

Members are reminded of the requirement that they give notice of conflict of interest prior to consideration of any matter on the Board open and closed session agendas

### **BOARD OF GOVERNORS MEETING – OPEN SESSION**

**Date:** Thursday, November 16, 2023  
**Time:** 10:00 a.m. – 11:15 a.m.  
**Place:** Western Interdisciplinary Research Building, Room 3000/Zoom

Members of the community who wish to attend the open session remotely may request the Zoom meeting details by contacting [secretariat@uwo.ca](mailto:secretariat@uwo.ca).

		Action	Time
1.0	<a href="#">Land Acknowledgement</a>		
2.0	Approval of Agendas and Minutes		5
2.1	<a href="#">Adoption of Agenda – Open Session</a>	Approval	
2.2	<a href="#">Approval of the Open Session Minutes of the Meeting of September 21, 2023</a>	Approval	
2.3	<a href="#">Business Arising from the Minutes</a>		
3.0	<a href="#">Report of the President</a>	Information	20
3.1	<a href="#">Impact Project Update</a>	Information	20
4.0	Committee and Senate Reports		
4.1	Report of the Senior Policy and Operations Committee		
4.1(a)	<a href="#">Revisions to MAPP 1.52 – Policy on Gender-Based and Sexual Violence</a>	Approval	10
4.1(b)	<a href="#">Western Unsanctioned Street Party Taskforce Report</a>	Information	5
5.0	<a href="#">Unanimous Consent Agenda</a>		5
5.1	Items from the Property and Finance Committee		
5.1(a)	<a href="#">New Scholarships, Awards, and Prizes</a>	Information	
5.1(b)	<a href="#">Semi-Annual Ratio Report on Non-Endowed Funds</a>	Information	

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|--------|--|-------------|
| 5.1(c) | <a href="#">Annual Report on Underwater Endowments</a>                         | Information |
| 5.1(d) | <a href="#">Report of the Investment Committee</a>                             | Information |
| 5.1(e) | <a href="#">Investment Committee Membership</a>                                | Information |
| 5.2    | Items from the Governance and By-Laws Committee                                |             |
| 5.2(a) | <a href="#">Board of Governors Election Schedule for 2024</a>                  | Information |
| 5.2(b) | <a href="#">Revisions to Board Election Procedures</a>                         | Approval    |
| 5.2(c) | <a href="#">Canadian University Boards Association Annual Conference</a>       | Information |
| 5.3    | Items Referred from Senate   |             |
| 5.3(a) | <a href="#">Report of the Council of Universities (COU) Academic Colleague</a> | Information |
| 5.3(b) | <a href="#">Honorary Degree Recipients-Fall 2023</a>                           | Information |
| 6.0    | <a href="#">Items Removed from the Consent Agenda</a>                          |             |
| 7.0    | Questions from Members for the Open Session                                    |             |
| 8.0    | Other Business   |             |
| 9.0    | Adjournment to Closed Session  |             |

**Closed Session (11:30 a.m. – 12:30 p.m.; 1:30 p.m.– 4:00 p.m.)**  
**Lunch (12:30 p.m. - 1:30 p.m.)**

## **ITEM 1.0 - Land Acknowledgement**

**ACTION:**    ☐ APPROVAL        ☐ INFORMATION        ☐ DISCUSSION

### **EXECUTIVE SUMMARY:**

**David Simmonds** will offer a land acknowledgement.

### **Land Acknowledgement Volunteer Schedule:**

February 1, 2023 – Beth MacDougall-Shackleton

April 24, 2023 – Ken Yeung

June 26, 2023 (Retreat) – Cecil Rorabeck

June 27, 2023 – Effie Sapuridis

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Dr Christy Bressette, the Vice-Provost and AVP (Indigenous Initiatives), has indicated that it is important to remind ourselves regularly of our commitment to reconciliation and decolonisation, and to ensure that these objectives remain central in our collegial decision-making.

In the spring of 2021, the recommendation to offer a land acknowledgement was extended to the Board's committees.

Members of the Governance and By-Laws committee were broadly supportive of this practice, while also being mindful that land acknowledgments should be meaningful and dynamic, and not simply a rote exercise.

Some suggestions for practices that might be most meaningful and relevant to the Board and committees are:

- a land acknowledgement
- a reminder of one or more of the TRC Calls to Action, particularly those relating to education
- a reminder of elements of Western's Indigenous Strategic Plan
- a reference to local Indigenous culture or narratives

### **Western Land Acknowledgement:**

We/I acknowledge that Western University is located on the traditional lands of the Anishinaabek (Ah-NISH-in-a-bek), Haudenosaunee (HO-den-no-SHOW-nee), Lūnaapéewak (Len-AHPAY-wuk) and Chonnonton (Chun-ONGK-ton) Nations, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum. This land continues to be home to diverse Indigenous peoples (e.g., First Nations, Métis and Inuit) whom we recognize as contemporary stewards of the land and vital contributors of our society.

**ITEM 2.1 - Adoption of Agenda – Open Session**

**ACTION:**    ☒ APPROVAL    ☐ INFORMATION    ☐ DISCUSSION

**RECOMMENDED:** That the Agenda for the Open Session be approved as circulated.

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**ITEM 2.2 - Approval of the Open Session Minutes of the Meeting of September 21, 2023**

**ACTION:**    ☒ APPROVAL    ☐ INFORMATION    ☐ DISCUSSION

**RECOMMENDED:** That the open session minutes of the meeting held September 21, 2023, be approved, as circulated.

**ATTACHMENT(S):**

[Open Session Minutes of the Meeting of September 21, 2023](#)

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**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS**

**SEPTEMBER 21, 2023 – OPEN SESSION**

The meeting was held at the Western Interdisciplinary Research Building, Room 3000 and on Zoom.

PRESENT: Keith Gibbons, Chair  
Amy Bryson, Secretary

Kenisha Arora	Marlene McGrath
Cameron Bailey	Stephen Pitel
Michelle Banik	Geoff Pollock
Susan Bennett	Stephen Poloz
Arzie Chant	Terry Rice
Ethan Chen	Cecil Rorabeck
Greg Dick	Effie Sapuridis
Ed Goehring	Alan Shepard
Lori Higgs	Sarah Shortreed (Vice-Chair)
Beth MacDougall-Shackleton	Ken Yeung

Regrets: Susan Clarke, Kelly Meighen, Josh Morgan, David Simmonds,  
Michael Surkont

By Invitation: Ruban Chelladurai, John Doerksen, Paul Eluchok, Dana  
James, Lynn Logan, Eric Mallory, Ryan Palmer, Penny  
Pexman, Florentine Strzelczyk, Caroline Whippey

Secretariat Bonnie Brown  
Resource:

Chair K. Gibbons called the meeting to order at 10:15 a.m. and welcomed the new members to the Board.

**Land Acknowledgement**

S. Shortreed offered a land acknowledgement.

BG.23-138 **Adoption of Agenda – Open Session**

Moved by M. Banik, seconded by G. Pollock:

That the agenda for the open session be approved, as circulated.

CARRIED

BG.23-139 **Approval of the Open Session Minutes of the Meeting of June 29, 2023**

Moved by B. MacDougall-Shackleton, seconded by L. Higgs:

That the open session minutes of the meeting of June 29, 2023, be approved, as circulated.

CARRIED

**Business Arising from the Minutes** – None.

BG.23-140 **Report of the President**

A. Shepard, President & Vice-Chancellor, began his report by describing the positive start to the year and acknowledging the staff, faculty, and student leadership that contributed to a successful orientation week.

A. Shepard continued his report by commenting on the activities planned for Homecoming, the upcoming Ontario Universities Fair, the strong enrollment for the coming year, and plans to build the two new student residences.

A. Shepard concluded his report by describing the various newspaper articles that highlighted positive news stories about Western.

A. Shepard responded to questions about Western's plan for student housing and changes to the online timetable.

**COMMITTEE AND SENATE REPORTS**

**REPORT OF THE AUDIT COMMITTEE**

BG.23-141 **Audited Financial Statements for the Year Ended April 30, 2023**

S. Bennett presented for approval the audited financial statements for the year ended April 30, 2023.

S. Bennett reported on the timeline and process used by members of the Audit Committee to review the audited financial statements. She advised it was a clean audit and a very positive report. Appreciation was extended to Administration for their work.

In response to a question, it was clarified that the University participates in U.S. loan programs which require the reporting of specific information that would

otherwise not be included in the regular general purpose audited financial statements.

Moved by S. Bennett, seconded by G. Dick:

That, on recommendation of the Audit Committee, the Board of Governors approve the draft audited combined financial statements for the University for the fiscal year ended April 30, 2023.

And,

That, on the recommendation of the Audit Committee, the Board of Governors approve the draft special purpose audited financial statements for the University for the fiscal year ended April 30, 2023 for compliance with US reporting requirements.

CARRIED

#### **REPORT OF THE FUND RAISING AND DONOR RELATIONS COMMITTEE**

BG.23-142 **Quarterly Fundraising Report to April 30, 2023**

D. James presented for information the quarterly fundraising report to April 30, 2023 that outlined the total fund raising results for fiscal 2023.

BG.23-143 **Quarterly Fundraising Report to July 31, 2023**

D. James presented for information the quarterly fundraising report to July 31, 2023 that outlined the fund raising results for the first quarter of fiscal 2024. She highlighted that 31% of the \$85M fund raising goal for this year has been raised.

C. Rorabeck extended his appreciation to D. James and the team in University Advancement.

#### **REPORT OF THE GOVERNANCE AND BY-LAWS COMMITTEE**

BG.23-144 **Guidelines for the Identification and Appointment of External Board Members**

A. Bryson, University Secretary, presented for approval amendments to the *Guidelines for the Identification and Appointment of External Board Members*.

A. Bryson described the revisions noting information on the roles and responsibilities of Board members was removed as that information is contained in the *Principles of Engagement for Members of the Board of Governors*.



In response to a question, A. Bryson advised that being a Canadian citizen is no longer a legal requirement.

Moved by M. Banik, seconded by S. Shortreed:

That, on the recommendation of the Governance and By-Laws Committee, the Board of Governors approve the revisions to the *Guidelines for the Identification and Appointment of External Board Members* as presented in item 4.3(a).

CARRIED

BG.23-145 **Comparison of Western's Practices with Council of Ontario Universities' Leading Practices in University Board Governance**

A. Bryson presented for information the summary comparison of Western's practices with the Council of Ontario Universities' *Leading Practices in University Board Governance*.

In her presentation, A. Bryson provided information on the work completed by the Council of Ontario Universities and the review she subsequently completed and reported to the Governance and By-Laws Committee. In summary, the university is meeting or exceeding 47 out of the 50 recommended best practices.

Of the three remaining areas, there is an opportunity for the Governance and By-Laws Committee to review current practice and determine whether it meets or exceeds the leading practice as defined by COU or whether there is an opportunity to improve the current practice.

In response to a question regarding next steps for improvement in the identified areas, S. Shortreed advised the University Secretary will lead that work with the support of the Governance and By-Laws Committee.

K. Gibbons recognized the Board's strong governance practices.

**REPORT OF THE MCINTOSH GALLERY ANNUAL REPORT**

BG.23-146 **McIntosh Gallery Annual Report**

K. Gibbons advised the McIntosh Gallery Annual Report was provided for information. There were no questions.

BG.23-147 **McIntosh Gallery Year End Financial Statement**

K. Gibbons advised the McIntosh Gallery year-end financial statement was provided for information. F. Strzelczyk responded to a question regarding the limited information provided in the report.

**REPORT OF THE SENIOR POLICY AND OPERATIONS COMMITTEE**

BG.23-148 **Revisions to MAPP 1.52 – Policy on Gender-Based and Sexual Violence**

The item was deferred to the November 16, 2023 meeting.

BG.23-149 **UNANIMOUS CONSENT AGENDA**

Item 5.3(a) was removed from the Unanimous Consent Agenda.

Moved by L. Higgs, seconded by G. Dick:

That the items listed in the consent agenda, save for item 5.3(a), be approved or received for information by the Board of Governors by unanimous consent.

CARRIED

**ITEMS FROM THE PROPERTY AND FINANCE COMMITTEE**

BG.23-150 **New Scholarships, Awards, and Prizes**

A report on the terms of reference approved by the Property and Finance Committee for the new scholarships, awards, and prizes was received for information in item 5.1(a).

BG.23-151 **Renaming: Cassels Chair in Mining Law and Finance**

A report from the Property and Finance Committee on the approval of the renaming of the Cassels Brock Chair in Mining Law and Finance to the Cassels Chair in Mining Law and Finance was received for information in item 5.1(b).

BG.23-152 **Investment Committee Membership**

A report on the approved appointment of Greg Dick to the Investment Committee, by the Property and Finance Committee, was received for information in item 5.1(c).

**ITEM FROM THE GOVERNANCE AND BY-LAWS COMMITTEE**

BG.23-153 **Revisions to Resolution re: Banking**

On the recommendation of the Governance and By-Laws Committee and by unanimous consent, the Board of Governors approved the revisions to *Resolution re: Banking* to include banking authority for Ivey Spencer Leadership Centre, as presented in item 5.2(a).

BG.23-154 **Board Annual Work Plan**

The Board's Annual Work Plan for 2023-24 was received for information in item 5.2(b).

**ITEM REFERRED BY SENATE**

BG.23-155 **Academic Administrative Appointments**

A report on the academic administrative appointments, as of September 2023, was received for information in item 5.3(b).

**ITEM REMOVED FROM THE CONSENT AGENDA**

BG.23-156 **Proposed Undergraduate Program Name Change at Faculty of Information and Media Studies (FIMS)**

A proposed change in the name of the undergraduate program at FIMS from Media, Information, and Technoculture (MIT) to Media and Communication Studies (MCS) was presented for approval.

In response to a question regarding the effective date for the proposed name change it was confirmed that the date was September 1, 2023.

In response to a concern raised regarding the lack of policy guiding the appropriate use of the words "program" and "department", it was advised that the discussion on this point was under the purview of Senate.

Questions of clarification regarding the discussion and vote at Senate on this matter were addressed by those who attended the meeting.

Moved by A. Chant, seconded by B. MacDougall-Shackleton:

That the effective date for the proposed name change be revised to September 1, 2024.

DEFEATED

Moved by G. Pollock, seconded by G. Dick:

That, on the recommendation of Senate, the Board of Governors approve the change in the name of the undergraduate program at FIMS from Media, Information, and Technoculture (MIT) to Media and Communication Studies (MCS) effective September 1, 2023.

CARRIED

BG.23-157 **QUESTIONS FROM MEMBERS**

In response to a question regarding the deferral of item 4.5(a), A. Bryson advised the policy requires further review because of feedback received. She further clarified that the obligation is to review the policy every three years and that approval may follow in a reasonable time.

In response to a question regarding the decision to no longer include the playing of God Save the King at convocation, it was noted that convocation is the responsibility of Senate.

**OTHER BUSINESS**

None.

**ADJOURNMENT TO CLOSED SESSION**

On motion, the meeting adjourned at 11:10 a.m.

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K. Gibbons  
Chair

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A. Bryson  
University Secretary

**ITEM 2.3 - Business Arising from the Minutes**

**ACTION:**    ☐ APPROVAL        ☐ INFORMATION        ☐ DISCUSSION

**EXECUTIVE SUMMARY:**

The report outlining the proposed revisions to MAPP 1.52 – Policy on Gender-Based and Sexual Violence was deferred from the previous meeting to this meeting; see item 4.1(a).

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**ITEM 3.0 - Report of the President**

**ACTION:**    ☐ APPROVAL        ☒ INFORMATION        ☐ DISCUSSION

**EXECUTIVE SUMMARY:**

A. Shepard, President and Vice-Chancellor, will present his report.

As part of his update, A. Shepard will invite A. Blackburn Evans, Chief Communications Officer, to provide an update on the brand story/Impact Project.

**ATTACHMENT(S):**

[Report of the President](#)

[3.1 Western's Brand Story: Update for Board of Governors](#)

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## REPORT OF THE PRESIDENT

To: Board of Governors

From: Alan Shepard

Date: November 9, 2023

Re: Quarterly report for November 2023

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Dear Members of the Board,

Following are some noteworthy developments since my last report for the Board meeting of September 21, 2023.

**Research funding hits record high:** Income generated by Western and our affiliated college and hospital faculty through research grants and related contracts reached a record \$278.6M in fiscal 2022-23—approximately \$11M higher than the previous peak in 2020-21. Affiliates and hospital funding rose by 15% to nearly \$70M in 2022-23, the highest amount since the integration of Robarts Research Institute in 2007. While Tri-Council funding (NSERC, CIHR and SSHRC) remained largely flat year over year, Western Research saw notable boosts from the New Frontiers Research Fund, Health Canada, and an assortment of not-for-profit foundations, associations and societies.

**Western's first-ever AI officer:** On September 27, we named **Mark Daley** as Western's first-ever chief Artificial Intelligence (AI) officer, making our university Canada's first to have such a role on its senior executive team. Since assuming the role October 15, Mark's expertise has been the focus of several national media stories, and he has begun the process of developing a campus-wide AI strategy aligned with our academic mission and research objectives. He is uniquely qualified for this exciting role with his extensive background in computer science and neuroscience, and his deep expertise in both neural computation and academic administration. Mark holds appointments in several departments, including computer science, mathematics, statistics and actuarial sciences, biology, electrical & computer engineering, and epidemiology & biostatistics. In recent years, he has served as vice-president of research at the Canadian Institute for Advanced Research, a world-renowned institute supporting AI research and Canada's AI strategy. Most recently, he served as Western's first-ever chief digital officer leading Western Technology Services.

**Chancellor's installation and fall convocation:** In a special ceremony held October 11, we celebrated the installation of alumna **Kelly Meighen** (BA'73, LLD'13) as Western's 24<sup>th</sup> chancellor. And during fall convocation (October 18-20) along with welcoming our newest cohort of graduates into our global network of alumni, we recognized the distinguished

achievements of **Hanny Hassan, Jamelie Hassan, Sarah Polley, Paul Sabourin and Bob Steadman** with honorary degrees.

**New chair in ethics and technology:** On October 18, Western announced a \$1.5M donation from alumnus **Tim Duncanson** (BA'90, History) that will help us establish an endowed chair in ethics and technology to explore the benefits and risks of AI and other emerging digital technologies. Jointly appointed to the Departments of Computer Science and Philosophy, the interdisciplinary role will strengthen Western's growing reputation as a leader in scholarship focused on understanding the social and public policy implications of new technology.

**Pride Library celebrates milestone anniversary:** Following a temporary closure during the pandemic, Western's Pride Library reopened October 19, marking twenty-five years since its founding by **Professor Emeritus James Miller** (Languages & Culture). What began as a small collection of books made available to students and colleagues through Prof. Miller's office in University College has since grown to include over 15,000 items in 18 languages, all housed within dedicated space in D.B. Weldon Library. The reopened facility includes bold new signage and a shelving reorganization to make way for the addition of new donated materials that accumulated during the closure. Many thanks go to the generous regular donors who support the library's growing collection and ongoing operation.

**CleanTech Conference:** Western will host the 2023 CleanTech Conference on November 22 at RBC Place (London Convention Centre), bringing together industry partners, government representatives, and leading researchers to explore opportunities for accelerating clean-tech research and development in southwestern Ontario and beyond. Topics include sustainable development, bio-industrial innovation, electrified mobility, entrepreneurship, and innovation.

**Accolades:** Congratulations to the following Western community members who, among others, have received special honours and awards in recent weeks:

- **Antonio Calcagno** (Philosophy at King's), **Cheryl Forchuk** (Nursing), **Marlys Koschinsky** (Physiology & Pharmacology), **Ruth Lanius** (Psychiatry), **Isaac Luginaah** (Geography & Environment), and **Alan MacEachern** (History) elected *Fellows of the Royal Society of Canada*, while **Tilottama Rajan** (English & Writing Studies) awarded the RSC's *Chauveau Medal* for her distinguished contribution to knowledge in the humanities.
- **Trevor Birmingham** (Physical Therapy), **Cindy Hutnik** (Ophthalmology and Pathology), **Adrian Owen** (Psychology, Physiology & Pharmacology), **Carlos Quiñonez** (Dentistry), and **Shannon Stewart** (Education) elected as *Fellows of the Canadian Academy of Health Sciences*.
- \$2M grant awarded by *Employment & Social Development Canada* to support a research project led by **Barb MacQuarrie** (Centre for Research & Education on Violence Against Women & Children) aimed at the prevention of workplace violence and harassment.



- \$5.1M grant awarded by *Azrieli Foundation Funds Motor Neuroscience Network* to support a research project jointly led by **Andrew Pruszynski** (Physiology & Pharmacology) and Sam Sober (Emory University) to launch a new international consortium studying motor planning, execution and resilience.
- **Saleema Allana** (Nursing) named one of twelve 2023 Research Fellows in Compassion & Artificial Intelligence by *AMS Health Care*.
- **Ting-Yim Lee** (Medical Biophysics) named inaugural recipient of the new *Career Achievement Award* by *WORLDDiscoveries* in its annual Vanguard Awards program, which recognizes exceptional achievements in innovation, entrepreneurship and research commercialization at Western.
- Undergraduate student **Vanessa Memeh** (Science) named a Loran Scholar, receiving one of the largest scholarships awarded in Canada.
- Arts and Humanities students **James Kenneth** (Classical Studies), **Nathalie DiBernadino** (Philosophy), and **Liam Waterman** (Literature) named *Global Award winners in the 2023 Global Undergraduate Awards*—the Faculty’s best yet showing at the annual competition founded by Ireland’s Trinity College in Dublin. *Regional Award winners* from Western included **Lance Javier** (Earth and Environmental Sciences), **Kayla Gauthier** (Nursing), and **Rafeh Shahid** (Medical Sciences).
- Recent PhD graduates **Mariyan Jeyarajah** (Schulich), **Dimitrios Manias** (Electrical & Computer Engineering) and **Katie Shillington** (Health Sciences) named recipients of the *Governor General’s Gold Medal* for outstanding academic achievement.
- Western Heads East program, led by **Bob Gough** (Director, International Internships & Development), named recipient of the 2023 Panorama Award by the *Canadian Bureau for International Education*.

