

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, February 6, 2025
Time: 10:00 a.m. – 12:00 p.m.
Place: Western Interdisciplinary Research Building, Room 3000/Zoom

Members of the community who wish to view the open session remotely may request the Zoom meeting details by contacting secretariat@uwo.ca.

		Action	Time
1.0	Land Acknowledgement		
2.0	Approval of Agendas and Minutes		5
2.1	Adoption of Agenda – Open Session	Approval	
2.2	Approval of the Open Session Minutes of the Meeting of November 21, 2024	Approval	
2.3	Business Arising from the Minutes		
3.0	Report of the President	Information	20
4.0	Committee and Senate Reports		
4.1	Report of the Property and Finance Committee		
4.1(a)	Key Financial Indicators Report	Information	20
4.2	Report of the Fund Raising and Donor Relations Committee		
4.2(a)	Revisions to MAPP 2.1 – Gift Acceptance and Rescission of MAPP 2.28 – Gift Valuation	Approval	10
4.3	Report of the Senior Policy and Operations Committee		
4.3(a)	Revisions to MAPP 1.35 - Non-Discrimination, Harassment and Sexual Misconduct Policy	Approval	5

4.4	Report from Senate		
	4.4(a) Annual Report of the University Librarian	Information	15
5.0	Unanimous Consent Agenda		5
5.1	Items from the Property and Finance Committee		
	5.1(a) New Scholarships, Awards, and Prizes	Information	
	5.1(b) Ancillary Financial Report	Information	
	5.1(c) Update on the 2024-25 Operating Budget as of December 31, 2024	Information	
	5.1(d) Annual Report on Trademark Licensees doing Business with the Dellelce Family Bookstore	Information	
	5.1(e) Report of the Investment Committee	Information	
	5.1(f) Dancap Private Equity Professorship in Change and Innovation	Information	
	5.1(g) Chair in Mining Law and Finance: Name Change	Information	
5.2	Item from the Audit Committee		
	5.2(a) Western's Office of the Ombudsperson Annual Report	Information	
5.3	Items from the Governance and By-Laws Committee		
	5.3(a) Revisions to Procedure for Policy 1.51 – Establishing New Policies or Amending Existing Policies	Information	
	5.3(b) Revisions to the Terms of Reference for the Senior Policy and Operations Committee	Approval	
5.4	Items from the Fund Raising and Donor Relations Committee		
	5.4(a) Fund Raising Quarterly Report to October 31, 2024	Information	
	5.4(b) Naming Opportunities	Information	

5.5 Items Referred by Senate

5.5(a) [Annual Report of the Office of Academic Quality and Enhancement \(OAQE\)](#) Information

5.5(b) [Report of the Academic Colleague](#) Information

6.0 [Items Removed from the Consent Agenda](#)

7.0 Questions from Members for the Open Session

8.0 Other Business

9.0 Adjournment to Closed Session

ITEM 1.0 - Land Acknowledgement

ACTION: ☐ APPROVAL ☐ INFORMATION ☐ DISCUSSION

EXECUTIVE SUMMARY:

Michelle Banik will offer a land acknowledgement or reflection.

Land Acknowledgement Volunteer Schedule:

May 1, 2025 – Greg Dick

June 25, 2025 – Sarah Shortreed

June 26, 2025 – David Simmonds

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.

ITEM 2.2 - Approval of the Open Session Minutes of the Meeting of November 21, 2024

ACTION: ☒ APPROVAL ☐ INFORMATION ☐ DISCUSSION

RECOMMENDED: That the open session minutes of the meeting held November 21, 2024, be approved, as circulated.

ATTACHMENT(S):

[Open Session Minutes of the Meeting of November 21, 2024](#)



MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS

NOVEMBER 21, 2024 – OPEN SESSION

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

PRESENT: Sarah Shortreed, Chair
Amy Bryson, Secretary

Michelle Banik	Geoff Pollock
Arzie Chant	Stephen Poloz
Susan Clarke	Terry Rice
Greg Dick	Cecil Rorabeck
Ed Goehring	Alan Shepard
Kathleena Henricus	Jane Toswell
Lori Higgs	Joel Welch
Beth MacDougall-Shackleton	Ken Yeung
George McAuley	Noah Zabian
Marlene McGrath (Vice-Chair)	

Regrets: Cameron Bailey, Kelly Meighen, Josh Morgan, David Simmonds

By Invitation: Althea Blackburn-Evans, John Doerksen, Paul Eluchok, David Foster, Eric Mallory, Jane O'Brien, Lesley Oliver, Opiyo Oloya, Florentine Strzelczyk, Caroline Whippey

Secretariat: Bonnie Brown
Resource:

Chair S. Shortreed called the meeting to order at 10:00 a.m.

1.0 **Land Acknowledgement**

M. McGrath offered a land acknowledgement.

2.0 **Adoption of Agenda & Minutes**

2.1 **Adoption of Agenda – Open Session**

Moved by M. McGrath, seconded by M. Banik:

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

CARRIED

2.2 **Approval of the Open Session Minutes of the Meeting of September 26, 2024**

Moved by S. Clarke, seconded by T. Rice:

That the open session minutes of the meeting of September 26, 2024 be approved, as circulated.

CARRIED

2.3 **Business Arising from the Minutes**

None.

3.0 **Report of the President**

In addition to the written report provided in advance of the meeting, A. Shepard, President & Vice-Chancellor, reported on the following items:

He began his report by congratulating Dr. Rusty Gage on his receipt of the J. Allyn Taylor International Prize in Medicine.

A. Shepard extended his appreciation to the volunteers, faculty and staff who recently hosted prospective undergraduate students at Western's Open House. In terms of the current academic year, he reported that while the number of international students enrolled was lower than projected, the overall enrolment numbers for the 2024-2025 academic year exceeded projections.

A. Shepard continued his report by describing discussions with the provincial government regarding the Strategic Mandate Agreement (SMA4) and noted the Council for Ontario Universities (COU) continues to advocate for an increase to the grants universities receive per student.

A. Shepard concluded his report by outlining three provincially-mandated consultations requiring institutions to review their off-campus housing policy, student mental health policy, and anti-racism/anti-hate policy. In addition, he reported there are four Western-driven consultations taking place this year in relation to MAPP 1.1- Use of University Facilities for other than Regularly Scheduled Academic Purposes; the Climate and Sustainability Strategy; the Open Space/Campus Development Strategy; and the Expressions of Concern on Investment.

F. Strzelczyk, Provost & Vice-President (Academic), provided an update on key activities in her portfolio including recent hiring; the three active Dean searches and

Faculty reviews underway; and the renewal of the Academic Leadership Academy program. She continued her report by highlighting key university initiatives such as the Brescia integration; the implementation of the Global Engagement Plan; the development of the aviation/aerospace research and teaching hub in partnership with Fanshawe College and the London Airport; and the Bioconvergence Centre.

In concluding her report, F. Strzelczyk described key initiatives aimed at ensuring Western's continued financial sustainability.

P. Pexman, Vice-President (Research), provided an overview of key initiatives in research that included activities aimed at achieving greater interdisciplinarity, expanded internationalization, and increased research funding.

Administration responded to questions of clarification regarding the curriculum planning framework, enrolment numbers, the research funding target, the importance of increased participation rates in research grants, and the potential impact of government caps on graduate international student enrolment.

4.0 **COMMITTEE AND SENATE REPORTS**

4.1 **REPORT OF THE PROPERTY AND FINANCE COMMITTEE**

4.1 (a) **Revisions to Resolution re: Delegation of Authority**

G. Dick, Chair of the Property and Finance Committee, presented for approval revisions to the Resolution re: Delegation of Authority.

Questions of clarification regarding the evaluation of a property for disposition and the reporting of real property dispositions to the Board were addressed by Administration. Clarification was provided on the proposed amendments to the policy.

A. Shepard declared a conflict of interest and abstained from the vote.

Moved by G. Dick:

That, on the recommendation of the Property and Finance Committee, the Board of Governors approve the amendments to Resolution re: Delegation of Authority as outlined in Item 4.1(a).

CARRIED

4.2 **REPORT FROM SENATE**

4.2 (a) **Equity, Diversity, Inclusion, Decolonization and Accessibility (EDIDA) Strategic Plan**

O. Oloya, Associate Vice-President (Equity, Diversity & Inclusion), and L. Oliver, EDI Specialist (Equity, Diversity & Inclusion), presented the EDIDA Strategic Plan for approval.

O. Oloya described the evolution of the plan, the broad consultation process that informed the plan, the five strategic priority areas advanced through the plan, and the accountability framework.

L. Oliver described the resources, steps, and timeline for implementing the strategic plan across the university in phase one.

O. Oloya responded to questions of clarification regarding the strategic plan.

Moved by J. Toswell, seconded by T. Rice:

That, on the recommendation of Senate, the Board of Governors approve the Equity, Diversity, Inclusion, Decolonization and Accessibility (EDIDA) Strategic Plan.

CARRIED

5.0 **UNANIMOUS CONSENT AGENDA**

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

That the items listed in the consent agenda, save and except Items 5.1(c) and 5.3(a), be approved or received for information by the Board of Governors by unanimous consent.

CARRIED

5.1 **ITEMS FROM THE PROPERTY AND FINANCE COMMITTEE**

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

The semi-annual report on non-endowed funds presented to the Property and Finance Committee was received for information.

5.1(b) **Annual Report on Endowments (Underwater)**

The annual report on endowments (underwater) presented to the Property and Finance Committee was received for information.

5.1(c) **Report of the Investment Committee**

Removed from the consent agenda. See item 6.1.

5.1(d) **Investment Committee Terms of Reference**

A report on the revised Terms of Reference for the Investment Committee, approved by the Property and Finance Committee, was received for information.

5.2 **ITEMS FROM GOVERNANCE AND BY-LAWS COMMITTEE**

5.2(a) **Board of Governors Election Schedule for 2025**

The Board of Governors election schedule for 2025, that outlined the vacancies to be filled by the election in January/February 2025, was received for information.

5.2(b) **Revisions to the Board of Governors Election Procedures**

The following recommendation was moved by unanimous consent:

That, on the recommendation of the Governance and By-Laws Committee, the Board of Governors approve the revised *Board of Governors Election Procedures* as shown in Item 5.2(b).

5.3 **ITEM FROM THE AUDIT COMMITTEE**

5.3(a) **Annual Report on the Non-Discrimination/Harassment Policy**

Removed from consent. See Item 6.2.

5.4 **ITEM FROM THE SENIOR POLICY AND OPERATIONS COMMITTEE**

5.4(a) **University Discipline Appeals Committee (UDAC) Membership**

A report advising the Board of Governors on the appointment of two undergraduate students to UDAC, by the Senior Policy and Operations Committee, for the term July 1, 2024 to June 30, 2025 was received for information. The students appointed were Brooklin Begg and Ankita Mishra.

5.5 **ITEMS REFERRED BY SENATE**

5.5(a) **Annual Report of the McIntosh Gallery**

The Annual Report of the McIntosh Gallery was received for information.

5.5(b) **Honorary Degree Recipient – Autumn 2024**

A report describing the Honorary Degree recipient who was recognized during the autumn convocation ceremonies was received for information.

5.5(c) **Report of the Academic Colleague**

A report from the August and October meetings of the Academic Colleague was received for information.

5.5(d) **Academic Administrative Appointments**

A report on the academic administrative appointments as of October 11, 2024 was received for information.

6.0 **ITEMS REMOVED FROM THE CONSENT AGENDA**

6.1 **Report of the Investment Committee**

The report of the Investment Committee was received for information.

In response to a question regarding the timeline for the next publication of the *Responsible Investing Report*, L. Logan, Vice-President (Operations & Finance), advised the delay in its publication this year was due to the Brescia integration noting the significant time required by the financial team. She reported it is anticipated the report will be published in the coming weeks.

In response to a question regarding responsible investment that is mindful of social/human rights considerations, L. Logan advised that while the current focus has been on environmental considerations, she acknowledged the call from the community to evolve social/human rights considerations. The time to complete the necessary research and due diligence to bring forward a framework in this regard was described.

In response to a question regarding the timing of a policy that provides a process for receiving and responding to expressions of concern with respect to responsible investing, L. Logan advised that in consideration of the current consultation processes outlined in the President's Report, the work on this likely will start no earlier than in the spring of 2025.

6.2 **Annual Report on the Non-Discrimination/Harassment Policy**

The Annual Report from the Human Rights Office on harassment, discrimination and sexual misconduct addressed by the Human Rights Office and the Office of the Associate-Vice President, Human Resources, per MAPP 1.35 was received for information.

In response to a question, J. O'Brien, described the delineation between the work of the Human Rights Office and the Human Resources department.

7.0 **QUESTIONS FROM MEMBERS**

None.

8.0 **OTHER BUSINESS**

There was a request that the Board consider the establishment of a university policy that directs an allocation for public art, as a percentage of the budget for new construction or major renovations. The value of public art on campus was promoted. It was noted that students in the Department of Visual Arts may be interested in bringing this forward to the Board.

There was a request that the Board receive an update on the implementation of the strategic plan.

9.0 **ADJOURNMENT TO CLOSED SESSION**

On motion, the meeting adjourned at 11:43 a.m.

S. Shortreed
Chair

A. Bryson
University Secretary

ITEM 2.3 - Business Arising from the Minutes

ACTION: ☐ APPROVAL ☐ INFORMATION ☐ DISCUSSION

EXECUTIVE SUMMARY:

There is no business arising from the minutes of the previous meeting.

ITEM 3.0 - Report of the President

ACTION: ☐ APPROVAL ☒ INFORMATION ☐ DISCUSSION

EXECUTIVE SUMMARY:

A. Shepard, President and Vice-Chancellor, will provide a verbal update.

ATTACHMENT(S):

[Report of the President](#)

REPORT OF THE PRESIDENT

To: Board of Governors

From: Alan Shepard

Date: January 30, 2025

Re: Quarterly report for February 2025

Dear Members of the Board,

Following are some noteworthy developments since my last quarterly report for the Board meeting of November 14, 2024.

International study permit Provincial Attestation Letter (PAL) allocations: the Ministry of Colleges and Universities has set the allocations for international study permit applications for 2025. There was a 23% overall reduction in the number of PAL allocations across Ontario and as of January 2025, international graduate students and high school students studying in Canada now also fall under the cap, among other new regulations. Western has received its allocations and is developing a strategy to optimize our admission and commitment plan.

Enrolment: Final 2024-2025 enrolment numbers as reported to the Ministry are below:

- Western and Affiliated University Colleges total full-time enrolment: 42,971
- Constituent University full-time enrolment: 37,868
 - Undergraduate: 29,218
 - Graduate: 7,221
 - Other: Medical Residents: 1,048; Concurrent Programs: 381
- International full-time enrolment Western and Affiliated University Colleges: 5,445
- International constituent university full-time enrolment: 4,661

Western ranked fourth in Canada, top 30 globally for sustainability: Western remains among the top 2% of universities in the world in the QS 2025 Sustainability Ranking released in December. The ranking featured nearly 1,800 universities, including 32 institutions in Canada.

Climate and Sustainability Strategy: The President's Advisory Committee on the Environment and Sustainability (PACES) is leading the development of a [new climate and sustainability strategy](#). Community consultation will take place throughout winter and spring 2025.

EDIDA plan launched: Western's new equity, diversity, inclusion, decolonization, and accessibility strategic plan, [Advancing Inclusive Excellence](#), was launched on December 4, 2024. The plan includes a [companion guide and planning tool](#) for faculty and staff.

Moscovich Recital Hall named in honour of \$2.5 million gift: Professor Emeritus Jim Moscovich and Barbara Moscovich, MA'68, Dip'71 created The Moscovich Fund for Innovation in Music to support visiting artists and artists-in-residence programming. The Don Wright Faculty of Music celebrated their gift by naming a recital hall in their honour in November.

Significant gift extends doctor's legacy: the late John Sangster (MD'67, MClSci'84), remembered for his passion for patient-centered care, research-based practice, and the education of future physicians, was honoured through the naming of the Dr. John F. Sangster Atrium in the Western Centre for Public Health and Family Medicine. The naming followed a generous gift from his wife, Toulia Gerace (BScN'75, MSc'95), acting on her husband's wishes.

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

- Named to the Order of Canada:
 - **Tricia Smith** (LLD'23), Officer
 - **Sandy Buchman** (BA'77), Member
 - **R. Douglas Elliott** (BA'79), Member
 - **Lorin MacDonald** (JD'09), Member
 - **V. Kumar Murty** (DSc'23), Member
 - **Colin R. Clarke** (Music student 1998-2002), Member
- Named to the Order of Ontario:
 - **Hon. Todd L. Archibald** (BA'74, Huron)
 - **Brian Gover** (BA'78, LLB'81)
 - **Catherine Karakatsanis** (BESc'83, MESc'91, LLD'23)
 - **Juliana Sprott** (BA'97)
- Named to the Mayor's New Year's Honour List:
 - **Claire Crooks** (Education)
 - **Clark Bryan** (BMus'90, MMus'92)
 - **Maureen Spencer Golovchenko** (BA'77, King's)
- **Julian Birkinshaw** (Ivey) named recipient of the 2025 *Academy of Management (AOM)* International Management Division Hyundai Motor Eminent Scholar Award.
- **Abdallah Shami** (Engineering) and **Rajiv Varma** (Engineering) elected as Fellows of the *IEEE (Institute of Electrical and Electronics Engineers)*.
- **T.K. Sham** (Science) awarded the 2025 *Chemical Institute of Canada* Medal, the organization's top award, recognizing outstanding contributions to chemistry or chemical engineering in Canada.

- **Johanna Blacquiere** (Science) awarded the 2025 Strem Award for Pure or Applied Inorganic Chemistry from the *Chemical Institute of Canada*.
- **James Grier** (Music) named President-Elect of the Academy of Arts and Humanities for the *Royal Society of Canada* (November 2025-November 2028).
- Graduate students **Maximilian Vovk, Dakota Cecil, Ian Chow, and Simon Van Schuylenbergh** (Science) won the “Best Use of Science Award” and were among 10 winning entries out of 15,444 teams in the NASA Space Apps Challenge.
- **Matt Bogoroch** (HBA'18, MSc'19), **Kiara Botha** (HBA'20, MSc'21), **Nadia Ladak** (HBA'20), **Harit Sohal** (HBA'20), and student **Shirley Zhong** (Ivey/Engineering) named to the *Forbes Magazine* 30 Under 30 North America list.
- Student athlete **Jackson Findlay** (Schulich) named to U SPORTS top eight Academic All-Canadians.
- **Mitch Frazer** (LLB'99) received a King Charles III Coronation Medal.
- **Seema Jain** (BSW'97 King's) appointed Judge of the Superior Court of Justice of Ontario, Family Court.

Leadership updates:

Jeff Hutter has been appointed Acting Deputy Provost, beginning January 1, 2025, until June 20, 2026.

Shaun Boe has been selected as the next Dean of the Faculty of Health Sciences, effective April 1, 2025.

Stephanie Hayne Beatty has agreed to serve as Acting Vice-Provost (Students) for the period of July 1, 2025 through to June 30, 2026 while John Doerksen is on a one-year study leave.

Review/Selection Committees are underway for the Deans of Law and Information & Media Studies, for the Vice-Provost (Academic Planning, Policy & Faculty), and for the Vice-Provost & Associate Vice-President (Indigenous Initiatives).

ITEM 4.1(a) - Key Financial Indicators Report

ACTION: ☐ APPROVAL ☒ INFORMATION ☐ DISCUSSION

EXECUTIVE SUMMARY:

This report summarizes the key financial indicators being used to report certain elements of the University's financial position to the various committees of the Board of Governors throughout the year. The information presented is primarily historical; unless otherwise noted the information reflects the most recent fiscal period ending April 30th. The summarized data is presented to assist board members with their fiduciary responsibility.

The indicators have been broken into four categories:

- Policy Compliance
- Financial Health/Sustainability
- Stewardship & Monitoring
- Performance

There are no indicators for which the historical value, or the trends require immediate attention. Western has continued sound financial planning and management.

ATTACHMENT(S):

[Key Financial Indicators – Dashboard](#)

[Appendix 1: Detailed Key Financial Indicators Report](#)

KEY FINANCIAL INDICATORS - DASHBOARD

TYPE OF INDICATOR	FREQUENCY & GOVERNANCE	PERFORMANCE MEASURE	TARGET/ MAXIMUM	OUTCOME
POLICY COMPLIANCE Capital Debt Policy 2.30	Semi-Annual Report on Capital Debt (P&F - November, April)	Compliance Ratios: Net Assets-to-Debt Ratio Debt Burden Floating rate debt between 0% - 50% of total debt Monitoring Ratios: Debt per FTE Student Debt to Revenues available for repayment Sinking Fund - Target 50% Debenture repayment by 2047/2057	> 0.5X 5% 0-50%	<u>Actual at April 30/24:</u> 5.4 1.7% 0% \$ 7,920 23% \$47.8M
FINANCIAL HEALTH / SUSTAINABILITY MCU University Financial Accountability Framework Primary Reserve Ratio (days) Working Capital Ratio Viability Ratio Debt Ratio Debt to Revenue Ratio Interest Burden Ratio Net Income/Loss Ratio Net Operating Revenues Ratio Credit Rating (S&P External) MCU Action Plan	Annual (Audit Committee - Sept) Annual (Audit Committee - Sept) Annual (Audit Committee - Sept) Annual (Audit Committee - Sept) Annual (Audit Committee - Sept) Annual (Audit Committee - Sept) Annual (Audit Committee - Sept) Annual (Audit Committee - Sept) Annual (Audit Committee - Sept) Annual (Audit Committee - Sept)	<i>Category Metric Definition</i> Liquidity Expendable Net Assets / Total Expenses * 365 Liquidity Current Assets / Current Liabilities Sustainability Expendable Net Assets / Long-term Debt Sustainability Total Liabilities - Deferred Capital Contributions / Total Assets Sustainability Long-term Debt / Total Revenue Sustainability Interest Expense / Total Expenses - Depreciation Performance Total Revenues - Total Expenses / Total Revenues Performance Cashflow from Operating Activities / Total Revenues	(Med. Threshold) >90 >1.25 >60% <35% <35% <2% >1.5% >7%	<u>Actual at April 30/24:</u> 440 4.40 557.2% 26.7% 18.7% 1.1% 13.6% 12.8% AA Positive: February 2024 No Action
STEWARDSHIP & MONITORING Statutory Financial Statements Audit Findings Report Operating Reserve Carryforward Analysis Report Report on Major Strategic Opportunities Fund Report on Endowments Ratio on Non-endowed Funds (also an indicator of Financial Health) Report of the Investment Committee Deferred Maintenance Employee Future Benefits	Annual (Audit Committee - Sept) Annual (Audit Committee - Sept) Annual (Audit Committee - Sept) Annual Budget (P&F - April) Annual (Audit Committee - January) Annual (P&F November) Annual (P&F November) Semi-Annual Report on Non-Endowed Funds (P&F - November, June) Quarterly (P&F Nov, Jan, June) Annual Budget (P&F - April) Annual Budget	Approval of Combined Financial Statements Pension Financial Statements for information External auditors report to the Audit Committee. Minimum target set by Board Carryforward Analysis - Carryforward Reserve Report on Major Strategic Opportunities Fund performance and policy compliance Endowment Performance Allocation for spending Underwater Endowments # Underwater Endowments \$ Target Ratio of Investments to Obligations Performance of investment portfolio and recent activities CAUBO report calendar year end Rank - Total Endowment per CAUBO Investment Survey Rank - Total Investment Pools per CAUBO Investment Survey Comparison annually to 2% target Reported through the annual operating budget	N/A N/A N/A \$7.5M 2023 \$235.7M Min \$100M 3.4% \$38.0M 52 \$2.2M 1.08 at 12/31/22 8 5 2.0% 2023 \$420.7M	Unqualified Audit Opinion Unqualified Audit Opinion No recommendations \$51.5M 2024 \$219.7M \$432.9M 11.4% \$42.6M 5 \$1.8M 1.27 See Appendix 1 at 12/31/23 8 5 Budget 1.6% \$408.7M
PERFORMANCE Financial Report (Operating Budgets) Statutory Financial Statements - Combined Ancillary Financial Report Fundraising	Semi-Annual (P&F - January, June) Annual (Audit Committee - September) Semi-Annual (P&F - January, June) Quarterly Fundraising Report (BoG)	Actual versus budget Surplus/(Deficit) - April 2024 - as presented in June 2024 Excess of revenues over expenses - April 2024 - Combined entities Actual versus budget Revenues over Expenses for Student Fee Funded units, Ancillaries, Academic Support Units and Associated Companies - April 2024 - as presented in June 2024 Performance against fundraising targets (2023-24)	Budget \$9.7M 2023 \$116.5 \$14.0M \$85.0M	Actual \$9.9M 2024 \$219.5 \$16.2M \$91.7M

APPENDIX 1

Key Financial Indicators

CAPITAL DEBT POLICY 2.30

The Capital Debt Policy and Capital Debt Guidelines define the responsibilities for the approval of capital debt, guide maximum limits on the amount of capital debt and outline the system of accountability.

