="list-style-type: none"> ▪ New courses developed for degrees/programs in skilled trades programs, e.g. Arborist courses.

c. Adult Upgrading

No charge

d. English Language Studies

No charge

e. Credit based graduate level programs:

Category	\$ / credit	
1	\$418.27	<ul style="list-style-type: none"> Graduate Diploma in Business Administration-Green Business courses. Graduate Diploma in Business Administration-Global Business courses.
2	\$665.18	<ul style="list-style-type: none"> Graduate Certificate in Sustainable Food Systems and Security courses.
3	\$785.00	<ul style="list-style-type: none"> Master of Operations and Supply Chain Management courses.³

3. Other fees and charges for domestic students:

a. Student fees for libraries, technologies and student life	7% of tuition Waived for eligible KPU students who are members of the Kwantlen, Katzie, Semiahmoo, Musqueam, Tsawwassen, Qayqayt, and Kwikwetlem First Nations.
b. Application fee	\$40.00 No charge for self-declared Indigenous applicants
c. Transcript fee	\$10.00 per transcript
d. Appeals	\$15.00
e. Confirmation deposit	Domestic applicants are required to remit a non-refundable \$250.00 confirmation deposit to signify acceptance of an offer of admission to open intakes and a \$500.00 confirmation deposit to signify acceptance of an offer of admission to a limited intake program. If the student registers this fee will be applied towards the full tuition fees assessment, thereby reducing the total fees owing.
f. Graduation fee	No charge

4. Prior Learning Assessment and Recognition (PLAR):

- Students receiving PLAR credit awarded for individual course(s) will be charged the domestic rate of tuition based on the fee category for the assigned course.
- Students receiving PLAR credit(s) as a result of a competency-based assessment will be charged an assessment fee of \$750 or the cost associated with the resulting credit

³ The proposed Master of Operations and Supply Chain Management program was approved by KPU's Board of Governors on March 26, 2025. The University is currently seeking consent to formally offer the Program from the Minister of Post-Secondary Education and Future Skills through the Degree Quality Assessment Board's degree program review process.

at the domestic rate of tuition based on the fee category for the assigned course(s), or whichever is the lesser of the two.

- c. Students receiving PLAR credit for coursework previously completed at KPU in a different academic level may be exempt from PLAR fees, with approval of a PLAR advisor/assessor and the relevant Dean. Where a previous assessment is on file as precedent, a flat fee of up to \$750 may be assessed at the discretion of the Dean with approval of the Vice President, Finance and Administration.

5. Continuing and Professional Studies:

Fees and charges will be assessed by the appropriate Vice President.

6. Service charges:

All discretionary fees will be determined by the appropriate Vice President (e.g. duplicate tuition receipt charge, NSF cheque/stop payment charge, calendar charge, rush documents, graduation late fee, document evaluation fee, external invigilation charge, supplementation exam fee, library card replacement fee, cheque replacement fee, etc.).

7. Co-operative Education Work Term for both domestic and international students:

All Co-operative Education Students	Tuition	Student Fees (LTSD)
Full-time work terms	\$747.45 per work term	7% of tuition

- a. The tuition fee for a Co-operative Education Work Term is a flat fee per work term. This is equivalent to 4.5 credit hours based on the amount per credit in category 2. a.1. Note however, the student will be awarded the equivalent of 9 credit hours.

8. International student fees

- a. International student tuition fees for credit based programs, excluding graduate level programs:

Category	\$ / credit
1	\$755.77 / credit

- b. International student tuition fees for English Upgrading (ENGQ) and English Language Studies (ELST)

Category	\$ / credit
1	\$418.28 / credit

c. International student tuition fees for credit based graduate level programs:

Category	\$ / credit	
1	\$755.77	<ul style="list-style-type: none"> ▪ Graduate Diploma in Business Administration- Green Business courses. ▪ Graduate Diploma in Business Administration- Global Business courses. ▪ Graduate Certificate in Sustainable Food Systems and Security courses.
2	\$785.00	<ul style="list-style-type: none"> ▪ Master of Operations and Supply Chain Management courses⁴.

d. International student tuition fees for fixed term programs:

Category	\$ /week
1	\$755.77

9. Other fees and charges for international students are as follows:

a. Student fees for libraries, technologies and student life	7% of tuition
b. Application fee	\$120.00
c. Transcript fee	\$10.00 per transcript
d. Appeals	\$15.00
e. Confirmation deposit	<p>International applicants are required to remit a non-refundable \$5,000 confirmation deposit to signify acceptance of an offer of admission.</p> <p>If the student registers, this fee will be applied towards the tuition fees assessment, thereby reducing the total fees owing.</p>

⁴ The proposed Master of Operations and Supply Chain Management program was approved by KPU's Board of Governors on March 26, 2025. The University is currently seeking consent to formally offer the Program from the Minister of Post-Secondary Education and Future Skills through the Degree Quality Assessment Board's degree program review process.

f. International tuition deposit	<p>Continuing international students are required to remit a non-refundable \$2,200 international tuition deposit to signify their intent to register in classes for the upcoming term.</p> <p>Once an international student registers for courses, the international tuition deposit is applied toward the account balance, thereby reducing the total fees owing for the term.</p>
g. Graduation fee	No charge

