

MEETING AGENDA

BCIT BOARD OF GOVERNORS – OPEN

Tuesday June 30, 2026, 1:00 to 2:35 p.m.

- [Join the meeting](#); Meeting ID: 221 797 245 840; Passcode: pQ2tc94r
- Telephone: [+1 647-794-1704](tel:+16477941704), ID: 376 129 528#
- Royal Oak Boardroom - SE40-140, 4551 Wayburne Drive, Burnaby

Board:

Mike Bonshor, Chair
 Don Matthew, Vice Chair
 Catherine Boivie
 Annabelle Donovan
 Noor Esmail
 Zahra Esmail
 Colin Jones
 Polina Omelyantseva
 Brooks Patterson
 Carla Reid
 Stepan Vdovine
 Shawna Waberi
 Claire Wang
 Joseph Yuruk

Ex officio:

Jeff Zabudsky, President
 Shawna Waberi, Education Council Chair

In Attendance:

Shera Clement, Financial Controller
 Raimonda De Zen, Dir. Enterprise Risk & Internal Audit
 Jennifer Figner, Provost & VP, Academic
 Chris Hudson, VP, People, Culture & Inclusion
 Tami Pierce, Assoc. Dir., Indigenous Initiatives & Partnerships
 Cynthia Petrie, VP, External
 Navida Suleman, CFO & VP, Administration
 Kory Wilson, Executive Dir., Indigenous Partnerships & Initiatives
 Barbara Kader, EA, Governance

Regrets:

Corry Anderson-Fennell, Board Member

	Item		Presenter	Page
1.	Call to Order and Introductory Remarks <i>BCIT acknowledges that its campuses are located on unceded Indigenous land belonging to the Coast Salish Peoples, including the territories of the xʷməθkʷəy̍əm (Musqueam), Səlilwətaʔ/Səlilwiltulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations</i>	1:00	Chair	-
2.	Disclosure of Conflict of Interest	1:02	Chair	5
3.	Approval of Agenda/Consent Agenda <i>(subject to request for discussion)</i> 3.1 Adopt Agenda 3.2 Minutes May 26, 2026 3.3 Education Council Report 3.4 Applied Research Ethics Board Annual Report 3.5 Oaths of Office 3.6 Governor Appointments 3.7 Governance Committee Report MOTION: THAT the Agenda/Consent Agenda for the Open Board of Governors meeting held on June 30, 2026, be approved.	1:05	Chair	4 6 11 15 23 24 25
4.	Board Chair's Comments	1:10	Chair	26
5.	President's Comments 5.1 President's Activities	1:20	J. Zabudsky	26 27
6.	Indigenous Partnerships – Strategic Plan Initiatives	1:30	K. Wilson / T. Pierce	30

	Item		Presenter	Page
7.	<p>Academic 7.1 Program Cancellations: Diploma in Television and Video Production, and the Diploma in Radio Arts and Entertainment</p> <p>MOTION: THAT the cancellation of the Diploma in Television and Video Production, and the Diploma in Radio Arts and Entertainment, be approved.</p>	1:50	S. Waberi	31
8.	<p>Finance 8.1 Five-Year Capital Plan FY2027/28 to 2031/32</p> <p>MOTION: THAT the Five-Year Capital Plan for FY2027/28 to 2031/32 for submission to the Ministry of Infrastructure, as outlined in Appendix A, be approved.</p>	1:55	D. Matthew / N. Suleman	49
9.	<p>Policy 9.1 Banking – Policy #2010, and Banking Procedures - #2010-PR1; Investment – Policy #2030; and Borrowing – Policy #2040</p> <p>MOTION: THAT revisions to the following policies and procedures be approved: 1. Banking – Policy #2010 and Banking Procedures - #2010-PR1; 2. Investment – Policy #2030; and 3. Borrowing – Policy #2040.</p> <p>9.2 Investment Standards – #2030-PR1</p> <p>MOTION: THAT revisions to the Investment Standards – Procedures #2030-PR1, be approved.</p> <p>9.3 Capital Asset – Policy #2004, and the Restricted Fund – Policy #2020</p> <p>MOTION: THAT revisions to the Capital Asset – Policy #2004, and Restricted Fund – Policy #2020, be approved.</p> <p>9.4 Course Credits - Policy #5012, and Assigning Credit to Courses - Procedure #5012-PR1</p> <p>MOTION: THAT revisions to the Course Credits - Policy #5012 and Assigning Credit to Courses - Procedure #5012-PR, be approved.</p> <p>9.5 Student Regulations - Policy #5101, and Implementation of Student Regulations - Procedure #5101-PR1</p> <p>MOTION: THAT revisions to the Retirement of Student Regulations - Policy #5101, and Implementation of Student Regulations - Procedure #5101-PR1, be approved.</p> <p>9.6 Procedure for the Ethical Use of Animals in Research and Teaching - Procedure #6505-PR1</p> <p>MOTION: THAT revisions to the Procedure for the Ethical Use of Animals in Research and Teaching - Procedure #6505-PR1, be approved.</p>	2:05	D. Matthew / N. Suleman “ ” “ ” S. Waberi “ ” J. Figner	50 83 87 108 132 147

10.	BCIT Foundation 10.1 Elevate Campaign	2:25	C. Petrie	157
11.	Next Meeting and Conclusion October 6, 2026	2:35	-	159

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EDUCATION
FOR A COMPLEX WORLD.





Board of Governors Open Meeting – June 30, 2026

1.0 Call to Order and Introductory Remarks

3.0 Approval of Agenda/Consent Agenda

MOTION: THAT the Agenda/Consent Agenda for the Open Board of Governors meeting held on June 30, 2026 be approved.

List of Motions for Approval

- 7.1** THAT the cancellation of the Diploma in Television and Video Production, and the Diploma in Radio Arts and Entertainment, be approved.
- 8.1** THAT the Five-Year Capital Plan for FY2027/28 to 2031/32 for submission to the Ministry of Infrastructure, as outlined in Appendix A, be approved
- 9.1** THAT revisions to the following policies and procedures be approved:
 - 1. Banking – Policy #2010 and Banking Procedures - #2010-PR1;
 - 2. Investment – Policy #2030; and
 - 3. Borrowing – Policy #2040.
- 9.2** THAT revisions to the Investment Standards – Procedures #2030-PR1, be approved.
- 9.3** THAT revisions to the Capital Asset – Policy #2004, and Restricted Fund – Policy #2020, be approved.
- 9.4** THAT revisions to the Course Credits - Policy #5012 and Assigning Credit to Courses - Procedure #5012-PR1, be approved.
- 9.5** THAT revisions to the Retirement of Student Regulations - Policy #5101, and Implementation of Student Regulations - Procedure #5101-PR1, be approved.
- 9.6** THAT revisions to Procedure for the Ethical Use of Animals in Research and Teaching - Procedure #6505-PR1, be approved.



INFORMATION NOTE June 30, 2026

PREPARED FOR: Board of Governors

ISSUE: Disclosure of Conflict of Interest

SUMMARY:

A *Disclosure of Conflict of Interest* provides an opportunity for Governors to announce if they have a conflict with any of the open and/or closed board meeting agenda item(s).

Governors should refer to the *Board of Governors Bylaws, Part IV – Code of Conduct and Conflict of Interest (page 14)*, and the *Board of Governors' Governance Manual – section 8, Governor Conflict of Interest (page 21)*.

[The bylaws and manual can be found here.](#)

MEETING MINUTES

BCIT BOARD OF GOVERNORS - OPEN

Tuesday May 26, 2026, 1:06 to 2:00 p.m.

Board:

Mike Bonshor, Chair
 Don Matthew, Vice Chair
 Corry Anderson-Fennel (*virtual*)
 Cora Bell
 Catherine Boivie
 Bobby Davidson
 Annabelle Donovan
 Noor Esmail (*virtual*)
 Zahra Esmail
 Brooks Patterson
 Carla Reid
 Stepan Vdovine
 Claire Wang

Ex Officio:

Jeff Zabudsky, President
 Shawna Waberi, Education Council Chair

In Attendance:

Raimonda De Zen, Dir. Enterprise Risk & Internal Audit
 Jennifer Figner, Provost & VP, Academic
 Cynthia Petrie, VP, External
 Navida Suleman, CFO & VP, Administration
 Barbara Kader, EA, Governance

Regrets:

Colin Jones, Board Member

A quorum was present.

1.0 Call to Order and Introductory Remarks

The Chair acknowledged that BCIT campuses are located on unceded Indigenous land belonging to the Coast Salish Peoples, including the territories of the x^wməθkwəy̓əm (Musqueam), Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations.

2.0 Declaration of Conflict of Interest

Distributed material: Information Note

No disclosures were reported.

3.0 Approval of Agenda/Consent Agenda

No discussion took place.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the Agenda/Consent Agenda for the Open Board of Governors meeting held on May 26, 2026, be approved.

- 3.1 Adopt Agenda**
Distributed material: Agenda
- 3.2 Minutes March 31, 2026**
Distributed material: Meeting Minutes
- 3.3 Education Council Report**
Distributed material: Information Note
- 3.4 Institute Report**
Distributed material: Information Note
- 3.5 Correspondence**
Distributed material: Letter

4.0 Board Chair's Comments

Mr. Bonshor thanked the Board, reflected on his longstanding connection to BCIT, and acknowledged the leadership of the President and Executive. His term concludes July 31, 2026, and he will not be reappointed.

- 4.1 Governor Appointments**
Distributed material: Information Note

The Board Chair expressed his thanks to the two student representatives, Bobby Davidson and Cora Bell for their terms on the Board of Governors and welcomed Joseph Yuruk who begins his term on June 1, 2026.

5.0 President's Comments

The President reported on recent external engagements and sector developments relevant to BCIT.

Feedback from a recent gathering hosted by the Consul General of Switzerland highlighted BCIT's strong institutional commitment and mission-driven culture, as observed during a campus visit by Swiss post-secondary representatives.

The President also reported that bargaining with the Faculty and Staff Association had concluded successfully and publicly, noting the significant efforts of both union and management teams. Updates were provided on recent engagement with Mayor Hurley, national post-secondary sector meetings, and discussions with federal ministers regarding investments in skilled trades, applied research, and training capacity. It was noted that recent federal and provincial funding announcements are expected to support increased demand, infrastructure, and operating capacity at BCIT.

Management noted that the provincial funding will flow in the current fiscal year and has been incorporated into institutional planning which has been built into BCIT's financial forecast.

Management noted that international enrolment has not yet been significantly affected due to existing students in the pipeline; however, a future shortfall is anticipated. Recent federal and provincial funding announcements may partially offset this impact. Management also reported that BCIT is pursuing transnational education and partnership opportunities to diversify international revenue while continuing efforts to attract international students to Canada.

Management noted that the post-secondary review is now with government. Jessie Sunner, the Minister of Post-Secondary Education and Future Skills confirmed receipt of the report, and no update is expected before the fall. It was further noted that the minister intends to continue leading the file upon her return.

Management noted that, on an interim basis, oversight will be provided by Lisa Beare, Minister of Education and Child Care. No update on the report is anticipated before the fall.

5.1 President's Activities

Distributed material: Information Note

Received.

6.0 Academic

6.1 Program Cancellation – Certificate in Software Systems Developer

Distributed material: Decision Note

The Chair of Education Council referred to the material previously circulated.

Management noted that enrolment in the Certificate in Software Systems Developer has declined significantly over time, with only one student accepted for Fall 2026, supporting the recommendation to cancel the program.

It was noted that approximately 20 current students are expected to complete the program this term. If all requirements are met, no teach-out will be required. The student accepted for Fall 2026 will be advised of the cancellation and supported in exploring alternative program pathways.

It was further noted that affected students would be eligible for refunds, where applicable. Admissions communications will be coordinated through the Registrar's Office in collaboration with school leadership and supports will be provided to assist students in considering other program options.

It was noted that affected faculty may continue teaching in other programs during the transition, with any workforce reductions managed through Human Resources in accordance with applicable collective agreements. It further noted that broader changes in the sector, including the impact of artificial intelligence on program demand and curriculum planning.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the cancellation of the Certificate in Software Systems Developer program, be approved.

6.2 School of Construction and the Environment – Natural Resources Canada Mass Timber Grant Application Request

Distributed material: Decision Note

Management noted that Board approval is required because the proposed Natural Resources Canada grant exceeds the current delegated signing authority threshold. The application seeks \$1.6M to expand BCIT's mass timber education work nationally. BCIT's contribution, estimated at approximately \$150K, would be provided

in kind through faculty time, space, and equipment, with no net impact on the financial statements.

Management reported that there is a strong demand for mass timber education, particularly among those seeking reskilling and upskilling opportunities. It was further noted that the proposed initiative would support delivery beyond British Columbia and expand national reach.

BCIT has established a strong reputation in mass timber education and is expanding its national profile through partnerships, including with Selkirk College, and the development of a mobile training facility to support delivery in other regions.

A discussion included the integration of student learning supports into broader peer tutoring and academic support services, rather than maintaining a separate standalone service. The discussion also addressed the impact of artificial intelligence across programs and industries. Management noted that while direct exposure is currently limited in computing-related offerings, BCIT is monitoring implications across all program areas and is incorporating artificial intelligence considerations into academic and operational planning.

It was further noted that artificial intelligence is affecting all program areas, not only computing. Management advised that BCIT is considering these implications across programs and operations through institute-wide planning and ongoing curriculum updates.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the development of a funding application to Natural Resources Canada to support the expansion of the Mass Timber Network project, be approved.

7.0 Finance

7.1 Delegated Signing Authority of Revenue Related Contracts

Distributed material: Decision Note

The discussion reiterated that the proposed amendments apply to revenue-related contracts and standard provincial grant agreements only, not expenditures. It was noted that increasing delegated signing authority from \$1M to \$3M would align with existing construction contract thresholds and provide greater flexibility for timely execution. Management has also agreed to provide the Audit and Finance Committee with periodic summaries of approvals made under the revised parameters for the next twelve months.

It was noted that revenue-related contracts are not typically budgeted in advance, generate additional revenue upon delivery, and do not require cash outlays or affect operating expense lines.

IT IS HEREBY RESOLVED, SECONDED AND CARRIED THAT the following amendments to the Signing Authority – Policy #2502, Schedule A, be approved:

- increase delegated signing authority for revenue-related contracts from \$1M to \$3M; and
- delegate to the CFO signing authority for standard provincial grant agreements

8.0 2025-2030 Strategic Plan Update – Y1 Year End Report

Distributed material: Information Note, Reports

Management highlighted key points from the material previously circulated. Received without questions or comments.

9.0 Next Meeting and Conclusion

The next Board of Governors meeting will be held on June 30, 2026 at 1:00 p.m. The open meeting concluded at 1:53 p.m.

Mike Bonshor, Chair



INFORMATION NOTE June 12, 2026

PREPARED FOR: Board of Governors

PREPARED BY: Shawna Waberi, Education Council Chair

ISSUE: Education Council Report

SUMMARY:

Education Council (EdCo) is bringing forward two program cancellations and two policy items (refer to Decision Notes in the open meeting).

EdCo met on June 10, 2026, where they reviewed and discussed the items listed below.

- Council voted for returning chair Shawna Waberi and returning vice chairs Morgan Westcott and Michelle House-Kokan.
- Council recognized June as National Indigenous History Month and June 21 as National Indigenous Peoples Day. Shawna shared the importance of the month and the opportunity it provides to learn more about the culture, traditions and history of Indigenous people in Canada and around the world.
- Shawna participated in the Academic Governance Council spring meeting on June 1. Program changes, workforce reductions and restructuring continue for many institutes, although some stability is returning. She shared her appreciation for the respect for EdCo at BCIT, and its role in bicameral governance at the institute. Camosun College and Northern Lights College are moving ahead with a designated EdCo seat for Indigenous representation on council.

Kory Wilson and Tami Pierce, Indigenous Initiatives & Partnerships:

- Updated council on the many events and projects completed and/or in progress this academic year:
 - Update on the Indigenous Vision update consultation. Resounding support was received from the BCIT community for the current vision, with a strong desire for support to action and advance the vision. An implementation plan for the Indigenous Vision will be presented to the Board of Governors on June 30.
 - Indigenous Youth Gathering in April hosted 180 students on the Burnaby campus, a marked increase from the 38 students hosted at the inaugural event in 2019.
 - Several initiatives underway in partnership with the School of Health Sciences including:



- Changemakers Community of Practice with the Bachelor of Science in Nursing (BSN) program.
- Partnership with Aboriginal Community Career Employment Services (ACCESS) – development of a pre-nursing program to facilitate Indigenous student access into the BSN program.
- Indigenous Garden planting ceremony was held on June 10. The harvest ceremony will take place on September 23.
- THRIVE program – modules complete and ready for community launch in September.

Jennifer Figner, Provost and VP Academic:

- Provided council with an update on the post-secondary sector review, and overall health of the sector. Many colleges and institutes have or are close to achieving balanced budgets after a year of challenges and difficult decisions. The provincial sectoral review report is expected to be made public later this year after review by the provincial government.
- Council was advised that an announcement on a BCIT-Royal Roads agreement will be made next week.
- Updated council on the resources available to support faculty with the fall 2026 implementation on the new *Student Attendance & Academic Concessions Policy #5110*. Comprehensive job aids were developed and are available online.
- The Diploma in Television and Video Production, and the Diploma in Radio Arts and Entertainment were recommended for cancellation. The cancellation is the final required step for the implementation of the Major Program Change approved by EdCo in February 2026. The approval consisted, among other things, of the amalgamation of all three existing diplomas in Broadcast and Media Communications, including Television and Video Production, Radio Arts and Entertainment, and Broadcast and Online Journalism into a single Diploma in Broadcast and Media Production, with three program options: Television, Film, and Video, Digital Content Creation and Performance, and Multimedia Journalism.

Program Reviews:

Final Recommendations & Action Plans:

- Associate Certificate in Bridge Watch Rating: Bruce Thompson, Dean School of Transportation (SoT), presented 16 recommendations. Updates to the program goals, improved access to fire fighting resources to reduce reliance on Justice Institute, and integration of diverse perspectives into curriculum to support equity, diversity and inclusion. Additional recommendations include increased time for experiential learning (simulator, field trips, etc.) as well as reduction of the time to complete from seven years to five years to ensure currency of knowledge for graduates.



- Diploma in Computer Information Systems Administration: Sanja Boskovic, Dean School of Energy (SoE), reported 21 recommendations in the following areas: update to program goals and curriculum in response to changing industry needs, expanded experiential learning opportunities, instructional development support for faculty, and exploring BYOD integration to support student learning.
- Diploma in Medical Laboratory Science: Lisa Chu, Dean School of Health Sciences (SoHS), reported 12 recommendations include: updates to address changes in the national competency framework, a review and update of curriculum, investigate recent student attrition, address faculty workload concerns, and improve student-industry connections.

One Year Stats Reports:

- Diploma in Power and Process Engineering: Sanja Boskovic, Dean SoE, reported nine of 41 recommendations have been completed. Significant work has been completed on the remaining recommendations, with several tied to the most significant recommendation of an update to the program goals to inform the program future.
- Diploma in Mechatronics and Robotics: Sanja Boskovic, Dean SoE, reported seven of the 16 recommendations complete, with significant progress on the remaining recommendations focused on curriculum updates, faculty development, student recruitment and attrition, and articulation agreements into degree programs.
- Diploma and Advanced Diploma in Diagnostic Medical Sonography: Lisa Chu, Dean SoHS, reported significant progress on the 8 recommendations. Work continues for curriculum updates and plans to faculty development.
- Bachelor of Science in Ecological Restoration: Michael Currie, Dean School of Construction & the Environment (SoC&E), reported significant progress on the 26 recommendations, with 10 complete. Work is ongoing to increase experiential learning opportunities, student and faculty recruitment, indigenization of curriculum, and improved assessment strategies.
- Certificate in Ironworker Foundation: Michael Currie, Dean SoC&E, reported 14 of the 16 recommendations are complete. Fundraising efforts continue to support the construction of a new ironworker training structure. Work to update curriculum, expand technology access for students, and increase diverse representation within student body and Program Advisory Committee (PAC) is ongoing.
- Bachelor of Accounting: Kenton Low, Dean School of Business + Media (SoB+M), reported six of the 10 recommendations are complete, with significant progress achieved on the remaining items including: integration of AI into curriculum, improving access to optional work terms for international students, facility updates and a refresh to the PAC membership.



Michelle House-Kokan, Programming Committee Chair:

There were no proposals submitted.

Trevor Lord, Education Policy Committee Vice Chair:

- The Policy Committee continues to advance updates on policies *Program Suspension and Cancellation #5405*; *Student Evaluation #5103*; and, *Student Code of Academic Integrity #5104*.
- Working to update the Glossary of Educational Terms and maintain alignment with Policy Management Office processes.
- Education Policies *Course Credits #5012* and *Student Regulations #5101* were approved by Education Council on May 6, 2026, and the Governance Committee on June 16, 2026, and requesting approval of the Board of Governors (see Decision Notes).

Erika Ram, Educational Technology and Learning Design Committee Chair (ETLDC):

- Work focussed on identifying how BCIT can best protect itself and prepare if hit by a system breach like the Canvas hack. Contract language review, vendor obligations and development of a continuity plan are all in progress.
- Review of alternative approaches for students to complete learning activities that require use of artificial intelligence, if a student does not want to engage in use of the technology for ethical or personal concerns.

Eric Fry, Associate Dean, Micro-Credential Framework Refresh

Outcomes of the Micro-Credential Framework Refresh was presented to council, following a process similar to the program review for other credentials. Recommendations include:

- Review of terminology to facilitate greater clarity, as both the course and the micro-credential program are called micro-credentials.
- Development of a formal review cycle and process for updates will be considered to support relevancy and timely updates to microcredential offerings.
- Review of the current digital badge infrastructure to identify how to facilitate greater learner recognition and clearer communication of badge access, retrieval and value.

Questions are welcomed from the Board of Governors.



INFORMATION NOTE June 3, 2026

PREPARED FOR: Board of Governors

PREPARED BY: Jennifer Figner, Provost and VP, Academic

ISSUE: Applied Research Ethics Board Annual Report

APPENDIX:

1. Appendix A: Research and Ethics Annual Report for 2025

BACKGROUND:

BCIT's Research Ethics Board (REB) operates under the [Research Ethics for Human Participants - Policy #6500](#). All research projects involving human participants or human biological materials undertaken by members of the BCIT community fall within the jurisdiction of the BCIT REB. Projects conducted by researchers from outside the BCIT community who access Institute resources (equipment, facilities, personnel, or participants) also fall within the jurisdiction of the BCIT REB when those projects involve human participants or human biological materials.

The REB reports directly to the Board of Governors and is administratively responsible to the Provost and Vice President, Academic.

Research Ethics Board Annual Report to the BCIT Board of Governors (2025)

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Executive Summary

In 2025, the REB reviewed a total of 64 applications, the second highest number of applications since the REB was created in 2005. This number includes new applications, renewals and amendments.

We were pleased to mention in our report for 2023 that 45 new researchers from Providence Health have joined BCIT. When they start regularly outputting research and submitting what we expect will be particularly complex applications, this may double or triple our workload. Despite applications at historic rates, BCIT has provided no increase in staffing level since the REB was created in 2005. We cannot process our new application volume to the same standard of timeliness if REB's staffing level remains the same. A particularly pressing issue is that we currently do not process applications for a total of two months over the summer due to the chair's vacation, and Research Ethics BC limited support for understaffed boards during those months (removing BCIT from multi-institution harmonized applications) ends in 2026.

Without an additional administrator we continue to struggle to fulfill our duties. This position would ideally be full-time, but an administrator at 50% FTE would already greatly improve our response time. We do understand the funding pressures at BCIT and currently aim for additional efficiencies whenever feasible, but if any peaks in application volume occur, as we expect, we are unable to respond. We note that competent administrative staff will require six months to a year of training before they are able to process applications effectively.

Our request is supported by a data-driven examination of other institutions similarly situated. A study conducted by our Chair in 2023 revealed that Vancouver Island University, probably the worst-funded comparable institution in BC, had 50% more full-time equivalent paid staff than BCIT per 100 applications. KPU and Emily Carr had 6 times more funding than BCIT for REB staff per 100 applications. Of these comparable boards, BCIT was also the only institution not accepting or processing any applications for two months over the summer (the other boards always process at least harmonized applications). **Per 100 applications, BCIT has the lowest staffing of all comparable institutions in the province.**

The REB's view is that changes to our funding model are required to carry out BCIT's strategic plan, values, and mission effectively. Funding deadlines will eventually be missed if nothing is done. Additional support is the only way to ensure that we maintain researchers, their associated funding, and avoid reputational loss. **A decisive response from the Board of Governors will ensure the continued success of BCIT's research community.**

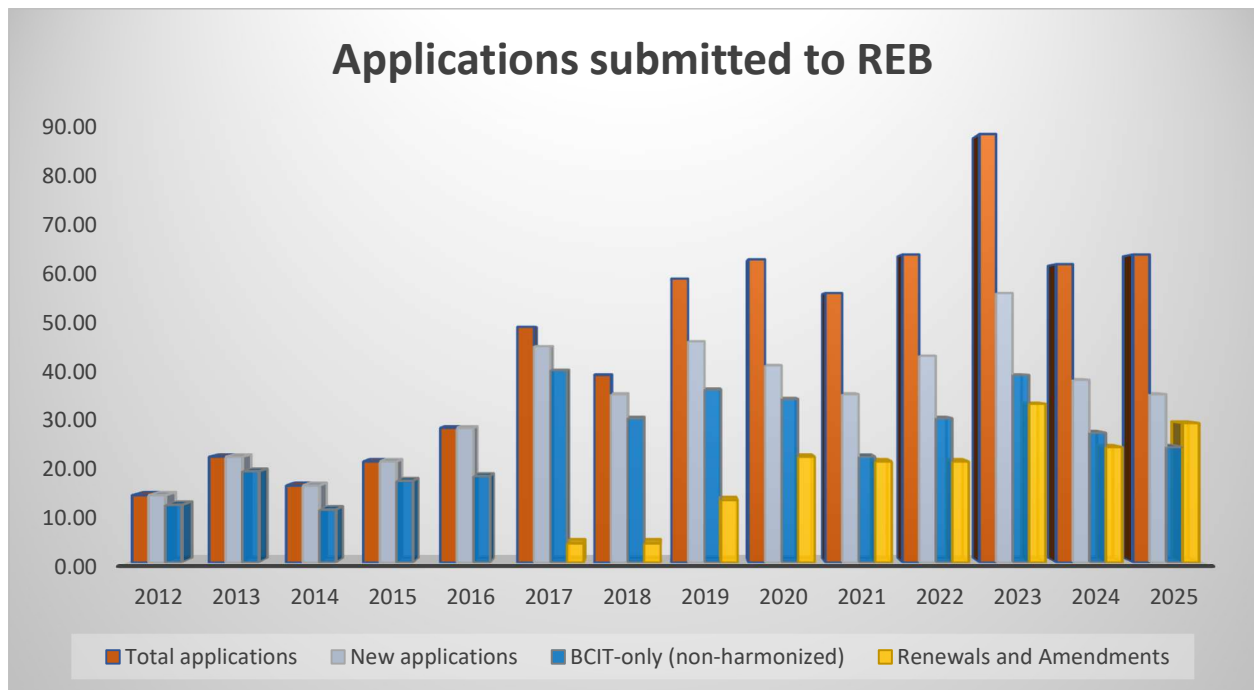
Introduction

BCIT's Research Ethics Board (REB) operates under BCIT Policy 6500^(1,2). All research projects involving human participants or human biological materials undertaken by members of the BCIT community fall within the jurisdiction of BCIT's REB. Projects conducted by researchers from outside the BCIT community who access Institute resources (equipment, facilities, personnel, or participants) also fall within the jurisdiction of BCIT's REB when those projects involve human participants or human biological materials. The REB reports directly to the Board of Governors and is administratively responsible to the Vice President, Academic.

