BOARD OF GOVERNORS REGULAR MEETING

September 26, 2017; 11:00 a.m.
S103B, Kelowna Campus

AGENDA
OPEN SESSION

		Attachment	Approximate Time
1	**APPROVAL OF AGENDA** Recommended Motion: ***"BE IT RESOLVED THAT the September 26, 2017, OC Board open session meeting agenda is approved".***		11:00 a.m.
2	**OATH OF NEW MEMBERS** (C. Newitt – EDCO)		11:03 a.m.
3	**DECLARATION OF CONFLICT**		11:05 a.m.
4	**CONSENT AGENDA** Recommended Motion: ***"BE IT RESOLVED THAT the Consent Agenda be approved as presented".***		11:07 a.m.
4.1	**MINUTES –** June 27, 2017	A	
4.2	**WRITTEN REPORTS**		
	4.2.1 President's Report (J. Hamilton)	B	
	4.2.2 Education Council Report (C. Newitt)	C	
4.3	**INFORMATION**		
	4.3.1 Discrimination, Bullying and Harassment Policy Review	D	
5	**BUSINESS ARISING FROM THE MINUTES**		11:10 a.m.
6	**PRESENTATIONS/DELEGATIONS**		
6.1	Foundation Annual Report (K. Butler)	E	11:12 a.m.
7	**NEW BUSINESS/RESOLUTIONS**		11:20 a.m.
7.1	Finance, Audit and Risk Review Committee		
	7.1.1 Chair Report		
	7.1.2 Statement of Financial Information Recommended Motion: ***"BE IT RESOLVED that the Okanagan College Board of Governors approve the Statement of Financial Information for the fiscal year ending March 31, 2017, as presented."***	F	

7.2	Campus Planning Committee 7.2.1 Five Year Capital Plan (R. Daykin) Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Five-Year Capital Plan 2018/19 to 2022/23 as recommended by the Finance, Audit and Risk Review Committee and as presented."***	G	11:30 a.m.
	7.2.2 Sub-sub-sublease with the Kelowna Innovation Society & Accelerate Okanagan Technology Assoc. Recommended Motion: ***"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the sub-sub-sublease with the Kelowna Innovation Society and Accelerate Okanagan Technology Association for animation programming at 460 Doyle Avenue, Kelowna until February 28, 2020 at the rate of $44,201.88 plus GST per annum with the option of thirty-seven one-year renewal terms."***	H	
8	**VERBAL REPORTS**		11:40 a.m.
8.1	Board Chair Report (C. Denesiuk)		
8.2	President's Report (J. Hamilton)		
8.3	Governance Chair Report (L. Thurnheer)		
9	**INFORMATION**		11:50 a.m.
9.1	Connections 2016 Video (approx.. 11 minutes)		
10	**TOPICS FOR NEXT MEETING**		
11	**OTHER BUSINESS**		
12	**FOR THE GOOD OF THE INSTITUTION**		
13	**DATE OF NEXT MEETING** November 28, 2017, Kelowna Campus		
14	**ADJOURNMENT**		12:05 p.m.

Consent Agenda Resolutions
Attachment A

Item 4.1
Recommended Motion
"BE IT RESOLVED THAT the June 27, 2017, open session minutes be approved."

MINUTES OF REGULAR MEETING OF THE
OKANAGAN COLLEGE BOARD OF GOVERNORS

Open Session

Tuesday, June 27, 2017; 11:45 a.m.
S103B, Kelowna Campus

Members Present:	C. Denesiuk (Chair) J. Hamilton (President) C. Derickson (Vice Chair) A. Beaumont B. Berg	R. Gakhal S. Johal B. McGowan D. Silvestrone L. Thurnheer
Regrets:	C. Gerbrandt A. Hay C. Kushner G. Morgan M. Kananga J. Maciel	
Board Secretary:	M. Johnson	
Vice Presidents:	R. Daykin	
Directors:	A. Coyle	
Observers:	T. Walters (OCFA President)	
Guests:	Sharon Peterson, Chair - Regional Advisory Committee, CEO – YMCA of Okanagan Heather Schneider, Regional Dean – Central Okanagan	

The meeting was called to order at 11:54am

1 APPROVAL OF AGENDA

Motion: R. Gakhal/B. Berg
"BE IT RESOLVED THAT the June 27, 2017 OC Board open session meeting agenda is approved".

MOTION CARRIED

2 DECLARATION OF CONFLICT
No Conflicts were declared

3 CONSENT AGENDA

Motion: L. Thurnheer/S. Johal
"BE IT RESOLVED THAT the Consent Agenda be approved as presented".

Items Approved: L. Thurnheer/S. Johal
"BE IT RESOLVED THAT the May 23, 2017 open session minutes be approved".

MOTION CARRIED

4 BUSINESS ARISING FROM THE MINUTES

5 PRESENTATIONS/DELEGATIONS

6 NEW BUSINESS/RESOLUTIONS

6.1 Alcohol Serving and Consumption Policy (J. Hamilton)

The Alcohol Serving and Consumption Policy is being updated. The currently policy is a Board Policy however it is being recommended that, as it is more appropriately an Administrative Policy, the Board approved moving the responsibility for the policy to the President for management and approval.

Motion: C. Derickson/R. Gakhal
"BE IT RESOLVED THAT the Board approve changing the Alcohol Serving and Consumption Policy from a Board Policy to an Administrative Policy."

MOTION CARRIED

6.2 Education Council (D. Silvestrone)

6.2.1 Program Proposals

Motion: D. Silvestrone/J. Maciel
"BE IT RESOLVED THAT the Board approve the new program: Drupal Web Developer Certificate, as recommended by Education Council and as presented."

MOTION CARRIED

6.2.2 Program Revisions:

Bachelor of Business Administration

Motion: A. Beaumont/S. Johal
"BE IT RESOLVED THAT the Board approve the program revision: Bachelor of Business Administration (all specialties), as recommended by Education Council and as presented."

MOTION CARRIED

Commercial Aviation Diploma Program
The document submitted to the board was incorrect as it read that the proposed change was to "remove the requirement of the Private Pilot's licence", but the Private Pilot's licence was still listed under requirements. The submission has been updated and will be posted to the Board Group in Moodle.

Motion: D. Silvestrone/R. Gakhal
"BE IT RESOLVED THAT the Board approve the program revision: Commercial Aviation Diploma, as recommended by Education Council as revised and presented at the table."

MOTION CARRIED

6.3 Regional Dean Report (H. Schneider)
A verbal report was presented by the Regional Dean for the Central Okanagan Region which included the following highlights:
2016:

- There has been a positive economic development growth trend that has had a $1.6billion impact for the region.
- The Centre of Innovation space will have a positive influence on the Technology industry and help with program growth.
- The satellite trades sites on Ackland and Penno Roads closed due to the new Trades Building opening in 2016.
- There has been overall positive feedback from student surveys and students are generally satisfied. However, parking is still an issue. There is a plan in place to create awareness of the ample parking "around the corner" in the Evangel Church lot.

2017:

- There have been a number of MOU signings with partners such as the Westbank First Nation (WFN) and the City of Kelowna in the areas of program services, applied research, sustainability, etc.
- The contracting of an architect for the new Health Science Building will be finalized by the end of this summer. The estimated year for completion of the project is 2020.
- Today, we are celebrating the Na'kulamen garden opening. This will be a sustainable green space with hundreds of plants that are indigenous to the Okanagan. The WFN has been heavily involved in the planning an implementation of this beautiful garden.

President, Jim Hamilton, informed the Board that Heather is retiring at the end of July. Jim took this opportunity to thank Heather for her dedication, being a driving force, a liaison and enthusiastic support for Okanagan College. Heather's community contributions are too numerous to mention, but she is leaving a record of success and a legacy behind her.

7 VERBAL REPORTS

7.1 Board Chair Report (C. Denesiuk)
The Board was represented at all of the Convocation and Commencement ceremonies over the past few weeks.

7.2 President's Report (J. Hamilton)

- The new Dean of the Okanagan School of Business is Bill Gillett.
- We presently have 4 competitions on the go searching for a Regional Dean in the South Okanagan, a Regional Dean for the Central Okanagan, a Director for IT Services and an HR Director. The goal is to have all of these positions filled by September.

8 INFORMATION

None

9 TOPICS FOR NEXT MEETING

None

10 OTHER BUSINESS

None

11 FOR THE GOOD OF THE INSTITUTION

Nothing to report

12 DATE OF NEXT MEETING

September 26, 2017 - Kelowna Campus

13 ADJOURNMENT

Motion to adjourn: B. Berg

MOTION CARRIED

Meeting adjourned at 12:28pm

Consent Agenda Resolution
Attachments A to F

Item 4.1
Recommended Motion
"BE IT RESOLVED THAT the May 23, 2017, open session minutes be approved."

President's Report
to the
Okanagan College Board of Governors

September 2017

Learner Readiness and Success

- For four weeks this July and August, 117 students from Toyota Technical College visited Okanagan College for the 26th consecutive summer educational exchange. The students spent their time studying Automotive Collision Repair and Customer Service at OC.

- On September 19th, two Okanagan College Alumni, Grace Greyeyes and Ben Klick, received the Okanagan College Alumni Association's Distinguished Alumni and Young Alumni awards, respectively.

- Flourish, a bi-weekly series of free drop-in workshops designed to promote student wellness, was piloted at our Penticton campus earlier this month. The project aims to promote positive mental health and break down the stigmas surrounding mental illness, while helping students develop tools to manage stress, anxiety and depression.

Community Engagement and Service

- This summer, more than 1,500 children and teens converged on Okanagan College for fun, interactive learning camps as part of the CampOC and TeenOC initiatives coordinated by the College's Continuing Studies Department. There were over 100 different programs scheduled on the Kelowna, Penticton and Vernon campuses.

- Okanagan College's Trades Complex in Kelowna has added two International awards in sustainability to its growing list of accolades. The facility, which opened last September, took home first place overall at the Regional American Society of Heating, Refrigerating and Air-Conditioning Engineers in Seattle, Washington. It also topped the list in the category for Existing Educational buildings.

- Orientation events kicked off the start of the academic year on September 5th at all of our campuses. More than 2,380 new students are starting classes this fall, with enrolment up more than 4% this year. I had the opportunity to welcome students at the Vernon campus, before traveling to Salmon Arm orientation, where the "Dunk-A-Dean" was a highlight for students and staff.

- I attended the inaugural exhibition season openers for the Men's and Women's Coyotes basketball teams against Calgary's Ambrose University on Friday September 8th

- In mid-September, I was appointed co-chair of BCCAT (BC Council on Admissions and Transfer). This appointment aligns with the expiration of my term as Board Chair of BC Council for International Education.

- The Penticton daycare opened its doors this month, providing 46 new child care spaces to students, staff, and community.

Teaching, Programming and Applied Research

- The Fall 2017 Professional Development Workshop series has begun. Put on by our Learning & Applied Research department, this series features a variety of topics for staff, including the effective use of data, Project Management, student engagement and attitudes, use of technology in the classroom, Excel and Outlook, research funding opportunities, and intercultural communication.

- OC is offering an additional intake to its Aircraft Maintenance Engineering-Structures program this fall. The program will have students ready to enter the workforce by August 2018. Our industry partner, KF Aerospace, has agreed to hire a minimum of half of each year's graduating class. For the past three years, they have hired every single graduating student and once again anticipate hiring the entire 12-person class when they graduate next summer.

- Our new Viticulture Technician diploma program kicked off on September 5th in Penticton, with students having the opportunity to tour wineries on the Naramata Bench and create a time capsule.

- The new two-year Animation diploma also began this September. Classes for this program are being held in the Centre for Innovation in downtown Kelowna, where students have access to state of the-art classrooms and training by industry professionals.

- The Sustainable Construction Management Technology (SCMT) program, which originally launched in the Fall of 2014 as a three-year pilot, has been revised as of September 1st and will continue to be offered as a two-year diploma program at the Penticton campus.

Indigenization

- On August 18th, we hosted internationally renowned Maori scholar Graham Smith, who shared insights into how communities can benefit from fostering meaningful relationships with Indigenous peoples.

- The 9th Annual Aboriginal PowWow Youth Exhibition took place in the courtyard of the Kelowna campus on September 21st. Elders and artisans, dancers and drummers from across the BC Interior presented a cultural celebration highlighting the rich heritage, cuisine and artwork of the Indigenous people in our region.

Organizational Sustainability

- Minister of Advanced Education, Skills and Training Melanie Mark visited the Kelowna campus on August 18th for a campus tour, meetings with employee and student groups, and to make a Trades funding announcement.

- We held our annual employee learning conference, Connections, in late August. More than 400 employees gathered from throughout the region to attend a plenary session and participate in a wide array of workshops, ending the day with an Employee Expo and social.

- We welcomed several new employees to our Leadership Team over the past few months:
    - Bill Gillett was appointed Dean for the School of Business – August 1st.
    - Eric Corneau joined our South Okanagan-Similkameen campus on August 28th as Regional Dean.
    - Linda Heska stepped into the role of HR Director – September 18th.
    - Phil Ashman transitioned from his position as Associate Dean of Science, Technology and Health to the role of Regional Dean, Central Okanagan on September 18th.
    - We also welcomed Jordan Perrey as Director of IT Services– September 25th.

Education Council
Report to the Board of Governors
June 2017

Education Council did not meet in September 2017.

The Operations Committee met on June 26, 2017 and September 15, 2017 to approve candidates for graduation.

Candidates for Graduation –
June 26, 2017 Education Council Operations Committee meeting

Program	# of Students
Accounting Assistant Certificate	1
Administrative Assistant Certificate – Kelowna	11
Administrative Assistant Certificate – Salmon Arm	10
Administrative Assistant Certificate – Vernon	12
Administrative Assistant Certificate (Out of sequence)	1
Bachelor of Business Administration (out of sequence)	4
Basic Skills Certificate B	7
BC Adult Graduation Diploma	9
Business Studies Certificate (Out of sequence)	1
Certified Dental Assistant	23
Collision Repair Technician Certificate (September 6, 2016 – June 2, 2017)	15
Culinary Arts Certificate	19
Culinary Arts Certificate (Out of sequence)	3
Early Childhood Education Certificate	2
Early Childhood Education – Infant and Toddler Certificate	10
English for Academic Purposes Certificate	16
Health Care Assistant Certificate	23
Heavy Mechanical Foundation Certificate (September 6, 2016 – June 2, 2017)	16
Heavy Mechanical Foundations Certificate (Out of sequence – end date January 30, 2017)	1
Human Service Work Diploma – Kelowna	19
Human Service Work Diploma – Vernon	19
Legal Administrative Assistant Certificate – Corporate/Conveyancing	7
Legal Administrative Assistant Certificate – Corporate/Conveyancing (Out of sequence)	2
Legal Administrative Assistant Certificate – Litigation (Out of sequence)	1
Medical Administrative Assistant Certificate	1
Office Assistant Certificate	12
Office Assistant Certificate (Out of sequence)	2
Pastry Arts Certificate	17
Pasty Arts Certificate (Out of sequence)	1
PACE (Preparing for Access to Careers and Education)	5
Studio Woodworking Certificate (September 6, 2016 – June 2, 2017)	8
Therapist Assistant Diploma	25
Therapist Assistant Diploma (Out of sequence)	1
Welding Foundation Certificate Out of sequence – end date March 27, 2017)	1
Welding Foundation Certificate (November 21, 2016 – June 9, 2017)	13
Total	**318**

Candidates for Graduation –
September 15, 2017 Education Council Operations Committee meeting

Program	# of Students
Accounting Assistant Certificate (BC Campus)	3
Administrative Assistant Certificate (BC Campus)	1
Administrative Assistant Certificate - Vernon	2
Associate of Arts Degree (Out of sequence – end date December 20, 2016) Vernon	1
Associate of Arts Degree (Out of sequence – end date April 26, 2017)	1
Associate of Arts Degree (Out of sequence - end date June 23, 2017)	1
Automotive Service Technician (February 6 – September 1, 2017)	12
Bachelor of Business Administration – Summer 2017 completion	14
BC Adult Graduation Diploma (Out of sequence – end date December 8, 2012) Salmon Arm	1
BC Adult Graduation Diploma (Out of sequence – end date April 25, 2017) Penticton	2
BC Adult Graduation Diploma (Out of sequence – end date June 23, 2017) Salmon Arm	1
Business Administration Certificate (Out of sequence – end date April 26, 2017)	1
Business Administration Certificate (Out of sequence – end date August 31, 2017)	1
Business Administration Diploma (Out of sequence – Summer 2017 completion)	30
Business Administration Diploma (Out of sequence – end date December 10, 2016)	1
Business Studies Certificate (Out of sequence – Summer 2017 completion)	2
Civil Engineering Technology Diploma (Out of sequence)	1
Commercial Aviation Diploma (Out of sequence)	2
Diploma in Criminal and Social Justice (Out of sequence) Penticton	1
Electrician Pre-Apprenticeship (February 14 – July 28, 2017) Penticton	14
Electrician Pre-Apprenticeship (March 7 – August 18, 2017) Kelowna	10
English for Academic Purposes Certificate (Out of sequence – end date December 21, 2016)	1
English for Academic Purposes Certificate (Out of sequence – end date April 28, 2017)	2
English for Academic Purposes Certificate (Out of sequence – end date June 27, 2017)	2
Diploma in Environmental Studies (Out of sequence – Summer 2017 completion)	2
Diploma in General Studies (Out of Sequence – end date June 27, 2017)	1
Diploma in General Studies (Out of sequence – end date April 27, 2017)	1
Heavy Mechanical Foundation Certificate (Out of sequence – end date March 10, 2017)	1
Legal Administrative Assistant Certificate (Out of sequence)	1
Medical Administrative Assistant Certificate (BC Campus)	4
Office Assistant Certificate (BC Campus)	3
Office Assistant Certificate (Out of sequence – end date June 19, 2015) Vernon	1
Office Assistant Certificate (Out of sequence – end date January 19, 2017) Vernon	1
Plumbing and Piping Trades Certificate (February 14 – July 28, 2017)	17
Refrigeration & Air Conditioning Mechanic Pre-Apprenticeship Certificate (Feb 6 – Jul 28/17)	14
Residential Construction Certificate (February 28 – August 18, 2017) Penticton	8
Residential Construction Certificate (February 20 – August 18, 2017)	9
Sheet Metal Worker Foundation Certificate (April 3 – August 18, 2017)	4
Water Engineering Technology Diploma (Out of sequence)	1
Welder Foundation Certificate (January 4 – July 14, 2017)	7
Welder Foundation Certificate ((February 14 – July 28, 2017) Salmon Arm	14
Welder Foundation Certificate (February 14 – August 25, 2017) Kelowna	10
Total	**206**

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Discrimination, Bullying and Harassment Policy – policy review

DATE

September 5, 2017

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

Discrimination, Bullying and Harassment Policy is a Board approved policy and is reviewed annually (s.15.1) by the College administration. Following a review of this policy by the College administration, no changes are recommended at this time.

ACTION REQUIRED

For example: • For consultation • For information • For approval (including resolution; see language below)

For Information

STRATEGIC PLAN [1] ALIGNMENT

With which Key Directions is this topic aligned? (please choose all those that are applicable)

Key Directions:

- ☐ Support learner readiness and success
- ☐ Excelling in teaching, programming, and applied research
- ☐ Working with, and learning from, the Indigenous community
- ☐ Serving and engaging the community
- ☐ Focusing on organizational sustainability
- ☐ Not an initiative driven by the Strategic Plan but necessary for operational purposes

COMMENTS FROM THE PRESIDENT

Not required. For information only.

REPORT PREPARED AND SUPPORTED BY (include name and title)

Donna Olson, Director, Legal Affairs & Policy Development

This document is intended to be a cover sheet only (eg one page)
If supporting documents are required, please attach them.