Bylaw History
Bylaw No. 4
Approving Jurisdiction: Board of Governors
Original Effective Date: November 16, 1982
Revised Date: January 28, 2025 2026

Bylaw No. 4

Fees

- Pursuant to the *University Act*, program or course fees and charges to be paid to the University by students shall be determined and/or revised by the Board of Governors. The rates effective September 1, ~~2025~~[2026](#) are included below.
- Tuition fee structure for domestic students¹
Tuition will be waived for eligible KPU students who are members of the Kwantlen, Katzie, Semiahmoo, Musqueam, Tsawwassen, Qayqayt, and Kwikwetlem First Nations.
 - Credit based programs, excluding graduate level programs:

Category	\$ / credit	
1	\$ 166.10 102.84	<ul style="list-style-type: none"> Existing courses as at September 1, 2011 will remain in Category 1.² Accessible Education and Training courses.
2	\$ 200.71 1496.77	<ul style="list-style-type: none"> Education Assistant Program courses. New courses developed for degrees/programs in Faculties such as Business and Arts.
3	\$ 24.19 149.79	<ul style="list-style-type: none"> Bachelor of Design, Product Design courses. New courses developed for programs that incorporate smaller classes, labs, and/or studios, e.g. Design, Science, Horticulture and Health. Post-Baccalaureate Diploma in Human Resource Management courses.

¹ Courses eligible as “new” for the purposes of this Bylaw (including courses designated as online) are courses assigned newly designated subject codes accompanying Ministry-approved programs not previously offered by KPU. New courses approved by Senate that bear a pre-existing subject code are not considered “new” for the purposes of this Bylaw (unless they are being newly classified at a different academic level).

² With the exception of the Health Unit Coordinator and Education Assistant Programs.

4	\$256,574.54	<ul style="list-style-type: none"> Health Unit Coordinator courses. New online courses developed for degrees/programs and other specialized programs. Diploma in Front-End Development for Interactive Application courses.
5	\$317,040.82	<ul style="list-style-type: none"> Brewing and Brewery Operations courses. Health (HEAL) courses. Mechatronics and Advanced Manufacturing Technology Diploma courses.
6	\$652,146.18	<ul style="list-style-type: none"> Post-Baccalaureate in Technical Apparel Design courses.
7	\$268,883.61	<ul style="list-style-type: none"> Post-Baccalaureate Diploma in Accounting courses.
8	\$365,185.02	<ul style="list-style-type: none"> Acupuncture courses. Diploma in Traditional Chinese Medicine. Certificate in Farrier Science courses.
9	\$418,270.07	<ul style="list-style-type: none"> Post-Baccalaureate Diploma in Operations and Supply Chain Management courses. Post-Baccalaureate Diploma in Technical Management and Services courses. Post-Baccalaureate Diploma in Human Resource Management courses. Entertainment Arts courses. Citation in Cloud Architecture and Security courses.

b. Fixed term programs:

Category	\$ / week	
1	\$144,701.86	<ul style="list-style-type: none"> Existing courses as at September 1, 2011.
2	\$296,790.97	<ul style="list-style-type: none"> New courses developed for degrees/programs in skilled trades programs, e.g. Arborist courses.

c. Adult Upgrading

No charge

d. English Language Studies

No charge

e. Credit based graduate level programs:

Category	\$ / credit	
1	\$410.07 <u>\$418.27</u>	<ul style="list-style-type: none"> Graduate Diploma in Business Administration-Green Business courses. Graduate Diploma in Business Administration-Global Business courses.
2	\$652.14 <u>\$665.18</u>	<ul style="list-style-type: none"> Graduate Certificate in Sustainable Food Systems and Security courses.
<u>3</u>	<u>\$785.00</u>	<ul style="list-style-type: none"> <u>Master of Operations and Supply Chain Management courses³.</u>

3. Other fees and charges for domestic students:

a. Student fees for libraries, technologies and student life	7% of tuition Waived for eligible KPU students who are members of the Kwantlen, Katzie, Semiahmoo, Musqueam, Tsawwassen, Qayqayt, and Kwikwetlem First Nations.
b. Application fee	\$40.00 No charge for self-declared Aboriginal <u>Indigenous</u> applicants
c. Transcript fee	\$10.00 per transcript
d. Appeals	\$15.00
e. Confirmation deposit	Domestic applicants are required to remit a non-refundable \$250.00 confirmation deposit to signify acceptance of an offer of admission to open intakes and a \$500.00 confirmation deposit to signify acceptance of an offer of admission to a limited intake program. If the student registers this fee will be applied towards the full tuition fees assessment, thereby reducing the total fees owing.
f. Graduation fee	No charge

4. Prior Learning Assessment and Recognition (PLAR):

- a. Students receiving PLAR credit awarded for individual course(s) will be charged the

³ The proposed Master of Operations and Supply Chain Management program was approved by KPU's Board of Governors on March 26, 2025. The University is currently seeking consent to formally offer the Program from the Minister of Post-Secondary Education and Future Skills through the Degree Quality Assessment Board's degree program review process.

domestic rate of tuition based on the fee category for the assigned course.