In carrying out its responsibility to review and approve research projects, the REB ensures that research involving human participants under the auspices of BCIT is done with due regard for ethical principles. BCIT's REB adheres to the principles set out in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2)⁽⁴⁾ which sets the national standards that are followed across Canada. REB members are aware that research done under the auspices of BCIT carries an implied liability, and must therefore meet the highest ethical standards.

Besides protecting the interests of human participants, REB review enables BCIT researchers to maintain their eligibility for national and international research funding. In addition, the REB contributes to education in research ethics for faculty, staff and students.

Applications submitted to the REB in 2025



In 2025, BCIT’s REB reviewed a total of 64 applications. This total includes:

1. 35 new applications – 24 of which are internal BCIT applications to our REB only. The rest (11) were harmonized (multi-institution) applications that included BCIT as a partner. Since we do not accept applications where BCIT is merely used for participant recruitment, all harmonized applications genuinely count as involving BCIT research and include BCIT researchers.
2. 29 amendments and renewals

Details on 2025 applications

Applicants seeking ethics approval completed a comprehensive application form⁽³⁾ and submitted all relevant supporting documentation. The review process involves first determining whether the project was “minimal risk.” To be deemed minimal risk, the project cannot expose the participants to greater harm than they would normally encounter in their daily lives. Projects that exceed minimal risk are reviewed by the full REB, whereas minimal risk projects where BCIT is the primary board are reviewed by a delegated review panel of two REB members. All of the applications reviewed in 2025 were deemed to be of minimal risk by the chair in consultation with the board.

Of the 35 new applications, 24 were submitted by faculty/staff. 11 student projects were submitted (a peak of 25 student projects were submitted in 2023). For added efficiency, student projects are now in many cases subject to a departmental pre-review and then reviewed only by the chair for a speedier approval. The student groups submitting more studies this year were Environmental Health (6 studies) and Prosthetics and Orthotics (4 studies).

Following REB review, applicants were informed of any revisions required, once revisions were made, projects were approved for a period of one year. BCIT applicants were members of faculty conducting research, students, faculty and staff working towards postgraduate degrees at other institutions, and researchers in Applied Research conducting contract research projects for external clients. The remaining outside applications came from researchers completing graduate work at other institutions and others conducting research involving students or faculty as participants.

BCIT faculty and students participated in 11 collaborative studies with other BC institutions, submitted through the Research Ethics BC platform hosted by UBC (RISe/PREP). Applicants had the opportunity to complete just a single online application for all relevant institutions, which was reviewed in parallel by the participating REBs—simplifying approval for REBs and researchers.

Several requests were received for information on REB applications, and there were meetings with prospective applicants when appropriate. 29 studies from the current year or previous years were renewed or amended.

Departmental pre-reviews for student applications

Departmental pre-reviews were implemented in 2022 for departments that tend to submit a high-volume of applications, such as Environmental Health. This is done at several other institutions, and has had a noticeable positive effect in peak periods (such as Jan-Feb) in speeding up the processing of student applications, which in previous years was becoming unmanageable.

It is worthy of note that this speed comes at the cost of having only the chair look at student applications. Although they do tend to be very similar and simpler than other studies, having a single person review applications does increase the risk that something is missed.

We also fear that the transfer of the workload from the REB to the students’ departments may be at least partially responsible for the decrease in student applications (from 25 in 2023 to 13 in 2024 and 11 in

2025), as faculty may be tempted to lower their own workload by not having students submit projects to the REB.

Reviewing REB Policy and Procedures

Application, informed consent, member guides, and policy are reviewed and updated on a regular basis. The BCIT REB website was updated in collaboration with Antoinette Jackson in Applied Research.⁽³⁾ Former REB member Meena Amlani volunteered to create an REB application course on Learning Hub to walk students and faculty/staff through the process, adding to the suite of REB portals. This course is now complete and available directly from our website.

Continuing education

To keep the board's knowledge of privacy and research ethics current, one or more board members are given the opportunity to attend national or regional ethics meetings and report back to the board.

REB Membership

The members of the REB at the close of 2025 were: Michael Bourke (Member knowledgeable in ethics; Program Head, Liberal Studies), Nic Fillion (SFU Faculty, Community member), Michelle House-Kokan (Faculty Development Lead, Specialty Nursing), Yvette Jones (Project Leader, Applied Research MAKE+), Robert Munro (Member knowledgeable in law, Faculty), Shiva Mostafavi (Senior Analyst, Institutional Research and Planning), Megan Murphy (Member knowledgeable in law; Faculty, Basic Health Sciences), Borna Nouredin (Faculty, Computer Systems Technology), Harroop Sharda (Faculty, Nursing)

In 2025, the board was supported by Jenna Clews, ARLO-Administrative Assistant Liaison Office/REB administrator, and Antoinette Jackson, Project Leader, Applied Research Liaison Office, who updated our website on the Applied Research pages.

The REB meets regularly every second month, except over the summer during the chair's vacation (typically May and June). Minutes of the meetings are kept.

Final remarks

Although BCIT's research community is small, it is vibrant and expanding. When additional funding becomes available, the REB will need increased resources to support this growth.

Signed

Vasco Castela
REB Chair

References

- (1) <http://www.bcit.ca/files/pdf/policies/6500.pdf>
- (2) https://www.bcit.ca/files/pdf/policies/6500_pr1.pdf
- (3) <https://www.bcit.ca/applied-research/research-support/research-ethics/>
- (4) <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>

(5) https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter6-chapitre6.html



**BOARD OF GOVERNORS' OATH OF OFFICE AND
CODE OF CONDUCT DECLARATION
FOR GOVERNORS**

The Oath of Office and Code of Conduct Declaration will be sworn, signed and dated before the Board at the commencement of each Governor's first Board meeting.

The Board Chair will administer the Oath of Office as follows:

I, (Polina Omelyantseva) (Joseph Yuruk), have read and understood the BCIT Board of Governors Code of Conduct in the Board of Governors Bylaws and the Governor's Governance Manual.

I sincerely promise and affirm that I will truly, faithfully and impartially, to the best of my ability, execute the duties and responsibilities as a Governor of the British Columbia Institute of Technology. I confirm that I have read the Board of Governors' Bylaws and Governance Manual and further promise and affirm that I will always abide by them, as they may be amended from time to time.

I agree to comply with all the terms of the Code of Conduct, including the Conflict of Interest provisions contained in the Bylaws and Governance Manual, and promptly provide an updated Conflict of Interest Declaration annually and as may be required by changed circumstances.

Signature: _____

Date: _____



INFORMATION NOTE June 5, 2026

PREPARED FOR: Board of Governors

ISSUE: Governor Appointments

RETIRING ORDER IN COUNCIL APPOINTMENTS:

Mike Bonshor

Term 1: July 31, 2022 to July 31, 2023

Term 2: July 31, 2023 to July 31, 2026

Corry Anderson-Fennell

Term 1: July 31, 2023 to July 31, 2024

Term 2: July 31, 2024 to July 31, 2026

Mike Bonshor and Corry Anderson-Fennell have both advised that they will retire upon the conclusion of their current terms on July 31, 2026, due to professional commitments.

The Crown Agency and Board Resourcing Office and the Ministry of Post-Secondary Education and Future Skills are expected to announce new Order in Council appointees during the summer, prior to August 1, 2026. The number of appointments has not yet been confirmed.

NEW ELECTED APPOINTMENTS:

As noted at the meeting held on May 26, 2026, two new student representative Governors were elected. Polina Omelyantseva and Joseph Yuruk commenced their one-year terms on the Board on June 1, 2026. Additional information can be found in the open board meeting package for May 26, 2026.

RE-ELECTED APPOINTMENT:

Shawna Waberi, MSc

Term 1: June 4, 2025 to June 9, 2026

Terms 2: June 10, 2026 to May 31, 2027

Shawna Waberi is the Education Council Chair for another term.



INFORMATION NOTE

June 17, 2026

PREPARED FOR: Board of Governors

ISSUE: Governance Committee Report

SUMMARY:

The Governance Committee met on June 16, 2026, to review the policies and procedures for approval to the Board of Governors at its June 30, 2026 meeting.

Management introduced to Cobi Falconer, who joined BCIT in January 2026 as the Director, Privacy, Information Access and Policy Management. Cobi advised the committee on new policy approval processes going forward.

Items for Approval

1. Course Credits – Policy #5012
2. Student Regulations - Policy #5101, Implementation of Student Regulations - Procedure #5101-PR1, and related forms
3. Animal Care: Ethical Use of Animals in Research and Teaching - Policy #6505, and Procedure for the Ethical Use of Animals in Research and Teaching – Procedure PR1

Next Regular Committee Meeting

- September 22, 2026, 1:00 p.m.



Board of Governors Open Meeting – June 30, 2026

4.0 Board Chair's Comments - Verbal

5.0 President's Comments - Verbal



INFORMATION NOTE

June 29, 2026

PREPARED FOR: Board of Governors

PREPARED BY: Jeff Zabudsky, President

ISSUE: President's Activities

Reporting to the Board of Governors, highlights of the President's activities from May 26 to June 29, 2026. While this document highlights activities that Jeff Zabudsky took part in, some of the activities are also referenced in more detail in the Institute Report located elsewhere in the Board package.

May 26, 2026

Virtual meeting for all presidents at PACIU member institutions with PSFS Minister Sunner.

May 27, 2026

- "Advance Look West" event organized by Toronto based Business Higher Education. The event was a small strategic discussion focused on British Columbia's emerging economic and workforce priorities under the Government of British Columbia's [Look West strategy](#) and potential alignment with federal initiatives.
- BCIT annual Employee Excellence Awards.

May 28, 2026

- College and Institutes Canada President's Circle, which are monthly, peer-to-peer discussions offering an opportunity for leaders to discuss the most pressing issues facing their institutions and the sector.
- Meeting with representatives from United Way BC regarding BCIT's upcoming fall campus campaign.
- Board meeting of the BC Council on International Education.
- Attended the 2026 Cmolik Foundation Awards Celebration.

May 29, 2026

- Greater Vancouver Board of Trade event: "A Conversation with Dave McKay, President and CEO, RBC".
- Meeting with Philip Jennings, Deputy Minister, Innovation, Science and Economic Development Canada; Christian Hansen, Regional Director General (Pacific); and Mladen Plecko, Regional Manager of Policy, Analysis and Intelligence.
- Meeting with Philip Steenkamp, President and Vice-Chancellor, Royal Roads University

June 1, 2026

Inaugural meeting of the Look West BC Maritime Workforce Table.

June 3, 2026

PACIU presidents' meeting.

June 4, 2026

- BC Council on International Education board meeting.
- Inaugural meeting of the Look West BC Aerospace Workforce Table.
- BCIT Alumni Association AGM and Presentation

June 5, 2026

Opening ceremony of the Freedom Mobile Arch at the PNE grounds.

June 8, 2026

City of Burnaby State of the City address with Mayor Mike Hurley.

June 9, 2026

- Tri-Cities Chamber of Commerce event, "State of Infrastructure and Housing", at which Jeff provided opening remarks
- Luncheon meeting with representatives of the McCarthy family, who are local philanthropists.

June 10, 2026

- Executive Committee meeting of the Skilled Trades Training Council of BC.
- Post-Secondary Employers' Association board meeting
- Graduation ceremonies of the Bridge Watch program at the Marine Campus.

June 11, 2026

- Greater Vancouver Board of Trade board meeting.
- Meeting and Marine Campus tour for Matt Walker, principal, Avison Young.

June 12, 2026

Retirement party for Rob Nason, faculty member in the Broadcast department and an employee since February 1971.

June 15, 2026

- Meeting with Guy Elliott, chair, BCIT Foundation.
- Meeting with representatives of the Dubai Chamber of Commerce.

June 16, 2026

Meeting of the Look West BC Aerospace Workforce Table

June 17, 2026

- United Way BC Campaign Cabinet meeting.
- Meeting and tour of the Ismaili Centre of Vancouver.
- Meeting with newly hired Director, Total Compensation & HR Systems, Steven Bardini.

June 18, 2026

Attended an announcement of BCIT's plan to deliver programming at the John Horgan Campus in Langford and our partnership with Royal Roads University.

June 22, 2026

Attended BC International Education Week in Kelowna and took part in a panel discussion with the presidents of BCIT, Okanagan College, and Thompson Rivers University, where they shared their perspectives on the trends and issues shaping international education today.

June 23-26, 2026

Took part in seven BCIT convocation ceremonies over the span of four days.

June 23, 2026

Attended the Beedie Foundation's Night for Bright Minds 2026, a celebration of scholarship recipients from that organization.

June 26, 2026

Meeting with Philip Steenkamp, President and Vice-Chancellor at Royal Roads University.

June 29, 2026

Shareholders' meeting of the Centre for Digital Media, a shared campus on Great Northern Way with Simon Fraser University, University of British Columbia and Emily Carr University of Art + Design.



Board of Governors Open Meeting – June 30, 2026
6.0 Indigenous Partnerships – Strategic Plan Initiatives



DECISION NOTE

June 11, 2026

PREPARED FOR: Board of Governors

PREPARED BY: Shawna Waberi, Chair, Education Council

ISSUE: Program Cancellations: Diploma in Television and Video Production, and the Diploma in Radio Arts and Entertainment

APPENDICES:

1. Appendix A: Diploma in Television and Video Production – Recommendation to Cancel
2. Appendix B: Diploma in Radio Arts and Entertainment – Recommendation to Cancel

RECOMMENDATION:

THAT the cancellation of the Diploma in Television and Video Production, and the Diploma in Radio Arts and Entertainment, be approved.

BACKGROUND:

BCIT's Education Council advises the Board of Governors that appropriate process for cancellation of these programs has been followed in accordance with [Program Suspension and Cancellation - Policy #5405](#).

The School of Business + Media recommends cancelling the Diploma in Television and Video Production, and the Diploma in Radio Arts and Entertainment effective September 30, 2026.

In February 2026, Education Council approved a major program change for the existing Diploma in Broadcast and Online Journalism. The approval consisted, among other things, of the amalgamation of all three existing diplomas in Broadcast and Media Communications, including Television and Video Production, Radio Arts and Entertainment, and Broadcast and Online Journalism into a single Diploma in Broadcast and Media Production, with three program options: Television, Film, and Video (formerly the Diploma in Television and Video Production), Digital Content Creation and Performance (formerly the Diploma in Radio Arts and Entertainment), and Multimedia Journalism (formerly the Diploma in Broadcast and Online Journalism).

The department has a long-standing reputation for training industry-ready graduates in three traditional areas of the media industry: journalism, radio and TV/video production. In recent years, the industry has evolved to require employees to be trained in a wider range of skills. The streams of the industry, which were once distinct and very separate, have now become more integrated. Graduates must be flexible, versatile, and able to "do it all". This reality was highlighted by Program Advisory Committee (PAC) members and other industry professionals as part of the consultation and research process for the major change. Through this

engagement and consultation with the associate dean, program heads, faculty, and staff, the department determined a need for more standardization in the instruction of foundational common skills. The major change addresses these necessary updates.

As a result, with just one common Diploma in Broadcast and Media Production across all three full-time programs in the department, the two other diplomas are now being cancelled as pursuant to Policy 5405-PR1 Process 5, which states:

Process 5: Program Cancellation after a Major Change changes the credential type. If a Major Change process is used to change a credential type of an existing program whereby the original program will no longer be offered after the change, the original program will need to be cancelled using the same consultation and approval process as outlined in Process 1.

There will be no impact on students currently enrolled in the program. Current students will complete their studies according to the existing program matrix. Current faculty staffing ensures no disruption to students who will be completing their second year of studies and graduating in Spring 2028.

The first cohort of the revised diploma and program options will enter first-year foundational studies at BCIT in the fall of 2027. Current faculty loading and room scheduling accommodates this transitional academic year.

There will be no impact on faculty, as all faculty members in the program will transition into roles in the updated program options.



Recommendation to Cancel

**Diploma in Television and Video
Production**

School of Business + Media

Office of the Provost & Vice President, Academic

June 10, 2026

Program Recommended for Cancellation

The Diploma in Television and Video Production in the School of Business + Media is recommended for cancellation. This credential/program will now be a program option in a department-wide single Diploma in Broadcast and Media Production, as approved through a major program change process.

Key Issues/Rationale

In February 2026, Education Council approved a Major Program Change for the existing Diploma in Broadcast and Online Journalism. The approval consisted, among other things, of the amalgamation of all three existing diplomas in Broadcast and Media Communications, including Television and Video Production, Radio Arts and Entertainment, and Broadcast and Online Journalism into a single Diploma in Broadcast and Media Production, with three program options: Television, Film, and Video (formerly the Diploma in Television and Video Production), Digital Content Creation and Performance (formerly the Diploma in Radio Arts and Entertainment), and Multimedia Journalism (formerly the Diploma in Broadcast and Online Journalism).

The department has a long-standing reputation for training industry-ready graduates in three traditional areas of the media industry: journalism, radio, and TV/video production. In recent years, the industry has evolved to require employees to be trained in a wider range of skills. The streams of the industry, which were once distinct and very separate, have now become more integrated. Graduates must be flexible, versatile, and able to “do it all”. This reality was highlighted by Program Advisory Committee (PAC) members and other industry professionals as part of the consultation and research process for the major change. Through this engagement and consultation with the Associate Dean, program heads, faculty, and staff, the department determined a need for more standardization in the instruction of foundational common skills. The major change addresses these necessary updates.

As a result, with just one common Diploma in Broadcast and Media Production across all three full-time programs in the department, the two other diplomas are now being cancelled as pursuant to Policy 5405 Process 5, which states:

Process 5: Program Cancellation after a Major Change changes the credential type. If a Major Change process is used to change a credential type of an existing program whereby the original program will no longer be offered after the change, the original program will need to be cancelled using the same consultation and approval process as outlined in Process 1.

Summary of Consultation

All interested parties (faculty, industry, management, as well as BCIT Admissions, relevant areas at the Registrar’s Office, International, and other relevant services areas) were extensively consulted as part of the major change process to update the curriculum and credential in the three program areas in Broadcast, moving to a single diploma.

As part of the formal program cancellation process, interested parties were notified and provided 30 days during which to provide feedback. This correspondence is in keeping with Policy 5405. See interested party consultation email and feedback received in Appendix A.

Summary of Alternatives Considered

No alternatives were considered because we were confident after our extensive consultations and the major program change process that the move to one diploma with a common foundation of courses across all three program options was the best student-centered course of action.

Impact on Interested Parties

Updated programming under a single diploma and three program options, with foundational courses for all three program options will create an agile and resilient curriculum, foundation of courses, ensuring every graduate develops the versatile skills now required in the evolving broadcast, media, and content creation industries. Current B.C. Labour Market Outlook data and feedback from PACs highlight growing demand for multimedia professionals who can work across platforms and industry segments, rather than in single specialized streams. The upcoming changes will allow faculty to continue delivering training in the core areas of expertise they are known for, while ensuring grads are ready for the ever-changing job market.

As the industry and educational landscape around broadcast, media, production, content creation, and storytelling evolve, BCIT Broadcast and Media Communications must remain responsive to both student demand and industry realities. This was confirmed by recent student surveys showing strong interest in flexible training and by competitor analysis indicating that comparable programs at other institutions now emphasize cross-disciplinary media production skills. We aim to ensure our programs and offerings are attractive to potential students and reflective of the career paths they want, while at the same time equipping graduates with greater breadth of skills to make them marketable to a broader range of industry-specific or industry-adjacent jobs.

This proposed program structure built around a common core with option-specific courses will also allow for more standardization across the department. This, in turn, will allow for more flexibility in program structures, easier future adaptations, and more responsiveness in creating new streams or program options (for example, Sports Broadcasting) without requiring the creation of a brand-new program or diploma.

This change is being undertaken to improve consistency and cohesiveness of the curriculum, learning experience, and teaching approach across all three programs within the Broadcast and Media Communications department. Currently, students in our three separate diploma programs learn foundational broadcast and media skills such as shooting video, editing video, writing and scripting, digital design, performance and presentation, industry operations, law, and more — but those courses are somewhat different across the programs, taught from different course outlines, with different learning outcomes (even if they are substantively similar), different evaluations and assessments, different curricular content, and different faculty. By creating a set of common foundational courses, we are focusing much more directly on a coherent approach to teaching fundamental skills, and we're breaking down silos between our currently separate programs since the media industry does not function in that fashion anymore.

Part of the rationale for this set of changes is to create a consistent student experience that more closely aligns with industry needs, as suggested both by recent program reviews in Broadcast and Online Journalism and Television and Video Production, as well as discussions with Broadcast PACs. In addition, the foundational component of the options-based approach creates better mobility across program options than currently exists between the three separate diplomas. Students will have the ability to switch options in-stream, with some bridging courses required – the program options will assess

Recommendation to Cancel Diploma in Television and Video Production

capacity to handle in-stream program option switches on an ongoing basis, semester to semester; however, in our experience, these switches are relatively infrequent

Operationally, we will continue to manage the option-specific programming separately in the sense that specialized faculty will teach specialized courses and manage that curriculum as they always have. However, for the foundational common courses, we will be fully integrated, with faculty from each of the program option areas working together for timetabling, planning curriculum, and teaching students across all three option-areas using the same learning outcomes and course outlines. For prospective students, other than seeing new department, diploma, and program names, as well as updated course and curriculum content, the application process remains unchanged. Students will apply up front for their desired program option in the department rather than apply for different diploma programs.

From a marketing and promotion standpoint, we'll no longer have three programs that essentially compete against one another for students, which will help us focus more attention on how we differentiate the three options, leading, we believe to more robust enrolment.

Otherwise, there are no significant impacts on BCIT resources.

Teach-out Plan

There will be no impact on students currently enrolled in the program. Current students will complete their studies according to the existing program matrix. Current faculty staffing ensures no disruption to students who will be completing their second year of studies and graduating in Spring 2028.

The first cohort of the revised diploma and program options would enter first-year foundational studies at BCIT in the fall of 2027. Current faculty loading and room scheduling accommodates this transitional academic year.

In the unlikely event a student has left the program and returns to finish their diploma, re-entry to the program will be assessed on a case-by-case basis by the program (option) head in consultation with faculty and the Associate Dean. A similar approach will be followed to accommodate any student who needs to make up a failed course from pre-revised programming.

Transition Plan

There will be no impact on faculty, as all faculty members in the program will transition into roles in the updated program options.

The Major Program Change document sets out courses to be retired/no longer offered at the Institute. These are set out in Appendix B.

Communication Plan

All interested parties have already been informed of these changes as a result of the major change process described above.

An alert notice will be added to the webpage to inform prospective applicants of an upcoming change to the program. A new website will be launched for the October 1, 2026, application cycle.

Implementation Plan

As mentioned above, the first cohort of the revised diploma and program options will enter first-year in the fall of 2027. It is therefore recommended that the Diploma in Television and Video Production be cancelled effective September 30, 2026. No program intakes are impacted by this cancellation, as outlined above. The Fall 2026 intake will graduate with the current diploma in May 2028.

Appendix A: Interested Parties Consultation

Consultation - proposed cancellation of Diplomas in Radio Arts & Entertainment and Television and Video Pro...

Summarize ☺ ↶ ↷ ↸



✓ Daniel Getz <daniel_getz@bcit.ca>

Monday, April 13, 2026 at 3:28 PM

To: Ashif Jivraj; Bruce Thorson; Cindy Leaney; Darian Noel; David Berenbaum; David Griffiths; John Mills; Ken Kaneko; Robert Nason; Sandro Licastro; Sia Dezvareh; Brian Wiebe; Dan Motut; Kathryn Stewart; Kevin Ribble; Todd Hancock; Rachael Hunter; Paul Romein; Marlize van Jaarsveld; Eiman Abadi; Chris Ganeff; Mahmoud Abdel-Hai

Cc: Christine German; Christopher Cheung; Daniel Getz; Ian Foote; Jacob Hall; Julia Foy; Lisa Green; Michael Killeen; Theresa Lalonde; Zack Singer; Morgan Westcott; Winona Cordua-von Specht; Phil Ramer; Ike Hall; Bahareh Shahabi; Kenton Low; Melissa Evans ^

Sent on behalf of Kenton Low:

Dear faculty in the Radio Arts and Entertainment and Television and Video Production programs, and from other departments who teach in these programs,

I am reaching out because we are required by policy to conduct a consultation as part of the process to move to one department-wide diploma program (with options) in Broadcast.

Specifically, as has been previously communicated, we are proposing to cancel the Diploma in Radio Arts and Entertainment and the Diploma in Television and Video Production, as we move ahead, starting in September 2027, with the single **Diploma in Broadcast and Media Production (with the program option listed)** for all students who graduate from our department.

Don't let that last paragraph scare you! The programming is not being eliminated — it is simply being updated in the context of the single, department-wide diploma with options, as we have discussed, and as was approved by Education Council in February.

The formal cancellation process for the two diplomas will proceed as per Policy 5405 Program Suspension and Cancellation and Procedure 5405 PR1 Program Suspension and Cancellation (<https://www.bcit.ca/files/pdf/policies/5405.pdf>).

Any faculty member with questions about or comments on the proposed cancellations is invited to respond to this message no later than May 15, 2026.

Thanks.

Dan

Daniel Getz, JD, MSc, BA, Dipl. T
Associate Dean | [Broadcast and Media Communications](#)
Interim Associate Dean | [Marketing Management \(Flexible Learning\)](#)
T: 604-456-8103 | C: 604-787-6193

Appendix A: Interested Parties Consultation (cont'd.)

Re: Consultation - proposed cancellation of Diplomas in Radio Arts & Entertainment and Television and Video Production

Summarize ☺ ↶ ↷ ↸



✓ Daniel Getz <daniel_getz@bcit.ca>

Thursday, April 23, 2026 at 9:12 AM

To: Mahmoud Abdel-Hai

Hi Mak...what a lovely way to start the day with a note from you!

I can confirm that the two courses you teach are not impacted by the changes. They continue to exist in the program option matrix for Television, Film, and Video (the new program option name) in our Broadcast and Media Production diploma.

Happy to answer any other questions you might have.

Dan

Daniel Getz, JD, MSc, BA, Dipl. T

Associate Dean | [Broadcast and Media Communications](#)

Interim Associate Dean | [Marketing Management \(Flexible Learning\)](#)

T: 604-456-8103 | C: 604-787-6193



From: Mahmoud Abdel-Hai <mahmoud_abdel-hai@bcit.ca>

Date: Thursday, April 23, 2026 at 8:54 AM

To: Daniel Getz <daniel_getz@bcit.ca>

Subject: Re: Consultation - proposed cancellation of Diplomas in Radio Arts & Entertainment and Television and Video Production

Dear Dan,

I hope your week is going well.

Thank you for sharing this information—it's very helpful.

I wanted to ask whether this change will impact the two courses I teach in the current TV & Video Production Diploma, or if they will carry forward into the new single diploma and be offered in a similar way with it.

The two courses are:

- MDIA 2218 – Intro to Motion Graphics and Visual Effects (Year 1, Term 2/4)
- MDIA 3218 – Advanced Motion Graphics and Visual Effects (Year 2, Term 3/4)

Thank you in advance for your help.

Mak

Appendix B: Courses to be retired/no longer offered at the Institute

The courses to be retired from the Television and Video Production Program/no longer offered at the Institute are:

- BCST 1101 - Media Technology Fundamentals 1
- BCST 1120 - TV and Video Production 1
- BCST 1124 - Writing for Video Production
- BCST 1125 - Introduction to Visual Media
- BCST 1223 - Production Planning
- BCST 2207 - Introduction to Non-Linear Editing
- COMM 1212 - Communications for TV and Video Production
- BCST 1109 - Introduction to the Media Industry
- BCST 2123 - Production Management
- BCST 2219 - News Production Practicum
- BCST 2222 - Media Technology Fundamentals 2
- BCST 2224 - Writing for Television
- COMM 2212 - Production Development and Proposals
- BCST 3324 - Advanced Writing for Television
- BLAW 3300 - Broadcast Law
- COMM 4412 - Communications for Employability



Recommendation to Cancel
Diploma in Radio Arts and
Entertainment
School of Business + Media

Office of the Provost & Vice President, Academic

June 10, 2026

Program Recommended for Cancellation

The Diploma in Radio Arts and Entertainment in the School of Business + Media is recommended for cancellation. This credential/program will now be a program option in a department-wide single Diploma in Broadcast and Media Production, as approved through a major program change process.