Material is to be submitted to the relevant Vice President for review and submission to the President

[1] *Strategic Plan can be found at:* **www.Okanagan.bc.ca/toward2020**

Title	**Discrimination, Bullying and Harassment Policy**
Policy Area	Operations – Human Resources
Policy Number	E.2.1
See also *(related policies and documents)*	Sexual Violence and Misconduct Policy Violent and Threatening Behaviour Policy Student Non-Academic Conduct Policy Code of Ethical Practices Policy Use of Information Technology Resources Policy Social Media Policy Collective Agreements

Effective Date of Policy:	June 29, 2016
Approval Date:	June 28, 2016
Applies to:	Employees, Students, Members of the Board of Governors
Approving Body:	Board of Governors
Supersedes:	OUC Harassment & Discrimination Policy, January 27, 2005, Okanagan College Harassment & Discrimination Policy, Non-Bargaining Unit Employees, June 28, 2005; Discrimination, Bullying and Harassment Policy, November 26, 2013; Discrimination, Bullying and Harassment, November 29, 2014
Authority:	*College and Institute Act* *Workers Compensation Act* *Sexual Violence and Misconduct Policy Act*

The following is responsible for the administration of this policy:

Primary Office	**Contact**
Student Services	Vice President, Students

Policy Statement

1.1 Okanagan College is committed to ensuring a working and learning environment that is free of discrimination, harassment and bullying, and supports a collegial environment that is characterized by mutual respect, safety, civility and free inquiry. This policy includes definitions and standards for appropriate conduct and provides an effective and fair procedure for receiving, assessing, investigating and acting on a complaint of discrimination, harassment and bullying.

1.2 The procedures in this policy will be followed when responding to complaints under the *Sexual Violence and Misconduct Policy*.

Policy Details

2. Application

2.1 This policy applies to students, employees and Members of the Board of Governors of the College in a College-related activity.

2.2 If a bargaining unit employee is either the Complainant or the Respondent and if the terms of his/her collective agreement apply to the circumstances, the collective agreement provisions will prevail as appropriate, unless agreed otherwise by all parties.

3. General Principles

3.1 The fact that a Complaint is being pursued under this policy (or under this policy through the *Sexual Violence and Misconduct Policy*) does not preclude the Complainant from pursuing a process outside of the College, including filing a complaint with the B.C. Human Rights Tribunal, filing a claim under Worksafe BC, civil claim or criminal complaint.

3.2 If a Complaint is being pursued outside of the College, the College may elect to continue with the College process or may elect to suspend the College process until the outcome of the process outside of the College is determined. The College will cooperate with any criminal investigation.

3.3 All Complaints must be made in good faith. A Complaint which is frivolous, vexatious, or malicious, or made in bad faith may result in disciplinary or other corrective measures being taken against the person who made the Complaint.

3.4 There will be no retaliation against a Complainant for making a Complaint in good faith, regardless of the outcome. An individual retaliating may be subject to discipline or corrective action.

4. Confidentiality

4.1 The College is committed to the protection against any unauthorized disclosure of personal information of the parties to a Complaint. The College will protect personal information except to the extent that:

a) the sharing of personal information is necessary for the protection of health or safety;
b) the sharing of personal information is required or authorized by law; or
c) the person the information is about has consented to the release of the personal information.

4.2 Personal information, whether oral and written, which is collected, received, or compiled from a Complaint and through the course of a resolution process will be treated as confidential by the College in accordance with privacy legislation. The College will require that the Complainant, the Respondent and any witnesses keep confidential any information that they receive during the resolution process. Unauthorized disclosure of personal information may cause substantial harm to the parties to a Complaint, including creating unfairness in the resolution process and could deter others who have experienced inappropriate conduct from making a complaint.

5. Definitions

5.1 **Bullying and Harassment** includes any inappropriate conduct or comment by a person who knew or reasonably ought to have known would cause a person to be humiliated or intimidated; or any other form of unwelcome verbal or physical behaviour which by a reasonable person standard would be expected to cause insecurity, discomfort, offence or humiliation to an employee or a group of employees, and has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

Bullying and Harassment excludes any reasonable action taken by the employer or a supervisor relating to the management and direction of employees or the place of employment. Not all inappropriate, offensive or disrespectful conduct is Bullying and Harassment. The behavior must be humiliating or intimidating to be considered Bullying and Harassment.

Bullying and Harassment applies to students and is conduct or comment(s) that have the purpose or effect of interfering with a student's performance or creating an intimidating, hostile or offensive learning environment. Bullying and Harassment excludes any reasonable action taken by an instructor relating to management of the classroom and assignment of course work.

5.2 **College Community** means students, employees and members of the Board of Governors of the College.

5.3 **College related activity** includes an activity conducted under the authority of the College at any location. The conduct in question must have a real and substantial connection to the College, College activities or College-related functions, whether or not the conduct occurred on College property.

5.4 **Complaint** or a report ("Complaint") is a statement of facts including a record of the dates, times, nature of any incidents and names of witnesses. The Complaint must contain sufficient detail to allow the College to assess the Complaint and conduct an

investigation if required. A Complaint can be filed by a Complainant or anyone who witnesses inappropriate conduct as defined under this policy or under the *Sexual Violence and Misconduct Policy*. A Complaint must be made as soon as possible, but should be made no later than 6 months after the last incident alleged in the Complaint.

A Complaint of Sexual Misconduct under the *Sexual Violence and Misconduct Policy* can be filed at any time.

Please see the C*omplaint Form* attached to the policy.

5.5 **Complainant** is a person who believes that he/she has experienced inappropriate conduct as described in this policy and who seeks relief under this policy or the *Sexual Violence and Misconduct Policy*.

In the event a Complainant is unwilling to proceed or unwilling to continue in the process, the College may decide to continue with an investigation or resolution processes without the participation of the Complainant.

5.6 **Discrimination** means discrimination based on a person's sex, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sexual orientation, age, or criminal conviction unrelated to the person's employment or program of study.

5.7 **Employee** means any person employed by the College and members of the Board of Governors.

5.8 **Response** is the written statement of the Respondent in reply to a Complaint.

5.9 **Respondent** is a person against whom an allegation has been made under this policy or under the *Sexual Violence and Misconduct Policy.*

5.10 **Sexual Harassment** means a course of unwanted remarks, behaviours, or communications of a sexually oriented nature and/or a course of unwanted remarks, behaviours or communications based on gender – where the person responsible for the remarks, behaviours or communications knows or ought reasonably to know that these are unwanted. It includes, but is not limited to:

a) sexual solicitations, advances, remarks, suggestive comments and gestures (including songs and chants);
b) the inappropriate display of sexually suggestive pictures, posters, objects or graffiti;
c) non-consensual posting of sexually explicit pictures or video with the intent to distress the person in the picture or video, aggressive comments and slurs on any form of social media;
d) physical contact of a sexual nature; and
e) sexual conduct that interferes with an individual's dignity or privacy such as voyeurism and exhibitionism.

5.11 **Sexual Misconduct** – see *Sexual Violence and Misconduct Policy* for definitions and other related information.

5.12 **Student** means any person enrolled as a student at the College.

Procedures

6. Procedures

6.1 Any employee that experiences, observes or knows of conduct that may be Discrimination, Bullying or Harassment as defined by this policy must report that conduct. Students are strongly encouraged to report.

6.2 All Complaints, submissions, responses and decisions made under the terms of this policy and the *Sexual Violence and Misconduct Policy* should be made in writing where possible.

6.3 Complaints should be directed as follows:

a) for students - a counsellor in Student Services, the Director, Student Services, Program Dean or Regional Dean; or
b) for employees - a supervisor, Human Resources Advisor, Program Dean, Regional Dean or Director.

6.4 The individual who receives a Complaint that involves students as Complainant and Respondent, shall forward the Complaint to the Director, Student Services.

6.5 The individual who receives a Complaint that involves an employee, shall forward the Complaint to the Director, Human Resources, except as noted in section 6.6.

6.6 If a Complaint involves the Director, Human Resources, the Complaint shall be forwarded to the Director, Student Services.

6.7 If a Complaint involves the President or a member of the Board of Governors, the Complaint shall be forwarded to the Board Chair, or the Board Vice-Chair if the Complaint involves the Board Chair. The Board Chair or Board Vice-Chair will determine the appropriate procedures (follow the procedures in this policy to the extent possible) and will retain an external investigator as necessary.

6.8 The decision of a Complainant or a Respondent not to participate in a proceeding under this policy is not a bar to the continuation of the proceeding. A Respondent who chooses not to participate in an investigation under this policy may still be subject to discipline or other corrective measures based on the evidence available during an investigation.

6.9 Allegations which do not conform to the definition of a Complaint in this policy, or a Complaint that is outside the jurisdiction of this policy or beyond the 6 month reporting deadline may be dismissed by the Director, Human Resources or the Director, Student Services, after consultation with the appropriate Vice President.

6.10 Any reference to a position in the policy includes any person that may be appointed as a designate to that position.

Resolution Processes

7. Informing the Respondent Directly

7.1 If a Complainant believes he/she has been subjected to inappropriate conduct as defined in this policy or the *Sexual Violence and Misconduct Policy*, the Complainant

is encouraged to make the disapproval and/or discomfort known to the person responsible for the behaviour and tell the person to stop.

7.2 If the Complainant does not feel comfortable with attempting to resolve the situation with the person directly, or if such resolution attempt was not successful then no later than 6 months after the last alleged incident the Complainant should notify one of the individuals listed in s.6 and may submit a Complaint in accordance with this policy.

8. Joint Problem Solving Process

8.1 A joint problem solving process is an informal process and refers to options other than an investigation process. It is a problem solving approach with a goal of achieving a resolution satisfactory to the Complainant, Respondent and the College.

8.2 If the Complaint falls within the jurisdiction of this policy or the *Sexual Violence and Misconduct Policy*, the Director, Human Resources or the Director, Student Services will discuss the allegation/situation with the Complainant and, with the Complainant's consent, may also discuss it with the Respondent with a view to reaching a resolution. Options under the joint problem solving process include, but are not limited to, facilitated discussion or mediation.

8.3 If the joint problem solving process does not result in a resolution of the issues, the Complaint may proceed under the investigation process.

8.4 If a resolution is achieved, the parties will sign a statement of the terms of the resolution. No resolution may impose obligations on the College without the College's consent.

8.5 The Director, Human Resources or Director, Student Services may refer the Complaint to the investigation process at any time.

9. Investigation Process

9.1 If the Complaint falls within this policy or the *Sexual Violence and Misconduct Policy* and it has not been resolved through the joint problem solving process, or it is determined by the Director, Human Resources or Director, Student Services that the investigative process is more suitable, then it will be investigated diligently and promptly. The investigation will be fair and impartial.

9.2 The Director, Human Resources or Director, Student Services shall provide the Respondent with a copy of the Complaint and ask that a Response be provided within a specified timeline. This timeline may be extended by the Director, Human Resources or Director, Student Services based on a reasonable request from the Respondent.

9.3 A College investigator or an outside consultant appointed by the Director, Human Resources or Director, Student Services, depending on the circumstances of the case, will conduct the investigation. The investigator will interview the Complainant, the Respondent and any other individual as necessary, and produce a report of the investigator's findings.

9.4 For employees, a copy of the investigator's report will be submitted to the Director, Human Resources and to the appropriate Vice President. The Vice President will decide whether to dismiss or uphold all or part of the Complaint.

9.5 In the event that a direct report to a Vice President is a party in a Complaint, a copy of the investigation report shall be submitted to an alternative Vice President. Where a Vice President is a party in a Complaint, a copy of the investigator's report shall be submitted to the President.

9.6 For an employee, after consultation with the employee's supervisor the appropriate Vice President will impose or recommend corrective action or formal disciplinary action up to and including dismissal of the Respondent.

9.7 If the Complainant and Respondent are students, a copy of the investigator's report will be submitted to the Director, Student Services, and to the Vice President, Students. The Vice President will decide whether to dismiss or uphold all or part of a Complaint.

9.8 After consultation with the student's Program Dean as appropriate, the Vice President will impose or recommend corrective action or formal disciplinary action up to and including suspension/expulsion of the Respondent.

9.9 Depending on the nature of the disciplinary action, the President or the Board of Governors may have the final decision, subject to any appeals.

10. Support during Investigations

10.1 An employee who is either a Complainant or Respondent may access counseling, at their discretion, through the College's *Employee and Family Assistance Program* and will be provided with information on how to do so by the College's Pension & Benefits Coordinator.

10.2 At any investigatory or disciplinary meeting, employees who are bargaining unit members shall have the right to have a representative of his/her union in attendance.

10.3 At any investigatory or disciplinary meeting, exempt employees may choose to have a colleague in attendance. The colleague shall not be any person who may be placed in a conflict of interest.

10.4 A person who has experienced inappropriate conduct under this policy or the *Sexual Violence and Misconduct Policy* should refer to the College webpage for internal and external resources.

http://www.okanagan.bc.ca/Campus_and_Community/Safety___Security.html

A Complaint does not have to be filed to obtain these supports.

11. Investigation Reports

11.1 The investigation report is confidential and will not be released by the College except as required by law.

11.2 The Complainant and Respondent will receive a written decision. The Complainant has the right to know the outcome of an investigation, but not the details of the disciplinary action, if any, against the Respondent.

12. Powers of the President

12.1 Nothing in this policy interferes with the authority of the President under the *College and Institute Act*.

13. Record Keeping

13.1 The Director, Human Resources or Director, Student Services is responsible for maintaining records.

13.2 A copy of the corrective or disciplinary action will be placed on the employee's personnel file or student's file with the Registrar's Office.

14. Appeals

14.1 An employee may appeal his/her discipline using the procedures that apply to any disciplinary decision involving a member of that group of persons to which that employee belongs.

14.2 A student may appeal his/her suspension/expulsion as provided under the *College and Institute Act*.

15. General

15.1 This policy will be reviewed annually.

Complaint Form

Discrimination, Bullying and Harassment (including Sexual Misconduct)

Contact Information Of Complainant
Name:
Phone Number:
Email:
OC Student/Employee ID:
Name Of Respondent(s)
Name:
Contact Information (if known):

Personal statement

Please describe, in as much detail as possible, the bullying and harassment or discrimination incident(s), including:

- the names of the parties involved;
- any witnesses to the incident(s);
- the location, date, and time of the incident(s);
- details about the incident(s) (behaviour and/or words used);
- any additional details that would help with an investigation.

Attach any supporting documents, such as emails, handwritten notes, screenshots of online activity or photographs.

(Please attach additional pages as required)

Signature	**Date**

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Okanagan College Foundation Annual Report 2016-17, Audited Financial Statements to March 31, 2017 & Annual Report to the Directors.

DATE

September 26, 2017

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

The Okanagan College Foundation is the fundraising arm for Okanagan College. Kathy Butler is the Executive Director, and is also the Director of Advancement & Alumni for Okanagan College. The Foundation is a separate entity from Okanagan College, but falls under the Advancement & Alumni portfolio.

The purpose and mission of the Foundation is to "*advance the power of education by engaging individuals and communities in contributing to Okanagan College*." The Foundation supports Okanagan College by:

- Helping students with scholarships, bursaries, awards and other financial supports;
- Building relationships with donors;
- Supporting capital projects and programs; and
- Managing financial resources responsibly and ethically.

At the end of each fiscal year (March 31), an independent audit of the Okanagan College Foundation is conducted. Grant Thornton LLP conducted the audit for 2016-17. A copy of the audited financial statements is attached with this submission.

After the completion of the audit, the Okanagan College Foundation produces and distributes its annual report each summer. The report is distributed to all donors and to key stakeholders. Along with the annual reports, donors also receive personalized fund reports. These reports show the balance of each donor's award and also serve as invoices for donors who may need to "top up" their funds in preparation for distribution to students at the annual awards receptions held each November.

The 2016-17 Annual Report for the Foundation can be found electronically at:
https://issuu.com/okanagancollege/docs/ln4019_found_annualreport2017_web

The Foundation Chair and Executive Director present their report to the Foundation Directors at the Foundation Annual General Meeting. This year, the AGM was held on June 15, 2017. A copy of report is attached.

ACTION REQUIRED

For example: • For consultation • For information • For approval (including resolution; see language below)

For information.

STRATEGIC PLAN [1] ALIGNMENT

With which Key Directions is this topic aligned? (please choose all those that are applicable)

Key Directions:

- ☐ Support learner readiness and success
- ☐ Excelling in teaching, programming, and applied research
- ☐ Working with, and learning from, the Indigenous community
- ☒ Serving and engaging the community
- ☐ Focusing on organizational sustainability
- ☐ Not an initiative driven by the Strategic Plan but necessary for operational purposes

COMMENTS FROM THE PRESIDENT

REPORT PREPARED AND SUPPORTED BY (include name and title)

Kathy Butler, Director Advancement & Alumni / Executive Director, Okanagan College Foundation

This document is intended to be a cover sheet only (eg one page)
If supporting documents are required, please attach them.

Material is to be submitted to the relevant Vice President for review and submission to the President

[1] *Strategic Plan can be found at:* **www.Okanagan.bc.ca/toward2020**

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OKANAGAN COLLEGE FOUNDATION

FINANCIAL STATEMENTS

MARCH 31, 2017

okanagan college FOUNDATION

Okanagan College Foundation

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Grant Thornton

Independent Auditors' Report

Grant Thornton LLP
200 - 1633 Ellis Street
Kelowna BC V1Y 2A8

T (250) 712-6800
(800) 661-4244 (Toll Free)
F (250) 712-6850
www.GrantThornton.ca

To the Directors of
Okanagan College Foundation

We have audited the accompanying financial statements of Okanagan College Foundation, which comprise the statement of financial position as at March 31, 2017, and the statement of changes in net assets, the statement of operations, and the statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

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

Opinion
In our opinion, the financial statements present fairly, in all material respects, the financial position of Okanagan College Foundation as at March 31, 2017, and the results of its operations and its cash flows for the year then ended, in accordance with Canadian accounting standards for not-for-profit organizations.

Report on other legal and regulatory requirements
As required by the Society Act of British Columbia, we report that, in our opinion, these accounting principles have been applied on a basis consistent with that of the preceding year.

Grant Thornton LLP

Kelowna, Canada
May 19, 2017

Chartered Professional Accountants

Okanagan College Foundation
Statement of Financial Position
For the Year Ended March 31

	2017	2016
Current assets		
Cash and cash equivalents	**$ 3,317,819**	$ 3,742,768
Receivables	**8,722**	10,563
Investment portfolio (Note 3)	**7,600,366**	6,946,711
Life insurance policies (Note 4)	**89,074**	79,235
	$ 11,015,981	$ 10,779,277
Liabilities		
Current liabilities		
Payables and accruals	**$ -**	$ 1,250
Line of credit payable (Note 5)	**89,100**	280,000
	89,100	281,250
Net Assets		
Unrestricted	**44,010**	46,430
Restricted		
Capital campaign	**530,804**	895,337
Scholarship and program support	**1,263,001**	1,454,107
Endowment	**9,089,066**	8,102,153
	10,926,881	10,498,027
	$ 11,015,981	$ 10,779,277

Approved on behalf of the Board:

Director

Director

See accompanying notes to the financial statements.

Okanagan College Foundation
Statement of Changes in Net Assets
For the year ended March 31

	Unrestricted	Restricted				
	Operating	Capital campaign	Scholarship and program support	Endowment	**2017 Total**	2016 Total
Balance, beginning of year	$ 46,430	$ 895,337	$ 1,454,107	$ 8,102,153	**$ 10,498,027**	$ 12,938,443
Net revenue (expense)	(1,275)	(361,618)	(276,769)	1,068,516	**428,854**	(2,440,416)
Interfund transfers	(1,145)	(2,915)	85,663	(81,603)	**-**	-
Balance, end of year	$ 44,010	$ 530,804	$ 1,263,001	$ 9,089,066	**$ 10,926,881**	$ 10,498,027

See accompanying notes to the financial statements.