- b. Students receiving PLAR credit(s) as a result of a competency-based assessment will be charged an assessment fee of \$750 or the cost associated with the resulting credit at the domestic rate of tuition based on the fee category for the assigned course(s), or whichever is the lesser of the two.
- c. Students receiving PLAR credit for coursework previously completed at KPU in a different academic level may be exempt from PLAR fees, with approval of a PLAR advisor/assessor and the relevant Dean. Where a previous assessment is on file as precedent, a flat fee of up to \$750 may be assessed at the discretion of the Dean with approval of the [Vice President, Finance and Administration](#)~~Chief Financial Officer~~.

5. Continuing and Professional Studies:

Fees and charges will be assessed by the appropriate Vice President.

6. Service charges:

All discretionary fees will be determined by the appropriate Vice President (e.g. duplicate tuition receipt charge, NSF cheque/stop payment charge, calendar charge, rush documents, graduation late fee, document evaluation fee, external invigilation charge, supplementation exam fee, library card replacement fee, cheque replacement fee, etc.).

7. Co-operative Education Work Term for both domestic and international students:

All Co-operative Education Students	Tuition	Student Fees (LTSD)
Full-time work terms	\$ 747.45 32.79 per work term	7% of tuition

- a. The tuition fee for a Co-operative Education Work Term is a flat fee per work term. This is equivalent to 4.5 credit hours based on the amount per credit in category 2. a.1. Note however, the student will be awarded the equivalent of 9 credit hours.

8. International student fees

- a. International student tuition fees for credit based programs, excluding graduate level programs:

Category	\$ / credit
1	\$ 755.77 40.95 / credit

- b. International student tuition fees for English Upgrading (ENGQ) and English Language Studies (ELST)

Category	\$ / credit
1	\$ 418.28 0.08 / credit

c. International student tuition fees for credit based graduate level programs:

Category	\$ / credit	
1	\$ 740.95 <u>55.77</u>	<ul style="list-style-type: none"> ▪ Graduate Diploma in Business Administration- Green Business courses. ▪ Graduate Diploma in Business Administration- Global Business courses. ▪ Graduate Certificate in Sustainable Food Systems and Security courses.
<u>2</u>	<u>\$785.00</u>	<ul style="list-style-type: none"> ▪ <u>Master of Operations and Supply Chain Management courses⁴.</u>

d. International student tuition fees for fixed term programs:

Category	\$ /week
1	\$ 740.95 <u>55.77</u>

9. Other fees and charges for international students are as follows:

a. Student fees for libraries, technologies and student life	7% of tuition
b. Application fee	\$120.00
c. Transcript fee	\$10.00 per transcript
d. Appeals	\$15.00
e. Confirmation deposit	<p>International applicants are required to remit a non-refundable \$5,000 confirmation deposit to signify acceptance of an offer of admission.</p> <p>If the student registers, this fee will be applied towards the tuition fees assessment, thereby reducing the total fees owing.</p>

⁴ [The proposed Master of Operations and Supply Chain Management program was approved by KPU's Board of Governors on March 26, 2025. The University is currently seeking consent to formally offer the Program from the Minister of Post-Secondary Education and Future Skills through the Degree Quality Assessment Board's degree program review process.](#)

f. International tuition deposit	<p>Continuing international students are required to remit a non-refundable \$2,200 international tuition deposit to signify their intent to register in classes for the upcoming term.</p> <p>Once an international student registers for courses, the international tuition deposit is applied toward the account balance, thereby reducing the total fees owing for the term.</p>
g. Graduation fee	No charge

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 8.4

Meeting Date: January 28, 2026

Presenter(s): Peter Smailes/Carole Laplante

AGENDA TITLE: FISCAL 2026/2027 UNIVERSITY BUDGET

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Board of Governors approve the attached consolidated budget as the Fiscal 2026/2027 consolidated budget.

COMMITTEE REPORT

The Board Finance Committee reviewed and approved the draft budget at its January 13th meeting.

Context and Background

University Act, Section 62(2): The president must prepare and submit to the board an annual budget in consultation with the appropriate standing committee of the senate.

Board of Governors Manual, Section 14: The Finance Committee “reviews and makes recommendations to the Board in respect of:

- i) financial plans and budgets;
- ii) the appropriateness and validity of any material assumptions and estimates used in the preparation of such plans or budgets;
- iii) the consistency of the plans and budgets with strategic plans, policies, objectives and initiatives approved by the Board;
- iv) the consistency of the financial plans and budgets with any other financial data;
- v) any significant assumptions, forecasts, targets or performance goals used by Senior Leadership in the preparation of the financial plans and/or budgets;”

Key Messages

1. The proposed fiscal 2026/2027 budget is fully aligned with Kwantlen Polytechnic University’s (KPU or the University) approved Budget Principles and Priorities. It maintains

a clear focus on student safety and success, supports KPU's core academic and operational activities, and presents a balanced financial plan.