# Western's Brand Story

## Update for Board of Governors

November 16, 2023

Althea Blackburn-Evans, Chief Communications Officer

**The goal:** An authentic,  
differentiated and consistent  
brand story for Western

November 16, 2023



[BRAND GUIDELINES](#)

ITEM 3.1



# Changing the World, Today

At Western, we passionately pursue our purpose and collaborate to drive meaningful impact in the world today.



Western



# The Impact Project

The project brings together the global Western University community to understand how we can all be more intentional about the difference we make in the world.

The individuals featured will demonstrate that there is a place in the Western story for every kind of aspiration or endeavour. The project will uncover insights from those with 'frontline experience' on how each of us can contribute to lasting, positive and collective change.

Over the next 5 years, The Impact Project will document the impact of our community through 150 unique and compelling interviews. The initiative will carry Western into the public phase of our major fundraising campaign and through to our 150th anniversary.



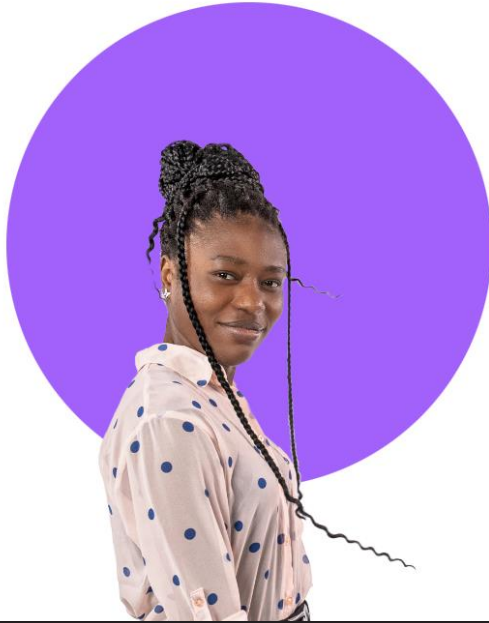


**Tima**

How  
vulnerability  
can **normalize**  
mental health  
disorders.



**Matthew**



@westernuniversity  
#theimpactproject

Nominate Someone





# Join us

**ITEM 4.1(a) – Revisions to MAPP 1.52 – Policy on Gender-Based and Sexual Violence**

**ACTION:**    ☒ APPROVAL    ☐ INFORMATION    ☐ DISCUSSION

**RECOMMENDED:**    That, on the recommendation of the Senior Policy and Operations Committee, the Board of Governors approve the amendments to *MAPP 1.52 – Policy on Gender-Based and Sexual Violence* as outlined in item 4.1(a).

**EXECUTIVE SUMMARY:**

A review of Western's Policy on Gender-Based and Sexual Violence (MAPP 1.52, the "Policy") is required every three years under the Ministry of Training, Colleges and Universities Act.

The current review proposes changes to the Policy established in May of 2020. Both graduate and undergraduate student leaders participated in the review. The revisions made to the Policy and its accompanying Procedure were based on recommendations from both the Action Committee Report and the Independent Review Report submitted to President Alan Shepard in 2022. Prevention and response staff also suggested changes in alignment with best practices as adopted by other institutions and recommended in Canadian case law, and on feedback gathered from the University community throughout the past three years.

Some minor changes included editing job titles/office titles to reflect changes at Western; adding language to clarify that Respondents also have the right to seek accommodation and support throughout an investigation process; adding language to reflect the consideration of power dynamics alongside intersectionality; adding language to offer protection against retribution/retaliation against witnesses and other participants in an investigation; and clarifying that the disclosure form can indeed be completed in an anonymous way by for example using a non-Western/non-identifying e-mail address. Many of these inclusions simply codified practices that had already been adopted by prevention and response staff.

The revised procedures are provided for information.

**ATTACHMENT(S):**

[MAPP 1.52 – Policy on Gender-Based and Sexual Violence](#)

[Procedures for Policy 1.52 – Policy on Gender-Based and Sexual Violence](#)

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**POLICY 1.52 – Policy on Gender-Based and Sexual Violence**

**Policy Category:** ~~General~~

**Subject:** ~~Gender-Based and Sexual Violence~~

**Approving Authority:** ~~Board of Governors~~

**Responsible Officers:** Provost & Vice President (Academic)  
Vice-President (Operations & Finance)-

**Responsible Offices:** ~~Equity & Human Rights~~ ServicesOffice  
Vice-Provost (Students)

**Related Procedures:** ~~Procedures for the Policy on Gender-Based and Sexual Violence~~

**Related University Policies:** ~~Safe Campus Community Policy, Non-Discrimination/Harassment Policy, Code of Student Conduct~~

**Related Procedures:** Procedures for the Policy on Gender-Based and Sexual Violence

**Related University Policies:** Safe Campus Community Policy, Non-Discrimination/Harassment/Sexual Misconduct Policy, Code of Student Conduct

**Effective Date:** [insert date], 2023

**Supersedes:** ~~-~~ May 1, 2020

**Supersedes:** ~~January 1, 2017; September 23, 2014~~

**A. PURPOSE AND SCOPE**

~~4.00~~ 1.00 The University is committed to providing and maintaining an environment in which Gender-

Based and Sexual Violence is not tolerated. It takes seriously its responsibility to address ~~gender-based~~ Gender-Based and ~~sexual-violence~~ Sexual Violence that is pervasive in society through education, training, and response. This policy and its related procedures identify ways to recognize and prevent ~~gender-based~~ Gender-Based and ~~sexual-violence~~ Sexual Violence through policies, resources, education and community support and provide members of the University community with information to help them respond effectively to incidents of Gender-Based and Sexual Violence.

~~2.00~~ 2.00 The University recognizes that Gender-Based and Sexual Violence can have serious and

lasting impacts on the physical, mental, and emotional welfare of individuals who are affected by Gender-Based and Sexual Violence.

3.00 The Members of the University Community will treat Survivors with dignity and respect.—

~~3.00~~—4.00 This policy applies to all Members of the University Community in their interaction with other  
Members of the University Community.—

**B. DEFINITIONS**

1.00 The following definitions shall apply to this policy:

1.01 **Adjudicator:** A person or a panel of persons appointed by the University's Provost to hear appeals under ~~Section~~Part F: of the Procedures.

~~4.04~~1.02 **Complaint:** The sharing of information concerning an act of Gender-Based and Sexual Violence by a Survivor with the intention of initiating a formal process identified in this ~~Policy~~policy.

~~4.02~~1.03 **Complainant:** A Member of the University Community who has filed a Complaint under this policy.

~~4.03~~1.04 **Consent:** The voluntary agreement of an individual to engage in ~~an sexual~~ activity. Consent is direct, active, voluntary and a conscious choice. Consent can be revoked at any time. Consenting to one kind of ~~sexual~~ activity does not mean that consent is given for another ~~sexual~~ activity. Consent is not obtained where a person is Incapacitated; cannot be obtained under threat or coercion; cannot be given on behalf of another person; and may be compromised where individuals are in a position of power, trust or authority over the person whose Consent is required.-

~~4.04~~1.05 **Disclosee:** ~~means~~ University employees, emeriti, visiting professors, volunteers, contractors, affiliated persons and Student Leaders who receive a Disclosure but ~~excludes not volunteers at the Legal Information for Sexual Assault group or~~ healthcare providers, Health & Wellness employees, and members of the Student Emergency Response Team who receive a Disclosure in the provision of healthcare services to the Survivor.

~~4.05~~1.06 **Disclosure:** The sharing of information by a Survivor with a Member of the University Community concerning an incident of Gender-Based and Sexual Violence. A Disclosure may or may not be for the purpose of accessing supports, services ~~and/or~~ accommodations.

~~4.06~~1.07 **~~Equity & Human Rights~~ Services Office:** A department of the University that provides support, education, and advice to students, staff, faculty, and academic and administrative leaders on the University's discrimination, ~~and~~ harassment and sexual misconduct policies, as well as on ~~diversity, inclusion and~~ human rights related issues.

~~4.07~~ **Gender-Based and Sexual Violence:** Any sexual act or act targeting a person's sexuality, gender identity and gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's Consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, cyber harassment and sexual exploitation.-

~~1.08~~  
~~4.08~~ **~~Gender-Based Violence & Survivor Support Case Manager:~~** ~~A staff member of the University who provides support to undergraduate and graduate students at the University, or its affiliates, who have been subjected to Gender-Based and Sexual Violence at any time in their life.-~~

1.09 **Gender-Based and Sexual Violence Prevention Education Coordinator:** A staff member in Student Experience who advances education surrounding the spectrum of ~~gender-based violence~~Gender- Based and Sexual Violence on campus and is responsible for developing, delivering and evaluating education programs ~~and~~

training aimed at preventing gender-based violence and fostering support for survivors.-

~~4.040~~1.10 **Incapacitated:** An inability to understand the nature of the ~~sexual~~ activity or appreciate the option of declining to participate in the ~~sexual~~ activity. Under this ~~Policy~~policy, a person who is significantly impaired (and not merely disinhibited) by alcohol or drugs is deemed to be incapable of consenting, as is a person who is asleep, unconscious or otherwise unable to communicate.-

~~4.011—~~**Manager on Call:** ~~means the manager in the applicable Residence available to offer resources, support and accommodation in accordance with this Policy or the residence contract.-~~

~~4.042~~1.11 **Members of the University Community:** ~~Includes E~~employees, emeriti, post-doctoral fellows/associates, students, visiting professors, visiting students, contractors, volunteers, and other affiliated persons.—

~~4.043~~1.12 **Normal Business Hours:** ~~Means the hours from~~ 9:00 am to 4:00 pm, Monday to Friday, excluding statutory holidays and other University closures.—

~~4.044~~1.13 **Residence** ~~means a residence: A residential building~~ operated by the University, ~~excepting~~ University owned apartments (e.g. Platt's Lane Estates).-

~~4.01—~~**Resource and Support Adviser:** ~~In the context of disclosures, means either the Gender-Based Violence Prevention and Education Coordinator in the case of a student or visiting student Survivor or Equity & Human Rights Services in the case of a Survivor who is an emeriti, post-doctoral fellow/associate, visiting professor, contractor or other affiliated person.-~~

1.14 **Respondent:** A Member of the University Community against whom a Complaint has been filed against under this policy.-

~~4.045—~~

1.15 **Responding Coordinator on Call:** Staff in the applicable Residence available to offer resources, support and accommodation in accordance with this policy or the residence contract.

1.10 **Secretary:** ~~Means the~~The Secretary of the University or ~~designate.~~designate.

1.11 **Student Leaders:** ~~Means residence dons and residence advisors~~Student orientation week volunteers.

1.12 **Survivor:** A person who has experienced Gender-Based and Sexual Violence.<sup>4</sup> 1

1.13 **Survivor Support Case Manager:** A staff member of the University who provides support to undergraduate and graduate students at the University, or its affiliates, who have been subjected to Gender-Based and Sexual Violence at any time in their life.

~~4.12—~~

~~4.13~~1.14 **Vice-Provost (Students):** ~~Means the~~The Vice-Provost (Students) or their ~~designated~~designate.

## C. PRINCIPLES

1.00 Gender-Based and Sexual Violence is prohibited.

<sup>4</sup>The University uses the term "Survivor" in this Policy but acknowledges that individuals may prefer other terms to define themselves in relation to their experience such as "victim" or "thrivor".-

~~1.00—2.00~~ Gender-Based and Sexual Violence is a serious societal problem. The University is committed to addressing Gender-Based and Sexual Violence ~~through~~ support, education, training and prevention programs and through the appropriate handling of Disclosures and Complaints.-

~~2.00—3.00~~ The University understands that each individual's experience of Gender-Based and Sexual Violence, including the level of risk they face and how they access services and supports, is unique and can be based on, or influenced by, the dynamics of unequal power and the intersection of Gender-Based and Sexual Violence with discrimination and harassment including, but not limited to sex, ancestry, race, ethnicity, culture, language, disability, creed, age, socioeconomic status, sexual orientation, and gender expression. In particular, the University recognizes that Gender-Based and Sexual Violence often intersects with acts of racism, ableism, homophobia or transphobia. The University is committed to an intersectional approach reflective of and relevant to its diverse ~~University C~~community.

~~3.00—4.00~~ Any Member of the University Community who commits an act of Gender-Based and Sexual Violence against another Member of the University Community will be held accountable in a manner that recognizes the dignity and needs of the Survivor, the health and safety of Members of the University Community and the educational mission of the University.-

~~A. REVIEW~~  
**D. REVIEW**

The University will conduct a review of this policy every three years. Every time the policy is reviewed or amended, the University shall ensure student input is considered in accordance with any legislative or regulatory requirements.

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<sup>1</sup> The University uses the term "Survivor" in this Policy but acknowledges that individuals may prefer other terms to define themselves in relation to their experience such as "victim" or "thrivor".

~~The University will conduct a review of this Policy every three years. Every time the Policy is reviewed or amended, the University shall ensure student input is considered in accordance with any legislative or regulatory requirements.~~



Manual of Administrative  
Policies and Procedures

**PROCEDURE FOR POLICY 1.52 – Policy on Gender-Based and Sexual Violence**

**A. General**

- 1.00 In these Procedures, reference to “the Policy” shall mean the Policy on Gender-Based and Sexual Violence.
- 2.00 These following procedures apply to all matters relating to Gender-Based and Sexual Violence.

**B. Confidentiality**

- 1.00 The University will treat Disclosures and Complaints of incidents of Gender-Based and Sexual Violence in a confidential manner and in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* and *Personal Health Information Protection Act*.
- 2.00 The University will limit sharing of information to those within the University who have a need to know the information for the purposes of implementing the Policy, including providing support, accommodation, emergency and interim measures, and the investigation and decision-making processes.
- 3.00 Confidentiality cannot be maintained where information needs to be disclosed in order to address a risk to the health and safety of a Member or Members of the University Community, or where required by law.
- 4.00 Where a Complainant files a Complaint against a Respondent, the name of the Complainant, if known, and the material allegations being made will be disclosed to the Respondent.

**C. Disclosures**

- 1.00 A Disclosure can be made to any Member of the University Community. A Disclosure by a Survivor may involve a perpetrator who is or is not a Member of the University Community. A Disclosure does not initiate a formal Complaint process.

~~1.00—2.00~~ If personal security is an immediate concern, staff at Western ~~Special Constable Service~~

~~(WSCS)~~ Campus Safety and Emergency Services (CSES) are available on a 24/7 basis and can provide guidance, support, and response.

- 3.00 A Disclosure does not result in a Complaint being made and does not initiate a process to address the act of Gender-Based and Sexual Violence. The decision to make a Disclosure and the decision to file a Complaint are separate decisions to be made by a Survivor. A Survivor who has made a Disclosure is not required to file a Complaint and is not required to request or participate in an investigation by the University.
- 4.00 The University recognizes that some individuals may be hesitant to make a Disclosure or Complaint or participate in an investigation process in cases where they have been drinking while under-age, or were using drugs at the time the Gender-Based and Sexual Violence took place. A Survivor or witness acting in good faith who makes a Disclosure or Complaint or participates in an investigation process will not be subject to sanctions for violations of the University's policies related to drug and alcohol use at the time that the Gender-Based and





**Manual of Administrative  
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**PROCEDURE FOR POLICY 1.52 – Policy on Gender-Based and Sexual Violence**

Sexual Violence took place. Furthermore, Survivors who disclose their experience of ~~sexual-violence~~Gender-Based and Sexual Violence through disclosing an incident of, making a complaint about, or accessing supports and services for Gender-Based and Sexual Violence, will not be asked irrelevant questions by the University's staff or investigators, including irrelevant questions relating to the Survivor's sexual expression or past sexual history.

- 5.00 Any Member of the University Community who receives a Disclosure should listen to the Survivor, inform the Survivor of the Policy, and refer the Survivor to the ~~Gender-based-Violence~~ & Survivor Support Case Manager and other available supports. For a list of supports, refer to Schedule A of these procedures.
- 6.00 Members of the University Community who receive a Disclosure should refrain from judging, and taking steps to address the alleged act of Gender-Based and Sexual Violence on their own initiative and outside of formal processes. Unless trained in providing counselling to those who have experienced Gender-Based and Sexual Violence, Members of the University Community who receive a Disclosure should refrain from providing counselling.
- 7.00 Except for healthcare providers, Health & Wellness employees, and members of the Student Emergency Response Team who receive a Disclosure in the provision of healthcare services to the Survivor, University employees, emeriti, visiting professors, contractors, affiliated persons and Student Leaders who receive a Disclosure (hereinafter called a "Disclosee") shall follow the following steps:

How to Respond to a Disclosure Generally

(For Disclosures in Residences outside Normal Business Hours, see below)

Step 1: The Disclosee should ask the Survivor if they are feeling safe in the current moment and address any immediate danger, including proximity of perpetrator or thoughts of self-harm or suicide. If the Survivor is concerned for their physical safety, the Disclosee should offer to call Western ~~Special Constable Service~~CSES at 519.661.3300. All Survivors should be offered a referral to medical care, especially if they are injured, express thoughts of self-harm or suicide, or are interested in evidence collection for criminal investigation. The Disclosee should offer to call, or should refer to the Survivor, to one or more of the supports and resources listed in Schedule A.

Step 2: The Disclosee shall explain the limits of confidentiality to the Survivor. In particular,

- Emphasize that you are here to help; part of that help means connecting them with the Resource and Support Adviser on campus who can provide professional support and advice on options moving forward;
- Explain that you will be filling out an online referral to the University's ~~Resource and Survivor~~ Support ~~Adviser~~Case Manager for the sole purpose of ensuring the Survivor has all of the information they need to make an informed decision; emphasize that the Survivor will get to choose what happens next.
- Emphasize that an online referral is confidential and that it does not mean a Complaint is filed. Your role is just make sure they have the information to inform their choices.
- Explain that if the ~~Survivor~~ makes statements disclosing plans to self-harm, harm another person, or end their own life, that you may involve emergency services.

Step 3: The Disclosee shall inform the Survivor that:

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- the ~~Resource and~~Survivor Support ~~Adviser~~Case Manager will be contacting them with an outreach email ~~or phone call~~ the next business day to offer support and resources; and
- it will be up to the Survivor to decide whether they wish to access supports/resources or to submit a Complaint.

PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence

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Step 4: The Disclosee shall ask for the Survivor's email address or telephone number and shall collect the email address or telephone number of preference. The Survivor does not necessarily need to provide their University email address or telephone number. For example, the Survivor may choose to provide a non-identifying e-mail address from an external provider. The Survivor does not need to provide any identifying information for the Survivor purposes of completing the disclosure form.

Step 5: After receiving the Disclosure, the Disclosee shall complete and submit the online referral disclosure form to allow the Resource and Survivor Support Adviser Case Manager to provide outreach and support to the Survivor. [Click here here to access the online referral form].-

Step 6: Upon submitting the form:

- the Survivor will receive an automated email from Resource and the Survivor Support Adviser Case Manager outlining support options in the moment, if the Survivor's email was provided; and-
- the Disclosee will receive an automated email from the Resource and Survivor Support Adviser Case Manager offering to schedule a meeting to debrief the Disclosure- and outlining supports available to them.
- Neither the Survivor nor the Disclosee is required to respond to the automated e-mail from the Survivor Support Case Manager, nor will they receive further contact should they choose not to respond to the e-mail.

How to Respond to a Disclosure Outside of Regular Normal Business Hours in Residences

Step 1: The Disclosee should ask the Survivor if they are feeling safe in the current moment and address any immediate danger, including proximity of perpetrator or thoughts of self-harm or suicide. If the Survivor is concerned for their physical safety, the Disclosee should offer to call Western Special Constable Service CSES at 519.661.3300. All Survivors should be offered a referral to medical care, especially if they are injured, express thoughts of self-harm or suicide, or are interested in evidence collection for criminal investigation. The Disclosee should offer to call, or should refer to the Survivor, to, one or more of the supports and resources listed in Schedule A.

Step 2: The Disclosee shall explain the limits of confidentiality to the Survivor. In particular,-

- Emphasize that you are here to help; part of that help means connecting the them Survivor with people and resources on campus that can provide professional support and advice on options moving forward- and
- Explain that the only reason you will tell somebody is to make sure they have all of the information they need to make an informed decision; emphasize that the survivor Survivor will get to choose what happens next. Your role is just to make sure the Survivor has the information to inform their choices. In the case of a recent incident (something that occurred within the previous two weeks) being disclosed in Residences after Normal Business Hours, let the Survivor know you will let notify the Responding Manager Coordinator on Call know when after your conversation with the Survivor is over so they can connect them with valuable supports and accommodations, which may include a different residence room.-

Step 3A: If the incident occurred within the previous two (2) weeks:

- The Disclosee shall inform the Survivor that the Survivor Support Case Manager will be contacting them with an outreach email the next business day to offer support and resources and that it will be up to the Survivor to decide whether they wish to access supports/resources or to submit a Complaint.
- The Disclosee shall ask the Survivor for their email address or telephone number and shall collect the email address or telephone number of preference. The Survivor does not necessarily need to provide their University email address or telephone number. For example, the Survivor may choose to provide a non-identifying e-mail address from an external provider. The Survivor does not need to

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provide any identifying information for the purposes of completing the disclosure form.