Okanagan College Foundation
Statement of Operations
For the year ended March 31

	Unrestricted	Restricted				
	Operating	Capital campaign	Scholarship and program support	Endowment	**2017 Total**	2016 Total
Revenue						
Donations						
Capital campaign	$ -	$ 637,791	$ -	$ -	**$ 637,791**	$ 1,363,540
Annual awards	-	1,000	337,401	-	**338,401**	479,521
Program support	-	108,285	77,737	-	**186,022**	185,271
SIDIT grant revenue	-	-	50,000	-	**50,000**	75,000
Endowment contributions	-	-	29,998	409,138	**439,136**	256,432
Investment income	-	-	265,541	199,036	**464,577**	552,813
Unrealized gain (loss)	-	-	-	450,503	**450,503**	(519,702)
Forgiveness of line of credit payable	-	403,004	-	-	**403,004**	412,136
Gaming event revenues	-	-	37,258	-	**37,258**	34,722
Other revenues	25,508	-	-	-	**25,508**	26,911
Increase in cash surrender value of life insurance policies	-	-	-	9,839	**9,839**	9,396
	25,508	1,150,080	797,935	1,068,516	**3,042,039**	2,876,040
Expenses						
Scholarships and bursaries	670	-	802,559	-	**803,229**	688,827
Okanagan College program support and other	25,000	1,299,593	210,561	-	**1,535,154**	4,214,749
Fund raising expenses	-	212,105	-	-	**212,105**	351,441
Gaming event expenses	-	-	14,998	-	**14,998**	15,413
Investment management fees	-	-	38,807	-	**38,807**	39,070
Other expenses	1,113	-	7,779	-	**8,892**	6,956
	26,783	1,511,698	1,074,704	-	**2,613,185**	5,316,456
Net revenue (expense)	$ (1,275)	$ (361,618)	$ (276,769)	$ 1,068,516	**$ 428,854**	$ (2,440,416)

See accompanying notes to the financial statements.

Okanagan College Foundation
Statement of Cash Flows
For the year ended March 31

	2017	2016
Cash provided by (used in) operating activities		
Net revenue (expense)	**$ 428,854**	$ (2,440,416)
Items not affecting cash		
Increase in cash surrender value of life insurance policies	**(9,839)**	(9,396)
Gain on disposal of investments	**(176,748)**	(148,623)
Unrealized (gain) loss on investments	**(450,503)**	519,702
Forgiveness of line of credit payable	**(403,004)**	(412,136)
	(611,240)	(2,490,869)
Changes in non-cash working capital		
Decrease in receivables	**1,841**	1,445
(Decrease) increase in payables and accruals	**(1,250)**	650
Net advances of line of credit	**212,104**	345,295
	(398,545)	(2,143,479)
Cash provided by (used in) investing activities		
Purchase of investments	**(1,004,328)**	(454,270)
Proceeds from disposal of investments	**977,924**	610,394
	(26,404)	156,124
Decrease in cash and cash equivalents during the year	**(424,949)**	(1,987,355)
Cash and cash equivalents, beginning of the year	**3,742,768**	5,730,123
Cash and cash equivalents, end of the year	**$ 3,317,819**	$ 3,742,768

See accompanying notes to the financial statements.

Okanagan College Foundation
Notes to the Financial Statements
March 31, 2017

1. Nature of organization

The Okanagan College Foundation (the "Foundation") raises funds from Okanagan College's alumni and from the community. The Foundation's purpose is to further the goals, objectives, and strategic interests of Okanagan College; stimulate and provide financial support for the development and expansion of educational programs, services, capital projects, and other initiatives as recommended by Okanagan College that support the mission and goals of Okanagan College; and provide financial support to enable students to participate in learning at Okanagan College and other institutions providing post-secondary education in Canada. The Foundation is a registered charity with the Canada Revenue Agency and accordingly is not subject to income tax. In accordance with its constitution and bylaws, the Foundation's operations are exclusively for charitable purposes.

2. Summary of significant accounting policies

Basis of presentation

The Foundation has prepared these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Fund accounting

The Foundation follows the restricted fund method of accounting for contributions. Accordingly, the resources and operations of the Foundation are segregated into various funds for accounting and financial reporting purposes, each with responsibility for the stewardship of the assets allocated to it.

Capital campaign fund – The fund includes contributions restricted by the donor for the purpose of funding Okanagan College capital projects and other programs.

Scholarship and program support fund – The fund includes contributions restricted by the donor for scholarships, bursaries, and student awards; earnings on the Endowment Fund allocated to fund annual awards; and program support donations.

Endowment fund – The fund includes those amounts relating to endowments, bequests and trust funds made available to the Foundation under trust agreements specified by donors and independent trustees for the purpose of providing scholarships, bursaries and assets for Okanagan College, the University of British Columbia, or any other educational institution in Canada.

Operating fund – The fund includes undesignated contributions and earnings that are available for use at the discretion of the Foundation.

Donations and donated property

Donations are recorded as received. Donated property is recorded at fair value, which is determined by appraisal. Donations pledged but not received and volunteered time has not been recorded.

(continued)

Okanagan College Foundation
Notes to the Financial Statements
March 31, 2017

2. Summary of significant accounting policies (continued)

Cash and cash equivalents

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

Investments

The Foundation has invested in marketable securities for revenue generation. Investments are recorded at fair value with unrealized and realized gains recognized in the statement of operations. Interest and dividend income is recognized when earned.

Life insurance policies

Life insurance policies owned by the Foundation, which are non-cancellable and whose premiums are fully funded, are included in assets to the extent of their cash surrender value.

Contributed services and supplies

Okanagan College provides administrative staff and necessary supplies for the Foundation's operations. Because of the difficulty in tracking and determining their fair value, contributed services and supplies are not recognized in these financial statements.

Financial instruments

The Foundation considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. A financial asset or liability is recognized when the Foundation becomes party to the contractual provisions of the instrument.

Initial measurement - The Foundation's financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transaction costs, if applicable. Transaction costs and financing fees relating to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred.

Subsequent measurement - At each reporting date, the Foundation measures its financial assets and liabilities at cost or amortized cost (less impairment in the case of financial assets), except for equities quoted in an active market, which are measured at fair value. The Foundation has also irrevocably elected to measure its investments in bonds at fair value. All changes in fair value of the Foundation's investments in equities quoted in an active market and in bonds are recorded in the statement of operations. The Foundation uses the effective interest rate method to amortize any premiums, discounts, transaction fees and financing fees to the statement of operations. The financial instruments measured at amortized cost (which approximates fair value for cash and cash equivalents) are cash and cash equivalents, receivables, payables and accruals, and line of credit payable. Unless otherwise noted, it is management's opinion that the Foundation is not exposed to significant credit, liquidity or market risks arising from these financial instruments.

(continued)

Okanagan College Foundation
Notes to the Financial Statements
March 31, 2017

2. Summary of significant accounting policies (continued)

Financial instruments (continued)

For financial assets measured at cost or amortized cost, the Foundation regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and the Foundation determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in the statement of operations in the year the reversal occurs to the extent that the reversal of the impairment loss does not exceed the carrying value of the asset.

Use of estimates

Management reviews the carrying amounts of items in the financial statements at each balance sheet date to assess the need for revision or any possibility of impairment. Certain items in the preparation of these financial statements require management's best estimate. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action. These estimates are reviewed periodically and adjustments are made to net income as appropriate in the year they become known.

3. Investment portfolio

Current marketable securities are managed by RBC Phillips Hager & North.

	2017	2016
Fixed income	**$ 2,228,212**	$ 2,201,738
Equities	**5,372,154**	4,744,973
	$ 7,600,366	$ 6,946,711

4. Life insurance policies

The Foundation has been given life insurance policies under which it is the owner and beneficiary. The policies are treated as an investment and shown as an asset to the extent of the cash surrender values. The total coverage provided under the policies owned by the Foundation is approximately $290,000 (2016 - $290,000).

Okanagan College Foundation
Notes to the Financial Statements
March 31, 2017

5. Line of credit payable

Under the Capital Campaign Line of Credit Agreement between the Foundation and Okanagan College, the College may provide funds to the Foundation, up to a maximum of $1,250,000, by way of a line of credit so as to cover the costs to be incurred by the Foundation in operating and running the Capital Campaign(s).

The line of credit payable is effective March 28, 2017.

The line of credit payable shall be made free of interest provided that the Foundation shall comply strictly with the terms of the agreement.

The Foundation shall repay amounts owed on the line of credit payable pursuant to the terms of this Agreement on the following basis:

- On March 31 in each year, repayment of a minimum of 20% of the pledge payments that are received, to a maximum amount of all outstanding credit; and
- At any time forthwith upon demand from the College.

The balance outstanding of the line of credit payable under the Capital Campaign Line of Credit Agreement as at March 31, 2017 was $89,100 (2016 (Capital Campaign Loan Agreement) - $280,000).

Okanagan College forgave approximately 16% of the pledges payable in the amount of $403,004 for the fiscal year ending March 31, 2017 (2016 – $412,951).

6. Endowment funds

The Foundation has invested with various community foundations funds donated for scholarship and bursary purposes. These investments are held in perpetuity by the respective community foundations and interest will be paid annually to the Foundation to fund the respective scholarships and bursaries.

The Vancouver Foundation is holding an endowment fund for the benefit of the Foundation. The fund balance at March 31, 2017 was $500,000 (2016 - $500,000). Investment income received by the Foundation from the fund for the year was $24,875 (2016 - $23,635).

The Community Foundation of the South Okanagan is holding an endowment fund for the benefit of the Foundation. The fund balance at March 31, 2017 was $160,000 (2016 - $160,000). Investment income received by the Foundation from the fund for the year was $8,219 (2016 - $7,772).

(continued)

Okanagan College Foundation
Notes to the Financial Statements
March 31, 2017

6. Endowment funds (continued)

The Central Okanagan Foundation holds endowment funds for the benefit of the Foundation. The fund balance at March 31, 2017 was $103,000 (2016 - $103,000). Investment income received by the Foundation from the fund for the year was $4,635 (2016 - $3,605).

The Community Foundation of the North Okanagan holds endowment funds for the benefit of the Foundation. The fund balance at March 31, 2017 was $100,000 (2016 - $100,000). Investment income received by the Foundation from the fund for the year was $4,647 (2016 - $4,982).

The Shuswap Community Foundation is holding an endowment fund for the benefit of the Foundation. The fund balance at March 31, 2017 was $100,000 (2016 - $100,000). Investment income received by the Foundation from the fund for the year was $7,000 (2016 - $6,450).

The Revelstoke Community Foundation is holding an endowment fund for the benefit of the Foundation. The fund balance at March 31, 2017 was $5,000 (2016 - $5,000). Investment income received by the Foundation from the fund for the year was $250 (2016 - $250).

As the investments in community foundations, totaling $968,000 (2016 - $968,000) are not controlled by the Foundation, these investments have not been recognized in the financial statements.

7. Related party transactions

Included in donations revenue is $165,261 (2016 - $178,967) received from Okanagan College to be used towards annual awards and other program support.

During the year, Okanagan College approved $403,004 (2016 - $412,951) for forgiveness of the line of credit.

During the year, the Foundation awarded to Okanagan College grants in the amount of $25,000 (2016 - $25,000) to fund operations, $210,561 (2016 – $120,842) to fund specific programs and transferred $1,299,593 (2016 - $4,068,907) raised in the capital campaign and other to support the trades renewal and expansion project, the Centre of Excellence building, and other program support.

Included in payables and accruals are amounts due to Okanagan College in the amount of $nil (2016 - $1,250) relating to the above transactions.

Transactions with related parties are recorded at the exchange amount, the amount of consideration agreed to between the related parties.

Okanagan College Foundation
Notes to the Financial Statements
March 31, 2017

8. Financial instruments risks

The Foundation's main financial instrument risk exposure is market risk. Market risk is the risk that the fair value or expected future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Foundation is mainly exposed to currency risk, interest rate risk and other price risk.

Currency risk – Currency risk is the risk that the fair value of a financial instrument will fluctuate because of changes in foreign exchange rates. The Foundation is exposed to this risk on its investments in U.S. and international equities quoted in an active market.

Interest rate risk - Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Foundation is exposed to interest rate risk with respect to investment in fixed income instruments.

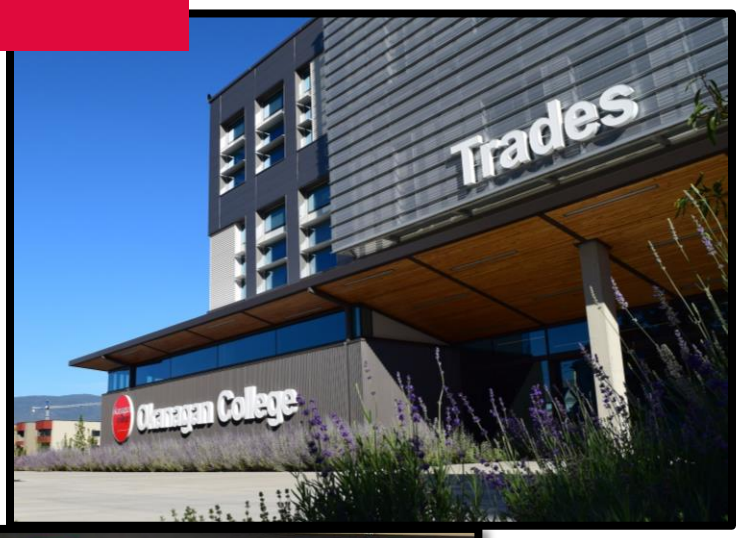
Other price risk – Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of the changes in market prices (other than those arising from interest rate risk), whether these changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Foundation is exposed to other price risk on its investment in equities quoted in an active market.

2016-2017

June 15, 2017

Alf Kempf, President
Kathy Butler, Executive Director

okanagan college FOUNDATION



[ANNUAL REPORT OF THE DIRECTORS]:

CHANGING TOMORROW TODAY

In reflection, the past year felt a bit like the changing of seasons in our yearly orbit of events like student award ceremonies and golf tournaments, annual donations and what is now becoming a regular part of our climate change, capital campaigns. There have been some high pressure systems and minor storms but mostly very bright days that boost our optimism and promise for the Foundation's future.

The Trades Campaign that dominated our activities over the last three years began to wind down towards the end of December, and while not yet entirely put to bed, it has raised just over $7.2 million towards our $7 million goal as of the end of March. We would like to recognize the outstanding volunteer leadership of Dennis Gabelhouse, Ben Stewart, Mike Roberts, the team of Foundation Directors and community volunteers, and staff who guided this campaign to this point of critical success. We hope you feel a great sense of pride and satisfaction knowing that you have played an important role in helping to create the new Trades Centre which is already addressing the skills gap for trades and technical training in British Columbia.

Argus' Ted Callahan (third from the left) and the company's senior construction staff, unveiling the new carpentry shop entrance.

The Kelowna Donor Appreciation event was very well attended and donors were very excited to see their investment realized and at work. It is truly gratifying to see so many people and organizations from all over our region stepping up to support this project and feeling so good about their support.

The legacy of this campaign is not only the funds raised for the building but how the campaign has helped elevate trades training and provided support for students. Of the funds raised, $770,100 has been generated in new awards for trades students. Another part of the legacy is the Trades Success Centre, which opened in September 2016 to provide students who require assistance in math, writing, learning strategies and study skills. The Ogopogo and Okanagan Mission Rotary Clubs contributed $10,000 for the equipment and technology for the room while the Joyce Family Foundation provided the counselling support for two years. Use of the Success Centre has exceeded original expectations with over 755 student visits recorded from its opening in September to January 2017. Clearly this is a service that is needed and appreciated by both students and instructors. This is just one way our donors have an impact.

In March 2017, Kelowna-Lake Country MP Stephen Fuhr, representing the Government of Canada, announced a $332,485 investment from the Federal Government for the $867,000 Trades Training House at the College's Kelowna campus. The new “house within a house” represents

part of our Trades Campaign for the Kelowna campus. We accepted the goal of raising approximately $550,000 as part of our commitment. The training house will provide hands-on, practical trades training opportunities for more than 300 students per year in a real-world setting. Donors and industry partners are already stepping up in a significant way for the project, which is expected to be completed in the Fall of 2017.

Two new campaigns began with the announcement of the Penticton Child Care Centre and Vernon Trades Centre in November. Okanagan College and the Okanagan College Foundation are seeking to raise $700,000 in funding, in addition to the $500,000 investment by the B.C. Ministry of Children and Family Development, to build the Child Care Centre through the **Bright from the Start: Building for the Future** campaign. We know that too many students have to delay or prolong their education because their families need care and some promising individuals have foregone a return to school because they can't find quality care for their children. That is going to change in exciting ways with this child care facility.

In keeping with the College's commitment to sustainable building, the new building and surrounding play areas will be built to Passive House and LEED Platinum standards. The Penticton and District Community Resources Society (PDCRS) will operate the facility and is committed to providing a supportive learning environment. The Penticton campus serves 2,800 students a year and the benefit of this child care facility will include extended hours of operation; offering students and staff who have evening or split classes to have easier access to child care. Priority will be given to students and staff and the facility will also be open to the public. Client need surveys demonstrated the demand for this vital service.

Late in the fiscal year, we launched a $1 million campaign to support a new Trades Centre at the Vernon Campus. The project will cost $6.2 million, partially funded through the Post-Secondary Institutions Strategic Investment Fund, which will enhance and modernize research facilities on Canadian campuses and improve the environmental sustainability of these facilities. The building will include multi-purpose trades shops for the College's electrical, carpentry, plumbing and pipefitting programs, as well as a dedicated welding shop. A campaign committee is in place with strong representation from this board and from the community, and is off to a strong start. Vernon-based home builder Keith Construction has stepped up as the first donor to provide $50,000 towards the campaign. Ken and Karen Dahlen, owners of the custom home building and renovation company, are thrilled to be the first to contribute to the project as a way to demonstrate the company's appreciation for its industry, employees and community.

And in late March, there was another exciting announcement from the Province, committing $15.4 million to construct a new $18.9 million Health Sciences Centre in Kelowna. The new building will be located on the east side of campus, next to the current Lab building. It will consist of 2,800-square metres of new space over two storeys and will include labs, classrooms and office space for the 13 health and social development programs that are

currently located in the existing health building. Construction is scheduled to begin in the summer of 2018 with project completion anticipated for the spring of 2020. We anticipate being in campaign mode in late 2017 or early 2018 for this project. The three current capital campaigns and a fourth coming on shortly, the Foundation will be busier than ever. It will be important for us to maintain our support for students through scholarships, bursaries, and program support while managing the demands of campaigns, thus the continued importance of recruiting and engaging passionate volunteers for the board and committees. Your role as members and directors is critical and we thank you for your dedication, especially as we embark on the Foundation's strategic planning process for the next five years. We know this time will be dominated by campaign activity but we must not lose sight of other priorities and areas where we need to apply our time and energies.

As for other notable achievements for the year, we are pleased to say that support for awards remained strong with 37 new awards and annual and endowment donations totaling $747, 539. Awards disbursed to students reached $803,229. The annual awards ceremonies remain a highlight of the year when we see the powerful interaction between donors and students. There were 546 individuals who received 709 student awards from the Okanagan College Foundation. Imagine the impact this support has on the lives of individual recipients, people like Jory Hetherington who received a Joyce Foundation award so he could enter the Automotive Service Technician program and provide a better life for his young family.

Total revenues for the year tipped over $3 million, in part to the Foundation's own returns from investments with unrealized gains of $450,503 and investment income of $464,577. As well, the Foundation made capital contributions to the College of $1,299,593 this year. And once again, the College supported the fundraising efforts by forgiving $403,004 of the line of credit to fund the campaign. We are grateful to the College for this support as well as all the other operating and administrative support the Foundation receives throughout the year.

We are very fortunate to be surrounded by so many people who recognize the power of both giving and receiving. We are very grateful for the long term commitment of Bev Busson and Lynda Wilson who retire this year after nine years of thoughtful service. We know Bev and Lynda will remain active ambassadors for the Shuswap region. To all of our directors, thank you for providing solid good governance and donor stewardship. Your active role in cultivating and thanking donors provides a very powerful connection between the Foundation and community.