Key Issues/Rationale

In February 2026, Education Council approved a Major Program Change for the existing Diploma in Broadcast and Online Journalism. The approval consisted, among other things, of the amalgamation of all three existing diplomas in Broadcast and Media Communications, including Radio Arts and Entertainment, Television and Video Production, and Broadcast and Online Journalism into a single Diploma in Broadcast and Media Production, with three program options: Digital Content Creation and Performance (formerly the Diploma in Radio Arts and Entertainment), Multimedia Journalism (formerly the Diploma in Broadcast and Online Journalism), and Television, Film, and Video (formerly the Diploma in Television and Video Production).

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Impact on Interested Parties

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Part of the rationale for this set of changes is to create a consistent student experience that more closely aligns with industry needs, as suggested both by recent program reviews in Broadcast and Online Journalism and Television and Video Production, as well as discussions with Broadcast PACs. In addition, the foundational component of the options-based approach creates better mobility across program options than currently exists between the three separate diplomas. Students will have the ability to switch options in-stream, with some bridging courses required — the program options will assess

Recommendation to Cancel Diploma in Radio Arts and Entertainment

capacity to handle in-stream program option switches on an ongoing basis, semester to semester; however, in our experience, these switches are relatively infrequent

Operationally, we will continue to manage the option-specific programming separately in the sense that specialized faculty will teach specialized courses and manage that curriculum as they always have. However, for the foundational common courses, we will be fully integrated, with faculty from each of the program option areas working together for timetabling, planning curriculum, and teaching students across all three option-areas using the same learning outcomes and course outlines. For prospective students, other than seeing new department, diploma, and program names, as well as updated course and curriculum content, the application process remains unchanged. Students will apply up front for their desired program option in the department rather than apply for different diploma programs.

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Otherwise, there are no significant impacts on BCIT resources.

Teach-out Plan

There will be no impact on students currently enrolled in the program. Current students will complete their studies according to the existing program matrix. Current faculty staffing ensures no disruption to students who will be completing their second year of studies and graduating in Spring 2028.

The first cohort of the revised diploma and program options would enter first-year foundational studies at BCIT in the fall of 2027. Current faculty loading and room scheduling accommodates this transitional academic year.

In the unlikely event a student has left the program and returns to finish their diploma, re-entry to the program will be assessed on a case-by-case basis by the program (option) head in consultation with faculty and the Associate Dean. A similar approach will be followed to accommodate any student who needs to make up a failed course from pre-revised programming.

Transition Plan

There will be no impact on faculty, as all faculty members in the program will transition into roles in the updated program options.

The Major Program Change document sets out courses to be retired/no longer offered at the Institute. These are set out in Appendix B.

Communication Plan

All interested parties have already been informed of these changes as a result of the major change process described above.

An alert notice will be added to the webpage to inform prospective applicants of an upcoming change to the program. A new website will be launched for the October 1, 2026, application cycle.

Implementation Plan

As mentioned above, the first cohort of the revised diploma and program options will enter first-year in the fall of 2027. It is therefore recommended that the Diploma in Radio Arts and Entertainment be cancelled effective September 30, 2026. No program intakes are impacted by this cancellation, as outlined above. The Fall 2026 intake will graduate with the current diploma in May 2028.

Appendix A: Interested Parties Consultation

Consultation - proposed cancellation of Diplomas in Radio Arts & Entertainment and Television and Video Pro...

Summarize ☺ ↶ ↷ ↸



✓ Daniel Getz <daniel_getz@bcit.ca>

Monday, April 13, 2026 at 3:28 PM

To: Ashif Jivraj; Bruce Thorson; Cindy Leaney; Darian Noel; David Berenbaum; David Griffiths; John Mills; Ken Kaneko; Robert Nason; Sandro Licastro; Sia Dezvareh; Brian Wiebe; Dan Motut; Kathryn Stewart; Kevin Ribble; Todd Hancock; Rachael Hunter; Paul Romein; Marlize van Jaarsveld; Eiman Abadi; Chris Ganef; Mahmoud Abdel-Hai

Cc: Christine German; Christopher Cheung; Daniel Getz; Ian Foote; Jacob Hall; Julia Foy; Lisa Green; Michael Killeen; Theresa Lalonde; Zack Singer; Morgan Westcott; Winona Cordua-von Specht; Phil Ramer; Ike Hall; Bahareh Shahabi; Kenton Low; Melissa Evans ^

Sent on behalf of Kenton Low:

Dear faculty in the Radio Arts and Entertainment and Television and Video Production programs, and from other departments who teach in these programs,

I am reaching out because we are required by policy to conduct a consultation as part of the process to move to one department-wide diploma program (with options) in Broadcast.

Specifically, as has been previously communicated, we are proposing to cancel the Diploma in Radio Arts and Entertainment and the Diploma in Television and Video Production, as we move ahead, starting in September 2027, with the single **Diploma in Broadcast and Media Production (with the program option listed)** for all students who graduate from our department.

Don't let that last paragraph scare you! The programming is not being eliminated — it is simply being updated in the context of the single, department-wide diploma with options, as we have discussed, and as was approved by Education Council in February.

The formal cancellation process for the two diplomas will proceed as per Policy 5405 Program Suspension and Cancellation and Procedure 5405 PR1 Program Suspension and Cancellation (<https://www.bcit.ca/files/pdf/policies/5405.pdf>).

Any faculty member with questions about or comments on the proposed cancellations is invited to respond to this message no later than May 15, 2026.

Thanks.

Dan

Daniel Getz, JD, MSc, BA, Dipl. T
Associate Dean | [Broadcast and Media Communications](#)
Interim Associate Dean | [Marketing Management \(Flexible Learning\)](#)
T: 604-456-8103 | C: 604-787-6193

Appendix A: Interested Parties Consultation (cont'd.)

Re: Consultation - proposed cancellation of Diplomas in Radio Arts & Entertainment and Television and Video Production

Summarize ☺ ↶ ↷ ↸



✓ Daniel Getz <daniel_getz@bcit.ca>

Thursday, April 23, 2026 at 9:12 AM

To: Mahmoud Abdel-Hai

Hi Mak...what a lovely way to start the day with a note from you!

I can confirm that the two courses you teach are not impacted by the changes. They continue to exist in the program option matrix for Television, Film, and Video (the new program option name) in our Broadcast and Media Production diploma.

Happy to answer any other questions you might have.

Dan

Daniel Getz, JD, MSc, BA, Dipl. T

Associate Dean | [Broadcast and Media Communications](#)

Interim Associate Dean | [Marketing Management \(Flexible Learning\)](#)

T: 604-456-8103 | C: 604-787-6193



From: Mahmoud Abdel-Hai <mahmoud_abdel-hai@bcit.ca>

Date: Thursday, April 23, 2026 at 8:54 AM

To: Daniel Getz <daniel_getz@bcit.ca>

Subject: Re: Consultation - proposed cancellation of Diplomas in Radio Arts & Entertainment and Television and Video Production

Dear Dan,

I hope your week is going well.

Thank you for sharing this information—it's very helpful.

I wanted to ask whether this change will impact the two courses I teach in the current TV & Video Production Diploma, or if they will carry forward into the new single diploma and be offered in a similar way with it.

The two courses are:

- MDIA 2218 – Intro to Motion Graphics and Visual Effects (Year 1, Term 2/4)
- MDIA 3218 – Advanced Motion Graphics and Visual Effects (Year 2, Term 3/4)

Thank you in advance for your help.

Mak

Appendix B: Courses to be retired/no longer offered at the Institute

The courses to be retired from the Radio Arts and Entertainment Program/no longer offered at the Institute are:

- BCST 1107 - Videography for Radio Arts and Entertainment
- BCST 1111 - Media Performance 1
- BCST 1113 - Journalism 1
- BCST 1320 - Sound Design 1
- BCST 1350 - Policy, Regulation and Ethics in Society 1
- COMM 1113 - Business Communication 1
- MDIA 2305 - Online Design
- BCST 1180 - Introduction to Video Editing
- BCST 1380 - Script Performance
- BCST 2213 - Journalism 2
- BCST 3315 - Documentary Production
- COMM 2213 - Business Communication 2
- BCST 2209 - Practicum 1
- BCST 1300 - Advertising: Theory and Techniques
- BCST 1310 - Marketing Foundations
- BLAW 3300 - Broadcast Law
- BCST 3316 - Career Development
- MKTG 4345 - Social Media Research for Radio Arts & Entertainment



DECISION NOTE

June 17, 2026

PREPARED FOR: Board of Governors

PREPARED BY: Navida Suleman, CFO and VP Administration
Danica Djurkovic, AVP, Campus Planning and Facilities
Craig Sidjak, Director, Campus Planning

ITEM: Five-Year Capital Plan FY2027/28 to 2031/32

APPENDIX:

1. Appendix A: Five-Year Capital Plan Summary

RECOMMENDATION:

THAT the Five-Year Capital Plan for FY2027/28 to 2031/32 for submission to the Ministry of Infrastructure, as outlined in Appendix A, be approved.

BACKGROUND:

The Audit and Finance Committee reviewed the plan at its meeting held on June 16, 2026, and recommends approval by the Board of Governors. The Ministry of Infrastructure (the ministry) has issued instructions on submission requirements for the Five-Year Capital Plan. The instructions require the following:

- All post-secondary institutes (“PSI”) are required to submit a consolidated five-year capital plan approved by their Board of Governors by **June 30, 2026**.
- The ministry requires the completion of standardized project templates to complete the Capital Plan submission.
- Projects should be grouped and prioritized within each category.
- The ministry ranks capital plan project proposals based on provincial priorities to establish a long-term capital plan for the ministry.

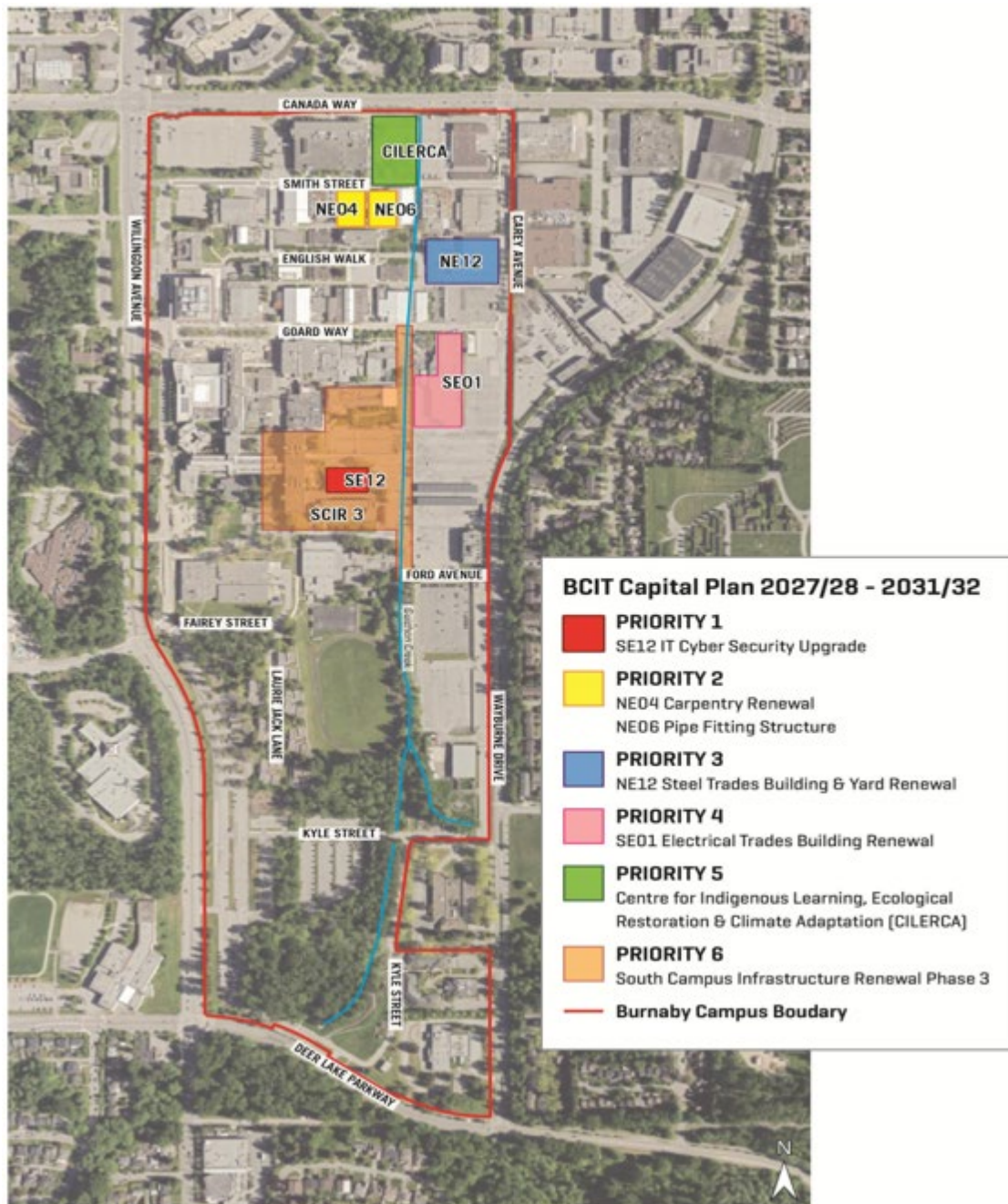
Capital Plan Overview:

In response to last year’s capital plan submission, the ministry recently confirmed \$1.5M funding for Phase 2 of the Cybersecurity Upgrade Program in FY2026/27 to implement software and hardware upgrades for a unified security architecture.

The proposed projects outlined in Appendix A are the same as last year’s submission, with the primary revision related to revised construction cost escalation estimates over the previous year.

The projects listed in Appendix A are based on alignment with the provincial goals and priorities, Institute strategic plan, educational and industry priorities, Campus Plan, climate adaptation (GHG carbon reduction), reconciliation, business continuity and resilience.

The proposed Five-Year Capital Plan includes six capital projects with a combined value of **\$315M**, of which BCIT would be required to fundraise 15% of the cost for educational building projects at a total value of **\$36.1M** (See Appendix A).



Capital Grant Request Summary:

1. Cybersecurity System Upgrade – Phase 3 (\$1.5M)

A condition assessment identified the need to upgrade existing cybersecurity infrastructure. The scope of work includes provision of a unified security architecture, centralized Internet of Things (IoT) management, securing various student, staff and research system access controls and provision of a unified security incident event management system.

A phased implementation approach is being undertaken for the cybersecurity renewal program. Phase 1 funding (\$2M) enabled the implementation of critical next-generation firewalls. Phase 2 (\$1.5M) is funded for FY2026/27 and involves upgrades for a unified security architecture.

Phase 3 scope of work involves securing network segmentation with software and hardware upgrades.

2. Trades & Technology Complex (\$23M) Carpentry Shop Renewal (NE04) + Piping Pavilion (NE06)

The Trades & Technology Complex proposal will enhance the Institute's standing as the largest Trades education provider in British Columbia and provide a hub of flexible learning spaces that will be adaptable to evolving industry requirements. This project is aligned with Provincial skilled trades economic recovery and acceleration objectives.

Carpentry and Piping trades programs are identified as critical high priority program areas. This bundled project will improve the functioning of existing student learning areas by renewing the Carpentry Shop (NE04) and adding a Piping Pavilion beside the Piping shop (NE06).

These two project components have a combined total value of \$23M. It should be noted that \$3.5M in total donations have been already fundraised for this bundled project, of which \$1.5M was expended for the NE08 Welding Pavilion completed in December 2025 and the outstanding remainder of \$2M available and reserved for this project.

3. Trades & Technology Complex (\$33M) Steel Trades Building and Yard Renewal (SE12)

A comprehensive building system renewal is planned for the Steel Trades Building (SE12) that would involve electrical, mechanical, HVAC and life safety upgrades. The renewal work would include upgrades to learning spaces, washroom and common areas, sustainability, structural seismic and building envelope improvements.

The project scope includes re-configuration of the steel trades works yard to include a new Iron worker tower, enhancements to steel rebar and boiler maker work areas, and a new steel gouging facility.

It should be noted that the Marine & Mass Timber Pavilion is under construction and will function as an extension to the Steel Trades works yard and complement the educational programming within the overall facility.

Trades & Technology Complex (\$44M)

Electrical Trades Building (SE01)

A comprehensive building system renewal is planned for the Electrical Trades Building (SE01) that would involve electrical, mechanical, HVAC and life safety infrastructure upgrades. The renewal work would include upgrades to learning spaces, washroom and common areas, sustainability, structural seismic and building envelope improvements. The heating system upgrades include full electrification to eliminate gas boilers and significantly reduce carbon emissions.

The Electrical Trades Technology Innovation Addition project received ministry funding approval in FY2025/26 and the project is now at the building permit stage. This addition will be constructed in advance of this larger Electrical Trades Building renewal proposal.

5. Centre for Indigenous Learning, Ecological Restoration & Climate Adaptation (\$140.5M)

The proposed Centre for Indigenous Learning, Ecological Restoration & Climate Adaptation (CILERCA) will provide a modern facility for education programs related to indigenous learning, ecological restoration and climate change adaptation, based on a strong foundation of the First Nations knowledge and practices in managing natural resources and land. With the planned daylighting of Guichon Creek, the building will serve as a living lab for sustainable design. This project is aligned with Provincial skilled labour economic recovery, indigenous reconciliation and sustainability objectives.

This new centre will provide research and teaching facilities that will solidify BCIT's role as the leader in reconciliation and ecological restoration. The centre will allow for expansion of the Ecological Restoration department's MSc and BSc programs, and support associated programs such as Fish, Wildlife and Recreation, and Forest and Natural Areas Management.

In addition to these programs being founded in the First Nations learnings and practices of managing natural resources and land, this project also includes an indigenous gathering and learning space to support learners attending programs in the north campus precinct area by providing a prominent ground level space near the main entry of the building.

6. South Campus Infrastructure Renewal - Phase 3 (\$73M)

Condition assessments determined that the majority of the electrical, water, gas, storm and sewer services to the southern part of campus are past serviceable life and pose a high risk to failure and business continuity. This project is aligned with Provincial resilience and sustainability objectives, including the BC Hydro program to transition electrical services in the Willingdon corridor to 25kV service (from the current 12.5kV service).

This project will replace a section of the degraded Guichon storm culvert with an ecologically restorative stream channel as outlined in the *Campus Plan*. Modernization of this infrastructure also supports core educational building service reliability and will provide modern infrastructure required by future development on campus.

Phase 1 - An overall project business case was submitted to the ministry in July 2020. The ministry provided a capital grant of \$14.6M that was completed September 2022. This project replaced underground utilities along White Avenue and Fairy Street near the Energy building (SW9) and services for the Tall Timber Student Housing project currently under construction.

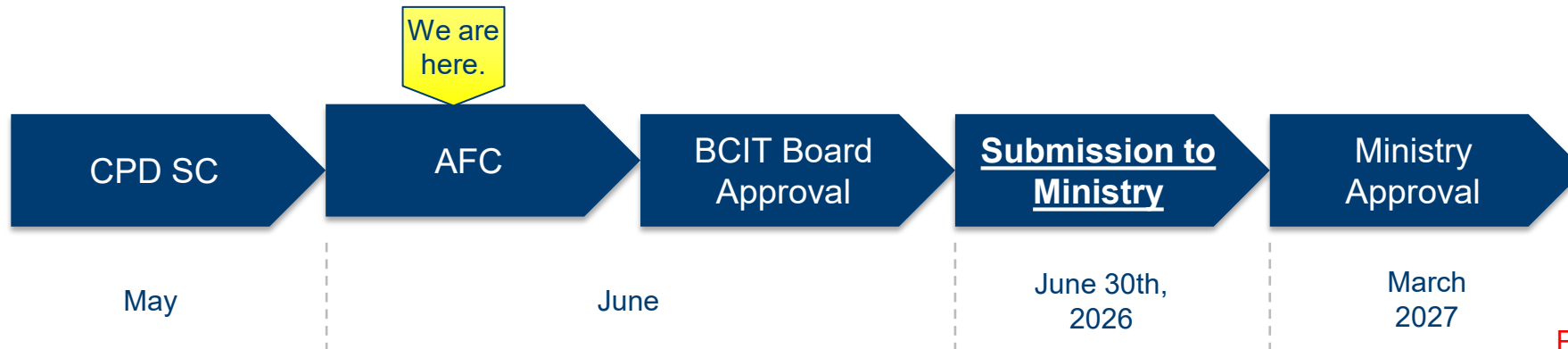
Phase 2 - \$48M funding approved by the ministry in May 2023. This project will be implemented over a five-year timeframe. The project scope includes replacing underground services near the Recreation Centre (SE16), Library (SE14), Electrical Trades Building (SE1) and Parking Lots B and Lot 7. The finished project will enhance pedestrian areas, including removal of existing accessibility barriers. Project design and permitting is nearing completion with staged construction to start Spring/Summer 2026.

Phase 3 - Project scope includes replacement of underground utilities along Roper Avenue and services to the following buildings: Renewable Resources (SE04), Business (SE06), Broadcast Centre (SE10), Computing & Academic Studies and Health Sciences (SE12), and Library (SE14). This phase includes the daylighting the Guichon Creek channel along Roper Avenue, as well as enhancements to the pedestrian public realm.

The Ministry of Infrastructure – Approval Process

- All post-secondary institutes (“PSI”) are required to submit a consolidated five-year capital plan approved by their Board of Governors by **June 30, 2026**.
- The ministry requires the completion of standardized project templates to complete the capital plan submission.
- Projects should be grouped and categorized within each category.
- The ministry ranks capital plan project proposals based on provincial priorities to establish a long-term capital plan for the ministry

BCIT CAPITAL PLANNING CYCLE



Capital Plan Overview

- Six capital projects, a combined value of \$315M
- Fundraising target: \$36.1M

Key Updates

- In discussion with the ministry, the #1 Priority Cybersecurity System Upgrade Project to a phased program to reflect ministry's limited funding envelope for this funding category.
- Phase 1 funding (\$2M) enabled the implementation of critical next-generation firewalls. Phase 2 (\$1.5M) is funded for FY26/27 and involves upgrades for a unified security architecture.
- All other project costs were adjusted to reflect current construction market condition, escalation, and revised project schedules.

Proposed Capital Plan Summary – ministry submission due June 30, 2026

PROPOSED PRIORITY	CAMPUS	CATEGORY TYPE: ALIGNMENT WITH MINISTRY PRIORITIES	PROJECT DESCRIPTION	2025 REQUEST (\$ Million)	2026 REQUEST (\$ Million)	NOTES	BCIT FUNDRAISING TARGET (\$ Million)
1	All Campuses	Information Technology Management: Economic Development, Resiliency Sustainability, Partnerships	Cybersecurity System Upgrade Program (Phase 3) Securing network segmentation with software & hardware upgrades	\$1.5	\$1.5	The Ministry provided \$1.5 M funding FY 26/27 to complete Phase 2 of the cybersecurity upgrade program involves software and hardware for a unified security architecture.	n/a
2	Burnaby	Renewal: Access for Students, Economic Development, Sustainability, Partnerships	Trades & Technology Complex Carpentry Shop Renewal (NE04) New Piping Pavilion (NE06)	\$19.0	\$23.0	T&T Complex Business Plan reviewed by Ministry Updated QS cost estimate completed March 2026. NE08 Welding Pavilion completed 2025 w \$1.5 M donation.	\$3.5 \$3.5 M donations confirmed, of which \$1.5 M expended
3	Burnaby	Renewal: Access for Students, Economic Development, Sustainability, Resiliency	Trades & Technology Complex Steel Trades Building and Yard Renewal (NE12)	\$31.0	\$33.0	T&T Complex Business Plan reviewed by Ministry Updated QS cost estimate completed March 2026.	\$5.0
4	Burnaby	Renewal: Access for Students, Economic Development, Sustainability, Resiliency	Trades & Technology Complex Electrical Trades Building Renewal (SE01)	\$40.0	\$44.0	T&T Complex Business Plan reviewed by Ministry Updated QS cost estimate completed March 2026.	\$6.6
5	Burnaby	New Priority: Access for Students, Economic Development, Sustainability, Reconciliation, Partnerships	Centre for Indigenous Learning, Ecological Restoration and Climate Adaptation (CILERCA)	\$135.0	\$140.5	Draft Business Plan completed in 2022 Cost escalated at 4.0% based on QS advice.	\$21.0
6	Burnaby	Linear Infrastructure: Economic Development, Sustainability, Resiliency, Accessibility	South Campus Infrastructure: Phase 3 - Guichon Daylighting Roper Ave & Wayburne Dr area SE04, SE06, SE10, SE12, SE14	\$70.0	\$73.0	Business Plan reviewed by Ministry Phase 2 funded by Ministry May 2023 with 5-year timeline Cost escalated at 4.0% based on QS advice.	n/a
Total				\$296.5	\$315.0	Updated Fundraising Target:	\$36.1

Cybersecurity System Upgrades (Phase 3)

- Secure critical Infrastructure
- Secure Operation Technology (OT)
- Secure Internet of Things (IoT)
- Secure Network Segmentation
- Already Funded Phase1 \$2M + Phase 2 \$1.5M

Total Project Budget (Phase 3): \$1.5M



BCIT Central Data Centre (SE12)

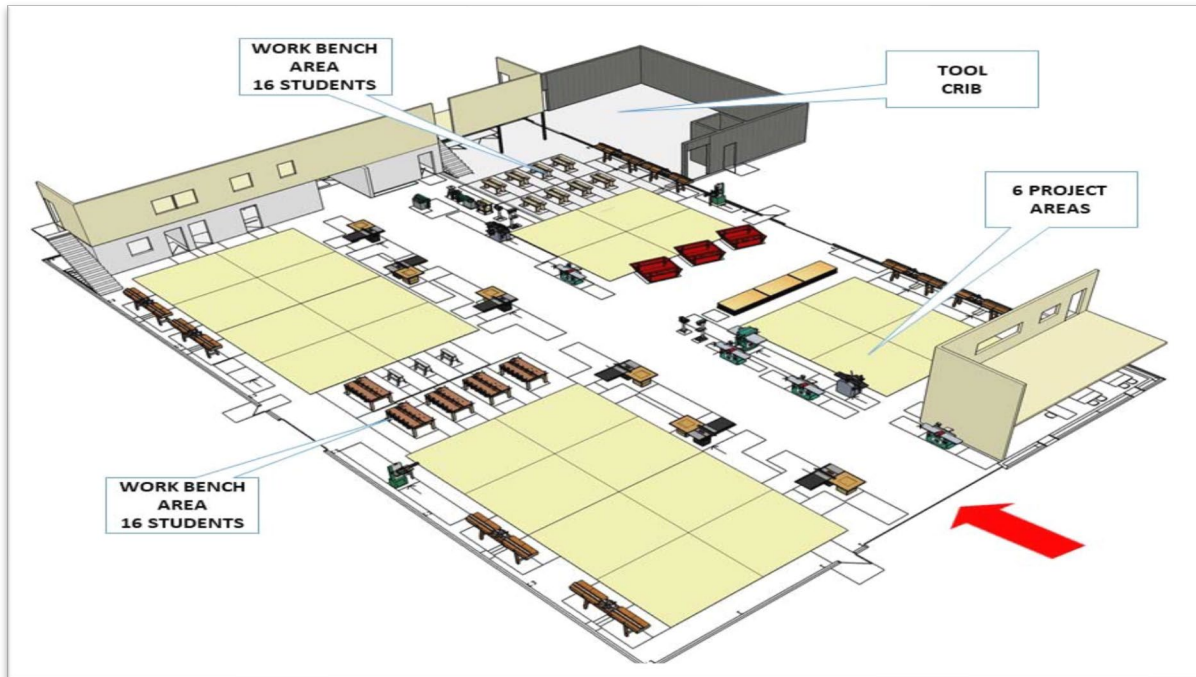
Trades and Technology Complex

- Carpentry Shop Renewal (NE04)
- New Piping Pavilion (NE06)
- New Welding Pavilion (NE08) - **COMPLETED**

\$1.5M donation permitted early design and construction which was completed December 2025.