2. KPU were not permitted to run a deficit for fiscal 2025/26 and cannot responsibly present a deficit budget going forward. To remain viable over the long-term, the University must adapt to the new funding environment. International student revenues have declined and will not return to 2023/2024 levels. The estimated revenue decline from 2023/2024 to 2026/2027 is **\$88M, or a 30% total revenue reduction for KPU**. This permanent structural shift requires decisive, strategic action rather than temporary or short-term measures.
3. A deficit budget would signal an inability or unwillingness to adjust to financial realities. It would erode confidence among key stakeholders:
 - **Government**, who expect public institutions to demonstrate fiscal discipline
 - **Donors and partners**, who look for stability and strong stewardship
 - **Students and employees**, who depend on KPU's long-term sustainability
 - **The broader community**, who expect responsible management of public resources
4. The post-secondary landscape has changed permanently, and KPU must evolve accordingly. Approving a deficit budget would disregard the changing financial situation for post-secondary institutions. It would also postpone difficult but necessary decisions required to realign KPU with its current and future revenue base. A balanced budget is more than a financial requirement—it is a demonstration of leadership, credibility, and institutional maturity.
5. KPU's proposed 2026/2027 budget incorporates assumptions related to declining international enrolment and the resulting reduction in tuition revenue. It also reflects a smaller staff complement aligned with lower student numbers and includes the strategic use of deferred operating funds to support institutional transformation. Approximately **\$19 million of temporary deferred funds will be invested** in:
 - Re-evaluating programs and services
 - Modernizing operations
 - Prioritizing high-demand, high-impact areas
 - Reducing structural costs
 - Strengthening efficiency and accountability

These investments position KPU to adapt effectively and sustainably to its new operating reality.

6. The proposed fiscal 2026/2027 budget reflects significant year-over-year adjustments and a sustained response to KPU's changing financial environment. It includes reductions of approximately \$31 million in revenues and \$31 million in expenses compared to the 2025/2026 budget. These figures are based on current enrolment estimates, and if actual enrolment levels as of the stable enrolment date, January 20, 2026, differ materially from projections, KPU will revisit and adjust the budget assumptions accordingly.
7. Between fiscal 2023/2024 and the end of fiscal 2026/2026, KPU will have absorbed an **\$88 million decline in international student revenues**, which has been mitigated through a combination of strategic actions, including:

- **\$39 million** in staffing reductions aligned with lower enrolment
- **\$16 million** in budget rightsizing across the institution
- **\$8 million** in reductions to non-salary operating costs
- **\$6 million** in increased investment revenues
- **\$19 million** in temporary funding from the operating deferred grant to support ongoing transformation initiatives

Together, these measures demonstrate KPU's commitment to responsible financial management, disciplined cost containment, and proactive adaptation to a permanently altered funding landscape.

Consultations

1. Polytechnic University Executive
2. Senate Standing Committees on Academic Planning and Priorities and on University Budget
3. President's Circle
4. Senate

Attachments

1. Senate Endorsement Memo
2. Fiscal 2026/2027 Consolidated Budget Presentation
3. Appendix 1 – Fiscal 2026/2027 Consolidated Budget
4. Appendix 2 – Fiscal 2026/2027 Capital Budget

Submitted by

Peter Smailes, Vice President, Finance and Administration

Date submitted

January 5, 2026

SENATE OFFICE MEMORANDUM

TO	Keri Spindler, University Secretary
CC	
FROM	Michelle Molnar, Administrative Coordinator, University Senate
DATE	January 13, 2026
SUBJECT	KPU Budget 2026-27

On November 24, 2025, Senate endorsed the final draft budget for the 2026-27 fiscal year.

MOVED, SECONDED and APPROVED THAT Senate endorse and advise the President that the draft Fiscal 2026-27 Budget aligns with the Budget Principles and Priorities, as presented.

The materials received and reviewed by Senate can be viewed here:

November 24, 2025 Senate Agenda Package

Fiscal 2026-27 Budget Presentation

**Polytechnic University Executive
SSCUB/SSCAPP
President's Circle
Senate
Board Finance Committee
Kwantlen Faculty Association
Board of Governors**



Agenda

1. Influences on Budget Planning
2. Core Revenues and Challenges
3. Managing Expenditures
4. Capital Investments
5. Budget Summary FY27
6. Looking Ahead: FY27 and Beyond
7. Key Focus Areas

Budget Context & Influences

- International Students
 - Ongoing Downward Trend
- Federal Government Policy
 - Reinforces the Downward Trajectory
- Provincial Operating Grants
 - No Change for Student #'s
- KPU's Response
 - Responsible and Balanced Actions

Federal policy impact on international student permits results in a 30% drop in KPU revenues over 3 years

- International Student Tuition and Fees
 - FY27 = \$46M or 18% of KPU Total Revenue
 - FY24 = \$134M or 46% of KPU Total Revenue
 - **FY24 to FY27 = \$88M Decline**
- International Trends
 - Decline Continuing Students
 - FY26 Equivalent New Students
 - Scenario Planning +/- \$3M
- Domestic Students – Flat
 - FY27 = \$41M
 - FY24 = \$38M

Provincial Operating Grant does not fluctuate with student numbers

- Operating Grant is Block Funded - No Adjustment for Student #'s = \$113M of Revenue
- Minimal Increase in Operating Grant Assumed for Salary Increases
- Limited Domestic Tuition Rate Adjustments = 2%

KPU investment income is volatile and market dependent. We should not depend on this level of funding in future years.

- Investment and Interest income
 - Impact of 2024 Land Sale
 - Held for Purpose - Indigenous Fund, Student Awards
 - Reduction in Investment Holdings
 - Spending of Deferred Grants, Capital Investments in KPU Future
 - Volatility in Markets Returns and Declining Interest Rates
 - Scenario Planning (+/- 1%) = \$2.5M

Deferred Operating funds only approved to be spent on one-time, time limited and targeted expenditures

- Deferred Operating Grants \$83M
- One-time Source of Funds – Cannot Support Ongoing Operating Expenses
- Specified Usage – One-time Investments in EDI, Health & Safety, Planning, Accessibility, etc.
- Time Limited – Ministry Approval in Place Until FY28

Transformation is required given 70% of expenses directly relate to staffing.