- (iii) Once conversation with the Survivor has concluded, the Disclosee is to contact the Responding Coordinator on Call and let them know they have received a Disclosure. The Responding Coordinator on Call will debrief the call with the Disclosee and let them know if there are any additional steps to take. In some cases, the Responding Coordinator on Call may decide to speak to the Survivor directly.
- (iv) The Responding Coordinator on Call shall determine whether an immediate response is necessary and complete the online referral form as soon as possible to allow the Survivor Support Case Manager to provide outreach and support to the Survivor [Click here to access the online referral form]
- (v) Upon submitting the form the Survivor will receive an automated email from the Survivor Support Case Manager outlining support options in the moment, if the Survivor's email was provided; and the Disclosee will receive an automated email from the Survivor Support Case Manager offering to schedule a meeting to debrief the Disclosure and outlining supports available to them.
- (vi) Neither the Survivor nor the Disclosee is required to respond to the automated email from the Survivor Support Case Manager, nor will they receive further contact should they choose not to respond to the e-mail.

Step 3B: If the incident occurred more than two weeks ago:

- (i) The Disclosee shall Inform the Survivor that the Survivor Support Case Manager will be contacting them with an outreach email the next business day to offer support and resources and that it will be up to the Survivor to decide whether they wish to access supports/resources or submit a report.
- (ii) If the Survivor does not want to wait until the next business day, the Disclosee should offer to contact or refer the Survivor to the Responding Coordinator on Call or one or more of the supports or resources in Schedule A.

~~Step 3A: If the incident occurred within the previous two (2) weeks, the Disclosee shall inform the Survivor that the Resource and Support Adviser will be contacting them with an outreach email the next business day to offer support and resources and that it will be up to the Survivor to decide whether they wish to access supports/resources or to submit a Complaint.~~

~~Step 4A: The Disclosee shall ask for the Survivor's email address or telephone number and shall collect the email address or telephone number of preference, not necessarily the University email address or telephone number for the Survivor.~~

~~Step 5A: Once your conversation with the Survivor has concluded, contact the Manager on Call and let them know you have received a Disclosure. They will debrief the call with you and let you know if there are any additional steps to take. In some cases, the Manager on Call may decide to speak to the Survivor directly.~~

~~Step 3B: If the incident occurred more than two weeks ago, the Disclosee shall:-~~

- ~~• Inform the Survivor that the Resource and Support Adviser will be contacting them with an outreach email the next business day to offer support and resources and that it will be up to the Survivor to decide whether they wish to access supports/resources or submit a report; and~~
- ~~• If the Survivor does not feel comfortable waiting until the next business day, the Disclosee should offer to contact or refer the Survivor to the Manager on Call or one or more of the supports or resources in Schedule A.~~

~~Step 4B: The Disclosee shall ask for the Survivor's email address or telephone number and shall collect the email address or telephone number of preference, not necessarily the University email address or telephone number for the Survivor.~~

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<p>Step 5A: The Manager-on-Call shall</p> <ul style="list-style-type: none"> <li>• Determine whether an immediate response is necessary.</li> <li>• Complete the online referral form as soon as possible to allow Resource and Support Adviser to provide outreach and support to the Survivor <del>(Click here to access the online referral form)</del></li> </ul> <p>Step 6A: Upon completing the form:</p> <ul style="list-style-type: none"> <li>• the Survivor will receive an automated email from Resource and Support Adviser outlining support options in the moment; and</li> </ul> <p>the Disclosee will receive an automated email from the Resource and Support Adviser offering to schedule a meeting to debrief the Disclosure.</p>	<p>Step 5B: The Disclosee shall complete and submit the online referral form to allow the Resource and Support Adviser to provide outreach and support to the Survivor</p> <p>Step 6B: Upon submitting the form:</p> <ul style="list-style-type: none"> <li>• the Survivor will receive an automated email from the Resource and Support Adviser outlining support options in the moment; and</li> </ul> <p>the Disclosee will receive an automated email from the Resource and Support Adviser offering to schedule a meeting to debrief the Disclosure and offer supports, if required.</p>
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- (i) \_\_\_\_\_
- (iii) The Disclosee shall ask the Survivor for their email address or telephone number and shall collect the email address or telephone number of preference. The Survivor does not necessarily need to provide their University email address or telephone number. For example, the Survivor may choose to provide a non-identifying e-mail address from an external provider. The Survivor does not need to provide any identifying information for the purposes of completing the disclosure form.
- (iv) The Disclosee shall complete and submit the online referral form to allow the Survivor Support Case Manager to provide outreach and support to the Survivor.
- (v) Upon submitting the form, the Survivor will receive an automated email from the Survivor Support Case Manager outlining support options in the moment, if the Survivor's email was provided; and the Disclosee will receive an automated email from the Survivor Support Case Manager offering to schedule a meeting to debrief the Disclosure and outlining supports available to them.
- (vi) Neither the Survivor nor the Disclosee is required to respond to the automated email from the Survivor Support Case Manager, nor will they receive further contact should they choose not to respond to the e-mail.

~~2.00~~ 8.00 In accordance with their professional obligations, University health-care providers shall convey any Disclosure to WSCS~~CSES~~, the police, or another person as they deem necessary for the purpose of eliminating or reducing significant risk of bodily harm to the Survivor or others, in accordance with the healthcare providers' applicable statutory and professional obligations and restrictions.

~~3.00~~ 9.00 ~~CSES~~ shall notify the ~~Gender-based Violence &~~ Survivor Support Case Manager ~~of all~~ Disclosures received by WSCS~~CSES~~.

~~4.00~~ 10.00 Any Members of the University Community who receive a Disclosure may contact the ~~Gender-based~~Based and Sexual Violence Prevention Education Coordinator ~~(Student Experience)~~ and/or Equity & the Human Rights Services Office to receive further information ~~in order to support the Survivor.~~

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**D. Support and Accommodations**

~~1.00~~ **1.00** Supports, services and/or accommodations are available to any Member of the University

~~Community who makes a Disclosure or Complaint regardless of when or where the Gender-Based and Sexual Violence took place and whether or not a Complaint is made. Support services are available to Survivors, witnesses of Gender-Based and Sexual Violence, support persons, and Respondents.~~

~~2.00~~ **2.00** In the case of a Survivor who is a student, they are encouraged to contact the ~~Gender-based Violence & Survivor Support Case Manager or the Manager~~ a member of Call-Residence staff if living in Residence.

~~3.00~~ **3.00** In the case of a Survivor who is an employee (i.e., staff or faculty member), they are encouraged to contact ~~Equity & the Human Rights Services Office.~~

~~4.00~~ **4.00** Respondents may access support, resources and information through the Student Support

~~Case Manager (Student Experience), Equity & the Human Rights Services Office, the Office of the University Ombudsperson, Community Legal Services, the Responding Manager/Coordinator on Call and/or as directed during any investigation/Complaint proceeding. Schedule A outlines details and contact information for the various on-campus and community support services available.~~

~~5.00~~ **5.00** Witnesses to an incident of Gender-Based and Sexual Violence and/or those who are

~~supporting a Survivor or a Respondent may contact either the Gender-based Based and Sexual Violence Prevention Education Coordinator (Student Experience) or Equity & the Human Rights Services Office for support.~~

~~6.00~~ **6.00** If needed by a Survivor, the ~~Resource and Survivor Support Adviser/Case Manager~~ will provide support (including

~~safety planning), resources and referrals, assistance with accommodation, information about Complaint options or, reporting to the police, and assistance with preparing a Complaint.~~

~~7.00~~ **7.00** Applicable faculties and departments shall ensure that accommodations are properly implemented. Accommodations for a Survivor or a Respondent who is a student may include, but are

~~not limited to, permission for late submissions of assignments, permission to write a make-up exam or test, waiver of attendance or participation requirements, late withdrawal from a course without penalty, a leave of absence, moving to a different room or residence/Residence building, moving to a different office, and removal from the student directory, etc. Accommodations for a Survivor who is an employee may include, but are not limited to, permission to work remotely, a leave of absence, adjustments to work schedule, moving to a different office, removal from staff directory, and assignment of a new telephone number/extension or new email address, etc. The University will provide similar accommodations for Respondents where reasonable and appropriate under the circumstances.~~

**E. Complaints**

Jurisdiction

~~1.00~~ **1.00** The processes available to the University to address Complaints only ~~applies~~ apply to Complaints

~~1.00~~ where:

- (i) the Complainant was a Member of the University Community at the time of the

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- (ii) alleged incident;  
the Respondent was a Member of the University Community at the time of the alleged incident;-
- (iii) the Respondent is a Member of the University Community when the Complaint is filed; and
- (iv) the subject matter of the Complaint has not been previously investigated and determined under the Code of Student Conduct or the Non-Discrimination and Harassment Policy.-

~~2.00~~ 2.00 If, at any time during the investigation or decision-making process, the Respondent's relationship with the University ends, the University may:

- (i) Suspend the process, with the option of reinstating it if the Respondent rejoins the University; or
- (ii) Continue with the process to conclusion, whether or not the Respondent chooses to participate.

~~3.00~~ 3.00 A student who is also an employee who commits an act of Gender-Based and Sexual

Violence may be subject to sanctions both as a student and an employee in accordance with the relevant collective or employment agreement and policies.

Submitting a Complaint and Intake

~~4.00~~ 4.00 Members of the University Community who experience Gender-Based and Sexual Violence

are not required to make a Complaint under this Policy and are not required to request a University investigation in order to receive the Supports and Accommodations outlined in section Part D of these procedures.-

~~5.00~~ 5.00 Gender-Based and Sexual Violence Complaints must be made in writing and submitted using this online form or submitted directly to the Student Support & Case Management Office Senior Advisor, Gender-Based and Sexual Violence Response (Student Experience). Complaints must:

- (i) identify the Respondent;
- (ii) set out the relevant facts alleged to constitute Gender-Based and Sexual Violence; and-
- (iii) include any documentation (e.g. text messages, social media posts, emails, letters, notes, etc.) upon which the Complainant relies.-

6.00 As necessary, Student Experience or the Equity & Human Rights Services Office will provide support and reasonable accommodations to those Members of the University Community who are unable to submit complaints in writing without assistance.-

7.00 If a Member of the University Community chooses to report an incident of Gender-Based and Sexual Violence to the police, it does not preclude them from making a Disclosure or submitting a Complaint under this Policy.

8.00 A Complaint against a student or visiting student Respondent shall be investigated and determined in accordance with the process in section Part F of these procedures. A Complaint against an employee, emeritus, post-doctoral fellow/associate, visiting professor, or contractor Respondent shall be investigated and determined in accordance with the Non-Discrimination and Harassment Policy/Western's Non-Discrimination/Harassment/Sexual Misconduct Policy (MAPP 1.35) and the applicable collective agreement and/or employment agreement.-

~~6.00~~ 9.00 In the case of a Respondent who holds more than one role within the University community (for example a student who is also an employee) or whose role changes (e.g. student who becomes

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~~an employee~~), or in the case of multiple Respondents who hold different roles, the Provost and Vice-President (Academic), in their sole discretion, will decide which process(es) will apply in the circumstances of the particular case. In the event the Respondent(s) holds more than one role within the University community, they may be subject to more than one process and sanction.

**F. Process for Resolving Complaints against Student Respondents**

Application

~~1.00~~ — The following complaint process outlined in this ~~section~~ Part F of these procedures only applies to

~~1.00~~ — a Complaint involving a Respondent who is a student or visiting student of the University or where the Provost and Vice-President (Academic) has determined that this process shall apply in accordance with their discretion pursuant to ~~section~~ Part E-8, Section 9.00.

Procedural Rights

~~1.00~~ —

~~2.00~~ —

Procedural Rights

~~2.00~~ — Procedural rights set out in the following complaint process (the “Complaint Process”) apply

~~3.00~~ ~~2.00~~ in place of procedural rights set out in the Code of Student Conduct, the Non-Discrimination and Harassment Policy and all other University policies, including procedural rights related to notice, limitation periods, hearing entitlements and appeal~~s~~.



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Participation

~~3.00–3.00~~ No Complainant is required to participate in an investigation or the other aspects of the

~~Complaint Process, including adjudication of a Complaint. However, Complainants should understand that a decision not to participate may prevent the University from investigating a Complaint and making a decision with respect to the same. The Vice-Provost (Students) may also discontinue the complaints process on a “without prejudice” basis in the event that a Complainant initiates a Complaint process and then withdraws their participation from the process.~~

~~4.00–4.00~~ No Respondent is required to participate in an investigation or the other aspects of the

~~Complaint Process, including adjudication of a Complaint. However, a Respondents should understand that a decision not to participate will not be used against the Respondents, but may nevertheless be detrimental to the Respondent and will not deter the University from proceeding with an investigation or making a decision with respect to the Complaint.-~~

~~5.00 The decision not to participate in an investigation does not result in the forfeiture of appeal rights under these procedures.~~

Initial Review

~~56.00~~ The Vice-Provost (Students) may decline to refer a Complaint for investigation if the University does not have jurisdiction or if the allegations, if proven to be true, would not constitute a violation of this Policy.

~~7.00 6.00~~ If the Vice-Provost (Students) determines that the Complaint should be referred for investigation, the Vice-Provost (Students) shall appoint an internal or external investigator.-

~~87.00~~ If the Vice-Provost (Students) refers a Complaint for investigation, the referral decision is final  
— and is not subject to review or appeal.-

Emergency Measures Interim Measures

~~Upon a9.00 Upon receipt of a Disclosure related to a Survivor who lives in Residence, the Associate Vice-President (Housing & Ancillary Services) or designate(s) may impose one or more of the following emergency measures on a student living in residence alleged to have committed Gender-Based and Sexual Violence: (i) trespass from a Residence or all Residences; and/or (ii) required move to a different Residence or to an off-campus location. The purpose of the emergency measures is to allow the Survivor time and space to consider and file a Complaint and to protect the Residence community. Emergency measures shall automatically expire following ten (10) calendar days from the date the emergency measures were imposed, unless extended by the Vice-Provost (Students), where circumstances justify the extension. Emergency measures are not disciplinary and do not represent a finding of misconduct.~~

Interim Measures

~~10.00 Upon receipt of a Complaint, the Vice-Provost (Students) may impose interim measures that the Vice-Provost (Students) deems to be appropriate pending completion of the Complaint Process. Such interim measures shall take into account the interests of the Complainant and the Respondent, the integrity of the ongoing investigation and the Complaint Process and the health and safety of the Members of the University Community. Interim measures are not~~

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disciplinary and do not represent a finding of misconduct.

~~9.00~~ **11.00** Interim measures may include but are not limited to one or more of the following: removing a Respondent from class or residence; imposing a no-contact directive; a prohibition from attending campus or other University-owned property; suspending campus or work-related privileges; changing a lab schedule, moving an office to another location and/or providing an escort to the Complainant.-

**12.00** A Respondent who is subject to interim measures can ask the Vice-Provost (Students) to – reconsider whether they are appropriate, in consideration of the factors in ~~section-~~ **Section 10.00.-**

The Vice-Provost (Students) shall advise the Respondent of the reconsideration decision in writing ordinarily within three business days of the Respondent's request for reconsideration. There is no other right of reconsideration or appeal of the decision with respect to interim measures.-

**13.00** Violations of emergency measures or interim measures shall be considered a violation of this Policy and are sanctionable under this Policy, regardless of whether the Complaint is substantiated. A violation interim measures may also lead to the imposition of stricter measures by the Vice-Provost (Students).

**Notice to the Respondent**

**14.00** The Respondent will be notified in writing of the investigation by the Vice-Provost (Students). The notice will:

- (i) include a summary of all of the allegations;
- (ii) describe any interim measures and indicate how to seek reconsideration of such measures;
- (iii) append relevant documents submitted as part of the Complaint; and
- (iv) identify potential sources of support.

**Investigation**

**15.00** The Investigator will then conduct the investigation. The Investigator will ordinarily:

- ~~(i) Obtain a written response and documents from the Respondent;~~
  - (i) interview the Complainant, the Respondent and ~~any~~**relevant** witnesses;
  - (ii) produce a written summary of the interviews ~~(e.g., produce witness statements);~~
  - (iii) gather additional relevant documents **and other records**; and
  - (iv) produce a written investigation report.

~~12.00~~ **16.00** Throughout the investigation, a Complainant and a Respondent may invite a support person

or advisor (including legal counsel at their own expense, **if applicable**) to meetings with the Investigator. Such support persons and advisors are not to answer questions and are not to ~~otherwise~~ interfere with the conduct of the interview.-

**17.00** The University will consider reasonable requests for accommodation from either party in order to facilitate participation in the investigation process.

~~13.00~~ **18.00** At the conclusion of the investigation, the Investigator shall prepare an investigation report in

which the Investigator shall review the Complaint and determine whether the factual allegations in the Complaint have been established on a balance of probabilities.-

The investigation report shall not include a determination of whether the ~~Policy-Policy~~ has been breached or a recommendation regarding any sanction(s).-

~~PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence~~

**PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence**

~~14.00~~ **19.00** The University is committed to the thorough and timely investigation of a  
ComplaintsComplaint and to  
keeping both the Complainant and the Respondent apprised of the status of investigations.-

Decision

**20.00** The investigation report will be reviewed by the Vice-Provost (Students), who will determine whether, on the balance of probabilities, Gender-Based and Sexual Violence occurred and, if so, the appropriate sanction(s), having regard to the factors identified in section F, ~~18.00~~ below. ~~The Vice-Provost (Students) may choose to meet with the Complainant and/or the Respondent prior to making a decision. The Respondent and the Complainant will be notified in writing of the decision and the reasons for the decision. The Respondent shall be advised of the proposed sanction(s), if any, to be imposed on the Respondent. The Complainant and the Respondent will also be notified of their right to appeal the decision.~~

so, the appropriate sanction(s), having regard to the factors identified in Part F, Section 22.00 below.  
The Vice-Provost (Students) may choose to meet with the Complainant or the Respondent prior to making a decision. The Respondent and the Complainant will be notified in writing of the decision and the reasons for the decision. The Complainant and the Respondent will also be notified of their right to appeal the decision.

**21.00** Prior to the Vice-Provost (Students) making a final decision with respect to the sanction(s) to be imposed on the Respondent, the Vice-Provost (Students) shall ~~meet with the Respondent~~  
~~to provide the Respondent with an opportunity to make submissions with respect to the appropriate sanction(s).~~  
appropriate on sanction(s).

**22.00** When imposing sanction(s), the Vice-Provost (Students) will consider the following:

- (i) the Complainant's and the Respondent's submissions on sanction(s), if requested and provided;—
- (ii) the principle of progressive discipline and the University's role as an educational institution;
- (iii) the nature and the severity of the incident; and
- (iv) aggravating, mitigating and any other relevant factors.-

**23.00** Sanction(s) may include, but are not limited to one or more of the following:

- (i) a written warning or reprimand;
- (ii) educational sanctions such as an apology, an educational program, an assignment or counselling;
- (iii) a behavioural contract;
- (iv) exclusion from a class or other area;
- (v) restriction or denial of University services or privileges;
- (vi) no Contact Order;
- (vii) prohibition or limitation of employment and/or leadership roles;
- (viii) prohibition from entering onto campus;
- (ix) forfeiture of University awards of financial assistance;
- (x) probation;
- (xi) termination of the residence contract;
- (xii) suspension; and/or—
- (xiii) expulsion.

**24.00** Following the meeting(s) identified in ~~section Part F, 17, Section 19.00~~ the Vice-Provost (Students) shall notify the Respondent and Complainant in writing of any sanction(s) imposed on the Respondent

~~PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence~~

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along with reasons for imposing the sanction(s).

**25.00** Where required by a professional licensing body, the decision of the Vice-Provost (Students)/Adjudicator and sanction(s) imposed on the Respondent may be communicated to that professional licensing body following: (i) the lapse of any appeal period identified in ~~section~~ **Part F-22, Section 29.00** without the filing of an appeal; or (ii) the conclusion of all appeal(s) filed prior to the lapse of any appeal period identified in ~~section~~**Part F-22, Section 29.00**.

**26.00** If requested by either the Complainant or the Respondent, the Vice-Provost (Students) shall provide access to the investigation report, including any witness statements/summaries supporting the report and any other evidence supporting the decision of the Vice-Provost (Students). Prior to receiving access, the Complainant or the Respondent, as the case may be, shall agree not to photocopy or photograph the report and shall agree to only use its contents for the purposes of considering and/or filing an appeal of the decision of the-

Vice-Provost (Students).–

**Transcripts and Registration**

**27.00** ~~The sanction of suspension and expulsion are recorded on the official transcript. The suspension notation will be removed when the student graduates or five years after the last registration. The expulsion notation is permanent unless the President grants a petition for its removal. Any such petition may be made no sooner than five years after the offence. Removal of the expulsion notation from the transcript does not overturn the expulsion decision; the expulsion remains in effect.~~

**28.00** ~~While under investigation for serious alleged violations of the Policy that may result in suspension or expulsion, the student will not be issued transcripts directly, but, at the student's request, transcripts will be sent to institutions or potential employers. If the student is subsequently suspended or expelled, the recipients of the transcript will be issued a revised transcript with the updated notation. This restriction also applies in situations where the student is no longer enrolled at the University during the investigation.~~

**Appeal**

**29.00** In the event that the Complainant or Respondent wish to appeal the decision of the-

Vice-Provost (Students), an appeal application (the "Appeal Application") must be filed by the Complainant or Respondent with the Secretary within ~~two weeks~~**30 days** after the decision with respect to the sanction(s) has been issued or, if the Policy is not found to have been breached, within ~~two weeks~~**30 days** after the decision in ~~section 16~~**Section 20.00** has been issued. The Appeal

Application must contain a copy of the decision of the Vice-Provost (Students), the grounds for the appeal, the outcome sought, and a full statement supporting each ground for the appeal, and all evidence relied upon by the Appellant in support of their Appeal Application.