Total Project Budget: \$23M

- Confirmed Donations \$3.5M, of which \$1.5M expended for NE08



Renewed NE2 Carpentry Shop + Tool Crib



New NE6 Pipefitting and Welding Pavilions

Trades and Technology Complex

- Steel Trades Building and Yard Renewal (NE12)



Steel Trades Building and Yard Renewal (NE12)

Total Project Budget: \$33M



Steel Trades Tower

Trades and Technology Complex

Total Project Budget: \$44M

- Electrical Trades Building Renewal (SE01)



Centre for Indigenous Learning, Ecological Restoration & Climate Adaptation

**Total Project Budget: \$140.5M
(housing cost not included)**

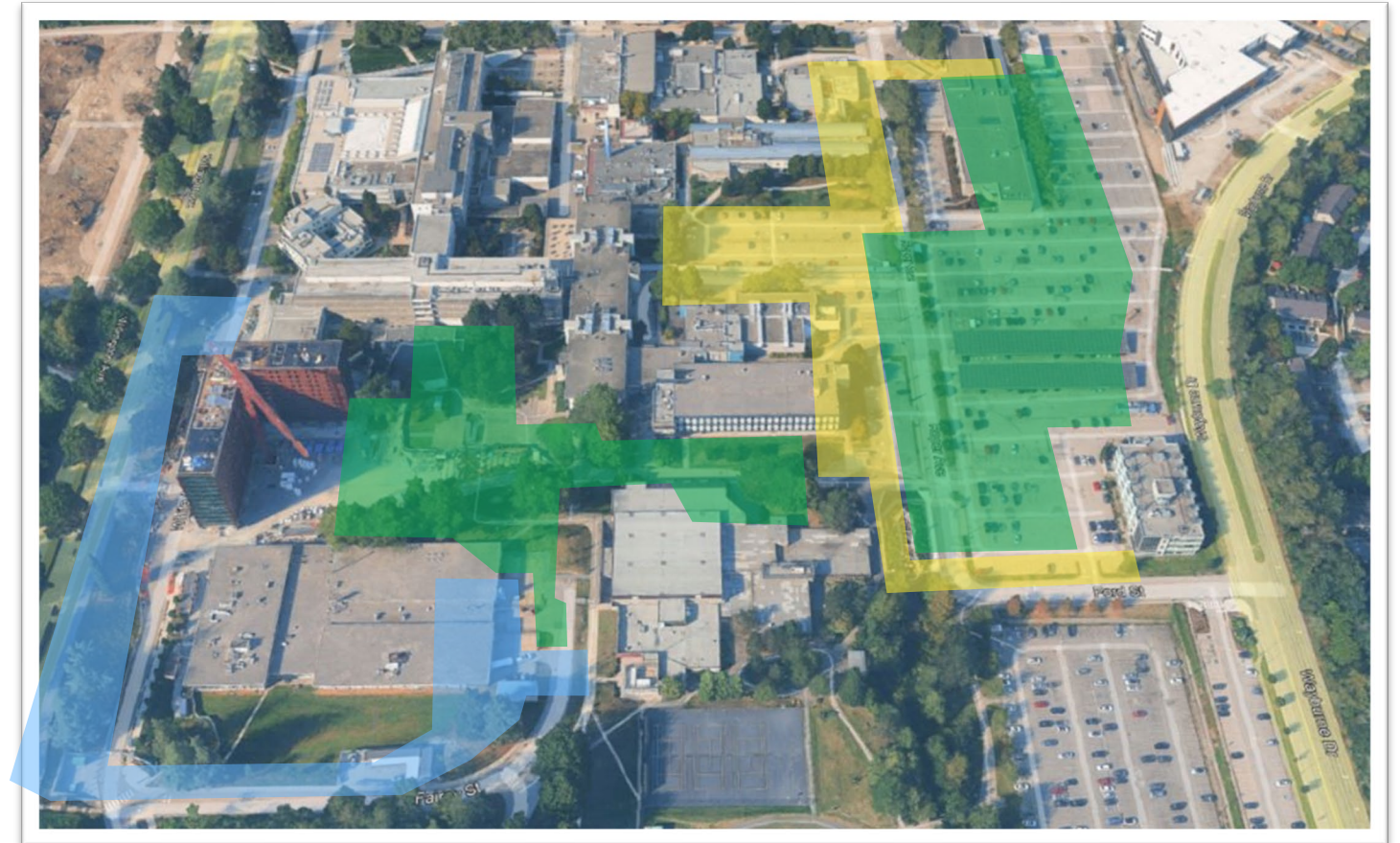
- Centre for applied research and teaching in Ecological Restoration, including Fish, Wildlife and Recreation, Forest & Natural Areas Management, Rivers Institute
- Indigenous gathering and learning space to serve all students in the Trades precinct
- Expansion of MSc and BSc programs
- Building interface with Guichon Creek and living lab demonstration for sustainable design
- Potential for Student Housing co-location (to discuss with the ministry)



South Campus Infrastructure Renewal – Phase 3

Total Project Budget: \$73M

- Guichon Daylighting
 - Roper Avenue & Wayburne Drive area
 - SE 10 & SE 12
- ❑ **Phase 1** - completed \$ 14.6M
 - ❑ **Phase 2** - Approved \$48M
 - design complete - construction start summer 2026 (3-year duration)
 - replacement of high voltage electrical to 25kV and water, gas, storm, sewer, data in zones of work.
 - pedestrian accessibility improvements
 - ❑ **Phase 3** - Proposed \$73M
 - replacement of high voltage electrical to 25kV and water, gas, storm, sewer, data in zones of work.
 - Guichon Creek Daylighting and pedestrian public realm improvements



Five-Year Capital Plan for 2027/28 to 2031/32 - Recommendation

THAT the Five-Year Capital Plan for 2027/28 to 2031/32 for submission to the Ministry of Infrastructure, be approved.



DECISION NOTE June 17, 2026

PREPARED FOR: Board of Governors

PREPARED BY: Navida Suleman, Chief Financial Officer and VP, Administration
Shera Clement, Financial Controller

ISSUE: Banking – Policy #2010 and Procedures #2010-PR1, PR2; Investment – Policy #2030; Borrowing – Policy #2040

APPENDICES:

1. Appendix A: Banking – Policy #2010 (draft)
2. Appendix B: Banking – Procedures #2010-PR1 (draft)
3. Appendix C: Cash Collection and Handling – Procedures #2010-PR2 (draft)
4. Appendix D: Investments – Policy #2030 (draft)
5. Appendix E: Borrowing – Policy #2040 (draft)

The following redline versions are filed separately in Aprio (they are not included in the meeting package)

6. Appendix F: Banking – Policy #2010 (redline)
7. Appendix G: Banking – Procedures #2010-PR1 (redline)
8. Appendix H: Cash Collection and Handling – Procedures #2010-PR2 (redline)
9. Appendix I: Investments – Policy #2030 (redline)
10. Appendix J: Borrowing – Policy #2040 (redline)

RECOMMENDATION:

THAT the revised Banking – Policy #2010 and Procedures #2010-PR1; Investment – Policy #2030; Borrowing – Policy #2040, be approved.

SUMMARY:

The Audit and Finance Committee reviewed the policies and procedures at its meeting held on June 30, 2026, and recommends approval by the Board of Governors. Financial Services is seeking Audit and Finance Committee (the committee) endorsement of the revised *Banking – Policy #2010 and Procedures #2010-PR1; Investment – Policy #2030; Borrowing – Policy #2040*, that have been updated as part of the regular policy review cycle. The policies and procedures were reviewed to ensure they remain current, appropriate and aligned with institutional requirements. As part of the review process, and in consultation with the Policy Office, administrative revisions were made to align the policies and procedures with the current policy framework and formatting standards, and for clarity and ease of use; no substantive changes were made to policy intent or requirements. The draft policies have undergone the required consultation process with community feedback taken into consideration in the final drafts being brought forward for approval.

The appendices include draft and redline versions of the draft policies and associated procedures for the committee's review and consideration. As the Investment Standards does not roll up under the Policy Governance Framework, being neither a policy nor procedure, it is being brought forward for approval under a separate decision note.

Banking

[Draft revision]

Policy No:	2010
Version:	2
Category:	Administration
Approval Body:	Board of Governors
Executive Sponsor:	CFO & VP Administration
Entity Responsible:	Financial Services
Directory of Records:	0650-10
Classification:	Finance
Approval Date:	2026 Jun 30 [pending]

Background

BCIT safeguards its cash assets by banking only with regulated banking institutions and ensuring the appropriate level of internal controls are in place on all financial transactions to protect against improper use of BCIT bank accounts.

Purpose

The purposes of this policy are to establish:

- the framework for administration and control of banking agreements;
- procedures for appointing and managing banking service providers;
- procedures for managing bank accounts; and,
- signing requirements for bank transactions.

Application

This policy applies to employees and the Board of Governors. It also contains prohibitions applying to contractors and agents of BCIT.

Scope

This policy governs all bank accounts within the fiduciary responsibility of BCIT.

Related Documents and Legislation

Federal Legislation

Bank Act [SC 1991] c 46

Provincial Legislation

Credit Union Incorporation Act [RSBC 1996] c 82

BCIT Policies

1500 Code of Conduct

2040 Borrowing

Related References

BCIT Board of Governors Governance Manual

Definitions

The following definitions apply to this policy and its associated procedures:

Audit and Finance Committee: means the BCIT Board of Governors standing committee on Audit and Finance.

bank signing officer: means an individual designated in accordance with Procedure 2010-PR1 Banking Procedures to have signing authority on behalf of BCIT for transactions associated with a particular bank account.

Board: means the BCIT Board of Governors.

Guiding Principles

This policy is governed by the following guiding principles which inform how the policy is interpreted or applied.

1. All bank transactions require authorization except deposits.
2. BCIT must use banking service providers regulated by the federal or provincial government.
3. Banking services must be reviewed regularly.
4. No person except BCIT as a corporation may have a bank account associated with BCIT.
5. Bank signing officers must include senior officials and may also include employees from the Department of Financial Services.

Duties and Responsibilities

Employees, Board members, Contractors, and Agents

Except as provided in this policy, employees, Board members, contractors and agents of BCIT may not open or have bank accounts that:

- i. use the names or trademarks of BCIT or its programs and services as part of the account name;
- ii. are used or intended to be used for transacting BCIT business; or,
- iii. are otherwise identified as being associated with BCIT.

Employees receiving cash on behalf of BCIT are responsible for depositing it in accordance with Procedure 2010-PR2 Cash Collection and Handling.

Employees making payments by cheque or electronically must do so in accordance with Procedure 2010-PR1 Banking Procedures.

Bank Signing Officers

Employees and Board members designated as bank signing officers are responsible for managing bank accounts and financial transactions in accordance with Procedure 2010-PR1 Banking Procedures.

Chief Financial Officer & Vice President Administration

The Chief Financial Officer & Vice President Administration has responsibilities relating to

- banking service providers,
- bank accounts, and
- bank signing officers,

as set out in Procedure 2010-PR1 Banking Procedures.

Audit and Finance Committee

The Audit and Finance Committee has responsibilities relating to banking service providers as set out in 2010-PR1 Banking Procedures.

Special Situations

None

Associated Procedures

- 2010-PR1 Banking Procedures
- 2010-PR2 Cash Collection and Handling

Associated Forms

None

Appendices

None

Approval History

		<u>Approval Date</u>	<u>Status</u>
Created:	Policy 2010 version 1	2022 Jun 01	In force
Revised:	Policy 2010 [draft] version 2	2026 Jun 30 [tbd]	Pending approval

Scheduled Review Date

yyyy Mmm dd [TBD upon approval]; however, the policy’s executive sponsor may initiate review at any time.

Banking Procedures

[Draft revision]

Procedure No:	2010-PR1
Version:	2
Policy Reference	2010 Banking
Category:	Administration
Approval Body:	Board of Governors
Executive Sponsor:	CFO & VP Administration
Entity Responsible:	Financial Services
Directory of Records:	0650-10
Classification:	Finance
Approval Date:	2026 Jun 30 [tbd – pending]

Overview

These procedures form part of Policy 2010 Banking.

Objectives

These procedures provide rules and assign responsibilities relating to:

- banking service providers;
- bank accounts;
- bank signing officers; and,
- facsimile signatures and electronic payment approval.

Application

This procedure applies to:

- the Chair of the Board;
- the Audit and Finance Committee, including its Chair;
- the President;
- the Chief Financial Officer and Vice President Administration; and,
- employees designated as bank signing officers.

Definitions

In addition to the definitions in the policy, the following definitions apply to this procedure.

CFO: means the Chief Financial Officer and Vice President Administration.

Procedures

1. Banking Service Providers

- a) Banking service providers must be recognized banking institutions listed in Schedule I or Schedule II of the *Bank Act*, or credit unions incorporated pursuant to the *Credit Union Incorporation Act*.

- b) Banking service providers must be selected using a competitive tendering process based on the optimization of service and costs. The CFO is responsible for managing the process.
- c) Banking service tenders must be evaluated by a committee comprising three employees. The CFO is the committee chair and responsible for selecting its other two members. The results of the evaluation must be provided to the Audit and Finance Committee.
- d) The Audit and Finance Committee is responsible for appointing a banking institution as a banking service provider for BCIT.
- e) The CFO is responsible for negotiating, executing, and managing all banking service agreements, subject to the direction of the Audit and Finance Committee.
- f) At least once every five years the CFO must review the banking services BCIT has received from any banking service providers. The results must be provided to the Audit and Finance Committee. The Audit and Finance Committee may direct the CFO to renegotiate existing agreements with banking service providers.

2. Bank Accounts

- a) The number of bank accounts should be kept to a minimum, consistent with the need for effective and efficient operation and risk and control.
- b) The opening or closing of bank accounts with an appointed banking service provider must be approved by the President and one other bank signing officer.

3. Bank Signing Officers

- a) The following officials are deemed to be bank signing officers for every banking service provider:
 - the Chair of the Board;
 - the Chair of Audit and Finance Committee;
 - the President; and,
 - the CFO.
- b) Two bank signing officers for a banking service provider may, acting jointly, designate an employee in the Department of Financial Services as a bank signing officer for that banking service provider.
- c) The CFO is responsible for maintaining the lists of current bank signing officers with each banking service provider, including removing bank signing officers when appropriate. Bank signing officers that are going on leave or being terminated are to be removed on a timely basis.
- d) The following items may only be approved by two bank signing officers acting jointly:
 - i. cheques, withdrawals, promissory notes, bills of exchange or other banking instruments; and,
 - ii. agreements, documents, and instructions with or in favour of the bank, except for banking service agreements as described in section 1 - Banking Service Providers, above.

4. Facsimile Signatures and Electronic Payment Approval

- a) Facsimile signatures may be used on cheques or other negotiable instruments.
- b) Payments may be made by electronic funds transfer or similar processes provided internal controls are sufficient to ensure the accuracy and validity of payments, as determined by the CFO or their designate.

Associated Forms

None

Appendices

None

Approval History

	<u>Approval Date</u>	<u>Status</u>
Created: Procedure 2010-PR1 version 1	2022 Jun 01	In Force
Revised: Procedure 2010-PR1 version 2 [draft]	2026 Jun 30	Pending approval

Scheduled Review Date

yyyy Mmm dd [tbd – upon approval]; however, the policy’s executive sponsor may initiate review at any time.



Draft Procedure

Cash Collection and Handling [Draft revision]

Procedure No:	2010-PR2
Version:	1
Policy Reference	2010 Banking
Category:	Administration or Educational
Approval Body:	Board of Governors
Executive Sponsor:	CFO & VP Administration
Entity Responsible:	Financial Services
Directory of Records:	0650-10
Classification:	Finance
Approval Date:	2026 June 30 [pending]

Overview

This procedure forms part of Policy 2010 Banking.

Objectives

To describe the procedures for collecting, handling, recording, and depositing cash.

Application

This procedure applies to BCIT Employees and the Board of Governors.

Related Documents

BCIT Policies

Policy 2010 Banking

Procedure

1. General

- a) All cash, cheques, and charge card receipts collected by BCIT must be accurately recorded, safeguarded against loss or theft, and promptly deposited into an Institute bank account. To achieve these goals the following rules must be observed:
 - i. Approved equipment and forms must be used in any area that has a large daily intake of cash.
 - ii. Approved cash handling procedures must be adhered to by all personnel handling cash.
 - iii. Duties must be adequately segregated between cash handling and recording.

- iv. The Supervisor is responsible for ensuring that all persons handling and recording cash are adequately trained in their duties and responsibilities.
- b) Supervisors of each cash handling area must be familiar with these procedures and ensure that all staff involved in the process understand their responsibility for maintaining the accuracy and security of the cash collected and deposited.
- c) If clarification of the following procedures is required, contact the Manager of Accounting Services.
- d) If procedures are changed to reflect unique situations, such changes must be reported in detail to the Manager of Accounting Services.

2. Mail Opening

- a) A mail opening location is to be permanently designated where payments are expected to arrive. The location should be restricted from public view and access.
- b) Where possible, two persons should be in attendance when the mail is opened. Opening and recording the mail should be done by someone other than the cashier; the cashier must not have access to incoming mail.
- c) Any monies or credit card authorizations received by mail are recorded and a copy of the list sent to Financial Services. Incoming cheques should be stamped with the endorsement "for deposit only".

3. Cashiering and Balancing

- a) Access to the cash register should be limited to the cashier on duty.
- b) No disbursements are to be made from the cash register.
- c) Refunds are to be approved by the Supervisor on duty.
- d) Incoming cash and cheques received by mail are to be processed through the cash register on the day received. The daily receipts should remain intact and processed as a batch. Any items that cannot be processed with the original batch must be documented as to the reason for the delay.
- e) Cheques:
 - i. must be reviewed to ensure they are not post-dated or stale-dated;
 - ii. second-party cheques not payable to BCIT must not be accepted;
 - iii. should not be made payable for an amount greater than the service or goods being paid for;
 - iv. change is not to be disbursed for payments made by cheque.
- f) Voids, over rings, etc. should be approved by someone other than the cashier. Voided slips should be attached to the Cash Report each day.
- g) At the end of each day, the cashier is to tally the cash received and point of sales transactions for the day, deduct the float, prepare the charge slip, add the Cash Report, sign it, and turn the cash over to the Supervisor.

- h) The Supervisor must balance (reconcile) the tally to the system totals. On agreement of the tally and totals, the Supervisor signs the Cash Report.
- i) The Cash Report and monies should be deposited directly to the bank or delivered to Financial Services daily. Departments regularly handling cash should use the direct deposit procedure. Departments with infrequent cash collections should deliver the monies directly to Financial Services.
- j) On the Burnaby Campus, any monies not delivered to the bank or Financial Services by 4:30 p.m. are to be kept in a safe. The number of people with access to the safe is to be kept to a minimum.
- k) Cash is to be delivered in person to the night deposit or to Financial Services by security personnel, pre-arranged with the Manager of Security (Safety, Security, and Emergency Management).
- l) On satellite campuses, any monies not delivered to the bank are to be kept in the campus safe. The number of people with access to the safe is to be kept to a minimum.

4. Recording and Depositing

- a) All cash received by Financial Services is to be deposited daily in an Institute bank account.
- b) Whenever possible the duties of preparing the deposit for the bank and preparing the resulting accounting entries should be segregated.

5. Miscellaneous Collections

Departments that collect small amounts of money infrequently and not having a cash register must adequately document the nature of the funds and ensure the money is delivered promptly to Financial Services.

Receipts must be issued for cash collected and not processed through a cash register.

6. Training of Staff

A current operational procedures manual should be available to all staff involved in cash collection and handling. The manual must give step by step instructions. *Cashiers and other staff involved in cashiering must be familiar with the contents of the manual.*

A generalized cashier's manual is available. The Financial Services Department can assist in the development of cashiering procedures manuals.

Associated Forms

None

Appendices

None

Approval History

	<u>Approval Date</u>	<u>Status</u>
Created: 2009-PR1 version 1	1988 Jun 28	Replaced
Revised: 2009-PR1 version 2	1998 Mar 16	Replaced
Revised: 2009-PR1 version 3	2003 Jun 19	Replaced
Revised: 2009-PR1 version 4	2010 Jul 30	Replaced
Revised: 2009-PR1 version 5	2023 Apr 04	In Force
Revised as: 2010-PR2 [draft] version 1	2026 Jun 30 [tbd]	Pending approval

Scheduled Review Date

yyyy Mmm dd [tbd – upon approval]; however, the policy's executive sponsor may initiate review at any time.

DRAFT

Investments**[Draft revision]**

Policy No:	2030
Version:	4
Category:	Administration
Approval Body:	Board of Governors
Executive Sponsor:	CFO & VP Administration
Entity Responsible:	Financial Services
Directory of Records:	0650-10
Classification:	Finance
Approval Date:	2026 Jun 30 [pending]

Background

BCIT recognizes that it receives public funds and invests prudently to preserve capital and ensure liquidity while maximizing returns. Ethical investment considerations form an integral part of the Institute's values.

Purpose

The purposes of this policy are:

- to establish an investment philosophy that reflects BCIT's risk tolerance;
- to establish a process governing investment strategies; and,
- to delegate authority for making and managing investments.

Application

The policy applies to the Audit and Finance Committee of the Board of Governors, the President, the Chief Financial Officer and Vice-President Administration, and employees in Financial Services.

Scope

This policy applies to all BCIT investments except for those managed by the BCIT Foundation or by the British Columbia Investment Management Corporation (BCI).

Related Documents and Legislation**Provincial Legislation**

Trustee Act [RSBC 1996] c 465

Standards

Public Sector Accounting Standards

Definitions

The following definitions apply to this policy and its associated procedures.

Audit and Finance Committee (“AFC”): means the BCIT Board of Governors standing committee on Audit and Finance.

CFO: means the Chief Financial Officer and Vice President Administration.

Department: means BCIT’s Department of Financial Services.

investments manager: means an external investment firm or professional managing BCIT’s long-term investments and includes fund managers and asset managers.

investment standards: means the standards set out in Procedure 2030-PR1 Investment Standards.

long-term investments: means funds invested for longer than one year.

short-term investments: means funds invested for less than one year.

Guiding Principles

1. BCIT’s fundamental objectives for investing are, in order of priority:
 - a. preserving capital;
 - b. ensuring liquidity; and,
 - c. maximizing total rate of return on assets, including both income and capital appreciation.
2. BCIT only invests with firms and in securities that meet prudent investing standards.
3. Sufficient cash funds must be maintained to meet operating requirements.
4. Investment strategies should:
 - a. facilitate flexibility;
 - b. promote diversification by asset class, and within asset classes among economic sectors, industry, quality, and size; and,
 - c. consider investment managers’ outlooks for interest rates and equity-market returns.
5. Return on investment is measured by the total return concept including interest and dividend income and capital gains (or losses).
6. Cash is managed by the Department of Financial Services.
7. Short-term and long-term investments are managed by an approved investment manager.
8. Voting rights associated with long-term securities are delegated to the assigned investment manager.
9. The Institute seeks to manage its investments ethically and in a socially responsible manner. It does not wish to profit from, or provide capital to, activities that are inconsistent with its values or strategic plan.

Duties and Responsibilities**Audit and Finance Committee**

The AFC is responsible, on advice from the President and CFO, for approving investment strategies reflecting this policy's Guiding Principles and investment standards.

President

The President delegates authority to the CFO in respect of contracts with investment managers (see below).

The President is also responsible for ensuring conformance with the Guiding Principles.

Chief Financial Officer and Vice President Administration

The CFO is authorized to negotiate, execute, and manage contracts of service with investment managers on behalf of BCIT.

The CFO, or delegate, is also responsible for:

- promoting the Guiding Principles and compliance with investment standards;
- providing advice to the Audit and Finance Committee on investment strategies;
- obtaining advice from investment managers on investment strategies for short-term and long-term securities,
- directing investment managers to implement approved investment strategies for short-term and long-term securities and to comply with investment standards;
- providing direction to investment managers on managing any attributes of securities that do not relate directly to investing;
- directing Department staff to implement approved investment strategies for short-term securities and to comply with investment standards; and,
- reporting to the AFC on the status of investments, including returns.

Special Situations

None apply

Associated Standards

Investment Standards

Associated Forms

None

Appendices

None

Approval History

	<u>Approval Date</u>	<u>Status</u>
Created: 2030 Investments version 1	2012 Nov 27	Replaced
Revised: 2030 Investments version 2	2014 Nov 25	Replaced
Revised: 2030 Investments version 3	2022 Jun 01	In Force
Draft revision: 2030 Investments version 4	2026 Jun 30 [tbd]	Pending approval

Scheduled Review Date

YYYY Mmm dd [tbd – upon approval]; however, the policy’s executive sponsor may initiate review at any time.

DRAFT

Borrowing

[Draft revision]

Policy No:	2040
Version:	2
Category:	Administration
Approval Body:	Board of Governors
Executive Sponsor:	CFO & VP Administration
Entity Responsible:	Financial Services
Directory of Records:	0650-10
Classification:	Finance
Approval Date:	2026 Jun 30 [tbd - pending]

Background

BCIT manages its borrowing to minimize risk and exposure and in accordance with the Public Sector Accounting Standards.

Purpose

This policy establishes under what circumstances BCIT may borrow and the authority required for borrowing.

Application

This policy applies to the Board of Governors, the President, and the Chief Financial Officer and Vice President Administration. It also prohibits Employees from borrowing on behalf of BCIT.

Scope

This policy applies to all BCIT borrowing, as defined below.

Related Documents and Legislation

Provincial Legislation

College and Institute Act [RSBC 1996] c 52

Standards

Public Sector Accounting Standards

Other

BCIT Board of Governors Governance Manual

Definitions

The following definitions apply to this policy and its associated procedures:

borrowing: includes all financial borrowing arrangements such as financial loans, finance facilities, and guarantees for indebtedness of other parties. It does not include borrowing

by way of normal buyer's trade credit where such credit is generally commercially available and is wholly payable within one year or the business use of credit cards.

capital: has the same meaning as in the Public Sector Accounting Standards.

CFO: means the Chief Financial Officer and Vice President Administration.

debenture: means a financial instrument, secured or unsecured, that is:

- a. in bearer or registered form;
- b. commonly traded on financial markets; and,
- c. a type of debt.

long-term borrowing: means borrowing that is not wholly repayable within one year.

Ministry: means the Ministry of Post-Secondary Education and Future Skills or the ministry for post-secondary education in British Columbia, however named.

short-term borrowing: means borrowing that is wholly repayable within one year.

Policy Statements

Borrowing Code

1 General

- a. All BCIT borrowing must be in accordance with this policy.
- b. BCIT may not borrow from any director, officer, or employee.

2 Purposes for Borrowing

- a. Short-term borrowing is permitted only to meet operating expenses or for financing large capital projects.
- b. Long-term borrowing is permitted for the financing of large capital projects.

3 Approval and Agreements

- a. The CFO, or their delegate, must evaluate all prospective borrowing agreements and inform the Board of Governors.
- b. All borrowing must be approved by the Board of Governors and the Ministry.
- c. Issuance of debentures must be approved by the Board of Governors.
- d. The CFO, with the President, is responsible for executing and managing all borrowing agreements, subject to the direction of the Board of Governors.