The Recruitment Committee works with the Governance Committee to identify new directors and this year we will welcome three new directors to the Board, Colin Edstrom, Susan Ewanick and Tom Styffe who is no stranger to us. We must continually be in recruitment mode for leadership on our Board, including the role of the President. We are very fortunate that Sharron Simpson has agreed to step into the role of President (with the blessing of the Board), given my (Alf's) six years with the Foundation coming to an end. Life is calling me back to other priorities. It has been a great learning experience and privilege to work with and for the Foundation and I hope I leave the kind of imprint that will truly benefit students. My hope is that the change we have made today is the legacy of tomorrow that will continue to have deep, significant impact.

It is an especially exciting time to be involved with the Foundation, as we explore what the future holds. The upcoming strategic planning process will help chart our course for several years and will build on the strong base we have created. We believe that our future will be no less demanding or successful than the past decade has been. We also believe that we are up to the challenge.

Finally, thank you to the staff of Okanagan College who provides us with support and guidance in innumerable ways. Thank you to Jim Hamilton, Connie Denesiuk and the Board of Governors and to your Administrative Team. And special thanks to the Advancement Staff, our closest allies and supporters, who we simply could not thrive without their support.

We are truly thankful and feel very privileged to be part of this organization that is truly changing tomorrow today. Thank you.

Respectfully submitted,

Alf Kempf
President

Kathy Butler
Executive Director

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE
Statement of Financial Information 2017

DATE
September 14, 2017

BACKGROUND INFORMATION
For example: • Purpose • History • Other relevant information

This report is for the period April 1, 2016 to March 31, 2017.

The report is prepared in accordance with the Financial Information Act (FIA) of BC and is presented to the Board Finance, Audit and Risk Review Committee for approval. The report is due to the Ministry on September 30, 2017.

See Attachment F: Statement of Financial Information 2017

ACTION REQUIRED
For example: • For consultation • For information • For approval (including resolution; see language below)

For approval

Proposed Resolution:
"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Statement of Financial Information for the fiscal year ending March 31, 2017 as presented."

STRATEGIC PLAN [1] ALIGNMENT
With which Key Directions is this topic aligned?? (please choose all those that are applicable)

Key Directions:

- ☐ Support learner readiness and success
- ☐ Excelling in teaching, programming, and applied research
- ☐ Working with, and learning from, the Indigenous community
- ☐ Serving and engaging the community
- ☒ Focusing on organizational sustainability
- ☐ Not an initiative driven by the Strategic Plan but necessary for operational purposes

COMMENTS FROM THE PRESIDENT

I support this motion.

REPORT PREPARED AND SUPPORTED BY (include name and title)
V. Pannell- Controller
A. Johnson- Director Finance
R. Daykin – Vice President, Employee and Corporate Services

[1] *Strategic Plan can be found at:* **www.Okanagan.bc.ca/toward2020**

This document is intended to be a cover sheet only (eg one page)
If supporting documents are required, please attach them.

Material is to be submitted to the relevant Vice President for review and submission to the President

okanagan college

Statement of Financial Information

For the Fiscal Year
Ended March 31, 2017

www.okanagan.bc.ca

OKANAGAN COLLEGE
Statement of Financial Information
Year ended March 31, 2017

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4. Schedule of Guarantee and Indemnity Agreements

5. Schedule of Remuneration and Expenses including:

    a. Schedule of Remuneration and Expenses of Members of the Board of Governors
    b. Schedule of Remuneration and Expenses Paid to Employees

    c. Statement of Severance Agreements

6. Schedule of Payments to Suppliers of Goods and Services

OKANAGAN COLLEGE

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned represents the Board of Governors of Okanagan College and approves all the statements and schedules included in this Statement of Financial Information (SOFI), produced under the *Financial Information Act*.

The College Board carries out its financial responsibility by regularly reviewing the College's financial reports as prepared by Management. The Board relies upon Management's design and implementation of internal control systems and the necessary accounting processes to produce the reports included in the Statement of Financial Information. The Board relies upon Management that the included information has been prepared in compliance with the *Financial Information Act*.

_____

Connie Denesiuk
Chair – Board of Governors

_____
Date

OKANAGAN COLLEGE

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of the Province of BC, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

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

The Board of Governors is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Audit Committee of the Board. The Audit Committee meets with management and the external auditors twice per year.

The external auditors, Grant Thornton LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Audit Committee of the Board.

On behalf of Okanagan College

Jim Hamilton
President

Roy Daykin
Vice President, Employee and Corporate Services

Date

Section A

Reports

OKANAGAN COLLEGE
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2017

	March 31 2017	March 31 2016
Financial assets		
Cash and cash equivalents	$ 13,737,093	$ 15,310,101
Investments (note 2)	9,069,709	8,631,501
Accounts receivable (note 3)	2,879,652	3,106,663
Inventory for resale (note 4)	691,740	722,289
	26,378,194	27,770,554
Liabilities		
Accounts payable and accrued liabilities (note 5)	9,128,073	12,944,585
Long term debt (note 7)	3,769,049	3,958,523
Deferred revenues	10,475,782	9,115,365
Employee future benefit obligations (note 8)	12,897,700	13,044,300
Deferred contributions for tangible capital assets (note 9)	100,458,906	101,254,766
	136,729,510	140,317,539
Net debt	(110,351,316)	(112,546,985)
Non-financial assets		
Prepaid expenses	798,888	561,126
Tangible capital assets (note 6)	123,120,996	123,859,999
	123,919,884	124,421,125
Accumulated surplus (note 10)	$ 13,568,568	$ 11,874,140
Accumulated surplus is comprised of:		
Accumulated surplus	$ 12,246,401	$ 11,082,576
Accumulated remeasurement gains	1,322,167	791,564
	$ 13,568,568	$ 11,874,140

Commitments and contingencies (note 11)

Approved on behalf of the Board:

Chair, Board of Governors

President

OKANAGAN COLLEGE
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED MARCH 31, 2017

	Budget 2017	2017	2016
Revenue			
Government grants	$ 56,171,923	$ 57,365,737	$ 55,804,502
Tuition and other fees	30,950,473	32,306,092	26,803,055
Ancillary service sales	5,036,911	5,509,594	5,220,447
Contract services	1,959,645	1,989,879	1,518,892
Post construction contributions for tangible capital assets	-	996,999	1,706,677
Investment income	379,050	410,738	530,244
Other	461,474	848,513	782,078
Amortization of deferred contributions for tangible capital assets	5,181,524	5,368,555	4,829,972
	100,141,000	104,796,107	97,195,867
Expense (note 13)			
Instruction and academic support	54,300,976	55,225,997	54,245,251
Facility and institutional support	20,015,219	19,089,359	17,632,210
Enrolment management and student support	14,656,701	17,443,915	13,762,612
Ancillary operations	4,177,238	4,679,977	4,649,807
Amortization of tangible capital assets	6,851,439	7,053,607	6,472,765
Interest on long term debt	139,427	139,427	139,427
	100,141,000	103,632,282	96,902,072
Annual surplus	-	1,163,825	293,795
Accumulated surplus, beginning of year	11,082,576	11,082,576	10,788,781
Accumulated surplus, end of year	$ 11,082,576	$ 12,246,401	$ 11,082,576

STATEMENT 3

OKANAGAN COLLEGE
STATEMENT OF REMEASUREMENT GAINS AND LOSSES
FOR THE YEAR ENDED MARCH 31, 2017

	2017	2016
Accumulated remeasurement gains and losses, beginning of year	$ 791,564	$ 1,258,650
Unrealized gain (loss) on investments	572,584	(426,695)
Realized gain on investments, reclassified to statement of operations	(41,981)	(40,391)
Net remeasurement gains (losses) for the year	530,603	(467,086)
Accumulated remeasurement gains and losses, end of year	$ 1,322,167	$ 791,564

OKANAGAN COLLEGE
STATEMENT OF CHANGES IN NET DEBT
FOR THE YEAR ENDED MARCH 31, 2017

	Budget 2017	2017	2016
Annual surplus	$ -	$ 1,163,825	$ 293,795
Acquisition of tangible capital assets	(6,882,000)	(6,314,604)	(25,319,339)
Amortization of tangible capital assets	6,851,439	7,053,607	6,472,765
	(30,561)	1,902,828	(18,552,779)
Acquisition of prepaid expenses	-	(798,888)	(561,126)
Use of prepaid expenses	-	561,126	562,748
	-	(237,762)	1,622
Net remeasurement gains (losses)	-	530,603	(467,086)
Decrease (increase) in net debt	(30,561)	2,195,669	(19,018,243)
Net debt, beginning of year	(112,546,985)	(112,546,985)	(93,528,742)
Net debt, end of year	$ (112,577,546)	$ (110,351,316)	$ (112,546,985)

STATEMENT 5

OKANAGAN COLLEGE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED MARCH 31, 2017

	2017	2016
Net cash inflow (outflow) related to the following activities		
Operating activities		
Annual surplus	$ 1,163,825	$ 293,795
Adjust for non-cash items:		
Realized gain on disposal of investments	(41,981)	(40,391)
Actuarial adjustment on long term debt	3,411	(10,592)
Contributed tangible capital assets (note 6)	(150,311)	(930,720)
Amortization of deferred contributions for tangible capital assets	(5,368,555)	(4,829,972)
Amortization of tangible capital assets	7,053,607	6,472,765
	2,659,996	954,885
Changes in non-cash working capital		
Accounts receivable	227,011	436,166
Prepaid expenses	(237,762)	1,622
Inventory for resale	30,549	51,669
Accounts payable and accrued liabilities	(3,816,512)	4,037,905
Deferred revenues	1,360,417	868,374
Employee future benefit obligations	(146,600)	(586,900)
	77,099	5,763,721
Capital activities		
Acquisition of tangible capital assets	(6,164,293)	(24,388,619)
Investing activities		
Purchase of investments	(280,624)	(482,208)
Proceeds from disposal of investments	415,000	221,170
	134,376	(261,038)
Financing activities		
Deferred contributions for tangible capital assets	4,572,695	19,444,556
Repayment of long term debt	(192,885)	(192,885)
	4,379,810	19,251,671
(Decrease) increase in cash and cash equivalents	(1,573,008)	365,735
Cash and cash equivalents at beginning of year	15,310,101	14,944,366
Cash and cash equivalents at end of year	$ 13,737,093	$ 15,310,101

The accompanying notes are an integral part of these financial statements

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2017

Okanagan College (the College) was designated by Order in Council on November 26, 2004, and began operations July 1, 2005. The College operates under the authority of the College and Institute Act of British Columbia. The College is a not-for-profit entity and is exempt from income tax under Section 149 of the Income Tax Act.

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of accounting

These financial statements are the responsibility of, and have been prepared by, management in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia. This Section requires that the financial statements be prepared in accordance with Canadian public sector accounting standards (PSAS) except in regard to the accounting for government transfers as set out below.

In September 2010, the Province of British Columbia Treasury Board ("Treasury Board") provided directive through Government Organization Accounting Standards Regulation 257/2010 requiring all tax-payer supported organizations in the Schools, Universities, Colleges and Hospitals sector to adopt Canadian public sector accounting standards of the Chartered Professional Accountants of Canada (CPA Canada) without not-for-profit provisions in their first fiscal year commencing on or after January 1, 2012. In March 2011, the Public Sector Accounting Board released a new *Section PS 3410 Government Transfers.* In November 2011, the Treasury Board provided a directive through Restricted Contributions Regulation 198/2011 providing direction for the reporting of restricted contributions whether they are received or receivable by the College before or after this regulation was in effect. The Treasury Board direction on the accounting treatment of restricted contributions is as described in Note 1(d).

Section 23.1 of the Budget Transparency and Accountability Act and its related regulations require the College to recognize government transfers for tangible capital assets into revenue on the same basis as the related amortization expense. As these transfers do not contain stipulations that create a liability, Canadian public sector accounting standards would require these transfers to be fully recognized as revenue in the year received. If these amounts were recognized as revenue in the year received, the financial statements of the College would be adjusted as follows:

- Year ended March 31, 2016 – increase in revenue and annual surplus of $12,194,264.
- March 31, 2016 – increase in accumulated surplus and decrease in deferred contributions for tangible capital assets of $96,148,549.
- Year ended March 31, 2017 – decrease in revenue and annual surplus of $417,863.
- March 31, 2017 – increase in accumulated surplus and decrease in deferred contributions for tangible capital assets of $95,730,686.

(b) Cash and cash equivalents

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

(continued)

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(c) Financial instruments

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and liabilities portray these rights and obligations in the financial statements. The College recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, investments, accounts receivable, accounts payable and accrued liabilities, and long term debt.

All financial instruments are initially recorded at fair value. All financial assets and liabilities are subsequently recorded at cost or amortized cost except for investments, which are recorded at fair value, and the associated transaction costs are added to the carrying values of these financial instruments upon initial recognition. Transaction costs are incremental costs directly attributable to the acquisition or issue of a financial asset or a liability.

Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations. All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations. Any reversals of previously recognized impairment losses are recognized in the statement of operation in the year the reversal occurs to the extent that the reversal of the impairment loss does not exceed the carrying value of the asset.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

(d) Revenue recognition

Revenue from tuition fees is recognized as revenue over the course of the program. Any portion of the tuition fee revenue relating to the period subsequent to March 31 is deferred to the next fiscal year.

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

The accounting treatment for restricted contributions is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that meets the criteria for liability recognition in which case the transfer is recognized as revenue over the period that the liability is extinguished. See Note 1 (a) for the impact of this policy on these financial statements.

(continued)

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) Revenue recognition (continued)

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

I. Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or in the form of a depreciable tangible capital asset, in each case for use in providing services, are recorded and referred to as deferred contributions for tangible capital assets and recognized in revenue at the same rate that amortization of the tangible capital asset is recorded. The reduction of the deferred contributions for tangible capital assets and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.

II. Contributions restricted for specific purposes other than those to be held in perpetuity or for the acquisition or development of a depreciable tangible capital asset are recorded as deferred revenues and recognized in revenue in the year in which the stipulation or restriction on the contribution has been met.

III. Contributions restricted to be retained in perpetuity, allowing only the investment income earned thereon to be spent, are recorded as direct increases to accumulated surplus for the portion to be held in perpetuity and as deferred contributions for the investment income earned thereon.

Investment income includes interest recorded on an accrual basis and dividends recorded as declared, realized gains and losses on the sale of investments, and write-downs on investments where the loss in value is determined to be other-than-temporary.

Externally restricted non-capital contributions are deferred and recognized as revenue in the period in which the related expenses are incurred. Externally restricted amounts can only be used for purposes designated by external parties.

Donations and post construction contributions for tangible capital assets that are not externally restricted are recognized as revenue when they are received. Post construction capital contributions are contributions received after the completion of a tangible capital asset.

Ancillary sales are recognized when the product or service is provided to the consumer.

Contributed goods and services received and used in operations of the College are recognized as revenues and expenses only to the extent that their fair values can be reasonably determined or estimated.

(e) Inventory for resale

Inventories held for resale are recorded at the lower of cost and net realizable value. Costs are assigned using the weighted average method. Net realizable value is the estimated selling price in the ordinary course of business less any applicable selling expenses.

(continued)

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(f) Non-financial assets

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

(g) Prepaid expenses

Prepaid expenses include licenses and contract payments.

(h) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Interest is not capitalized when external debt is issued to finance the construction of tangible capital assets. The cost, less residual value, of the tangible capital assets, excluding land, is amortized on a straight-line basis over the estimated useful lives shown below. Land is not amortized as it is deemed to have a permanent value.

Category	Years
Site improvements	10
Buildings	40
Furniture and equipment	5
Computer equipment	5
Leasehold improvements	3

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

(i) Employee future benefits

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

Sick leave benefits and retirement severance benefits are also available to the College's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligation under these benefit plans is accrued based on projected benefits as the employees render services necessary to earn the future benefits. Actuarial gains and losses are amortized over the expected average remaining service life of the employees.

(continued)

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(j) Asset retirement obligations

Liabilities are recognized for statutory, contractual, or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development, or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs are capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations.

(k) Budget figures

Budget figures have been provided for comparative purposes and have been derived from the annual budget approved by the Board of Governors of the College on March 29, 2016. The budget is reflected in the Statement of Operations and Accumulated Surplus and the Statement of Changes in Net Debt.

(l) Use of estimates

The preparation of the financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, and related disclosures. Key areas where management has made estimates and assumptions include those related to the useful life of tangible capital assets and amortization of deferred contributions for tangible capital assets, the amount of allowance for doubtful accounts, deferral of tuition revenue, and the valuation of employee future benefit obligations. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

2. INVESTMENTS

Investments are invested through RBC Phillips Hager & North:

	2017	2016
Investments held at fair value:		
Fixed income	**$ 3,823,943**	$ 3,903,554
Equity investments	**5,245,766**	4,727,947
	$ 9,069,709	$ 8,631,501

3. ACCOUNTS RECEIVABLE

The following table shows the categories of accounts receivable and the related provision for doubtful accounts:

	2017	2016
Student receivables	**$ 419,241**	$ 605,269
Trade receivables	**2,650,939**	2,723,821
	3,070,180	3,329,090
Less: Allowance for doubtful accounts	**(190,528)**	(222,427)
	$ 2,879,652	$ 3,106,663

4. INVENTORY FOR RESALE

Inventories recognized in the statement of financial position can be analyzed as follows:

	2017	2016
Bookstore	**$ 671,108**	$ 638,549
Other	**20,632**	83,740
	$ 691,740	$ 722,289

In 2017, a total of $2,840,866 (2016 - $2,969,223) of inventories were included in the Statement of Operations and Accumulated Surplus as an expense. This includes an amount of $34,072 (2016 - $33,969) resulting from write-down of inventories.

None of the inventories are pledged as security for liabilities.

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

The following table shows the categories of accounts payable and accrued liabilities:

	2017	2016
Trade payables	**$ 4,736,412**	$ 4,883,710
Accrued payables	**1,638,616**	4,397,498
Wages payables	**2,753,045**	3,663,377
	$ 9,128,073	$ 12,944,585

OKANAGAN COLLEGE
Notes to the Financial Statements
Year Ended March 31, 2017

6. TANGIBLE CAPITAL ASSETS

The following tables show the cost, additions, transfers, disposals, accumulated amortization and net book value of the College's tangible capital assets:

As at March 31, 2017

	Land and site improvements	Buildings	Furniture and equipment	Computer equipment	Leasehold improvements	Assets under construction	2017 Total
Cost							
Opening balance	$ 10,602,041	$ 157,285,110	$ 53,807,306	$ 12,318,157	$ -	$ -	$ 234,012,614
Additions/ transfers	874,121	2,333,840	1,622,288	760,164	-	724,191	6,314,604
Closing Balance	11,476,162	159,618,950	55,429,594	13,078,321	-	724,191	240,327,218
Accumulated Amortization							
Opening balance	6,814,331	44,104,622	47,921,876	11,311,786	-	-	110,152,615
Amortization	512,730	3,932,419	2,214,434	394,024	-	-	7,053,607
Closing balance	7,327,061	48,037,041	50,136,310	11,705,810	-	-	117,206,222
Net book value	**$ 4,149,101**	**$ 111,581,909**	**$ 5,293,284**	**$ 1,372,511**	**$ -**	**$ 724,191**	**$ 123,120,996**

As at March 31, 2016

	Land and site improvements	Buildings	Furniture and equipment	Computer equipment	Leasehold improvements	Assets under construction	2016 Total
Cost							
Opening balance	$ 9,793,053	$ 122,803,096	$ 50,356,736	$ 11,688,334	$ 1,579,304	$ 14,052,056	$ 210,272,579
Additions/ transfers	808,988	34,482,014	3,450,570	629,823	-	(14,052,056)	25,319,339
Disposals	-	-	-	-	(1,579,304)	-	(1,579,304)
Closing Balance	10,602,041	157,285,110	53,807,306	12,318,157	-	-	234,012,614
Accumulated Amortization							
Opening balance	6,385,722	40,631,655	45,705,345	10,957,128	1,579,304	-	105,259,154
Amortization	428,609	3,472,967	2,216,531	354,658	-	-	6,472,765
Disposals	-	-	-	-	(1,579,304)	-	(1,579,304)
Closing balance	6,814,331	44,104,622	47,921,876	11,311,786	-	-	110,152,615
Net book value	**$ 3,787,710**	**$ 113,180,488**	**$ 5,885,430**	**$ 1,006,371**	**$ -**	**$ -**	**$ 123,859,999**

(continued)

6. TANGIBLE CAPITAL ASSETS (continued)

Assets under construction

Assets under construction as at March 31, 2017, represent work in progress of $724,191 (2016 - $nil) on the construction of a new trades training house on the Kelowna Campus, a daycare building on the Penticton Campus, and a trades training facility on the Vernon Campus. Amortization of these assets will commence when the assets are put into service.