Administration reports semi-annually through the Property & Finance Committee to the Board of Governors on:

- Current and projected debt levels
- The amount of current debt that is on a floating rate basis and on a fixed rate basis
- The term of each loan
- The notional amount of non-endowed funds that have been set aside for the purpose of principal and interest repayment
- Compliance with the debt ratios provided in Procedures related to Capital Debt

The semi-annual Report on Capital Debt informs the Property & Finance Committee about the impact that newly approved and proposed projects will have on the level of capital debt and on the debt ratios.

This Policy is also closely monitored by Standard & Poor's as part of their annual credit rating review of the University.

RATIO REPORT ON NON-ENDOWED FUNDS

Administration reports semi-annually on the ratio of total investments to total obligations for non-endowed funds. The total obligations reflect funds that are owed to University accounts and other creditors. The Board target for this ratio is an average of 1.08 over the previous 12 quarters. At April 30, 2024, the ratio of investments to obligations for non-endowed funds was 1.27. When this ratio falls below 1.08, draws from non-endowed funds cease until the target ratio is reached as part of an approved annual budget.

CREDIT RATING

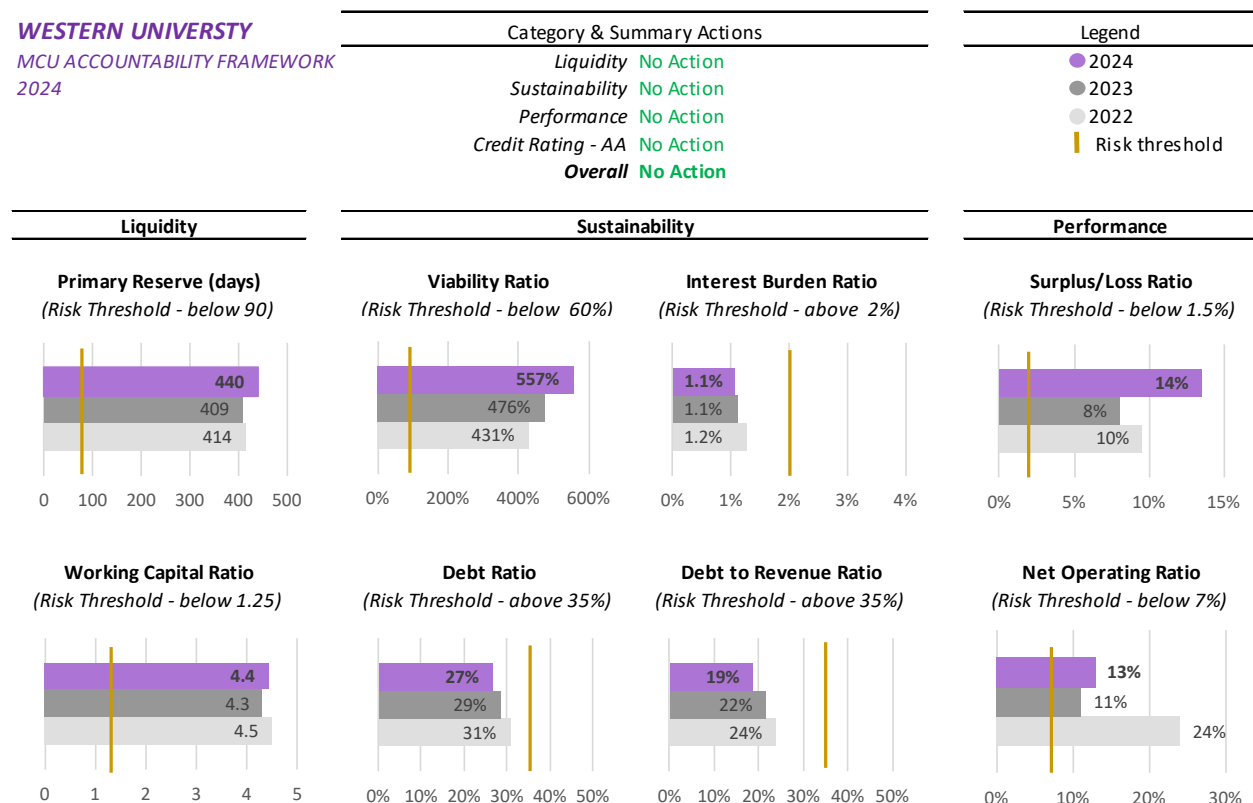
Standard & Poor's measures financial health using a variety of indicators. The most recent credit rating review was issued February 21, 2024, which maintained Western's AA credit rating, and revised the outlook from stable to positive. Standard & Poor's continued to highlight Western's strong fundamentals, including our strong enterprise and financial profile.

FINANCIAL SUSTAINABILITY METRICS

MCU University Financial Accountability Framework

The University reports annual financial sustainability metrics to the Ministry of Colleges and Universities (MCU) through the Council of Ontario Universities. Beginning in 2023, Western has reported using the Ministry's Accountability Framework, which includes eight financial health metrics and the University's credit rating. The metrics are grouped across categories of liquidity, sustainability and financial performance. Thresholds are set for each category that result in specific actions for a reporting university if thresholds are surpassed. The MCU confirmed Western's reporting of a 'No Action' result for the year ended April 30, 2023. Western has reported its April 30, 2024, results through the Council of Ontario Universities in December 2024, and expect a 'No Action' result to be confirmed for the reporting period in early 2025.

The following summarizes the current period (2024) and past two periods of ratios for the accountability framework.



While Western expects a 'No Action' result for the 2024 reporting period, a quick summary of the results from all Ontario institutions notes the following: no action (7), low action (9), medium action (6), high action (1). The results are relatively consistent with 2023.

Factors that could impact Western future reporting results are weakening surplus/loss and net operating ratio in the Performance category because of changing revenues.

MCU Framework Details

Category	Ratio	Definition	Weight	Medium Threshold	High Threshold
Liquidity	Primary Reserve Ratio (Days)	Expendable Net Assets / Total Expenses * 365	50%	90	30
Liquidity	Working Capital Ratio	Current Assets / Current Liabilities	50%	1.25	1
Sustainability	Viability Ratio	Expendable Net Assets / Long-term Debt	25%	60%	30%
Sustainability	Debt Ratio	Total Liabilities - DCC / Total Assets	25%	35%	55%
Sustainability	Debt to Revenue Ratio	Long-term Debt / Total Revenue	25%	35%	50%
Sustainability	Interest Burden Ratio	Interest Expense / Total Expenses - Depreciation	25%	2%	4%
Performance	Net Income\Loss Ratio	Total Revenues - Total Expenses / Total Revenues	50%	1.50%	0%
Performance	Net Operating Revenues	Cashflow from Operating Activities / Total Revenues	50%	7%	2%

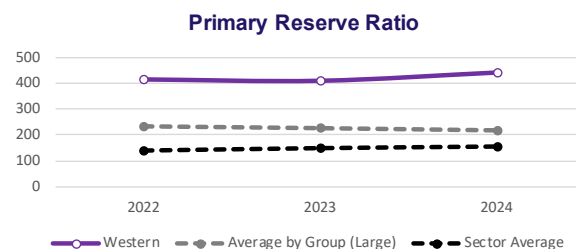
Financial indicators – Details and comparison to other Large Institutions

Note that comparable financial data for universities categorized as “large” has been provided (with identifying information removed). Based on agreement within the sector, this financial information remains strictly confidential and is not to be further distributed.

Primary Reserve Ratio

The Primary Reserve Ratio is a measure of financial viability that compares expendable net assets to total expenses and provides an indication of an institution's financial strength and flexibility by determining how many days an institution could function using only its financial resources that can be expended without restrictions. *Expendable Net Assets* include unrestricted surplus (deficit), internally restricted net assets and internally restricted endowments, adjusted for employee future benefits, investment in capital assets and sinking funds.

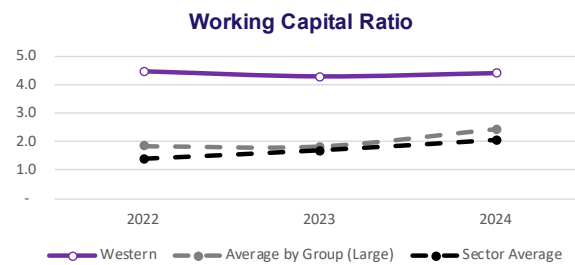
Institution	2022	2023	2024
1	274	257	248
2	139	129	127
3	319	319	26
4	59	50	313
5	234	236	234
6	200	191	148
Western	414	409	440
Average by Group (Large)	234	227	219
Sector Average	141	151	157



Working Capital Ratio

The *Working Capital Ratio* is a measure of liquidity that compares current assets to current liabilities and is typically used to determine whether the institution's liquid assets can fund the liabilities over the next year. This is a non-traditional measure to assess an institutions financial strength, as many institutions may carry near-liquid resources as investments, which may not be accounted for as current in the financial statements.

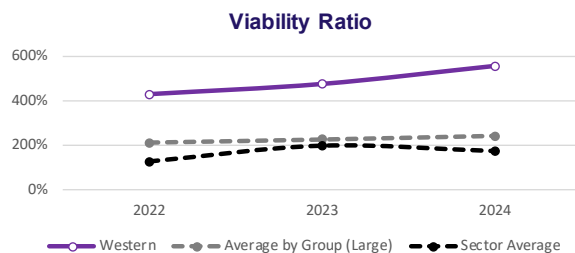
Institution	2022	2023	2024
1	2.7	2.8	4.0
2	1.2	0.7	0.6
3	0.7	0.7	3.2
4	1.5	1.6	1.8
5	1.4	1.4	1.8
6	1.0	1.4	1.1
Western	4.5	4.3	4.4
Average by Group (Large)	1.9	1.8	2.4
Sector Average	1.4	1.7	2.1



Viability Ratio

The *Viability Ratio* is a basic determinant of an institution's financial health, as it provides an indication of the funds on hand that can be used should an institution need to settle its long-term obligations. It is calculated as *Expendable Net Assets* over *Long-Term Debt*. *Expendable Net Assets* are defined above under *Primary Reserve Ratio*. *Long-Term Debt* is total external long-term debt as disclosed in the institution's financial statements without adding the current portion.

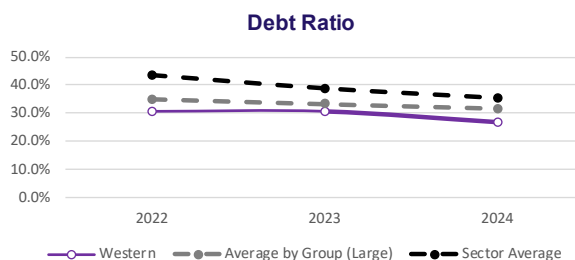
Institution	2022	2023	2024
1	204%	211%	223%
2	72%	74%	78%
3	421%	459%	16%
4	31%	28%	499%
5	N/A	N/A	N/A
6	113%	114%	96%
Western	431%	476%	557%
Average by Group (Large)	212%	227%	245%
Sector Average	127%	199%	175%



Debt Ratio

The *Debt Ratio* is a measure of sustainability that compares the total liabilities, less deferred capital contributions to assets. This is a measure of how much leverage has been placed on the assets of the institution and is a non-traditional measure for the university sector. Deferred capital contributions are not included in total liabilities, as they are not a true liability of the institution, they are spent and are amortized consistent with the assets they are used to purchase.

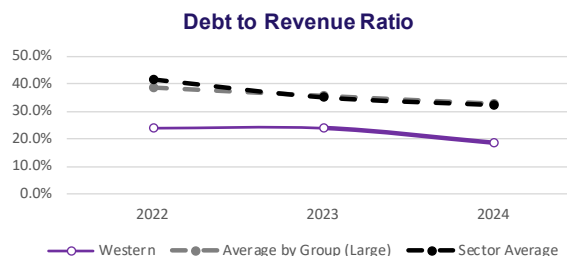
Institution	2022	2023	2024
1	39.1%	38.3%	32.1%
2	36.7%	31.2%	32.6%
3	25.9%	25.1%	35.7%
4	38.1%	39.1%	24.2%
5	39.2%	32.2%	32.3%
6	36.1%	37.2%	39.2%
Western	30.8%	30.8%	26.7%
Average by Group (Large)	35.1%	33.4%	31.8%
Sector Average	43.5%	39.0%	35.6%



Debt to Revenue Ratio

The *Debt to Revenue Ratio* is a measure of sustainability that compares the total long-term debt to total revenues. This is a measure of how of the institutions revenues could be used to support debt repayment. The Debt to Revenue Ratio is a non-traditional measure of sustainability, as many revenues earned are restricted for specific purposes and would not be available for debt repayment.

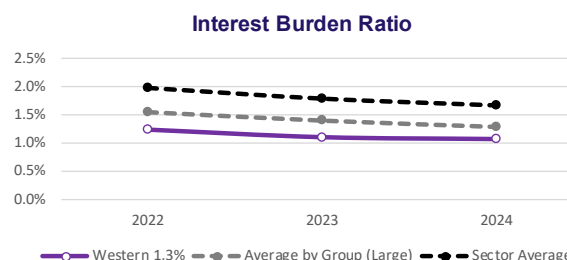
Institution	2022	2023	2024
1	35.1%	29.9%	27.7%
2	56.1%	47.7%	43.5%
3	18.5%	16.6%	44.9%
4	50.5%	49.4%	15.3%
5	N/A	N/A	N/A
6	47.6%	45.3%	44.8%
Western	23.8%	23.8%	18.7%
Average by Group (Large)	38.6%	35.5%	32.5%
Sector Average	41.6%	35.2%	32.4%



Interest Burden Ratio

The *Interest Burden Ratio* is a measure of debt affordability that compares the level of current debt service with the institution's total expenses. It examines the percentage of total expenses used to cover an institution's cost of servicing its debt.

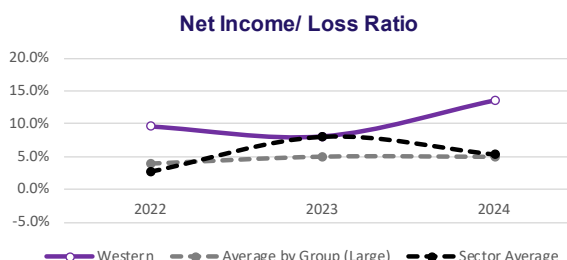
Institution	2022	2023	2024
1	1.7%	1.6%	1.4%
2	2.1%	1.9%	1.7%
3	1.2%	1.1%	2.0%
4	2.2%	2.0%	1.0%
5	0.0%	0.0%	0.0%
6	2.5%	2.3%	1.9%
Western	1.3%	1.1%	1.1%
Average by Group (Large)	1.6%	1.4%	1.3%
Sector Average	2.0%	1.8%	1.7%



Net Income/Loss Ratio

The *Net Income/Loss Ratio* is a financial performance metric that measures the percentage of an institution's revenues that contribute to its net assets. It provides insight into how well an institution can manage its expenses. The objective of this ratio is to track trends in institution's net earnings.

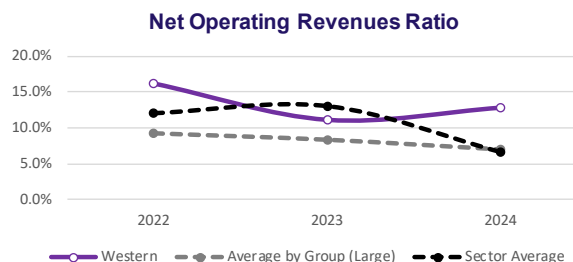
Institution	2022	2023	2024
1	4.4%	10.6%	9.1%
2	-6.5%	-0.4%	2.0%
4	10.9%	12.9%	0.5%
3	1.4%	-1.7%	10.9%
5	4.8%	4.2%	4.9%
6	2.3%	1.6%	-5.9%
Western	9.6%	8.1%	13.6%
Average by Group (Large)	3.9%	5.0%	5.0%
Sector Average	2.7%	8.0%	5.3%



Net Operating Revenues Ratio

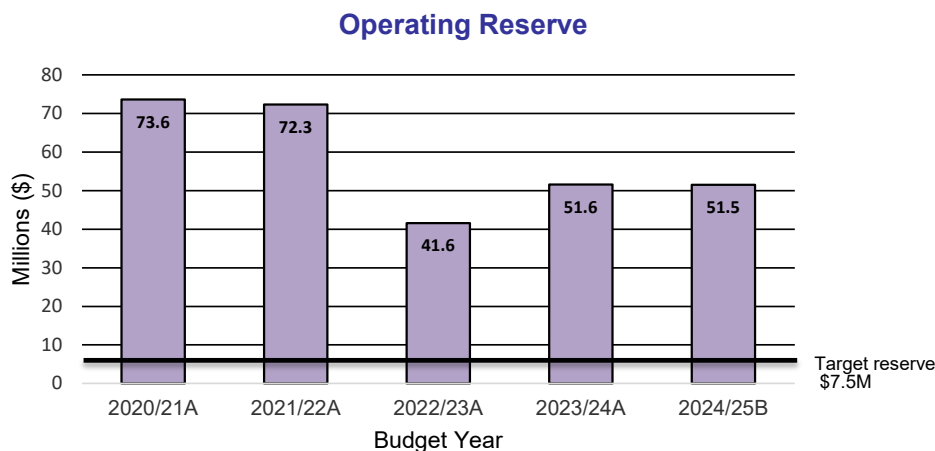
The *Net Operating Revenues Ratio* is a financial performance metric that provides an indication of the extent to which institutions are generating positive cash flows over the long run to be financially sustainable. The ratio is calculated as *Cash Flow from Operating Activities* (from the statement of cash flows) over *Total Revenues* (from the statement of operations).

Institution	2022	2023	2024
1	10.0%	20.0%	12.6%
2	5.1%	5.2%	4.2%
3	23.5%	8.9%	0.2%
4	-10.3%	0.5%	10.0%
5	10.8%	7.7%	4.3%
6	8.8%	4.9%	5.5%
Western	16.3%	11.1%	12.8%
Average by Group (Large)	9.2%	8.3%	7.1%
Sector Average	12.0%	13.0%	6.6%



OPERATING RESERVE

The Board of Governors has set a minimum level for the operating reserve at \$7.5M for the current planning cycle. The 2024/25 operating reserve is budgeted to be \$51.5 million as at April 30, 2025 (as approved in the April 2024 budget).



DEFERRED MAINTENANCE

Deferred maintenance is defined as work on the maintenance of physical facilities that has been deferred on a planned or unplanned basis to a future budget cycle or postponed until funds become available. To avoid increasing the size of the deferred maintenance backlog, it is necessary to carry out replacement of facility components on an annual basis.

A common measure for determining the overall condition of facilities is the ratio of deferred maintenance over current replacement value of the facilities. The calculation as of February 2024, as shown in the 2024-25 Capital Budget was:

DEFERRED MAINTENANCE TO CURRENT REPLACEMENT VALUE

		Non-Residential Buildings	Combined Residences
1	Current Replacement Value (CRV)	\$3,024 million	\$1,102 million
2	Deferred Maintenance (DM)	\$326 million	\$77 million
3	DM/CRV	10.8%	7.0%

Western is a leader among Canadian university in maintaining its facilities and dealing with deferred maintenance. This is partly due to inclusion of maintenance, modernization and infrastructure (MMI) transfer that has been included in the budget since 1995, a strategic decision that has allowed Western to address portions of deferred maintenance annually.

The MMI transfer, coupled with Facilities Renewal Funds received from MCU, will allow Western to budget \$86.2 million for planned maintenance and modernization and infrastructure expenditures in 2024-25, representing 2.6% of the Current Replacement Value of our nonresidential buildings, utilities, and infrastructure.

A target for maintenance expenditures is 2% of Current Replacement Value (CRV) to sustain the condition of our aging facilities. Our ability to achieve the 2% target over the long-term is entirely dependent on Facilities Renewal Funds received from government (MCU), and the MMI transfer. In 2024-25 Western has budgeted to complete maintenance expenditures of 1.6% compared to CRV.

REPORT ON ENDOWMENTS

Annually, a report is provided to the Property & Finance Committee that details the growth of the endowment portfolio and any underwater endowments (current market value of the funds is less than the original donated amount(s)) that exist. The University's policy with respect to management of endowments permits a temporary drawdown of endowment capital on the premise that the funds will recover.

Western administers 2,431 total endowments, with market value of \$1.295 billion as at April 30, 2024. Of the total endowments, 5 representing \$1.85 million that were underwater at that point in time. Three of the 5 endowments are part of a group administered outside of the Investment Payout Policy (MAPP 2.11) in accordance with their original gift terms. These three endowments represent \$1.83 million of the \$1.85 million underwater amount.

The annual return on the Operating & Endowment Fund was 11.4%, net after fees. The allocation for spending from the endowment grew to \$42.6 million in 2024, as reported in the annual financial statements.

REPORT OF THE INVESTMENT COMMITTEE

This report is provided quarterly to the Property & Finance Committee and outlines the performance of the Operating & Endowment Fund as well as recent activities of the Investment Committee. The information below is from the annual CAUBO investment survey, which compares information across all Canadian universities as at December 31.

Capital Markets

The performance of Western's portfolio is a reflection of Western's investment policies, the decisions of the Investment Committee within that policy, the recommendations and implementations of these decisions by staff and the returns that are generated in the capital markets. The table below shows annualized returns as of December 31, 2023.

Annualized returns for periods ending December 31, 2023

	1-Yr	2-Yr	3-Yr	4-Yr	5-Yr	10-Yr
S&P/TSX	11.75%	2.58%	9.59%	8.58%	11.30%	7.62%
S&P 500 (in CAD)	22.91%	3.90%	11.27%	12.51%	14.87%	14.48%
MSCI EAFE (in CAD)	15.07%	2.76%	5.22%	5.39%	7.41%	6.55%
MSCI ACWI (in CAD)	18.92%	2.05%	6.97%	8.74%	10.94%	10.28%
FTSE TMX Bond Universe	6.69%	-2.93%	-2.80%	-0.05%	1.30%	2.42%
FTSE TMX 91-Day T-Bills Index	4.73%	3.26%	2.22%	1.88%	1.82%	1.31%

With the positive market returns of 2023, new gifts and net of the allocation for spending, there was positive growth in our endowments.

Total Endowments

The following table compares the 10 largest Canadian university endowments at the end of 2023 and 2022. As of December 31, 2023, Western had endowments of \$1,104.6 million. Western is the 8th largest Canadian university endowment, unchanged from last year in terms of ranking but up 8% year-over-year. Over the last five years (not displayed in the table), Western endowments have grown by 8.7% compounded annually, which puts the University in 11th place among all Canadian universities in terms five-year endowment growth rates.