- Salaries and Benefits are ~70% of KPU's Total Expenditures
- Budget Rightsizing
 - Underutilized Faculty Contract Staffing Budgets Have Been Removed in FY26 Resulting in FY27 of Faculty Budgets Being Reduced by ~\$11M Plus Benefits
- Estimated Reduction Targets
 - Reductions in Staffing are Unavoidable
 - Faculty – Larger Reduction in FY26 Directly Tied to Student #'s
 - BCGEU and Administrative Staff – Larger Reduction in FY27 as Strategic Decisions are Made
- Collective Agreement & Other Salary Increases – Estimates Included

Non-Salary includes targeted reductions and Contingency held to buffer uncertainty

- Non-salary Reduction Targets
 - -\$5M Reduction FY27 (-\$3M FY26)
- Contingency Considers Risk in Both Revenues and Non-salary Expenses
 - Buffers Against Uncertainty

Capital investments are responsible level of reinvestment and focused on strategic priorities

- Annual Capital Renewals and Refreshes = \$7.1M
- Continuation of Projects That Were Approved in Prior Years = \$6.7M
- Priority Balanced Against Affordability = \$1.6M
- Budget Principle: Capital Expenditure Controls - KPU's Self-funded Amortization Remains Less Than 5% of Operating Expense

Budget Summary 2027

Fiscal 2026-27 Proposed Budget change from Fiscal 2025-26 Budget

<u>Revenue changes (in millions)</u>		<u>Expenditure changes (in millions)</u>	
Grant increase	\$ 4	Budget rightsizing contracted staffing	\$ (13)
International Tuition & fees	(31)	Faculty Reductions	(5)
Domestic Tuition and fees	1	BCGEU Reductions	(9)
Revenue Target	2	Admin Reductions	(10)
Investment income	(2)	Collective agreement and salary increase	5
Other revenues changes	1	Net change in severance	4
Research and Special Purpose funds	1	Other staffing changes	1
		Decrease in staff churn	3
		Net Staffing changes	\$ (24)
Add back FY26 Planned deferred use	(26)	Budget realignments non-staffing	(3)
		Other net changes	(4)
FY27 Deferred Funds to Support Planned initiatives	19	Contingency increase - Investing deferred funds	2
		Non-Salary Budget target increase to \$5M	(2)
Net Revenue change	<u>\$ (31)</u>	Net Expenditure Change	<u>\$ (31)</u>

Looking Ahead: FY27 and Beyond

- October 2025 to January 2026:
 - Engagement and consultation with KPU Community
- January 2026:
 - Review Budget with Finance Committee and Board of Governors
 - Initial Budget approval for FY2026-27
- February to March 2026:
 - Reassess enrolment projections
 - Revisit 5-year operating outlook
 - Plan and implement the strategic changes in programs and services

Key Focus Areas for Budget Planning

- Balanced Approach
- Focused Budgetary Allocations/Targets
- Safety and Security of Students and Employees
- KPU Engagement
- Investing in a Sustainable Future
- Transformational Funding Priorities

Guiding Documents

- Mandate Letter from Ministry
- KPU approved Budget Principles and Priorities

Mandate Letter

- [June 2025 Mandate Letter from Ministry](#)

Mandate Priority	Budget Focus
Reconciliation with Indigenous Peoples	Funding for Indigenous-led programs, cultural spaces, and community engagement
Equity, Diversity, and Anti-Racism	Resources for inclusive hiring, accessibility upgrades, and anti-racism training
Climate Action and Sustainability	Investments in green infrastructure, energy efficiency, and climate curriculum
Student-Centered Education	Support for mental health, financial aid, and flexible learning pathways
Workforce Alignment	Expansion of high-demand programs and co-op/work-integrated learning
Public Accountability	Transparent reporting and performance-based resource allocation

KPU Budget Principles and Priorities

- 2026-2027 Budget Principles and Priorities

Aligns Expenses with Revenues- ensuring financial sustainability without compromising the university's core mission	Contingency Plans - include an appropriate contingency
Realistic Enrolment Assumptions - conservative but realistic	Balanced Budget - ensure financial stability and sustainability
Support for Core Activities and Strategic Priorities - KPU's core activities—teaching, learning, research, and related services, with a primary focus on students.	Capital Expenditure Controls – balance affordability and good stewardship of KPU assets
Lifecycle Funding – plan budget funded over the lifecycle of the activity	Ancillary Services - balance student experience with financial stability
Supporting Student Recruitment and Adapting to New Realities: Funding will be strategically allocated	

Kwantlen Polytechnic University
Appendix 1 - Fiscal 2026-27 Draft Consolidated Budget
Summary - By Account Type (\$000's)