4 Security and Guarantees

- a. Borrowing to finance capital acquisitions may be secured by capital assets, subject to paragraphs 4b and 4c, below.
- b. Existing capital assets, including real property, may be pledged as security for borrowing only with Board of Governors and Ministry approval.
- c. Real property may be mortgaged only with Ministry approval.

d. A debt guarantee is a form of borrowing and is subject to this policy.

Duties and Responsibilities

Board of Governors

Is responsible for approvals and providing direction to the President and CFO, as set out in the Borrowing Code above.

President

With the CFO, is responsible for evaluating and executing all borrowing agreements as set out in the Borrowing Code above.

Chief Financial Officer and Vice President Administration

Is responsible for evaluating, executing, and managing borrowing agreements as set out in the Borrowing Code above. The evaluation and execution of borrowing agreements is done with the President.

Special Situations

None

Associated Procedures

None

Associated Forms

None

Appendices

None

Approval History

		<u>Approval Date</u>	<u>Status</u>
Created:	Policy 2040 version 1	2022 Jun 01	In Force
Revised:	Policy 2040 version 2 [draft]	2026 Jun 30 [tbd]	Pending approval

Scheduled Review Date

YYYY Mmm dd [tbd – upon approval]; however, the policy’s executive sponsor may initiate review at any time.



DECISION NOTE June 17, 2026

PREPARED FOR: Board of Governors

PREPARED BY: Navida Suleman, Chief Financial Officer and VP, Administration
Shera Clement, Financial Controller

ISSUE: Investment Standards – Procedure #2030-PR1

APPENDICES:

1. Appendix A: Investment Standards – Procedure #2030-PR1 (draft)
2. Appendix B: Investment Standards – Procedure #2030-PR1 (redline – In Aprio)

RECOMMENDATIONS:


THAT the Investment Standards – Procedure #2030-PR1 and approve the revised Investment Standard, to be managed outside the BCIT Policy framework, be approved.

SUMMARY:

The Audit and Finance Committee reviewed the procedures at its meeting held on June 30, 2026, and recommends approval by the Board of Governors. The revised Investment Standards reinforces BCIT's approach of prioritizing moderate growth with low volatility, consistent with its fiduciary responsibilities and long-term financial sustainability. Diversification remains a core principle for managing portfolio risk, supporting stability across varying market conditions.

The Standards continue to emphasize investment in readily marketable securities, ensuring sufficient liquidity to meet operational disbursement requirements and commitments. Updates also clarify the relationship between investment objectives, risk tolerances and constraints, and refine the asset allocation ranges.

Overall, the revisions strengthen alignment between BCIT's investment practices and its governance expectations, while maintaining a prudent and disciplined approach to managing financial assets. Following consultation with the Policy Office, the Investment Standards have been determined not to meet the definition of procedures under Policy Development and Maintenance - Policy #1000. As a result, it is recommended that they be maintained outside of the BCIT policy framework.

 BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY		<i>Draft Statement</i>
Investment Standards		
[Draft revision]		
Version:	2	
Policy Reference	2030 Investments	
Category:	Administration	
Approval Body:	Board of Governors	
Executive Sponsor:	CFO & VP Administration	
Entity Responsible:	Financial Services	
Classification:	Finance	
Approval Date:	2026 Jun 30 [tbd – pending]	

Objective

These Standards establish requirements that support the Institute’s fundamental investing objectives of preserving capital and ensuring liquidity. The approach prioritizes moderate growth with low volatility, consistent with BCITs fiduciary responsibilities and long-term financial sustainability.

Application

These Standards apply to all employees and contractors making and managing BCIT investments.

Standards

1 General Requirements

- a) All investments must comply with government requirements including the *Trustee Act* and the Public Sector Accounting Standards.
- b) The minimum acceptable credit rating on any security is BB (low) or R2 (low) by Morningstar DBRS, or equivalent by S&P or Moody’s.
- c) The maximum acceptable exposure to corporate bonds is 50%.
- d) The maximum exposure to any single non-government issuer is limited to 10% of the market value of the portfolio.
- e) Derivative instruments must not be used for speculative or leverage purposes, but may be used for hedging purposes.

Investment Standards

	Lower Bound	Target Mix %	Upper Bound	Benchmark
Canadian Government Bonds		40%		FTSE Canada Universe Bond Index
Canadian Corporate Bonds				
Commercial Mortgages		20%		FTSE Canada Short Term Bond Index +0.5%
High Yield Bonds		10%		30% BofAMLBBUS High Yield Index + 30% BofAMLBBUS High Yield Index (CAD hedged) + 30% FTSE Canada Corporate BBB Bond Index + 10% BofAMLBB-B Canada High Yield Index
Total Fixed Income	60%	70%	80%	
Canadian Equity		10%		S&P/TSXCapped Composite Index
Global Equity		20%		MSCI ACWI Index (Net) (CAD)
Total Equity	20%	30%	40%	
Total Portfolio	100%			

BCIT's portfolio will be diversified both by asset class and within asset classes. Within each asset class, securities will be diversified amongst economic sector, industry, quality, and size.

2 Short-Term Securities Requirements

Short-term securities are limited to:

- a) Treasury Bills and other securities issued or guaranteed by the federal government, provinces, or municipalities of Canada including their agencies and crown corporations;
- b) Banker's Acceptances and other bank and trust company obligations or deposits;
- c) corporate and asset-backed commercial paper;
- d) fixed-income investments with an effective term to maturity of less than 365 days; and,

3 Long-Term Securities Requirements

- a) The maximum effective term to maturity for any long-term security is 5.5 years.
- b) Fixed-income securities are limited to:
 - i. securities issued or guaranteed by the federal government, provinces, or municipalities of Canada including their agencies and crown corporations;
 - ii. Canadian corporate bonds;
 - iii. mortgage and other asset-backed securities; and,
 - iv. investment grade foreign-issued Canadian pay securities.

Investment Standards

- c) Equity securities are limited to:
 - i. common and preferred shares listed on a recognized stock exchange;
 - ii. rights, subscription receipts, warrants, and IPOs to be listed on a recognized stock exchange; and,
 - iii. income trusts.
- d) Funds are limited to those that invest primarily in the approved investments described above, including pooled and mutual funds, exchange-traded funds, and index participation units.

Approval History

	<u>Approval Date</u>	<u>Status</u>
Created: Investment Standards 2030-PR1 version 1	2022 Jun 01	In Force
Revised: Investment Standards version 2 [draft]	2026 Jun 30 [tbd]	Pending

Note: after revocation of 2030-PR1 in June 2026, version 2 of Investment Standards is a standalone “standards” document.



DECISION NOTE June 30, 2026

PREPARED FOR: Board of Governors

PREPARED BY: Navida Suleman, Chief Financial Officer and VP, Administration
Shera Clement, Financial Controller

ISSUE: Capital Asset – Policy #2004; Restricted Fund – Policy #2020 and Procedure - #2020-PR1

APPENDICES:

1. Appendix A: Capital Asset - Policy #2004 (draft)
2. Appendix B: Capital Asset - Procedure #2004-PR1 (new)

Note for 1 and 2: the updates from the June 16, 2026 submission, include added language on school and department duties, and to correct a transposition error in the capital threshold table between computer software and computer hardware.

3. Appendix C: Restricted Funds - Policy #2020 (draft)
4. Appendix D: Restricted Funds - Procedure #2020-PR1 (draft)

The following redline versions are filed separately in Aprio (they are not included in the meeting package)

5. Appendix E: Capital Asset - Policy #2004 (redline)
6. Appendix F: Restricted Funds - Policy #2020 (redline)
7. Appendix G: Restricted Funds - Procedure #2020-PR1 (redline)

RECOMMENDATION:

THAT the revised *Capital Asset – Policy #2004, with new associated Procedure #2004-PR1, and Restricted Fund – Policy #2020 and Procedure #2020-PR1, be approved.*

SUMMARY:

The Audit and Finance Committee reviewed the revisions at its meeting held on June 30, 2026, and recommends approval by the Board of Governors. Financial Services is seeking Audit and Finance Committee endorsement of the revised Capital Asset and Restricted Funds Policies, together with their associated procedures, following completion of the standard consultation review process. The proposed revisions are intended to ensure the policies remain current, aligned with institutional requirements, and are informed by post-secondary and public sector best practice.

In support of this review, Financial Services obtained external input from PricewaterhouseCoopers and consulted with key internal policy users to assess the policy clarity, practicality, and alignment with operational needs. Administrative updates were also

made in consultation with the Policy Office to align the documents with BCIT's current policy framework and formatting standards. The table below summarizes the substantive changes proposed in each of the draft policies and associated procedures. Clean and blacklined of the draft policies and procedures are included, as applicable, in the appendices for the Committee's review.

Standard consultation is scheduled to conclude on June 11, 2026. Any additional substantive feedback arising from the standard consultation process will be brought forward to the Audit and Finance Committee at the June 30, 2026 meeting.

Policy/Procedure	Substantive Change
Capital Asset Policy	Expanded the policy framework to clarify budget and approval requirements for capital spending, strengthen oversight of land and building disposals, incorporate environmental and social responsibility considerations, and further define roles and responsibilities.
Capital Asset Procedure	Established new procedures to provide a consistent approach for planning, acquisition, management, and disposal of BCIT capital assets.
Restricted Funds Policy	Revised the policy to strengthen the governance framework by moving key items/direction from procedure into policy and clarifying expectations beyond roles and responsibilities.
Restricted Funds Procedures	Reorganized the procedures to clearly lay out the steps for establishing a restricted fund and for the ongoing administration of the funds.

Capital Assets [Draft revision]

Policy Number:	2004
Version:	6 [draft]
Category:	Administration
Approval Body:	Board of Governors
Executive Sponsor:	CFO & Vice-President Administration
Entity Responsible:	Financial Services
Directory of Records:	0650-10
Classification:	Finance
Approval Date:	2026 Jun 30 [tbd / pending]

Background

BCIT is committed to effective stewardship of its capital assets, to the protection of Institute investments, and to the transparent and sustainable allocation of its resources. This requires accountability, accurate financial reporting, and long-term planning.

Purpose

The purposes of this policy are to:

- Provide direction for the acquisition, management, and disposal of capital assets.
- Ensure accurate financial reporting and accountability for capital assets.
- Promote responsible stewardship and best use of Institute resources.
- Comply with Generally Accepted Accounting Principles and the Public Sector Accounting Standards of CPA Canada.

Application

This policy applies to the Board of Governors and BCIT employees.

Related Documents and Legislation

Provincial Legislation

College and Institute Act [RSBC 1996] c 52 (“the Act”)

Industry Standards

CPA Canada Public Sector Accounting Handbook

BCIT Policies

1010 Economic, Social and Environmental Sustainability

2003 Purchasing

2502 Signing Authority

7000 Gift Acceptance

7170 Protection of Equipment and Property

Definitions

The following definitions apply to this policy and its associated procedures:

Amortization: means the allocation of an expense for the effective utilization and reduction in value of a Capital Asset over the course of its expected life span. BCIT follows the Straight-Line Amortization Method.

Arm's Length: means a transaction between independent parties acting solely in their own interest, without one influencing or controlling the other. These transactions reflect Fair Market Value.

Capitalization: means, in accounting, recording an expenditure as an asset, allowing for the cost to be spread over its useful life through Amortization. Capital Assets are recorded in the Capital Asset Register according to the asset categories outlined in Schedule A.

Capital Lease: means a lease transferring substantially all the benefits and risks inherent in ownership of property to BCIT, in which one or both of the following conditions must be met:

- there is reasonable assurance that BCIT will obtain ownership of the leased property at the end of the lease term;
- the lease term is of such duration that BCIT will receive substantially all of the expected economic benefits derived from the use of the leased property over its life span.

Fair Market Value: means the amount of consideration that would be agreed upon in an Arm's Length transaction between knowledgeable and willing parties under no compulsion to act. BCIT may obtain independent appraisal to help determine Capital Asset's Fair Market Value.

Capital Asset: means an asset having physical substance, whether purchased, donated, or leased, that:

- has a useful life exceeding one year and is intended to be used on a continuing basis, and
- is not intended for sale in the ordinary course of operations.

Capital Asset Register: means an accounting record tracking the Institutes Capital Assets, including each Capital Asset's acquisition cost, current value, location and depreciation. It serves as the central database for monitoring assets from acquisition to disposal, providing accurate information for financial reporting, auditing and regulatory compliance.

Infrastructure-related: means the foundational systems and facilities essential for the campus to function and prosper, including physical assets like buildings, utilities (water, sewer, electricity) and telecommunications.

Threshold: means the minimum cost an asset must have to be recorded as a Capital Asset on

the statement of financial position. Capital Assets not meeting this threshold are generally expensed in the year they are purchased. Refer to Schedule A for the BCIT established Thresholds.

Useful Life: means the estimated time a Capital Asset is expected to produce or generate economic benefits directly or indirectly for the Institute. A Capital Asset's useful life is generally the shortest of its physical, technological, commercial or legal lifespan subject to management discretion.

Valuation: means the recording at cost, if cost is available, plus all additional charges necessary to place the asset in its intended location and condition for use. Such additional costs may include but are not limited to freight and installation costs, import duties and non-refundable indirect taxes. The cost of donated Capital Assets will equal the Fair Market Value of the asset at the date of acceptance.

Policy Statements

Acquisition of Capital Assets

Capital Asset purchases must fall within an approved capital budget. For unbudgeted Capital Asset purchases, prior approval by the CFO (or delegate) must be obtained before incurring the expenditures.

Capital Leases are a form of debt and are subject to Policy 2040 Borrowing. The CFO, or their delegate, must evaluate all prospective borrowing agreements and provide their recommendations to the Board of Governors.

Disposal of Capital Assets

Disposal of Capital Assets must be done at Fair Market Value and in accordance with 2004-PR1 Capital Asset Procedure.

Land and Buildings require the approval of the Board of Governors and the consent of the Minister of Infrastructure* prior to disposal.

Confidential, personal or other sensitive information must be removed from any assets, equipment, or media prior to disposal.

**Per Part 6 Section 50 (2) of the Act, BCIT requires the consent of the minister to acquire and dispose of land or buildings.*

Environment and Social Governance

The Institute aims to incorporate sustainable solutions for responsible management and disposal of its Capital Assets in accordance with Policy 1010 Economic, Social and Environmental Sustainability. Department Managers must coordinate with Logistics to dispose of Capital Assets. Assets will be sold through public auction, direct sale, recycled, or disposed of based on the age and market value of the asset.

Duties and Responsibilities

Board of Governors

- Approves the Institute's capital plans and budgets.

- Approves the acquisition and disposal of Land and Buildings following obtaining consent of the Minister of Infrastructure.

CFO and Vice-President Administration

- Provides strategic oversight of Institute Capital Asset planning and budgeting process and recommends capital plans and budgets to the Board of Governors for approval.
- Assesses the need to acquire unbudgeted capital assets due to Institute critical or emergency needs, or both, within delegated signing authority limits.

Financial Services

- Maintain the central Capital Asset Register, including acquisition, disposal, and amortization schedules.
- Ensure Capital Assets are recorded and reported in accordance with Public Sector Accounting Standards (PSAS).
- In collaboration with Campus Planning and Facilities, prepare and submit all regular and ad hoc reports to the Ministry.
- Coordinate regular physical inventory counts of Capital Assets with Department Managers.
- Regularly review the minimum capitalization thresholds (as outlined in Schedule A) to balance financial reporting and operational needs.

Campus Planning and Facilities

- Develop and maintain the Institute's Capital Plans, including identifying proposed and completed Capital Asset renewals, upgrades, maintenance and new infrastructure needs.
- Plan, build, and maintain all Infrastructure-Related Capital Assets.
- Ensure that infrastructure planning aligns with asset lifecycle management and sustainability goals.

Information Technology Services (ITS)

- Manage the acquisition, deployment, and tracking of IT hardware and software.

School or Department

- Identify Capital Asset needs early in the planning and budgeting cycle.
- Identify and report all capital acquisitions, transfers, impairments, and disposals to the Financial Services Department in a timely manner.
- Appropriate safeguarding of Capital Assets under their custody.
- Obtain all applicable approvals prior to purchase and disposal of an asset.

Special Situations

None apply

Associated Procedures

2004-PR1 Capital Asset Procedures [new: draft]

Associated Forms

Refer to 2004-PR1 Capital Asset Procedures.

Appendix

Schedule A (below)

Approval History

		<u>Approval Date</u>	<u>Status</u>
Created:	Capital Asset v1	1988 Jun 28	Replaced
Revised:	Capital Asset v2	1998 Mar 16	Replaced
Revised:	Capital Asset v3	2003 Jun 16	Replaced
Revised:	Capital Asset v4	2010 Sep 21	Replaced
Revised:	Capital Asset v5	2023 Apr 04	In Force
Revised:	Capital Assets v6 [draft]	2026 Jun 30 [tbd]	Approval pending

Scheduled Review

[YYYY Mmm dd – tbd upon approval]; however, the policy's executive sponsor may initiate review at any time.

Schedule A

Asset Category	Minimum Capitalization Threshold
Land	N/A
Building	\$100,000
Leasehold Improvement & Renovation	\$30,000
Furniture & Equipment	\$15,000
Computer Software	\$30,000
Computer Hardware	\$15,000

Capital Asset Procedures**[New: draft]**

Procedure Number: 2004-PR1
 Version: 1
 Policy Reference: 2004 Capital Assets
 Category: Administration
 Approval Body: Board of Governors
 Executive Sponsor: CFO & Vice-President Administration
 Entity Responsible: Financial Services
 Directory of Records: 0650-10
 Classification: Finance
 Approval Date: 2026 Mmm dd [tbd / pending]

Objective

This procedure forms part of BCIT Policy 2004 Capital Assets and supports the management and accountability over the lifecycle of a Capital Asset, while ensuring compliance with financial and regulatory requirements.

Application

This procedure applies to all BCIT employees involved in acquiring, managing, tracking, disposing of, and overseeing the use of Capital Assets within the Institute.

Related Documents and Legislation**Provincial Legislation**

College and Institute Act [RSBC 1996] c 52 (“the Act”)

Industry Standards

CPA Canada Public Sector Accounting Handbook

BCIT Policies

1010 Economic, Social and Environmental Sustainability

2003 Purchasing

2502 Signing Authority

7000 Gift Acceptance

7170 Protection of Equipment and Property

Definitions

The following definitions apply to this policy and its associated procedures.

Amortization: means the allocation of an expense for the effective utilization and reduction in

value of a Capital Asset over the course of its expected life span. BCIT follows the Straight-Line Amortization Method.

Arm's Length: means a transaction between independent parties acting solely in their own interest, without one influencing or controlling the other. These transactions reflect Fair Market Value.

Capital Asset: means an asset having physical substance, whether purchased, donated, or leased, that:

- has a useful life exceeding one year and is intended to be used on a continuing basis, and
- is not intended for sale in the ordinary course of operations.

Capital Asset Register: means an accounting record tracking the Institute's Capital Assets, including each Capital Asset's acquisition cost, current value, location and depreciation. It serves as the central database for monitoring assets from acquisition to disposal, providing accurate information for financial reporting, auditing and regulatory compliance.

Capital Lease: means a lease transferring substantially all the benefits and risks inherent in ownership of property to BCIT, in which one or both of the following conditions must be met:

- there is reasonable assurance that BCIT will obtain ownership of the leased property at the end of the lease term;
- the lease term is of such duration that BCIT will receive substantially all of the expected economic benefits derived from the use of the leased property over its lifespan.

Capitalization: means, in accounting, recording an expenditure as an asset, allowing for the cost to be spread over its useful life through Amortization. Capital Assets are recorded in the Capital Asset Register according to the asset categories in Schedule A.

Fair Market Value: means the amount of consideration that would be agreed upon in an Arm's Length transaction between knowledgeable and willing parties under no compulsion to act. BCIT may obtain independent appraisal to help determine Capital Assets' Fair Market Value.

Infrastructure-related: means the foundational systems and facilities essential for the campus to function and prosper, including physical assets like buildings, utilities (water, sewer, electricity) and telecommunications.

Straight Line Amortization Method: means spreading the Amortization costs equally over the useful life of the Capital Asset, calculated by dividing the Capital Asset's cost (minus salvage value, if applicable) by its useful life.

Threshold: means the minimum cost an asset must have to be recorded as a Capital Asset on the statement of financial position. Capital Assets not meeting this threshold are generally expensed in the year they are purchased. Refer to Schedule A for the BCIT established Thresholds.

Useful Life: means the estimated time a Capital Asset is expected to produce or generate economic benefits directly or indirectly for the Institute. A Capital Asset's useful life is generally the shortest of its physical, technological, commercial, or legal lifespans, subject to management discretion.

Valuation: means the recording at cost, if cost is available, plus all additional charges necessary to place the asset in its intended location and condition for use. Such additional costs may include but are not limited to freight and installation costs, import duties and non-refundable indirect taxes. The cost of donated Capital Assets will equal the Fair Market Value of the assets at the date of acceptance.

Procedures

1. Capital Planning – Infrastructure-related Assets

- a) The Campus Planning & Development Committee is responsible for reviewing and recommending new Infrastructure-Related projects to proceed with a feasibility study and Class D estimate.
- b) In most cases, the feasibility study and Class D estimate is submitted for notional approval by Campus Planning & Development Committee.
- c) Once notional approval is received, the Institute will develop a business case and Class C estimate. The business case should define the problem or opportunity, demonstrate strategic alignment, outline project scope and alternatives considered, identify key risks and provide a comprehensive financial analysis including but not limited to total project cost, operating impact, and funding source.
- d) Business cases with capital project value above \$1 million should be submitted to the Audit and Finance Committee and Board of Governor approval before submission to the Ministry of Infrastructure.
- e) In all cases, the Institute will abide by the framework and requirements of the Ministry of Infrastructure.

2. Acquisition

- a) Capital purchases must fall within a Board approved capital budget. Unbudgeted Capital Asset purchases require prior approval by the CFO (or delegate) to assess the Institute's critical or emergency need, or both.
- b) The recorded cost of a Capital Asset is the gross amount of consideration paid to acquire the asset. This includes all non-refundable taxes and duties, freight and delivery charges, design, assembly, installation, construction and site preparation costs, etc., net of any trade discounts or rebates.
- c) Capital assets not meeting the minimum capitalization threshold are expensed in the year purchased. See Schedule A for BCIT established capitalization thresholds.
- d) Constructed asset cost includes all costs directly attributable to the asset (e.g. construction, architectural and other professional fees). Interim financing costs incurred while constructing the asset are to be capitalized as part of the cost of the asset.

- e) The cost of donated or contributed assets that meet the criteria for capitalization shall be recorded at their fair market value at the date received. See BCIT policy 7000 Gift Acceptance for donated assets.
- f) Some asset leases may be considered Capital Leases. Capital Leases are considered a form of debt, therefore require pre-approval from the Financial Controller prior to commitment. See [Lease Classification Decision Tree](#) for guidance on how to determine if a lease is Capital or Operating for the purposes of accounting.

3. Amortization and Valuation

- a) The cost, less any residual value, of a tangible capital asset will be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. BCIT uses the Straight-Lined Amortization Method.
- b) Land is capitalized and not amortized due to its unlimited useful life.
- c) Useful life is generally the shortest of the asset's physical, technological, commercial or legal life.
- d) Amortization begins when the asset is placed into service. No amortization is recorded on a capital asset that is under construction or one that has been removed from service but not yet disposed of.
Financial Services will coordinate regular inventory counts to ensure accuracy of the Capital Asset Register. This may also include asset condition reports and review of remaining useful life estimates. Useful life estimates may be revised when deemed appropriate.

4. Disposal

- a) The CFO (or delegate) is responsible for obtaining the consent of the Minister and the BCIT Board prior to dispose or transfer of land or buildings.
- b) For all other requests to dispose of capital asset, the department or school must submit a Disposal Form to Corporate Services, who will determine the most appropriate means of disposal with an aim to incorporate sustainable solutions, where possible.
- c) When an asset is disposed of, the cost and accumulated amortization shall be removed from the accounting records and any gain or loss is recorded. The school or department will bear the cost of disposal, if any.
- d) Once the Capital Asset is physically removed, the department or school must confirm the disposal with Financial Services by providing the asset description and effective disposal date so the Capital Asset Register can be adjusted.

Associated Forms

[Disposition Form](#)

Approval History

	<u>Approval Date</u>	<u>Status</u>
Created: 2004-PR1 v.1 Capital Asset Procedures [draft]	2026 Jun 30 [tbd]	Pending

Schedule A

Asset Category	Minimum Capitalization Threshold
Land	N/A
Building	\$100,000
Leasehold Improvement & Renovation	\$30,000
Furniture & Equipment	\$15,000
Computer Software	\$30,000
Computer Hardware	\$15,000

Restricted Funds**[Draft revision]**

Policy Number:	2020
Version:	6
Classification:	Administration
Approval Body:	Board of Governors
Executive Sponsor:	CFO & Vice-President Administration
Entity Responsible:	Financial Services
Directory of Records:	0650-10
Category:	Finance
Approval Date:	2026 Jun 30 [tbd/pending]

Background

BCIT uses Restricted Funds for the purposes stipulated by the External Contributor, such as the government agency, donor, or third-party grantor. Restricted Funds are accounted for separately to ensure transparency, accountability, and compliance with the terms and conditions of the restriction.

Purpose

This policy establishes a framework for BCIT's stewardship responsibilities over Restricted Funds. It ensures that all Restricted Funds are:

- spent in accordance with the terms and conditions established by External Contributors;
- properly accounted for in compliance with Canadian Public Sector Accounting Standards (PSAS); and,
- effectively managed to support the Institute's accountability, transparency and public trust obligations.

Application

This policy applies to all BCIT Employees, including the BCIT Foundation.

Related Documents**Industry Standards**

CPA Canada Public Sector Accounting Handbook

BCIT Policies

1500 Code of Conduct

2502 Signing Authority

7000 Gift Acceptance

Definitions

The following definitions apply to this policy and its associated procedures:

Donors: are a type of External Contributor.

External Contributor: means an individual, organization, or entity outside BCIT (not an employee, board member, internal department, or related organization) providing resources in the form of funding.

Internally Restricted Funds: means funds that have been set aside by the Board of Governors for a specific purpose. These restrictions are not imposed by External Contributors and are not legally binding. BCIT may change or remove the restrictions as it sees fit.

PSAS: means the Canadian CPA Public Sector Accounting Standards.

Restricted Funds: means resources subject to restrictions imposed by legislation, by contributors, or by other authorities limiting how the funds can be used. These external restrictions must be clearly communicated and are binding upon BCIT. Restricted funds include endowments, scholarships, conditional grants, and funds for research or infrastructure.

Restricted Fund Agreements: means legally binding contracts that clearly communicate restrictions on how funds are to be used.

Guiding Principles

Restricted Fund Agreements must offer benefits to BCIT not otherwise available from existing BCIT funds, providing additionally: academic benefits to faculty, educational opportunities for students, resources, equipment, or facilities.

In accordance with PSAS, BCIT does not recognize Restricted Funds as revenue until the conditions for their use are met. This may result in Restricted Funds being deferred to a future year.

Policy Statements

1. All Restricted Fund Agreements, except Ministry funding agreements, must be reviewed by the Corporate Services team to ensure compliance with Institute policies including Policy 2502 Signing Authority. Amendments to existing Restricted Fund Agreements must follow Corporate Service's formal contract amendment process.
2. Restricted Fund Agreements in the form of a gift or donation are to flow through the BCIT Foundation and must comply with Policy 7000, Gift Acceptance.
3. The BCIT Foundation, as a subsidiary of BCIT, is not considered an external party for accounting purposes and therefore is not able to impose external restrictions on funds they distribute to BCIT.
4. Internal restrictions can be placed on accumulated surplus funds through a Board of Governors resolution to designate Internally Restricted Funds. These are not Restricted Funds for the purpose of accounting and therefore are treated differently to Restricted Funds.
5. Where the BCIT Foundation receives gifts and donations from Donors with imposed restrictions on how the funds are to be used, the imposed restrictions pass to BCIT at the time the funds are distributed/allocated to BCIT for use.