An **Appeal** Application will not be accepted by the Secretary unless ~~the application~~**it** is complete. **An Appeal Application shall be concise and shall not exceed 30 pages doubled spaced in 12-pt Ariel font.**

~~15.00—30.00~~ Filing an Appeal Application will not stay the implementation of any sanction(s) imposed except where the Adjudicator otherwise orders upon application of the Appellant.

~~16.00—31.00~~ Parties to an appeal are the Complainant or Respondent appealing the decision (the "Appellant") and the Vice-Provost (Students).

**32.00** An Appellant may only raise the following grounds for appeal:

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- (i) New evidence not available at the time of the earlier decision has been discovered, which casts doubt on the correctness of the decision;
- (ii) There was a serious procedural error(s) in the hearing of the complaint which was prejudicial to the Appellant;-

~~(i) The decision of the Vice-Provost (Students) of whether Gender-Based and Sexual Violence occurred was unreasonable or unsupportable on the evidence; or~~

- (iii) The sanction imposed by the Vice-Provost (Students) was unreasonable or unsupportable on the evidence.

~~17.00—33.00~~ Upon receipt of the Appeal Application, the Secretary shall determine whether the Appellant has identified the requisite grounds for an appeal of the decision of the Vice-Provost (Students). If the Appellant has not identified the requisite grounds for appeal in their Appeal Application or if the Appeal Application has no reasonable prospect of success, the Appeal shall be dismissed by the Secretary and the Appellant shall be notified of the decision in writing.-

~~18.00—34.00~~ In the event the Secretary determines that the Appeal Application identifies the grounds of appeal pursuant to ~~section~~Part F--26, Section 32.00 and the Appeal Application has a reasonable prospect for success, the Secretary shall provide the Vice-Provost (Students) with a copy of the Appeal Application and attachments. The Vice-Provost (Students) shall file a concise written response to the Appeal Application not to exceed 20 pages double spaced in 12 pt Ariel font, the investigation report and any other documentation and evidence relied upon by the Vice-Provost (Students) in making their decision (the "Materials") with the Secretary within ~~ten~~20 days of receiving the Appeal Application from the Secretary. A copy of the Materials shall be provided to the Appellant and the Appellant shall be given an opportunity to file a reply no longer than 10 pages in 12-pt Ariel font within ten days of receipt of the response from the Vice-Provost (Students); the reply shall only respond to issues raised in the response filed by the Vice-Provost (Students). The Appellant shall only use the Materials for the purposes of the Appeal and shall strictly follow any directions issued by the Secretary, including any requirement to sign a non-disclosure agreement, for the secure handling and disposal of the Materials.-

~~35.00~~ The Appellant and the Vice-Provost (Students) shall file all documentary evidence with the Secretary together with the appeal application, response or reply, as applicable. No documentary evidence will be accepted separate from these submissions. The Adjudicator may waive or vary these timelines and page restrictions under ~~section~~Part F--38, Section 44.00 where reasonable and appropriate to do so.-

~~36.00~~ A hearing will be scheduled by the Secretary at which the Appellant and the Vice-Provost (Students) will be heard by the Adjudicator. The Secretary will give the Appellant and the Vice-Provost (Students) at least 14 ~~days~~days' written notice of the hearing. The notice shall explain the purpose of the hearing, explain that the Appellant may be accompanied by legal counsel or another support person and describe the potential consequences of a failure to attend.-

~~19.00—37.00~~ The Complainant or the Respondent who is not an Appellant will be invited to attend to answer any questions of the Adjudicator; they shall have the option to participate via video link (or similar technology) and they may be accompanied by legal counsel or a support person.-

~~20.00—38.00~~ The Adjudicator will not in the usual course hear from witnesses other than the Complainant and the Respondent. In the event the Adjudicator determines that they need to hear from witnesses other than the Complainant or the Respondent, the witnesses will only attend the hearing to give oral evidence. If either the Vice-Provost (Students) or the Appellant believes that one or more other witnesses should attend, they shall ask the Adjudicator to invite the witnesses to attend (in writing, explaining why the witness's attendance is necessary) at least ten days before the hearing. In the event the Adjudicator declines to invite the witness(es) to attend, the Adjudicator shall advise the parties of the decision prior to the commencement of the hearing.-

~~PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence~~  
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~~39.00~~ The purpose of the hearing is to allow the Adjudicator to understand the basis for the Appeal and to decide whether to grant or deny the Appeal in accordance with ~~sectionPart F-36, Section 42.00~~.

The Adjudicator has discretion to control how the hearing is conducted, but will ordinarily conduct the hearing as follows:

- (i) The Vice-Provost (Students) and the Appellant will give a short (no longer than 10 minutes) opening statement to set out their positions.
- (ii) The Adjudicator will question the hearing participants (Complainant, the Respondent, the Vice-Provost (Students) and/or any other witnesses who have been invited to attend).
- (iii) The Vice-Provost (Students) and the Appellant may provide questions to the Adjudicator that they would like the Adjudicator to ask any of the hearing participants (Complainant, Respondent, Vice-Provost (Students), and any witnesses).- All questions shall be provided to the Adjudicator no later than the outset of the hearing. The Adjudicator shall ask all submitted questions that are proper and that seek to elicit relevant evidence that is not already before the Adjudicator.
- (iv) The Vice-Provost (Students) and the Appellant will give short (no longer than 20 minute) statements to comment on what was said at the hearing and how what was said supports their positions on the grounds raised in the appeal.-

~~40.00~~ If either the Vice-Provost (Students) or Appellant believe that the ordinary process should be modified or believe that any particular procedure is required, they may write the Adjudicator in advance of the hearing with a request for modification. Such request shall be provided by the Adjudicator to the other party to the hearing who may object to the proposed modification. The Adjudicator shall consider the request and any objection to it and shall make a determination with respect to the hearing process with a view to conducting a fair hearing. There is no other right of reconsideration or appeal of the Adjudicator's decision with respect to the hearing process.

~~24.00—41.00~~ Subject to the following, the Adjudicator will consider only that evidence that was before the

~~Vice-Provost (Students)~~ at the time of the decision made under these procedures. Evidence that was not before the Vice-Provost (Students) will not be considered unless the Adjudicator determines that it is relevant, significant and could not have been available at an earlier stage through reasonable efforts. If additional documentary evidence is submitted, it must be accompanied by a written explanation as to why the evidence is relevant and significant and why it was not previously available. Similarly, if either party asks the Adjudicator to invite a witness whose evidence was not before the Vice-Provost (Students), the party must include in the written explanation to the Adjudicator required under ~~sectionPart F-32, Section 38.00~~ a description about why such evidence is relevant and significant and why it was not previously available.

~~42.00~~ The Adjudicator may:

- (i) Deny the appeal.
- (ii) In the case of an appeal under ~~Part F, Sub-section F-2632.00~~ (i) and (ii), grant the appeal and remit the matter back with appropriate directions to the Vice-Provost (Students) and/or the Investigator.
- (iii) In the case of an appeal under ~~Part F, Sub-section F-2632.00~~ (iii) ~~and (iv)~~, grant the appeal and quash ~~or vary the decision of the Vice-Provost (Students)~~ ~~and/or~~ vary the sanctions.

~~22.00—43.00~~ The Adjudicator's decision, with reasons, shall be filed with the Secretary and copies shall be sent to the parties. The Vice-Provost (Students) will notify relevant units/Faculties of the decision on a need-to-know basis. The decision of the Adjudicator is final and there is no further right of appeal.

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~~23.00—44.00~~ The Adjudicator may waive or vary any time limits and page restrictions specified herein or adopted in any process established by the Adjudicator in a given proceeding.

~~24.00—45.00~~ The parties to the appeal have the right to be represented by legal counsel. The Adjudicator also reserves the right to retain and be represented by counsel.

~~25.00—46.00~~ The parties must bear all their own legal expenses, if any. The Adjudicator will not order the University to pay all or part of the Appellant's costs nor will it order the Appellant to pay all or part of the University's costs.

47.00 The Secretary shall provide administrative support and procedural advice to the Adjudicator.

Informal Resolution

~~42~~

~~48.00—~~ The Vice-Provost (Students), in their discretion, may offer the Respondent and the Complainant the opportunity to participate in the informal resolution process in an effort to resolve the matter by mutual agreement. Informal resolution may take place after the notice of a Complaint is issued to a Respondent, but before the Vice-Provost (Students) issues a decision in an effort to resolve the matter by mutual agreement. The informal resolution process shall be conducted by an intermediary appointed by the Director of Equity & Human Rights Services, or such other qualified staff or faculty member designated by the Vice-Provost (Students) (the "intermediary").

~~49.00~~ 43 In determining whether an informal resolution of a Complaint is appropriate, the Vice-Provost (Students) shall consider the following:

- (i) The informed and voluntarily choice of the Complainant after receiving information about the investigation process under Part F of these procedures;
- (ii) The safety of all parties and Members of the University Community; and
- (iii) Power imbalances or dynamics in the relationship between the Complainant and the Respondent, if any.

50.00 In order to engage in informal resolution, the Complainant and Respondent must all voluntarily agree to the process. As part of any resolution, they will be required to enter into a written agreement drafted by the Intermediary, which sets out the terms of the informal resolution.

51.00 The University retains the discretion at any time throughout the informal resolution process to refer the Complaint to an investigation, even if one or both parties continues to be interested in resolving the Complaint informally.

52.00 Both the Complainant and the Respondent have the right to end the informal resolution process at any time process prior to entering into an agreement to resolve the matter. Any informal resolution must be acceptable to the Complainant, the Respondent, and the Vice-Provost (Students). Even if both the Respondent and Complainant agree to a resolution, the Vice-Provost (Students) must also agree with the resolution, acting reasonably, for it to be final.

4453.00 Informal resolution may include but is not limited to: a mediation or facilitated conversation between the Complainant and the Respondent, an apology, a statement of acknowledgment/recognition of harm, or an agreement to engage in or refrain from certain conduct (i.e. agreement to attend counselling or to refrain from contacting the other party). Each informal resolution process shall be designed with the Complainant and the Respondent, considering the context of the Complaint, and may incorporate principles of

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restorative justice.

~~54.00~~ If a resolution is reached, the Complainant and the Respondent shall be notified in writing, and the Intermediary will confer with the Vice-Provost (Students) when creating a written ~~memorandum agreement~~ memorializing the agreed upon resolution and consequences for non-compliance. This ~~memorandum agreement~~ will be ~~included in the Respondent's confidentially retained by the University and will not be placed in official student record or employment files except where necessary to enforce the terms of the resolution.~~ Once the informal resolution is signed by the Complainant, the Respondent, and the Vice-Provost (Students), the Complaint shall be ~~dismissed—considered resolved with no finding under the Policy.~~

~~4555.00-~~ If no agreement is reached within a reasonable time, the Vice-Provost (Students) ~~shall issue a decision in accordance with section F. 16.00; information may refer the Complaint to investigation by someone other than the Intermediary facilitating the informal resolution process. Information~~ learned during and directly from-

the informal resolution process will not be disclosed to the investigator or the Vice-Provost (Students), nor ~~shall it be~~ considered by the Vice-Provost (Students) when making a decision or imposing sanctions.

**G. Anonymous Complaints or Complaints made by Someone other than the Survivor**

~~4.00—1.00~~ Although Complaints may be made anonymously or by someone other than the Survivor, the University's ability to respond may be limited by the information available or its ability to provide a fair process to the Respondent. In such cases, the University shall consider the information received.

**H. Retaliation**

~~4.00—1.00~~ The University will take appropriate steps to protect a person disclosing an incident of Gender-Based and Sexual Violence or making a Complaint from retaliation. This may include, but is not limited to: advising individuals in writing of their duty to refrain from committing or threatening an act of reprisal, sanctioning individuals under this Policy for a breach of that duty, enforcing non-contact arrangements or excluding an individual from campus or other University owned property. The University may also address the potential for reprisals by providing an accommodation appropriate in the circumstances. Threats of or acts of retaliation will be treated as incidents of Gender-Based and Sexual Violence.-

2.00 The University may take such steps to protect a witness or other participant in an investigation. The Complainant and the Respondent are prohibited from interfering with a witness' participation in an investigation.

**I. Education and Training**

~~4.00—1.00~~ Through an intersectional and primary preventative lens, or preventing Gender-Based and Sexual Violence before it happens, the University will provide on-going education and awareness initiatives about Gender-Based and Sexual Violence, including, but not limited to, the exploration of body positivity/neutrality, healthy sexuality and relationship, gendered socialization and intersectionality, rape culture, consent and digital communication, impacts of violence, bystander intervention and disclosure training.

2.00 The University may, from time to time, mandate training for incoming and current Members of the University Community. Failure to complete mandatory training may restrict a student's ability to fully engage with the University community and its services. In enforcing mandatory training, the University will be mindful of the possible impact on Survivors and may exempt



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~~Survivors from participating in the training and provide alternative methods of engagement in training, where appropriate.~~

~~3.00~~ The University will build the capacity of the University community to address Gender-Based and Sexual Violence and play a role in ending Gender-Based and Sexual Violence in the community. As outlined in the Gender-based Violence Prevention Education Framework, ~~the University~~ the University and our campus partners will:

- Deliver evidence-informed programming;
- Commit to ongoing and rigorous assessment and research of programming to ensure continuous improvement; ~~and~~
- Ensure well trained, professional staff deliver content.

~~2.00—4.00~~ The University will maintain a dedicated webpage on Gender-Based and Sexual Violence which will set out particulars of initiatives and programs related to Gender-Based and Sexual Violence that promote awareness of the support and services available to Members of the University Community. –

~~3.00—5.00~~ The University will provide and make available to Members of the University ~~community~~ Community, including students, Student Leaders, employees, and affiliated persons, education and awareness training on this ~~Policy~~ Policy, on the prevention of Gender-Based and Sexual Violence, and responding to incidents of Gender-Based and Sexual Violence, with content tailored to the audience and relevant to their role and responsibility in preventing, responding to, and addressing Gender-Based and Sexual Violence.

~~4.00—6.00~~ The University will provide training on the ~~Policy~~ Policy and the resolution of Gender-Based and Sexual Violence Complaints to the Vice-Provost (Students), the Adjudicator(s) and any internal investigators. –

~~5.00—7.00~~ The University will provide ongoing training on the ~~Policy~~ Policy to Members of the University Community who are likely to receive Disclosures or Complaints to support Survivors with dignity and compassion and to inform them of their options in a safe and supportive manner. ~~Provide the University community with ongoing education and training about sexual violence including information on how to respond to the disclosure of sexual violence with dignity and compassion and to inform them of their options in a safe and supportive manner.~~

~~6.00—8.00~~ When using external investigators, the University will only use external investigators who have knowledge, training and experience in Gender-Based and Sexual Violence investigations, ~~trauma-informed investigation techniques~~, and related issues.

**J. Gender-Based and Sexual Violence Review Team**

~~4.00—1.00~~ The University recognizes that a coordinated and consistent approach is sometimes necessary to respond to Gender-Based and Sexual Violence incidents and to monitor the efficacy of the University's ~~P~~ policy and protocols with respect to Gender-Based and Sexual Violence.

~~2.00—2.00~~ The University will maintain a Gender-Based and Sexual Violence Review Team (SVRT) which will be responsible for the coordination of the University's response to incident(s) of Gender-Based and Sexual Violence, including:  
(i) Determining the level of risk to the health or safety of the living, academic or employment environment for a member or members of the University Community arising out of an incident of Gender-Based and Sexual Violence and coordinating the University's response; –  
(ii) Coordinating the University's response where the incident(s) is complex and requires the coordination of two or more administrative units to best support the individual(s) involved

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or to address and respond to the matter of concern;

- (iii) Providing advice and direction with respect to the University's policies and practices in responding to Gender-Based and Sexual Violence.

~~3.00~~ **3.00** Membership of the SVRT shall consist of the following:

- (i) Director, ~~Equity & Human Rights Services (or designate)~~
- (ii) Director, Housing ~~(or designate)~~
- (iii) Manager, Student Support & Case Management ~~(or designate)~~
- (iv) Director, ~~Western Special Constable Service (or designate)~~ Campus Safety and Emergency Services
- (v) ~~Gender-based Violence & Survivor Support Case Manager (or designate)~~
- (vi) Vice-Provost (Students) ~~(or designate)~~
- (vii) University Legal Counsel ~~(or designate)~~

~~3.00~~ **4.00** Additional persons with specific expertise or knowledge may be ~~may be~~ included in meetings on an ad hoc basis to deal with specific issues.

~~4.00~~ **5.00** ~~Members of the SVRT are expected to maintain all information received in the strictest of confidence and at all times respect the needs and wishes~~ Members of the SVRT are expected to maintain all information received in the strictest of confidence and at all times respect the needs and wishes of the Survivor(s), subject to the confidentiality provisions outlined in section B. of these procedures.

PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence

**PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence  
SCHEDULE A**

Inserted Cells

**ON-CAMPUS SUPPORT  
SERVICES**

[www.uwo.ca/sexualviolence](http://www.uwo.ca/sexualviolence)

**Survivor Support Case Manager**

A resource for any undergraduate and graduate student at Western, or its affiliates, who has been subjected to Gender-Based and Sexual Violence at any time in their life. The Case Manager can help someone:

- Identify their needs and think through options;
- Safety plan;
- Navigate campus and community processes
- Understand reporting options (criminal and non-criminal);
- Arrange for academic, living and any other campus accommodations;
- Access referrals to campus or community counselling, advocacy and medical services; and
- Explore self-care resources.

[519.661.3568](tel:519.661.3568)

**Thames Hall, Suites 3122-3127**  
[support@uwo.ca](mailto:support@uwo.ca)

**Western Campus Safety and Emergency Services**

Criminal reporting (sometimes, non-criminal) of incidents of Gender-Based and Sexual Violence, safety planning, crisis intervention. CSES is obliged to contact London Police Services in certain instances. CSES assistance is available on a 24/7 basis.

[911 \(on campus phone\)](tel:911)  
519 661-3300 (non-emergency line)  
Lawson Hall, Room 1257  
<https://www.uwo.ca/campusafety>

**Health & Wellness Services**

Provides confidential physical, mental, and sexual health services.

To book an appointment call or visit:  
519-661-3030  
**Thames Hall**  
[www.uwo.ca/health](http://www.uwo.ca/health)

**Rehabilitation Service Employee Wellbeings**

Rehabilitation Services Employee Wellbeing promotes

**Human Rights Office**

A resource for any staff, faculty or student on main campus. The HRO can explain options under the Non-Discrimination/Harassment/Sexual Misconduct Policy and assist with reporting of incidents of sexual harassment through this policy.

Helps individuals access accommodations and supports.

Will provide training and education for the campus community on matters relating to sexual harassment.

[519-661-3334](tel:519.661.3334)  
**Somerville House, Room 2319**  
**hro/**  
[humanrights@uwo.ca](mailto:humanrights@uwo.ca)

**Gender-Based Violence Prevention Education Team (Student Experience)**

Develops programs and strategies for the provision of Sexual Violence Education on campus. This includes:

- Offering student training sessions, workshops and awareness events to raise awareness of sexual violence in our campus community;
- Coordinating education programs and training for faculty and staff groups to enhance their ability to receive disclosures of sexual violence and refer student to appropriate campus resources; and
- Working with campus and community stakeholders, the GBVPEC supports the development and implementation of the Sexual Violence Prevention Education Strategy for Western University.

<https://www.uwo.ca/health/wellness-equity-education/gbsv/gbsv-training.html>

<https://www.uwo.ca/se/digital/types/equity/GBSV-Education.html>

[gbsv.edu@uwo.ca](mailto:gbsv.edu@uwo.ca)

**Office of the Ombudsperson**

Provides a confidential environment in which students can discuss a University-related problem

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employee health and wellness. They can assist any or concern (academic or non-academic).  
Western employee with: ~~ON-CAMPUS SUPPORT-~~ Works with students to help identify concerns and  
~~SERVICES~~

~~[www.uwo.ca/sexualviolence](http://www.uwo.ca/sexualviolence)~~

PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence

**PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence**

**Gender-based Violence & Survivor Support Manager**

A resource for any undergraduate and graduate student at Western, or its affiliates, who has been subjected to Gender-Based and Sexual Violence at any time in their life. The Case Manager can help someone:

- Identify their needs and think through options
- **Safety plan**
  - Navigate campus and community processes
- Understand reporting options (criminal and non-criminal)
- Arrange for academic, living and any other campus accommodations
- Referrals to campus or community counselling, advocacy and medical services
- Self care resources

519.661.3568

Western Student Services Building, Room 2150

**Western Special Constable Service**

Criminal reporting (sometimes, non-criminal) of incidents of Gender-Based and Sexual Violence, safety planning, crisis intervention. **WSCS is obliged to contact London Police Services in certain instances.** WSCS offers assistance on a 24/7 basis.