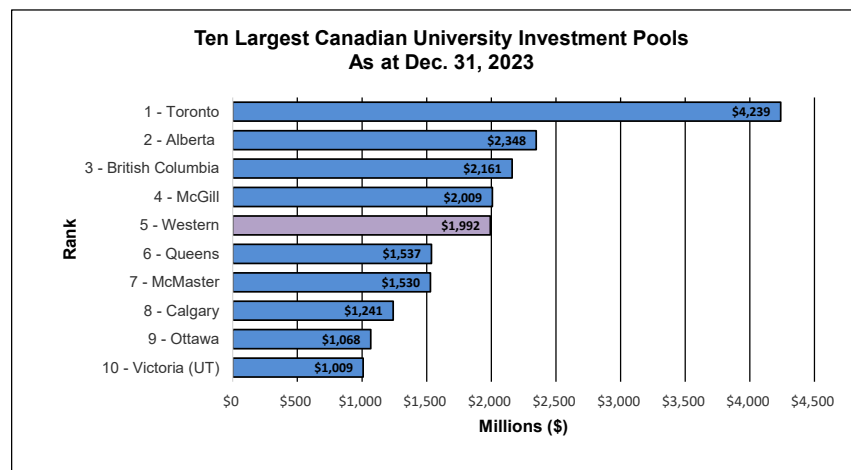
Ten Largest Canadian University Investment Pools As of December 31, 2023

	University	Endowment Value (millions)		% Change
		2023	2022	
1	Toronto	\$3,536	\$3,159	12%
2	British Columbia	\$2,161	\$2,032	6%
3	McGill	\$2,009	\$1,845	9%
4	Alberta	\$1,731	\$1,665	4%
5	Queen's	\$1,537	\$1,388	11%
6	Calgary	\$1,240	\$1,145	8%
7	McMaster	\$1,219	\$1,082	13%
8	WesternU	\$1,105	\$1,022	8%
9	Victoria (UT)	\$1,009	\$989	2%
10	Manitoba	\$988	\$903	9%
		Average change:		8.2%

The change in the value of endowments is the result of investment returns and new donations to endowments, offset by allocations for spending and administrative costs.

Total Investment Pool

As of December 31, 2023, Western had a total investment pool of \$1,992 million, the 5th largest of Canadian Universities. Western's investment pool for comparison to other Canadian universities includes the Operating & Endowment Fund only. The following chart displays the 10 largest Canadian University investment pools at the end of 2023.



Investment Returns

Starting with the 2016 survey, CAUBO now classifies endowments in four groups, based on asset levels. Western is in the group with the largest asset levels, along with 17 other universities. The threshold to be in that group in 2023 was \$541 million in total assets (including both endowment and operating assets). The table below compares Western returns with those of the universities in the same group. Western's performance was in the first quartile in 2023, with a 13.2% return, compared to 12.1% for the median return. Longer-term, performance was in the first quartile for all periods. Compared to the entire universe of university endowments (second table below), Western's returns were in the first quartile over all investment horizons except for the two-year period where it was in the second quartile.

CAUBO Universe of the Largest University Investment Pools Annualized Return as of December 31, 2023

	1-Yr	2-Yr	3-Yr	4-Yr	5-Yr	10-Yr
95 th Percentile	14.6%	6.6%	9.8%	8.2%	10.6%	9.2%
75 th Percentile	13.0%	2.9%	7.1%	7.1%	8.9%	8.3%
Median	12.1%	1.9%	6.1%	6.5%	8.4%	7.6%
25 th Percentile	8.9%	0.9%	4.7%	6.0%	7.8%	7.2%
5 th Percentile	6.3%	0.4%	3.6%	4.3%	6.6%	6.8%
Western	13.2%	2.9%	8.5%	8.5%	10.0%	8.7%

CAUBO Total Universe of University Investment Pools Annualized Return as of December 31, 2023

	1-Yr	2-Yr	3-Yr	4-Yr	5-Yr	10-Yr
95 th Percentile	15.0%	5.8%	8.5%	9.8%	10.1%	8.7%
75 th Percentile	12.5%	3.6%	7.2%	7.2%	8.8%	7.7%
Median	10.5%	2.2%	5.3%	6.3%	7.9%	7.3%
25 th Percentile	8.5%	0.8%	3.7%	5.4%	7.0%	6.5%
5 th Percentile	4.7%	-0.2%	2.6%	2.9%	4.3%	4.6%
Western	13.2%	2.9%	8.5%	8.5%	10.0%	8.7%

MAJOR STRATEGIC OPPORTUNITIES FUND

The Major Strategic Opportunities Fund (MSOF) was established in July 2019, with an initial allocation of \$250 million from undistributed investment returns, to support the strategic objectives of Western. The Fund is subject to a minimum reserve requirement of \$100 million and annual allocations are limited to a minimum of \$10 million and a maximum of \$50 million.

The MSOF value will appreciate or decline over time, as it receives a pro-rata share of the annual investment returns/(losses) from the investment of non-endowed funds in the Operating & Endowment Fund. The value of the MSOF will decline as funds are allocated to strategic initiatives.

A report presenting the value of the MSOF, as well as policy compliance, is provided to the Property & Finance Committee annually. As at April 30, 2024, the value of the MSOF was \$432.9 million.

EMPLOYEE FUTURE BENEFITS

The obligation for employee future benefits is projected by actuarial valuation every three years. In the years between valuations, an extrapolation of the actuarial valuation is used to determine the projected benefit obligations. The most recent actuarial valuation was undertaken as at April 30, 2024.

Employee future benefits are reported in the annual financial statements, which are presented to the Audit Committee annually in September. In addition, employee future benefits form part of the Long-Term Financial Trends analysis of the annual Operating and Capital Budgets, presented to the Property & Finance Committee annually in April.

EMPLOYEE FUTURE BENEFITS (EFB) AS A % OF TOTAL EXPENSES

	Obligation (\$M)	Expense (\$M)	Total University Expenses (\$M)	EFB Expense as % of Total
2020	561.8	21.9	1,183	1.9%
2021	565.3	30.1	1,137	2.6%
2022	478.6	27.6	1,212	2.3%
2023	420.7	23.3	1,323	1.8%
2024	408.7	22.8	1,399	1.6%

FINANCIAL REPORT (OPERATING BUDGETS)

This report is provided to the Property & Finance Committee on a semi-annual basis and tracks budget versus actual revenues, expenses, and operating reserve.

ANCILLARY FINANCIAL REPORT

This report is provided to the Property & Finance Committee on a semi-annual basis and tracks budget versus actual revenues and expenses for Student Fee Funded units, Ancillaries, Academic Support Units and Associated Companies.

FUNDRAISING

This quarterly report is presented to the Property & Finance Committee outlines pledge data for the current and two previous fiscal years and provides a status report on fundraising initiatives.

ITEM 4.2(a) – Revisions to MAPP 2.1 – Gift Acceptance and Rescission of MAPP 2.28 – Gift Valuation

ACTION: ☒ APPROVAL ☐ INFORMATION ☐ DISCUSSION

RECOMMENDED: That, on the recommendation of the Fund Raising and Donor Relations Committee, the Board of Governors approve the revised MAPP 2.1 Gift Acceptance policy, as presented in item 4.2(a);

And,

That, on the recommendation of the Fund Raising and Donor Relations Committee, the Board of Governors rescind MAPP 2.28 - Gift Valuation.

EXECUTIVE SUMMARY:

Karen Bertrand, VP (University Advancement) will provide the outcomes of a review of [MAPP 2.1: Gift Acceptance Policy](#) and [MAPP 2.28: Gift Valuation Policy](#). A small working group of FRDRC members provided feedback on initial proposed revisions to both policies in advance of the January 2025 meeting of FRDRC, such that proposed amendments could be reviewed and approved by FRDRC and the Board in advance of the launch of the campaign.

Changes to make the Gift Acceptance Policy current with contemporary policies were extensive; the key changes are summarized below:

- Components of MAPP 2.28 related to matters of gift acceptance were added to the updated Gift Acceptance Policy.
 - Content in MAPP 2.28 related to valuation were included in a procedure associated with the updated Gift Acceptance Policy.
 - Content in MAPP 2.28 related to fundraising will be added to [MAPP 2.2 Fund Raising and Canvassing](#).
- References to gift valuation will be moved into an associated procedure document.
- The definitions of gift, grant and sponsorship were clarified to align with revenue categories in the General Ledger of the University and with Western Research reporting.
- Included direction on declining a gift.
- Included direction on exceptions to policy.
- Added that gifts are accepted in accordance with university mission and priorities.
- Clarified that the policy applies to all gifts, whether receipted for tax purposes or not.
- Removed section on Naming of Gifts since this is addressed in [MAPP 1.44 Naming Policy](#).

The attached briefing note provides additional information on the policy review process and proposed revisions.

ATTACHMENT(S):

[FRDRC Briefing Note - Gift Policies Review](#)

[MAPP 2.1 – Gift Acceptance Policy](#) (revised with tracked changes)

[MAPP 2.1 – Gift Acceptance Policy](#) (revised clean copy)

[Procedure for MAPP 2.1 Gift Acceptance](#)

[MAPP 2.28 – Gift Valuation](#)

FRDRC Briefing Note Gift Policies Review

Introduction

Western Advancement is the Responsible Office for both the Gift Acceptance and Gift Valuation policies, as delegated by the Board of Governors. As the Responsible Office, it is our responsibility to ensure the policies are up-to-date and in compliance with contemporary legal requirements and best practices.

Increased activity and stakeholder engagement are key components of a campaign's success; however, the importance of having updated, accurate, and easily understandable policies cannot be overstated. Out-of-date policies could expose an organization to risk and result in inconsistencies and inaccuracies that cause confusion.

As noted at the Fundraising and Donor Relations Committee (FRDRC) meeting on September 17, 2024, the Western Advancement team reviewed [MAPP 2.1 Gift Acceptance](#), last reviewed in June 2008 and [MAPP 2.28 Gift Valuation](#), last reviewed in January 2009. The result of that review is an updated MAPP 2.1 Gift Acceptance policy attached to this Briefing Note for your consideration.

Inputs

An independent contractor was hired to assess our current policies and provide an industry comparison against key peers, including University of Toronto, McGill University, McMaster University, Queens University, and University of Alberta.

All peers have some form of a Gift Acceptance Policy, and none have a Valuation Policy, but instead point to the Canada Revenue Agency (CRA) for guidance on matters related to valuation.

Western Advancement reviewed each section of the Western Gift Acceptance and Gift Valuation policies alongside the industry comparators to formulate proposed changes for further review and consultation. These changes align with any recommendations made in the new Campaign Counting Guidelines, and have been reviewed by Financial Services, Legal Services, Western Research, Secretariat's Office, the Office of EDI and the Office of Indigenous Studies. The President's Group, Campaign Co-Chairs and the FRDRC policy working group, have also reviewed the updated Gift Acceptance Policy.

Recommendations

Changes to make the Gift Acceptance Policy current with contemporary policies were extensive, so the key changes are summarized below.

- Dissolve [MAPP 2.28 Gift Valuation Policy](#).
 - Components of MAPP 2.28 related to matters of gift acceptance were added to the updated Gift Acceptance Policy.
 - Content in MAPP 2.28 related to valuation were included in a procedure associated to the updated Gift Acceptance Policy.
 - Content in MAPP 2.28 related to fundraising will be added to [MAPP 2.2 Fund Raising and Canvassing](#).
- Move references to gift valuation into an associated procedure document.
- Clarify the definitions of gift, grant and sponsorship to align with revenue categories in the General Ledger of the University and with Western Research reporting.
- Include direction on declining a gift.
- Include direction on exceptions to policy.
- Add that gifts are accepted in accordance with university mission and priorities.
- Clarify the policy applies to all gifts, whether receipted for tax purposes or not.
- Remove section on Naming of Gifts since this is addressed in [MAPP 1.44 Naming Policy](#).

Impact of Revisions

Impacts of the proposed revisions to the Gift Acceptance Policy are as follows.

- Improved clarity and consistency in decision-making related to gift acceptance.
- Aligned the updated Gift Acceptance Policy with MAPP 2.2 Fundraising and Canvassing, MAPP 1.44 Naming Policy and the new Campaign Counting Guidelines for streamlined and more efficient decision-making.
- Increased ability to quickly adapt to related changes in current law or regulation, such as those from CRA or related to individual privacy.
- Improved consistency of interpretation of this policy in relation to the General Ledger.
- Clarified the basis upon which decisions will be made regarding declining a gift or making exceptions to accepting a gift.
- Tied gift acceptance to the university mission and priorities.

POLICY 2.1 – Gift Acceptance

Policy Category: Financial

Subject: Gift Acceptance

Subsections: Purpose, Definitions, Principles, Authorization and Documentation, Compliance, Restriction on Gifts, Minimum Endowment Amounts, Corporate Sponsorships, Grants, Donor Conflicts of Interest, Declining a Gift, Receipts, Gift Valuation, Responsibility to Donors

Approving Authority: Board of Governors

Responsible Officer: Vice-President (University Advancement)

Responsible Office: University Advancement

Related Procedures: Gift Acceptance and Valuation

Related University Policies: 1.12 Advertising and Commercial Activity
1.44 Naming Policy
1.49 Contract Management and Signing Authority
1.57 McIntosh Gallery Collections Policy
1.9 Naming of Campus Buildings, Physical Structures and Space
2.2 Fund Raising and Canvassing
2.10 Student Scholarships, Awards and Prizes
2.11 Investment Payout
2.20 Donation of Funds by Employees for the Acquisition of Equipment in support of Employment Responsibilities
2.22 Funding of Academic Chairs, Professorships and Designated Faculty Fellowships
2.29 Investigator-Vendor Conflict of Interest
3.4 Conflicts of Interest
7.0 Responsible Conduct of Research
7.1 Sundry Donations for Research
7.8 Signing Authorities for Research Grants, Contracts and Agreements

Effective Date: ~~[TBD]~~ June 24, 2008

Revised: ~~Supersedes: —~~ June 24, 2008; January 26, 2006

I. PURPOSE
INTRODUCTION

POLICY 2.1 – Gift Acceptance

~~For the purpose of this policy, The University of Western Ontario is referred to as “Western,” and the governing body of The University of Western Ontario is referred to as “the Board.”~~

~~This policy is intended to guide the University community Western’s professional staff, volunteers and Board members on matters of gift Gift acceptance and is to be used in conjunction with the Gift Valuation Policy 2.28 and Naming Policy 1.44 as approved by the Board.~~
valuation. This Policy applies to:

- (i) all Gift acceptance conducted by the University, including every unit of the University or by any person authorized by or representing the University; and
- (ii) all Gifts to the University, whether or not a donor is eligible for or seeking an official Tax Receipt or Business Receipt.

II. DEFINITIONS

Board: The Board of Governors of the University.

Business Receipt: A form of receipt from the University acknowledging acceptance or receipt of items that are not eligible for a Tax Receipt. Business Receipts are clearly distinguished from the Tax Receipts issued to acknowledge a Gift.

Endowed Gift: A type of Gift where the University, as trustee, receives money or property from the donor to hold and invest in perpetuity in order to generate income and an allocation for spending for use in support of a purpose or object of the endowment. An Endowed Gift may be governed by terms in a donation agreement, last will and testament, or trust deed.

Expendable Gift: A Gift that is fully available for expenditure by the University over time.

FRDRC: The Fundraising and Donor Relations Committee of the Board.

Gift: A Gift, under common law, is a voluntary transfer of property at arms-length without any consideration or expectation of return or compensation. A Gift may or may not be eligible for a Tax Receipt. When the University receives a Gift, it will deem whether it is eligible for a Tax Receipt.

Grant: A contribution of financial assistance awarded to the University based on specific criteria in an application, award, agreement or contract. Typically, from corporations and foundations, the grantor places controls on the use of the funding such that it does not meet the definition of a Gift.

The following factors are normally indicative of a Grant:

- A formal external, competitive application form or process that requires the submission of a detailed proposal outlining the project, its objectives, budget and expected outcomes.
- The grantor has control of the use of funding which may include permission to change the budgeted use of funds and/or requiring that unused funding be returned at the completion of the project. This is often outlined in the letter/contract accompanying notification of a successful application.

POLICY 2.1 – Gift Acceptance

- Frequently includes direction on standard eligible and ineligible expenses (e.g. grantor driven overhead or the inclusion of indirect costs).
- May include a transfer of intellectual property to the grantor.
- Reporting (e.g. financial) may be required and may include commitments to the grantor.
- No Tax Receipt is issued to a Grantor.

Restricted Gift: A Gift whose use is restricted by the donor.

Tax Receipt: An official donation receipt for tax purposes as per the Canadian Revenue Agency. A Tax Receipt may be provided by the University for Gifts and is subject to particular requirements under the Income Tax Regulations, including identification that it is an official receipt for income tax purposes.

University: The University of Western Ontario operating as Western University.

Unrestricted Gift: A Gift that may be used for any legal purpose as determined by the University.

III. POLICY

1.00 PRINCIPLES

All Gift acceptance shall be conducted in accordance with the following principles:

- (i) Gifts must not jeopardize the University's registered charitable status.
- (ii) The University values and will protect its integrity, autonomy, reputation, and academic freedom. It does not accept Gifts when acceptance would compromise these fundamental values.
- (iii) The University will not accept Gifts, enter into business relationships or accept external support that will knowingly compromise its public image or commitment to its academic mission and the University's essential values, as articulated in its strategic documents. This includes University values around Indigeneity, equity, diversity, inclusion, accessibility and anti-racism.
- (iv) Gifts must be provided solely to benefit the University without the express or implied expectation that the donor will receive anything more than recognition as a result of such support. This means that:
 - all Gifts must be made independent of all appointment, scholarship, and employment decisions;
 - all Gifts must be made independent of student admission and curriculum decisions;
 - all Gifts must be made independent of decisions about the procurement of goods and services; and
 - all Gifts must be made independent of any ownership or rights to any outcomes of the donation (i.e. research results).
- (v) The University will not accept Gifts that expose the University to unacceptable risk or liability. This means that:
 - Gifts should not be difficult or costly to administer or hold;

POLICY 2.1 – Gift Acceptance

- Gifts may not be funded through illegal or unethical activities; and
- the legal or moral authority of the transferor to convey the Gift should not be in question.

2.00 AUTHORIZATION & DOCUMENTATION

~~1.00 Authorization~~

The Division of University Advancement, under the direction of the Vice-President (University Advancement), has the authority and responsibility to develop operational guidelines and procedures to support the Gift acceptance and valuation process, in compliance with this Policy. The Vice-President (University Advancement) is responsible for ensuring that the University Gift acceptance and valuation process is compliant with this Policy.

2.1 Agreements

Subject to Section 2.2, University Advancement, the Development Office and other units or individuals designated by the Vice-President (University Advancement), **in writing**, are authorized by the Board to **review**, negotiate **and approve** ~~g~~Gifts and ~~create gift~~**finalize** agreements with prospective donors. All ~~G~~gifts will be authorized by the Vice-President (University Advancement) or ~~his/her~~**their** designate.

All ~~gift~~agreements, including documentation relating to the administration of estates, will be signed by the Vice-President (University Advancement) or designate ~~as per~~ **University Policy 1.49 Contract Management and Signing Authority**.

2.2 2.00 Types of Gifts Accepted Special Approvals

~~Western encourages and solicits contributions of cash, publicly traded securities, and personal and real property, either as outright gifts or through planned gift vehicles that are acceptable to Canada Revenue Agency and the laws of the Province of Ontario. Planned gift vehicles include, but are not limited to, bequests, life insurance policies, charitable gift annuities, charitable remainder trusts, gifts of residual interest, and gifts of retirement benefits.~~

In rare circumstances, ~~From time to time~~, donors may make ~~gifts~~ **Gifts** to the University that have aspects or characteristic that do not conform with other current University policies. ~~—for example, the University investment policy.~~ These ~~gifts~~ **Gifts** will be reviewed **and are subject to approval** by the President, on a case-by-case basis, and will be subject to the approval of the committee or governing body responsible for oversight and approval of the areas of non-conformity. ~~—for example, in the case of non-conformity with the University investment policy, the gift would be subject to approval by the University Investment Committee.~~ In approving these ~~gifts~~ **Gifts**, consideration will be given to opinion of **FRDRC**, ~~the Fund Raising & Donor Relations Committee~~, the size of the ~~gift~~ **Gift**, its impact at the University, **including on its reputation** and the financial liability (if any) to the University ~~raised by the gift~~. Case-by-case decisions will not be considered as setting precedent for the next occasion.

Despite the foregoing, any ~~g~~Gifts entailing potential material financial liability, **reputational or ethical concerns**, or placing unusual conditions on **the University** ~~Western~~ must be referred directly to the Board for approval. ~~The Development Office may, at its discretion, bring to the Board other gift agreements, or proposals, as appropriate, or as required by other University policies.~~

POLICY 2.1 – Gift Acceptance

The following **g**Gifts, whether outright or deferred, must be reviewed and approved by **both** the Vice-President (University Advancement) **and the Vice-President (Operations and Finance)**: **g**Gifts of real estate, shares in privately-owned companies, and property interests not readily negotiable or valued.

~~Any gifts entailing potential material financial liability or placing unusual conditions on Western must be referred directly to the Board for approval. The Development Office may, at its discretion, bring to the Board other gift agreements, or proposals, as appropriate, or as required by other University policies.~~

~~From time to time, donors may make gifts to the University that have aspects or characteristic that do not conform with other current University policies—for example, the University investment policy. These gifts will be reviewed by the President, on a case by case basis, and will be subject to the approval of the committee or governing body responsible for oversight and approval of the areas of non-conformity—for example, in the case of non-conformity with the University investment policy, the gift would be subject to approval by the University Investment Committee. In approving these gifts, consideration will be given to opinion of the Fund Raising & Donor Relations Committee, the size of the gift, its impact at the University and the financial liability (if any) to the University raised by the gift. Case by case decisions will not be considered as setting precedent for the next occasion.~~

~~Outright gifts of cash, publicly traded securities, gifts in-kind, gifts in purchase discount, gifts in service, bequests, life insurance, reinsured gift annuities, gifts of retirement benefits, residual interest gifts, charitable remainder trusts, realized estates, and sponsorships do not require approval by the Board.~~

~~3.00 — Gift Valuation~~

~~All gifts shall be valued and receipted in accordance with the Gift Valuation Policy 2.28, as approved by the Board.~~

~~4.00 — Charitable Gift Annuities~~

~~It is not the practice of the University to manage gift annuities, but rather to purchase reinsured gift annuities from life insurance companies.~~

~~5.00 — Charitable Remainder Trusts~~

~~Western can serve as trustees of charitable remainder trusts at the request of the donor. If preferred, donors may also select a trust institution, or other qualified trustee, to manage the trust.~~

~~6.00 — Asset Management~~

~~All assets held by the University are invested in accordance with policies established and approved by the Board.~~

3.00 COMPLIANCE

The University must comply with all applicable federal and provincial legislation. As a registered charity, the University shall comply with the Income Tax Act and CRA guidelines, including those addressing receipting and valuation of Gifts.

Where a disparity between this Policy and federal and provincial laws occurs, federal and provincial laws will prevail.

The University must comply with all related University policies and procedures when accepting Gifts and conducting fundraising activities, unless special approval is granted under Section 2.2.

POLICY 2.1 – Gift Acceptance

4.00 RESTRICTIONS ON GIFTS

The University solicits and accepts Gifts for priorities that are approved in accordance with established procedures for University planning and University initiatives.

Direction of Gifts

~~All donors can~~ Donors may choose to have their gGift ~~fully expended or endowed, and can direct their gift restricted~~ to a specific faculty/department or project. The ~~restrictions on~~ the use of the gGift may affect whether it can be expended or endowed. ~~On rare occasions, a gift may be declined as a result of the restrictions on the gift.~~

A Restricted Gift may be declined as a result of restrictions placed on the Gift, including but not limited to terms that make the award of a scholarship unlikely or a requested investment of the endowment contrary to University investment policies as they may exist from time to time.

5.00 MINIMUM ENDOWMENT AMOUNTS

Generally, the University will only accept Endowed Gifts in accordance with minimum endowment amounts as may be established by the University from time to time to ensure an appropriate level of annual support for the intended purpose.

6.00 CORPORATE SPONSORSHIPS

University Policy 1.12 Advertising and Commercial Activity governs the acceptance of corporate sponsorships.

7.00 GRANTS

Grants can be for research or non-research purposes. University Policy 7.0 Responsible Conduct of Research and 7.8 Signing Authorities for Research Grants, Contracts and Agreements governs the definition and acceptance of research Grants.

If a Grant is for non-research purposes, such Grant shall be valued in accordance with the practices established by University Advancement from time to time and until such time as a policy is established by the Board on the acceptance and valuation of non-research related Grants.