Contributed tangible capital assets

In 2017, $150,311 (2016 - $930,720) of contributed tangible capital assets were included in furniture and equipment additions to be used for program support.

7. LONG TERM DEBT

	2017	2016
Province of British Columbia - Centre for Learning $4,162,000 bond, 3.35%, unsecured, sinking fund contributions at $192,885 annually plus semi-annual interest of $69,714, due June 9, 2029. Debt is reported at net of sinking fund. The sinking fund balance in 2017 is $392,951 (2016 - $203,477).	**$ 3,769,049**	$ 3,958,523

(a) Sinking fund installments and retirement provisions

Aggregate payments for the next five fiscal years to meet sinking fund installments on externally restricted sinking funds are:

2017-2018	$ 192,885
2018-2019	192,885
2019-2020	192,885
2020-2021	192,885
2021-2022	192,885
	$ 964,425

(b) Operating line of credit

The College has an operating line of credit with TD Canada Trust for an authorized amount of $1,000,000, bearing interest at bank prime rate minus 0.5%. At March 31, 2017, the balance outstanding on the operating line of credit was $nil (2016 - $nil).

8. EMPLOYEE FUTURE BENEFITS

(a) Pension benefits

The College and its employees contribute to the College Pension Plan and Municipal Pension Plan (jointly trusteed pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the pension plans, including investing assets and administering benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits provided are based on a formula. As at August 31, 2016, the College Pension Plan has about 14,000 active members, and approximately 7,000 retired members. As at December 31, 2015, the Municipal Pension Plan has about 189,000 active members, including approximately 5,800 from colleges.

The most recent actuarial valuation for the College Pension Plan as at August 31, 2015 indicated a $67 million surplus for basic pension benefits. The next valuation will be as at August 31, 2018 with results available in 2019. The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2015 indicated a $2,224 million funding surplus for basic pension benefits. The next valuation will be as at December 31, 2018 with results available in 2019.

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

The Okanagan College paid $5,295,602 (2016 - $5,208,988) for employer contributions to the plans in fiscal 2017.

(b) Employee future benefit obligations

The College does not establish plan assets to fund the employee future benefit obligations. The College has been providing, and will continue to provide for the payment of these benefits as they become due.

Employees of the College are entitled to sick leave in accordance with the terms and conditions of their employment contracts. Sick leave credits accumulate for employees of the College. As they render services they earn the right to the sick leave benefit. The College recognizes a liability and an expense for sick leave in the period in which employees render services in return for the benefits.

Retirement benefit payments represent the College's share of the cost to provide employees with various benefits upon retirement. The accrued benefit obligation and the net periodic benefit cost were estimated by an actuarial valuation completed April 2, 2015. The next valuation will be as at March 31, 2018 with results available in 2018.

(continued)

8. EMPLOYEE FUTURE BENEFITS (continued)

(b) Employee future benefit obligations (continued)

Information about liabilities for the College's employee future benefit obligations are as follows:

	2017	2016
Employee future benefit obligations		
Balance, beginning of year	**$ 12,434,500**	$ 12,914,000
Current service cost	**1,016,900**	968,500
Interest cost	**414,700**	422,400
Benefits paid	**(1,470,800)**	(1,870,400)
Balance, end of year	**12,395,300**	12,434,500
Unamortized actuarial gain	**502,400**	609,800
Employee future benefit obligations, end of year	**$ 12,897,700**	$ 13,044,300

Components of net benefit expense	**2017**	2016
Service cost	**$ 1,016,900**	$ 968,500
Interest cost	**414,700**	422,400
Amortization of net actuarial gain	**(107,400)**	(107,400)
Net benefit expense	**$ 1,324,200**	$ 1,283,500

The significant actuarial assumption adopted in preparing the College's accrued benefit liability is as follows:

	2017	2016
Interest (discount) rate	**3.3%**	3.3%
Inflation rate	**1.0%**	1.0%
Wages and salary escalation rate range	**2.0 – 6.0%**	2.0 – 6.0%

9. DEFERRED CONTRIBUTIONS FOR TANGIBLE CAPITAL ASSETS

The amortization of deferred contributions for tangible capital assets is recorded as revenue in the statement of operations and accumulated surplus, and deferred contributions for tangible capital assets represents the unamortized amount of externally restricted contributions received for the purchase of tangible capital assets.

	2017	2016
Balance, beginning of year	**$ 101,254,766**	$ 86,640,182
Deferred contributions received from:		
Ministry of Advanced Education	**3,631,094**	16,195,113
Federal Strategic Investment Fund	**500,000**	-
Donations	**441,601**	3,249,443
	105,827,461	106,084,738
Less: Amounts amortized to revenue	**(5,368,555)**	(4,829,972)
Balance, end of year	**$ 100,458,906**	$101,254,766

10. ACCUMULATED SURPLUS

The following table shows the changes in accumulated surplus:

	Operating surplus (deficit)	**Unfunded employee future benefit obligations**	**Investment in tangible capital assets**	**Remeasurement gains and losses**	**2017 Total**	**2016 Total**
Accumulated surplus, beginning of year	$ 5,480,166	$ (13,044,300)	$18,646,710	$ 791,564	$ 11,874,140	$ 12,047,431
Annual surplus (deficit)	2,705,688	146,600	(1,688,463)	-	1,163,825	293,795
Net remeasurement (losses) gains for the year	-	-	-	530,603	530,603	(467,086)
Acquisition of tangible capital assets	(1,741,909)	-	1,741,909	-	-	-
Repayment of long term debt	(192,885)	-	192,885	-	-	-
Accumulated surplus, end of year	**$ 6,251,060**	**$ (12,897,700)**	**$18,893,041**	**$ 1,322,167**	**$ 13,568,568**	**$ 11,874,140**

11. COMMITMENTS AND CONTINGENCIES

(a) The College has entered into various leases, agreements and contracts with third parties for various services with periods ranging from one to thirty-five years. The combined annual costs over the next five fiscal years are estimated to be as follows:

2017-2018	$ 2,325,443
2018-2019	1,348,046
2019-2020	1,295,266
2020-2021	1,278,124
2021-2022	1,146,106
	$ 7,392,985

(b) The College is involved in certain legal actions. Some of these legal actions are managed and covered by the University, College and Institute Protection Program. The outcome of these matters cannot be determined at this time. In the event that any claims are successful, it is management's opinion that the settlements of such claims would not have a material effect on the financial position of the College. The resulting loss to the College, if any, will be recorded in the period in which it is determinable.

12. SEGMENTED INFORMATION

Segmentation is defined by the College as groups of activities that have in common that they serve a particular purpose that is unique and meaningful in the post-secondary sector, and is well understood by the readers. Costs included in these activities include salaries, wages, contracts, benefits, and non-personnel costs such as consulting, travel, printing, supplies, services, repairs and maintenance.

The College has identified the following segments and associated groups of activities based upon the functional areas of service as provided by various departments within the College:

(a) Instruction and academic support - This segment includes direct department cost and academic support costs of delivering programs. These costs include personnel and non-personnel operating costs directly held in academic departments.

(b) Facility and institutional support - In addition to segment (c), there is a group of operating activities that commonly exist in an organization to provide administrative and infrastructure support. This segment captures costs associated with the operation of the following support departments: Board of Governors, Executive Offices, Financial Services, Human Resources, Facilities and Business Services, Information Technology Services, Legal Affairs, and Public Affairs. Costs included within these departments are costs associated with staff recruitment and termination, legal fees, custodial services, grounds maintenance, security, occupational health and safety, and shipping and receiving. In addition, institutional costs such as investment fees, insurance premiums, bank charges, audit fees and employee related costs are included here.

(continued)

12. SEGMENTED INFORMATION (continued)

(c) Enrolment management and student support - This segment, unique to the post-secondary sector, includes enrolment management and student service costs such as student recruitment, student registration, student placement, student counseling and library services. It also includes administrative costs in the Regional Dean's offices in all campus locations, and operating costs for scholarships, fundraising and alumni administration.

(d) Ancillary operations - This segment includes the activities of the ancillary operations. An ancillary operation is one that provides goods and services to students, staff or others, and that charges a fee directly related to the cost of providing the goods or services. Ancillary operations include parking, food services, student residence and bookstores. Costs associated with this segment include administration and support costs related to these activities.

(e) Amortization of tangible capital assets – This segment includes the amortization costs of all depreciable assets. Depreciable assets include: site improvements, buildings, furniture and equipment and computer equipment.

(f) Interest on long term debt – Disclosure is required as a separate item under PS 3230.15(f) of the Canadian public sector accounting standards.

13. EXPENSES BY OBJECT

Total expenses by object are itemized as follows:

	Budget 2017	**2017**	2016
Salary and benefits	$ 71,840,704	**$ 71,689,359**	$ 69,448,480
Supplies and services	21,309,430	**24,749,889**	20,841,400
Amortization of tangible capital assets	6,851,439	**7,053,607**	6,472,765
Interest on long term debt	139,427	**139,427**	139,427
	$ 100,141,000	**$ 103,362,282**	$ 96,902,072

14. FINANCIAL RISK MANAGEMENT

The College has exposure to the following risks with respect to its financial instruments: credit risk, market risk and liquidity risk.

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

(continued)

14. FINANCIAL RISK MANAGEMENT (continued)

(a) Credit risk

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

The College manages its credit risk through a prudent investment policy approved by the College's Board of Governors. The College's accounts receivable are numerous and diverse and therefore the College has no significant concentration of credit risk. Accounts receivable are carefully monitored and are actively pursued, which includes the use of a collection agency for balances more than three months old. The College's exposure to credit risk is minimal and there was no significant change in exposure from the prior year.

(b) Market risk

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

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

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

(c) Liquidity risk

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

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

15. FAIR VALUE OF FINANCIAL INSTRUMENTS

Canadian public sector accounting standards define the fair value of a financial instrument as the amount at which the instrument could be exchanged in a current transaction between willing parties. The financial instruments measured at fair value held within each investment are classified according to a hierarchy which includes three levels, reflecting the reliability of the inputs involved in the fair value determination. The different levels are defined as follows:

(continued)

15. FAIR VALUE OF FINANCIAL INSTRUMENTS (continued)

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

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

16. COMPARATIVE FIGURES

Certain comparative figures from the prior year have been reclassified to conform to the presentation format adopted for the current year.

Schedule of Guarantee and Indemnity Agreements
As at March 31, 2017

Project Name	Sponsor
Sponsorship Agreement	The Great-West Life Assurance Company
Other Contracts/Agreements	BC Secondary School Mathematics Contest Prize Fund
Other Contracts/Agreements	Okanagan College Foundation - Annual Award Agreement for School of Business
Letter/Memorandum of Understanding	Okanagan College Alumni Association
Strategic Alliance Agreement	PEPSICO Beverages Canada
Equipment Lease	Phelps Apartment Laundries Ltd.
Other Contracts/Agreements	Vancouver Island University - agreement to broker courses
Letter/Memorandum of Understanding	Vernon Radiological Associates Corp
Affiliation/Partner Agreement	Fraser Health Authority - Educational Institution Affiliation Agreement
Other Contracts/Agreements	BC Ministry of Environment, Parks and Protected Areas - Park Use Permit Cathedral Park
Space Lease	Kelowna Flightcraft Ltd
Service Contracts	The Corporation of the City of Penticton
Space Lease	Okanagan College Students' Union
Other Contracts/Agreements	City of Kelowna
International Academic Exchange	Universidad Internacional - Mexico
Service Contracts	BCNET Connection - Service Agreement
Licensing	American Chemical Society
Licensing	Taylor & Francis Group
Licensing	Elsevire B.V. "ScienceDirect Online"
Other Contracts/Agreements	Ebrary Baker & Taylor YBP Library Services
Licensing	American Institute of Physics - Melville, New York
Software Agreements	Elsevier B.V. "ScienceDirect College Edition"
Software Agreements	Famic Technologies Inc.
Affiliation/Partner Agreement	School District 23
Training	BC Construction Safety Alliance (BCCSA)
Equipment Lease	Thompson River University
Software Agreements	Construction Safety Association of BC
Licensing	Okanagan College Women's Centre Society (South Okanagan Similkameen)
Licensing	Vernon Students' Association - Okanagan College

SUMMARY

Statement of Financial Information
Okanagan College
April 1, 2016 - March 31, 2017

Employee Remuneration and Other Expenses	**62,357,749**
Receiver General Payments (Employer portions of EI, CPP)	**3,228,479**
Suppliers > $25,000	**37,482,685**
Suppliers < $25,000	**5,785,451**
Employee Pension payments (included in Suppliers > $25,000)	**(5,037,326)**
Total SOFI Expenses	**103,817,039**
Total Expenses as per Audited Financial Statements	**103,632,282**

Explanation in terms of Sections 6(2)(d) and 7(1)(c) of the Financial Information Regulation

The consolidated total differs from the related figures in the financial statements at March 31, 2017 for the following reasons:

a) The financial statements are compiled on an accrual basis in accordance with generally accepted accounting principles, whereas, the consolidated totals show payments made and/or invoices received.

b) The cost of taxable benefits, approximately $1,436,269 is reported in the Employee Remuneration amount and in the Payments to Suppliers.

c) The GST rebate has been offset against the expenses in the financial statements, whereas, the consolidated total shows gross payments/invoices.

d) Capital expenditures are shown as payments to the vendor on this report. These payments are not reflected in the financial statements, which show amortization.

e) Certain recoveries are offset against expenditures in the financial statements but not in the consolidated total.

Section B

Employee Remuneration

2016/2017 Employee Remuneration and Other Expense Summary

Employee Name		Remuneration	Total Other Exp
Beaumont, Alison	Support Representative	-	210
Berg, Ben	Member	834	-
Denesiuk, Connie	Chair	2,500	6,621
Derrickson, Christopher	Vice Chair	2,000	2,766
Gakhal, Riminder	Member	833	-
Gerbrandt, Charity	Member	2,000	1,417
Hamilton, James	President	-	-
Johal, Susan	Member	2,000	274
Jung, Stephen	Student	1,164	-
Kananga, Monica	Student	-	-
Lupul, Spencer	Student	1,167	65
Maciel, Jose	Member	2,000	-
McGowan, Robert	Member	2,000	339
Morgan, Gloria	Member	833	432
Silvestrone, Dennis	Member	-	-
Thurnheer, Laura	Faculty Representative	-	718
Total for Board of Governors		**17,331**	**12,843**
Employees > $75,000			
Abbasi, Reza		76,065	4
Ankerstein, Nancy		79,358	2,710
Arellano, Marc		93,266	8
Arkesteyn, Peter		80,503	1,015
Armstrong, James		92,990	999
Ashman, Philip		104,354	7,329
Bailey, Barbara		92,243	742
Bailey, Suzanne		99,878	3,887
Bakx, Arthur		77,289	2,534
Baldwin, Blair		93,310	6,970
Banham, Heather		117,962	30,540
Barillaro, Mike		92,243	3,658
Baron, Janet		92,555	2,500
Barton, Robert		85,798	27
Batchelor, Julia		93,463	2,086
Beaulne, Jeremy		92,400	3,694
Bede, Gilbert		87,857	513
Beekman, Sylvia		94,161	1,964
Belinski, Geordie		89,686	1,073
Benoit, Brian		86,626	2,848
Bentley, Perry		97,091	425
Bergen, Alvin		92,400	-
Bertner, Barbara		83,534	-
Birtwistle, Douglas		93,147	2
Block, Jacob		93,311	7,433
Bloomfield, Jamie		92,990	2,144
Bockhold, Kathryn		99,701	3,122
Bodrug, Dean		93,004	-

2016/2017 Employee Remuneration and Other Expense Summary

Employee Name	Remuneration	Total Other Exp
Boef, Debbie	92,990	3,078
Boehm, Arthur	95,285	117
Boris, Russel	112,868	36,811
Boudreau, Denise	85,113	-
Boulter, Michael	90,858	3,012
Bouma, Terrell	91,987	1,214
Bowman, Norah	88,723	4,869
Bransfield, Corey	104,752	3,226
Brocke, Sherwood	92,138	-
Brown, Randy	97,645	5
Bunclark, Stephanie	92,922	2,541
Burnham, Dorie	77,344	-
Burt, Carmen	102,805	587
Burton, Walter	92,555	4,046
Butler, Kathleen	124,392	15,981
Cameron, Iain	92,400	3
Campbell, Donald	100,441	-
Campbell, Joanna	82,410	11,452
Capadouca, Daniel	76,203	2,570
Carey, Frank	75,020	-
Cartier, Lee	92,555	150
Casavant, Bernard	91,762	6,247
Chetner, Daniel	93,775	2,075
Christie, Richard	91,456	4,906
Chu, Shao Kang	88,803	3,023
Clarkson, Christopher	93,256	7,446
Coates, Linda	93,725	6,308
Coble, James	112,868	6,860
Coleman, Benjamin	98,148	-
Coletti, Tanis	89,145	1,484
Conlin, Michael	136,204	12,018
Conyette, Michael	96,639	4,197
Cook, Derek	125,575	892
Corbett, Norman	94,583	-
Coulthard, Glen	112,254	2,168
Couper, Geoffrey	87,220	718
Coyle, D.Allan	123,714	7,835
Crowe, Heather	82,880	1,244
Csandl, Peter	86,626	1,991
Dahl, Leora	85,901	4,341
Dahms, Rene	93,110	1,109
Dahnert, Stephen	92,030	-
Dais, Julia	102,559	1,700
Dandeneau, Patricia	92,816	2,315
Darling, Nancy	79,359	3,734
Davie, Kerry	93,147	14
Davis, Nicole	81,288	15
Day, Terence	88,603	-
Daykin, Roy	152,890	26,404
Dendy, David	97,944	1,272
Dewinetz, Jason	88,507	3,485
DeWitt, Quincy	93,266	-

2016/2017 Employee Remuneration and Other Expense Summary

Employee Name	Remuneration	Total Other Exp
Dhatt, Gurpreet	92,854	952
DiBiase, Claudio	93,133	-
Diebert, Timothy	92,990	-
Dietze, Beverlie	112,749	8,896
Doige, Carl	93,681	5,414
Doige, Derrick	92,922	2,967
Donovan, Dale	91,984	-
Doody, Archibald	89,833	1,951
Dorn, Timothy	93,817	1,199
Douglas, Kevin	81,455	3,241
Dreaper, Lynda	75,509	2,715
Duffy, Kelly	94,508	473
Dutcher, David	93,204	-
Ebner, Ryan	79,732	1,096
Edwards, Marlo	92,971	17
Emran, Md. Masum	77,594	3,553
Engman, Eva	93,266	10
Ensing, John	88,603	4,932
Esson, Marni	80,225	2
Euloth, John	80,506	5,617
Fallis, Denise	98,736	6,608
Fazackerley, Scott	85,825	810
Fenwick, Stacey	77,311	1,337
Fitzgerald, Catherine	82,985	1,509
Foerderer, Reinhard	98,890	305
Fontenla, Adrian	96,103	4,802
Forbes, Scott	77,524	2,605
Fratiloiu, Raluca	87,533	950
Fretz, Nolan	97,980	1,165
Friesen, Sandra	114,643	-
Fullerton, Danielle	90,367	1,816
Gamble, James	92,675	3,319
Garrett, Jillian	88,723	300
Godler, Angela	93,097	3,013
Goodman, Donna-Leigh	92,243	2,515
Gorman, Jennifer	102,534	13,919
Green, Arthur	75,946	738
Greenslade, Frances	93,147	4,000
Gronlund, Donald	92,817	-
Groves, Robert	92,555	739
Guenther, Thomas	93,266	1,365
Hadersbeck, Sandra	91,875	-
Halle-Bowering, Carol	89,867	1,312
Hamilton, James	190,861	32,976
Hamilton, Robert	94,254	1,563
Hansen, Natasha	78,500	723
Harder, Tracee	92,920	-
Hatami, Ali	95,099	6,062
Hawes, Carolyn	92,974	1,584
Hay, Andrew	153,010	11,835
He, Yunke	92,318	5,909
Heard, Scott	92,400	-