911 (on-campus phone)  
519 661-3300 (non-emergency line)  
Lawson Hall, Room 1257

<https://www.uwo.ca/campusafety>

**Health & Wellness Services**

Provides confidential physical, mental, and sexual health services.

To book an appointment call or visit:  
519-661-3030  
UCC, Room 14  
[www.uwo.ca/health](http://www.uwo.ca/health)

**Rehabilitation Services**

Rehabilitation Services promotes employee health and wellness. They can assist any Western employee with:

- Work accommodation and supportive
- Counselling Services
- Injury prevention programs

**Equity & Human Rights Services**

A resource for any staff, faculty or student on main campus. EHRS can explain options under the Non-Discrimination & Harassment Policy and assist with reporting of incidents of sexual harassment through this policy.

Helps individuals access accommodations and supports.

Will provide training and education for the campus community on matters relating to sexual harassment.

[equity@uwo.ca](mailto:equity@uwo.ca)

519-661-3334

Somerville House, Room 2319

[www.uwo.ca/equity](http://www.uwo.ca/equity)

**Gender-Based Violence Prevention Education Coordinator (Student Experience)**

Develops programs and strategies for the provision of Sexual Violence Education on campus. This includes:

- Offering student training sessions, workshops and awareness events to raise awareness of sexual violence in our campus community
- Coordinating education programs and training for faculty and staff groups to enhance their ability to receive disclosures of sexual violence and refer student to appropriate campus resources
- Working with campus and community stakeholders, the GBVPEC supports the development and implementation of the Sexual Violence Prevention Education Strategy for Western University.

[dcarr8@uwo.ca](mailto:dcarr8@uwo.ca)

519-661-2111 ext.84934

Wellness Education Centre, Rm. 76C

**Office of the Ombudsperson**

Provides a confidential environment in which students can discuss a University-related

PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence

**PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence**

- Remain at work programs
- Return to work assessment and planning
- Implementation and evaluation of return to work programs
- Documentation on the accommodation process

Support Services Building, Room 4159

[www.uwo.ca/hr/safety/ergo\\_rehab/](http://www.uwo.ca/hr/safety/ergo_rehab/)

[www.uwo.ca/hr/safety/ergo\\_rehab/](http://www.uwo.ca/hr/safety/ergo_rehab/)

**Peer Support Centre**

~~Provides non-professional peer-based support to students. A safe space in which students can express their feelings and access resources provided by the university, the city of London, and the USC.~~

The Peer Support Centre is a safe space on campus that provides non-judgemental, non-professional, confidential support from trained peers. Through fostering openness and understanding, the Centre can provide a listening ear, resources of all kinds, or any wellness needs. The Peer Support Centre values an inclusive and accessible environment for all students to prioritize their wellbeing.

University Community Centre, Room 256

[www.westernusc.ca/peersupport](http://www.westernusc.ca/peersupport)

[www.westernusc.ca/peersupport](http://www.westernusc.ca/peersupport)

**Community Legal Services**

Community Legal Services provides free legal advice and representation to students and members of the community.

[clsinfo@uwo.ca](mailto:clsinfo@uwo.ca)

519 661-3352

Faculty of Law Building, LB 126

[clsinfo@uwo.ca](mailto:clsinfo@uwo.ca)

~~problem or concern (academic or non-academic).~~

~~Works with students to help identify concerns and create strategies for resolving it.~~

Resource for staff, faculty or parents who want general information regarding the University's various procedures and rules as they apply to students.

~~ombuds@uwo.ca~~

[ombuds@uwo.ca](mailto:ombuds@uwo.ca)

519 661-3573

Western Student Services Building, Room 3135

<http://www.uwo.ca/ombuds>

<http://www.uwo.ca/ombuds>

**Student Support Case ManagerManagers**

~~Assists~~Assist with the co-ordination of complex, multifaceted student issues—, including Respondent support.

[anh.brown@uwo.ca](mailto:anh.brown@uwo.ca)

519 661-2111 ext 85985

~~Western Student Services Building, Rm 2150~~

[Thames Hall, Suites 3122-3127](mailto:Thames.Hall.Suites.3122-3127)

[Student.case.manager@uwo.ca](mailto:Student.case.manager@uwo.ca)

~~PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence~~  
**PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence**

**OFF-CAMPUS RESOURCES**

**Regional Sexual Assault &**

**Domestic Violence Treatment Centre**

Provides care for women, children, and men experiencing sexual assault and/or domestic violence living in London, Oxford, Elgin, Huron-Perth and Middlesex counties.

Regional unit for all sexual assault and domestic violence services, sexual assault evidence kit, medical attention, STI and pregnancy testing & prevention, free counselling

St. Joseph's Hospital

~~Room B0-644~~

~~Room B0-644~~

268 Grosvenor Street, London

Phone: 519 646-6100

Monday to Friday between 8 a.m. to 4 p.m. use extension "64224" to be directly connected

After hours press "0" and ask switchboard to page the nurse-on-call for sexual assault and domestic violence

**London Police Service**

Criminal reporting of Gender-Based and Sexual Violence, VICLAS report (anonymous report for crime tracking), Sexual Assault Unit.

24-Hr Emergency: 911

Non-emergencies: 519-661-5670

In-person: 601 Dundas Street, London

~~[www.londonpolice.ca](http://www.londonpolice.ca)~~ [www.londonpolice.ca](http://www.londonpolice.ca)

**London Abused Women's Centre**

Service available to women and girls over the age of 12 who reside or work in London-Middlesex and who are or have ever been abused in an intimate partner relationship, sexually harassed, and/or prostituted or sex-trafficked. They assist with safety planning, counseling, referrals to other services and resources and access to support groups.

797 York Street - Unit 5

519 432-2204

~~[www.lawc.on.ca](http://www.lawc.on.ca)~~

[www.lawc.on.ca](http://www.lawc.on.ca)

**Anova**

Offers a 24/7 helpline for survivors of all genders and sexualities, provides counselling and support groups, peer support groups, youth programming, public education, accompaniment to the hospital, police, lawyers, court or other appointments.

255 Horton Street E., 3rd Floor

~~Phone: 519.642.3003~~

~~Phone: 519.642.3003~~

24-Hr Crisis and Support Line: 519.642.3000

~~[www.anovafuture.org](http://www.anovafuture.org)~~ [www.anovafuture.org](http://www.anovafuture.org)

**Good 2 Talk**

Confidential helpline providing professional counselling and information and referrals for mental health, addictions and well-being to post-secondary students in Ontario

24-Hr Phone: 1-866-925-5454

~~<https://good2talk.ca/>~~ Text Line: Text

~~GOOD2TALKON to 686868~~

~~<https://good2talk.ca/>~~

**Carrefour des Femmes du Sud-Ouest de l'Ontario (C.F.S.O.O.)**

A Francophone sexual assault centre located in London. They offer services to French-speaking women 16 years of age and older. C.F.S.O.O. provides support to all women regardless of their origin, race, religion, sexual orientation, and physical or social condition.

Phone: 519 858-0954

Toll Free: 1 (888) 858-0954

~~[www.carrefourfemmes.on.ca](http://www.carrefourfemmes.on.ca)~~

[www.carrefourfemmes.on.ca](http://www.carrefourfemmes.on.ca)

**Ontario Coalition of Rape Crisis Centres**

Connects survivors of Gender-Based and Sexual Violence and supporters with Sexual Assault Centres in any region across Ontario.

~~[www.sexualassaultsupport.ca](http://www.sexualassaultsupport.ca)~~

[www.sexualassaultsupport.ca](http://www.sexualassaultsupport.ca)

**LGBT Youthline**

Confidential, non-judgmental, and informed peer support for Ontario LGBTQ2S+ youth.

Available: Sunday to Friday @ 4:00PM-9:30PM

~~Hotline: 1-800-268-9688 | Text: 647-694-4275~~

~~PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence~~

**PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence**

~~Hotline: 1-800-268-9688 | Text: 647-694-4275~~

~~Email: [AskUs@YouthLine.ca](mailto:AskUs@YouthLine.ca),  
[www.youthline.ca](http://www.youthline.ca)~~

~~Email:  
[AskUs@YouthLine.ca](mailto:AskUs@YouthLine.ca), [www.youthline.ca](http://www.youthline.ca)~~



PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence

**PROCEDURE FOR POLICY 1.52 – Gender-Based and Sexual Violence**

**Victim Services**

Victim Services of Middlesex-London (VSML) provides assistance and emotional support to help victims of crime and/or tragic circumstances. Services include counselling and funding for emergency expenses.

601 Dundas Street, London  
Phone: 519-661-5636  
<https://vsmiddlesex.org/>

**Canadian Mental Health Association**

Provides general and crisis mental health and addictions support for people of all ages and their families. CMHA offers 24/7 service through the Crisis Centre and Reach Out Crisis Line.

Crisis Centre: 648 Huron Street, London  
Reach Out Phone: 519-433-2023  
Toll Free: 1-866-933-2023  
<https://cmhamiddlesex.ca/>

**ITEM 4.1(b) – Western Unsanctioned Street Party Taskforce Report**

**ACTION:**    ☐ APPROVAL    ☒ INFORMATION    ☐ DISCUSSION

The Western Unsanctioned Street Party Taskforce Report is provided to the Board for information.

**Report**

During Western's Homecoming weekend, many students gather in the neighbourhoods surrounding campus for unsanctioned street parties. The goal of Western's Unsanctioned Street Party Taskforce is to ensure the safety and well-being of our students and community. While unsanctioned street parties took place this year, most students celebrated safely and responsibly. This success is in large part due to the support of the Unsanctioned Street Party Taskforce and our many volunteers. Below is a summary of the strategies implemented this year to encourage students to stay on campus and celebrate Homecoming safely, responsibly and respectfully.

**Communications**

Western University used a 'take care' approach to bring attention to the safety and well-being of its students. Using a holistic September Plan, which encompassed OWeek through to Homecoming, key messages that focused on safety and harm reduction were shared throughout the entire month of September on digital channels as well as on postcards delivered to neighbouring off campus communities. They include:

- Take care of yourself, your friends and your community.
- The health and safety of our campus and community is a priority and shared responsibility.
- Let's all do our part to create a respectful, inclusive and safe Western community.

An email was sent to all Western students from John Doerksen, Vice-Provost Students, encouraging them to participate in the on-campus activities, which included a pancake breakfast and Student Fan Festival at the Mustangs Football game.

Off-Campus Housing engaged in door knocking and house visits in the neighbourhoods surrounding campus (specific focus on Broughdale Ave., Sunset St., Huron St., Audrey Ave., Epworth Ave., Patricia St. and Steele St.) to provide students with safety messages, ensure there is awareness about City bylaws and Code of Conduct consequences, and to emphasize the key messages above. Staff also attended the Broughdale Community Association meeting to share Western's plans for mitigating unsanctioned street parties and listen to concerns from neighbours.

In addition, Western Communications monitored social media rigorously throughout the month of September to stay abreast of any potential harmful activity.

A coordinated media release between community partners in the city-wide Unsanctioned Street Party Taskforce was sent out following Homecoming weekend.

### **Care Hubs**

Care Hubs are tented areas strategically located on campus where students can access water, snacks, wayfinding, personal hygiene and sexual wellness supplies, as well as counselling and emergency services should the need arise. Three Care Hubs were stationed across campus from 10:00 a.m. – 4:00 p.m. at Sunset St. and University Dr., Inside Alumni Stadium and in the Practice Field across from the FIMS and Nursing building. After the football game finished, the Sunset St. and University Dr. Care Hub remained open until 2:00 a.m. Students were very appreciative of the Care Hubs. They recognized they were places to approach for water, snacks, directions, resources, a friendly conversation or support. Care Hubs set the tone that we are a supportive, caring and welcoming campus community.

### **Pancake Breakfast**

On Homecoming morning, a free Pancake Breakfast was hosted by Alumni Relations in partnership with the USC on Concrete Beach. The Pancake Breakfast served 500 students from 9:00 a.m. – 11:00 a.m.

### **Student Fan Festival**

This was Western's second year hosting the Student Fan Festival – a key strategy in encouraging students to celebrate Homecoming safely on campus. The Student Fan Festival is a free Homecoming event for current Western Students. The event included more than 20 free food trucks, free entry to the football game, hot air balloon rides, giveaways, games and a photo station. The event saw 8,000 students swipe in – that's more than the 5,000 students noted at the height of the unsanctioned street party activity. The Student Fan Festival was a success with our students and an effective strategy to encourage safe celebrations on campus.

### **Volunteers**

The large-scale on-campus programming for Homecoming would not have been possible without the support of over 200 staff and faculty volunteers across three different shifts. We were very grateful to have over 200 volunteers—staff and faculty—sign up within the first 12 hours of putting out the call. This helped provide an extra 200 sets of eyes and ears on the ground to take care of our campus community on Homecoming day. Volunteers circulated through campus supporting students in need, handing out water to students throughout the day to keep them hydrated, helping deliver a successful Fan Festival, assisting with crowd control, wristbands, handing out ice cream and more. The care, empathy and desire to look out for our students' best interests was evident and we would not have been able to deliver a safe Homecoming without this group's help.

### **Community Partnerships & Operational Coordination**

Addressing unsanctioned street parties requires a collaborative community response. Western is an active participant in a city-wide Broughdale Taskforce. In the several months leading up to Homecoming weekend, Western works closely with community partners such as the City of London, London Police, Fanshawe College, London Fire Department, Middlesex-London Paramedic Service, Middlesex-London Health Unit with operational support from London Health Sciences Centre and St. Joseph's Health Care London. The partners work closely together on communications, safety planning and emergency management plans.

### **Emergency Management**

Western's Campus Safety and Emergency Services works closely with community partners on emergency operational planning. Highlights include:

- Western's Emergency Operations Control Group was activated and on site throughout the day. It liaised with the City's Emergency Operations Centre hourly.
- Western's Mobile Operations Trailer was stationed on campus and staffed with senior leaders and Western Special Constables.
- Campus roads from University Drive to Philip Aziz Ave were closed to prioritize pedestrian safety.
- 18 medical professionals were hired through Mosaic Medical (off-duty physicians, nurses and paramedics). They worked in tandem with Western's Student Emergency Response team (22 student paramedics) between the hours of 9:00 a.m. – 3:00 a.m. This strategy ensured London EMS was available for critical needs across the city and to offset unnecessary emergency room hospital visits.
- 20 Western Special Constables were stationed on campus throughout the day.
- 18 London Police hire-on officers were stationed on campus and within student residences.
- 100 security guards were hired to provide an additional layer of support across campus on September 23.
- 7 electricians worked across campus residences with Western Fire Safety to institute Fire Watches. This strategy ensured London Fire Department was available for critical needs across the city and to minimize unnecessary dispatch of LFD to false alarms on campus.
- 45 Residence safety assistants worked in the student residences from 9:00 p.m. to 6:00 a.m. These staff provide emergency and crisis response to situations that occur in residence.
- Partnership with Yellow London Taxi to ensure students at risk are transported home safely.

### **Clean-up**

A clean-up effort was coordinated by Western Sustainability on the Sunday after Homecoming. To proactively mitigate littering, Off-Campus Housing takes action in a number of ways, including the following actions strategically timed around Homecoming:

- Provide garbage schedules and a good neighbour guide that outlines property upkeep bylaws.

- Monthly newsletters include information related to bylaws, specifically fines for yard maintenance & property upkeep.
- Social media posts on Instagram & Facebook that highlight the bylaws and garbage rules and general aspects of being a good neighbor.
- Respond to neighbor complaints regarding any issues including litter and garbage by conducting house visits via Off Campus Advisors.
- Off-Campus hires a mobile vacuum during higher traffic times like Homecoming to clean up garbage around Broughdale.

### **ITEM 5.0 – Unanimous Consent Agenda**

**ACTION:**    ☒ APPROVAL    ☐ INFORMATION    ☐ DISCUSSION

**Recommended:**    That the items listed on the consent agenda be approved or received for information by the Board of Governors by unanimous consent.

#### **EXECUTIVE SUMMARY:**

The Board's parliamentary authority - *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (formerly called *Sturgis Standard Code of Parliamentary Procedure*) - explains the consent agenda:

Organizations having a large number of routine matters to approve often save time by use of a *consent agenda*, also called a *consent calendar* or *unanimous consent agenda*. This is a portion of the printed agenda listing matters that are expected to be non-controversial and on which there are likely to be no questions.

Before taking the vote, the chair allows time for the members to read the list to determine if it includes any matters on which they may have a question, or which they would like to discuss or oppose. Any member has a right to remove any item from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then unanimously approved *en bloc* without discussion, saving the time that would be required for individual votes.

A number of Canadian university governing bodies have employed the consent agenda format to include not only routine approval items, but also information items. One reason for using this format is to allow the governing body to focus on major items of business. While approval of an omnibus motion saves time at meetings, Board members will want to review the agenda materials carefully in order that they properly discharge their responsibilities.

#### **How it works:**

The Secretary identifies action and information items that are routine and/or likely non-controversial. In so doing, they may consult with the Chair of the Board, the relevant committee chair, and principal resource persons. In each Committee's report, these items are noted in the list of items at the beginning of the report. Action and information items on the agenda that are not noted on the consent agenda will be presented singly for discussion and voting (when appropriate).

When members receive their Board agendas, they should review all reports in the usual manner. **If any member wants to ask a question, discuss, or oppose an item that is marked for the consent agenda, they can have it be removed from the consent agenda** by contacting the Secretary of the Board of Governors prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive, by unanimous consent, the items listed.

At the Board meeting, before the unanimous consent motion is presented for approval, the Chair of the Board (1) will advise the Board of items that are to be removed from the list, based on prior requests from Board members; and (2) will ask if there are any other items that should be removed from the list. The remaining items are then unanimously approved *en bloc* without discussion saving the time that would be required for individual presentation and voting. Those matters that have been struck from the consent agenda will be handled in the usual way as each Committee's report is presented.

The minutes of the Board meeting will report matters approved as part of the consent agenda as "carried by unanimous consent". Information items received as part of the consent agenda will be reported as received.

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**ITEM 5.1(a) – New Scholarships, Awards, and Prizes**

**ACTION:**     ☐ APPROVAL            ☒ INFORMATION            ☐ DISCUSSION

**EXECUTIVE SUMMARY:**

Scholarships, awards, and prizes are funded in two different ways: through donor funding or through operating funding (Western-funded).

The Property and Finance Committee, on behalf of the Board of Governors, and on recommendation of Senate approves the terms of reference for donor-funded scholarships, awards, and prizes. New donor-funded scholarships, awards and prizes are presented in item 5.1(a)(i) for information.

The Senate, through the Senate Committee on Academic Curriculum and Awards (ACA), approves the terms of reference for Western-funded scholarships, awards, and prizes. New Western-funded scholarships, awards and prizes are presented in item 5.1(a)(ii) for information.

**ATTACHMENT(S):**

[5.1\(a\)\(i\) New Donor-Funded Scholarships, Awards, and Prizes](#)

[5.1\(a\)\(ii\) New Western-Funded Scholarships, Awards, and Prizes](#)

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### **New Donor-Funded Scholarships, Awards and Prizes**

#### ***Athletics***

##### **Ryan J. Bell and Family Men's Basketball Award**

Awarded annually to full-time undergraduate students in any year of any degree program at Western, including the Affiliated University Colleges, who are making a significant contribution as a member of the Men's Basketball team. As per OUA and U SPORTS regulations, an entering student athlete must have a minimum admission average of 80% and a non-entering student must have an in-course average of 70%. Candidates must be in compliance with current OUA and U SPORTS regulations. Evaluation is based on academic performance/potential (20%) and the written recommendations from the Head Coach assessing athletic performance/potential and team/campus leadership (weighted as 60% and 20%, respectively). The Western Athletic Financial Awards Committee will select the recipients. This award was established by a generous gift from Ryan J. Bell (BACS 2001, MBA 2007) and family.

Value: 1 at \$3,000 awarded annually

Effective: 2023-2024 to 2027-2028 academic years inclusive

#### ***Faculty of Social Science***

##### **Equity and Diversity Graduate Student Recruitment Award in History**

Awarded to students who self-identify as Black or a racialized person of colour or are Indigenous (First Nations, Inuit or Métis) entering any Department of History M.A. (any field or curriculum option), or Ph.D. programs in the Department of History. This award recognizes the academic achievement, research ability, and lived experience of the student. A committee in the Department of History will select recipients. At least one representative of the committee must hold membership in the School of Graduate and Postdoctoral Studies.

Value: 2 at \$5,000, awarded annually

Effective Date: May 2023

*This award was set up from a gift from the estate of Kenneth W. Hilborn to reward student excellence. Hilborn taught courses in History and International Relations from 1961 to 1997. In 2022, Western sought permission from the court to remove Hilborn's name from the existing scholarships in response to criticism that his research supported racist, far-right views. To acknowledge and respond to the harmful impact of his published work, this award supports a diverse and inclusive graduate student community.*

#### ***Ivey Business School***

##### **Atlantic Canada HBA Award**

Awarded to a full-time student entering HBA1 at the Ivey Business School based on academic achievement and who has graduated from a high school in an Atlantic

Province (Nova Scotia, Newfoundland, New Brunswick or Prince Edward Island). The HBA Awards Committee will select the recipient. The award will be renewed in HBA2 provided that the recipient maintains a 70% average.

Value: 1 at \$6,000, awarded annually, continuing for two years  
Effective: 2023-2024 to 2027-2028 academic years inclusive (final HBA1 recipient selected in 2026-2027)

Note: In 2024-2025, a recipient in HBA1 and HBA2 will be selected.