8.00 DONOR CONFLICTS OF INTEREST

A donor conflict of interest arises where the donor has or could be seen to have the opportunity to use the Gift, or influence derived from the Gift, to improperly benefit themselves or another person, or where the Gift could result in undue donor influence or control of University spending.

A donor will not have (and shall disclose) any conflict or potential conflict of interest between the donor and the University at the time the Gift is made. Failure by the donor to disclose any conflict, or potential conflict, of interest may result in the termination of any agreement at the discretion of the University.

Where a University employee wishes to make a gift specific to equipment in their employment area, the conditions in Policy 2.20 must first be satisfied.

9.00 DECLINING A GIFT

POLICY 2.1 – Gift Acceptance

The University's solicitation and acceptance of Gifts is informed by and consistent with priorities and interests established by the University.

While the University invites Gifts, it reserves the right to refuse Gifts that require conditions, restrictions or expenditures that the University deems unacceptable.

Notwithstanding any other provision of this Policy, the Board and its delegates may decline a Gift in any circumstance if it is not in accordance with the principles of this Policy.

10.00 RECEIPTS

Only the Division of University Advancement may issue Tax Receipts or Business Receipts on behalf of the University. The issuance of receipts in Canadian currency is done in compliance with the requirements of the Income Tax Act.

11.00 GIFT VALUATION

The valuation of Gifts shall be determined in accordance with the Procedures to this Policy.

12.00 RESPONSIBILITY TO DONORS

~~7.00~~ ~~Responsibility to Donors~~

The University is committed to the highest standards of donor stewardship and accountability. This includes appropriate acknowledgement and recognition for Gifts. Where formal reports are supplied to donors, these reports will conform to University policies.

~~While the primary interest of Western's Development Office is to seek donations, it has an ethical responsibility to the donor. Accordingly, professional staff, volunteers and members of the Board will adhere to the following principles:~~

12.1 Conflict of Interest

~~(a)~~ ~~Conflict of Interest~~

Conflicts of interest are relevant for all types of Gifts, whether receipted or not.

The University is committed to managing actual or perceived conflicts of interest in its acceptance of Gifts in accordance with the University Policy 3.4 **Conflicts of Interest**. ~~In all matters involving the donor, the interest and well-being of the donor must take priority.~~ In cases of potential conflict of interest, those acting on behalf of ~~Western~~ the University, including staff, volunteers and other representatives, must declare ~~the any known~~ conflict and allow an impartial individual to act for the ~~Institution~~ University.

For example, ~~A~~ conflict of interest is deemed to occur when individuals who present themselves as representatives of ~~Western~~ the University attempt to sell their own product **or services** to the donor; ~~h~~ However, if the individuals present themselves as representatives of an outside firm and part of their financial counseling involves arranging ~~planned deferred g~~ Gifts for ~~Western~~ the University, no conflict would exist.

12.2 Legal and Other Professional Counsel

~~(b)~~ ~~Legal and Other Professional Counsel~~

The University does not provide any legal, accounting, tax, or financial advice to donors with respect to Gifts to the University.

POLICY 2.1 – Gift Acceptance

Professional staff ~~and or~~ members of the Board shall, ~~in all cases where~~ **appropriate**, encourage the donor to discuss proposed ~~gifts~~ **Gifts** with an independent financial planner, legal adviser and/or tax adviser of the donor's choice and at the donor's expense, to ensure that the donor receives a full and accurate explanation of all aspects of the proposed ~~charitable gift~~ **Gift**. In some cases, ~~Western the University~~ may decline a ~~gift~~ **Gift** if the donor has not obtained independent advice.

The University cannot suggest or endorse a third party as a source of Gift advice.

When deemed necessary, donors will be asked to provide the University with an acknowledgement that independent professional advice has been obtained or that independent professional advice has been waived though recommended by the University, and the University is released from any liability that may arise in relation to the making of the Gift.

As a service to the donor, ~~Western's~~ **the University's** legal counsel may draft the ~~gift~~ agreement or other legal documents providing for a ~~gift~~ **Gift** to ~~Western the University~~; or assist the donor's legal counsel in drafting such documents. In these cases, ~~Western the University~~ will accept the responsibility for the fees incurred by its own legal counsel. If a potential conflict of interest exists, ~~Western's the University's~~ legal counsel shall declare such conflict to the donor before proceeding.

In the case of instruments drafted solely by the donor's lawyer, **legal** counsel for ~~Western the University~~ may review **and recommend revisions to** such documents before they are **considered for acceptance by the University**.~~accepted.~~

12.3 Ethics

~~(c)~~ **Ethics**

All ~~professional~~ staff, volunteers, ~~and~~ members of the Board, **and representatives acting on behalf of the University** will conduct themselves in accordance with accepted professional standards of accuracy, truth and integrity. ~~They will inform, serve, guide and otherwise assist donors who wish to support Western's activities but not pressure or unduly persuade.~~

~~(d)~~ **Direction of Gifts**

~~All donors can choose to have their gift fully expended or endowed, and can direct their gift to a specific faculty/department or project. The use of the gift may affect whether it can be expended or endowed. On rare occasions, a gift may be declined as a result of the restrictions on the gift.~~

~~(e)~~ **Documentation**

~~The Vice President (University Advancement) or his/her designate will develop guidelines for documentation of gifts and their designation to ensure that the donor's wishes are articulated and met.~~

~~8.00~~ **Namings of Gifts Approved in Accordance with the University's Naming Policy [MAPP 1.44]**

~~Notwithstanding any other provisions in this Policy or other policies, a donor name for a supported project (including, for example, academic positions, student awards and campus buildings), will not be approved, or if approved will be revoked, if the name may undermine the public respect for the University. Ultimate authority to revoke an approved name rests with the Board of Governors on the recommendation of the President.~~

POLICY 2.1 – Gift Acceptance

Policy Category:	Financial
Subject:	Gift Acceptance
Subsections:	Purpose, Definitions, Principles, Authorization and Documentation, Compliance, Restriction on Gifts, Minimum Endowment Amounts, Corporate Sponsorships, Grants, Donor Conflicts of Interest, Declining a Gift, Receipts, Gift Valuation, Responsibility to Donors
Approving Authority:	Board of Governors
Responsible Officer:	Vice-President (University Advancement)
Responsible Office:	University Advancement
Related Procedures:	Gift Acceptance and Valuation
Related University Policies:	1.12 Advertising and Commercial Activity 1.44 Naming Policy 1.49 Contract Management and Signing Authority 1.57 McIntosh Gallery Collections Policy 1.9 Naming of Campus Buildings, Physical Structures and Space 2.2 Fund Raising and Canvassing 2.10 Student Scholarships, Awards and Prizes 2.11 Investment Payout 2.20 Donation of Funds by Employees for the Acquisition of Equipment in support of Employment Responsibilities 2.22 Funding of Academic Chairs, Professorships and Designated Faculty Fellowships 2.29 Investigator-Vendor Conflict of Interest 3.4 Conflicts of Interest 7.0 Responsible Conduct of Research 7.1 Sundry Donations for Research 7.8 Signing Authorities for Research Grants, Contracts and Agreements
Effective Date:	[TBD]
Revised:	June 24, 2008; January 26, 2006

POLICY 2.1 – Gift Acceptance

I. PURPOSE

The purpose of this Policy is to guide the University community on matters of Gift acceptance and valuation. This Policy applies to:

- (i) all Gift acceptance conducted by the University, including every unit of the University or by any person authorized by or representing the University; and
- (ii) all Gifts to the University, whether or not a donor is eligible for or seeking an official Tax Receipt or Business Receipt.

II. DEFINITIONS

Board:	The Board of Governors of the University.
Business Receipt:	A form of receipt from the University acknowledging acceptance or receipt of items that are not eligible for a Tax Receipt. Business Receipts are clearly distinguished from the Tax Receipts issued to acknowledge a Gift.
Endowed Gift:	A type of Gift where the University, as trustee, receives money or property from the donor to hold and invest in perpetuity in order to generate income and an allocation for spending for use in support of a purpose or object of the endowment. An Endowed Gift may be governed by terms in a donation agreement, last will and testament, or trust deed.
Expendable Gift:	A Gift that is fully available for expenditure by the University over time.
FRDRC:	The Fundraising and Donor Relations Committee of the Board.
Gift:	A Gift, under common law, is a voluntary transfer of property at arms-length without any consideration or expectation of return or compensation. A Gift may or may not be eligible for a Tax Receipt. When the University receives a Gift, it will deem whether it is eligible for a Tax Receipt.
Grant:	<p>A contribution of financial assistance awarded to the University based on specific criteria in an application, award, agreement or contract. Typically, from corporations and foundations, the grantor places controls on the use of the funding such that it does not meet the definition of a Gift.</p> <p>The following factors are normally indicative of a Grant:</p> <ul style="list-style-type: none">• A formal external, competitive application form or process that requires the submission of a detailed proposal outlining the project, its objectives, budget and expected outcomes.• The grantor has control of the use of funding which may include permission to change the budgeted use of funds and/or requiring that unused funding be returned at the completion of the project. This is often outlined in the letter/contract accompanying notification of a successful application.• Frequently includes direction on standard eligible and ineligible expenses (e.g. grantor driven overhead or the inclusion of indirect costs).• May include a transfer of intellectual property to the grantor.• Reporting (e.g. financial) may be required and may include commitments to the grantor.• No Tax Receipt is issued to a Grantor.

POLICY 2.1 – Gift Acceptance

Restricted Gift:	A Gift whose use is restricted by the donor.
Tax Receipt:	An official donation receipt for tax purposes as per the Canadian Revenue Agency. A Tax Receipt may be provided by the University for Gifts and is subject to particular requirements under the Income Tax Regulations, including identification that it is an official receipt for income tax purposes.
University:	The University of Western Ontario operating as Western University.
Unrestricted Gift:	A Gift that may be used for any legal purpose as determined by the University.

III. POLICY

1.00 PRINCIPLES

All Gift acceptance shall be conducted in accordance with the following principles:

- (i) Gifts must not jeopardize the University's registered charitable status.
- (ii) The University values and will protect its integrity, autonomy, reputation, and academic freedom. It does not accept Gifts when acceptance would compromise these fundamental values.
- (iii) The University will not accept Gifts, enter into business relationships or accept external support that will knowingly compromise its public image or commitment to its academic mission and the University's essential values, as articulated in its strategic documents. This includes University values around Indigeneity, equity, diversity, inclusion, accessibility and anti-racism.
- (iv) Gifts must be provided solely to benefit the University without the express or implied expectation that the donor will receive anything more than recognition as a result of such support. This means that:
 - all Gifts must be made independent of all appointment, scholarship, and employment decisions;
 - all Gifts must be made independent of student admission and curriculum decisions;
 - all Gifts must be made independent of decisions about the procurement of goods and services; and
 - all Gifts must be made independent of any ownership or rights to any outcomes of the donation (i.e. research results).
- (v) The University will not accept Gifts that expose the University to unacceptable risk or liability. This means that:
 - Gifts should not be difficult or costly to administer or hold;
 - Gifts may not be funded through illegal or unethical activities; and
 - the legal or moral authority of the transferor to convey the Gift should not be in question.

2.00 AUTHORIZATION & DOCUMENTATION

The Division of University Advancement, under the direction of the Vice-President (University Advancement), has the authority and responsibility to develop operational guidelines and procedures to support the Gift acceptance and valuation process, in compliance with this

POLICY 2.1 – Gift Acceptance

Policy. The Vice-President (University Advancement) is responsible for ensuring that the University Gift acceptance and valuation process is compliant with this Policy.

2.1 Agreements

Subject to Section 2.2, University Advancement and other units or individuals designated by the Vice-President (University Advancement), in writing, are authorized by the Board to review, negotiate and approve Gifts and finalize agreements with prospective donors. All Gifts will be authorized by the Vice-President (University Advancement) or their designate.

All agreements, including documentation relating to the administration of estates, will be signed by the Vice-President (University Advancement) or designate as per University Policy [1.49 Contract Management and Signing Authority](#).

2.2 Special Approvals

In rare circumstances, donors may make Gifts to the University that have aspects or characteristics that do not conform with other current University policies. These Gifts will be reviewed and are subject to approval by the President on a case-by-case basis and will be subject to the approval of the committee or governing body responsible for oversight and approval of the areas of non-conformity. In approving these Gifts, consideration will be given to the opinion of FRDRC, the size of the Gift, its impact on the University including on its reputation and the financial liability (if any) to the University. Case-by-case decisions will not be considered as setting precedent for the next occasion.

Despite the foregoing, any Gifts entailing potential material financial liability, reputational or ethical concerns, or placing unusual conditions on the University must be referred directly to the Board for approval.

The following Gifts, whether outright or deferred, must be reviewed and approved by both the Vice-President (University Advancement) and the Vice-President (Operations and Finance): Gifts of real estate, shares in privately-owned companies, and property interests not readily negotiable or valued.

3.00 COMPLIANCE

The University must comply with all applicable federal and provincial legislation. As a registered charity, the University shall comply with the Income Tax Act and CRA guidelines, including those addressing receipting and valuation of Gifts.

Where a disparity between this Policy and federal and provincial laws occurs, federal and provincial laws will prevail.

The University must comply with all related University policies and procedures when accepting Gifts and conducting fundraising activities, unless special approval is granted under Section 2.2.

4.00 RESTRICTIONS ON GIFTS

The University solicits and accepts Gifts for priorities that are approved in accordance with established procedures for University planning and University initiatives.

Donors may choose to have their Gift restricted to a specific faculty/department or project. The restrictions on use of the Gift may affect whether it can be expended or endowed.

POLICY 2.1 – Gift Acceptance

A Restricted Gift may be declined as a result of restrictions placed on the Gift, including but not limited to terms that make the award of a scholarship unlikely or a requested investment of the endowment contrary to University investment policies as they may exist from time to time.

5.00 MINIMUM ENDOWMENT AMOUNTS

Generally, the University will only accept Endowed Gifts in accordance with minimum endowment amounts as may be established by the University from time to time to ensure an appropriate level of annual support for the intended purpose.

6.00 CORPORATE SPONSORSHIPS

University Policy [1.12 Advertising and Commercial Activity](#) governs the acceptance of corporate sponsorships.

7.00 GRANTS

Grants can be for research or non-research purposes. University Policy [7.0 Responsible Conduct of Research](#) and [7.8 Signing Authorities for Research Grants, Contracts and Agreements](#) governs the definition and acceptance of research Grants.

If a Grant is for non-research purposes, such Grant shall be valued in accordance with the practices established by University Advancement from time to time and until such time as a policy is established by the Board on the acceptance and valuation of non-research related Grants.

8.00 DONOR CONFLICTS OF INTEREST

A donor conflict of interest arises where the donor has or could be seen to have the opportunity to use the Gift, or influence derived from the Gift, to improperly benefit themselves or another person, or where the Gift could result in undue donor influence or control of University spending.

A donor will not have (and shall disclose) any conflict or potential conflict of interest between the donor and the University at the time the Gift is made. Failure by the donor to disclose any conflict, or potential conflict, of interest may result in the termination of any agreement at the discretion of the University.

Where a University employee wishes to make a gift specific to equipment in their employment area, the conditions in [Policy 2.20](#) must first be satisfied.

9.00 DECLINING A GIFT

The University's solicitation and acceptance of Gifts is informed by and consistent with priorities and interests established by the University.

While the University invites Gifts, it reserves the right to refuse Gifts that require conditions, restrictions or expenditures that the University deems unacceptable.

Notwithstanding any other provision of this Policy, the Board and its delegates may decline a Gift in any circumstance if it is not in accordance with the principles of this Policy.

POLICY 2.1 – Gift Acceptance

10.00 RECEIPTS

Only the Division of University Advancement may issue Tax Receipts or Business Receipts on behalf of the University. The issuance of receipts in Canadian currency is done in compliance with the requirements of the Income Tax Act.

11.00 GIFT VALUATION

The valuation of Gifts shall be determined in accordance with the Procedures to this Policy.

12.00 RESPONSIBILITY TO DONORS

The University is committed to the highest standards of donor stewardship and accountability. This includes appropriate acknowledgement and recognition for Gifts. Where formal reports are supplied to donors, these reports will conform to University policies.

12.1 Conflict of Interest

Conflicts of interest are relevant for all types of Gifts, whether receipted or not.

The University is committed to managing actual or perceived conflicts of interest in its acceptance of Gifts in accordance with the University Policy [3.4 Conflicts of Interest](#). In cases of potential conflict of interest, those acting on behalf of the University, including staff, volunteers and other representatives, must declare any known conflict and allow an impartial individual to act for the University.

For example, a conflict of interest is deemed to occur when individuals who present themselves as representatives of the University attempt to sell their own product or services to the donor. However, if the individuals present themselves as representatives of an outside firm and part of their financial counselling involves arranging deferred Gifts for the University, no conflict would exist.

12.2 Legal and Other Professional Counsel

The University does not provide any legal, accounting, tax, or financial advice to donors with respect to Gifts to the University.

Professional staff or members of the Board shall, where appropriate, encourage the donor to discuss proposed Gifts with an independent financial planner, legal adviser and/or tax adviser of the donor's choice and at the donor's expense, to ensure that the donor receives a full and accurate explanation of all aspects of the proposed Gift. In some cases, the University may decline a Gift if the donor has not obtained independent advice.

The University cannot suggest or endorse a third party as a source of Gift advice.

When deemed necessary, donors will be asked to provide the University with an acknowledgement that independent professional advice has been obtained or that independent professional advice has been waived though recommended by the University, and the University is released from any liability that may arise in relation to the making of the Gift.

As a service to the donor, the University's legal counsel may draft the agreement or other legal documents providing for a Gift to the University or assist the donor's legal counsel in drafting such documents. In these cases, the University will accept the responsibility for the fees incurred by its own legal counsel. If a potential conflict of interest exists, the University's legal counsel shall declare such conflict to the donor before proceeding.

POLICY 2.1 – Gift Acceptance

In the case of instruments drafted solely by the donor's lawyer, legal counsel for the University may review and recommend revisions to such documents before they are considered for acceptance by the University.

12.3 **Ethics**

All staff, volunteers, members of the Board, and representatives acting on behalf of the University will conduct themselves in accordance with accepted professional standards of accuracy, truth, and integrity.

PROCEDURE FOR POLICY 2.1 – Gift Acceptance

Governing Policy:	Policy 2.1 Gift Acceptance
Subsections:	Overview, Definitions, Scope, Procedure, Documentation, Tax Receipts, Gifts Ineligible for Tax Receipts, Pledges, Cash Gifts, Gifts of Publicly Traded Securities, Gift-In-Kind, Donor-Advised Funds, Corporate Sponsorships, Grants, Deferred Gifts, Fund Raising Events, Crowd Funding, Unrestricted Gifts, International Gifts, Return of Gifts
Officer(s) Responsible for Procedures:	Vice-President (University Advancement)
Effective Date:	(TBD)
Supersedes:	*

OVERVIEW

The University will, in all cases, value and receipt Gifts based on Canada Revenue Agency (“**CRA**”) guidelines. If, at any time, a conflict arises between this procedure and CRA guidelines, CRA guidelines will prevail.

DEFINITIONS

The defined terms in this Procedure have the same meaning as in the Policy.

SCOPE

This Procedure applies to all Gifts to which MAPP Policy 2.1 applies, even where donors are not eligible for or seeking a Tax Receipt or Business Receipt.

This Procedure applies for both approved and non-University approved fundraising efforts.

PROCEDURE

1. Documentation

University Advancement maintains records on all donors and Gifts received by the University. Documentation related to the acceptance of Gifts shall be in accordance with guidelines from the Council for the Advancement and Support of Education (CASE) and shall be kept in accordance with CRA guidelines.

Gift documentation is saved as per [MAPP 1.30 University Records and Archives](#). Electronic records of gift documentation are also kept in an electronic document management system.

2. Tax Receipts

In accordance with the Policy, only the Division of University Advancement may issue Tax Receipts on behalf of the University. University Advancement will issue Tax Receipts in Canadian

POLICY #2.1 – Gift Acceptance

currency in compliance with the requirements of the *Income Tax Act* and in accordance with standard operating procedures established by the Division.

- a) Minimum Gift Value for Offline Tax Receipts
The University will only issue Tax Receipts for eligible Gifts received by mail, fax or in-person for Gifts with a minimum value of \$20 unless requested otherwise.
- b) Minimum Gift Value for Online Tax Receipts
The University will issue Tax Receipts for all eligible Gifts made online, regardless of Gift value.
- c) Corporate and Foundation Receipts
The University will issue Business Receipts for all eligible Gifts made by Corporations and Foundations.
- d) The University will issue Tax Receipts or Business Receipts in the name of the individual/entity who made the Gift (e.g. signed the cheque). The University may offer "recognition credit" to an individual/entity that the Gift was made "on behalf" of.

3. Gifts Ineligible for Tax Receipts

When a Gift is not eligible for a Tax Receipt as per the requirements of the Income Tax Act, a Business Receipt will be issued. Contributions not defined as a Gift but eligible for counting under the University's campaign counting guidelines, as amended or replaced from time to time, will not be issued Tax Receipts or Business Receipts and will follow the valuation guidelines as outlined in this management document.

4. Pledges

Pledges are valued in accordance with the campaign counting guidelines established by University Advancement and are outside the scope of this Procedure. Receipts are issued when pledge payments are received in accordance with the Gift type described in this Procedure.

5. Cash Gifts (includes cash, credit card, cheque, wire transfer and EFT)

Gifts of cash are valued at full value on the date received by the University. The University does not accept any form of alternative currency (including cryptocurrency) that cannot be easily and immediately redeemed for cash.

- a) Receipts
The University will issue Tax Receipts or Business Receipts in Canadian currency reflecting the date the University received cash Gifts and the amount received.

The University will issue Tax Receipts or Business Receipts reflecting the date authorization is received from the credit card issuer for Gifts made by credit card.

The University will issue Tax Receipts or Business Receipts reflecting the last business day of the prior calendar year if the Gift was postmarked in a different year from when the Gift is received by the University.

6. Gifts of Publicly Traded Securities

It is the University's general practice to dispose of all Gifts of publicly traded securities as expeditiously as possible. Thus, the University will attempt to sell, immediately upon receipt, all Gifts of securities.

The University's broker(s) of record will provide information and recommendation on market pricing of securities.

POLICY #2.1 – Gift Acceptance

The University reserves the right, on a case-by-case basis, to sell securities over a period of days, weeks or months when it is determined that the regular trading volume is not sufficient to absorb the securities without significantly and adversely affecting their value.

The Board's Resolution re: Investments at section 2(b) outlines delegation of authority for sale of securities; however, when recommendations are made to not sell securities expeditiously, the Associate Vice-President (Financial Services) will make final decisions on when to sell the security.

a) Electronic Security Transfer

The University will follow CRA guidelines to determine the value and date of Gifts of securities.

The University will issue Tax Receipts for Gifts of publicly traded securities based on the closing value of the security on the day it is received in the University's brokerage account. In accordance with CRA guidance and with the approval of the Associate Vice-President (Financial Services), the University may also value the stock based on the midpoint between the high and the low trading prices for the day if that is a better indicator of fair market value on normal and active market trading.

Per CRA guidance, the date a security is donated is the date the transfer of ownership takes place. The University has taken ownership of a security when it has:

- the right to receive dividends from the security,
- the right to receive amounts on the liquidation of the corporation, and
- the right to exercise the votes attached to the security and the right to dispose of the security.

Until the security is credited to the University's account, it is possible for the transfer to be reversed. While a donor may have instructed their broker to initiate a transfer on some earlier date, if the broker delayed that transfer or moved the securities into a temporary holding account, the University did not have control of the security. Therefore, the valuation of the Gift is based on the date the security came under the University's control.

b) Share Certificates

The University will issue Tax Receipts for Gifts of share certificates based on the closing value of the security on the day of transfer to the University. In accordance with CRA guidance and with the approval of the Associate Vice-President (Financial Services), the University may also value the stock based on the midpoint between the high and the low trading prices for the day if that is a better indicator of fair market value on normal and active market trading.