6. Donors shall not dictate the hiring of specialty faculty and staff, curriculum development or research outcomes.
7. To maintain the integrity of BCIT's reputation and practices, all employees involved with restricted funds must adhere to the following ethical guidelines:
 - a. Any BCIT employee involved in negotiating or administering Restricted Fund Agreements must disclose potential conflicts of interest in accordance with BCIT's Conflict of Interest guidelines (Policy 1500, Code of Conduct).
 - b. BCIT will not accept restricted funds that:
 - i. Conflict with the Institute's academic independence and mission, or
 - ii. Impose conditions that violate academic integrity or financial practices
8. Restricted funds must be used and reported out in accordance with External Contributor stipulations as set out in the Restricted Fund Agreement. This includes the distribution of unused funds.
9. Restricted funds are separately tracked and accounted for, to provide transparency on how the funds are used and to facilitate compliance with External Contributor stipulations.
10. Revenue recognition for Restricted Fund follows PSAS Section PS 3100 Restricted Assets and Revenues, where revenues are recognized to match expenses incurred in the period. This may result in revenues being deferred to a future year.

Duties and Responsibilities

Corporate Services

Is responsible for:

- Reviewing all Restricted Funds Agreements (except Ministry agreements) for internal policy compliance and ensuring any amendments are made in accordance with protocols as per Policy Statement #1, above.

Financial Services

Is responsible for:

- Ensuring accounting treatment is compliant with Public Sector Accounting Standards while maintaining appropriate documentation to that end.

Restricted Fund Custodian

The Foundation, school, or department receiving externally restricted funding is responsible for:

- Adhering to Institute policies, including the requirements of Policy 2502 Signing Authority.
- Amending documents in accordance with these procedures, as required.

- Complying with all requirements of the contract or agreement, monitoring expenditures to ensure such compliance, and reporting as required.

Special Situations

None apply

Associated Procedures

2020-PR1 Restricted Funds Procedures

Associated Forms

See 2020-PR1 Restricted Funds Procedures

Appendices

None

Approval History

		<u>Approval Date</u>	<u>Status</u>
Created:	2020 Restricted Funds v1	1988 Jun 28	Replaced
Revised:	2020 Restricted Funds v2	1998 Jun 16	Replaced
Revised:	2020 Restricted Funds v3	2003 Jun 16	Replaced
Revised:	2020 Restricted Funds v4	2017 May 03	Replaced
Revised:	2020 Restricted Funds v5	2023 Apr 04	In force
Revised:	2020 Restricted Funds v6	2026 Jun 30 [tbd]	Approval pending

Restricted Fund Procedures

[Draft revision]

Procedure No:	2020-PR1
Version:	4
Policy Reference:	2020
Classification:	Administration
Approval Body:	Board of Governors
Executive Sponsor:	CFO & VP Administration
Entity Responsible:	Financial Services
Records Class:	0650-10
Category:	Finance
Approval Date:	2026 Jun 30 [tbd/pending]

Objective

This procedure forms part of BCIT Policy 2020 Restricted Funds and outlines the required steps for BCIT employees administering restricted funds agreements to ensure consistency, transparency, and accountability.

Application

This procedure applies to all BCIT employees who manage restricted funds from external sources on behalf of the Institute.

Related Documents and Legislation

Industry Standards

CPA Canada Public Sector Accounting Handbook

BCIT Policies

1500 Code of Conduct

2502 Signing Authority

7000 Gift Acceptance

Definitions

The following definitions apply to these procedures.

Custodian: means the beneficiary or recipient of the restricted funds. This may be a school, department, or the BCIT Foundation.

Custodial Duties: includes ensuring restricted funds are used for their intended purpose, and other duties and responsibilities found in the restricted fund agreement.

Donors are a type of External Contributor.

External Contributor: means an individual, organization, or entity outside BCIT (not an employee, board member, internal department, or related organization) providing resources in the form of funding.

Internally Restricted Funds: means funds that have been set aside by the Board of Governors for a specific purpose. The restrictions are not imposed by External Contributors and are not legally binding. BCIT may change or remove the restrictions as it sees fit.

PSAS: means the Canadian CPA Public Sector Accounting Standards.

Restricted Funds: means resources subject to external restrictions imposed by legislation, by contributors, or by other authorities limiting how the funds can be used. These external restrictions must be clearly communicated and are binding upon BCIT. Restricted funds include endowments, scholarships, conditional grants, and funds for research or infrastructure.

Restricted Fund Agreements: means legally binding contracts that clearly communicate restrictions on how funds are to be used.

Procedures

1. Initiating Restricted Fund Agreements

- a) Restricted Fund Agreements, other than Ministry funding agreements, must follow the requirements of Policy 2502, including submission of the Contract Approval Form (CAF). Once the contract is signed, the initiating school or department must provide a copy of it and the CAF to Financial Services.
- b) Restricted Fund Agreements in the form of gifts or donations are initiated by the BCIT Foundation and must comply with Policy 7000 Gift Acceptance. Upon distributing the gift or donation to BCIT, the Foundation is required to send copies of the executed donor agreement to Corporate Services and the recipient school or department.
- c) Ministry funding letters may include Restricted Funds with stipulations on how the funding is to be used.
- d) If any school or department, or the Foundation, wishes to modify Restricted Fund Agreements it must follow Corporate Services' formal amendment request process. A copy of all amendments must be provided to Financial Services.
- e) Financial Services reviews all documentation relating to Restricted Funding Agreements to verify their Restricted Funds status under PSAS for accounting purposes. Financial Services keeps sufficient documentation to meet audit requirements.

2. Management of Restricted Funds

- a) It is the responsibility of Custodian (i.e., BCIT Foundation, school or department that receives the funds) to ensure compliance with the Restricted Fund Agreement, including monitoring of fund usage and meeting reporting requirements, as detailed in the agreement. The receiving party has full responsibility of the Custodial Duties of the funds.

- b) In the case where Restricted Funds are passed to BCIT from the BCIT Foundation, the BCIT Foundation retains the Donor relationship and is responsible for future reporting requirements, unless otherwise agreed. All other Custodial Duties pass to BCIT upon receipt of the funds.
- c) The Custodian of the funds must work with Financial Services to ensure each Restricted Fund Agreement is tracked separately and accounted for using a unique general ledger chart field (i.e., the “FOAPAL”). The unique identifier in the chart field usually takes the form of a separate organization code. The BCIT Foundation is solely responsible for the tracking and accounting of Restricted Funds in their custody.
- d) The Custodian of the funds is responsible for initiating and coding all Requests to Invoice and purchases to the Restricted Fund FOAPAL. This includes requesting cross charges costs in to or out of the Restricted Fund to accurately reflect the usage of the funds.
- e) Financial Services recognizes Restricted Fund revenues, in accordance with PSAS Section PS 3100 Restricted Assets and Revenues. Generally, revenues are recognized to match expenses in the period. Depending on fund usage, Restricted Fund revenues may be deferred to a future year.
- f) Part of the Custodial Duties include monitoring Restricted Fund Agreement end dates. If funds can not be used before the contract expires, the Custodian may request an extension from the External Contributor. Documentation supporting the approval for the extension must be shared with Financial Services.
- g) The Custodian must notify Financial Services when a Restricted Fund is expiring and provide Financial Services with supporting documentation from the External Contributor on how to manage unused funds. This may require the Custodian to request additional instructions from the External Contributor on how to dispose of the funds (which may include return of unused funds, reallocation of funds to another project, or conversion to unrestricted status). The Custodian must initiate the necessary steps to properly dispose of the funds, including completing a request for payment or cross-charge.
- h) In the case of an overspend of a Restricted Fund, it is the Custodian’s responsibility to fund the difference from their operating budget.

Associated Forms

Contract Approval Form (CAF)

Appendices

None

Approval History

	<u>Approval Date</u>	<u>Status</u>
Created: 2020-PR1 v1 Restricted Funds	1988 Jun 28	Replaced
Revision: 2020-PR1 v2 Restricted Funds	1993 Mar 16	Replaced
Revision: 2020-PR1 v3 Restricted Funds	2003 Jun 16	In Force
Revision: 2020-PR1 v4 Restricted Funds	2026 Jun 30 [tbd]	Pending approval

Scheduled Review

yyyy-mmm-dd [tbd – upon approval]; however, the policy’s executive sponsor may initiate review at any time.

DRAFT



DECISION NOTE

June 17, 2026

PREPARED FOR: Board of Governors

PREPARED BY: Shawna Waberi, Chair, Education Council

ISSUE: Course Credits - Policy #5012 and Assigning Credit to Courses - Procedure #5012-PR1

APPENDICES:

1. Appendix A: Course Credits - Policy #5012, draft
2. Appendix B: Course Credits - Policy #5012, redline
3. Appendix C: Assigning Credit to Courses - Procedure #5012-PR1, draft
4. Appendix D: Assigning Credit to Courses - Procedure #5012-PR1, redline

RECOMMENDATION:

THAT the revised *Course Credits - #5012 and Assigning Credit to Courses - Procedure #5012-PR1*, be approved.

BACKGROUND:

The Course Credits - Policy #5012 and Procedure #5012-PR1 were last approved in 2024 with implementation dates and information included in the documents. This minor update will remove the implementation schedule which is now past and clarify examples provided in the procedures.

SUMMARY:

The Governance Committee approved the recommendation at their meeting held on June 16, 2026. The Education Council Policy Committee endorsed moving the policy and procedure forward to the May 6, 2026 Education Council meeting and request approval from the Board of Governors.

The following revisions were made:

- Removal of policy guiding principle 8 which outlines the implementation plan, and the implementation schedule on page 6.
- Clarifying language for assigning credits and example calculations were added to the procedure.

Course Credits

Policy No:	5012
Version:	5 [draft]
Category:	Education
Approval Body:	Board of Governors (on the advice of Education Council)
Executive Sponsor:	Provost and VP Academic
Department Responsible:	Registrar's Office
Directory of Records Class:	0650-10
Approval Date:	2026 mmm dd [tbd]

Policy Statement

BCIT is committed to providing exceptional polytechnic education recognized by provincial, national, and international post-secondary educational institutions and by external accrediting, articulating, and industry bodies. A credit is a form of academic currency within post-secondary institutions that facilitates credential recognition. Credit values are designed to measure the duration, breadth, and depth of learning activity for a specific program goal and communicate to students the relative expected effort.

BCIT's applied learning model encompasses a wide variety of learning formats, settings, modes, and instructional approaches and assigns value to each by course credits. In keeping with recognized standards, this policy establishes principles and criteria for a systematic approach to assigning credit to instructional and learning activity at BCIT.

Purpose of Policy

The purpose of this policy is to provide consistent guidance to individuals responsible for the assigning of credits to instructional and learning activity at BCIT. This policy establishes:

- the definition of a credit;
- principles and assumptions regarding assigning credits; and,
- criteria for assigning credits to different instructional and learning formats.

Who This Policy Applies To

This policy applies to all BCIT employees involved in the development, change, and approval of course and program credits.

Scope

This policy applies to all courses offered for credit taught at BCIT.

Related Documents and Legislation

Provincial Legislation

College and Institute Act

BCIT Policies

Policy 5103 Student Evaluation

Procedure 5103-PR1 Grading
Policy 5401 Program Development and Credentials
Procedure 5401-PR1 Credentialing of Programs
Procedure 5401-PR2 Program Development and Change Processes
Policy 5402 Program Review
Procedure 5402-PR1 Program Review Process
Policy 5403 Syllabus and Course Outline
Procedure 5403-PR1 Syllabus and Course Outline Development, Change, and Archiving

Definitions

The following definitions apply to this policy and its associated procedures.

“credit” means a unit of measure representing the value given to a course. The credit value of a course represents the anticipated minimum work required to acquire the course outcomes verified by evidence of student achievement.

Course credit value indicates the course weight relative to other courses across the Institute and communicates the course weight to external stakeholders.

“scheduled learning” means planned instructional and learning activity when students engage with and apply the concepts and skills related to the curriculum and course outcomes in supported experiences. Scheduled learning may be in-person, online, or in blended delivery modes. Scheduled learning may be synchronous (where the instructional and learning activity occurs at the same time and in the same educational environment), or asynchronous (where students and instructors participate in the instructional and learning activity at different times in the same educational environments).

Scheduled learning includes all equivalent instructional and learning activities that are planned, taught, supervised, and assessed by instructors and required for students to complete.

Scheduled learning includes instructor-directed activity that students complete as independent learning time. Scheduled learning also may refer to the time during which students are required to participate in learning activities described in course outlines.

“Independent learning” means expected learning where students regulate their educational path by self direction and monitoring their progress. This activity can include completing distance education formats, working on labs off-site and asynchronously, performing research, or working on projects without supervision.

“homework” means the learning effort students make outside of scheduled learning time. Homework differs from scheduled learning and independent learning time, in that it is not instructor-directed activity and is not included in credit calculations.

All other terms and language used in this document are consistent with BCIT’s Glossary of Educational Terms.

Guiding Principles

This policy is governed by the following guiding principles, which inform any questions about how the policy is to be interpreted or applied.

1. All credited instructional and learning activity will have a formal assessment of knowledge or skills application.
2. The assignment of credits will be a fair measure of the stated learning outcomes and the expected effort to meet the learning outcomes.
3. All instructional and learning activity will be valued equally regardless of the delivery mode (i.e., online, in-person, and blended learning).
4. BCIT values equally classroom-based instructional learning activity and learning that takes place in practice-oriented experiential environments, such as simulated clinical, laboratory, shop, yard, field, and studio. Further, other Work Integrated Learning opportunities such as Clinical, Practicums, and Co-operative Education are also assigned credits.
5. Where the same BCIT course is taught in different programs, it will be assigned the same number of credits.
6. Instructional and learning activity offered through non-traditional formats such as directed studies, independent studies, or industry projects, will be assigned the same credit as an equivalent course taught in the traditional instructional and learning setting.
7. Credits must be consistent between different scheduled offerings of the same course. When offerings of the same course are scheduled differently, either in compressed or elongated formats such as in Flexible Learning or Industry Services, they will be assigned the same credit value of the equivalent Full-Time program's courses. Though the length of the scheduled format is different, the overall effort for students to achieve the outcomes is the same between different offering types. For example, courses in Flexible Learning will have the same credit value as courses in Full-time Studies with equivalent learning outcomes, despite the difference in the duration of terms or courses.
8. Different scheduled offerings of the same course will have the same name, description, learning outcomes, and number of credits.

Duties and Responsibilities

1. The Teaching Department and Teaching Associate Dean will propose a credit value on the course outline when a new or revised course goes through the program/course approval or program/course change process.
2. The Registrar's Office must be consulted in advance for both new and changed credit values.
3. In consultation with the Programs and Teaching Departments, the Registrar's Office applies this policy and is responsible for verifying that scheduled learning hours match the credit assigned.

Procedures Associated with This Policy

5012-PR1, Assigning Credit to Courses Procedure

Forms Associated with This Policy

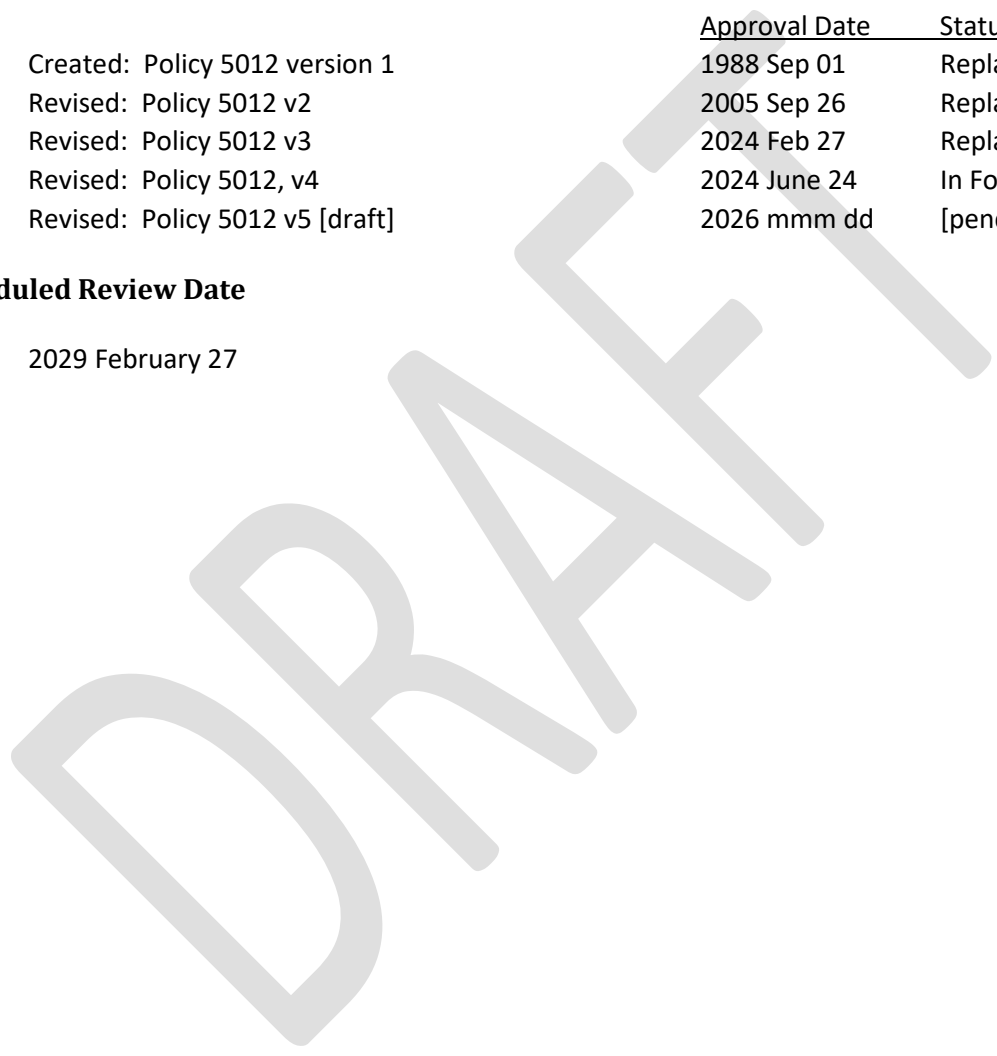
Course Outline Template

Amendment History

	<u>Approval Date</u>	<u>Status</u>
Created: Policy 5012 version 1	1988 Sep 01	Replaced
Revised: Policy 5012 v2	2005 Sep 26	Replaced
Revised: Policy 5012 v3	2024 Feb 27	Replaced
Revised: Policy 5012, v4	2024 June 24	In Force
Revised: Policy 5012 v5 [draft]	2026 mmm dd	[pending]

Scheduled Review Date

2029 February 27



Course Credits

Policy No:	5012
Version:	5 [draft]4
Category:	Education
Approval Body:	Board of Governors (on the advice of Education Council)
Executive Sponsor:	Provost and VP Academic
Department Responsible:	Education Council
Directory of Records Class:	0650-10
Approval Date:	20264 mmm dd [tbd]June 24

Policy Statement

BCIT is committed to providing exceptional polytechnic education recognized by provincial, national, and international post-secondary educational institutions and by external accrediting, articulating, and industry bodies. A credit is a form of academic currency within post-secondary institutions that facilitates credential recognition. Credit values are designed to measure the duration, breadth, and depth of learning activity for a specific program goal and communicate to students the relative expected effort.

BCIT's applied learning model encompasses a wide variety of learning formats, settings, modes, and instructional approaches and assigns value to each by course credits. In keeping with recognized standards, this policy establishes principles and criteria for a systematic approach to assigning credit to instructional and learning activity at BCIT.

Purpose of Policy

The purpose of this policy is to provide consistent guidance to individuals responsible for the assigning of credits to instructional and learning activity at BCIT. This policy establishes:

- the definition of a credit;
- principles and assumptions regarding assigning credits; and,
- criteria for assigning credits to different instructional and learning formats.

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Who This Policy Applies To

This policy applies to all BCIT employees involved in the development, change, and approval of course and program credits.

Scope

This policy applies to all courses offered for credit taught at BCIT.

Related Documents and Legislation**Provincial Legislation**

College and Institute Act

BCIT Policies

Policy 5103 Student Evaluation

Procedure 5103-PR1 Grading

Policy 5401 Program Development and Credentials

Procedure 5401-PR1 Credentialing of Programs

Procedure 5401-PR2 Program Development and Change Processes

Policy 5402 Program Review

Procedure 5402-PR1 Program Review Process

Policy 5403 Syllabus and Course Outline

Procedure 5403-PR1 Syllabus and Course Outline Development, Change, and Archiving

Definitions

The following definitions apply to this policy and its associated procedures.

“Credit”

means a unit of measure representing the value given to a course. The credit value of a course represents the anticipated minimum work required to acquire the course outcomes verified by evidence of student achievement.

Course credit value indicates the course weight relative to other courses across the Institute and communicates the course weight to external stakeholders.

“Scheduled Learning”

means planned instructional and learning activity when students engage with and apply the concepts and skills related to the curriculum and course outcomes in supported experiences. Scheduled learning may be in-person, online, or in blended delivery modes. Scheduled learning may be synchronous (where the instructional and learning activity occurs at the same time and in the same educational environment), or asynchronous (where students and instructors participate in the instructional and learning activity at different times in the same educational environments).

Scheduled learning includes all equivalent instructional and learning activities that are planned, taught, supervised, and assessed by instructors and required for students to complete. Scheduled learning includes instructor-directed activity that students complete as independent learning time. Scheduled learning also may refer to the time during which students are required to participate in learning activities described in course outlines.

“Independent Learning”

means expected learning where students regulate their educational path by self direction and monitoring their progress. This activity can include completing distance education formats, working on labs off-site and asynchronously, performing research, or working on projects without supervision.

“Homework”

refers to means the learning effort students make outside of scheduled learning time. Homework differs from scheduled learning and independent learning time, in that it is not instructor-directed activity and is not included in credit calculations.

All other terms and language used in this document are consistent with BCIT’s Glossary of Educational Terms.

Guiding Principles

This policy is governed by the following guiding principles, which inform any questions about how the policy is to be interpreted or applied.

1. All credited instructional and learning activity will have a formal assessment of knowledge or skills application.
2. The assignment of credits will be a fair measure of the stated learning outcomes and the expected effort to meet the learning outcomes.
3. All instructional and learning activity will be valued equally regardless of the delivery mode (i.e., online, in-person, and blended learning).
4. BCIT values equally classroom-based instructional learning activity and learning that takes place in practice-oriented experiential environments, such as simulated clinical, laboratory, shop, yard, field, and studio. Further, other Work Integrated Learning opportunities such as Clinical, Practicums, and Co-operative Education are also assigned credits.
5. Where the same BCIT course is taught in different programs, it will be assigned the same number of credits.
6. Instructional and learning activity offered through non-traditional formats such as directed studies, independent studies, or industry projects, will be assigned the same credit as an equivalent course taught in the traditional instructional and learning setting.
7. Credits must be consistent between different scheduled offerings of the same course. When offerings of the same course are scheduled differently, either in compressed or

elongated formats such as in Flexible Learning or Industry Services, they will be assigned the same credit value of the equivalent Full-Time program's courses. Though the length of the scheduled format is different, the overall effort for students to achieve the outcomes is the same between different offering types. For example, courses in Flexible Learning will have the same credit value as courses in Full-time Studies with equivalent learning outcomes, despite the difference in the duration of terms or courses.

8. Different scheduled offerings of the same course will have the same name, description, learning outcomes, and number of credits.

~~9. This policy will be implemented in a phased approach according to the attached implementation schedule, to ensure readiness of all relevant systems and processes and appropriate communication to the BCIT community.~~

Duties and Responsibilities

1. The Teaching Department and Teaching Associate Dean will propose a credit value on the course outline when a new or revised course goes through the program/course approval or program/course change process.
2. The Registrar's Office must be consulted in advance for both new and changed credit values.
3. In consultation with the Programs and Teaching Departments, the Registrar's Office applies this policy and is responsible for verifying ~~that if the~~ scheduled learning hours match the credit assigned.

Procedures Associated with This Policy

5012-PR1, Assigning Credit to Courses Procedure

Forms Associated with This Policy

Course Outline Template

Amendment History

	<u>Approval Date</u>	<u>Status</u>
Created: Policy 5012, version 1	1988 Sep 01	Replaced
Revised: Policy 5012, version 2	2005 Sep 26	Replaced
Revised: Policy 5012, version 3	2024 Feb 27	Replaced
Revised: Policy 5012, version 4	<u>2024 June 24</u>	<u>In Force</u>
<u>Revised: Policy 5012 v5 [draft]</u>	<u>2026 mmm dd</u> 2024 June 24	<u>[pending]</u> In Force

Scheduled Review Date

2029 February 27

Implementation Schedule

Subject to change with notice.

Course Type	Implementation Term
In-person Full-time Studies and Trades Technical Training	Summer 2024
Flexible Learning (all modes)*	Fall 2025
Online Learning	Summer 2024
Blended Deliver (In-person and Online Learning)	Summer 2024
Directed Studies	Summer 2024
Graduate Research	Summer 2024
Clinical/Practicum-based Learning	Summer 2024
Co-operative Education	Summer 2024

*Until implementation, Flexible Learning credits will continue to be calculated at 12 hours per credit (e.g., 3 hours per week over 12 weeks = 36 hours and 3 credits).

DRAFT

Assigning Credit to Courses Procedure

Procedure No:	5012-PR1
Version: [draft]	4
Policy Reference:	5012, Course Credits
Category:	Education
Approval Body:	Board of Governors (on the advice of Education Council)
Executive Sponsor:	Provost and VP Academic
Department Responsible:	Registrar's Office
Directory of Records Class:	0650-10
Approval Date:	2026 mmm dd [tbd]

Objective

This procedure intends to guide a consistent approach to the assignment of course credit, applicable to all courses offered for credit taught at BCIT.

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Who This Procedure Applies To

This procedure applies to all BCIT employees involved in the development, change, and approval of course and program credits.

Related Documents and Legislation

Provincial Legislation

College and Institute Act

BCIT Policies

Policy 5103 Student Evaluation

Procedure 5103-PR1 Grading

Policy 5401 Program Development and Credentials

Procedure 5401-PR1 Credentialing of Programs

Procedure 5401-PR2 Program Development and Change Processes

Policy 5402 Program Review

Procedure 5402-PR1 Program Review Process
 Policy 5403 Syllabus and Course Outline
 Procedure 5403-PR1 Syllabus and Course Outline Development, Change, and Archiving

Guidelines

This procedure is governed by the following guidelines, which inform any questions about how the procedure is to be interpreted or applied.

1. **Establish responsibility for determining credit calculation.** The Teaching Department and the Teaching Associate Dean responsible for the delivery of the course will determine the credit calculation for each course based on their subject matter expertise and experience as educators. Teaching Departments may have departmental guidelines relating to the composition and ratio of instructional and learning activity formats, independent learning, and delivery modes.
2. **Select the instructional and learning activity format.** Determine which of the three different instructional and learning format categories the new course belongs to: Course/Experiential Learning; Clinical/Practicum-based Learning; or Co-operative Education.
3. **Determine if there is an equivalent existing BCIT course that can be used as a guide for comparison.** When in doubt for a proposed course, use the traditional proxy of 15 hours of synchronous lecture equals 1 credit to guide calculations for course/experiential learning.
4. **Assess the nature of the learning outcomes and their level and rigour within the program.** The higher the credential level, the greater the expected independent learning time. Factor in the balance between synchronous scheduled time and independent learning time and how both contribute to the attainment of the learning outcomes.
5. **Estimate the time required to attain the outcomes.** Determine the minimum anticipated instructional and learning activity required based on a reasonable estimate of the effort required of an average student to achieve the outcomes.

Procedure

Assigning Credits

The assignment of credits will follow these practices:

1. All credits will be rounded to the nearest half-credit. Specifically, credits will be rounded up to the next half credit, or rounded down to the next half credit, as appropriate. Rounding is based on the value of the first two decimal places, as seen below.