Account Group	Account Type	FY 2024-25		FY 2025-26	FY26-27 Proposed Budget	FY 2026-27 Budget to FY2024-25 Actuals		FY 2026-27 Budget to FY2025-26 Base Budget	
		Annual Base Budget	Actuals	Annual Base Budget		\$	%	\$	%
Revenues:	Operating Grant	103,132	100,628	108,600	113,039	12,411	12%	4,439	4%
	Grants	261	591	261	261	(330)	(56%)	-	0%
	Amort of Deferred Contributions	7,777	14,807	38,708	32,949	18,142	123%	(5,759)	(15%)
	Tuition Fees-Domestic	37,347	37,378	36,765	37,577	199	1%	812	2%
	Tuition Fees-International	118,836	94,290	70,040	41,822	(52,468)	(56%)	(28,218)	(40%)
	Student Fees -Domestic	2,606	2,643	2,761	2,455	(188)	(7%)	(306)	(11%)
	Student Fees -International	8,299	6,612	5,314	2,936	(3,676)	(56%)	(2,378)	(45%)
	Applic and Other Fees-Domestic	761	951	895	900	(51)	(5%)	5	1%
	Applic and Other Fees-International	1,564	584	1,114	921	337	58%	(193)	(17%)
	Tuition - Non-Credit	940	2,366	2,330	2,610	244	10%	280	12%
	Contract Services	200	269	330	250	(19)	(7%)	(80)	(24%)
	Shop Income	338	405	402	420	15	4%	18	4%
	Investment & Interest Income	11,030	15,286	12,860	10,500	(4,786)	(31%)	(2,360)	(18%)
	Bookstores Income	2,180	2,135	2,180	2,000	(135)	(6%)	(180)	(8%)
	Parking Income	905	1,219	905	1,200	(19)	(2%)	295	33%
	Ancillary Commission Income	188	106	188	122	16	15%	(66)	(35%)
	Amortization of Capital Contributions	14,711	13,311	15,046	15,034	1,723	13%	(12)	(0%)
	Other income	1,937	2,926	2,164	2,594	(332)	(11%)	430	20%
	Revenue Budget Target				2,000	2,000		2,000	
	Revenues Total	313,012	296,507	300,863	269,590	(26,917)	(9%)	(31,273)	(10%)
Salaries	Salaries-Faculty			97,669	96,961				
	Budget Rightsizing (Contract)				(10,990)				
	Budget Reduction Targets			(6,411)	(5,833)				
	Net Salaries - Faculty	95,059	92,392	91,258	80,138	(12,254)	(13%)	(11,120)	(12%)
	Salaries-GEU Staff			41,287	44,612				
	Budget Reduction Targets			(1,575)	(8,411)				
	Net Salaries - GEU Staff	39,661	39,831	39,712	36,201	(3,630)	(9%)	(3,511)	(9%)
	Salaries-Admin			34,987	36,134				
	Budget Reduction Targets			(2,400)	(9,099)				
	Net Salaries - Excluded Admin	32,367	32,484	32,587	27,035	(5,449)	(17%)	(5,552)	(17%)
	Salaries-Other	5,348	5,691	5,959	5,861	170	3%	(98)	(2%)
	Benefits			41,654	41,912				
	Budget Reduction Targets			(1,025)	(6,062)				
	Net Benefits	43,562	37,538	40,629	35,851	(1,687)	(4%)	(4,778)	(12%)
Salaries and Benefits Total		215,997	207,935	210,145	185,086	(22,849)	(11%)	(25,059)	(12%)
Benefits as a % of Salaries		25.3%	22.0%	24.0%	24.0%				
Non-salary	Supplies	5,358	4,956	5,311	5,073	117	2%	(238)	(4%)
	Repairs and Maintenance	4,740	3,650	4,765	5,273	1,623	44%	508	11%
	Software and Subscriptions	11,306	8,941	10,254	10,406	1,465	16%	152	1%
	Contracts	2,117	1,687	2,117	1,804	117	7%	(313)	(15%)
	Leases/Rentals	718	524	716	597	73	14%	(119)	(17%)
	Travel and PD	4,456	4,809	4,718	4,637	(172)	(4%)	(81)	(2%)
	Student Awards	4,121	7,163	4,596	4,723	(2,440)	(34%)	127	3%
	Utilities	2,549	2,349	2,549	2,377	28	1%	(172)	(7%)
	Communications	1,698	1,149	1,653	1,420	271	24%	(233)	(14%)
	Fees and Services	27,632	21,445	26,449	20,223	(1,222)	(6%)	(6,226)	(24%)
	Cost-of-Sales	1,563	1,803	1,563	1,563	(240)	(13%)	-	0%
	Budget Reduction Targets	-	-	(3,000)	(5,000)	(5,000)		(2,000)	67%
	Non-salary Expenditures Total	66,258	61,623	61,691	53,096	(8,527)	(14%)	(8,595)	(14%)
	Contingency	7,765	-	4,677	7,000	7,000		2,323	50%
	Amortization	22,992	21,518	24,350	24,408	2,890	13%	58	0%
Total Expenditures		313,012	291,076	300,863	269,590	(21,486)	(7%)	(31,273)	(10%)
Net income (loss)		-	5,431	-	-	(5,431)		-	

Kwantlen Polytechnic University
Appendix 2 - Fiscal 2026-27 Draft Capital Allocation Budget
Preliminary Capital Budget