The University will issue Tax Receipts for Gifts of share certificates based on the day the certificate is physically in the University's possession. If sent by mail, valuation will be based on the date the mail is officially received at the University. If the securities are re-registered in the University's name by the issuing company and then delivered, the effective date on the certificate will be used for valuation and receipting.

c) Declining Publicly Traded Securities

The University reserves the right to decline a Gift of securities that has negligible value in normal and active market trading, such as but not limited to thinly-traded or illiquid securities.

POLICY #2.1 – Gift Acceptance

d) Sale Value of Publicly Traded Securities

The University will direct the full value of Gifts of securities as receipted and as designated by the donor, absorbing any gains or losses between the receipted value of the Gift and the sale value of the security, including trading costs.

No gains or losses should impact the value of the Gift receipted or the value designated, and all gains and losses will be automatically attributed to the treasury account without further review.

e) Closely Held Stock

The University may value Gifts of closely held stock at the per-share cash purchase price of the most recent transaction. Normally, this transaction is the redemption of the share by the corporation.

The University may request an external party assess the value of closely held stock because of the risks involved with accepting Gifts of closely held stock. If no redemption has occurred during the reporting period, an independent certified public accountant who maintains the books for that corporation is qualified to value its shares.

7. Gifts-in-Kind other than Publicly Traded Securities

Documentation of Gifts that are not readily valued, including ethical history and origin, must be prepared before the University will accept the Gift. Relevant information shall be obtained and reviewed, including a copy of any appraisal by an independent qualified appraiser(s) secured by the donor, according to CRA guidelines.

a) Gifts-in-Kind under \$1,000

A reputable and recognized expert member of the University's staff or faculty can appraise the value of Gifts with a fair market value of less than \$1,000 and the University can issue Tax Receipts or Business Receipts based on the appraisal.

b) Gifts-in-Kind greater than \$1,000

The University requires an independent appraisal by a certified appraiser for Gifts with a value of greater than \$1,000. The donor will generally be responsible to pay for these appraisals. The University may require appraisal by a certified appraiser or a second appraisal at its sole discretion.

c) Company Products

The University will value gifts-in-kind of a company's products based on the difference between the actual amount paid (if any) and the lower of the public sector discounted price and retail price.

d) Gifts of Services

In accordance with CRA guidelines, the University does not accept or receipt Gifts of services.

The University will pay for any services rendered. If the service provider donates this payment back to the University, the University can issue a Tax Receipt or Business Receipt for the Gift (this is often referred to as a cheque exchange). In such circumstances, two distinct transactions must take place: (1) a service provider provides a service to the University and is paid for that service, and (2) that service provider makes a Gift of property to the University. The University must keep a copy of the invoice issued by the service provider for payment for the service.

For greater clarity, the University will not issue a Tax Receipt to a service provider in exchange for an invoice marked 'paid' without following the above steps.

POLICY #2.1 – Gift Acceptance

e) Gifts of Cultural Property

The University may accept Gifts of cultural property and shall follow the procedures for application, valuation and receipting these Gifts as prescribed by the Department of Canadian Heritage, the Canadian Cultural Property Export Review Board and CRA, as they may change from time to time.

f) Real and Personal Property

The University will value a Gift of real and personal property (tangible and intangible) at fair market value of the property, regardless of the value the donor may be able to claim as a charitable deduction. For example, Gifts of intellectual property and patents can be tax-deductible; however, their value to the University might be impossible to predict and will rarely equal the deduction a donor may claim.

8. Donor Advised Funds

A donor may send an asset to a tax-exempt organization (a “**Fund Sponsor**”) as a Gift to that entity. The donor receives a Tax Receipt from the Fund Sponsor when they give the asset to the Fund Sponsor and establishes the terms upon which the Fund Sponsor will distribute the asset. The asset is then owned by and under the control of the Fund Sponsor in a donor-advised fund (a “**DAF**”).

The University will therefore issue Business Receipts for Gifts from DAFs if required.

The University does not establish or administer DAFs and therefore will not act as a Fund Sponsor.

9. Corporate Sponsorships

University Policy [1.12 Advertising and Commercial Activity](#) governs the acceptance and valuation of corporate sponsorships and is outside the scope of this Procedure.

10. Grants

Grants are not Gifts and therefore do not receive Tax Receipts. The University will value Grants for research and non-research purposes in accordance with the campaign counting guidelines.

11. Deferred Gifts (Revocable or Irrevocable)

The University will value and receipt deferred Gifts such as life insurance policies, residual interests, charitable remainder trusts, charitable gift annuities, retirement benefits, and other deferred Gift vehicles using CRA formulas as they may change from time to time. An irrevocable deferred gift is receipted at time of realization and its value is determined in accordance with the campaign counting guidelines.

a) Realized Bequests

The University will issue a Tax Receipt for a bequest when it is received by the University.

b) Realized Retirement Plan Assets

All Gifts of retirement plan assets realized will be issued a Tax Receipt at full face value once received.

c) Life Insurance Beneficiary

Proceeds from life insurance where the University is listed as the beneficiary are deemed a Gift from the estate and the estate will receive a Tax Receipt based on the value received by the University when realized.

POLICY #2.1 – Gift Acceptance

d) Life Insurance Ownership

For irrevocable life insurance policies in the University's name, Tax Receipts will be provided for:

- (1) the fair market value of the policy being gifted, and
- (2) the cash value of any future premiums the donor continues to pay.

Paid-up life insurance policies will be valued at the cash surrender value and receipted when the University becomes owner of the policy.

A life insurance policy that is not fully paid up, will be valued at the existing cash surrender value and receipted when the policy becomes fully-paid.

Where premiums will continue to be paid by the donor, the University will enter into an agreement that will specify the amount and payment schedule for premium payments. Premium payments will be valued and receipted once proof of payment is received from the insurance company.

Where a life insurance policy has been abandoned (i.e. the donor has stated an intent to stop premium payments or payments have not been made for 6 or more months), the University reserves the right to cash in the policy. Cashing in policies must be discussed and in collaboration with the Associate Vice-President (Financial Services).

e) Charitable Gift Annuities

A charitable gift annuity is an arrangement under which a donor transfers capital to the University in exchange for immediate guaranteed payments for life at a specified rate depending on life expectancy or for a fixed term.

It is not the practice of the University to manage gift annuities, but rather to purchase reinsured gift annuities from life insurance companies.

If an irrevocable gift annuity is made, a portion of the contribution amount will become an immediate Gift to the University and a Tax Receipt will be issued. The Gift portion is determined by the donor and the University and must be a minimum of 20% of the value of the annuity. The remaining amount will be used by the University to purchase an annuity from a life insurance company.

Entering into a gift annuity must be discussed and in collaboration with the Associate Vice-President (Financial Services).

f) Charitable Remainder Trusts

A trust protects assets and ensures that a designated beneficiary will receive those assets upon death. A charitable remainder trust can name the University as an irrevocable beneficiary.

The University can serve as trustee of charitable remainder trusts at the request of the donor. When the University is involved in the creation of the trust (or when the University serves as trustee), the trust must have wording that makes the assignment to the University irrevocable for the University.

The University will issue a Tax Receipt for the discounted present value of assets transferred to the charitable remainder trust when gifted and will not wait until the time of death.

POLICY #2.1 – Gift Acceptance

12. Fund Raising Events

All funds collected and receipted or acknowledged must be under the University's control. The University must retain control over spending funds raised.

All fund raising events must conform with University Policy [2.2 Fundraising and Canvassing](#).

The University will not issue Tax Receipts or Business Receipts to individuals for funds raised at events that have not been pre-approved by University Advancement. The University may accept the proceeds of these events and issue a Business Receipt to the event organizers to acknowledge receipt of the funds.

The difference in value between the amount paid by the donor/participant to attend the event and the advantage to the donor/participant of attending the event may qualify for a Tax Receipt. CRA requires that the value of any advantage received must not exceed 80% of the value of the Gift to qualify as a Gift and be issued a Tax Receipt.

The Department of Advancement Operations in University Advancement will confirm whether event participants will qualify for Tax Receipts or Business Receipts and will determine the eligible amount to receipt.

When Advancement Operations cannot confirm an amount eligible to receipt, the University will not issue a Tax Receipt or Business Receipt.

Event organizers cannot promise receipts to event participants in advance of seeking confirmation from Advancement Operations.

Organizations and individuals outside of the University cannot use the University's bank accounts for event logistics. For greater specificity, event expenditures for third party or internal groups cannot run through the University's general ledger.

The University will not submit applications for lottery licenses to municipalities using its charitable status.

13. Crowd Funding

The University can receive and provide receipts for the following types of crowdfunding:

- i. Crowdfunding on an independent platform which directs the funds directly to the University; or
- ii. University managed crowdfunding on a University-controlled crowdfunding platform.

The following are not considered Gifts from crowdfunding:

- iii. Professors crowdfunding on an independent platform, and funds accepted by and designated to the professor; or
- iv. Students crowdfunding on an independent platform, and funds go directly to the students or a student organization; or
- v. University member crowdfunding on an independent platform, and funds go directly to said University member.

The University will value all funds received from crowdfunding on the date the University receives and is in control of the funds.

POLICY #2.1 – Gift Acceptance

The University will not issue a Tax Receipt or Business Receipt if the specific source of the Gift cannot be identified, and the Gift will be considered to have been received from an anonymous individual.

The University cannot accept funds from crowdfunding that does not direct the funds to the University or requires the funds be directed to a specific individual.

14. Unrestricted Gifts

All unrestricted Gifts or Gifts restricted for highest priority needs, including unrestricted bequests, are allocated at the discretion of the President, based on an annual summation of unrestricted Gifts received in the prior fiscal year. Allocation decisions are made in June following fiscal year end.

When a Gift is for the highest priority needs of a faculty, the Gifts are allocated at the discretion of the Dean, in partnership with Institutional Planning & Budgeting.

15. International Gifts

Donors from outside of Canada may wish to support the University. Gifts must still conform to University policies and procedures and, where applicable, federal and provincial law.

University Advancement will best determine the source of the receipt, its value and currency (i.e. through Chapel & York Family of Foundations)

16. Return of Gifts

Requests to return a Gift to the donor will comply with the Income Tax Act and related CRA requirements. In most instances, a Gift cannot be returned.

POLICY 2.28 – Gift Valuation

Policy Category: Financial

Effective Date: January 29, 2009

Supersedes: May 9, 2002

INTRODUCTION

For the purpose of this policy, The University of Western Ontario is referred to as “Western,” and the governing body of The University of Western Ontario is referred to as “the Board.”

This policy is intended to guide Western's professional staff, volunteers and Board members on matters of gift valuation and receipting and is to be used in conjunction with the [Gift Acceptance Policy 2.1](#), as approved by the Boards.

The overriding principle for this policy is that Western will in all cases value and receipt gifts based on Canada Customs and Revenue Agency guidelines, while attempting to provide the donor with fair and equitable valuation and tax advantage for their gifts.

POLICY

1.00 Cash Gifts

Receipts will be issued for gifts of cash based on the amount received. Year-end gifts will qualify for current tax year receipts if they are post marked in the current year or officially received at Western in the current year.

2.00 Gifts of Publicly Traded Securities

Receipts for gifts of publicly traded securities which are electronically transferred from a donor's broker to Western's broker will be issued based on the closing value of the security on the day it is received in Western's brokerage account.

For share certificates, the receipt will be issued based on the day the certificate is signed by the donor and delivered to Western. If sent by mail, valuation will be based on the date the mail is officially received at Western. If the securities are re-registered in Western's name by the issuing company and then delivered, the effective date on the certificate will be used for valuation and receipting.

Under exceptional circumstances, such as a gift of illiquid securities, Western reserves the right to assess the fair market value of the securities and issue a receipt that better reflects the true value of the securities under normal and active market trading, as provided for by Canada Revenue Agency guidelines.

It is Western's general practice to sell securities immediately upon receipt. Western reserves the right, on a case by case basis, to sell securities over a period of days, weeks or months when it is determined that the regular trading volume is not sufficient to absorb the securities without significantly and adversely affecting their value.

POLICY 2.28 – Gift Valuation

Western also reserves the right to refuse to accept a gift of securities that has negligible value in normal and active market trading.

Procedural Guidelines related to Gifts of Publicly Traded Securities are attached as [Appendix A](#).

3.00 Gifts-in-Kind

Non-cash gifts will be valued and receipted based on appraisals obtained by the donor and Western. For gifts with a fair market value of less than \$1,000, a reputable and recognized expert member of Western's staff or faculty can appraise the value of the property, and receipts can be issued based on the appraisal.

For gifts greater than \$1,000, an independent appraisal is required. It is Western's practice to have the donor pay for appraisals. Western reserves the right to obtain, at its expense, its own appraisal in addition to the donor's appraisal.

For gifts-in-kind or gifts-in-purchase-discount of a company's products or services, it is Western's practice to value such gifts based on the difference between the actual amount paid (if any) and the lower of the public sector discounted price and retail price.

4.00 Corporate Sponsorships

University [Policy 1.12](#) governs the acceptance of corporate sponsorships.

Receipts for cash sponsorships will be issued based on the amount received. For sponsorships of products and services and other in-kind support, valuation will be in accordance to section 3.00 of this policy.

Western issues business receipts, not official charitable tax receipts, for corporate sponsorships.

5.00 Gifts of Cultural Property

Western and The McIntosh Gallery will accept gifts of cultural property and shall follow the procedures for application, valuation and receipting as prescribed by Heritage Canada, the Canadian Cultural Property Export Review Board and Canada Customs and Revenue Agency as they may from time to time change.

6.00 Planned Gifts

Gifts such as life insurance policies, gifts of residual interests, charitable remainder trusts, charitable gift annuities, gifts of retirement benefits, and other planned gift vehicles will be valued and receipted using the formulas employed by recognized bodies such as the Canadian Association of Gift Planners and approved by Canada Customs and Revenue Agency as they may from time to time change.

APPENDIX A

PROCEDURAL GUIDELINES RELATED TO GIFTS OF PUBLICLY TRADED SECURITIES

It is the general practice of the University to direct the full receipted value of a gift of securities to the project designated by the donor. It is also the general practice that gains or losses between the receipted value and the sale value, including trading costs, are absorbed by the University as a cost of doing business.

When the difference between the receipted value and the sale value, including trading costs, is in excess of \$5,000, the transaction will be reviewed by the Associate Vice-President (Finance & Facilities) or in consultation with the Vice-President (University Advancement) or their designates.

In such instances, consideration will be given, on a case by case basis, to forwarding the sale value less trading costs to the designated project, based on the full value of the loss or gain and donor relations considerations.

ITEM 4.3(a) – Revisions to MAPP 1.35 - Non-Discrimination, Harassment and Sexual Misconduct Policy

ACTION: ☒ APPROVAL ☐ INFORMATION ☐ DISCUSSION

RECOMMENDED: That, on the recommendation of the Senior Policy and Operations Committee, the Board of Governors approve the revisions to MAPP 1.35 – Non-Discrimination, Harassment and Sexual Misconduct as presented in Item 4.3(a).

EXECUTIVE SUMMARY:

The Strengthening Accountability and Student Supports Act, 2024, has amended the Ministry of Training, Colleges and Universities Act (the “Act”), mandating that publicly assisted post-secondary institutions establish policies and rules to address and combat racism and hate as they relate to the prohibited grounds outlined in the Ontario Human Rights Code. To assist institutions in meeting this requirement, the Minister of Colleges and Universities issued a Directive outlining specific topics and elements that must be incorporated into these policies and rules.

To ensure compliance with the amended legislation and the Minister’s Directive, the University has reviewed and updated the MAPP 1.35 - Non-Discrimination, Harassment, and Sexual Misconduct policy and procedures.

The University’s existing policy, MAPP 1.35, was already largely compliant with the requirements of the Minister’s Directive. As such, minimal amendments were necessary to achieve full compliance. Importantly, no substantive changes have been made that alter the rights and protections already afforded to individuals under the current policy.

Consultation Process

A comprehensive consultation process was undertaken to engage stakeholders potentially impacted by the changes. Consultations were held with all employee groups, as well as with the University Students’ Council and the Society of Graduate Students. Key elements of this process included:

1. **Document Review:** Detailed documents outlining the required changes were shared with employee groups, student executives, the Office of Indigenous Initiatives, and the Equity Diversity and Inclusion Office for review.
2. **Initial Meetings:** Consultation meetings were held in December to discuss the proposed changes and gather initial feedback from employee groups and student executives.
3. **Follow-Up Meetings:** Additional meetings were conducted in early January to address questions and solicit further input from employee groups.
4. **Extended Review Period:** Stakeholders were given until January 21, 2025, to provide additional feedback.

Feedback received during the consultation process has been largely positive, with stakeholders appreciating the robustness of the existing policy and the need for minimal changes. Of most concern was the application of the policy to guest speakers and visitors and how that will be operationalized. It is a requirement of the government to include guest speakers and visitors in the policy. The amendments made in the MAPP 1.35 qualifies that provision with stating that only those guest speakers or visitors who are officially invited by a member of the University will need to adhere to the policy while on campus. It will be the responsibility of the individual inviting the guest to ensure that they are made aware that the policy will apply to them when on campus.

ATTACHMENT(S):

[Proposed Amendments per Bill 166 requirements and Ministerial Directive on Anti-Racism and Anti-Hate](#)

[Policy 1.35 - Non-Discrimination/Harassment/Sexual Misconduct Policy](#) (for approval)

[Procedure for Policy 1.35 - Non-Discrimination/Harassment/Sexual Misconduct](#) (for information)

MAPP 1.35

Non-Discrimination, Harassment and Sexual Misconduct

Policy and Procedures

Proposed Amendments per Bill 166 requirements and Ministerial Directive on Anti-Racism and Anti-Hate

January 2025

The *Strengthening Accountability and Student Supports Act*, 2024 amended the Ministry of Training, Colleges and Universities Act (the “Act”), requiring publically assisted post-secondary institutions to have policies and rules that describe how each institution will address and combat racism and hate related to the prohibited grounds in the Ontario Human Rights Code.

The Minister of Colleges and Universities issued a Directive specifying the topics to be addressed or elements to be included in a college or university’s policies and rules. The required changes include the following:

Minimum Requirements

1. To have policies and rules that describe how the institution will address and combat racism and hate at the institution.
2. At minimum, there must be a centralized platform available for the campus community to access all the necessary information in alignment with the legislative and directive requirements. The policy must be available on its website by January 31, 2025.
3. An Institutions policy must apply to students, faculty, staff, management and visitors, including guest speakers.

Key Elements

1. Outline institutional commitments to its campus community with respect to anti-racism/anti-hate aimed to address all forms of racism and hate.
2. Identify intersections between related concepts such as academic freedom/scholarly independence, freedom of expression and anti-racism and how these principles are operationalized.
3. Identify how the institution is proactively creating an inclusive environment free from discrimination. This includes proactive measures such as practices to support dialogue, early intervention and de-escalation.

Complaint Mechanisms

All complaint mechanisms must:

1. Consider the OHRC guidance on complaint processes.
2. Reflect the needs and composition of the campus community.
3. Protect privacy and confidentiality for individuals accessing the complaints mechanism.
4. Recognize that any complaint that is not addressed through institutional processes can be referred to the Ontario Ombudsman.

Policies must include a detailed outline of the complaints mechanism. The process must encompass the following elements:

1. Intake: outline the process for an individual to file a complaint alleging an incident of racism, hate, discrimination or harassment including the information a complainant must provide when filing a complaint.

The complainant must receive initial communication from the designated department no more than 30 days from filing the complaint along with an outline of the process/next steps and the estimated time for the issue to be addressed (including interim measures where appropriate). The estimated time should be no longer than 12 months from the time the complaint was received.

2. Institutional assessment: The designated department reviews the complaint to assess whether the allegation would, if proven true, constitute a violation of the policy and determine next steps.
3. Complaint Review: The designated department assesses the complaint in more detail and may launch an investigation to gather more information where appropriate.
4. Interim measures: When allegations are of a serious nature, institutions may impose interim measures to ensure the safety and security of all parties during the investigation. The policy should include examples of potential interim measures.
5. Decisions and Outcomes: A final decision is made on whether a violation of an institutional policy has taken place and if so, the consequences. Include examples of the range of remedial/corrective actions that may be considered including training, prohibited or restricted access to campus and/or disciplinary measures such as reprimand, suspension dismissal or expulsion.
6. Appeals: Outline the mechanism for appeals and associated timing.
7. Anonymous complaints: Provide an avenue to accept anonymous complaints about contraventions of the policy.

Amendments made to MAPP 1.35- Non-Discrimination, Harassment and Sexual Misconduct Policy and Procedures in accordance with the Ministerial Directive

Minimum Requirements	What exists in current Policy	Amendments made to Policy (in red)
Western is required to have policies and rules that describe how the institution will address and combat racism and hate at the institution.	<p>MAPP 1.35 confirms the University's commitment to providing a learning and working environment free of Discrimination, Harassment and Sexual Misconduct</p> <p>Outlines the Roles and Responsibilities of all members of the University</p> <p>Outlines that concerns can be reported to the Human Rights Office</p> <p>Outlines the complaints mechanism that individuals can access in order to file a formal complaint</p>	<p>Referencing hate speech as a form of harassment</p> <p><i>*Will be addressed below in Key Elements section</i></p>
At minimum, there must be a centralized platform available for the campus community to access all the necessary information in alignment with the legislative and directive requirements. Western's discrimination policy must be available on its website by January 31, 2025.	The MAPP 1.35, Policy and Procedures is available on the Human Rights Office website	No amendments necessary
An Institutions policy must apply to students, faculty, staff, management and visitors, including guest speakers.	<p>Section III ss. 1 states;</p> <p><i>This policy applies to all members of the University community in their interaction with other members of the University community. The University community includes employees, students, volunteers and other individuals who work or study at the University.</i></p>	<p>Amendments made to Section III, ss.4 of the Policy include visitors and guest speakers;</p> <p>4. All visitors, such as guest speakers and other individuals formally invited to the University by a member of the University, are required to adhere to the Policy while on campus.</p>

Key Elements	What exists in current Policy	Amendments made to Policy (in red)
Outline institutional commitments to its campus	Included in Section I, Purpose:	Amendment made to reference hate speech in what may be considered harassment.