2016/2017 Employee Remuneration and Other Expense Summary

Employee Name	Remuneration	Total Other Exp
Hecko, Jo-Dee	91,390	1,562
Henderson, Christine	81,026	1,095
Henriques, Antonio	96,045	704
Heppner, Jennifer	76,660	84
Hickey, Allan	87,714	3,232
Hisdal, Howard	113,936	649
Hobart, Joseph	131,988	261
Holmes, Wendy	91,377	21
Howes, Bruce	84,257	148
Hunt, Roberta	78,456	1,611
Hurtubise, Claude	102,632	-
Hutchinson, Chantale	98,563	2,020
Huxtable, Robert	118,919	12,042
Ikebuchi, Shelly	84,687	3,770
Ilicic, Alan	78,612	74
Isaac, Anthony	75,024	1,606
Islam, Tazul	103,005	1,015
Itterman, Jonathan	98,791	4,989
Jalava, Jarkko	93,266	734
Jarvis, Sean	93,560	1,936
Johnson, Ann	112,868	3,476
Johnson, Shelley	103,115	73
Johnston, Sean	93,621	5,131
Jones, Charlotte	92,621	3,738
Josephson, Sharon	99,262	1,930
Kacic, Davor	93,110	-
Kavanagh, B.Matthew	97,306	16
Kazimer, Kara	75,991	4,204
Kenefick, Sandra	92,400	9
Kennedy, Alan	93,199	56
Kennedy, Jake	94,640	919
Kenny, John	83,935	6,875
Kershaw, Graham	86,712	1,387
Khmelevsky, Youry	92,400	11,367
Kilic, Ayla	93,147	1,053
Kirkpatrick, Anne	85,456	5,695
Kisilevich, Teresa	98,323	4,118
Kjarsgaard, Robert	80,105	2,613
Kline, Michael	75,440	230
Klingel, Andrew	82,257	4,534
Knoll, Mary Ann	80,673	1,246
Koepke, Raymond	92,990	452
Korcok, Jasmine	76,666	675
Kosowick, Terry	96,236	4,541
Kraft, Lisa	99,481	3,463
Krebs, Mando	76,573	108
Kushner, Charlotte	152,890	9,892
Langedyk, Kenneth	99,135	13
Larsen, Daniel	75,973	18
Lawson, Barbara	91,377	2,519
Lehmann, Sylvia	92,990	3,355
Leimert, Alfred	77,014	-

2016/2017 Employee Remuneration and Other Expense Summary

Employee Name	Remuneration	Total Other Exp
Lermer, Leonard	115,204	14
Leskie, Todd	86,601	331
Li, Xiaoping	92,400	3,382
Light, Ronald	96,402	57
Ling, Daniel	95,532	3,626
Lister, Jane	112,524	5,341
Loewen, Laura	127,666	-
Lomas, Donna	147,312	3,586
Longeway, Jolaine	96,955	2
Lowes, Edie	96,360	1,376
MacKinnon, Brent	82,405	757
MacMillan, Allison	99,729	1,699
Magas, Marliss	92,297	759
Mallory, Leanne	96,336	-
Mansiere, Sharon	93,572	3,288
Mantyka, Janet	92,990	1,228
Marken, Siri	92,885	2,931
Marte, Reginald	91,534	468
Martin, Donald	92,308	-
Massey, Roberta	91,534	9
Matthews, Karen	92,401	1,186
Matzelle, William	94,857	2,608
May, Brian	99,222	1,165
McCready, Michele	78,504	2,650
McDonald, Peter	94,358	419
McGillivray, Drew	92,832	67
McGillivray, J.Barry	109,304	6,865
McKinnon, Ann Marie	93,315	2,420
McLuckie, Craig	102,164	51
McPherson, Kevin	81,218	1,128
McRobb, Cameron	92,173	3,411
Meier, Doug	90,106	-
Melin, Christine	92,072	3,848
Minions, Michael	92,999	1,364
Mitsch, Michael	91,595	3,008
Moores, Steven	118,942	15,069
Morcom, Jessica	80,178	1,359
Moritz, Yvonne	119,264	7,928
Munn, Melissa	87,394	5,993
Murray, Melanie	86,051	1,001
Muskens, Jane	112,728	7,661
Myrah, Kyleen	97,946	9,359
Naiman, Jennifer	94,232	8,408
Nelson, Daryl	92,990	-
Newitt, Christopher	108,006	324
Nicholson, Michelle	92,854	2,839
Nishihara, Mark	95,950	2,106
Noble, Douglas	93,235	2,500
Noble-Hearle, Nancy	93,110	3,306
Nudd, Barbara	93,147	6,212
Nutter, Dean	93,110	204
O'Brien, Donald	96,973	25

2016/2017 Employee Remuneration and Other Expense Summary

Employee Name	Remuneration	Total Other Exp
O'Brien, Jan	90,547	4,549
Oliver, Bradley	91,770	3,273
Olson, Donna	104,774	7,353
Orwick, Michael	93,325	38
Ould-Khessal, Nadir	96,623	3,943
Palmer, Murray	93,207	1,047
Palmer, Simone	75,269	144
Pals, Jevon	75,677	-
Pannell, Vicki	93,417	6,735
Pedersen, Ellen	88,878	1,952
Peissard, Murray	89,640	-
Perret, Murray	78,443	43
Peterson, Debra	118,243	3,496
Petrie, Andrew	92,275	6,953
Pinese, Chiara	77,121	2,322
Piontek, Bradley	90,331	9,483
Potter, Donna	97,555	7,248
Powell, Monique	99,471	7,054
Pugsley, John	94,315	35
Radelet, Kenneth W	92,990	-
Radies, Wanda	92,697	1,127
Radomske, Erin	95,084	2,518
Ragsdale, Joan	96,638	3,884
Ransom, Ryan	96,142	3,965
Rawson, Christina	119,774	2,991
Redding, Todd	88,696	3,043
Rempel, Kerry	95,560	73
Rice, Alan	103,466	2,213
Richardson, Scott	93,628	1,918
Ridgeley-Ketchell, Brenda	107,971	5,566
Riley, Tracy	92,871	2,838
Rippy, William	75,033	282
Robinson, Stephen	94,027	6,347
Rode, Marvin	92,990	2,154
Rosenberg, Sandra	92,659	4,000
Ross, Heather	90,808	2,303
Rouse, Jonathan	107,730	17,240
Rouse, Pamela	89,645	40
Rutten, Michael	92,208	887
Sakakibara, Stacey	93,266	458
Sansom, Karen	110,891	6,033
Sawatzky, Roberta	78,446	2,439
Scarborough, Terry	98,339	3,054
Schaad, Jason	80,637	983
Schellenberg, Patricia	87,031	15
Scherer, Robert	93,266	1,266
Schneider, Heather	112,749	2,189
Scorah, Mark	95,373	-
Seaton, Sheilagh	95,125	8,233
Seyl, Nicole	79,227	2,488
Shayer, Leslie	92,107	646
Shuert, Leslie	77,410	1,934

2016/2017 Employee Remuneration and Other Expense Summary

Employee Name	Remuneration	Total Other Exp
Shuster, Gordon	79,358	30,054
Sigalet, Jennifer	91,808	2,136
Silvestrone, Dennis	112,749	3,992
Simpson, Verna	80,105	1,630
Skinner, Darrell	95,050	2,696
Skulmoski, Lukas	93,091	2,556
Slater, Bruce	92,691	2,383
Smith, Craig	93,110	58
Smith, Steve	79,206	-
Sookochoff, Sofia	80,682	1,695
Soucy, Kenneth	93,110	-
Sparling, Lynn	88,498	2,208
St.Onge, Robert	86,270	6,104
Stathers, Mark	85,153	1,461
Stephenson, Jennifer	92,990	3,633
Stewart, Terrence	93,147	-
Strohm, Shaun	87,133	10
Stutters, Ardiss	89,778	2,329
Susheski, Dana	91,550	2,636
Thomas, Aaron	93,602	-
Thompson, Ronald	92,262	149
Thurnheer, Laura	93,290	4,308
Tomoda, Satoshi	103,730	3,801
Turigan, Michael	94,838	-
Tyner, Ross	116,801	7,282
Ulmer, Christine	88,432	2,525
Urquhart, Joel	89,052	15
Vaasjo-Riches, Catherine	83,990	2,198
Vaillancourt, Amy	80,842	7,216
Vidaillac, Sylvie	101,599	2,633
Vinek, Robert	82,471	258
Volk, Richard	84,578	1,627
Wade, Brett	92,892	73
Wagner, Gregory	92,990	492
Walters, Gary	91,744	-
Walters, Timothy	92,939	2,752
Ward, Michelle	92,107	37
Warner, Dean	97,973	2,599
Warner, Rosalind	94,463	1,035
Warren, Deborah	92,811	686
Watkins, Rodney	93,308	2,818
Watson, Steven	101,385	52
Werger, Randy	81,035	3,782
Wetterstrand, Pamela	92,990	1,638
Wheeler, Inga	85,166	5,145
Wheeler, Roger	84,000	3,871
Wheeler, Wendy	93,266	1,080
Wiebe, Glendon	93,496	4,461
Williams, Camilla	93,202	657
Williams, David	98,953	1,268
Williamson, Jeremiah	91,395	1,109
Willson, Lindsay	76,884	-

2016/2017 Employee Remuneration and Other Expense Summary

Employee Name	Remuneration	Total Other Exp
Wirachowsky, Gregory	92,773	342
Wolfe, Joseph	76,893	263
Wood, William	85,239	-
Wright, Robert	85,724	8
Zang, Weisheng	93,037	127
Zimmermann, Julie	81,211	2,614
Total for Employees > $75,000	**32,416,953**	**996,398**
Total for Employees < $75,000	**28,403,955**	**537,572**
Total Employees	**60,820,908**	**1,533,970**

OKANAGAN COLLEGE

STATEMENT OF SEVERANCE AGREEMENTS

There was one severance agreement made between Okanagan College and its non-unionized employees during fiscal year 2016/17 which included eighteen months of paid salary.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(8)

Section C

Supplier Payments

2016/2017 Supplier of Goods and Services > $25,000

Supplier Name	Amount
465808 BC Ltd	85,194
A & G Supply Ltd	46,728
A Dalsvaag & Son Enterprises Ltd	471,647
Accelerate Okanagan Technology Association	50,000
ACG HVAC Inc.	33,241
Acklands-Grainger Inc.	84,747
Air Liquide Canada Inc	237,120
Alarmtel Security Inc	46,004
Andrew Sheret Ltd	166,336
Apple Valley Promotions	33,929
Arterra Construction Ltd	181,448
Associated Health Systems	32,303
Atkins Paint & Wall Coverings	55,120
Basket Case Picnics	31,511
BC Colleges	75,275
BC Fasteners & Tools Ltd	35,891
BC Hydro	135,309
BCNET	668,948
Bearshark	60,666
Bestof Enterprises	48,849
Black Press Group Ltd	102,904
Brook Recognition	26,000
Bunzl Canada Inc	66,730
Cameron and Sons	235,286
Camosun College	65,867
Canada Post Corporation	32,879
Carleton Technologies	40,987
Central Okanagan Clean Sweep	78,466
Chapman Mechanical Ltd	358,306
Charms Education & Immigration Services Private Limited	84,798
Cintas	35,618
City of Kelowna	81,612
City of Penticton	197,723
Climate Action Secretariat	44,258
College Pension Plan	8,328,402
Colleges and Institutes Canada	32,462
Commissioner Social Services Tax	68,052
Concord Security Corporation	221,707
Consulab Educatech Inc	35,420
CSA Group	105,928
D & G Mechanical Ltd	79,536

2016/2017 Supplier of Goods and Services > $25,000

Supplier Name	Amount
Davies Park	64,874
Diamond Schmitt Architects	152,306
EBSCO Canada Ltd	101,779
ECCO Machinery	70,038
EMC Publishing LLC	46,408
Enactus Okanagan College	51,985
Faction Projects	140,082
Festo Didactic Ltd	61,715
Fisher Scientific Company	51,637
Follett Higher Education Group	72,841
FortisBC - Electricity	610,855
FortisBC Natural Gas	138,838
Fuginski, Ryan	26,117
Gartner Canada Co	35,056
Gescan Ltd	69,839
Glass Canada Inc	69,495
Glen McKillop & Associates Inc.	540,270
Global Roadway Maintenance Inc	120,643
Gordon Food Service Canada Ltd	123,984
Grant Thornton LLP	46,358
Graycon Group	62,561
Grizzly Curb & Concrete Ltd.	47,996
Guillevin International Co	86,122
Harris & Company	185,231
Herbert Williams Fire Equipment Ltd	50,670
Heritage Office Furnishings Kelowna Ltd	215,973
Hy-Line Sales Ltd.	39,456
Interior Roofing (2011) Ltd	292,981
International Education & Employment Ltd	55,648
John Wiley & Sons Canada Ltd	70,709
Jones & Bartlett Learning LLC	42,111
Kal-West Mechanical Systems Inc	95,217
Keshiki Gardening	102,619
Ketchum Canada Inc KCI	43,731
Kimco Controls Ltd	45,160
KMS Tools and Equipment Ltd	219,416
KN Fall Protection Services	152,245
Laing Roofing (Vernon) Ltd.	29,022
Leavitt Machinery	62,910
Lock & Sons Contracting	47,154
Lockmaster	71,839
Login Canada	141,435
Long View Systems Corporation	300,168

2016/2017 Supplier of Goods and Services > $25,000

Supplier Name	Amount
Lordco Auto Parts	28,217
Lynn's Executive Cleaning Services Inc	30,165
Macquarie Equipment Finance Ltd	121,379
Manulife Financial	2,863,611
McGraw-Hill Ryerson Limited	273,014
Medical Services Plan	977,468
Mercer (Canada) Limited	25,259
Microserve	532,932
Mitel Networks Corporation	55,896
Modern Paint & Floors	63,197
MPS	90,347
Muller Nystrom Holdings Ltd.	28,862
Municipal Pension Plan	2,375,225
Mussell Crane Mfg	30,229
Napa Auto Parts	44,912
Nelson Education Ltd	415,512
Northern Computer Inc	29,911
Northern Lights College	461,706
Nufloors	30,408
NuTech Safety Ltd	33,983
NXsource Technology Inc	39,681
Okanagan College Foundation	33,031
Okanagan Glass	28,536
Okanagan Indian Band	31,268
Open Storage Solutions	48,988
Optum Health Services (Canada) Ltd	35,935
Overseas Student Councelling Centre	35,984
Oxford University Press	97,139
Pacific Rim Equipment	51,520
Paladin Security Systems Ltd	263,949
PCL Constructors Westcoast Inc	3,571,283
Pearson Education Canada	566,308
peerTransfer Education Corp.	70,480
People Admin Inc	53,348
PerkinElmer Health Sciences Canada Inc	27,910
Powerhouse Media Ltd	58,662
Prairie Coast Equipment	39,680
Praxair Canada Inc	107,976
Purolator Inc	31,644
Quality Chain Link Fencing Ltd	27,327
Queen's Printer	246,632
Ratex Business Solutions Inc	44,289
Redbird Flight International Inc	154,005

2016/2017 Supplier of Goods and Services > $25,000

Supplier Name	Amount
RICOH Canada Inc	128,550
Ritchie Contracting & Design Ltd	444,519
Robbins Drilling & Pump Ltd	30,098
Robertson's Clothing & Shoes Ltd	37,696
Rogers Wireless Inc	79,597
Russell Hendrix Foodservice Equipment	48,679
Ryder Roofing Ltd	74,351
S. Collier Enterprises	64,958
Samuel, Son & Co Ltd	54,289
Scalar Decisions Inc.	54,732
Scotiabank Commercial Card Services	560,299
Security Paving Co Ltd	26,087
Shaw Business	31,461
Shaw Cablesystems GP	41,185
Shell Energy North America (Canada) Inc	77,302
Shepherd's Hardware Limited	84,983
Siemens Canada Ltd	64,505
Simon Fraser University	160,242
Sinclair Dental Co Ltd	34,596
Smith + Andersen Falcon Engineering Ltd	28,704
Snow Cap Interior Food Services Ltd	39,359
Source Office Furnishings	43,803
Southern Interior Flight Center	789,653
Spicers Canada ULC	51,399
Staples Business Advantage	263,111
Summit International Trade Services Inc	26,802
Sysco Kelowna Ltd	271,185
Team Equipment Ltd	68,320
The Pepsi Bottling Group	36,455
Thinkspace Architecture Planning Interior Design	51,324
Thomas Scott Signcraft Ltd	50,655
Tianjin Leader Overseas Education Service Co Ltd	26,095
Top Shelf Systems	34,289
Transport Canada	294,000
Uline Canada Corporation	25,181
US Bank National Association	375,113
Varsteel Ltd	31,564
Waste Connections of Canada Inc	54,254
Wayside Press	34,712
Wesco Distribution Canada LP	60,122
Western Lawn Care Ltd	127,256
Westkey Graphics	28,456
Westport Manufacturing Co Ltd	25,675

2016/2017 Supplier of Goods and Services > $25,000

Supplier Name	Amount
White & Peters Ltd	58,330
Wood Wyant Inc	57,652
Workers Compensation Board	205,475
YBP Library Services	89,101
Total for Suppliers > $25,000	**37,482,685**
Total for Suppliers < $25,000	**5,785,451**
Grand Total Suppliers	**43,268,137**

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE

Five-Year Capital Plan 2018/19 to 2022/23

DATE

September 19, 2016

BACKGROUND INFORMATION

For example: • Purpose • History • Other relevant information

Each year, the Ministry of Advanced Education, Skills and Training requests Five-Year Capital Plan submissions from all public post-secondary institutions. The plans enable the Minister to develop capital priorities for future consideration if funding becomes available. The request was received on July 11, 2017 and the deadline for this year's submission was August 11, 2017. The College has sent the Ministry the draft spreadsheet portion of this plan and will send a final version once it has been approved by the Board of Governors.

The projects included in Okanagan College's submission are:

Project	Ministry Funding	Okanagan College Funding	Total Project Cost
Food, Wine, Tourism	$23,053,000	$7,684,000	$30,737,000
Classroom Block (Kelowna)	$11,785,000	$2,027,000	$13,512,000
Auditorium/ Gymnasium (Kelowna)	$3,274,000	$9,822,000	$13,096,000
Student Residences (Salmon Arm)	$4,750,000	$0	$4,750,000
Student Residences (Vernon)	$7,125,000	$2,375,000	$9,500,000
Student Residences (Kelowna)	$0	$38,000,000	$38,000,000

The College's Master Capital Plan has informed this submission.

See Attachment ?: Five-Year Capital Plan 2018/19 to 2022/23

ACTION REQUIRED

For example: • For consultation • For information • For approval (including resolution; see language below)

For approval

Proposed Resolution:

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the Five-Year Capital Plan 2018/19 to 2022/23 as recommended by the Finance, Audit and Risk Review Committee and as presented."

STRATEGIC PLAN [1] ALIGNMENT

With which Key Directions is this topic aligned?? (please choose all those that are applicable)

Key Directions:

- ☐ Support learner readiness and success
- ☐ Excelling in teaching, programming, and applied research
- ☐ Working with, and learning from, the Indigenous community
- ☐ Serving and engaging the community
- ☒ Focusing on organizational sustainability
- ☐ Not an initiative driven by the Strategic Plan but necessary for operational purposes

COMMENTS FROM THE PRESIDENT

I support this motion.