Examples of rounding-off to the nearest half credit:
.00 - .24 credits are rounded down to 0
.25 - .74 credits are rounded to 0.5
.75 - .99 credits are rounded to 1.0

2. For the purposes of assigning credits, instructional and learning activity at BCIT is divided into three different categories: Course / Experiential Learning; Clinical / Practicum-based Learning; and Co-operative Education.
3. All Course/Experiential Learning courses numbered 5000 or higher require 15 hours of scheduled learning time per credit.
4. All Course/Experiential Learning courses offered through Flexible Learning require minimum 12 hours of scheduled learning time per credit, with the expectation of an additional 3 hours independent learning time to equal 15 hours per credit.

Criteria for Assigning Credits

Calibration of credit units is based on the instructional and learning activity category and consists of a single unit of measure as defined in this table.

Note: Courses with multiple instructional and learning activity categories can have credits calculated based on the weighted blend of each category or activity.

	Course/Experiential Learning	Clinical/Practicum-based Learning	Co-operative Education
Credit calculation	1 credit per 15 hours of scheduled learning.	1 credit per 25 hours of scheduled placement time.	1 credit for one week earned during a full-time employment placement. Or 1 credit per week of full-time employment. Workplaces vary in how full-time work is defined. To accommodate this diversity, full-time work is generally measured as working between 30 to 40 hours a week.
Description of Instructional and Learning Activity	A combination of instruction, direction and assessment, and independent learning time that enables achievement of learning outcomes. The composition of a course's instructional and learning activity may vary across institutional programming, with the expectation that: <ul style="list-style-type: none"> • the higher the credential level, the greater the independent learning time required, and • a reduction in scheduled synchronous learning time results in greater independent learning time. 	Directly supervised, structured, and usually unpaid, hands-on experience in a hospital, health care or other workplace setting. Specified activities are assessed, planned, monitored, and evaluated by BCIT as part of a credential requirement.	Co-operative Education opportunities occur within programs alternating periods of academic studies with discipline-related paid employment in industry. The work placement does not replace the academic component of the program. The minimum formal standard for Co-operative Education is based on BCIT's accreditation with Co-operative Education and Work-Integrated Learning Canada (CEWIL Canada). The work term is a minimum of 12 weeks supervised, relevant full-time paid experience (35 hours / week for the work term, totalling 420 hours).

	Course/Experiential Learning	Clinical/Practicum-based Learning	Co-operative Education
Related BCIT Glossary of Educational Terms	Course Independent Studies Field Placement	Clinical Preceptorship Practicum	Co-operative Education (Co-op)
Examples in practice at BCIT	Course, Full-time studies, Flexible Learning, Degree courses, Directed Studies, Apprenticeship Technical Training, Foundation, Field Placement, Field Studies, Independent Studies, Distance Education, Business Consulting Project, Industry Project, Studio, Seminar, Laboratory	Clinical, Clinical Simulation, Preceptorship, Practicum, Internship	Co-op, Workplace Education, Sea Time, Work Term

Example Calculations

Course / Experiential Learning

1 credit per 15 hours of scheduled learning

In-Person Full-time Studies and Trades Technical Training:

- Scheduled learning time of 3 hours per week over 15 weeks equals 45 hours.
(45 hrs) / (15 hrs/credit) = 3.0 credits
- Scheduled learning time of 4 hours per week over 20 weeks equals 80 hours.
(80 hrs) / (15 hrs/credit) = 5.33 credits (round to nearest half credit) = 5.5 credits
- Scheduled learning time of 4 hours per week over 17 weeks equals 68 hours.
(68 hours) / (15 hrs/credit) = 4.53 credits (round to nearest half credit) = 4.5 credits
- Scheduled learning time of 30 hours per week over 8 weeks equals 240 hours.
(240 hours) / (15 hrs/credit) = 16 credits

In-Person Flexible Learning:

- Scheduled learning time of 3 hours per week over 12 weeks equals 36 hours, with the expectation of additional 9 hours independent learning time to equal 45 hours.
(36 hrs scheduled learning + 9 hours independent learning time) / (15 hrs/credit) = 3.0 credits
- Courses numbered 5000 or higher: Scheduled learning time of 3.75 hours per week over 12 weeks equals 45 hours. (45 hours)/(15 hrs/credit) = 3.0 credits

Online Learning:

- Full-Time Distance Education/Online:
Scheduled as the equivalent of 3 hours of scheduled learning time (asynchronous and/or

synchronous instructional and learning activity)/week over 15 weeks equals 45 hours.
 $(45 \text{ hrs}) / (15 \text{ hrs/credit}) = 3.0 \text{ credits}$

- Flexible Learning Distance Education/Online:
 - Scheduled learning time of 3 hours per week (asynchronous and/or synchronous instructional and learning activity) over 12 weeks equals 36 hours, with the expectation of additional 9 hours independent learning time to equal 45 hours.
 $(36 \text{ hrs scheduled learning} + 9 \text{ hours independent learning time}) / (15 \text{ hrs/credit}) = 3.0 \text{ credits}$
 - Courses numbered 5000 or higher: Scheduled as the equivalent of 3.75 hours of scheduled learning time (asynchronous and/or synchronous instructional and learning activity)/week over 12 weeks equals 45 hours.
 $(45 \text{ hrs}) / (15 \text{ hrs/credit}) = 3.0 \text{ credits}$

Blended Delivery (In-person and Online Learning):

- Full-time examples:
 - Scheduled learning time of 3 hours per week over 15 weeks equals 45 hours. The equivalent of 1 hour per week is delivered online and 2 hours per week is meeting in-person.
 $(45 \text{ hrs}) / (15 \text{ hrs/credit}) = 3.0 \text{ credits}$
 - Scheduled learning time of 3.75 hours per week over 12 weeks equals 45 workload hours, with weeks identified for on-campus scheduled learning and for scheduled online learning.
 $(45 \text{ hrs}) / (15 \text{ hrs/credit}) = 3.0 \text{ credits}$
- Flexible Learning example: Scheduled learning time of 3 hours per week over 12 weeks equals 36 hours, with the expectation of 9 hours independent learning time to equal 45 hours. Weeks 1 to 3, and weeks 11 and 12 are campus-based. Weeks 4 to 10 take place online.
 $(36 \text{ hrs} + 9 \text{ hours independent learning time}) / (15 \text{ hrs/credit}) = 3.0 \text{ credits}$

Multiple Instructional and Learning Activity Categories (full-time example):

- 15 week course, with a blend of 70% clinical time, and 30% lecture time:
 70 hours scheduled Clinical time over 15 weeks ($70 \text{ hrs} / 25 \text{ hrs/cr} = 2.8 \text{ credits}$) plus 30 hours scheduled learning time over 15 weeks ($30 \text{ hrs} / 15 \text{ hrs/cr} = 2.0 \text{ credits}$).
 $(2.8 + 2.0 \text{ credits}) = 4.8 \text{ credits, rounded to } 5.0 \text{ credits}$

Directed Studies (full-time example):

- 45 hours scheduled over 12 weeks of self-directed studies with faculty advisor support.
 $(45 \text{ hrs}) / (15 \text{ hrs/credit}) = 3.0 \text{ credits}$

Graduate Research:

- Thesis example: 180 hours scheduled over 60 weeks of self-directed research and independent learning time with faculty advisor support.
 $(180 \text{ hours}) / (15 \text{ hr/credit}) = 12.0 \text{ credits}$

Note: there is flexibility in assigning credits to graduate research components, taking into consideration practices at other post-secondary institutions.

Clinical / Practicum-based Learning

1 credit per 25 hours of scheduled placement time

Note: there is flexibility in assigning credits to internship and practicum courses at the graduate level on a case-by-case basis, taking into consideration factors such as benchmarking with other post-secondary institutions and industry expectations and norms.

- Scheduled Clinical time of 37.5 hours per week over 2 weeks equals 75 hours.
(75 hrs) / (25 hrs/credit) = 3.0 credits
- Scheduled Clinical time of 10.5 hours per week over 12 weeks equals 126 hours.
(126 hrs) / (25 hrs/credit) = 5.04 credits, rounded down to 5.0 credits.
- Scheduled Clinical Simulation time of 12.5 hours per week over 12 weeks equals 150 hours.
(150 hrs) / (25 hrs/credit) = 6.0 credits
- Scheduled Preceptorship time of 37.5 hours per week over 12 weeks equals 450 hours.
(450 hrs) / (25 hrs/credit) = 18 credits
- Scheduled Practicum time of 800 hours on site scheduled over 23 weeks.
(800 hrs) / (25 hrs/credit) = 32 credits

Co-operative Education

1 credit for 35 hours earned during a full-time employment placement

Note: workplaces vary in how full-time work is defined. To accommodate this diversity, full-time work is generally measured as working between 30 to 40 hours per week.

- Scheduled on-the-job time of 37.5 hours per week over 22 weeks equals 825 hours.
(825 hours) / (35 hrs/credit) = 23.57 credits, rounded to 23.5 credits
- Scheduled on-the-job time of 40 hours/week over 32 weeks equals 1280 hours.
(1280 hours) / (35 hrs/credit) = 36.57 credits, rounded to 36.5 credits

Duties and Responsibilities

1. The Teaching Department and Teaching Associate Dean will propose a credit value on the course outline when a new or revised course goes through the program/course approval or program/course change process.
2. The Registrar's Office must be consulted in advance for both new and changed credit values.
3. In consultation with the Programs and Teaching Departments, the Registrar's Office applies this policy and procedure, and is responsible for verifying if the scheduled learning hours match the credit assigned.

Forms Associated with This Procedure

Course Outline Template

Amendment History

	<u>Approval Date</u>	<u>Status</u>
Created: Procedure 5012-PR1 version 1	1988 Sep 01	Replaced
Revised: Procedure 5012-PR1 v2	2005 Sep 26	Replaced
Revised: Procedure 5012-PR1 v3	2024 Feb 27	In Force
Revised: Procedure 5012-PR1 v4 [draft]	2026 mmm dd	[pending]

Scheduled Review Date

2029 February 27

DRAFT

Assigning Credit to Courses Procedure

Procedure No:	5012-PR1
Version:	43
Policy Reference:	5012, Course Credits
Category:	Education
Approval Body:	Board of Governors (on the advice of Education Council)
Executive Sponsor:	Provost and VP Academic
Department Responsible:	Education Council Registrar's Office
Directory of Records Class:	0650-10
Approval Date:	2026 mmm dd [tbd] 4-Feb-27

Objective

This procedure intends to guide a consistent approach to the assignment of course credit, applicable to all courses offered for credit taught at BCIT.

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Who This Procedure Applies To

This procedure applies to all BCIT employees involved in the development, change, and approval of course and program credits.

Related Documents and Legislation

Provincial Legislation

College and Institute Act

BCIT Policies

Policy 5103 [Student Evaluation](#)

Procedure 5103-PR1 [Grading](#)

Policy 5401 [Program Development and Credentials](#)

Procedure 5401-PR1 [Credentialing of Programs](#)

Procedure 5401-PR2 [Program Development and Change Processes](#)

Policy 5402 [Program Review](#)

Procedure 5402-PR1 [Program Review Process](#)

Policy 5403 [Syllabus and Course Outline](#)

Procedure 5403-PR1 [Syllabus and Course Outline Development, Change, and Archiving](#)

Guiding Principles Guidelines

This procedure is governed by the following [guiding principles guidelines](#), which inform any questions about how the procedure is to be interpreted or applied.

1. **Establish responsibility for determining credit calculation.** The Teaching Department and the Teaching Associate Dean responsible for the delivery of the course will determine the credit calculation for each course based on their subject matter expertise and experience as educators. Teaching Departments may have departmental guidelines relating to the composition and ratio of instructional and learning activity formats, independent learning, and delivery modes.
2. **Select the instructional and learning activity format.** Determine which of the three different instructional and learning format categories the new course belongs to: Course/Experiential Learning; Clinical/Practicum-based Learning; or Co-operative Education.
3. **Determine if there is an equivalent existing BCIT course that can be used as a guide for comparison.** When in doubt for a proposed course, use the traditional proxy of 15 hours of synchronous lecture equals 1 credit to guide calculations for course/experiential learning.
4. **Assess the nature of the learning outcomes and their level and rigour within the program.** The higher the credential level, the greater the expected independent learning time. Factor in the balance between synchronous scheduled time and independent learning time and how both contribute to the attainment of the learning outcomes.
5. **Estimate the time required to attain the outcomes.** Determine the minimum anticipated instructional and learning activity required based on a reasonable estimate of the effort required of an average student to achieve the outcomes.

Procedure

Assigning Credits

The assignment of credits will follow these practices:

1. All credits will be rounded to the nearest half-credit. Specifically, credits will be rounded up to the next half credit, or rounded down to the next half credit, as appropriate. Rounding is based on the value of the first two decimal places, as seen below.

Examples of rounding-off to the nearest half credit:
.00 - .24 credits are rounded down to 0
.25 - .74 credits are rounded to 0.5
.75 - .99 credits are rounded to 1.0

2. For the purposes of assigning credits, instructional and learning activity at BCIT is divided into three different categories: Course / Experiential Learning; Clinical / Practicum-based Learning; and Co-operative Education.
3. [All Course/Experiential Learning courses numbered 5000 or higher require 15 hours of scheduled learning time per credit.](#)
4. [All Course/Experiential Learning courses offered through Flexible Learning require minimum 12 hours of scheduled learning time per credit, with the expectation of an additional 3 hours independent learning time to equal 15 hours per credit.](#)

Criteria for Assigning Credits

Calibration of credit units is based on the instructional and learning activity category and consists of a single unit of measure as defined in this table.

Note: Courses with multiple instructional and learning activity categories can have credits calculated based on the weighted blend of each category or activity.

	Course/Experiential Learning	Clinical/Practicum-based Learning	Co-operative Education
Credit calculation	1 credit per 15 hours of scheduled learning.	1 credit per 25 hours of scheduled placement time.	1 credit for one week earned during a full-time employment placement. Or 1 credit per week of full -full-time employment. Workplaces vary in how full-time work is defined. To accommodate this diversity, full-time work is generally measured as working between 30 to 40 hours a week.
Description of Instructional and Learning Activity	A combination of instruction, direction and assessment, and independent learning time that enables achievement of learning outcomes.	Directly supervised, structured, and usually unpaid, hands-on experience in a hospital, health care or other workplace setting.	Co-operative Education opportunities occur within programs alternating periods of academic studies with discipline-related paid employment in industry. The work placement

	Course/Experiential Learning	Clinical/Practicum-based Learning	Co-operative Education
	<p>The composition of a course's instructional and learning activity may vary across institutional programming, with the expectation that:</p> <ul style="list-style-type: none"> the higher the credential level, the greater the independent learning time required, and a reduction in scheduled synchronous learning time results in greater independent learning time. 	<p>Specified activities are assessed, planned, monitored, and evaluated by BCIT as part of a credential requirement.</p>	<p>does not replace the academic component of the program.</p> <p>The minimum formal standard for Co-operative Education is based on BCIT's accreditation with Co-operative Education and Work-Integrated Learning Canada (CEWIL Canada). The work term is a minimum of 12 weeks supervised, relevant full-time paid experience (35 hours / week for the work term, totalling 420 hours).</p>
Related BCIT Glossary of Educational Terms	<p>Course</p> <p>Independent Studies</p> <p>Field Placement</p>	<p>Clinical</p> <p>Preceptorship</p> <p>Practicum</p>	<p>Co-operative Education (Co-op)</p>
Examples in practice at BCIT	<p>Course, Full-time studies, Flexible Learning, Degree courses, Directed Studies, Apprenticeship Technical Training, Foundation, Field Placement, Field Studies, Independent Studies, Distance Education, Business Consulting Project, Industry Project, Studio, Seminar, Laboratory</p>	<p>Clinical, Clinical Simulation, Preceptorship, Practicum, Internship</p>	<p>Co-op, Workplace Education, Sea Time, Work Term</p>

Example Calculations

Examples for Course / Experiential Learning

1 credit per 15 hours of scheduled learning

In-Person Full-time Studies and Trades Technical Training:

- Scheduled learning time of 3 hours per week over 15 weeks equals 45 hours.
(45 hrs) / (15 hrs/credit) = 3.0 credits
- Scheduled learning time of 4 hours per week over 20 weeks equals 80 hours.
(80 hrs) / (15 hrs/credit) = 5.33 credits (round to nearest half credit) = 5.5 credits
- Scheduled learning time of 4 hours per week over 17 weeks equals 68 hours.
(68 hours) / (15 hrs/credit) = 4.53 credits (round to nearest half credit) = 4.5 credits
- Scheduled learning time of 30 hours per week over 8 weeks equals 240 hours.
(240 hours) / (15 hrs/credit) = 16 credits

In-Person Flexible Learning:

- Scheduled learning time of 3 hours per week over 12 weeks equals 36 hours, with the expectation of additional 9 hours independent learning time to equal 45 hours.
(36 hrs scheduled learning + 9 hours independent learning time) / (15 hrs/credit) = 3.0 credits
- Courses numbered 5000 or higher: Scheduled learning time of 3.75 hours per week over 12 weeks equals 45 hours. (45 hours)/(15 hrs/credit) = 3.0 credits

Online Learning:

- Full-Time Distance Education/Online:
Scheduled as the equivalent of 3 hours of scheduled learning time (asynchronous and/or synchronous instructional and learning activity)/week over 15 weeks equals 45 hours.
(45 hrs) / (15 hrs/credit) = 3.0 credits
- Flexible Learning Distance Education/Online:
 - Scheduled learning time of 3 hours per week (asynchronous and/or synchronous instructional and learning activity) over 12 weeks equals 36 hours, with the expectation of additional 9 hours independent learning time to equal 45 hours. (36 hrs scheduled learning + 9 hours independent learning time) / (15 hrs/credit) = 3.0 credits
 - Courses numbered 5000 or higher: Scheduled as the equivalent of 3.75 hours of scheduled learning time (asynchronous and/or synchronous instructional and learning activity)/week over 12 weeks equals 45 hours. (45 hrs) / (15 hrs/credit) = 3.0 credits

Blended Delivery (In-person and Online Learning):

- Full-time examples:
 - Scheduled learning time of 3 hours per week over 15 weeks equals 45 hours. The equivalent of 1 hour per week is delivered online and 2 hours per week is meeting in-person.
(45 hrs) / (15 hrs/credit) = 3.0 credits
 - Scheduled learning time of 3.75 hours per week over 12 weeks equals 45 workload hours, with weeks identified for on-campus scheduled learning and for scheduled online learning. (45 hrs) / (15 hrs/credit) = 3.0 credits
- Flexible Learning example: Scheduled learning time of 3 hours per week over 12 weeks equals 36 hours, with the expectation of 9 hours independent learning time to equal 45 hours. Weeks 1 to 3, and weeks 11 and 12 are campus-based. Weeks 4 to 10 take place online.
(36 hrs + 9 hours independent learning time) / (15 hrs/credit) = 3.0 credits
- ~~Scheduled learning time of 3.75 hours per week over 12 weeks equals 45 workload hours, with weeks identified for on-campus scheduled learning and for scheduled online learning.~~

$$(45 \text{ hrs}) / (15 \text{ hrs/credit}) = 3.0 \text{ credits}$$

Multiple Instructional and Learning Activity Categories (full-time example):

- 15 week course, with a blend of 70% clinical time, and 30% lecture time:
70 hours scheduled Clinical time over 15 weeks (70 hrs / 25 hrs/cr = 2.8 credits) plus 30 hours scheduled learning time over 15 weeks (30 hrs / 15 hrs/cr = 2.0 credits).
(2.8 + 2.0 credits) = 4.8 credits, rounded to 5.0 credits

Directed Studies (full-time example):

- 45 hours scheduled over 12 weeks of self-directed studies with faculty advisor support.
 (45 hrs) / (15 hrs/credit) = 3.0 credits

Graduate Research:

- Thesis example: 180 hours scheduled over 60 weeks of self-directed research and independent learning time with faculty advisor support.
 (180 hours) / (15 hr/credit) = 12.0 credits

Note: there is flexibility in assigning credits to graduate research components, taking into consideration practices at other post-secondary institutions.

Examples for Clinical / Practicum-based Learning

1 credit per 25 hours of scheduled placement time

Note: there is flexibility in assigning credits to internship and practicum courses at the graduate level on a case-by-case basis, taking into consideration factors such as benchmarking with other post-secondary institutions and industry expectations and norms.

- Scheduled Clinical time of 37.5 hours per week over 2 weeks equals 75 hours.
 (75 hrs) / (25 hrs/credit) = 3.0 credits
- Scheduled Clinical time of 10.5 hours per week over 12 weeks equals 126 hours.
 (126 hrs) / (25 hrs/credit) = 5.04 credits, rounded down to 5.0 credits.
- Scheduled Clinical Simulation time of 12.5 hours per week over 12 weeks equals 150 hours.
(150 hrs) / (25 hrs/credit) = 6.0 credits
- Scheduled Preceptorship time of 37.5 hours per week over 12 weeks equals 450 hours.
 (450 hrs) / (25 hrs/credit) = 18 credits
- Scheduled Practicum time of 800 hours on site scheduled over 23 weeks.
 (800 hrs) / (25 hrs/credit) = 32 credits

Examples for Co-operative Education

1 credit for 35 hours earned during a full-time employment placement

Note: workplaces vary in how full-time work is defined. To accommodate this diversity, full-time work is generally measured as working between 30 to 40 hours per week.

- Scheduled on-the-job time of 37.5 hours per week over 22 weeks equals 825 hours.
 (825 hours) / (35 hrs/credit) = 23.57 credits, rounded to 23.5 credits

- Scheduled on-the-job time of 40 hours/week over 32 weeks equals 1280 hours.
(1280 hours) / (35 hrs/credit) = 36.57 credits, rounded to 36.5 credits

Duties and Responsibilities

1. The Teaching Department and Teaching Associate Dean will propose a credit value on the course outline when a new or revised course goes through the program/course approval or program/course change process.
2. The Registrar's Office must be consulted in advance for both new and changed credit values.
3. In consultation with the Programs and Teaching Departments, the Registrar's Office applies this policy and procedure, and is responsible for verifying if the scheduled learning hours match the credit assigned.

Forms Associated with This Procedure

Course Outline Template

Amendment History

	<u>Approval Date</u>	<u>Status</u>
Created: Procedure 5012-PR1, version 1	1988 Sep 01	Replaced
Revised: Procedure 5012-PR1, version 2	2005 Sep 26	Replaced
Revised: Procedure 5012-PR1, version 3	<u>2024 Feb 27</u>	<u>In Force</u>
<u>Revised: Procedure 5012-PR1 v4 [draft]</u>	<u>2026 mmm dd</u>	<u>[pending]2024 Feb</u>
<u>27</u>	<u>In Force</u>	

Scheduled Review Date

2029 February 27



DECISION NOTE

June 17, 2026

PREPARED FOR: Board of Governors

PREPARED BY: Shawna Waberi, Chair, Education Council

ISSUE: Student Regulations - Policy #5101, Implementation of Student Regulations - Procedure #5101-PR1, and related forms

APPENDICES:

1. Appendix A: Student Regulations - Policy #5101
2. Appendix B: Implementation of Student Regulations - Procedure #5101-PR1
3. Appendix C: Form – Institutional Repository Non-Exclusive Distribution License
4. Appendix D: Form – Student Report Confidentiality Agreement

RECOMMENDATION:

THAT the retirement of Student Regulations - Policy #5101, Implementation of Student Regulations - Procedure #5101-PR1, and related forms, be approved.

BACKGROUND:

The retirement of this policy, procedure and forms is the final step before the fall 2026 implementation of the new Student Attendance & Academic Concessions - Policy #5110 and Procedures #5110-PR1, approved in June 2025.

SUMMARY:

The Governance Committee approved the recommendation at their meeting held on June 16, 2026. The Education Council Policy Committee endorsed moving the retirement of policy, procedure and forms forward to the May 6, 2026, Education Council meeting and request approval from the Board of Governors.

Due diligence has confirmed that all areas covered by Student Regulations - Policy #5101 are addressed in other current policies and procedures. The following outlines where each Student Regulations - Policy #5101 item is now addressed if not included in the new Student Attendance & Academic Concessions policy:

- A. Attendance Regulations, Item 2.3 'early release from a program' - Deemed no longer necessary to be in a policy. Not used in at least one year.



- B. Dress Code Regulations - Deemed no longer necessary to be in a policy. Personal Protective Equipment (PPE) requirements are now included in course outlines.
- C. Students' Work is covered by the [Intellectual Property – Policy #6601](#).
- D. Records Management is covered in records retention guidelines.

In April 2026, information about the implementation of Student Attendance & Academic Concessions - Policy #5110 and retirement of Student Regulations - Policy #5101, was shared with Associate Deans, Program Heads and faculty unions. A comprehensive job aid was also updated and published to support instructors and academic units in preparing for the policy change. Course outlines will refer to the updated Student Attendance & Academic Concessions - Policy #5110, effective the fall 2026 term.



Student Regulations

Policy No.:	5101
Category:	Education
Approving Body:	Board of Governors
Executive Division:	Education
Department Responsible:	Education Council
Current Approved Date:	2016 May 04

Policy Statement

Students are expected to comply with regulations and carry out their responsibilities.

Students are responsible for:

- Regular attendance in lectures, seminars, laboratory, clinical, and shop periods. This is seen as integral to student success.
- Wearing specified uniforms (attire) where required.
- The content of their works (e.g. theses, research reports, essays, projects, etc).

BCIT provides reasonable accommodation for:

- Missed days due to illness or the observation of religious holy days.
- Early release from a program.

Students must, nevertheless, fulfill course requirements.

BCIT recognizes student ownership of works they produce in the course of fulfilling program requirements.

Purpose of Policy

The purpose of this policy is to set forth regulations and conditions regarding student attendance, uniforms (attire), and ownership of works produced by students.

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Application

This policy applies to all BCIT students and faculty members.

Related Documents and Legislation

BCIT Policy 5100 – Glossary of Educational Policy Terms
 BCIT Policy 6601, Intellectual Property
BC College and Institute Act
Canada Copyright Act

Definitions

All terms and language used in this document are consistent with the glossary of definitions contained in Policy 5100, Glossary of Educational Policy Terms.

A. Attendance Regulations**1. Attendance requirements**

Regular attendance in lectures, seminars, laboratory, clinical, and shop periods is seen as integral to student success, and may be monitored by instructors. Similarly, presence—or regular participation via prescribed forms of electronic communication—may be required in an on-line course. Instructors should ensure that students are advised of all attendance and other requirements at the beginning of each course.

Departments/program areas, set their own regulations to govern attendance, or in the case of on-line learning, presence, for courses/programs. These regulations will be stated in the course outline. In some courses/programs, attendance may be part of the evaluation which determines the final grade.

Note: In situations having a requirement for in-person attendance, instructors/assistant instructors must be seen by the students to be documenting attendance.

2. Arrangements for absence

BCIT provides reasonable accommodation and makes allowances when students are ill, or otherwise unavoidably absent from classes, exams, etc.

2.1. Students must notify if absent

In case of illness or other unavoidable cause of absence, the student must communicate as soon as possible with his/her instructor, program head or chief instructor, indicating the reason for the absence. Students who are seeking accommodation for a medical absence must have a BCIT-approved medical certificate submitted to the department, substantiating the reason for absence. For other absences, the student should be prepared to provide appropriate supporting documentation. Unapproved absence in excess of the prescribed regulations may result in failure or forced withdrawal from the course or program as outlined in section 3 below.

It is the student's responsibility to work together with his or her instructor to find an effective means to complete any and all work missed due to approved absence.

If absences are the result of a disability, notification from Disability Resource Centre (DRC) personnel will be accepted in lieu of a doctor's note, on an interim basis.

2.2. Religious Holy Days

The holidays listed in BCIT's annual academic calendar of events are those that are required by statutory law. BCIT acknowledges the religious diversity of the BCIT community and will accommodate students who have scheduled classes or examinations that coincide with the holy days of their religion, by allowing them to be absent on those days.