<p>community with respect to anti-racism/anti-hate</p>	<p><i>The purpose of this policy is to confirm the University's commitment to providing a learning and working environment free of Discrimination, Harassment and Sexual Misconduct.</i></p> <p>Included in Section III. ss. 1</p> <p><i>Western is committed to providing a working and learning environment that allows for full and free participation of all members of the community. Discrimination, Harassment or Sexual Misconduct toward individuals, whether as members of any recognizable group or otherwise, undermine these objectives and violate the fundamental rights, personal dignity and integrity of individuals or groups of individuals.</i></p>	<p><i>Harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment may be related to one or more of the Prohibited Grounds, and can include hate speech. Harassment may include conduct and/or behaviours which create an intimidating, demeaning or hostile working or academic environment whether or not it is based on the prohibited grounds. Harassment includes Sexual Harassment and Personal Harassment.</i></p> <p>Amended Section III. ss. 1 of the Policy to demonstrate institutional commitment:</p> <p><i>Western is committed to fostering a working and learning environment that is free from Discrimination, Harassment and Sexual Misconduct, and one where all members of the community are treated with respect and dignity. Discrimination, Harassment or Sexual Misconduct toward individuals, whether as members of any recognizable group or otherwise, violate the fundamental rights, personal dignity and integrity of individuals or groups of individuals and will not be tolerated.</i></p>
<p>Identify intersections between related concepts such as academic freedom/scholarly independence, freedom of expression and anti-racism and how these principles are operationalized.</p>	<p>MAPP 1.35 Policy references the UWOFA's Article on Academic Freedom in Section II.</p> <p><i>Harassment does not include:</i></p> <ul style="list-style-type: none"> (a) <i>interpersonal conflict or disagreement;</i> (b) <i>the proper exercise of performance evaluation, appropriate managerial direction, delegation, performance management or attendance management;</i> or (c) <i>the exercise of expression protected by the UWOFA Article Academic Freedom</i> 	<p>Amendment made to Section II. to reference University's Freedom of Expression Policy:</p> <p><i>Harassment does not include:</i></p> <ul style="list-style-type: none"> (a) <i>interpersonal conflict or disagreement;</i> (b) <i>the proper exercise of performance evaluation, appropriate managerial direction, delegation, performance management or attendance management;</i> or (c) <i>the exercise of expression protected by the UWOFA Article Academic Freedom or the University's Freedom of Expression Policy.</i>

Identify how the institution is proactively creating an inclusive environment free from discrimination. This includes proactive measures such as practices to support dialogue, early intervention and de-escalation.	MAPP 1.35 Procedures- Section II outlines in detail the Roles and Responsibilities of the University, the Role and Responsibilities of Academic and Administrative Leaders, the Role and Responsibilities of the University Community and the Role and Responsibilities of Human Rights Office	No amendments necessary
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All complaints must	What exists in current Policy	Amendments made to Policy (in red)
Consider the OHRC guidance on complaint processes.	MAPP 1.35 Procedures outlines a robust complaints mechanism process	No amendments necessary
Reflect the needs and composition of the campus community	<p>MAPP 1.35 Procedures outlines in Section II;</p> <p><i>that all members of the University community share responsibility for ensuring and promoting a safe and respectful working and learning environment that is free from Discrimination, Harassment and Sexual Misconduct.</i></p> <p><i>All members shall take proper and reasonable steps to uphold the Policy and its procedures.</i></p>	No amendments necessary
Protect privacy and confidentiality for individuals accessing the complaints mechanism.	Outlined in Section VII ss. 3.8 to ss. 3.9 in MAPP 1.35 Procedures	No amendments necessary
Recognize that any complaint that is not addressed through institutional processes can be referred to the Ontario Ombudsman		<p>Amendment made to Section VII. ss. 3.12 of the Procedures to include reference to Ontario Ombudsman:</p> <p>3.12 Any complaint that is not addressed through this Procedure can be referred to the Ontario Ombudsman.</p>

<p>Intake: outline the process for an individual to file a complaint alleging an incident of racism, hate, discrimination or harassment including the information a complainant must provide when filing a complaint.</p>	<p>Included in MAPP 1.35 Procedures from Section VII ss. 3 to ss. 3.11</p> <p>Section VII ss. 3.2 outlines the necessary information needed to be included in a complaint</p>	<p>Amendment made to Section VII. ss. 1, 2, 3.1 of the Procedures to reflect the application of the policy provisions to University community members only</p> <p>Amendment made to Section VII. ss. 3.2 (c) of the Procedures to indicate the need to include a description of the incident in the complaint;</p> <p>3.2 (c) a description of the incident(s), including date, time and place of the incident(s); and</p>
<p>The complainant must receive initial communication from the designated department no more than 30 days from filing the complaint along with an outline of the process/next steps and the estimated time for the issue to be addressed (including interim measures where appropriate). The estimated time should be no longer than 12 months from the time the complaint was received.</p>		<p>Amendment made to Section VII ss. 3.3 of the Procedures to reference new timeline requirements:</p> <p>Within 30 days of the receipt of the complaint, the AVP-HR (or designate) will provide the complainant with:</p> <p>a. an outline of the process/next steps; and b. the estimated time for addressing the complaint with estimated time being no longer than 12 months from the time the complaint was received.</p>
<p>Institutional assessment: The designated department reviews the complaint to assess whether the allegation would, if proven true, constitute a violation of the policy and determine next steps.</p>	<p>Currently exists in MAPP 1.35 Procedures in Section VII ss. 1.3</p>	<p>No amendments needed</p>
<p>Complaint Review: The designated department assesses the complaint in more detail and may launch an investigation to gather more information where appropriate.</p>	<p>Currently exists in MAPP 1.35 Procedures in Section VII ss. 3.3</p>	<p>No amendments needed</p>

<p>Interim measures: When allegations are of a serious nature, institutions may impose interim measures to ensure the safety and security of all parties during the investigation. The policy should include examples of potential interim measures.</p>		<p>Amendment made to Section 3.5 (a) of the Procedures to include examples of interim measures:</p> <p><i>determine which interim measures, if any, are required during the complaint and investigation process. Interim measures may include, but are not limited to, safety protocols, no contact orders, and restrictions on campus access;</i></p>
<p>Decisions and Outcomes: A final decision is made on whether a violation of an institutional policy has taken place and if so, the consequences. Include examples of the range of remedial/corrective actions that may be considered including training, prohibited or restricted access to campus and/or disciplinary measures such as reprimand, suspension dismissal or expulsion.</p>		<p>Amendment made to Section 3.12 of the Procedures to include examples of corrective action:</p> <p><i>An individual who has allegedly experienced Discrimination, Harassment or Sexual Misconduct, and the individual alleged to have engaged in Discrimination, Harassment or Sexual Misconduct, will be informed of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation. Corrective action may include measures such as training, restrictions on access to campus and/or disciplinary measures such as reprimand, suspension, dismissal or expulsion.</i></p>
<p>Appeals: Outline the mechanism for appeals and associated timing.</p>		<p>Amendment made to Section 3.11 of the Procedures to reference appeal mechanisms:</p> <p><i>Where appropriate, discipline and appeal will be in accordance with the appropriate collective or employee agreement or the Student Code of Conduct.</i></p>
<p>Anonymous complaints: Western must provide an avenue to accept anonymous complaints about contraventions of the policy.</p>	<p>Anonymous complaints can be submitted via the online Human Rights Reporting Form.</p>	<p>No amendments necessary</p>

POLICY 1.35 – Non-Discrimination/Harassment/Sexual Misconduct Policy

Policy Category: General

Subject: Discrimination, Harassment and Sexual Misconduct

Approving Authority: Board of Governors

Responsible Officer: Vice-President (Operations & Finance)

Responsible Office: Human Rights Office
Associate Vice-President (Human Resources)

Related Procedures: [Procedure for Policy 1.35 Non-Discrimination/Harassment/Sexual Misconduct Policy](#)

Related University Policies: [Safe Campus Policy](#), [Freedom of Expression Policy](#)

Effective Date: [February 6, 2025](#) ~~June 29, 2023~~

Supersedes: [June 29, 2023](#), July 13, 2017; November 22, 2012;
December 1, 2011; November 27, 2003

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I. PURPOSE

1. The purpose of this policy is to confirm the University's commitment to providing a learning and working environment free of Discrimination, Harassment and Sexual Misconduct.
2. This policy is in accordance with all applicable federal and provincial legislation related to Discrimination, Harassment and Sexual Misconduct such as the Ontario *Human Rights Code*. It also applies to those situations defined as Workplace Harassment under the *Occupational Health and Safety Act*. The [Safe Campus Policy \(MAPP 1.46\)](#) should be consulted whenever there are concerns about violence in the workplace or learning environment.

II. DEFINITIONS

Discrimination means a distinction, intentional or not, based on a prohibited ground, which has the effect of imposing burdens, obligations, or disadvantages on an individual or group not imposed on others, or which withholds or limits access to opportunities, benefits, and advantages available to other members of society.

POLICY 1.35 – Non-Discrimination/Harassment/Sexual Misconduct Policy

Prohibited Ground means:

- (a) any of the following: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability; and
- (b) such additional grounds as may be designated as prohibited grounds in the Ontario *Human Rights Code* from time to time.

Harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment may be related to one or more of the Prohibited Grounds, **and can include hate speech.** Harassment ~~and/or~~ may include conduct and/or behaviours which create an intimidating, demeaning or hostile working or academic environment whether or not it is based on the prohibited grounds. Harassment includes Sexual Harassment and Personal Harassment.

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Harassment does not include:

- (a) interpersonal conflict or disagreement;
- (b) the proper exercise of performance evaluation, appropriate managerial direction, delegation, performance management or attendance management; or
- (c) the exercise of expression protected by the UWOFA Article Academic Freedom, **or the University's Freedom of Expression Policy.**

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Personal Harassment means conduct and/or behaviour which creates an intimidating, demeaning or hostile working or academic environment whether or not it is based on the prohibited grounds defined in the *Human Rights Code*. For the purposes of this policy, Personal Harassment includes Workplace Harassment as defined under the *Occupational Health and Safety Act* as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably known to be unwelcome.

Sexual Harassment means:

- (a) engaging in a course of vexatious comment or conduct because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome and/or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

This definition of Sexual Harassment is not intended to inhibit bona fide academic discussion or interactions or relationships based on mutual free consent or normal social conduct between individuals.

POLICY 1.35 – Non-Discrimination/Harassment/Sexual Misconduct Policy

Sexual Misconduct means, in relation to a student of the University:

- (a) physical sexual relations with the student, touching of a sexual nature of the student or behavior or remarks of a sexual nature toward the student by an employee of the University where,
 - (i) the act constitutes an offence under the *Criminal Code* (Canada), or
 - (ii) the act constitutes a sexual solicitation or advance made by an employee of the University as defined above under Sexual Harassment, clause (b); or

a reprisal or threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by an employee of the University in a position to confer, grant or deny a benefit or advancement to the student.

III. POLICY

1. Western is committed to **fostering providing** a working and learning environment that **is free from Discrimination, Harassment and Sexual Misconduct, and one where** ~~allows for full and free participation of all~~ members of the community **are treated with respect and dignity.** Discrimination, Harassment or Sexual Misconduct toward individuals, whether as members of any recognizable group or otherwise, ~~undermine these objectives and~~ violate the fundamental rights, personal dignity and integrity of individuals or groups of individuals **and will not be tolerated.**
2. This policy applies to all members of the University community in their interaction with other members of the University community. The University community includes employees, students, volunteers and other individuals who work or study at the University.
3. All members of the University community share a responsibility to provide and maintain an environment free of Discrimination, Harassment and Sexual Misconduct.
- 3.4. **All visitors, such as guest speakers and other individuals formally invited to the University by a member of the University, are required to adhere to the Policy while on campus.**
- 4.5. Harassment and Discrimination may encompass Sexual Misconduct.
- 5.6. Clause III.1 (above) does not apply to any action or decision based on a bona fide requirement or qualification.
- 6.7. For the purposes of determining what limitations may reasonably be imposed in good faith to meet the objective employment or academic requirements, every individual is entitled to individual consideration.
- 7.8. This policy shall not infringe upon the implementation of special programs

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POLICY 1.35 – Non-Discrimination/Harassment/Sexual Misconduct Policy

designed to relieve hardship or economic disadvantage or to assist disadvantaged persons or groups to achieve or attempt to achieve equal opportunity.

- ~~8-9.~~ Harassment, Discrimination and Sexual Misconduct constitute serious offences that may be cause for disciplinary sanctions by the University up to and including termination of employment, or termination of any other relationship an individual has with the University.
- ~~9-10.~~ Individuals may seek assistance from the Human Rights Tribunal of Ontario (HRTO) even when taking steps under this policy. If the circumstances giving rise to a complaint under this policy independently give rise to proceedings before Human Rights Tribunal of Ontario or to proceedings in the courts or to the laying of a criminal charge, then any action under this policy may be suspended until such proceedings are concluded.
- ~~10-11.~~ Any reprisals, retaliation or threats of reprisals or retaliation for pursuing rights under this policy, for having participated in its procedures, or for acting in any role under this policy and its procedures are prohibited.
- ~~11-12.~~ The University may take disciplinary action against those who make allegations of Discrimination, Harassment or Sexual Misconduct which are reckless, malicious or not in good faith.
- ~~12-13.~~ The University shall not be restricted in fulfilling its responsibilities under the *Human Rights Code*, *Occupational Health and Safety Act*, or other applicable legislation, or where the safety of individuals is threatened or compromised.
- ~~13-14.~~ The Human Rights Office shall make an annual report to the President with a copy to the University community and the Audit Committee of the Board of Governors.

Last Reviewed: January 2025

PROCEDURE FOR POLICY 1.35 - Non-Discrimination/Harassment/Sexual Misconduct

Governing Policy: Non-Discrimination/Harassment/Sexual Misconduct

Subsections:

Responsible Officer: Vice-President (Operations & Finance)

Responsible Office: Human Rights Office
Associate Vice-President (Human Resources)

Effective Date: February 6, 2025

Supersedes: June 29, 2023

I. General

The Human Rights Office and the Office of the Associate Vice-President, Human Resources (AVP- HR) have primary responsibility for administering the Non-Discrimination/Harassment/Sexual Misconduct Policy in accordance with the procedures detailed herein.

The current Prohibited Grounds for discrimination are: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, disability, record of offences, marital status, family status, gender identity, gender expression.

II. Roles and Responsibilities

The University of Western Ontario and all members of the University community share responsibility for ensuring and promoting a safe and respectful working and learning environment that is free from Discrimination, Harassment and Sexual Misconduct. All members shall take proper and reasonable steps to uphold the Policy and its procedures.

In addition:

1.1. The University shall:

- a. provide Academic and Administrative Leaders and members of the University community with appropriate training regarding Discrimination, Harassment and Sexual Misconduct.

PROCEDURE FOR POLICY 1.35 – Non-Discrimination/Harassment/Sexual Misconduct

- b. provide supports and resources for the administration of its policies, and programs relating to Discrimination, Harassment and Sexual Misconduct including, but not limited to, the Policy.
- c. ensure that in addition to the Director of the Human Rights Office (HRO), at least one additional Human Rights Advisor is appointed to provide education and support pursuant to the Policy and procedures and other University policies related to human rights.
- d. take proper and reasonable steps to prevent systemic discrimination, through avoiding policies and practices that may lead to adverse job or academic consequences.

1.2. Academic Leaders and Administrative Leaders shall:

- a. become familiar with and communicate the University's policies regarding Discrimination, Harassment and Sexual Misconduct to faculty, staff and students within their Faculty/Department/Unit.
- b. participate in education relating to Discrimination, Harassment and Sexual Misconduct, specifically related to administrative duties and accountabilities.
- c. identify training needs and encourage all faculty, staff and students to attend relevant training related to the University's policies and programs relating to Discrimination, Harassment and Sexual Misconduct.
- d. involve the HRO in any unit-based attempts at resolving or mediating potential Discrimination, Harassment and/or Sexual Misconduct matters.
- e. report any incident(s) which may be related to Discrimination, Harassment and Sexual Misconduct immediately to the HRO or as otherwise described herein.
- f. keep detailed records of any instances of Discrimination, Harassment and Sexual Misconduct and forward to the HRO and/or AVP-HR as required.

1.3. University ~~Community Members~~ **community members** shall:

- a. cooperate with the University in its exercise of the duties imposed by the Policy and these procedures (e.g., any efforts to resolve and/or investigate matters relating to Discrimination, Harassment and/or Sexual Misconduct).
- b. report immediately any instances of Discrimination, Harassment or Sexual Misconduct to the HRO in accordance with the applicable procedure.
- c. participate in training as required.

1.4 The Human Rights Office shall:

- a. facilitate the development, implementation and ongoing management/coordination of the University's policies and programs relating to Discrimination, Harassment and Sexual Misconduct including, but not limited to, this procedure.

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PROCEDURE FOR POLICY 1.35 – Non-Discrimination/Harassment/Sexual Misconduct

- b. provide support, education and advice to Academic and Administrative Leaders with respect to dealing with Discrimination, Harassment and Sexual Misconduct issues.
- c. provide information to individuals on the various support programs/mechanisms available to them (e.g. Employee Assistance Program, Student Development Services).
- d. as appropriate, review and address issues of climate and culture concerns, on request of the University (through the office of the AVP-HR).
- e. In June each year, provide an annual report to the President with a copy to the community. This report shall provide a statistical record of incidents occurring, including the results of alternate resolutions and dispositions of complaints.

III. Violence and Threats to Safety

- 1. Where an individual becomes aware of circumstances that might reasonably be interpreted as a threat to the safety of any ~~member of the campus~~University community ~~member~~, or becomes aware that any ~~member of the campus~~University community ~~member~~ is a victim or perpetrator of violence, including domestic violence, the individual shall immediately report this information to Western Special Constable Service.
 - 1.1 The HRO may be required by law to release relevant information to law enforcement agencies or to the University regarding threats to safety or potential violence.

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IV. Right to Advice, Representation or Support Person

- 1. Individuals may seek the advice of the HRO in order to discuss situations which may be encompassed by the Policy.
 - 1.1 In any meeting or hearing an individual may be accompanied by a representative of their employee group, or by a colleague or other support or resource person of the individual's choosing.
- 1.2 With respect to matters arising under the Policy, individuals may be represented by legal counsel at their own expense.

V. No Reprisal or Retaliation

Any alleged reprisal or retaliation or threat thereof shall be grounds for a complaint under the Policy and shall proceed directly to a fact-finding investigation as described in section VII, subsection 3 of these procedures.

PROCEDURE FOR POLICY 1.35 – Non-Discrimination/Harassment/Sexual Misconduct

VI. Conflict of Interest

1. Any person involved in the application of any of the provisions of, or procedures under the Policy shall, on the grounds of conflict of interest or reasonable apprehension of bias, immediately declare any such conflict of interest or bias to the parties, to the Vice-President (Operations & Finance) or designate and to the employee representative, if applicable. The Vice-President (Operations & Finance) or designate shall forthwith provide a replacement for the person who has made the declaration.
2. Any party who objects to the participation of any person in the application of the provisions of, or procedures under the Policy on the grounds of conflict of interest or reasonable apprehension of bias may inform the Vice-President (Operations & Finance) or designate that they wish that person to be replaced, stating their reasons. The Vice-President (Operations & Finance) or designate shall also immediately inform the person named in the declaration, and they shall be given a reasonable opportunity to respond to it. The Vice-President (Operations & Finance) at their sole discretion can appoint a replacement.

VII. Procedure for Reporting Incidents and Complaints of Discrimination, Harassment, and/or Sexual Misconduct

1. Any individual **University community member** who believes that they have been subjected to, or have witnessed, behavior that is contrary to the Policy, should immediately report their concerns to or the incident to the HRO. If the alleged Discrimination, Harassment or Sexual Misconduct was by a member of the HRO, the individual shall report their concerns to the AVP-HR.
- 1.1 If ~~an individual~~ **a University community member** seeks assistance with a matter relating to Discrimination, Harassment or Sexual Misconduct from someone other than the HRO, except as otherwise provided for in section VII. 1. above, the person shall be advised to contact the HRO. In addition, the person being asked for assistance should also contact the HRO to advise of the incident reported. The HRO or the AVP-HR, as the case may be, will be responsible for acting on the information received.
- 1.2 The HRO or the AVP-HR, as the case may be, shall provide a confidential consultation to discuss concerns and/or incidents which may be encompassed by the Policy.
- 1.3 If the HRO or the AVP-HR, as the case may be, determines that the facts alleged, if proven, would constitute Discrimination, Harassment or Sexual Misconduct under the Policy, the HRO, or the AVP-HR, as the case may be, will advise the individual that they can choose from the following two options:
 - a. Request Alternate Resolution; or
 - b. File a Complaint and Request Investigation

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PROCEDURE FOR POLICY 1.35 – Non-Discrimination/Harassment/Sexual Misconduct

2. Option A. Request for Alternate Resolution
 - 2.1 Alternate resolution refers, generally, to options *other than* a complaint process. It is a problem- solving approach which has the goal of achieving a resolution satisfactory to all parties. Alternate resolution is generally not appropriate where one of the parties desires a formal procedure which may result in a decision imposing corrective, preventive, remedial or disciplinary consequences.
 - 2.2 Each situation is unique and it is necessary for the HRO or the AVP-HR, as the case may be, to have flexibility in determining the most appropriate options to attempt to reach a resolution. In order for the alternate resolution to proceed, all parties must agree to participate in the process. Some examples of alternate resolution include:
 - Facilitated discussion
 - Mediation
 - Education
 - 2.3 The HRO or the AVP-HR, as the case may be, retains the discretion to approve a request for alternate resolution based on whether:
 - a. the request is made within 6 months of the date of the last incident;
 - b. the matter is within the jurisdiction of the University, i.e., involves members of the University community; and
 - c. the issues to be addressed through alternate resolution are within the scope of the Policy, i.e., alleging Discrimination, Harassment or Sexual Misconduct.
 - 2.4 In addition, there may arise circumstances where, in the opinion of the HRO or the AVP-HR, as the case may be, alternate resolution is not a viable option. Such circumstances include, but are not limited to, situations where:
 - a. there is a safety risk to either or both of the parties;
 - b. there is significant power imbalance between the parties;
 - c. the remedy sought by one party is of a monetary or a punitive nature; or
 - d. the prospects of resolution appear to be unlikely
 - 2.5 The HRO or the AVP-HR, as the case may be, may, at any time, refuse to continue alternate resolution proceedings based on information or concerns related to the factors outlined at clauses 2.3 and 2.4 of this section. Where alternate resolution is refused or terminated, the HRO or the AVP-HR, as the case may be, shall provide reasons for their decision, if requested.
 - 2.6 Alternate resolution proceedings shall be completed within 20 working days of receiving the request for alternate resolution. This time period may be extended upon agreement among the HRO or the AVP-HR, as the case may be, and involved party(ies), to a maximum of 40 working days.
 - 2.7 If alternate resolution proceedings do not result in settlement of all issues, the HRO or the AVP-HR, as the case may be, shall advise all

PROCEDURE FOR POLICY 1.35 – Non-Discrimination/Harassment/Sexual Misconduct

involved parties of the option to file a Complaint and Request for Investigation.

- 2.8 If a resolution consistent with the terms of the Policy and any applicable legislation (e.g., the Ontario *Human Rights Code* or the *Occupational Health and Safety Act*) is achieved, all parties shall sign a statement of the terms of resolution. A copy of the terms of resolution shall be retained in the files of the HRO or the AVP-HR, as the case may be, for a period of 5 years and shall not be placed in official student or employee files. Files will be destroyed, in a confidential manner, after the five-year period.

3. Option B: Complaint and Request for Investigation

- 3.1 A complaint may be submitted by a University community member within 12 months of the latest alleged incident of Discrimination, Harassment and/or Sexual Misconduct directly to the AVP-HR (or designate). If the complaint is against the AVP-HR, it shall be submitted to University Secretary.

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3.2 The complaint must be in writing and include:

- a. the name(s) of the Complainant(s);
- b. the name(s) of the Respondent(s);
- c. a description of the incident(s), including date, time and place of the incident(s); and
- d. any relevant information or evidence to the support the allegation including names of witnesses; and
- e. sufficient information for the Respondent(s) to be able to respond.

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3.3 Within 30 days of the receipt of the complaint, the AVP-HR (or designate) will provide the complainant with:

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- a. an outline of the process/next steps; and
- b. the estimated time for addressing the complaint with estimated time being no longer
- than 12 months from the time the complaint was received.

~~3.3.4~~ Upon receipt of the complaint, and prior to commencing any investigatory action the AVP-HR (or designate) shall determine whether the complaint may go forward based on the following criteria:

- a. the complaint was received within 12 months of the latest alleged incident;
- b. the matter is within the jurisdiction of the University, i.e., involving employees and/or students of the University;
- c. the allegations are within the scope of the Policy; and
- d. the allegation contains sufficient information for the Respondent(s) to be able to respond.

~~3.4.3.5~~ Where the AVP-HR, or designate, determines that the complaint may go forward, they shall:

PROCEDURE FOR POLICY 1.35 – Non-Discrimination/Harassment/Sexual Misconduct

- a. determine which interim measures, if any, are required during the complaint and investigation process. Interim measures may include, but are not limited to safety protocols, no contact orders, and restrictions on campus access; and
- b. appoint an internal or external investigator, to prepare a fact-finding report in which the investigator shall review the complaint and determine whether Discrimination, Harassment and/or Sexual Misconduct has been established. In appointing an investigator, the AVP-HR (or designate) is responsible for the ensuring that the investigator has relevant experience in such investigations and does not have a conflict of interest in the matter under review. The fact-finding report is provided to AVP-HR (or designate).

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3.53.6 The Employer-approved costs of the External Investigator shall be borne by the Employer.

3.63.7 Within ten (10) working days of the investigator's appointment, the Respondent shall be provided, by registered mail or equivalent, a copy of the complaint, including any and all allegations.