REPORT PREPARED AND SUPPORTED BY (include name and title)

D. Peterson – Director, Facilities and Business Services
R. Daykin – Vice President, Employee and Corporate Services

This document is intended to be a cover sheet only (eg one page)
If supporting documents are required, please attach them.

Material is to be submitted to the relevant Vice President for review and submission to the President

[1] *Strategic Plan can be found at:* **www.Okanagan.bc.ca/toward2020**

Five-Year Capital Plan

2018/2019 to 2022/2023

INTRODUCTION

PROJECTS IN ORDER OF PRIORITY:

GOVERNMENT AND OKANAGAN COLLEGE FUNDED:

1. Centre for Food, Wine and Tourism (Category 1)
2. Student Housing – Salmon Arm (Category 3)
3. Student Housing – Vernon (Category 3)
4. Kelowna Classroom Block (Category 1)
5. Auditorium/ Gymnasium Kelowna (Category 1)

SELF-FUNDED:

1. Student Housing – Kelowna (Category 3)

APPENDICES

- AEST *(Attachment 3)* Prioritized list of Proposed Category 1: New Priority Projects, and Category 3: Student Housing Projects
- AEST *(Attachment 4)* Project Summary for Major Ongoing Planned Self-Funded Projects
- *Attachment 5*- Project Timeline

INTRODUCTION

This document presents Okanagan College's Five-Year Capital Plan for the construction of new facilities to replace aging infrastructure and address space capacity issues. It also covers projects that are currently in the planning / construction stage or being considered based on forecasted needs.

Okanagan College will continue to support the priorities of the Ministry of Advanced Education, Skills and Training, which include:

- Health and Safety
- Access to high quality education
- Cost reduction in operations
- Sustainability in facilities and infrastructure
- Economic benefits/ job creation
- Labour market demand forecasts

As well, all of the projects outlined in this document align with Okanagan College's Mission and Core Values; the Strategic Plan; for the coming Capital Master Plan and the Education Plan.

Category 1- Centre for Food, Wine and Tourism

Institution	Campus/City	Project Title	Project Category	Project Priority
Okanagan College	Kelowna	Centre for Food, Wine and Tourism	1	1 of 6

1.0 Current Situation

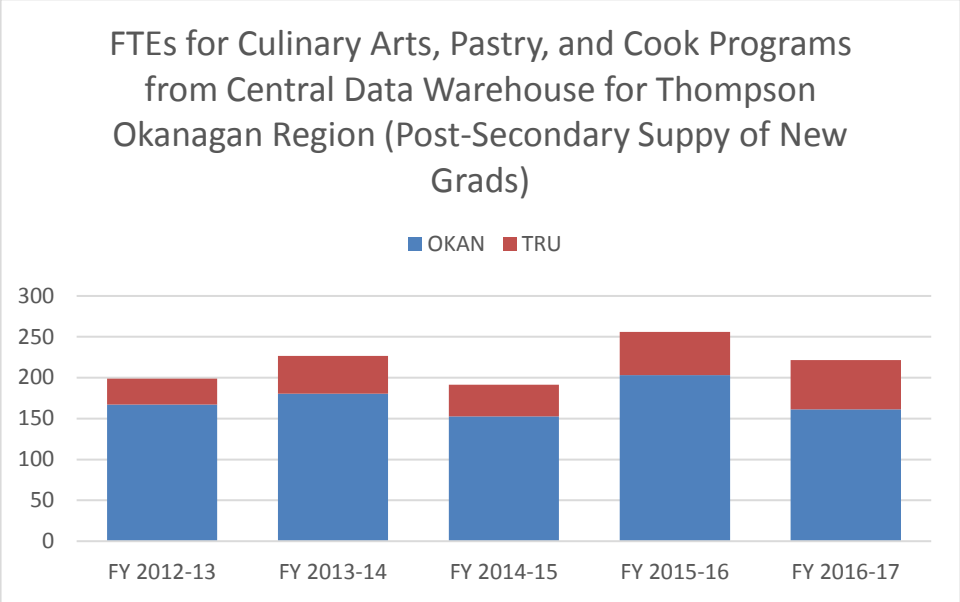
The Okanagan Valley economy has historically relied heavily on the agriculture and tourism industries. Okanagan College has developed food, wine & tourism programming focused on the priority industries of Agrifoods, International Education, Culinary Arts and Tourism, which the College's geographic location uniquely positions it to serve. The various programs utilize space throughout the campus which is shared with other programs and services. These facilities are, for the most part, outdated and undersized. Therefore, in order to meet projected industry demands, a consolidated state-of-the-art facility dedicated to food, wine and tourism programming is required. This consolidation will relieve pressure on other existing programs and services, such as food services, allowing the College to address capacity shortages in these areas.

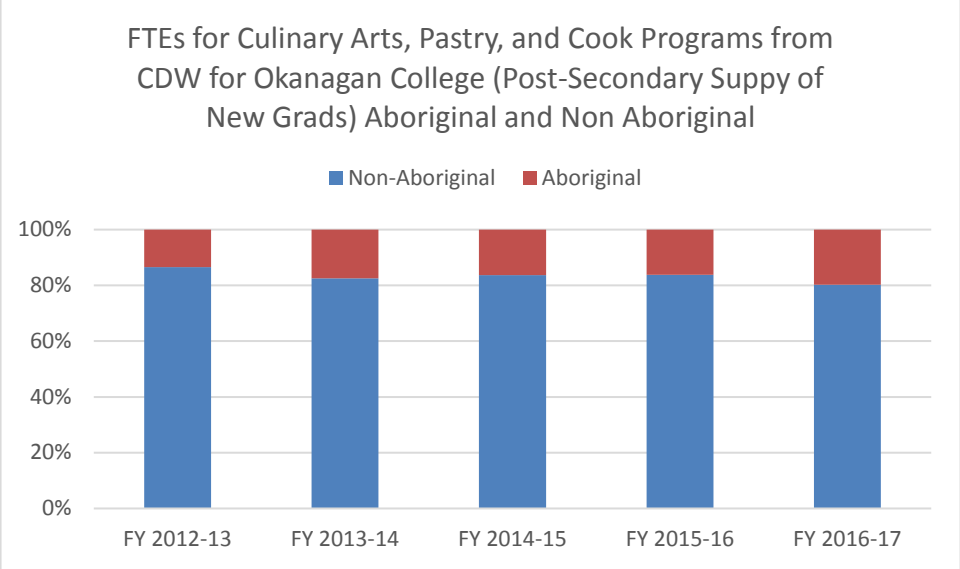
Currently, Culinary Arts programming is 100% delivered in the cafeteria facility on the Kelowna campus, which is shared with the delivery of food services. A 2013/2014 space utilization report found that the cafeteria on the Kelowna campus is grossly undersized and is only 30% of the Total Space to Recommended Space Standard allocated by the Ministry.

The growth in student numbers in Culinary Arts programming, and overall growth of students on the Kelowna campus, has resulted in a situation where Culinary Arts programming and Food Services delivery are being significantly compromised due the undersized and outdated facility. This negatively impacts the safety, recruitment and retention of students in the program. Relocating Culinary Arts programming to a new facility will allow for the dedicated use of the existing facility for Food Services.

2.0 Project Description

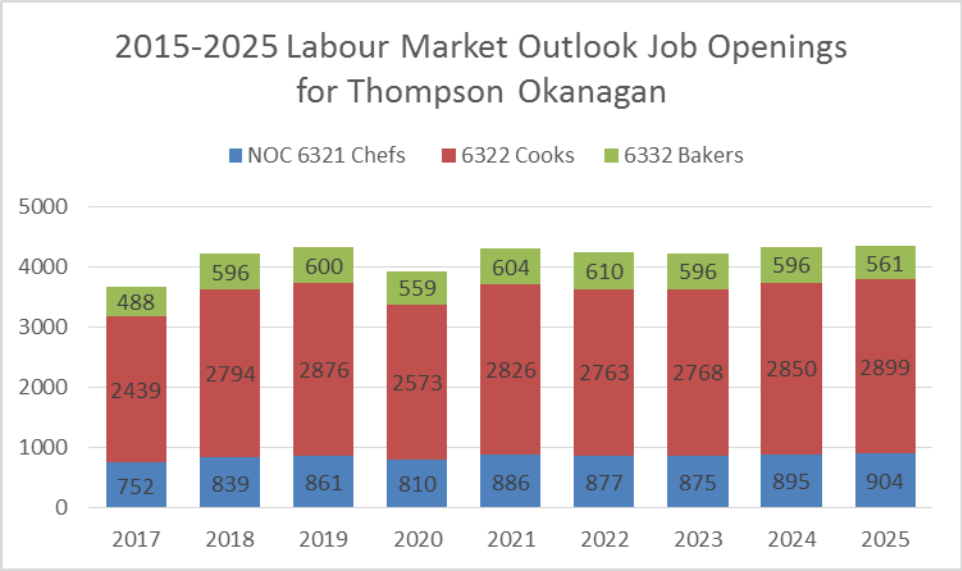
The scope of this capital project includes the co-location of all food, wine and tourism programming, the Infusions Restaurant, related faculty offices, storage, and administration space from their current locations throughout the Okanagan College Kelowna campus to a new Centre for Food Wine and Tourism. This new +/- 4,255 m^2 Centre will also include a Wine Sensory lab, Aboriginal Services space, and meeting and conference space. The building will be built along KLO Road, at the 'front door' of the campus, linking through to the heart of campus, to provide optimum visibility, access and presence for this high profile Centre.





3.0 Project Objectives

The Centre will allow the students from the food, wine and tourism programs to be co-located to significantly improve the educational quality of their programs, address overcrowding and safety concerns and better utilize space and services. In addition, the relocation of Aboriginal Services addresses current space inefficiencies, appropriate profile and creates a closer connection with Culinary Arts. The campus lacks adequate meeting and conference facilities and the new building will address some of this need.



4.0 Options Considered

Option 1 – Non-Capital Status Quo
The fundamental issue with remaining status quo is the undersized and outdated kitchens serving Culinary Arts programming as well as the campus Food Services Cafeteria. The current facility is too small to support the current campus population, a situation that is exacerbated by combining its use to deliver educational programming. This condition limits the ability to improve food, wine and tourism programming in line with rapidly increasing industry demand. It also hinders the ability to adequately serve the entire student population which impacts the image of Okanagan College as a leading institution.

Option 2 – Non-Capital Lease space off-campus
While this option may, if appropriate opportunities can be identified, facilitate community partnerships and integration with industry, there are several disadvantages. An off-campus lease would satisfy the requirements for food, wine and tourism programming only, without the additional benefits to the Kelowna campus that a mixed-use facility would bring, resulting in a less efficient delivery of programs. The preparation of these programs from the campus serves to isolate students and faculty where a new integrated Centre would serve to consolidate and highlight the program as part of the whole. The Kelowna campus is looking for ways to further enhance its connection with the surrounding community which would be better facilitated by improving the existing campus.

Option 3 – New Priority Capital Project
This option would consolidate and reinforce the branding of food, wine and tourism programming. It would address safety and service capacity concerns on campus, and assist in improving the connection between the

campus and the surrounding community. It would best address the needs of the program in order to satisfy industry demands.

5.0 Project Outcomes

Infrastructure Improvements

- Improved health and safety through improvements to the efficiency, safety and utilization of the College's space.
- Address the over-crowded, unsafe, poorly designed and outdated space for the culinary and pastry arts students on campus.
- Enhanced campus infrastructure and community facilities.

Cost Effectiveness

- Provide economic benefits to the region through the creation of jobs during the construction of the project and ongoing management and maintenance.

Innovation

- Reduced emissions by following a minimum LEED gold construction standard.
- Contribution to the local economy through the ability to provide skills training in the local community.
- Building a unified vision through an innovative facility that will be a catalyst for change and growth for the Food, Wine and Tourism industry in the region has the potential to increase commercial investment on the campus.

Strategic Alignment

This project aligns with:

- The Industry Training Authority's Services Plan 2017/18 – 2018/19.
- Carbon reduction mandates.
- Okanagan College's mission, vision and values, Strategic Plan, Master Capital Plan, and Education Plan.
- The BC Labour Market's training and skill requirements.

Quality Education

- The project will support experiential learning through programs and facilities that integrate students with industry stakeholders in the region.
- Allow for new and expanded programs and facilities that will integrate education and training with the agrifood and tourism sectors, attracting students and addressing labour market demands. For example, new viticulture and oenology programs will reflect the business cycle of the wine industry so that students are engaged in the work environment during peak periods, such as the harvest season.

Energy and Emission Reduction

- Continue Okanagan College's track record of inclusion of sustainable construction principles and practices in its new facilities.

- Be constructed using wood framing sourced from local suppliers in alignment with the Provincial Wood First Initiative, substantially reducing GHG emissions.

6.0 Project Cost/Funding

- The current estimated total capital cost of the project is +/-$30,737,000.
- Academic facility maintenance at $10.76 per square meter and utilities at $29.91 per square meter ($40.67 x 4,255 m^2 rounded to $175K).
- Operating budget for academic program delivery would be $1.7 million in NET costs annually (based on no new funding from ITA or AEST) but would allow for additional programming and student FTEs (due to proper programming space and utilization).

7.0 Key Risks

Risks that put the project in jeopardy include:

- The project doesn't receive Provincial funding.
- Delayed receipt of funding resulting in increased project costs.

8.0 Project Schedule

The proposed construction start date of the project is spring 2019. Please see the attached schedule (Attachment 5) for further details.

Category 3- Salmon Arm Student Housing

Institution	Campus/City	Project Title	Project Category	Project Priority
Okanagan College	Salmon Arm	Student Housing	3	2 of 6

1.0 Current Situation

Okanagan College has no student housing on the Salmon Arm campus. As the vacancy rate in Salmon Arm is very low and access to affordable accommodation is a key recruitment tool, the College has identified the need for the construction of a 50-bed residence facility. This facility will accommodate the increased student demand on the campus and support the College's goal to increase rural, aboriginal, and international student enrollment.

2.0 Project Description

To help address the housing shortage in Salmon Arm, Okanagan College, is proposing building a facility that will accommodate 50-beds totaling +/-1,858 m^2. The proposal is to build a townhome model as it is believed to be most relevant for smaller campuses with large rural student population. The project is proposed to be delivered through relatively standard capital project planning and procurement methodology.

3.0 Project Objectives

The primary objectives of this capital priority project are to:

- Address the need for housing on a campus serving rural, Aboriginal, and international students.
- Provide access to affordable housing for the 460 FTE students currently attending the campus.
- Assist departments in their recruiting efforts by removing the housing constraint and increasing the student population to a full campus capacity of 555 FTE.

4.0 Options Considered

Option 1 – New Priority Capital Project
In this option the project would be procured through more traditional methods and would require the College to expand existing operational infrastructure both during the initial project development stages, and in order to facilitate ongoing operations and maintenance.

Option 2 – Self Funded Community Partnership
This option would require the College to partner with a student housing provider. The intent would be for the College to provide the land (maintaining ownership) and the community partner would design-build-finance-maintain and ideally operate the facility. Unfortunately, the scale of the project is too small to attract interest in this model of delivery.

5.0 Project Outcomes

Infrastructure Improvements:

- Enhance campus infrastructure and community facilities in the North Okanagan region of Okanagan College.

Cost Effectiveness:

- Enhance the College's ability to utilize the campus to its fullest extent.
- Provide economic benefits to the region through the creation of jobs during the construction of the project and ongoing management and maintenance.
- Construct using a townhome model as it is the most cost effective option for the College both from an initial capital cost perspective as well as addressing ongoing maintenance and operational costs.

Innovation:

- Reduce emissions by following a minimum LEED gold construction standard.

Strategic Alignment:
This project aligns with:

- Carbon reduction mandates.
- Okanagan College's mission, vision and values, Strategic Plan, Master Capital Plan, and Education Plan.

Quality Education:
The project will provide:

- Additional access to training for rural population centers in the North Okanagan
- Better campus living for students and enhance their sense of belonging, increasing student engagement, and promoting openness to diversity (Kuh, Kinzie, Schuh, Whitt, & Associates, 2010; Blimling, 1993; Pike, 2002; Pascarella & Terenzini, 2005; Long, 2014).

Energy and Emission Reduction:
The project will:

- Continue Okanagan College's track record of inclusion of sustainable construction principles and practices in its new facilities.
- Be constructed using wood framing sourced from local suppliers in alignment with the Provincial Wood First Initiative, substantially reducing GHG emissions.

6.0 Project Cost/Funding

- The current estimated total capital cost of the project is +/-$4,750,000.
- Annual operating costs are anticipated to be +/-$4,800 per bed.
- The annual operating costs will be mitigated by rental revenue.

7.0 Key Risks

Risks that put the project in jeopardy include:

- Not receiving provincial government funding.
- Delayed receipt of funding resulting in increased project costs.

8.0 Project Schedule

The proposed construction start date of the project is spring 2020. Please see the attached schedule (Attachment 5) for further details.

Category 3- Vernon Student Housing

Institution	Campus/City	Project Title	Project Category	Project Priority
Okanagan College	Vernon	Student Housing	3	3 of 6

1.0 Current Situation

Okanagan College has no student housing on the Vernon campus. The College has identified the need for the provision of 100 beds to accommodate increased student demand and to support the College's goal to increase rural, Aboriginal, and international student enrollment.

2.0 Project Description

The project is envisioned to require the construction of 100 beds totaling +/-3,720 m^2. A townhome model is believed to be most relevant for smaller campuses with large rural student populations. The project is proposed to be delivered through relatively standard capital project planning and procurement methodology.

3.0 Project Objectives

The primary objectives of this capital priority project are to:

- Address the need for housing on a campus serving rural, Aboriginal, and international students.
- Provide access to affordable housing for the 760 FTE students currently attending the campus.
- Assist departments in their recruiting efforts by removing the housing constraint and increasing the student population to a full campus capacity of 1400 FTE.

4.0 Options Considered

Option 1 – New Priority Capital Project
In this option the project would be procured through more traditional methods and would require the College to expand existing operational infrastructure both during the initial project development stages, and in order to facilitate ongoing operations and maintenance.

Option 2 – Self Funded Community Partnership
This option would require the College to partner with a student housing provider. The intent would be for the College to provide the land (maintaining ownership) and the community partner would design-build-finance-maintain and ideally operate the facility. Unfortunately, the scale of the project is too small to attract interest in this model of delivery.

5.0 Project Outcomes

Infrastructure Improvements:

- Enhance campus infrastructure and community facilities in the North Okanagan region of Okanagan College.

Cost Effectiveness:

- Enhance the College's ability to utilize the campus to its fullest extent.
- Provide economic benefits to the region through the creation of jobs during the construction of the project and ongoing management and maintenance.
- Construct using a townhome model as it is the most cost effective option for the College both from an initial capital cost perspective as well as addressing ongoing maintenance and operational costs.

Innovation:

- Reduce emissions by following a minimum LEED gold construction standard.

Strategic Alignment:

This project aligns with:

- Carbon reduction mandates.
- Okanagan College's mission, vision and values, Strategic Plan, Master Capital Plan, and Education Plan.

Quality Education:

The project will provide:

- Additional access to training for rural population centers in the North Okanagan
- Better campus living for students and enhance their sense of belonging, increasing student engagement, and promoting openness to diversity (Kuh, Kinzie, Schuh, Whitt, & Associates, 2010; Blimling, 1993; Pike, 2002; Pascarella & Terenzini, 2005; Long, 2014).

Energy and Emission Reduction:

The project will:

- Continue Okanagan College's track record of inclusion of sustainable construction principles and practices in its new facilities.
- Be constructed using wood framing sourced from local suppliers in alignment with the Provincial Wood First Initiative, substantially reducing GHG emissions.

6.0 Project Cost/Funding

- The current estimated total capital cost of the project is +/-$9,500,000.
- Annual operating costs are anticipated to be +/-$4,800 per bed.
- Any annual operating costs will be mitigated by rental revenue.