Preliminary Fiscal 2026-27 Capital Budget vs. Fiscal 2025-26 Capital Budget

	Fiscal 2025-26	Fiscal 2026-27	Fiscal 2026-27 Allocation Details
IT	\$ 6,490,800	\$ 6,579,300	Refresh allocation for laptops, desktops, and AV equipment. In addition to refreshing assets, the allocation includes Wi-Fi and Network end of life replacement
Construction & Renovations	7,120,000	3,165,000	Institutional-wide priority construction including larger capital projects that normally fall under the Ministry funded routine capital (Continuation of Rick Hansen Accessibility Audit and related projects, Washroom upgrades, Gymnasium Change Rooms, and Childcare Centre)
Facilities & Ancillary Services	4,028,223	2,735,700	KPU's contribution towards Ministry funded capital maintenance projects, as well as the refresh allocation for University-wide furniture and equipment
Unforeseen Priority Projects	1,000,000	1,000,000	Discretionary allocation for strategy priority projects and emergent needs
Academic	1,178,580	790,000	Academic capital project and equipment priorities, capital renewal, and emergency requests
Faculty of Trades & Technology	1,063,000	450,000	Trades Program Equipment
Library	241,000	251,000	Annual refresh of Library capital assets
Campus & Community Planning	175,000	175,000	KPU Surrey Shipping and Receiving Loading Bay Improvement
Campus Safety & Security	380,000	100,000	Replacement Security Cameras and Safety Bollard infrastructure for all campuses
Student & Other Equipment	153,697	96,725	Capital equipment & furniture purchases to support student experience
Administration	25,000	25,000	Equipment as required for Duty to Accommodate
Equipment -New Positions	100,000	-	Equipment (laptops) for net new positions
Total	\$ 21,955,300	\$ 15,367,725	

BOARD OF GOVERNORS - REGULAR MEETING

Agenda Number: 8.5

Meeting Date: *January 28, 2026*

Presenter(s): *Peter Smailes*

AGENDA TITLE: *Endowment Fund Approvals*

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION

THAT the Board of Governors approve the endowment fund terms of reference for the Student Award Endowment Fund and the xé?elł Reconciliation Endowment Fund.

COMMITTEE REPORT

The Board Finance Committee reviewed and approved the Endowment Fund changes at its January 13th meeting.

Context and Background:

Kwantlen Polytechnic University (KPU or the University) currently has one endowment, the Leef Endowment. All other endowments are held at the KPU Foundation. In fiscal 2023/2024, when the University sold a portion of the Tech Campus lands for the New Surrey Hospital and Cancer Centre, a \$20m Student Award Fund and a \$16.9m xé?elł Reconciliation Fund were established. The intention at the time was that these funds would be invested long-term and only the income would be spent to support the funds' purposes.

Discussion:

As internally restricted funds, the investment parameters for the Student Award Fund and xé?elł Reconciliation Fund are more restrictive than endowment funds. Restructuring the two funds as endowment funds, would support higher long-term returns that would be more in line with the original intent of creating the funds.

The Leef Endowment and the majority of the endowments held at the KPU foundation are typical donor funded endowment where the donor specifies how the net income is to be spent. These endowments are trusts and the terms of the trust can only be changed by the donor or the courts unless changes are explicitly set out in the endowment deed.

Where an endowment is established through restricting university funds a trust is not necessarily created and the terms of the endowment can be varied by the Board of Governors. The Student Award Endowment Fund and xé?elł Reconciliation Endowment Fund will not be trusts and the terms of reference further specify that any additions to the funds, whether by the University or a donor, will not create a trust. This ensures the Board of Governors retains control and flexibility over the endowment funds.

The current asset mix limits set out in Policy FM2 - Investment Policy are as follows:

Asset Class	Endowment Fund		Non-Endowment Fund	
	Benchmark Asset Mix (%)	Range (%)	Benchmark Asset Mix (%)	Range (%)
Canadian Equities	25	10 - 40	25	20 - 30
Global Equities	25	10 - 40	30	20 - 30
Fixed Income	45	25 - 60	40	15 - 60
Cash and Cash Equivalents	5	0 - 10	5	0 - 20
Alternative Investments	0	0 - 10	0	0 - 30

While there is not a significant difference in the endowment fund and non-endowment fund limits, the procedure is under review and the equity and alternative investments will increase for endowment funds.

Key Messages:

1. When the University sold a portion of the Tech Campus lands for the New Surrey Hospital and Cancer Centre, a \$20m Student Award Fund and a \$16.9m xé?elł Reconciliation Fund were established.
2. Restructuring the two funds as endowment funds, would support higher long-term returns that would be more in line with the original intent of creating the funds.
3. The Student Award Endowment Fund and xé?elł Reconciliation Endowment Fund will not be trusts and any additions to the funds whether by the University or a donor will not create a trust, ensuring the Board of Governors retains control and flexibility over the endowment funds.

Consultations:

KPU Office of the General Counsel

Attachments:

1. Student Award Endowment Fund Terms of Reference
2. xé?elł Reconciliation Endowment Fund Terms of Reference

Submitted by:

Peter Smailes, Vice President, Finance and Administration

Date submitted:

January 5, 2026

STUDENT AWARD ENDOWMENT FUND TERMS OF REFERENCE

Whereas: Kwantlen Polytechnic University (the “**University**”) wishes to endow University generated funds for the purposes set out below, and has prepared this Terms of Reference to document the terms upon which the Fund (defined below) will be used and managed at the University.