The Respondent shall be provided the opportunity to respond to the complaint within ten (10) working days of receipt. Any written reply shall be provided to the Complainant. The Complainant and Respondent will be required to participate in the investigation. Where the Complainant(s) fail(s) to participate in an investigation, the Complaint shall be deemed withdrawn. Where a Respondent fails to participate, the investigation, and any subsequent findings, may proceed in absentia.

3.73.8 Any information obtained by the University about an incident or complaint of Discrimination, Harassment or Sexual Misconduct including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.

3.83.9 Individuals and the University shall maintain the confidentiality of the investigative process and its findings until the imposition of discipline, if any, unless the University has grounds to believe that such confidentiality may put a person at risk of significant harm.

3.93.10 Individuals contacted by the University during the investigation shall be informed of the confidentiality requirement under Clause VII. 3.8. A request with respect to participation in the investigatory process shall be in accordance with any applicable collective agreement or employment contract.

3.103.11 Where appropriate, discipline and appeal will be in accordance with the appropriate collective or employee agreement or the Student Code of Conduct Code of Student Conduct.

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PROCEDURE FOR POLICY 1.35 – Non-Discrimination/Harassment/Sexual Misconduct

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3.11 An individual who has allegedly experienced Discrimination, Harassment or Sexual Misconduct, and the individual alleged to have engaged in Discrimination, Harassment or Sexual Misconduct, will be informed of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation. Corrective action may include measures such as training, restrictions on access to campus and/or disciplinary measures such as reprimand, suspension, dismissal or expulsion.

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3.12 Any complaint that is not addressed through this Procedure can be referred to the Ontario Ombudsman

VIII. Retention of Files

All documents relating to a complaint filed according to section VII.3 shall be retained in confidence for ten (10) years in the HRO. Such files in the HRO may only be accessed by the Director – Human Rights Office, Human Rights Advisor or the AVP-HR (or designate). Files will be destroyed, in a confidential manner, after the ten-year period.

Last Reviewed: January 2025

ITEM 4.4(a) – Annual Report of the University Librarian

ACTION: ☐ APPROVAL ☒ INFORMATION ☐ DISCUSSION

EXECUTIVE SUMMARY:

G. Little, University Librarian, will provide an overview of the Annual Report of the University Librarian.

ATTACHMENT(S):

[Western Libraries Annual Report](#)

[Presentation Slides](#)



A Message from Geoffrey

This is my first annual report as Vice-Provost & Chief Librarian. I joined Western Libraries in July 2024 and am honoured to be at the head of a community of skilled librarians, archivists and staff. Together we animate and advance the university's mission in teaching and learning, research, and community engagement. I am taking the next several months to learn about Western Libraries and its staff and will be holding a series of engagement events with my colleagues. I also look forward to creating strong links with the deans and other university leaders, as well with the members of our student advisory council.

This report describes some of the amazing people who belong to the Libraries' team, as well as initiatives, activities and events that have occurred during the last year. While this report looks back on our achievements, Western Libraries is also focused on the future. Work continues on Phase 2 of the Weldon Revitalization and just before this report goes to press, we will recognize the five recipients of Western Libraries undergraduate research awards. These awards are given to students who demonstrate strong, thoughtful and creative use of library or archival sources and they are just one example of the ways in which we support student success and research excellence. You can read more about this program and last year's winners in this report.

Much of the work that goes on in academic libraries is invisible. We pride ourselves on a seamless experience for our users and we seek to eliminate barriers or delays to collections, information and services. That sometimes means that our work and expertise is not well understood by our communities. My hope is that this report helps you learn more about the skill and commitment that we bring to our work.



My message must close with a tribute to my predecessor, Catherine Steeves. Catherine achieved much during her two terms including implementing the organizational renewal initiative, launching our current strategic plan, *Forward Together*, and the envisioning and completion of the first phase of the Weldon revitalization project that has transformed, physically and literally, one of the largest academic library buildings in Canada. She has an immense legacy and I am honoured to follow her.

A handwritten signature in black ink that reads "G. Little".

Geoffrey Robert Little
Vice-Provost & Chief Librarian

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Contributors:

Articles written by, or adapted from, Sara Poulin, Jennifer Robinson, Tanis Schumilas, Western News. Photographs by Juan Cuellar Rubio, Christopher Kindratsky, Rayanne Tipert. Design by Juan Cuellar Rubio.

Meet Geoffrey Robert Little

“Libraries are a place to access collections and expertise. But they’re also a place where people can experience quiet time or meet friends or work in groups. I think that’s a real testament to their importance and enduring value,” Little said.

Tell us a little about yourself.

I grew up in Guelph, Ontario, and my first job, aside from delivering newspapers, was shelving books at the public library. Except for three years in the Ontario Public Service, I’ve worked in libraries since I was about sixteen years old. My studies and career have taken me from Guelph to Toronto to Birmingham, England, back to Toronto, to New Haven, Connecticut, to Montreal and now to London. I have three siblings and (at the moment) two nieces and two nephews. My partner, August Klintberg, and I share our lives with a handsome five-year-old Irish terrier named Fox.

What drew you to the role of vice-provost & chief librarian at Western University?

In its mission statement, Western Libraries calls itself an academic commons, which to me speaks to openness, equality and an invitation to participate. That was incredibly attractive. I had worked with President Shepard during his tenure at Concordia and knew him to be a dynamic and thoughtful leader who understands the central role of the university library. The photos of the Weldon Revitalization were also a big draw. Who wouldn’t want to work in such a beautiful space?

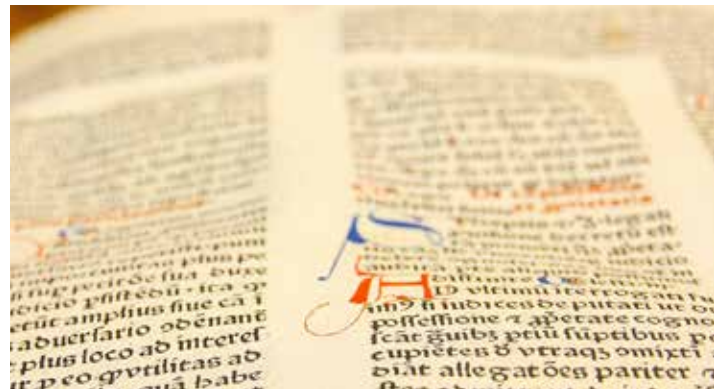


What opportunities and challenges do you see ahead for Western Libraries?

Western's leadership has been clear that it wants to increase the amount of research funding coming into the university. That will have implications for Western Libraries. Services like research data management, GIS support, publishing and dissemination resources, and digital preservation are no longer 'nice to have,' but essential, in addition to work we're doing in teaching and learning and collections stewardship. Western Libraries is already a leader in many of these areas, but the demands will only grow. We need to plan carefully to ensure that our services, and the experts who deliver them, are properly supported and resourced.

What are you most excited about for your first term as vice-provost & chief librarian?

In the short term, I am excited to learn about Western Libraries as well as Western University. Longer term, completing the Weldon revitalization program is high on my list. I also want to learn more about our archival and rare book collections and how they are being leveraged to enrich the student experience as well as generate new scholarship. Growing links with the local community, including



Indigenous communities in southern Ontario, is another exciting opportunity. Finally, I am looking forward to working with the deans and vice-provosts on issues and projects connected to Western's academic planning and prioritization.

What are you most proud of in your career so far?

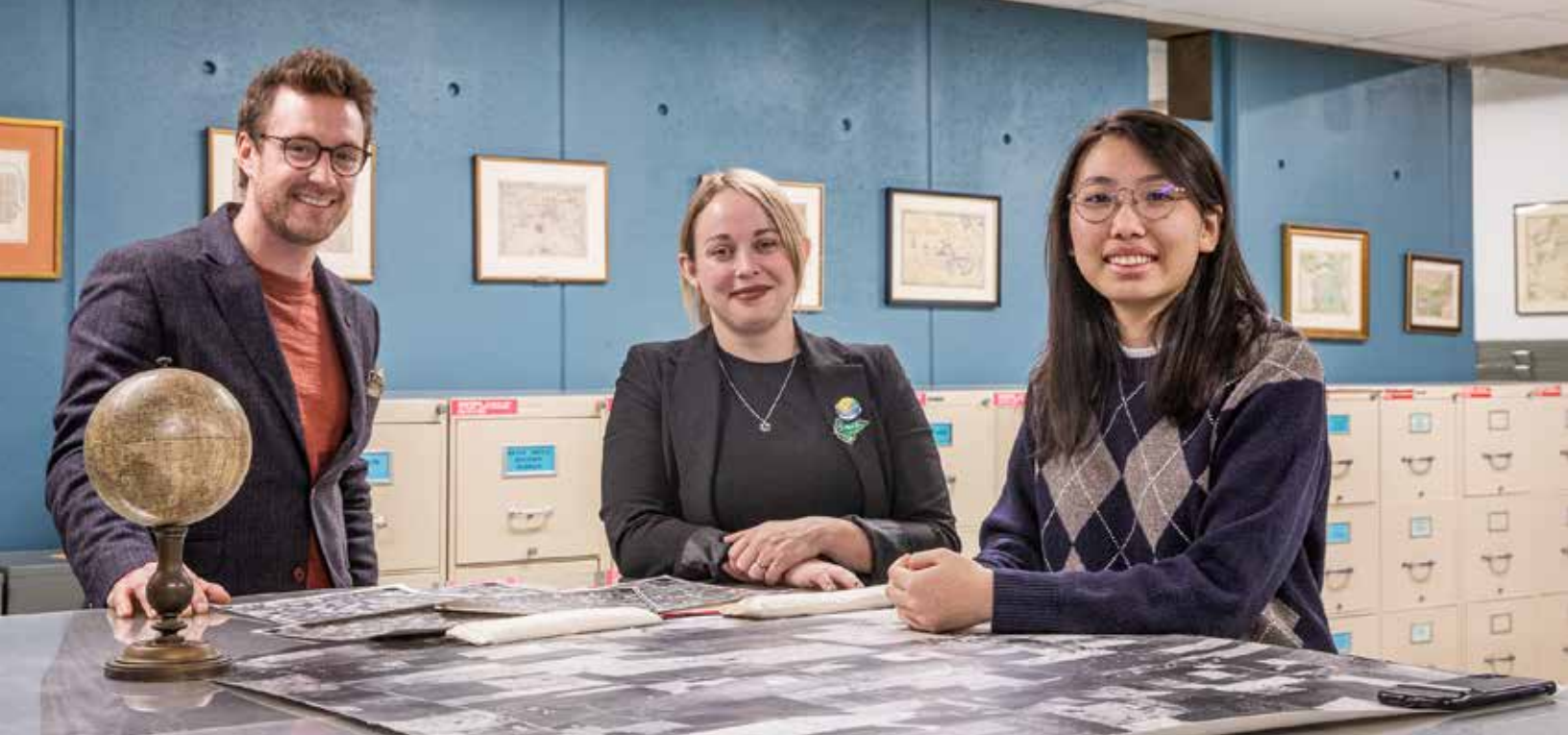
I am one of the co-founders of Concordia University Press, a non-profit open access scholarly publisher launched in 2016. I was also the press's founding director until I left for Western. It was exciting to create a new publishing house from scratch and to establish its editorial and marketing programs. I am very proud of what we accomplished and the books and authors that we published.

What do you like to do when you're not working?

With moving and starting a new job I feel like I haven't had much free time. I've always been a swimmer, so I've been taking advantage of the rec centre pool. I also like to read (usually before bed) and this fall I have been working my way through Anthony Trollope's *Chronicles of Barsetshire* series as well as the novels of Beryl Bainbridge. August and I have Hyland Cinema memberships, and we've enjoyed watching classic films on the big screen. We're also looking forward to being closer to theatre in Stratford and Niagara.



« A candid moment on the roof of the Webster Library at Concordia University in April 2024



⌘ Map librarian Zack MacDonald, GIS specialist Liz Sutherland and student library assistant Eunice Chu (L to R).

Air Photo App Takes Flight

[An app](#) making thousands of historical photos – captured from the skies – accessible to the public with just a few clicks will offer a unique glimpse into southwestern Ontario’s past.

The uses are nearly endless: from history buffs to curious citizens, the application developed by Western Libraries opens an entire new world of local knowledge. “For people who aren’t professionals in history, these photos are especially cool,” said Eunice Chu, a student library assistant at the Map and Data Centre in The D.B. Weldon Library.

Fourth-year student Chu, who specializes in geographic information science, built the application in six months.

“Anyone who has a computer or a phone can access the materials. It makes it very convenient for people who don’t do professional research – anyone who wants to understand the differences between the historical photos and the present day can use the app,” Chu said.

The images represent one of the largest air photo collections in Canada. There are more than 10,000 available through the app and roughly 60,000 in Western Libraries’ [Map and Data Centre](#).

Many come from the National Air Photo Library – government photos from planes flown to collect data from above.

“People started flying because that was the only way to get data from top down. Satellite resolution really wasn’t that great until very recently. To see houses and concessions, you needed to fly an airplane to get air photos,” said Liz Sutherland, Western Libraries GIS specialist.

Today, those photos represent a valuable archive of local history.

Western collection used globally

Those top-down images include a wealth of data, including the organization that sponsored the flight, when the photo was taken, and any other details

attached to the shot. Some are even geo-referenced, meaning they're attached to real-world coordinates to allow for mapping and further analysis.

Professionals are using the app and its photos to illustrate and analyze agricultural changes, erosion, or research ahead of new construction projects. The Upper Thames River Conservation Authority recently used the app to quickly locate past images of the Sifton Bog.

The easy-to-use app with an expanded collection – covering a large swath of the southwestern Ontario region – is expected to be used by historians, building consultants and planners, academic researchers and interested community members.

The app allows users to search photos and narrow the results using filters. It's much easier, and cheaper, than requesting scanned images from the Map and Data Centre, which was time-consuming for both library users and staff.

Making GIS fun

One of the most compelling features of the app is its ability to break down geographic information systems, or GIS, as an easy-to-understand concept.

The app was developed using [ArcGIS Dashboards](#), a platform faculty, students and staff at Western can use to create their own applications. It's the same system that gives life to [Story Maps](#), which provide highly visual and engaging representations of research in numerous fields.

Western Libraries pays for a subscription and offers live and virtual training, including demonstrations and workshops.

Map librarian Zack MacDonald calls it powerful.

It's easy to experiment with analysis, even for an amateur, thanks to a measurement tool that shows the distance between features in a photo.

Treasure trove of data

The library is eager to educate the Western community about the opportunities of the software with its training tools.

The air photo app is the perfect example.

"People are engaging and learning a little bit about GIS, even if they don't realize. I like being able to introduce people to it without overwhelming them with a ton of definitions and science," Sutherland said.

"It highlights the usefulness of GIS. You're engaging with geography and spatial data in a way that's really easy: you just open the app, you load a photo, you take a look at it, and you're engaging with GIS. I love that."





Recognition for Undergraduate Research

Five undergraduate students are the first to win a [Western Libraries Undergraduate Research Award \(WLURA\)](#) for their outstanding research.

Award recipients, Sarah Al-Saoud, Katarina Jovanovic, Richard Martinez Loyola, Caitlin E. Mungall, and Amber Yixuan Wu, come from a wide range of disciplines across Western. Their research projects cover topics such as neurodevelopmental disorders, children's literature, pictorial encoding, polycystic ovary syndrome and even the origins of life.

The WLURAs are a new initiative by Western Libraries to highlight the diversity of research outputs by undergraduate students. Applications are due each year on April 30.

"There is a tendency to think that only professors and perhaps graduate students 'do research.' But in our university context, undergraduates are engaged in various types of research as well, and some of it is highly sophisticated," said Jason Dyck, current chair of the WLURA adjudication committee.

As a teaching and learning librarian, Dyck works with faculty like Shelley McKellar in history to integrate research skills into classroom learning by designing and delivering information literacy instruction related to a course assignment, such as a research essay. On her experience working with Dyck, McKellar says: "I love this faculty-librarian

collaboration; wonderful for all of us, students will gain skills, write better essays, and faculty marking will be more enjoyable!"

Student reflections in award application packages note the importance of support received in the classroom from librarians like Dyck to guide their research. They also cite the significance of help from services such as chat with a librarian, where students chat in real-time with library staff to receive research direction and advice, such as what databases to use, and how to identify effective search terms.



Winners receive a certificate and a cheque for \$1,000. Their projects are available for viewing on Western's institutional repository [Scholarship@Western](#).

"I'm delighted to see my work published and searchable now on Google Scholar!" said WLURA winner and medical biophysics and biochemistry student Amber Yixuan Wu.



⌘ Caitlin, Katarina, Amber, Sarah, Richard (L to R)

Sarah Al-Saoud

Project Title

[A Transdiagnostic Examination of Cognitive Heterogeneity in Children and Adolescents with Neurodevelopmental Disorders](#)

Course

Psychology 4891E (Honours Thesis)

Instructor

Loretta Norton

Katarina Jovanovic

Project Title

[False Recognition: Revisiting the Account for Pictorial Encoding](#)

Course

Psychology 1100E (Method in General Psychology)

Instructor

Stephen Van Hedger

Richard Martinez Loyola

Project Title

[Quetzalcoatl in Children's Mythology](#)

Course

Spanish 3531F (Myths, Legends, and Oral Traditions)

Instructor

Victoria Wolff

Caitlin E. Mungall

Project Title

[Social Supports for Adolescent and Young Adult Polycystic Ovary Syndrome \(PCOS\) Patients: A Scoping Review](#)

Course

Health Sciences 3910G (Fundamentals of Academic Communication in the Health Sciences)

Instructor

Shauna Burke

Amber Yixuan Wu

Project Title

[On the Origins of Life — Modelling the Initial Stages of Complex Coacervate Droplet Formation](#)

Course

Medical Biophysics 4970E (Project in Medical Biophysics)

Instructor

Styliani Consta

Interlibrary Loans

You sign in to the library catalogue, request a book or scanned article, and next thing you know, your email dings: your request is ready. It's a seamless process completed at Western Libraries dozens of times a day. But what about the books that Western Libraries doesn't have on the shelf? How do you get this research material? That is where the interlibrary loans team comes in.

Interlibrary loans, the process of sharing library materials across libraries on a local, national and international level, is supported by a team of 17 user services library staff, made up of library assistants and student library assistants. Under the leadership of user services manager Sara Poulin, and coordinator, Jacquelyn Watton, the team ensures researchers across Western's campus and beyond get access to essential materials through various resource sharing agreements.

The interlibrary loans team filled nearly 15,000 requests in the 2023-2024 academic year for Western researchers. This included over 10,000 print books that were sent through the mail and processed at campus libraries for faculty, students and staff to pick up from the hold shelf. Further, over 16,000 books and digital scans were supplied to researchers as far away as New Zealand and as close to home as the London Public Library.

In the years preceding Western Libraries joining the Ontario Council of University Libraries' Collaborative Futures initiative, interlibrary loan usage was on a downward trend. In 2018-2019, interlibrary loans filled less than 10,000 requests, and now activity is more than double this number.

Collaborative Futures, a formal partnership across 20 of Ontario's university libraries that allows Western researchers to seamlessly borrow materials from across the province, has pushed the growth of interlibrary loans an average of 23-27% each year since it began. To support this increase in demand, the interlibrary loans service has been enhanced for Western researchers, including development of a more accessible and easy-to-use request process and introduction of a rapid digitization service with an average turnaround time of less than 24 hours. As a result, it is easier than ever before for researchers to request material from our library partners both provincially and all over the world.

Faculty, students and staff share that using this new and improved interlibrary loans service is “so much smoother” and they are grateful for the “stress off [their] shoulders” when we assist with this critical part of their research process. User services manager Poulin explains why she thinks this work is so vital to researchers on campus:



"I think of the student, who like me, couldn't travel for their research to use collections we don't have here at Western. Thankfully, interlibrary loans sourced books from all over the United States, England and even Australia for me. I'm so happy to know our work can make a difference like that for researchers across campus."

The growth of interlibrary loans over the last five years is a success story not just for Western Libraries but for all our library partners. Knowing that research collections can be quickly and efficiently shared helps each library maximize acquisition budget dollars, which is especially important in a time of budget constraints across

the post-secondary sector. Through this simple act of collaboration, researchers across the world have access to the material they need to inform groundbreaking discoveries and help address the most pressing challenges of today and tomorrow.



Sara Poulin

Meet Sara Poulin, user services manager at the Allyn & Betty Taylor Library. Poulin leads user services staff at the second largest library on campus, supporting faculty, students and staff in the faculties of Science, Engineering, and Medicine. She is also the manager of key Western Libraries' services, including interlibrary loans and course readings.

Since starting in her role one year ago, Poulin has led her team through many changes including the transition to Western's new Online Western Learning (OWL) platform, Brightspace, which integrates with the course readings service, and a transition away from RACER (Rapid Access to Collections by Electronic Requesting) interlibrary loans system. The need for continuous evolution of these and other library services is directly tied to the ever-changing

needs of our Western community, according to Poulin. She is excited to have opportunities to help user services staff and Western Libraries support our users however we can.

"My favourite time of the year is the start of a new semester," she says. "I get to enjoy so many things I love about my job all at once. I meet new students coming into Taylor, support an influx of researcher requests in interlibrary loans, and help instructors prepare their course materials for the upcoming academic year. It's busy but it's worth it. I get to help our campus community be successful all while working alongside great colleagues."

By the Numbers

Collections and use

- **5,843,399** total items, digital and physical book, journals and other materials.
- **342,462** active serial subscriptions, digital and physical journal, newspaper and magazine subscriptions.
- **804,927** other material, scores, audio, video, maps, special collections, theses and dissertations.
- **4,322,608** e-journal views.
- **2,180,382** database searches.
- **632,999** e-book views.
- **65,330** multimedia streams.
- **1,119,150** catalogue searches.
- **51,429** physical items checked out.

Research support and instruction

- **319** instruction sessions and workshops for **12,178** faculty, students and staff.
- **11,512** questions answered by chat and email.
- **1,679** in-depth consultations.

Website

- **1,013,747** unique visits to the library website.



Interlibrary Loans

- **14,928** requests fulfilled by partner libraries for Western researchers.
- **16,364** requests fulfilled for partner libraries.



Course Readings

- **328,203** uses of digital course readings material.
- **22,461** items available through course readings.



This is Us



Archives and Special Collections

We acquire, preserve and provide access to special collections and archives, including rare and unique materials in all formats, to support the teaching and research missions of the university. We also engage with and welcome use of the archives and special collections by members of the broader community.



Collections Management, Discovery and Access

We are committed to providing seamless and convenient access to information to support research, scholarship and teaching. We work with users to select and acquire materials to meet their changing needs and ensure thoughtful management and preservation of resources for future scholars.



Research and Scholarly Communications

We collaborate with researchers across campus to advance the creation, management, dissemination and preservation of research and scholarship. We assist with open access publishing, GIS and statistical data, data management, researcher identifiers, research impact and copyright.



Teaching and Learning

We collaborate with faculty on curriculum design and create and deliver a variety of information literacy learning experiences. Our instruction on research strategies, misinformation and disinformation, and knowledge justice, among other topics, empowers students to become successful, information literate graduates able to achieve their full potential as global citizens and leaders.



User Experience

We support evidence-based decisions about the library, keeping user perspectives and observed behaviours at the forefront when it comes to the design and development of library spaces and services.



User Services

We design and deliver a suite of virtual and in-person front-line library services that support the teaching, learning and research goals of the Western community including information and public service, document delivery, collections maintenance and outreach and events services.

All Western Libraries units are supported by administration and operations and library information technology services. These teams provide critical support for staffing, human resources, facilities management, records services, communications and IT services. Information technology support includes staff computing, public website development, library service platform support, public printing, application development and domain management.

We are your information experts, when and where you need us. Western Libraries' teams take your work to the next level.

Community in the Commons

In the early stages of planning the Weldon revitalization project, conversations with users focused on the kinds of activities Western Libraries could support through a renovation. Faculty, students and staff regularly mentioned the need for a large gathering space to host a range of campus programs and events. This feedback inspired the creation of the community room, one of the busiest spaces in the new learning commons on the main floor of The D.B. Weldon Library.