7.0 Key Risks

Risks that put the project in jeopardy include:

- Not receiving provincial government funding.
- Delay receipt of funding and therefore increasing project costs due.

8.0 Project Schedule

The proposed construction start date of the project is spring 2020. Please see the attached schedule (Attachment 5) for further details.

Category 1- Kelowna Classroom Block

Institution	Campus/City	Project Title	Project Category	Project Priority
Okanagan College	Kelowna	Classroom Block	1	4 of 6

1.0 Current Situation

Currently the Kelowna campus of Okanagan College has a shortage of instructional and faculty office facilities to serve the campus population of approximately 5,900 FTE. The age and configuration of the existing infrastructure is further inhibiting the flexibility of the use of existing space. Since 2009 the Kelowna campus has seen an increase 11% of instructional staff and 33% in student headcount.

Over time, the College has been forced to shuffle programming and teaching staff to accommodate growth and the development of new infrastructure. This has resulted in a disconnection of synergistic programming, further reducing educational quality, operational efficiency and future growth.

2.0 Project Description

The project is envisioned to construct a +/-2,556 m^2 Classroom & Faculty Office facility. The project is proposed to be delivered through relatively standard capital project planning and procurement methodology.

3.0 Project Objectives

The primary objectives of this capital priority project are to:

- Greatly improve educational quality and flexibility by allowing the co-location of synergistic programming and enhancing operational efficiencies.
- Provide the College with the ability to meet current and projected future space demands.

4.0 Options Considered

Option 1 – Non-Capital Status Quo
The fundamental issue with remaining status quo is the current lack of adequate facilities on the campus and the inefficiency of existing facilities. This condition limits the ability to adequately serve the existing student population, as well as limits future enrollment, impacting the image of Okanagan College as a leading institution.

Option 2 – New Priority Capital Project
In this option the project would be procured through traditional methods and would require the College

to expand existing operational infrastructure both during the initial project development stages, and in order to facilitate ongoing operations and maintenance.

5.0 Project Outcomes

Infrastructure Improvements

- Improve health and safety through improvements to the efficiency, safety and utilization of the College's space.
- Enhance campus infrastructure and community facilities.

Cost Effectiveness

- Enhance the College's ability to utilize the campus to its fullest extent.
- Enhance the College's ability to serve the existing student body.
- Take advantage of having a previous structure (old H building) located on the site which will reduce the impact of poor soil conditions on the campus.
- Provide economic benefits to the region through the creation of jobs during the construction of the project and ongoing management and maintenance.

Innovation

- Reduce emissions by following a minimum LEED gold construction standard.
- Contribute to the local economy through the ability to provide skills training in the local community.

Strategic Alignment

This project aligns with:

- Carbon reduction mandates.
- Okanagan College's mission, vision and values, Strategic Plan, Master Capital Plan, and Education Plan.
- The BC Labour Market's training and skill requirements.

Quality Education

The project will take advantage of modern design practice and technological innovation to greatly enhance educational quality.

Energy and Emission Reduction

- Continue Okanagan College's track record of inclusion of sustainable construction principles and practices in its new facilities.
- Be constructed using wood framing sourced from local suppliers in alignment with the Provincial Wood First Initiative, substantially reducing GHG emissions.

6.0 Project Cost/Funding

- The current estimated total capital cost of the project is +/-$13,512,000.
- Academic facility maintenance at $1.00 per square foot and utilities at $2.78 per square foot ($3.78 x

27,500 square feet rounded to $105K).

- Operating budget for academic program delivery would be $1.7 million in NET costs annually (based on no new funding from ITA or AVST) but would allow for additional programming and student FTEs (due to proper programming space and utilization).

7.0 Key Risks

Risks that put the project in jeopardy include:

- The project doesn't receive provincial funding.
- Delay in receiving funding will increase project costs.

8.0 Project Schedule

The proposed construction start date of the project is spring 2019. Please see the attached schedule (Attachment 5) for further details.

Category 1- Kelowna Auditorium/ Gymnasium

Institution	Campus/City	Project Title	Project Category	Project Priority
Okanagan College	Kelowna	Auditorium/Gymnasium	1	5 of 6

1.0 Current Situation

Okanagan College currently lacks adequate space for campus gatherings, fitness and recreation on the Kelowna Campus. Our current largest space is the lecture theatre which can accommodate 300 people. Convocations and other student and campus community events have been held outdoors for the past 12 years, with the accompanying risk of inclement weather. Currently, the College relies on existing community facilities, leagues, and organizations to provide fitness and recreation opportunities for students. For the past decade, the only sports program associated with the College has been the Coyotes Baseball team. Recently, the College has added Women's and Men's Basketball due to increased demand. As a result, the College is receiving increasing community pressure to provide facilities and as such, the College has identified the need for a new auditorium and gymnasium.

In the early 1990's, as the North Kelowna campus of OUC was being developed, OUC undertook a $4 million fundraising campaign for the campus, which included $1.1 million raised for the auditorium/ gymnasium from supporters throughout the region. University of British Columbia gained ownership of the auditorium/ gymnasium during the transfer of the North Kelowna campus to them in 2005. This resulted in Okanagan College no longer having access to these facilities. There are several donors who contributed to the development of the North Kelowna campus auditorium/ gymnasium who are disappointed that Okanagan College didn't receive any consideration for development of athletic facilities in Kelowna during the 2004-05 split of resources between University of British Columbia and Okanagan College.

2.0 Project Description

The project is envisioned as the construction of a +/-1,600 m2 auditorium/gymnasium, Fitness Centre, and associated Change Room and Storage facility. The project is proposed to be delivered through relatively standard capital project planning and procurement methodology.

3.0 Project Objectives

The primary objectives of this capital priority project are to:

- Improve educational quality by allowing the co-location of synergistic programming and enhancing operational efficiencies.
- Provide the College with the ability to meet current and projected future space demands.

- Provide an auditorium and proper athletics, fitness and recreation facilities on the campus to attract more students and increase diversity within the student body.

4.0 Options Considered

Option 1 – Non-Capital Status Quo
The fundamental issue with remaining status quo is the current lack of adequate auditorium, athletics, fitness and recreational facilities on the campus and the decreasing availability of community facilities. This condition limits the ability to adequately serve the entire student population, as well as limits enrollment of student athletes which impacts the image of Okanagan College as a leading institution.

Option 2 – New Priority Capital Project
In this option the project would be procured through more traditional methods and would require the College to expand existing operational infrastructure both during the initial project development stages, and in order to facilitate ongoing operations and maintenance.

5.0 Project Outcomes

Infrastructure Improvements

- Improved health and safety through improvements to the efficiency, safety and utilization of the College's space
- Enhanced campus infrastructure and community facilities
- Provide proper athletic, fitness and recreational facilities on the Kelowna campus that will enhance the College's ability to serve the existing student body and increase enrollment.

Cost Effectiveness

- Integration of a fitness facility into an existing campus provides opportunities to utilize existing campus infrastructure resulting in efficiencies both in capital cost and ongoing operating and maintenance.
- The economic benefits include the jobs created/maintained and economic impacts of the construction phase.

Innovation

- Reduced emissions by following a minimum LEED gold construction standard.

Strategic Alignment
This project aligns with:

- Carbon reduction mandates
- Okanagan College's mission, vision and values, Strategic Plan, Master Capital Plan, and Education Plan

Quality Education

The project will:

- Make the College more attractive to international, rural, and Aboriginal students and student athletes therefore increasing enrollment.
- Increase physical activity which has been shown to increase student engagement with the institution's culture, policies and practices (Jill Cressy, College Quarterly).
- Increase student's physical and mental wellness.

Energy and Emission Reduction

- Continue Okanagan College's track record of inclusion of sustainable construction principles and practices in its new facilities.
- Be constructed using wood framing sourced from local suppliers in alignment with the Provincial Wood First Initiative, substantially reducing GHG emissions.

6.0 Project Cost/Funding

- The current estimated total capital cost of the project is +/-$13,096,000.
- Annual operating costs are anticipated to be $65,000.

7.0 Key Risks

Risks that put the project in jeopardy include:

- The project doesn't receive provincial funding.
- Delay in receiving funding increases project costs due to high levels of cost escalation currently being experienced in the construction industry.

8.0 Project Schedule

The proposed construction start date of the project is spring 2020. Please see the attached schedule (Attachment 5) for further details.

Category 3- Kelowna Student Housing

Institution	Campus/City	Project Title	Project Category	Project Priority
Okanagan College	Kelowna	Student Housing	3	1 of 1 (Self-funded)

1.0 Current Situation

Okanagan College currently owns and operates Skaha Place, a 144 bed student residence on the Kelowna campus. As the vacancy rate in Kelowna is extremely low (0.6%) and access to affordable housing is a key recruitment tool, the College has identified the need for the construction of a 400-bed facility. The facility will accommodate some of the increased student demand on the campus and support the College's goal to increase rural, Aboriginal and international student enrolment.

2.0 Project Description

To help address the housing shortage in Kelowna, Okanagan College is proposing the construction of three new residence buildings totaling +/-14,900 m2 in order to expand the current bed inventory. To complement the existing 'pod' format, the project may explore the provision of self-contained 'micro' units for flexibility of use for visiting faculty and conferences and for short term rental over the summer. In addition to the living units, additional study space and social amenity spaces are anticipated to be included in the program. The project is proposed to be delivered through a community partnership model.

3.0 Project Objectives

The primary objectives of this capital priority project are to:

- Address the need for housing on a campus serving rural, Aboriginal, and international students.
- Provide access to affordable housing for some of the 5,500 FTE students currently attending the campus.
- Assist departments in their recruiting efforts by removing the housing constraint.

4.0 Options Considered

Option 1 – Self Funded Capital Project

This option would require the College to raise the capital required for the project. In this option the project would be procured through more traditional methods and would require the College to expand existing operational infrastructure both during the initial project development stages, and in order to facilitate ongoing operations and maintenance.

Option 2 – Self Funded Community Partnership

This option would require the College to partner with a student housing provider. The intent would be for the College to provide the land (maintaining ownership) and the community partner would design-build-finance-maintain and ideally operate the facility. The partnership may allow the College to 'sell' the existing Skaha Place building to the community partner as well as turn over student housing operations thereby freeing up both capital and operational resources.

5.0 Project Outcomes

Infrastructure Improvements:

- Enhance campus infrastructure and community facilities in the Central Okanagan region of Okanagan College.
- Increase the diversity of housing options available to students and increasing the College's ability to attract international students to the campus.

Cost Effectiveness:

- Enhance the College's ability to utilize the campus to its fullest extent.
- Increase the housing inventory, therefore making the College more attractive to international, rural and Aboriginal students.
- Provide economic benefits to the region through the creation of jobs during the construction of the project and ongoing management and maintenance.
- Construct using a townhome model as it is the most cost effective option for the College both from an initial capital cost perspective as well as addressing ongoing maintenance and operational costs.

Innovation:

- Reduce emissions by following a minimum LEED gold construction standard.
- Provide an innovative delivery model to provide student housing with a reduced footprint.

Strategic Alignment:

This project aligns with:

- Carbon reduction mandates.
- Okanagan College's mission, vision and values, Strategic Plan, Master Capital Plan, and Education Plan.

Quality Education:

The project will provide:

- Better campus living for students and enhancing their sense of belonging, increasing student engagement, and promoting openness to diversity (Kuh, Kinzie, Schuh, Whitt, & Associates, 2010; Blimling, 1993; Pike, 2002; Pascarella & Terenzini, 2005; Long, 2014).

Energy and Emission Reduction:
The project will:

- Continue Okanagan College's track record of inclusion of sustainable construction principles and practices in its new facilities.
- Be constructed using wood framing sourced from local suppliers in alignment with the Provincial Wood First Initiative, substantially reducing GHG emissions.

6.0 Project Cost/Funding

- The current estimated total capital cost of the project is +/-$38,000,000. If delivered via the proposed community partnership model, the project would not have a Provincial debt impact.
- Annual operating costs of +/-$3,600 per bed would be addressed by the community partner as part of the delivery requirement.
- Any annual operating costs will be mitigated by rental revenue.

7.0 Key Risks

Risks and mitigations relating to this project are:

- Any potential for capital overrun and unexpected increases in maintenance and operating costs will be mitigated through the proposed community partnership delivery model.
- The potential risk of not being able to attract community partners due to the requirement for the College to retain ownership of the land. Strategic lease agreements may mitigate this risk.
- The potential risk of not being able to attract community partners due to rental risk. Occupancy threshold commitments by the College may mitigate this risk.
- The project may be too small to attract qualified community partners. The inclusion of the overall student housing operations and the transfer of ownership of Skaha Place may mitigate this risk.

8.0 Project Schedule

The proposed start date of the project is fall 2020. Please see the attached schedule (Attachment 5) for further details.

Attachment 3- Prioritized List of Proposed Capital Projects (2018/ 19 - 2022/ 23)

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

#	Institution	Campus	Project Description	Project Category	Anticipated Construction Start Date	Anticipated Occupancy Date	Total Project Budget	Total Cashflow Forecast 2018/19	Total Cashflow Forecast 2019/20	Total Cashflow Forecast 2020/21	Total Cashflow Forecast 2021/22	Total Cashflow Forecast 2022/23	Total Cashflow Forecast Outgoing Years	Provincial Cashflow Forecast 2018/19	Provincial Cashflow Forecast 2019/20	Provincial Cashflow Forecast 2020/21	Provincial Cashflow Forecast 2021/22	Provincial Cashflow Forecast 2022/23	Total Provincial Cashflow Forecast Outgoing Years	Total Provincial Budget
1	Okanagan College	Kelowna	Food Wine Tourism	1	spring 2019	Fall 2021	$30,737,000	$827,000	$8,868,000	$17,956,000	$3,086,000			$827,000	$8,868,000	$13,357,750				$23,052,750
2	Okanagan College	Salmon Arm	Student Residence	3	spring 2020	Fall 2022	$4,750,000		$300,000	$1,369,000	$2,054,000	$1,027,000			$300,000	$1,369,000	$2,054,000	$1,027,000		$4,750,000
3	Okanagan College	Vernon	Student Residence	3	spring 2020	Fall 2022	$9,500,000		$450,000	$2,788,000	$4,158,000	$2,104,000			$450,000	$2,788,000	$3,887,000			$7,125,000
4	Okanagan College	Kelowna	Classroom Block	1	spring 2019	Fall 2021	$13,512,000	$497,000	$5,095,000	$6,658,000	$1,262,000			$497,000	$5,095,000	$5,893,200				$11,485,200
5	Okanagan College	Kelowna	Auditorium/ Gym	1	spring 2020	Fall 2021	$13,096,000		$858,000	$5,047,000	$6,037,000	$1,154,000			$858,000	$2,416,000				$3,274,000
6																				
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							$71,595,000	$1,324,000	$15,571,000	$33,818,000	$16,597,000	$4,285,000	$0	$1,324,000	$15,571,000	$25,823,950	$5,941,000	$1,027,000	$0	$49,686,950

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

#	Institution	Campus	Project Description	Anticipated Construction Start Date	Anticipated Occupancy Date	Total Project Budget	Total Cashflow Forecast 2018/19	Total Cashflow Forecast 2019/20	Total Cashflow Forecast 2020/21	Total Cashflow Forecast 2021/22	Total Cashflow Forecast 2022/23	Total Cashflow Forecast Outgoing Years
1	**Okanagan Colle**	**Kelowna**	**Student Residence**	**Fall 2020**	**Fall 2022**	**$38,000,000**		**$1,800,000**	**$11,152,000**	**$16,632,000**	**$8,416,000**	
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OKANAGAN COLLEGE **FIVE YEAR CAPITAL PLAN** **SEPTEMBER 11, 2017**

Activity Name	Duration (Weeks)	Start Date	Finish Date	2018				2019				2020				2021				2022				2023			
				1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th
1.0 Kelowna Centre for Food Wine Tourism	**174.00**	**30/4/18**	**27/8/21**																								
.1 Planning and Design	40.00	30/4/18	1/2/19																								
.2 Construction	130.00	4/2/19	30/7/21																								
.3 Post Construction and Occupancy	4.00	2/8/21	27/8/21																								
2.0 Salmon Arm Student Residence	**147.80**	**29/10/19**	**26/8/22**																								
.1 Planning and Design	40.00	29/10/19	3/8/20																								
.2 Construction	104.00	3/8/20	29/7/22																								
.3 Post Construction and Occupancy	4.00	1/8/22	26/8/22																								
3.0 Vernon Student Residence	**147.80**	**29/10/19**	**26/8/22**																								
.1 Planning and Design	40.00	29/10/19	3/8/20																								
.2 Construction	104.00	3/8/20	29/7/22																								
.3 Post Construction and Occupancy	4.00	1/8/22	26/8/22																								
4.0 Kelowna Classroom Block	**173.80**	**30/4/20**	**29/8/23**																								
.1 Planning and Design	40.00	30/4/20	3/2/21																								
.2 Construction	130.00	4/2/21	2/8/23																								
.3 Post Construction and Occupancy	4.00	2/8/23	29/8/23																								
5.0 Kelowna Gymnasium	**121.80**	**29/4/21**	**29/8/23**																								
.1 Planning and Design	40.00	29/4/21	2/2/22																								
.2 Construction	78.00	3/2/22	2/8/23																								
.3 Post Construction and Occupancy	4.00	2/8/23	29/8/23																								
6.0 Kelowna Student Residence	**147.80**	**29/10/19**	**26/8/22**																								
.1 Planning and Design	40.00	29/10/19	3/8/20																								
.2 Construction	104.00	3/8/20	29/7/22																								
.3 Post Construction and Occupancy	4.00	1/8/22	26/8/22																								
				1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th	1st	2nd	3rd	4th

Submission of Information from Senior Staff to the Board of Governors

REPORT TITLE
Okanagan Innovation Centre / Accelerate Okanagan Sub-Sub-Sublease

DATE
September 7, 2017

BACKGROUND INFORMATION
For example: • Purpose • History • Other relevant information

Okanagan College is offering a two-year diploma in digital animation beginning in September 2017. Additional off-campus space is required to offer this program and Accelerate Okanagan has space in the Innovation Centre available in a sub-sub-sublease.

The Provincial Government owns the land strata and leases it to the Kelowna Sustainable Innovation Group for the Okanagan Innovation Centre, who leases part of the building to Accelerate Okanagan, who leases a portion of this to Okanagan College.

There is currently a month to month sub-sub-sublease in place for this space. This lease is a long term lease requiring Board of Governors and Ministry of Advanced Education, Skills and Technology approval. This lease will take effect seven days following Ministry approval and the month to month lease will be terminated at that time.

ACTION REQUIRED
For example: • For consultation • For information • For approval (including resolution; see language below)

For approval.

"BE IT RESOLVED THAT the Okanagan College Board of Governors approve the sub-sub-sublease with the Kelowna Innovation Society and Accelerate Okanagan Technology Association for animation programming at 460 Doyle Avenue, Kelowna until February 28, 2020 at the rate of $44,201.88 plus GST per annum with the option of thirty-seven one-year renewal terms."

STRATEGIC PLAN [1] ALIGNMENT
With which Key Directions is this topic aligned?? (please choose all those that are applicable)

Key Directions:

- ☐ Support learner readiness and success
- ☐ Excelling in teaching, programming, and applied research
- ☐ Working with, and learning from, the Indigenous community
- ☐ Serving and engaging the community
- ☒ Focusing on organizational sustainability
- ☐ Not an initiative driven by the Strategic Plan but necessary for operational purposes

[1] *Strategic Plan can be found at:* **www.Okanagan.bc.ca/toward2020**

COMMENTS FROM THE PRESIDENT

I support this motion.

REPORT PREPARED AND SUPPORTED BY (include name and title)

D. Peterson – Director, Facilities and Business Services
R. Daykin – Vice President, Employee and Corporate Services

This document is intended to be a cover sheet only (eg one page)
If supporting documents are required, please attach them.

Material is to be submitted to the relevant Vice President for review and submission to the President