#### Professor Al Mikalachki Research Fund

Awarded annually to full-time students in the PhD program at the Ivey Business School, whose paper has been accepted for presentation at an approved conference. Papers must be peer reviewed and the student must be the presenter. The Director, PhD Program, at the Ivey Business School will select the recipients in consultation with a committee of which at least one representative holds current membership in the School of Graduate and Postdoctoral Studies.

This award was established with the Professor Al Mikalachki PhD Research Fund which recognizes the importance of conferences in the professional development of doctoral students.

Value: 2 at \$500  
Effective Date: May 2023 to April 2024

#### The Gilchrist Family Foundation HBA Award

Awarded to full-time students in HBA2 at the Ivey Business School based on academic achievement and participation in recreational athletics and/or entrepreneurial endeavors. Candidates must self-identify as belonging to any equity deserving group and have graduated from a publicly funded high school. Preference will be given to self-identified women who are interested in the financial services industry. This award was established by the Gilchrist Family Foundation to support women in sectors where they are currently underrepresented. To be considered for this award, candidates must complete an Ivey HBA in-program award application. The HBA Scholarship Committee will make the final selection of the recipient.

Value: 1 at \$10,000, awarded annually  
Effective: 2023-2024 to 2027-2028 academic years inclusive

### ***Athletics***

#### Championship Legacy Award

Awarded annually to full-time undergraduate or graduate students in any year of any degree program at Western, including the Affiliated University Colleges, who demonstrate financial need and are making a significant contribution as a member of a varsity athletics team. Preference will be given to candidates who are Indigenous (First Nations, Inuit and Métis), or who self-identify as Black or a racialized person of colour. As per OUA and U SPORTS regulations, an entering student athlete must have

a minimum admission average of 80% and a non-entering student must have an in-course average of 70%. Candidates must be in compliance with current OUA and U SPORTS regulations. Online financial assistance applications are available through Student Center and must be submitted by September 30. Evaluation is based on academic performance/potential (20%) and recommendations from the Head Coach assessing athletic performance/potential and team/campus leadership (weighted as 60% and 20%, respectively). The Western Athletic Financial Awards Committee will select the recipients.

Value: Number and value of awards will vary as funds permit  
Effective: 2023-2024 to 2024-2025 academic years inclusive

*This award was established in honour of Western University hosting the Vanier Cup in November 2022. This award was made possible by donors and corporations in support of Mustang's Football and Western University. This award was inspired to establish a legacy of Vanier Cup and support today's student athletes in a meaningful way.*

#### Davies Family Men's Hockey Award

Awarded annually to full-time undergraduate or graduate students in any year of any degree program at Western, including the Affiliated University Colleges, who are making a significant contribution as a member of the Men's Hockey team. As per OUA and U SPORTS regulations, an entering student athlete must have a minimum admission average of 80% and a non-entering student must have an in-course average of 70%. Candidates must be in compliance with current OUA and U SPORTS regulations. Evaluation is based on academic performance/potential (20%) and the written recommendations from the Head Coach assessing athletic performance/potential and team/campus leadership (weighted as 60% and 20%, respectively). The Western Athletic Financial Awards Committee will select the recipients.

Value: 1 at \$5,000  
Effective: 2023-2024 to 2026-2027 academic years inclusive

*This award is generously donated by the Davies Family.*

#### Willits Family Award

Awarded annually to full-time undergraduate or graduate students in any year of any degree program at Western, including the Affiliated University Colleges, who are making a significant contribution as a member of the Men's Hockey team. As per OUA and U SPORTS regulations, an entering student athlete must have a minimum admission average of 80% and a non-entering student must have an in-course average of 70%. Candidates must be in compliance with current OUA and U SPORTS regulations. Evaluation is based on academic performance/potential (20%) and the written recommendations from the Head Coach assessing athletic performance/potential and team/campus leadership (weighted as 60% and 20%, respectively). The Western Athletic Financial Awards Committee will select the recipients. This award was established by Dr. Kevin R. Willits (MA 1992).

Value: \$5,000, number to vary as funds permit  
Effective: 2023-2024 to 2025-2026 academic years inclusive

### ***Faculty of Arts & Humanities***

#### **SASAH Leadership Awards**

Awarded to full-time undergraduate students in first year of a program in the School for Advanced Studies in Arts & Humanities based on academic achievement and demonstrated leadership through community involvement. Preference will be given to candidates engaging in entrepreneurship activities. Recipients will continue to receive the award for Years 2, 3, and 4, provided that they maintain full-time status in the School for Advanced Studies in Arts & Humanities and a minimum 70% academic average. The Faculty of Arts & Humanities will select the recipients. If a recipient does not retain the award, a replacement recipient from the same year will be selected. This award was established by a generous gift from the John Dobson Foundation.

Value: 5 at \$5,000, awarded annually, continuing for 4 years. Each award is \$20,000 total.  
Effective: 2023-2024 academic year to 2029-2030 (final new recipients in 2026-2027)

### ***Faculty of Health Sciences***

#### **Dr. Mary-Anne Andrusyszyn International Bursary in Nursing**

Awarded to full-time graduate students in the Arthur Labatt Family School of Nursing, Faculty of Health Sciences, based on financial need. Preference will be given to candidates who are international students. A committee in the Arthur Labatt Family School of Nursing will select recipients. At least one representative of the committee must hold membership in the School of Graduate and Postdoctoral Studies.

Value: 1 at \$1,000  
Effective: May 2023

*This bursary was established by a generous gift from Zenon Andrusyszyn and friends in memory of Dr. Mary-Anne Andrusyszyn (MScN'86). Mary-Anne was proud to be a Professor of the School of Nursing at Western University and served as its Director from 2007 to 2016. Her career was dedicated to nursing education, but her most enduring contribution was her warmth, caring, and belief in others' potential, which she conveyed in every interaction with students and colleagues.*

### ***Schulich School of Medicine & Dentistry***

#### **The David and Elizabeth Bursary**

Awarded to full-time undergraduate students in the Doctor of Dental Surgery (DDS) program, Schulich School of Medicine & Dentistry based on financial need. Online financial assistance applications are available through Student Center and must be submitted by October 31. The Office of the Registrar will select the recipients. This bursary was established by the generosity of Dr. David (DDS '84) and Elizabeth

(BSc. OT '84) Sim.

Value: 1 at \$2,000, awarded annually  
Effective: 2023-2024 to 2027-2028 academic years inclusive

Treva Glazebrook Publication Award

Awarded annually to a full-time graduate student in the Neuroscience program. The award is for the best paper that pertains to the betterment of children, particularly in the area of developmental neurobiology for which the nominee is the first author or shared first author. Selection will be made by the Department Award Committee, with at least one member of the committee holding membership in the School of Graduate and Postdoctoral Studies. This award is made possible by a generous donation by Mary Taylor in memory of her sister, Treva Glazebrook.

Value: 1 at \$500, awarded annually  
Effective: May 2023

***Faculty of Science***

Friends of the Gardens Graduate Bursary

Awarded annually to a graduate student in the Faculty of Science who demonstrates financial need. Preference will be given to a student in Biology, Chemistry, Earth Sciences, or Environmental Sciences. A committee in the Faculty of Science will select the recipient. At least one representative of the committee must hold membership in the School of Graduate and Postdoctoral Studies. This bursary is established by Friends of the Garden, a dedicated group of volunteers committed to enhancing the beauty of The University of Western Ontario campus.

Value: \$1,500 each, number will vary based on funds available annually  
Effective: May 2023

### **New Western-Funded Scholarships, Awards and Prizes**

#### ***Faculty of Social Science***

##### **Economics Advanced Course Prize**

Awarded to a graduating student with the highest average in three of the following four courses: Economics 3320A/B, Economics 3382A/B, and either Economics 3388A/B or 3389A/B. Recipient must be graduating with a B.A with Honours in an Honours Specialization in Economics or an Honours Double Major which includes Economics. The winning average between these courses must be at least 85.0.

Value: Plaque valued up to \$60 and book prize valued up to \$100.  
Effective: 2023-2024 academic year

#### ***Any Undergraduate Program***

##### **Richard H. Konrad Scholarship**

Awarded to full-time undergraduate students entering any program and year as Canadian college transfer students, based on academic achievement. Candidates must have graduated from a Canadian college prior to entering Western. The Office of the Registrar will select the recipients.

Value: 2 at \$2,000, awarded annually  
Effective: 2023-2024 to 2027-2028 academic years inclusive

*This scholarship was established by Western University to recognize Richard Konrad's service to the University as past Chair of Western's Board of Governors.*

##### **Western Libraries Undergraduate Research Awards**

Awarded to part-time and full-time undergraduate students in any year and program, including the affiliated university colleges, with outstanding research practices. Past recipients of two WLURAs and students that have already completed an undergraduate degree at Western or at another institution are not eligible for consideration. The application is available through Western Libraries and the deadline to submit an application is April 30.

Value: 5 at \$1000, awarded annually. The funds will be divided evenly for winners in a group project.  
Effective Date: 2023-2024 academic year

**ITEM 5.1(b) - Semi-Annual Ratio Report on Non-Endowed Funds**

**ACTION:**    ☐ APPROVAL        ☒ INFORMATION        ☐ DISCUSSION

**EXECUTIVE SUMMARY:**

The semi-annual report presents the quarterly activity of the non-endowed funds and monitors the ratio of investments to obligations against the target ratio of 1.08. As at September 30, 2023, the ratio is 1.28 and exceeds the target ratio.

**ATTACHMENT(S):**

[Semi Annual Ratio Report on Non-Endowed Funds](#)

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### **Semi-Annual Ratio Report on Non-Endowed Funds**

The attached report shows the non-endowed fund activity from 2009/2010 to September 30, 2023. The balance in the Undistributed Investment Returns Account at September 30, 2023 was \$174.2 million. At September 30, 2023, the 12-quarter moving average of non-endowed investments to the obligations of the portfolio was 1.28 (column 10), well above the target ratio of 1.08.

- ❑ Net returns / (losses) (column 1) amounted to (\$1.4) million.
- ❑ Allocations to accounts (column 2), represents income distributed to the non-endowed fund balances. The non-endowed rate is based on the 30-day Treasury bill rate less administrative and management fees of 0.42%. The rate is adjusted quarterly and is applicable to non-endowed fund balances with the exception of Robarts. The non-endowed rate for the period July – September 2023 was 3.98%. In the case of Robarts, in accordance with the operating agreement, the long-term portion of their fund balance earns the rate of return generated by the Operating & Endowment portfolio.
- ❑ The allocation to the operating budget (column 3) was zero as approved by the Board.
- ❑ Other Allocations (column 4) for the period ending September 30, 2023 were zero.
- ❑ The non-endowed investments decreased \$12.7 million (column 6).
- ❑ The total market value of the non-endowed fund's portion of the externally managed portfolio at September 30, 2023 amounted to \$782.3 million (column 7).
- ❑ The obligations of the portfolio amounted to \$608.1 million at September 30, 2023 (column 8).
- ❑ The ratio of investments to obligations stood at 1.29 (column 9) at September 30, 2023.



Western University Non-Endowed Funds: Quarterly Values										
Quarter	Net Returns (1)	To Accounts (2)	Allocations To Operating Budget (3)	Other (4)	Change in amount Owed (5)	Net Change (6)	Total Investments (7)	Total Obligations (8)	Ratio of Investments to obligations (9)	Ratio of Investments to obligations Average for 12 Quarters (10)
2009/2010	10.5	(0.7)	0.0	(0.6)	(3.6)	5.7	219.1	181.2	1.21	1.20
2010/2011	6.9	(0.5)	0.0	(0.4)	(1.0)	5.1	234.5	174.5	1.34	1.22
2011/2012	1.2	(0.2)	0.0	(0.4)	9.9	10.6	260.9	194.4	1.34	1.30
2012/2013	10.7	(0.8)	0.0	(0.9)	3.7	12.7	315.1	223.7	1.41	1.37
2013/2014	15.4	(1.0)	0.0	(1.6)	8.8	21.6	384.4	240.4	1.60	1.46
2014/2015	14.2	(0.9)	0.0	(0.9)	(2.8)	9.7	446.0	254.3	1.75	1.60
2015/2016	0.7	(0.1)	0.0	(0.5)	13.9	14.1	489.0	275.5	1.77	1.72
2016/2017	21.4	(0.8)	0.0	(0.1)	(4.8)	15.7	569.1	307.4	1.85	1.80
2017/2018	10.4	(0.7)	0.0	(12.5)	3.4	0.6	582.7	275.8	2.11	1.92
2018/2019										
July 2018 Q1	21.8	(0.5)	0.0	0.0	5.5	26.8	609.1	305.5	1.99	1.94
October 2018 Q2	(19.2)	(0.5)	0.0	0.0	(7.5)	(27.2)	581.9	298.0	1.95	1.95
January 2019 Q3	10.7	(0.6)	0.0	0.0	(15.2)	(5.1)	576.8	282.8	2.04	1.97
April 2019 Q4	34.6	(4.3)	0.0	(4.4)	1.3	27.2	604.0	284.1	2.13	2.00
2019/2020										
July 2019 Q1	5.1	(0.9)	0.0	(255.0)	259.9	9.1	613.1	544.0	1.13	1.96
October 2019 Q2	15.6	(1.8)	0.0	0.0	(4.3)	9.5	622.6	539.7	1.15	1.92
January 2020 Q3	31.6	(1.9)	0.0	0.0	(13.9)	15.8	638.4	525.8	1.21	1.86
April 30 2020 Q4	(50.2)	6.6	0.0	(4.9)	(12.3)	(60.8)	577.6	513.5	1.12	1.77
2020/2021										
July 2020 Q1	38.1	(0.7)	0.0	0.0	21.6	59.0	636.6	535.1	1.19	1.70
October 2020 Q2	4.3	0.0	0.0	0.0	(2.4)	1.9	638.5	532.7	1.20	1.62
January 2021 Q3	64.6	0.0	0.0	0.0	(13.5)	51.1	689.6	519.2	1.33	1.53
April 2021 Q4	46.5	(7.0)	0.0	(72.3)	50.6	17.8	707.4	569.8	1.24	1.47
2021/2022										
July 2021 Q1	48.9	(2.3)	0.0	0.0	26.0	72.6	780.0	595.8	1.31	1.42
October 2021 Q2	28.1	0.0	0.0	0.0	(10.1)	18.0	798.0	585.7	1.36	1.37
January 2022 Q3	3.4	(1.9)	0.0	0.0	(3.7)	(2.2)	795.8	582.0	1.37	1.31
April 2022 Q4	(27.6)	(3.1)	0.0	(47.3)	47.4	(30.6)	765.2	629.4	1.22	1.24
2022/2023										
July 2022 Q1	(0.9)	(0.3)	0.0	(1.7)	33.5	30.6	795.8	662.9	1.20	1.24
Oct 2022 Q2	(21.4)	(1.2)	0.0	(3.6)	(19.6)	(45.8)	750.0	643.3	1.17	1.24
Jan 2023 Q3	50.6	(2.5)	0.0	0.0	(19.2)	28.9	778.9	624.1	1.25	1.25
Apr 2023 Q4	30.2	(4.6)	0.0	(14.3)	(55.4)	(44.1)	734.8	568.7	1.29	1.26
2023/2024										
July 2023 Q1	19.9	(5.4)	0.0	(1.1)	46.8	60.2	795.0	615.5	1.29	1.27
Sep 2023 Q2	(1.4)	(3.9)	0.0	0.0	(7.4)	(12.7)	782.3	608.1	1.29	1.28

[A] General notes:  
For 2009/2010 through to 2017/2018 the figures are the average for the four quarters.

Columns (1) to (6) refer to changes during the quarter, column (7) to (10) refer to the end of each quarter.  
All figures are millions of dollars, except columns (9) and (10). Column (9) is the ratio of column (7) to column (8).  
Column (10) is the average of the ratios in column (9) over 12 quarters (i.e. over 3 year period).

**Notes:**

- (1) Net investment returns, including changes in unrealized capital gains, net of consulting and investment management fees. This total includes returns on internally managed funds and other sundry investment earnings less overdraft interest and interest paid to employee benefit accounts.
- (2) Allocations from the fund to all account fund balances and associated companies, except the Operating budget and Other allocations (column 4)
- (3) Allocations to the Operating budget.
- (4) April 2023 includes allocation of investment income to MSOF and Sinking Funds (12.1); special allocation to capital (0.7), and mark to market adjustment on RBC Swap interest agreement and debenture cost to carry (1.5)
- (5) The change in the amount owed to other funds for the quarter is the net cash flows into the accounts less any transfers to Western's bank account.
- (6) Quarterly net change, is the sum of columns (1) to (5) and is the change in the value of the fund in column (7), which is the change in the market value of investments during the quarter.
- (7) Total non-endowed externally managed funds. Endowed funds are not included.
- (8) Total of the non-endowed externally managed funds that are owed to University accounts and other creditors.
- (9) The ratio of column (7) to column (8).
- (10) The average of this ratio over the previous 12 quarters. The Board target for this ratio is an average of 1.08.

**ITEM 5.1(c) - Annual Report on Underwater Endowments**

**ACTION:**    ☐ APPROVAL        ☒ INFORMATION        ☐ DISCUSSION

**EXECUTIVE SUMMARY:**

The annual report summarizes endowments where the market value is less than the original donated capital (termed ‘underwater’). The historical information is presented as at April 30, and is a risk management practice to monitor the long-term health of University endowments.

During fiscal 2023, the quantity and value of underwater endowments increased to 52 and \$2.2M, respectively (2022 - 44 and \$2.0M), mainly driven by poor market returns in the first half of the year. Year-to-date returns at September 2023 are 1.89% before fees.

**ATTACHMENT(S):**

[Annual Report on Endowments \(Underwater\)](#)

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**Annual Report on Endowments (Underwater)**

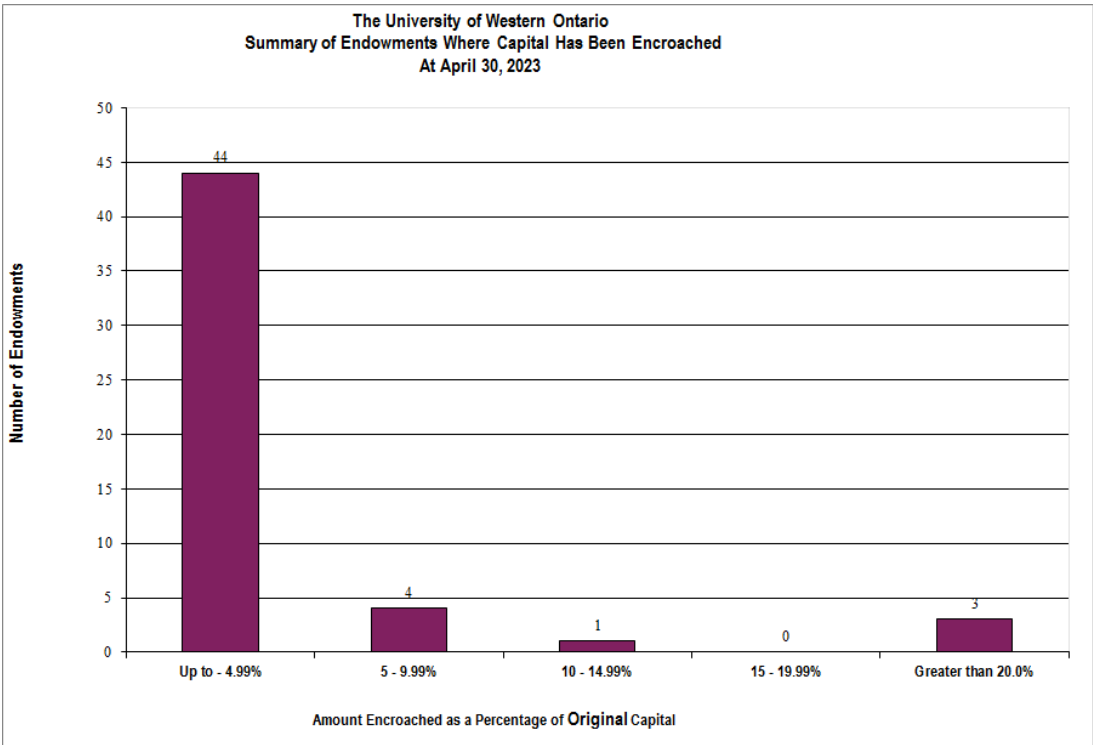
The University’s policy with respect to the management of endowments permits a temporary draw down of endowment capital outlined in MAPP policy number 2.11, as follows:

“In any particular year, should accumulated investment returns of any individual endowment be insufficient to fund the amount made available for spending, endowment capital will be used, with the expectation that such amounts will be recovered from future investment returns.”