A student must notify the program head/chief instructor in writing as early as possible in advance of the planned absence. Once notified, the chief instructor/program head will provide the student with reasonable opportunity to complete the work or examination(s) missed because of the holy day. It is the student's responsibility to work together with his or her instructor to find an effective means to complete any and all work missed due to this type of approved absence.

2.3. Full-time Studies Students Seeking Early Release

Some full-time studies students may require "early release" from their program. To qualify for early release, a student must complete and pass all required assignments and examinations. Under special circumstances, a student may request an exemption from completing all assignments and examinations. Consideration will be given to such requests and each case will be judged on its own merits.

Early release must be approved by the dean of the school, and the student's grades must be subsequently approved by the School Marks Review Committee. If early release is granted, the student will receive credit for the term; this will normally be an aegrotat

standing. Credit for the term may be conditional upon the student writing substitute examinations or completing special assignments.

This opportunity may be unavailable in some programs where it is prohibited by an external funding agency or a sponsor.

3. Consequences of Absence

3.1. Written warnings

Because instructors/assistant instructors make it clear that they document attendance (where in-person attendance is required), students should be aware of this requirement. When a student is approaching the limit of allowable absences in a course/program, the instructor must give the student written notice. This written notification should be in the form of a Student Report. (Refer Procedure 5100-PR1, Student Reports, for an example and details.)

3.2. Discipline

If attendance issues continue after a written warning has been issued, the instructor may recommend to the program head/chief instructor that the student be given a failing grade for the course/program and/or the student be removed from the course/program. Final approval of any decision to remove a student from a program rests with the Vice-President, Education, Research and International or the Vice-President, Student Services, or the Chief Financial Officer. Final approval of discipline that does not involve removal from a program rests with the program Associate Dean, who shall give notice of the decision to the student and the Registrar in a timely manner.

B. Dress Code Regulations (Uniforms)

Some BCIT programs may require students to comply with a specific uniform code (attire). Details of these requirements shall be provided to the student during the admission process by the relevant program.

C. Students' Works – Regulations

BCIT students may be required, as part of their course work, to do research and write reports under the guidance of faculty and staff.

1. Ownership

1.1 Students own their work

By Canadian copyright law, the author of written material automatically retains ownership of the material and controls its use. The exceptions are:

- When a written agreement to the contrary exists
- When the intellectual property is produced by an employee for an employer. This right is sometimes waived by an employer, allowing the employee to own the work.

It follows that BCIT students normally own the works (theses, essays, reports, models, etc.) that they produce.

Occasionally, faculty, teaching staff, and students may be involved in conducting research and producing reports on behalf of third parties (sponsors) in commercial ventures. In such cases, the third party or sponsor may retain ownership of the intellectual property, as set out in an agreement.

1.2 Permission to use student works

1.2.1 Student works in the BCIT Institutional Repository at the BCIT Library

Effective December 2015, students may wish to allow some of their works to be placed in the open access BCIT Institutional Repository, a digital archive of open access, scholarly works by BCIT students, faculty, and staff maintained at the BCIT Library for educational or research purposes. Refer to Procedure 5101-PR, Implementation of Student regulations for more information and listing of relevant permission forms.

1.2.2 Theses in the BCIT Institutional Repository at the BCIT Library

Effective December 2015, all approved theses are required to be submitted electronically to the BCIT Institutional Repository. Refer to Procedure 5101-PR1, Implementation of Student Regulations, for submission instructions and listing of relevant permission forms.

1.2.3 Students' works for teaching

Students may wish to allow instructors to use and reproduce some of their works for teaching purposes. Refer to Procedure 5101-PR1, Implementation of Student Regulations, for more details on documenting this permission.

1.2.4 Legacy student works in the BCIT Library

Until December 2015, selected student works in hard copy were accessioned and retained at the BCIT Library for educational and research purposes. The materials were acquired under a limited permission form (superseded) that does not allow electronic publishing or distribution. Those hard-copy materials continue to be available for reference within the Library only.

2. Responsibility for Content

The student submitting a work (such as a research report) as part of course requirements is ultimately responsible for the content of the work.

As student works may be used by an outside sponsor or retained in the BCIT Library, the use of BCIT letterhead or the BCIT logo on a report must not in any way indicate or imply that the document is a publication prepared by BCIT.

3. Confidentiality

Sponsored and unsponsored student works may contain confidential information belonging to the sponsor or another third party. Such content can restrict the author's privileges regarding the use and distribution of such works. Refer to Procedure 5101-PR1 for confidentiality agreement forms and more information.

D. Records Management

Where an instructor retains a copy of attendance records, a medical certificate or students' works, these documents are BCIT records (i.e., records in the custody and control of BCIT) that must be retained in accordance with BCIT Records Management Policy 6701 and BCIT's Directory

of Records retention schedules. Appropriate safeguards and processes must be in place to preserve the records' confidentiality and integrity, and ensure that access to such records is restricted to authorized users.

Duties and Responsibilities

1. Faculty

Faculty are responsible for:

- Advising students of all expectations at the beginning of each course
- Keeping track of attendance (where attendance is a course requirement)
- Providing reasonable accommodation for absences due to illness, religious holy days, emergencies, etc.
- Maintaining discipline regarding these regulations, using strategies as appropriate, from verbal warnings, to Student Reports, to recommendation for the removal of a student from the learning environment
- Making proper permission arrangements with students whose works faculty wish to retain and make available for open access, teaching or research purposes

2. Students

Students are required to comply with the above regulations. BCIT provides reasonable accommodation and makes allowances for exceptional circumstances.

Procedures Associated With This Policy

5101-PR1 – Implementation of Student Regulations
5100-PR1 – Student Reports/Student Performance Contracts

Forms Associated With This Policy

See Procedure 5101-PR1 for a list of associated forms.

Special Situations

None

Amendment History

Policy 5002 was retired January 2009, and this policy 5101 is one of a series of policies and procedures created to replace it.

- | | |
|------------|--------------|
| 1. Created | 2009 Jan 27 |
| 2. Amended | 2014 June 16 |
| 3. Amended | 2016 May 04 |

Scheduled Review Date

2021 May 04



Implementation of Student Regulations

Procedure No.:	5101-PR1
Policy Reference:	5101
Category:	Education
Department Responsible:	Education
Current Approved Date:	2016 May 04

Objectives

This Procedure applies directly to BCIT Policy 5101, Student Regulations.

The purpose of this Procedure is to outline:

- What is required of students who must miss an exam due to medical reasons or other unavoidable causes
- The process for full-time students seeking early release
- The requirements regarding library use and instructor use of student research papers and other student-created works

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Who should know about this procedure?

This Procedure applies to all BCIT students, faculty, and other employees.

Procedures

Absence from an Exam

Subject to any requirements stipulated by an external funding agency or sponsor, a student who misses an exam or evaluation due to a medical reason or other unavoidable cause will be provided with an opportunity to make up for that missed exam or evaluation, but only under the following conditions:

- The student must notify the instructor that he/she will miss the exam or evaluation as soon as possible, preferably prior to the time when the exam or evaluation is scheduled to occur.
- For medical related absences the student must produce a BCIT-approved medical certificate, obtained at the student's own expense, to show that an examination or evaluation was missed due to medical reasons. The BCIT Student Medical Certificate form is available on the BCIT website.
- For other unavoidable absences the student should be prepared to provide supporting documentation.

When the program department has validated that the conditions previously stated have been met, the program department will employ one of the following options:

- (a) The program department will provide the student with another opportunity to write the same or replacement examination, or perform some other form of evaluation,
or
- (b) The program department will devise another means of judging the student's mastery of the learning outcomes,
or
- (c) The program department will calculate an aegrotat grade for the student if the conditions for aegrotat have been met. (ref. BCIT Policy 5103, Student Evaluation)

The option used to reach a final grade in the course(s) should provide a fair means of evaluating the student's competencies and knowledge in that course.

Full-time Studies Students Seeking Early Release

A full-time studies student seeking "early release" must submit a request in writing to the program head or chief instructor, who will assess the request based on the reasons provided.

The program head or chief instructor may verify the statements in the request, consult with the program head(s)/chief instructor(s) of other schools, consult with the Registrar's office, and consult with the Financial Aid office.

The program head/chief instructor may review the student's academic standing in all courses. He/she will forward a recommendation in writing to the program associate dean. The program associate dean will then forward his or her recommendation to the school dean for decision.

On receipt of the dean's decision, the Registrar will advise the student of the decision in writing. A copy of the letter will be maintained in the student's file, and copies will be forwarded to the program associate dean and to the teaching associate dean(s) responsible for the student's courses provided by other schools.

The program associate dean will present the student's grades at a regular meeting of the School Marks Review Committee as an informational item.

Uses of Student Works

As a part of course or program work, students are required to submit any number of research papers, reports, or other works to instructors for evaluation. Such student work may include reports, proposals, notes, surveys, market analyses, engineering drawings, models, graphics, etc. Student works may be in paper or digital format.

Such student work may be used or retained as follows:

- A copy evaluated by the instructor
- A copy retained by the instructor
- A copy retained and used by an outside sponsoring organization
- A copy retained by the BCIT Institutional Repository at BCIT Library
- A copy for program accreditation purposes

Retention, Reproducing and Confidentiality of Student Works

Instructors have the right to retain one copy of research reports or other works produced by their students; such copies may be used for record purposes only.

When written agreement is necessary for reasons such as reproducing, confidentiality, or other uses of a student's work, a page shall be inserted at the front of the work outlining the agreement or permission.

Retention of Student Works in the BCIT Institutional Repository at the BCIT Library

If a student's research paper or other work is considered by the instructor to be worthy of retention in the BCIT Library for educational purposes, the student's instructor may submit digital copies of student work to the BCIT Institutional Repository at the BCIT Library.

The student work must be submitted with the form LIB-73 (BCIT Institutional Repository Non-Exclusive Distribution License), signed by the student.

Retention of Student Theses in the BCIT Institutional Repository at the BCIT Library

Students are required to submit their approved thesis in digital PDF/A format to the BCIT Institutional Repository at the BCIT Library.

Instructions on formatting and submitting a thesis are available on the BCIT website. The student thesis must be submitted with the form LIB-73 (BCIT Institutional Repository Non-Exclusive Distribution License), signed by the student.

Use by Sponsoring Agents

A sponsoring agent is permitted to retain and use a student-produced research report or other work for its own purposes. If the student's sponsoring agent wishes the work to be recognized as a BCIT-approved work, an agreement must be made with the dean of the appropriate school.

Forms Associated With This Procedure

BCIT Institutional Repository Non-Exclusive Distribution License (Lib-73)
Student Report Confidentiality Agreement

These forms can be found on the BCIT website, at
<http://www.bcit.ca/about/administration/policies.shtml>.

Amendment History:

Policy 5002 was retired January 2009, and this procedure 5101-PR1 is one of a series of policies and procedures created to replace it.

1. Created 2009 Jan 27
2. Amended 2014 June 4
3. Amended 2016 May 04



INSTITUTIONAL REPOSITORY NON-EXCLUSIVE DISTRIBUTION LICENSE

Library

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

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Title		
Course, Program, Diploma or Degree associate with this submission:		
Date of Submission	Copyright Owner(s)	
Publication Details (if submission was previously published)		

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RELEASE AND INDEMNIFICATION

You agree that you will not hold BCIT responsible for any use or misuse of the Submission by third parties who access the Submission through the BCIT Institutional Repository and BCIT web sites.

You agree to indemnify and hold BCIT harmless against any loss, damage, claim, liability, settlement cost or expense (including legal fees) incurred by BCIT and arising out of or in connection with BCIT’s use of your Submission pursuant to this License, and, for greater certainty, any of the statements in Representations and Warranties section above being inaccurate.

I have read and understand this agreement and agree to the terms set out in this License. This License may be delivered and/or stored by electronic means, and any such electronic copy stored by or delivered by BCIT will be deemed to be an official record of this License.

Signature	Printed Name
Date	Email

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STUDENT REPORT CONFIDENTIALITY AGREEMENT

3700 Willingdon Avenue
Burnaby, BC V5G 3H2

This form supports Policy 5101, Student Regulations, and Procedure 5101-PR1, Implementation of Student Regulations. For additional information regarding the confidentiality of reports and other works created by students, see the policy and procedure on the BCIT Policies Web page.

STUDENT AND REPORT INFORMATION

Student Name	Program and School
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The following report includes information that is regarded as confidential by the individual or organization supplying the information:

Title	Date of Report	Sponsored Report <input type="radio"/> Yes <input type="radio"/> No
Submitted as requirement for: (name of course, program, and diploma or degree)		Format of Work <input type="radio"/> Paper <input type="radio"/> Electronic <input type="radio"/> Audio/Video <input type="radio"/> Other: _____

CONDITIONS

FOR SPONSORED AND UNSPONSORED REPORTS, COMPLETE THIS SECTION

The author agrees:

- To submit the required number of copies of the report to the marking instructor
- To refrain from distributing any notes or drafts of the report
- To refrain from any further distribution of the report without written permission of the provider of confidential information
- To otherwise keep confidential the report's contents.

The BCIT marking instructor agrees:

- To return to the author, with evaluation, the original report submitted by the author
- To refrain from reproducing more than one copy of the report without permission of the author(s) (and the sponsor if applicable). (One copy of the report may be reproduced and kept as a record.)
- To otherwise keep confidential the report's contents.

FOR SPONSORED REPORTS, COMPLETE THIS SECTION ALSO

The author agrees additionally:

- To submit a copy of the report to the sponsor(s).

The sponsor agrees:

- To refrain from distributing externally any part of the report, whether original or copied
- To refrain from holding BCIT responsible for any breach of the confidentiality of the report
- To refrain from holding BCIT responsible for the contents of the report.

VALIDATION

The student agrees to abide by these conditions.

Student Name (please print)	Student Signature	Date
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The instructor agrees to abide by these conditions.

Instructor Name (please print)	Instructor Signature	Date
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The sponsor (if applicable) agrees to allow the use of the sponsor's confidential information, under the restrictions described in this confidentiality agreement.

Sponsor Name (please print)	Sponsor Signature	Date
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DECISION NOTE

June 17, 2026

PREPARED FOR: Board of Governors

PREPARED BY: Jennifer Figner, Provost and VP, Academic

ISSUE: Procedure for the Ethical Use of Animals in Research and Teaching -
Procedure #6505-PR1

APPENDICES:

1. Appendix A: *Procedure for the Ethical Use of Animals in Research and Teaching - Procedure #6505-PR1* (draft)
2. Appendix B: *Procedure for the Ethical Use of Animals in Research and Teaching - Procedure #6505-PR1* (redline)

RECOMMENDATION:

THAT the revision to *Procedure for the Ethical Use of Animals in Research and Teaching - Procedure #6505-PR1*, be approved.

BACKGROUND:

The Governance Committee approved the recommendation at their meeting held on June 16, 2026. A minor revision is proposed to *Procedure for the Ethical Use of Animals in Research and Teaching - Procedure #6505-PR1* to clarify a requirement for an ethical review and ensure the language is directive rather than optional. No changes are proposed to [Animal Care: Ethical Use of Animals in Research and Teaching – Policy #6505](#).

The proposed change is limited in scope and does not alter the overall intent of the policy framework. It is intended to strengthen clarity and support consistent application of BCIT's requirements for the ethical use of animals in research and teaching.

Procedure for the Ethical Use of Animals in Research and Teaching [Draft revision]

Procedure No:	6505-PR1
Version:	2
Policy Reference:	6505 Animal Care
Category:	Research
Approval Body:	Board of Governors
Executive Sponsor:	Provost & VP Academic
Department Responsible:	Animal Care Committee / Provost & VP Academic
Directory of Records C:	0650-15
Approval Date:	2026 Jun 30 [tbd]

Overview

The BCIT Animal Care and Use Program, including its Animal Care Committee (ACC), must meet the standards required to maintain a Canadian Council on Animal Care (CCAC) Good Animal Practice (GAP) Certificate. This ensures the ethical and humane treatment and handling of all animals used in teaching and research under the auspices of BCIT. The ACC reports to the BCIT senior administrator responsible for the program (Provost and VP Academic) and operates in accordance with Terms of Reference as mandated by the CCAC. All research and teaching activities at BCIT involving animals must comply with CCAC guidelines and policies, ACC policies, and the animal use protocol approved by the ACC for the associated activity.

Objectives

This procedure forms part of Policy 6505, Animal Care: Ethical Use of Animals in Research and Teaching. It describes the process that BCIT researchers, instructors, and all other associated BCIT employees must follow when submitting applications to the ACC to use animals in research or teaching. This procedure provides details regarding the roles of the ACC and animal users.

Who This Procedure Applies To

All persons using animals in research or teaching while under the control or supervision of BCIT or using its facilities are subject to this procedure, including:

- BCIT administrators, faculty, staff, and students engaging or assisting in any research activities involving animals carried out under the auspices of BCIT;
- BCIT senior managers and administrators engaging in research or responsible for employees or students engaged in research activities involving animals; and,
- members of the BCIT ACC and any BCIT researchers involved in research activities funded by major granting agencies.

Related Documents and Legislation

Legislation

Criminal Code of Canada, R.S.C. 1985, c C-46, (Sections 444-447)

Prevention of Cruelty to Animals Act, R.S.B.C. 1996, c. 372

Health of Animals Act, S.C. 1990, c. 21

Agreements

Agreement on the Administration of Agency Grants and Awards by Research Institutions
(Government of Canada)

BCIT Policies

1500 Code of Conduct
5102 Student Code of Conduct (Non-Academic)
5104 Student Code of Academic Integrity
5701 Academic Freedom
6600 Integrity in Research
6700 Freedom of Information and Protection of Privacy
7150 Occupational Health and Safety

Definitions

The following definitions apply to these procedures.

"Animal" is defined as a vertebrate or cephalopod organism that is covered under the mandate of the CCAC. This includes eggs, embryos, fetuses, and larvae in research, teaching, or testing.

"Animal user": means all employees, visitors, contractors, volunteers, students, or other individuals who will be handling or caring for animals for teaching or research at BCIT.

"BCIT Persons": includes all full- and part-time faculty, staff, and students (including clinical faculty, visiting instructors, and any persons enrolled in any degree, non-degree, diploma, certificate, or residency program) or any person who teaches, conducts research under the control or supervision of BCIT or uses its facilities.

"Principal Investigator": means the BCIT researcher who has primary responsibility for the design, execution, and supervision of a research project. The Principal Investigator is normally the person identified as such to a funding agency.

"Consulting Veterinarian": is a veterinarian who provides veterinary leadership support for the BCIT Animal Care and Use Program in alignment with the Canadian Association for Laboratory Animal Medicine Standards of veterinary care, as well as external and internal regulations, laws, policies and guidelines.

Animal Care Committee (ACC)

The BCIT Animal Care Committee (BCIT-ACC, or "committee") Terms of Reference and related policies outline responsibilities, size, composition, and operation in accordance with the most recent version of the CCAC Terms of Reference for Animal Care Committees. Members shall be appointed by the President, through the Provost and Vice President Academic, according to the criteria in the BCIT-ACC Terms of Reference.

The committee has the authority, on behalf of the President, through the Provost and Vice President Academic to:

- implement and enforce policies to ensure compliance with any requirements necessary to maintain the BCIT GAP Certificate;
- stop immediately any procedure in relation to the use of animals if it believes unnecessary pain is being experienced by an animal, and to stop any use of animals that deviates from the approved Animal Use Protocol (AUP) to prevent pain and or otherwise avoid compromising the animal's health and welfare;
- have an animal removed from a study or euthanized (in accordance with applicable BCIT-ACC policies) if pain or distress caused to the animal exceeds, violates, or is not included in the AUP;
- approve, suspend, and revoke AUPs in accordance with the committee's Terms of Reference and policies. The ACC also has the authority to recommend revisions, amendments, and modifications to AUPs prior to approval;
- investigate reports of non-compliance with Policy 6505, Animal Care: Ethical Use of Animals in Research and Teaching or complaints of improper treatment of animals within the scope of the Policy; and,
- provide the Provost and VP Academic with recommendations of consequences for individuals who have failed to comply with Policy 6505.

Animal Users

Use of animals for research and teaching is a privilege granted to certain BCIT Persons who must have the necessary expertise and appropriate training in accordance with BCIT-ACC and CCAC policies and guidelines. All BCIT Persons involved in the use of animals are responsible for ensuring these activities meet high scientific standards and have merit, including, in the case of teaching, pedagogical merit. All BCIT animal users must ensure any proposed or resulting use of animals complies with BCIT-ACC policies and any other requirements necessary to maintain the BCIT GAP Certificate.

Principal Investigators, personnel, and students listed on an approved AUP have the authority to:

- conduct approved procedures for which they have been deemed competent, as outlined in the AUP; and,
- restrict access to animals held under an AUP to personnel listed on the AUP, the Chair of the BCIT-ACC, and members of the committee conducting site inspections.

Non-Compliance

BCIT Persons are expected to report any information related to possible non-compliance with this procedure and associated policy in accordance with applicable BCIT-ACC policies and must cooperate fully in any process under this procedure. Any concern related to animal use can be reported, in good faith, to any of the following: BCIT-ACC Chair, Animal Care Officer, Consulting Veterinarian, or any member of the BCIT-ACC.

Potential violations of Policy 6505, Animal Care: Ethical Use of Animals in Research and Teaching and its associated procedures will be investigated, documented, and reported by the BCIT-ACC as outlined in its Terms of Reference and policies. If serious non-compliance is suspected, the Provost and Vice President Academic will be informed immediately.

The BCIT-ACC has the right to obtain all animal and training records relevant to investigations of compliance matters upon demand and without delay.

If an allegation relates to matters addressed by another BCIT policy or procedure, the investigation will be conducted in accordance with the policy or policies deemed most suitable by BCIT.

Appeals

Applicants or animal users who wish to appeal a decision made by the BCIT-ACC respecting administration of the Policy or AUP approval should send a notice of appeal to the Provost and VP Academic. The notice of appeal should specify the decision being appealed and the reasons for the appeal. The Provost and VP Academic will request that the President form an Appeal Committee separate from the BCIT-ACC and refer the AUP or other compliance matter in question to that committee.

The Appeal Committee comprises at least two individuals with appropriate expertise who may be from external institutions and in any case have no association with the appellant that could affect fairness and impartiality. Copies of AUPs, any revisions, and all other documentation, correspondence, and materials relevant to the appeal shall be made available to the Appeal Committee.

When making its decision, the Appeal Committee will make decisions in accordance with current CCAC guidelines.

Additional Duties and Responsibilities

The BCIT-ACC may delegate portions of its authority to the Consulting Veterinarian, including the coordination of basic training of BCIT Persons intending to use animals in teaching or research. The Consulting Veterinarian is delegated emergency authority to treat, remove from a study, or otherwise intervene in activities involving use of animals and to proceed with any necessary emergency measures.

Forms Associated with This Procedure

AUP forms required for submissions to the ACC are found on the Animal Care and Use program website along with detailed policies and procedures associated with BCIT-ACC review and AUP submission processes.

Amendment History

	<u>Approval Date</u>	<u>Status</u>
Created: Procedure 6505-PR1 v.1	2025 Feb 25	In Force
Revised: Procedure 6505-PR1 v.2 [draft]	2026 Jun 30 [tbd]	Pending approval

Scheduled Review Date

30 June 2031 [tbd on approval]; however, the executive sponsor may initiate review at any time.



Procedure for the Ethical Use of Animals in Research and Teaching

[Draft revision]

Procedure No:	6505-PR1
Version:	2
Policy Reference:	6505 Animal Care
Category:	Research
Approval Body:	Board of Governors
Executive Sponsor:	Provost & VP Academic
Department Responsible:	Animal Care Committee / Provost & VP Academic
Directory of Records Class:	0650-159
Approval Date:	2026 5 JunFeb 30 [tbd]25

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The Appeal Committee comprises at least two individuals with appropriate expertise who may be from external institutions and in any case have no association with the appellant that could affect fairness and impartiality. Copies of AUPs, any revisions, and all other documentation, correspondence, and materials relevant to the appeal shall be made available to the Appeal Committee.

When making its decision, the Appeal Committee will make decisions in accordance with current CCAC guidelines. ~~If procedures are at variance with CCAC guidelines or policies, then justification of approval upon appeal is required on scientific grounds.~~

Additional Duties and Responsibilities

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<u>Revised: Procedure 6505-PR1 v.2 [draft]</u>	<u>2026 Jun 30 [tbd]</u>	<u>Pending approval</u>

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Scheduled Review Date

~~30²⁵ June~~ ~~February 2031⁰~~ [tbd on approval]; however, the executive sponsor may initiate review at any time.; or earlier for reasons of regulatory or operational changes affecting the policy or procedure.

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INFORMATION NOTE

June 17, 2026

PREPARED FOR: Board of Governors

PREPARED BY: Cynthia Petrie, Vice President, External

ISSUE: BCIT Foundation Elevate Campaign

SUMMARY:

Following the successful completion of the INSPIRE Campaign, which raised more than \$130M over ten years, the focus continues building the foundation required to support the next phase of philanthropic growth.

The Elevate Campaign is being designed to advance BCIT's strategic priorities, support student success, strengthen strategic workforce development, and increase BCIT's impact across British Columbia, and Canada.

Campaign Readiness

Over the past year, significant work has been undertaken to strengthen campaign readiness across governance, operations, fundraising infrastructure, and institutional alignment.

Key areas of focus include:

- Reviewing Advancement operations to ensure the structure, capacity, and capabilities required to support campaign growth.
- Modernizing governance through updates to the BCIT–BCIT Foundation Memorandum of Understanding and related policies and processes.
- Strengthening stewardship, reporting, and accountability practices to ensure donor confidence and responsible management of philanthropic investments.
- Aligning campaign priorities with BCIT's Strategic Plan and the Education Plan.

A phased implementation approach is being developed to support campaign growth while ensuring operational sustainability.

Campaign Priorities

Work is underway with academic and senior leaders to identify fundraising priorities that will deliver meaningful impact for students, industry, and communities.

Current discussions are focused on opportunities related to:

- student access and success
- learning and teaching spaces
- equipment and technology
- workforce development and future skills training
- applied research and innovation

These priorities will form the basis of a series of targeted fundraising initiatives under the Elevate Campaign.

Unlike a traditional comprehensive campaign built around a single campaign objective, Elevate will be delivered through a series of focused micro-campaigns. This approach is intentional and reflects the current economic environment, changing donor interests, and the evolving needs of the Institute. By focusing on shorter, priority-driven initiatives, BCIT will be better positioned to remain agile, respond to emerging opportunities, and align philanthropic support with the areas of greatest institutional impact.

Fundraising Momentum

The Foundation continues to build strong momentum as preparations for Elevate advance. In fiscal 2025–2026, the BCIT Foundation raised more than **\$14.5M**, exceeding historical post-campaign fundraising expectations and reflecting continued donor confidence in BCIT's mission and impact.

The Development team continues to focus on:

- stewarding existing donors
- cultivating new philanthropic relationships
- engaging alumni and community supporters
- expanding relationships with industry and corporate partners

A number of significant funding opportunities are currently being advanced in support of student success, workforce development, and academic priorities.

Looking Ahead

Over the coming year, BCIT and the Foundation will continue to focus on campaign readiness activities, donor engagement, and institutional alignment in preparation for the launch of the first phase of the Elevate Campaign.

The first micro-campaign is expected to soft launch in fall 2026 and will focus on a strategic institutional priority that aligns with BCIT's mission, strategic workforce development mandate, and the interests of donors and industry partners. Additional micro-campaigns will be developed over time, allowing BCIT to adapt to changing institutional priorities and external conditions while maintaining momentum and relevance with supporters.

Elevate will play an important role in supporting BCIT's long-term vision by expanding access to applied education, strengthening workforce development, accelerating innovation, and enhancing the student experience.



Board of Governors Open Meeting – June 30, 2026

9.0 Next Meeting and Conclusion

- October 6, 2026 at 1:00 p.m.