1. Establishment of Fund

The endowment fund (the “**Fund**”) described by these Terms of Reference will be known as the Student Award Endowment Fund.

2. Purpose of the Fund

The purpose of the Fund is to support student financial aid and student scholarships at KPU (the “**Purpose**”).

3. Contributions

The Fund will be received by and remain an asset of the University in its own capacity and is not received or held by the University as a trustee.

The University may accept or make further contributions to the Fund, from any source, whether by gift, Will or otherwise, provided such contributions are made to the University in its own right and not as trustee. All contributions made by external parties shall be deemed unrestricted gifts to the University and not held in trust.

4. Use and Management of the Fund

Departments seeking funding from the endowment, in support of the purpose of the fund, shall submit requests to VP Students, and if endorsed by VP Students, the budget will be allocated through the KPU’s annual budget process subject to Board approval. All requests outside of the budget process shall require approval by the President.

The University will use and manage the Fund in support of the Purpose in accordance with its policies, including the Investment Policy and its associated procedures, as amended from time to time (the “**Policies**”). Without limiting the generality of the foregoing, the University may use the capital of the Fund in accordance with the Investment Policy and Procedure.

5. Investment of the Fund

The Fund is established by the University as an endowment with the intent that it will be held and invested in accordance with the Policies.

6. University Policy

Decisions, financial and otherwise, on any matters relating to the investment, management, use and administration of the Fund will be made in accordance with these Terms of Reference and the Policies.

7. Variation of Terms

The University may vary the terms of these Terms of Reference if that variation is recommended by the President to the Board of Governors and is approved by the Board of Governors.

The University has executed these Terms of Reference on the date appearing below.

Kwantlen Polytechnic University

by its Authorized Signatory:

Dr. Bruce Choy
President and Vice-Chancellor

Date

Board Approval date:

xé?elł RECONCILIATION ENDOWMENT FUND TERMS OF REFERENCE

Whereas: Kwantlen Polytechnic University (the “**University**”) wishes to endow University generated funds for the purposes set out below, and has prepared this Terms of Reference to document the terms upon which the Fund (defined below) will be used and managed at the University.

1. Establishment of Fund

The endowment fund (the “**Fund**”) described by these Terms of Reference will be known as the xé?elł Reconciliation Endowment Fund.

2. Purpose of the Fund

The purpose of the Fund is to support reconciliation with Indigenous Peoples, in particular the Kwantlen, Katzie, Semiahmoo, Musqueam, Kwikwetlem, Tsawwassen, and Qayqayt Nations on whose traditional territories KPU campus lands are located as well as other Indigenous partners (the “**Purpose**”).

3. Contributions

The Fund will be received by and remain an asset of the University in its own capacity and is not received or held by the University as a trustee.

The University may accept or make further contributions to the Fund, from any source, whether by gift, Will or otherwise, provided such contributions are made to the University in its own right and not as trustee. All contributions made by external parties shall be deemed unrestricted gifts to the University and not held in trust.

4. Use and Management of the Fund

Departments seeking funding from the endowment, in support of the purpose of the fund, shall submit requests to either the Provost and Vice President Academic or Vice President Equity and Inclusive Communities, and if endorsed by the Vice Presidents, the budget will be allocated through the KPU’s annual budget process subject to Board approval. All requests outside of the budget process shall require approval by the President.

The University will use and manage the Fund in support of the Purpose in accordance with its policies, including the Investment Policy and its associated procedures, as amended from time to time (the “**Policies**”). Without limiting the generality of the foregoing, the University may use the capital of the Fund in accordance with the Investment Policy and Procedure.

5. Investment of the Fund

The Fund is established by the University as an endowment with the intent that it will be held and invested in accordance with the Policies.

6. University Policy

Decisions, financial and otherwise, on any matters relating to the investment, management, use and administration of the Fund will be made in accordance with these Terms of Reference and the Policies.

7. Variation of Terms

The University may vary the terms of these Terms of Reference if that variation is recommended by the President to the Board of Governors and is approved by the Board of Governors.

The University has executed these Terms of Reference on the date appearing below.

Kwantlen Polytechnic University

by its Authorized Signatory:

Dr. Bruce Choy
President and Vice-Chancellor

Date

Board Approval date:

VC Report from the Senate Meeting of November 24, 2025 to the Board of Governors

The final Senate meeting of the Fall Semester was held on Teams with full attendance, several observers, and a representative from *The Runner* present.

Following approval of the list of graduates, Senate addressed several items:

- The Search Advisory Committee for the University Librarian
- A program change for Psychiatric Nursing
- A nominal adjustment to 10 previously approved micro credentials to streamline credentialing operations

Senate then received the Budget presentation, which had already been endorsed by the Joint Committees of Academic Planning and University Budget. Chair Dr. Choy provided context regarding the significant decline in international student enrollment despite extensive advocacy to the Federal Government.

Carol LaPlante presented the financial plan, noting that it may change based on registration numbers. Current projections anticipate domestic enrollment remaining stable or declining slightly, while international enrollment is expected to decrease sharply. This reduction will impact revenue streams such as tuition, parking, and bookstore sales.

The Vice Chair facilitated the motion and discussion. Members asked questions, expressed concern, and sought clarification. The motion to endorse the budget plan passed with a majority vote.

With Respect,
Catherine Schwichtenberg
Vice Chair, Senate