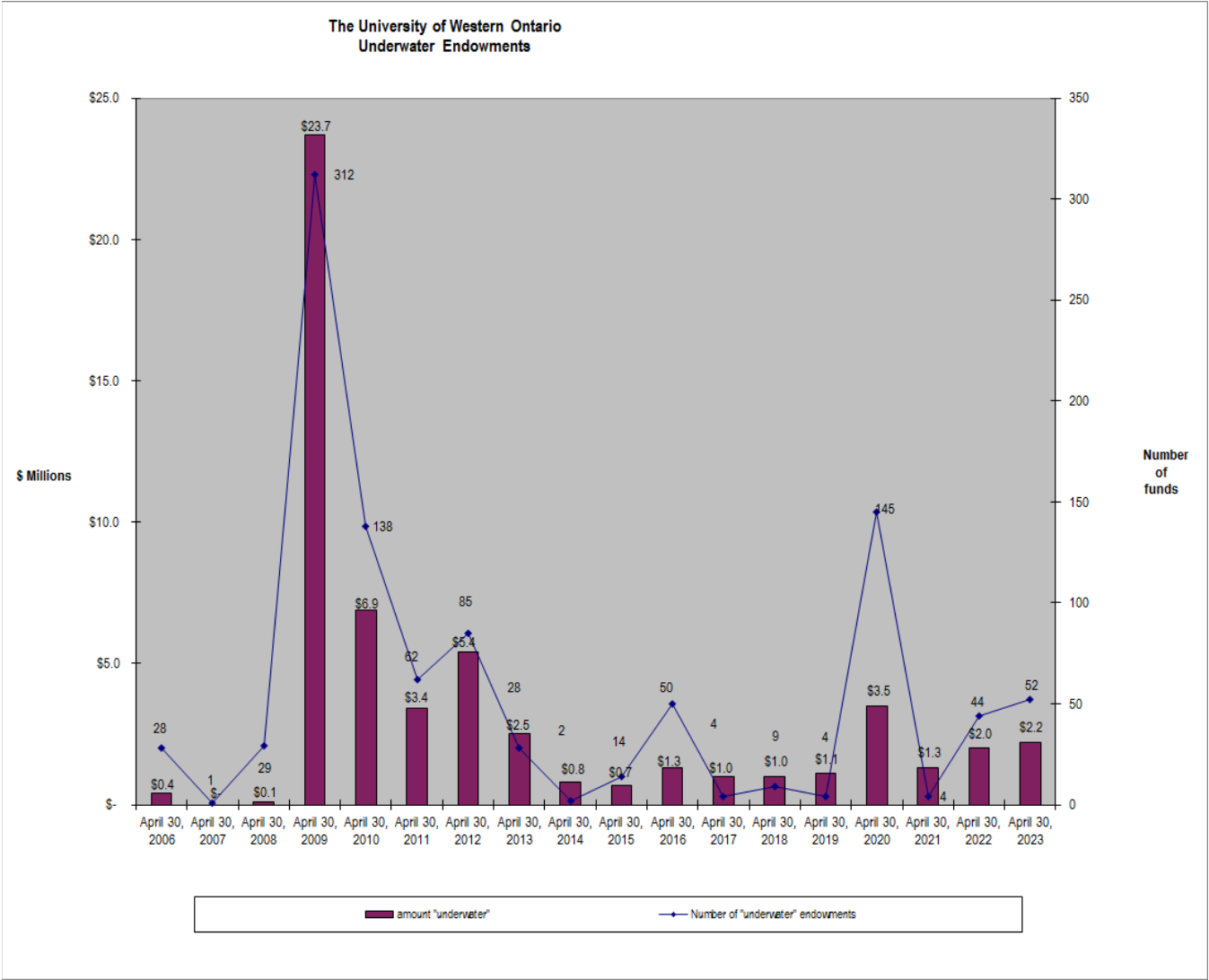
An endowment becomes underwater when the current market value of the fund is less than the original donated amount.

Western now administers 2,389 endowed accounts with a market value of \$1.141 billion as at April 30, 2023 (2,310 and \$1.044 billion at April 30, 2022, respectively). Of the 2,389 endowments, there are 52 that are underwater by a total of \$2.2 million (0.20% of the endowed market value). Of the 52 endowments that are underwater, 3 are part of the Schulich group of endowments and are administered outside of the Investment Payout Policy (MAPP 2.11) in accordance with the original terms of the gift. These 3 endowments represent \$1.8 million of the \$2.2 million underwater amount and are the 3 endowments with encroachment exceeding 20% of original capital in the chart below. The remaining 49 endowments are underwater by \$0.4 million.

The chart below provides a breakdown of the underwater endowments by the level of encroachment as a percentage of original capital.



The following chart shows the number and amount of underwater endowments for fiscal years 2006 – 2023, showing the volatility from period to period resulting from historical investment returns:



Periods of sustained positive investment returns will reduce the amount and number of underwater endowments, while periods of sustained negative investment returns may increase the amount and number of potential underwater endowments.  
Fiscal 2024 is off to a slow start with the Operating & Endowment Fund earning 1.89% before fees, as at September 30, 2023.

**ITEM 5.1(d) - Report of the Investment Committee**

**ACTION:**    ☐ APPROVAL        ☒ INFORMATION        ☐ DISCUSSION

**EXECUTIVE SUMMARY:**

The Investment Committee is a subcommittee of the Property and Finance Committee, responsible for establishing the investment policy, objectives and strategy, appointing managers and investment consultants, and periodically reviewing the portfolio performance. This report is provided quarterly.

As at June 30, 2023, the University had \$2.73 billion (2022 – \$2.52 billion) in assets under management (“AUM”) across the short-term portfolio, mid-term portfolio (“MTP”), and the operating and endowment fund (the “Fund”). The Fund comprises approximately 69.6% of the AUM.

The Fund is managed for long-term performance with 5, 10 and 20 year returns of 7.8%, 9.4% and 8.0%, respectively, and has met its objectives over these periods.

**ATTACHMENT(S):**

[Report of Investment Committee \(including Appendix 1\)](#)

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### **Report of the Investment Committee**

This report outlines the market value of the assets under management and the recent activities of the Investment Committee. In addition, the performance of the Mid-Term Portfolio and Operating & Endowment Fund (the 'Fund') are provided.

#### **Total Investments:**

The following chart summarizes the total market value of investments held at June 30, 2023:

<b>Asset Portfolio</b>	<b>Market Value (\$M)</b>
<b>Short-Term Portfolio</b>	<b>627.8</b>
<b>Mid-Term Portfolio</b>	<b>199.6</b>
Operating Portfolio:	
Obligations	615.4
Surplus	<u>172.5</u>
Total Operating Portfolio	<u>787.9</u>
Endowment Portfolio	1,115.7
<b>Total Operating &amp; Endowment Fund</b>	<b>1,903.6</b>
<b>Jarislowsky Fraser Seg. Investment</b>	<b>3.0</b>
<b>Total Investments</b>	<b>2,734.0</b>

#### **Update on Investment Committee Activities:**

- Management is continuing its due diligence on a second U.S. real estate mandate, with an expected commitment of US\$30 million. Management is also reviewing potential non-core real estate mandates in Canada and sustainably focused European real estate options with the goal of making one commitment of \$10 million to \$20 million, in order to reach the Operating & Endowment Fund 10% target allocation for real assets.
- Management completed its review of the currency hedging program of the Operating & Endowment Fund. Consistent with recent investment research and the view of the University's investment consultant that currency hedging should be limited to asset classes with a significant predictable income component, the following decisions were made: 1) terminate the currency hedging program on public and private equities; 2) maintain the existing currency hedging program on infrastructure investments; 3) leave unhedged the currency of any upcoming real estate investments in non-core strategies; and 4) maintain the currency hedging on global fixed income portfolios. The currency hedging program on public and private equities was terminated as of July 31, 2023.
- Management is evaluating infrastructure investment opportunities in the renewable energy and energy transition space, which will also contribute to the

Fund's 10% commitment to sustainable opportunities.

- The University is continuing to roll out its private equity program as a result of the 2020 strategic asset allocation review. The Private Markets Working Group (a sub-committee of the Investment Committee) has approved a fifth private equity commitment, for US\$20 million. Total commitments of US\$75 million have been made so far to four private equity managers. Including the private equity impact investing funds, the University has now made US\$115 million in private equity commitments through its new program. Additional commitments of US\$45 million to US\$60 million are expected to be made over the 12-month period starting on October 1, 2023. The Private Markets Working Group will focus particularly on secondary funds, to take advantage of strong opportunities at the moment.
- The Committee approved a tactical allocation to fixed income in order to take advantage of higher yields and potential interest rate declines in the foreseeable future. On October 3, 2023, management transferred \$50 million from a money market account to a bond fund indexed to the FTSE Canada Universe Bond Index.
- The Committee is reviewing investing in absolute return strategies, with the aim of finding strategies that generate returns uncorrelated to public markets. The focus is currently on litigation finance and music royalties.

The following engagement, risk management, monitoring, and reporting activities have been completed or are underway in relation to our **Responsible Investing Strategy and Pathway**:

- Management rolled out the 2023 ESG manager survey questionnaire in June 2023. Responses and analyses are expected in mid-October 2023.
- Western is continuing its collaboration with [UNIE \(The University Network for Investor Engagement\)](#) with respect to engagement and stewardship of portfolio companies. Management is also a member of the UNIE Advisory Committee, providing guidance to the collective and to assist in setting the engagement priorities for UNIE.
- Management has started to chair the Climate Charter Technical Committee, a group of 18 higher education institutions across Canada. The committee's goals are to track implementation of the "Investing to Address Climate Change" charter, signed in 2020 by member institutions, and exchange knowledge and information.
- Western's third total carbon footprint measurements to track progress on our decarbonization commitments have been completed. The weighted average carbon intensity of the Operating & Endowment Fund has gone down from 179 tons of CO<sub>2</sub> in 2021 to 171 tons in 2022, a 4.5% reduction. The weighted average carbon intensity of the Mid-Term Portfolio has gone down from 201 tons of CO<sub>2</sub> in 2021 to 156 tons in 2022, a 22% reduction.
- Investments and commitments to sustainable investment strategies have been US\$110 million to date. Total investments and uncalled commitments now represent 7.6% of the 10% target allocation for sustainable opportunities (as of July 31, 2023).

- Management reviewed the requirements to become a PRI signatory and the University is in a strong position to become a signatory. A formal application to PRI will be made during the fall of 2023.
- Work on the 2023 Responsible Investing Report is currently underway, with the anticipated release in December 2023.

## **Financial Performance Metrics**

### **Mid-Term Portfolio:**

#### **Performance**

The performance related to the Mid-Term Portfolio at June 30, 2023 is as follows:

Account/Group	Ending Market Value CAD	Ending Weight	Policy Weight	% Rate of Return							Inception to Date	Inception Date
				One Month	Three Months	One Year	Three Years	Five Years	Ten Years			
University of Western Ontario	199,567,238	100.00		0.81	0.38	6.07	3.39	-	-	3.48	08/08/2019	
Policy Index UWO				0.87	0.62	6.78	2.34	-	-	3.28	08/08/2019	
Excess Return				-0.06	-0.24	-0.71	1.04	-	-	0.20	08/08/2019	
FTSE 91-Day T-Bills + 300 bps				0.59	1.76	6.80	4.44	-	-	4.48	08/08/2019	
Excess Return				0.21	-1.38	-0.73	-1.05	-	-	-1.00	08/08/2019	

Source: Northern Trust Monthly Financial Reporting

#### **Objectives**

The main objective of the Mid-Term Portfolio is to outperform the FTSE 91-Day T-Bill Index by 300 basis points over a 3 to 5 year period.

As at June 30, 2023 the portfolio did not meet its objective over the 3-year period. The original contribution to the Mid-Term Portfolio was \$175 Million in 2019.

### **Operating & Endowment Fund:**

#### **Performance**

The annualized performance of the Operating & Endowment Fund (the "Fund") was as follows:

Asset Class	1 Year June 2023	5 Year June 2023	Since Inception
Fixed Income	4.9%	3.6%	7.0%
Equities:			
Canadian	9.9	7.5	8.9
US	28.6	12.5	10.4
International	25.5	5.9	6.8
Global	21.1	-	-0.2
Private Equity	-0.1	21.9	20.3



<b>Real Estate</b>	4.4	12.4	10.0
<b>Infrastructure</b>	13.1	10.4	11.7
<b>Absolute Return</b>	4.9	7.1	8.0
<b>Currency Hedging</b>	-2.7	0.0	-0.1
<b>Money Market &amp; Cash</b>	2.9	1.2	1.0
<b>Total Fund Return</b>	9.7%	7.8%	8.5%
<b>Benchmark Return</b>	13.8%	6.9%	8.0%
<b>Total Fund Real Return</b>	6.9%	4.5%	5.6%

Additional Operating & Endowment Fund performance detail can be found in Appendix 1 to this report.

### Objectives

The Fund is managed for long-term performance with 5, 10 and 20 year returns of 7.8%, 9.4% and 8.0%, respectively, and has met its objectives over these periods. The objectives of the Operating & Endowment Fund are as follows:

#### *Real return*

One of the Fund objectives is to maintain the purchasing power of the Fund after pay out over the long-term. (i.e., to earn an amount after pay out, over the rate of inflation, as measured by the Consumer Price Index). Inflation has averaged 3.3% per year for the five-year period.

For the five years ending June 30, 2023, the annualized real return was 4.5%.

#### *Value added*

A second Fund objective is to earn the return produced by the asset mix policy based on the return of the market indices plus a premium to reflect active portfolio management.

Over the five years ending June 30, 2023, the actual annualized return for the Fund was 7.8% and the return generated by the market indices for the portfolio was 6.9% (benchmark return).

### Asset Mix

The table below provides the classification and market value of the assets held in the Operating & Endowment Fund at June 30, 2023:

	Market	Target Asset Mix			Actual Asset
	Value	Minimum	Target	Maximum	Mix
<b>Equities</b>					
<i>Canadian</i>	227,202,284	7.5%	12.5%	17.5%	11.9%
<i>US*</i>	145,324,857	2.5%	7.5%	12.5%	7.6%
<i>EAFE*</i>	140,730,505	2.5%	7.5%	12.5%	7.4%
<i>Global*</i>	395,832,835	15.0%	20.0%	25.0%	20.9%
<i>Private</i>	181,403,959	7.5%	12.5%	17.5%	9.5%
<b>Total Equities</b>	<b>1,090,494,440</b>	<b>52.5%</b>	<b>60.0%</b>	<b>67.5%</b>	<b>57.3%</b>
<b>Fixed Income</b>					
<i>Core Fixed Income</i>	73,080,986	0.0%	5.0%	10.0%	3.8%
<i>Commercial Mortgages</i>	96,396,670	0.0%	5.0%	10.0%	5.1%
<i>Private Debt</i>	125,347,515	0.0%	5.0%	10.0%	6.6%
<b>Total Fixed Income</b>	<b>294,825,171</b>	<b>7.5%</b>	<b>15.0%</b>	<b>22.5%</b>	<b>15.5%</b>
<b>Real Assets</b>					
<i>Real Estate</i>	114,571,596	5.0%	10.0%	15.0%	6.0%
<i>Infrastructure</i>	194,690,205	5.0%	10.0%	15.0%	10.2%
<b>Total Real Assets</b>	<b>309,261,801</b>	<b>12.5%</b>	<b>20.0%</b>	<b>27.5%</b>	<b>16.2%</b>
<b>Diversifiers</b>					
<i>Cash &amp; Money Market</i>	140,997,466	0.0%	0.0%	10.0%	7.4%
<i>Absolute Return Strategies, Market Neutral Strategies</i>	53,882,490	0.0%	5.0%	10.0%	2.8%
<b>Total Diversifiers</b>	<b>194,879,956</b>	<b>2.5%</b>	<b>5.0%</b>	<b>12.5%</b>	<b>10.2%</b>
<b>SSgA Dynamic Strategic Hedging</b>	<b>14,185,228</b>				<b>0.8%</b>
<b>Grand Total</b>	<b>1,903,646,596</b>				<b>100.0%</b>

\*the Global Equities Target Asset Mix of 20% was previously allocated equally to US and EAFE Equities.

Appendix 1

The tables below provide performance data on the Operating & Endowment Fund at June 30, 2023

## Total Fund Performance

### Total Fund Value Added - For Rolling Periods Ending June 30, 2023

	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	4 Yrs (%)	5 Yrs (%)	6 Yrs (%)	7 Yrs (%)	8 Yrs (%)	9 Yrs (%)	10 Yrs (%)	20 Yrs (%)
<b>Total Fund</b>	<b>9.7</b>	<b>4.6</b>	<b>10.9</b>	<b>8.5</b>	<b>7.8</b>	<b>8.0</b>	<b>8.9</b>	<b>8.0</b>	<b>8.3</b>	<b>9.4</b>	<b>8.0</b>
Total Fund Benchmark	13.8	4.4	8.6	7.3	6.9	7.3	7.9	7.0	7.1	8.1	7.3
Excess Return	-4.1	0.2	2.3	1.2	0.9	0.7	1.0	1.0	1.2	1.3	0.7

	2023 (%)	2022 (%)	2021 (%)	2020 (%)	2019 (%)	2018 (%)	2017 (%)	2016 (%)	2015 (%)	2014 (%)	2013 (%)
<b>Total Fund</b>	<b>9.7</b>	<b>-0.3</b>	<b>24.8</b>	<b>1.6</b>	<b>5.0</b>	<b>9.2</b>	<b>14.1</b>	<b>2.1</b>	<b>10.3</b>	<b>20.1</b>	<b>14.1</b>
Total Fund Benchmark	13.8	-4.3	17.5	3.7	5.5	8.9	11.9	1.0	7.5	18.1	12.6
Excess Return	-4.1	4.0	7.3	-2.1	-0.5	0.3	2.2	1.1	2.8	2.0	1.5

### Total Fund Real Returns - For Rolling Periods Ending June 30, 2023

	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	4 Yrs (%)	5 Yrs (%)	6 Yrs (%)	7 Yrs (%)	8 Yrs (%)	9 Yrs (%)	10 Yrs (%)	20 Yrs (%)
<b>Total Fund</b>	<b>9.7</b>	<b>4.6</b>	<b>10.9</b>	<b>8.5</b>	<b>7.8</b>	<b>8.0</b>	<b>8.9</b>	<b>8.0</b>	<b>8.3</b>	<b>9.4</b>	<b>8.0</b>
CPI	2.8	5.4	4.6	3.6	3.3	3.2	2.9	2.7	2.5	2.5	2.2
Real Return	6.9	-0.8	6.3	4.9	4.5	4.8	6.0	5.3	5.8	6.9	5.8

	2023 (%)	2022 (%)	2021 (%)	2020 (%)	2019 (%)	2018 (%)	2017 (%)	2016 (%)	2015 (%)	2014 (%)	2013 (%)
<b>Total Fund</b>	<b>9.7</b>	<b>-0.3</b>	<b>24.8</b>	<b>1.6</b>	<b>5.0</b>	<b>9.2</b>	<b>14.1</b>	<b>2.1</b>	<b>10.3</b>	<b>20.1</b>	<b>14.1</b>
CPI	2.8	8.1	3.1	0.7	2.0	2.5	1.0	1.5	1.0	2.4	1.2
Real Return	6.9	-8.4	21.7	0.9	3.0	6.7	13.1	0.6	9.3	17.7	12.9



Source: Mercer Investment Monitoring Review

**ITEM 5.1(e) - Investment Committee Membership**

**ACTION:**    ☐ APPROVAL        ☒ INFORMATION        ☐ DISCUSSION

On the recommendation of the Investment Committee, the Property and Finance Committee reappointed to the Investment Committee, Jeff Parr for a five-year term ending September 2028.

**EXECUTIVE SUMMARY:**

The Investment Committee is a subcommittee of the Property and Finance Committee. The membership is made up of Administration, current or former Board members, and individuals with investment expertise.

Originally appointed in 2018, Jeff continues to provide significant expertise to the private markets working group, a group of committee members who have guided the implementation of this growing asset class.

Section 3 of the Terms of Reference of the Investment Committee states that the Committee shall consist of ten members, with at least one member being a current or former member of the Board, appointed by the Property and Finance Committee.

With this appointment, the Committee voting members and terms will be as follows:

**Appointed by the P&F Committee**

Doug Porter	(February 2024)
Doug Greaves	(August 2024)
Sarah Takaki	(May 2025)
David Stenason	(December 2025)
Lee Sienna	(March 2026)
Greg Dick ( <i>current or former Board member</i> )	(November 2026)
Jeff Parr	(September 2028)

**Ex-Officio**

Lynn Logan - Vice-President (Operations & Finance)  
Eric Mallory - Associate Vice-President (Financial Services)  
Martin Belanger - Director, Investments

**Background:**

Jeff, an FCA, FCPA, has spent more than 30 years providing capital to mid-market companies. From 1995 until retiring as an executive officer in 2023, he worked with Ken Rotman as co-CEO to lead the way to the growth and success of Clairvest's private equity investment business. Clairvest's book value grew from about \$50M to now more than \$1.2B and together with its CEP funds, Clairvest manages approximately \$3.0B. Clairvest, under Jeff and Ken's leadership, became a highly respected private equity investment company, known for its integrity and fair dealing. Its investment track record is amongst the best for the North American mid-market private equity asset class and reflects a disciplined and focused investment strategy.

Before coming to Clairvest, Jeff was a partner at Canadian Mezzanine Fund (CMF), a successful private equity fund sponsored by Gordon Capital Corporation. Prior to joining CMF, he held progressive management positions with the mid-market senior and junior debt capital groups of National Bank of Canada and Citibank Canada. Jeff graduated from the University of Western Ontario in 1982 with a BA and started his career qualifying as a CA with Coopers & Lybrand in 1985. He has served on numerous philanthropic, private and public company boards and is Vice Chair of the Clairvest Board of Directors and a member of the Western Investment Committee.

In 2017, Jeff was named as a Fellow of the Institute of Certified Professional Accountants, in recognition of his business and philanthropic achievements and his contribution to the CPA profession. In 2019, Jeff was awarded the Ted Anderson Community Leadership award by the Canadian Venture Capital and Private Equity Association for his philanthropic and Private Equity contributions in Canada. In 2023, Jeff and his wife Shelley received honorary Doctor of Law degrees from Western in recognition to their vast philanthropic efforts and importantly, their engagement with and gift to Western to create the Parr Center for Thriving to provide student support and guidance to thrive at Western and beyond.

**ITEM 5.2(a) – Board of Governors Election Schedule for 2024**

**ACTION:**    ☐ APPROVAL        ☒ INFORMATION        ☐ DISCUSSION

**EXECUTIVE SUMMARY:**

The Board Election Schedule for 2024 is provided for information. The elections for the undergraduate student constituency have been set to run in conjunction with the University Students' Council (USC) election.

For 2024, the schedule applies to the following constituencies:

- Elected by Undergraduate Students (E. Chen)
- Elected by Graduate Students (E. Sapuridis)

In addition, the terms of several Board members are concluding in 2024 as follows:

- K. Gibbons - term ends June 30, 2024 (Appointed by the Alumni Association)
- S. Pitel – term ends June 30, 2024 (Appointed by Senate; eligible for a 2<sup>nd</sup> term)
- M. Surkont – term ends September 23, 2024 (Appointed by the Lieutenant Governor-in-Council; eligible for a 2<sup>nd</sup> term)
- S. Bennett – term ends October 25, 2024 (Appointed by the Lieutenant Governor-in-Council)

One vacancy in the following constituency remains unfilled:

- Appointed by the Lieutenant Governor-in-Council

**ATTACHMENT(S):**

[Board of Governors Election Schedule for 2024](#)

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## BOARD OF GOVERNORS ELECTION SCHEDULE FOR 2024

Elections will be held for **one graduate student representative** and **one undergraduate student representative** as outlined below. The terms of the student representatives will be two years (July 1, 2024 to June 30, 2026).

Graduate Student Constituency	
Nominations Open	12:00 a.m., Monday, January 15
Nominations Close	11:59 p.m., Friday, January 26
Posting of Nominations	Tuesday, January 30
Campaign Period begins	12:00 a.m., Wednesday, January 31
Balloting – Polls Open	8:00 a.m., Tuesday, February 13
Balloting – Polls Close / Campaign Period Ends	8:00 p.m., Wednesday, February 14
Posting of Results	Thursday, February 15

Undergraduate Student Constituency	
Nominations Open	12:00 a.m., Monday, January 15
Nominations Close	4:00 p.m., Friday, January 19
Mandatory All Candidates' Advisory Meeting <i>(organized by the USC)</i>	5:00 p.m., Friday, January 19
Posting of Nominations	Monday, January 22
Campaign Period begins	12:00 a.m., Monday, January 22
Balloting – Polls Open	8:00 a.m., Thursday, February 1
Balloting – Polls Close / Campaign Period Ends	8:00 p.m., Monday, February 5
Posting of Results	Thursday, February 8

**ITEM 5.2(b) – Revisions to Board Election Procedures**

**ACTION:**    ☒ APPROVAL    ☐ INFORMATION    ☐ DISCUSSION

**RECOMMENDED:**    That, on the recommendation of the Governance and By-Laws Committee, the Board of Governors approve the revisions to the Board *Election Procedures* as provided in item 5.2(b).

**BACKGROUND:**

In preparation for the 2024 elections cycle, the Board *Election Procedures* have been reviewed. Revisions proposed include:

1. Clarification of the role of the University Secretary.
2. A reduction to the number of nominators required to support a nomination. The current requirement of 10 nominators would appear to place individuals from smaller constituencies/units at a disadvantage in comparison to those from large constituencies. Three nominators are proposed.

In a scan of 18 other Ontario universities, 12 had information on the number of required nominators publicly available. The average number of nominators was 3.5, calculated without the inclusion of two outliers of 25 and 100 in two student constituencies. The list of universities is attached for reference.

3. Removal of the following:
  - i. the requirement for signatures on nomination forms,
  - ii. website URLs,
4. Defining how candidates shall be listed on ballots (alphabetically by last name).
5. Provision of two business days after the close of nominations before they are posted to allow the Secretariat time for vetting of nominations.
6. When filling a vacancy between six months and two years in length, increasing the polling percentage required for eligible candidates of the constituency concerned who were unsuccessful in the last election to 30% of the votes cast.

**ATTACHMENT(S):**

[Proposed Amendments to the Election Procedures](#)

[ON University Election Nominators](#)

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## Election Procedures

**Effective Date:** ~~September 22, 2022~~ November 16, 2023

**Supersedes:** September 22, 2022; September 21, 2021; November 19, 2020; November 26, 2016; January 30, 2014

Pursuant to the provisions for membership on the Board of Governors (hereinafter referred to as the Board) as set out in the University of Western Ontario Act 1982 as amended in 1988 and 2016 (hereinafter referred to as the Act) and By-Law No. 1, the following shall be the procedures for election or appointment to the Board.

For purposes of these Election Procedures, “the University” means Western University, excluding the Affiliated University Colleges; and

The “Affiliated University Colleges” means Brescia University College, Huron University College, and King’s University College.

**A. CONSTITUENCIES: THE ELECTION OF FACULTY-AT-LARGE, ADMINISTRATIVE STAFF, UNDERGRADUATE STUDENTS, AND GRADUATE STUDENT MEMBERS**

**A.1 General**

- (1) The University Secretary shall ~~be the Chief Returning Officer~~ have responsibility for overseeing all aspects of Board elections including engaging and promoting the electoral process, administering elections including voting, ruling on election matters in accordance with these Procedures, and communicating information to the public and candidates.
- (2) The schedule for calling for nominations, publication of candidates' names, and time lines for campaigning and balloting shall be as published by the University Secretary on or before November 30 each year. Normally, nominations are open for approximately two weeks in early January, followed by a campaign period.
- (3) Candidates for election must be nominated by means of an official nomination form available from the University Secretary and accessible on the University Secretariat website.: <http://www.uwo.ca/univsec/>

- (4) Nomination forms must be ~~signed-supported~~ by ~~340~~ persons eligible to vote in the constituency ~~concerned to be represented~~.
- (5) The nomination forms shall convey information on eligibility for and restrictions upon election to the Board, as provided in the Act, collective agreements, memorandums of agreement and Board policy.
- (6) Nominees must declare on the nomination form:
  - (a) that they are willing to stand as candidates for election and to serve if elected; ~~and~~
  - (b) that they meet the eligibility requirements for the constituency; ~~and-~~
  - (c) that they are validly supported in their nomination, including the specifics of that support (such as the names of nominators).
- (7) Nominees must submit with the nomination form a statement of interest up to a limit of 200 words and may submit a digital photograph for publication. ~~The University Secretary shall have discretion in restricting the published statement to 200 words.~~ The statement and digital photograph (if provided) of the candidate will be posted on the election website and linked to the ballot, and by submitting the statement and photograph, candidates agree to such posting.
- (8) Errors or irregularities on a nomination form constitute grounds for rejection of the nomination by the University Secretary.
- (9) When only sufficient nominations to fill the vacancies for any constituency are received, the University Secretary shall declare the person or persons elected by acclamation, except when more than one seat with varying term lengths are to be filled and a vote is required to determine the candidate who shall serve the longer term. Where no candidates are nominated for the faculty or staff constituencies, the seat shall remain vacant until the next election. Where no candidates are nominated for a student constituency, the seat shall be filled in a manner determined by the Governance and By-Laws Committee.
- (10) Except where election is by acclamation, election shall be by secret ballot by those eligible to vote in the constituency concerned. Names shall be listed on the ballot by last name alphabetically.
- (11) The candidate receiving the largest number of votes shall be elected. Should there be more than one seat to be filled in a constituency in any given election, the candidate with the ~~plurality of most~~ votes ~~received~~ shall be elected to the longer membership term and the candidate with the next highest number of votes shall be elected for the shorter membership term.

- (12) In cases where two or more candidates receive the same number of votes, the tie shall be broken by a lottery conducted by the University Secretary in the presence of the tied candidates or their agents.
- (13) An election shall not be invalidated by any irregularity which, as determined by the University Secretary, does not affect the outcome ~~of such an election~~. Notification of any irregularity must be received by the University Secretary within five business days of the closing of the polls.
- (14) The results of the election shall be announced as soon as possible after the closing of balloting. The number of votes received by each candidate will be made public.
- (15) A list of voting results, validated by the University Secretary, and nomination forms shall be retained for a period of at least two years.

## **A.2 Eligibility**

### A.2.1 Faculty-at-Large Constituency (2 members)

- (1) To be **eligible for election**, a candidate must be a full-time member of the Faculty of the University, or a Clinical Academic appointed under *Conditions of Appointment for Physicians (2017)*, at the rank of Assistant Professor or higher who has held academic appointments at the University for at least four academic years. Elected faculty whose employment status at the University ends during their term shall cease to be Board members.
- (2) The following members of Faculty are **eligible to vote**:
  - (a) all full-time members of the academic staff of the University at the rank of Lecturer, Assistant Professor, Associate Professor, or Professor;
  - (b) all Clinical Academics appointed under *Conditions of Appointment for Physicians (2017)*, at the rank of Assistant Professor, Associate Professor, or Professor; and
  - (c) all part-time members of the academic staff of the University at the rank of Assistant Professor or higher who are listed as such in the records of Human Resources.

### A.2.2 Administrative Staff Constituency (2 members)

- (1) To be **eligible for election**, a candidate must be a member of the full-time administrative staff of the University and be listed as such in the records of Human Resources. A member of the full-time administrative staff of the University who is a member of Faculty (excluding limited duties appointments) is not eligible for election in the administrative staff constituency. Elected administrative staff whose employment status at the University ends during their term shall cease to be Board members.
- (2) All members of the full-time administrative staff of the University, except those who are members of Faculty (excluding limited duties appointments), are **eligible to vote** in the administrative staff constituency.

A.2.3 Undergraduate Student Constituency (2 members)

- (1) To be **eligible for election**, a candidate must be an undergraduate student in the University who will have completed one academic year as a full-time student or the equivalent as a part-time student by the start date of the term of the seat. Full-time and part-time undergraduate students of the University who are full-time members of the administrative staff or members of Faculty are not eligible for candidacy in the undergraduate student constituency. Elected individuals who cease to have the status of a registered student at the University during their term shall cease to be Board members.
- (2) Students registered at an Affiliated University College are ineligible for candidacy.
- (3) All full-time and part-time undergraduate students in the University are **eligible to vote** in the undergraduate student constituency.

A.2.4 Graduate Student Constituency (1 member)

- (1) To be **eligible for election**, a candidate must be a graduate student in the University as may be verified by the official student records of the University. Graduate students of the University who are full-time members of the administrative staff or members of Faculty are not eligible for candidacy in the graduate student constituency. Elected individuals who cease to have the status of a registered student at the University during their term shall cease to be Board members.
- (2) Students registered at an Affiliated University College are ineligible for candidacy.
- (3) All graduate students in the University are **eligible to vote** in the graduate student constituency.

**A.3 Procedures:**

A.3.1 Faculty-At-Large/Administrative Staff Constituencies

- (1) In a year in which vacancies occur in the Faculty-at-Large or Administrative Staff Constituencies, the University Secretary shall call for nominations.
- (2) Completed nomination forms must be submitted to the University Secretary in accordance with the deadline provided in the posted Election Schedule. The University Secretary shall publish the list of valid nominations on the University Secretariat website ~~as soon as possible~~ within two business days after the close of nominations. The official list shall be organized by constituency with candidates listed alphabetically by last name and with the title and academic/administrative unit of each nominee.
- (3) Balloting will be conducted during a designated period using a secure electronic platform. at an election site linked to the University Secretariat website.
- (4) The University Secretary shall publish the names of the successful candidates on the University Secretariat website, as soon as possible after the close of balloting.

A.3.2 Undergraduate Student and Graduate Student Constituencies

- (1) When possible, elections to the Undergraduate and Graduate Student Constituencies are timed to run in conjunction with the University Students' Council (USC) and Society of Graduate Students (SOGS) presidential elections. Calls for nomination will be issued in accordance with the posted Election Schedule. Undergraduate students may be required to submit a bond to the USC, subject to the USC's By-Law #2 – Election Procedures of the University Students' Council.
- (2) A mandatory all-candidates meeting will be scheduled for undergraduate student candidates following the close of nominations. Undergraduate student nominees who do not attend or have not made arrangements to send an alternate will be disqualified from candidacy. Following the all-candidates meeting, the University Secretary shall publish a list of valid nominations on the University Secretariat website for the undergraduate and graduate student constituencies. The official list shall be by last name alphabetically, and show for each candidate the academic program and year of registration as recorded in the official student records of the University.
- (3) For undergraduate students, the University Secretary may employ the USC Election Committee to supervise campaigning by candidates but any decision that a candidate be disqualified may be appealed to the University Secretary by 4:00 p.m. of the second working day following the date of the letter

notifying the candidate of the Election Committee's decision that the candidate be disqualified. Where there is inconsistency between the policies and procedures stated in USC By-Law #2 and those of the Board, the policies and procedures of the Board shall take precedence and the final authority for resolving all disputes in such matters shall rest with the University Secretary.

- (4) For graduate students, the University Secretary may employ the SOGS CRO and Appeals Review Commission to supervise campaigning by candidates but any decision that a candidate be disqualified may be appealed to the University Secretary by 4:00 p.m. of the second working day following the date of the letter notifying the candidate of the Appeals Commission's decision that the candidate be disqualified. Where there is inconsistency between the policies and procedures stated in SOGS election regulations and those of the Board, the policies and procedures of the Board shall take precedence and the final authority for resolving all disputes in such matters shall rest with the University Secretary.
- (5) When either the USC or SOGS processes are not employed, candidates will be required to adhere to the campaign requirements and processes established by the Governance and By-Laws Committee of the Board.

**B. CONSTITUENCIES: FACULTY ELECTED BY SENATE; ALUMNI MEMBERS; BOARD-ELECTED MEMBERS**

**B.1 Faculty Elected by Senate (2 members)**

- (1) To be eligible for election by the Senate, the candidate must be a member of the faculty constituency of Senate (see A.2.1 of the Senate Election Procedures) and a member of the Senate at the time of election.
- (2) The election of members to the Board by the Senate shall be the responsibility of the Senate and by such procedure as the Senate shall determine.

**B.2 Members Elected by the Alumni Association (4 members)**

The election of members to the Board by the Alumni Association shall be the responsibility of the Association.

**B.3 Members Elected by the Board (4 members)**

- (1) The election of members by the Board under section 9(1) of the Act, clause (h) shall be by a majority of those members of the Board entitled to vote in such election present at the meeting at which the election takes place, provided that a quorum of fourteen such eligible members are present.

- (2) The Senior Policy and Operations Committee shall be responsible for the identification of candidates as vacancies occur and shall make nominations to the Board.
- (3) Voting shall be by show of hands, ballot or electronic means as may be determined by the Chair of the Board.

**C. FILLING OF VACANCIES - Elected and Appointed Members**

**C.1** When a vacancy occurs prior to the expiration of the membership term of a member elected by the faculty-at-large, the administrative staff, or students, action in respect to the filling of the vacancy shall be as follows:

- (1) If the time remaining in the term of office is six months or less, the seat shall normally remain vacant until the next regular election. However, for faculty, administrative staff and student constituencies, if the time remaining in the term of office is six months or less and the vacancy occurs after the February elections and prior to the commencement of new terms in July, the member-elect in the same constituency will be invited by the University Secretary to assume the vacant seat.
- (2) If the time remaining in the term of office is more than six months but less than two years, the vacancy shall be filled from among the eligible candidates of the constituency concerned who were unsuccessful in the last election, in a priority determined by ~~their plurality~~ the votes received from most to least in that election, and provided that to be thus eligible a candidate must have polled at least ~~20~~ 30% of the votes cast in that election. Failing such circumstances, the University Secretary shall call a by-election.
- (3) If the time remaining in the term of office is more than two years, the vacancy shall be filled by a by-election.

The conduct of a by-election shall be the same as that of a regular election.

**C.2** When a vacancy occurs prior to the expiration of the membership term of a member elected or appointed by the Council of the City of London, the Lieutenant Governor in Council, the Alumni Association, the Senate, or the Board, the body responsible for electing or appointing such member shall be requested to appoint a person to fill the vacancy for the time remaining in the membership term except that if the time remaining in the term of office is six months or less, the Board may declare by resolution that the seat remain vacant until the next regular appointment period.



### ON University Election Nominators

University	Board Nominator Number	Senate Nominator Number	
University of Windsor	N/A	N/A	
University of Waterloo	5	Faculty and graduate students	5
		Undergraduate students elected from a single faculty	25
		Undergraduate students elected at large	100
University of Guelph	10	all	2
Wilfrid Laurier University	N/A	N/A	
McMaster University	N/A	N/A	
University of Toronto	5	all	5
Toronto Metropolitan University	2	all	2
York University	10	N/A	
Ontario Tech University	5	Undergraduate student representative	5
		Graduate student representative	3
		Teaching and admin staff representative	1
Brock University	N/A	All	4
Queen's University	5	All	5
University of Ottawa	N/A	N/A	
Carleton University	N/A	All	3

(nominator & second)

<b>Average</b>	6	13
<b>Average without outliers</b>		3.5
<b>Median</b>		4.5
<b>Median without outliers</b>		3.5

**ITEM 5.2(c) – Canadian University Boards Association Annual Conference**

**ACTION:**    ☐ APPROVAL        ☒ INFORMATION        ☐ DISCUSSION

The Canadian University Boards Association (CUBA) exists to improve the governance of Canadian universities. It serves as a means of mobilizing the leadership of university boards to support and develop policies and programs that enhance the ability of boards to discharge their fiduciary duties and to be accountable for the overall direction of their universities.

Each year a Canadian university hosts the annual CUBA conference. In 2024 the CUBA conference will be hosted by Western and organized through the University Secretariat.

Board members are asked to mark their calendars for May 3-4, 2024 (see [Promotional Video](#)).

This year's conference theme – ***Leadership. Strategic Thinking. Impact.*** – is reflective of the kinds of conversations being held and decisions being made in our Board rooms across the country.

In addition to attending the conference, Board members are asked to consider how they may contribute to the overall success of the conference. Currently we are seeking sponsors of the event. As the planning for the conference unfolds, we will communicate how members may help in other ways.

**ATTACHMENT(S):**

None.

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**ITEM 5.3(a) – Report of the Council of Universities (COU) Academic Colleague**

**ACTION:**    ☐ APPROVAL        ☒ INFORMATION        ☐ DISCUSSION

The COU Academic Colleagues met on August 15 and 16, 2023. The meeting included a presentation on “Wellbeing of International Students: Solutions from Design Thinking” by Dr. Liliane Dionne of the University of Ottawa. Feedback from international students on their expressed needs included solutions in the categories of mental health, greening the campus, English-language training, promoting a sense of belonging, and cultural integration. The solution-makers designed and created prototypes of a campus to better foster the wellbeing of international students.

Colleagues shared updates on topics and issues that were front-of-mind at their respective institutions, including recently approved programs and faculties, budgetary challenges, turnover and recruitment of senior administrators, and safety and emergency measures on campus.

COU President Steve Orsini delivered an update on COU’s activities in support of the Ontario government’s [Blue-Ribbon Panel](#) and discussed his presentation on “Building the Workforce and Housing for the Future” for the upcoming Association of Municipalities Ontario Conference. In the discussion that followed, it was highlighted that COU’s position on enrollment corridors is that any changes to them should be accompanied by mitigating strategies so as not to disadvantage any universities. A report referenced in this presentation, which may be of interest to Senators, is “[Canadian Provincial Study Permit Trends – International Student Approvals in Ontario Reach Unprecedented High in 2022](#)” by ApplyBoard.com

The Province of Ontario is carrying out consultations on the final recommendations from the Postsecondary Education Standards Development Committee’s [report on development of proposed Postsecondary Education Standards under the Accessibility for Ontarians with Disabilities Act](#). The COU Reference Group on Accessibility (a cross-functional group comprised of reps from many COU groups/affiliates) is actively engaged in this dialogue with the Ministry. Its representatives attended the consultation sessions and a Chair from among Reference Group members was assigned to help lead the university teams.

The next meeting of the full Council (Executive Heads and Academic Colleagues) is scheduled for October 16 & 17.

[Secretariat note: The report in respect of the October meeting is anticipated to be brought forward to the Board in February.]

**ATTACHMENT(S):**

None.

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**ITEM 5.3(b) – Honorary Degree Recipients- Fall 2023**

**ACTION:**   ☐ APPROVAL                      ☒ INFORMATION                      ☐ DISCUSSION

**EXECUTIVE SUMMARY:**

The list of Honorary Degrees recipients and the autumn 2023 convocation ceremonies at which they were awarded is provided for information below.

Robert (Bob) Steadward – *Doctor of Laws (October 18, 2023, 10:00 a.m.)*

Hanny Hassan – *Doctor of Laws (October 19, 2023, 10:00 a.m.)*

Sarah Polley – *Doctor of Literature (October 19, 2023, 3:00 p.m.)*

Paul Sabourin – *Doctor of Laws (October 20, 2023, 10:00 a.m.)*

Jamelie Hassan - *Doctor of Laws (October 20, 2023, 3:00 p.m.)*

**ATTACHMENT(S):**

None.

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**ITEM 6.0 - Items Removed from the Consent Agenda**

**ACTION:**    ☐ APPROVAL        ☐ INFORMATION        ☐ DISCUSSION

**EXECUTIVE SUMMARY:**

This is a placeholder for any items removed from consent.

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