From lecture style presentations to interactive workshops, academic conferences to student club meetings, poster sessions and even therapy dogs, the community room has hosted a wide variety of events since opening its doors in September 2022. One ongoing program hosted in the community room is the peer assisted learning (PAL) study hub run by learning development and success, which sets up shop in the community room two days a week.

Rich Nahhas, student learning specialist, is very pleased with how the space supports this program: “I wish the PAL Centre could be in the community room more often – it just makes sense for students to be helping other students study in the library!”

Nahhas notes that the amenities offered by the room; such as whiteboards, moveable tables and chairs, access to power for personal devices and technology like digital screens, all help make the space comfortable and productive for student volunteers leading the program and students using the space to learn. The visibility of the community room, which features large windows to the outside and interior of Weldon is also an advantage.

“The screens and tech allow us to have a rolling slideshow advertising exactly for which courses help is available,” says Nahhas. “You can see students stop dead in their tracks outside of the community room, and sometimes even outside of the library, to take stock and come in. This has even worked to our advantage in presentations, as students walking by have seen the slides we’re discussing and stop to read them or come in based on the information.”

The community room is overseen by user services staff, led by Tanis Schumilas, acting user services manager, Weldon, who is thrilled by how campus has embraced use of the space: “The community room has quickly become a cornerstone for campus events. We’ve been



amazed by the level of engagement from Western with over 450 events so far. The user services team has worked hard to create a welcoming and versatile space, and it's been rewarding to see it play such a vital role in supporting both academic and social activities. It truly shows what a collaborative effort between library staff and campus partners can achieve."

Western Libraries hosts library programs in the community room such as We Got You Day, where students are offered de-stressor activities like bracelet making, colouring and Lego-building, as well as access to campus supports like student wellness, in the lead up to the final exam period. During exams the community room becomes a popular silent study space, adding 120 additional study seats to what is already available across Western Libraries.

As spaces like the community room, finished during phase 1 of Weldon's multi-million-dollar award-winning renovation, become active hubs for

community engagement, more changes are coming through phase 2. This includes a purpose-built silent study space with 90 seats on the main floor of the learning commons that will be available throughout the academic year. Improvements to teaching spaces and new workspaces for the centre for teaching and learning are also a part of phase 2 and will be available on the second floor by the end of 2024. Improvements to ground floor spaces will continue into January 2025.



Simon Court

Meet Simon Court, user services library assistant. Court's duties include coordinating the Weldon community room, a multi-purpose space for hosting campus community events. He administers bookings, supports the room's technology, and works with faculty, students and staff from across Western to host a variety of functions. Over the past year, Court has overseen a logistical transformation of the space, from instituting a room-use policy and booking request form, to leading other user services staff who help facilitate use of the community room and other library spaces. Court views the community room as the perfect way to strengthen the library as a campus hub and foster a sense of community at Western.

Reconciliation Through Art

Context Warning: this story deals with topics that may be distressing to readers.

Mixed among the books in libraries across London and Middlesex County, visitors might discover a piece of artwork meant to prompt reflection and education. These books, covered in Indigenous fabrics, have the names of missing and murdered Indigenous women, girls and children imprinted on the spine in gold lettering, with invitations for visitors to follow a QR code to learn more.

The project, initiated by national non-profit The Canadian Library, is being embraced by a number of library organizations across the city, including Western Libraries, in their efforts toward truth, reconciliation and decolonization and as a way to honour and build awareness of the thousands of missing and murdered Indigenous women, girls and children. [The Canadian Library's Micro Gallery Project](#) is a community-engaged installation that includes over 6,000 hard-cover recycled books in more than 300 locations across Canada, including libraries, restaurants, retail spaces like IKEA, police departments and non-profit organizations.



“Recognizing that reconciliation is an ongoing and shared commitment which requires all of us to be collectively responsible, we collaborated with local partners here in London to create spaces throughout the city to draw attention to the missing and murdered Indigenous women, girls and children from across this region,” said Katya Pereyaslavskaya, user experience librarian at Western.

At Western Libraries, the books have been brought together in a prominent display in Weldon alongside stories from The Canadian Library website.

Mary Lou Smoke is an Indigenous elder from the Anishinaabe, Lakota and Mi'kmaq Nations. It has been more than two decades since her sister was



murdered. Her sister's name, Debbie Ann Sloss-Clarke, is one of the many embossed on the books. "The missing and murdered Indigenous women are sisters, mothers, aunts, grandmothers and the best friends of many," said Smoke. "It's important to always remember them – their lives were taken away before they had a chance to share their special gifts in this beautiful life that we each have been blessed with. They must not be forgotten."

The local initiative in London and Middlesex County includes a collaboration between eight libraries, each hosting their own micro galleries. The locations include Weldon, London Public Library's Central Library, the former Beryl Ivey Library at Brescia University College, Huron University College Library, Cardinal Carter Library at King's University College, the FIMS Graduate Library, Fanshawe College's Learning Library Commons and the Middlesex County Library's Coldstream Branch.

"London is unique in the breadth of this collaboration with so many partners. They are going to be able to share with so many people," said Shanta Sundarason, the founder of The Canadian Library. "It's incredible to see them all come together in this way." All of the locations have been pinned on an [interactive map](#) developed with the help of the geographic information systems team at Western Libraries. Those inspired to create their own micro gallery can also add their location to the map using the form on the site.

All of the books from across Canada will eventually be brought together in one permanent installation.

"You can't walk past one of these books or a shelf full of them without stopping to look," said Sundarason. "First and foremost, we wanted these art installations to encourage people to stop and take notice and ask questions. We have found that many people are going on to visit the website to read the stories and to learn more, so we feel we are achieving even more than what we set out to do."



Micro Gallery

Honouring missing and murdered Indigenous women, girls and children.

A Historical Legacy

Western Libraries recently received its largest donation to date. A \$2 million gift from the estate of Halina and James Russell (Rus) Robinson will give students and scholars access to rich resources in the emerging fields of military and veterans history.

The gift builds on a textbook and materials acquisition fund started by Rus in 1979, which Halina continued to support after his death in 2010 and until she died in 2021. The donation came as a “complete surprise” to Elizabeth Mantz, who maintained regular contact with both Rus and Halina in her role as collections and content strategies librarian.

“I’m sure this was something they would have discussed and agreed upon as their legacy, but I had no idea they were planning to leave a donation of this kind,” Mantz said. “They were such a remarkable couple, very much committed to each other and similar in their gentle, unassuming ways.”

✧ Halina and James Russell (Rus) Robinson

Making Western ‘a magnet for young researchers’

The bulk of the Robinsons’ endowment will fund materials in history and social science, with a special focus on military history.

The collection will include full-text access to two premier history databases, [America: History and Life](#) and [Historical Abstracts](#), which offer comprehensive information on American, Canadian and world history.

Jonathan Vance, Distinguished University Professor and J.B. Smallman Chair in the department of history, said the signature collection created through Rus and Halina’s generosity will set Western apart.

“It gives students at all levels unparalleled access to the most important literature in military history, making Western a magnet for young researchers interested in the field,” Vance said.





⌘ Collections and content strategies librarian Elizabeth Mantz and Distinguished University Professor Jonathan Vance

“Every year, more and more digital databases are being marketed, but at considerable cost. This donation allows us to take advantage of the newest research resources as they become available, and boost Western’s profile, enabling us to take another step in becoming a leading research institution in North America for military history.”

Western’s first PhD graduate in chemistry

For decades Rus made annual gifts to Western Libraries, inspired by his love of history and learning.

Rus’ early donations allowed for the purchase of books on the history of radar, military applications and air force history, subjects reflective of his life and interests. Rus grew up in Norwich, Ontario, and after attending the Ontario Agriculture College in Guelph, he joined the Royal Canadian Air Force in 1941, training as a radio technician.

During the Second World War, he travelled to England, France and Belgium, and attained the rank of Flight Lieutenant before he was severely injured in Belgium in November 1944. When he was well enough, he returned home to Canada and began his graduate studies at Western.

It was at Western that Halina caught Rus’ eye from across the cafeteria in the Natural Sciences Centre. Romance blossomed and shortly after Rus became Western’s first PhD graduate in chemistry, he and Halina married. Rus stayed on at Western, teaching chemistry and working for Agriculture Canada until 1985. He authored more than 40 papers during that time.

A woman ahead of her time

Halina, the daughter of a Polish military officer, also survived the Second World War. When the war broke out, she and her mother fled to Warsaw. After being arrested during the



⌘ Upon her retirement, Halina Robinson rediscovered her passion for art.

Warsaw Uprising of 1944, Halina and her mother were transported to Auschwitz-Birkenau, and from there deported to Bergen-Belsen – a Nazi concentration camp where approximately 50,000 imprisoned people died.

Despite grave illnesses brought on by the deplorable conditions at Auschwitz and later at Bergen-Belsen, the pair survived.

When Bergen-Belsen was liberated in 1945, Halina and her mother were sent as displaced persons to Sweden, where Halina studied to become a chemical engineer. After graduating with high marks in 1950 from the Stockholms Tekniska Institut, Halina joined the famed Nobel-Karolinska

Institute to work in the lab of pioneering cancer researchers Drs. George and Eva Klein.

When Halina immigrated to Canada in 1951, she was intent on resuming her engineering career, but in 1951, London, like most of North America, was not yet accepting of female engineers.

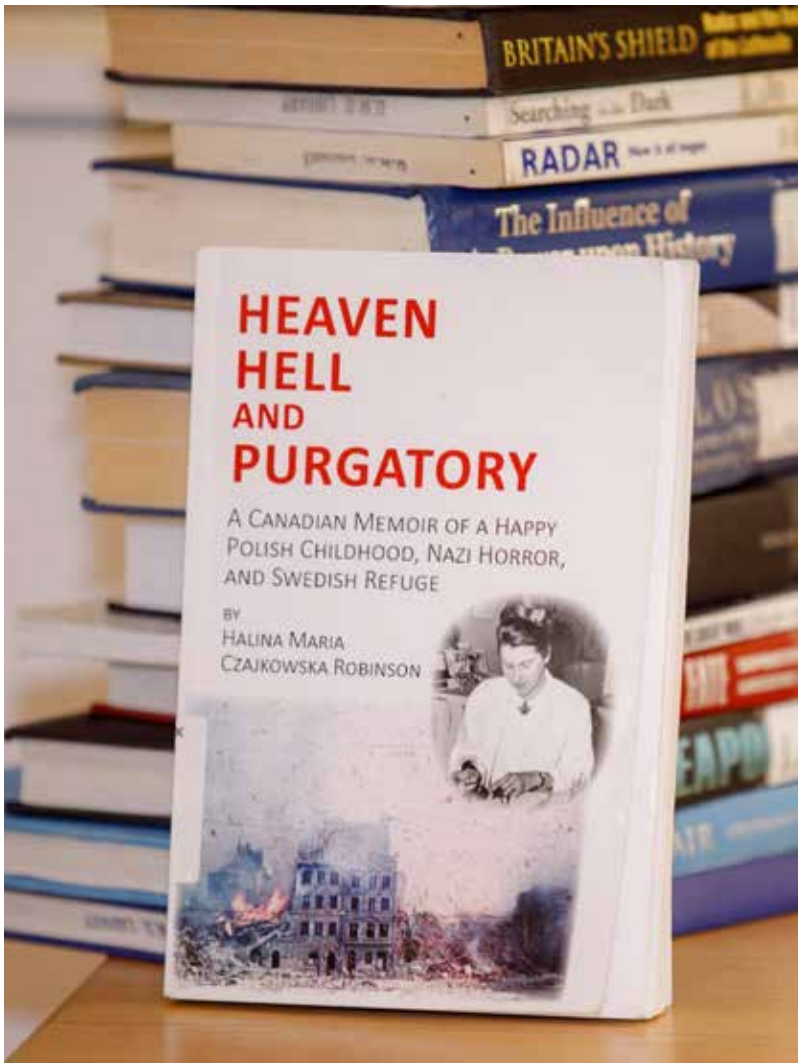
Halina eventually landed a role as a laboratory technologist in the lab of former Western Faculty of Medicine dean James Bertram (J.B.) Collip. There, through her desire to maintain the skills she learned in Sweden, she made a groundbreaking – but unheralded observation – that led to the discovery of the anti-cancer drug Vinblastine.

Upon her retirement, Halina returned to creating art, a passion she was forced to forgo as a child, when her life was overtaken by war.

Besides volunteering at Museum London and taking courses in art history at Western, Halina also took the time to write her memoir, [*Heaven, Hell and Purgatory*](#), released in 2020.

Mantz remembers Halina as a “very positive person” and both she and Rus as dedicated and humble donors to Western, with a focus on giving students the materials they need to gain their education.

“This wonderful gift continues their legacy of doing remarkable things for people they’ve never met,” Mantz said. “It speaks to the lives they lived, and the power they had within.”



⌘ In 2020, Halina Robinson released her memoir *Heaven Hell and Purgatory*



Reflections on Experiential Learning



Yeliz Baloglu Cengay

During my co-op with research and scholarly communication I participated in a range of projects fostering skills in teamwork, independence and technical proficiency. My primary role focused on support for research data management and data services. I worked on projects such as the London Census Data Collection, the creation of online training modules for Borealis and digitization initiatives like the Milton at Western exhibit. I had the opportunity to co-lead data workshops, moderate online sessions and assist with NVivo consultations.

I also contributed to developing the open textbook *Research Data Management in the Canadian Context*. These experiences improved my data collection and analysis skills and enhanced my understanding of digital preservation, open publishing and scholarly communication.

As I transition into the next phase of my career, my co-op experience has profoundly influenced my course choices and solidified my career goals within data librarianship and digital scholarship. I am deeply grateful to my supervisors and the entire research and scholarly communication team for their unwavering support, guidance and the invaluable opportunities they provided throughout this journey.



Emily Kirk

During my co-op with archives and special collections, I had the opportunity to work on two exciting projects to preserve born digital and digitized content. My first project was the preservation and digitization of audio-visual records, where I developed skills to determine preservation risks and to handle delicate audio-visual records. My second project was preserving Western's electronic theses and dissertations in Scholarship@Western using Scholar's Portal's Permafrost service, giving me experience working with large amounts of metadata. Both these projects will facilitate researcher access to important content into the future.

My supervisors kindly shared their expertise and encouraged me to pursue professional development opportunities to further support my learning. I look forward to applying the skills and perspectives I have gained through my co-op toward my future academic and professional career!



Suzy Lee

I had the opportunity to work with the user experience (UX) team on a series of projects to help improve the user-friendliness of the Western Libraries website. One of these projects involved creating a new page template for library location pages to help users find consistent information across all sites. All my projects helped me hone specialized skills needed to conduct UX research, such as leading user testing sessions and taking session findings and turning them into actionable changes. It was gratifying to see my changes implemented on the website, and to know that I am helping make small steps towards improving the online experience.

The guidance and support of my supervisors helped me grow my confidence and solidify my career interests towards academic librarianship. I am excited to utilize the power of iterative design to improve other libraries going forward!

Western Libraries understands the importance of experiential learning and we are committed to providing meaningful opportunities for students to develop their skills and strengthen their employability. We are grateful for the fresh ideas and modern skills our students bring to the table and for the many meaningful contributions they make to our organization.

Contributions to Research

At Western Libraries, we don't just support researchers, we are researchers. Our librarians, archivists and staff regularly produce and contribute to research and scholarship. Here's a [list](#) of some of the important work our team accomplished in 2023.



Kristin Hoffmann

Meet Kristin Hoffmann, research and scholarly communication librarian. Hoffmann currently supports the library's publishing program of 37 scholarly and student-run journals and helps researchers navigate the landscape of open access publishing.

As well as supporting other researchers, Hoffmann is a researcher herself, publishing extensively on the librarians' role as researchers. Hoffmann is seen as a leader in this field of study, and in related work to support librarians' and archivists' research. She has been invited to speak and give workshops at institutions across Canada about research support initiatives.

"My most recent project focused on Canadian academic librarians and archivists who are doing

research in subject areas other than librarianship or archival practice. Nearly one-third of us have done research in other subject areas. I wanted to bring attention to the range of research that librarians and archivists do, because our research is important for our professional roles and for the research life of the university." Hoffmann plans to continue her research with an exploration of individual librarians' and archivists' research trajectories.

Awards

Cassady, Samuel, Jacqueline (Jax) Cato, Liz Mantz, David McCord, et al. 2023. "Sustainability in Library Collection Development: Western Libraries Green Audit Project." SSHRC Explore Grant.

Dyck, Jason. 2023. "Novenas: Print, Piety, and Patria in Spanish America, 1519–1821." Reese Fellowship in American Bibliography and the History of the Book in the Americas. Bancroft Library, University of California, Berkeley.

Dyck, Jason. 2023. "Novenas: Print, Piety, and Patria in Spanish America, 1519–1821," Short-Term Fellowship. John Carter Brown Library, Providence, Rhode Island.

MacDonald, Zack. 2023. "Building Immersive Discovery Layers: Investigating the Impact of Immersive Technologies on Information Discovery, Access, and Retrieval." Western Strategic Support SSHRC Seed, Western University, London, Ontario.

Xie, Shiyi. 2023. "Equity, Diversity, and Inclusion Initiatives and Canadian Science, Technology, Engineering, Mathematics (STEM) Academic Librarianship: Current Status and Practices." Sheila Suen Lai Research Grant Award, Chinese American Librarians Association

Publications

Barsky, Eugene, **Elizabeth Hill**, Tatiana Zaraiskaya, Lucia Costanzo, and Minglu Wang. 2023. "[Canadian Research Data Management: History and Landscape](#)." in *Research Data Management in the Canadian Context: A Guide for Practitioners and Learners*. University of Western Ontario: Western Libraries.

Campbell, Heather and Dan Sich. 2023. "[Library Curriculum as Epistemic Justice: Decolonizing Library Instruction Programs](#)." *Canadian Journal of Academic Librarianship*, 9.

Campbell, Heather. 2023. "[Leading From Between: Finding Meaning as a Third Space Librarian](#)." In *Thriving as a Mid-Career Librarian: Identity, Advocacy, and Pathways*, edited by Brandon West and Elizabeth Galoozis. Chicago: ACRL, 311-325.

Campbell, Heather. 2023. "[The Feminist First-year Seminar: Using Critical Pedagogy to Design a Mandatory Information Literacy Course](#)." In *Exploring Inclusive & Equitable Pedagogies: Creating Space for All Learners*. Chicago: ACRL, 127-140.

Carlisle-Johnston, Emily. 2023. "[A Short History of OER](#)." In *Scholarly Communication Librarianship and Open Knowledge*. ACRL.

D'Souza, Schnell, Gregory Downs, **Shawn Hendrikx**, et al. 2023. "[Clinical Reporting for Personalized Cancer Genomics Requires Extensive Access to Subscription-Only Literature](#)." *Journal of the Medical Library Association*, 111 (1-2): 579-90.

Dyck, Jason, and Francisco de Florencia. 2023. *Vidas de los varones ilustres. El tercer volumen de la Historia de la Provincia de la Compañía de Jesús de Nueva España*. Guadalajara: Instituto Tecnológico y de Estudios Superiores de Occidente; León: Promoción de la Cultura y la Educación Superior del Bajío, Universidad Iberoamericana León; Mexico City: Universidad Iberoamericana.

Dyck, Jason. 2023. "[Aztec Antichrist: Performing the Apocalypse in Early Colonial Mexico](#)." *Hispanic American Historical Review*, 103(4): 718-720.

Dyck, Jason. 2023. "[The Franciscans in Colonial Mexico](#) ed. by Thomas M. Cohen, Jay T. Harrison, and David Rex Galindo (review)." In *The Journal of Arizona History*, 64(1): 53-55.

Dyck, Jason. 2023. "[Paul M. Dover. The Information Revolution in Early Modern Europe](#). Cambridge: Cambridge University Press, 2021. 342p. Paperback, \$29.99 (ISBN: 978-1316602034)." *College & Research Libraries*, 84(2): 296-297.

Easton, Corinna, Elham Javadizadeh, Patti Plett, Shauna Perez, **Roxanne Isard**, et al. 2023. "[A scoping review examining the association of housing quality and psychosocial well-being following homelessness: an ecological systems perspective](#)." *Journal of Social Distress and Homelessness*.

Guaiana, Giuseppe, **Maren Goodman**, **Marisa Tippet** and Christopher Gale. 2023. "[A Systematic Review of the Effect of Short Term Transcranial Direct Current Stimulation Therapy in Methamphetamine Use Disorder](#)." *Substance Use & Misuse*, 58(9): 1152-1158.

Hoffmann, Kristin, Selinda Adelle Berg, Kristine R. Brancolini, and Marie R. Kennedy. 2023. "[Complex and Varied: Factors Related to the Research Productivity of Academic Librarians in the United States](#)." *College & Research Libraries*, 84(3): 392-427.

Marshall, Carrie Anne, Pavlina Crowley, Dave Carmichael, Suliman Aryobi, Rebecca A. Goldszmidt, **Roxanne Isard**, et al. 2023. "[Suicide Safety Planning: A Systematic Review Supporting OT Research & Practice](#)." *The American Journal of Occupational Therapy*, 77(Supplement_2).

Ndu, Mary, Ellena Andoniou, SORCHA McNally, Francisco Olea Popelka, **Marisa Tippet** et al. 2023. "[The experiences and challenges of community health volunteers as agents for behaviour change programming in Africa: a scoping review](#)." *Global Health Action*, 15:1.

Pucchio, Aidan, Saffire H. Krance, Daiana R. Pur, Jasmine Bhatti, Arshpreet Bassi, Karthik Manichavagan, Shaily Brahmabhatt, Ishita Aggarwal, Priyanka Singh, Aleena Virani, **Meagan Stanley**, et al. 2023. "[Applications of artificial intelligence and bioinformatics methodologies in the analysis of ocular biofluid markers: a scoping review](#)." *Graefes Archive for Clinical and Experimental Ophthalmology*.

Rod, Alisa Beth and **Kristi Thompson**. 2023. "[Sensitive Data: Practical and Theoretical Considerations](#)." In *Research Data Management in the Canadian Context: A Guide for Practitioners and Learners*. University of Western Ontario: Western Libraries.

Taylor, Leah G., Leigh M. Vanderloo, Julia Yates, Rebecca L. Bassett-Gunter, **Meagan Stanley** and Patricia Tucker. 2023. "[Physical Activity Among Young Children With Disabilities: A Systematic Review](#)." *Adapted Physical Activity Quarterly*. Advance online publication.

Thompson, Kristi. 2023. "[An Introduction to Research Data Management](#)." In *Research Data Management in the Canadian Context: A Guide for Practitioners and Learners*. University of Western Ontario: Western Libraries.

Thompson, Kristi, Elizabeth Hill, Emily Carlisle-Johnston, Danielle Dennie, Émilie Fortin, (Eds.). 2023. "[Research data management in the Canadian context: A Guide for Practitioners and Learners](#)." University of Western Ontario: Western Libraries.

Turp, Clara, **Leanne Olson**, and Kelly Stathis. 2023. "[From Uncontrolled Keywords to FAST? Attempting Metadata Reconciliation for a Canadian Research Data Aggregator](#)." *Journal of Library Metadata*, 23(3-4): 69-86.

Ziebart, Christina, Marisa L Kfrerer, **Meagan Stanley** and Laurel C Austin. 2023. "[A Digital-First Health Care Approach to Managing Pandemics: Scoping Review of Pandemic Self-triage Tools](#)." *Journal of Medical Internet Research*, 25.

Presentations

Belton, Tom, Amanda Jamieson, Amanda Oliver, and Anne Quirk. May 2023. "Cultivating Healthy Communities: Assessing Impact at Western University's Archives and Special Collections." Archives Association of Ontario, Cobourg, Ontario.

Belton, Tom, Amanda Jamieson, Amanda Oliver, and Anne Quirk. October 2023. "Research Library Impact Framework (RLIF) initiative." Canadian Library Assessment Workshop, London, Ontario.

Campbell Heather, Kim Carson, Bobby Glushko, Christy Sich, and Dan Sich. August 2023. "Embracing Vulnerability: Interrogating Colonialism as a Team." Digital Pedagogies Institute, Virtual.

Campbell, Heather, Dan Sich, Lea Sansom, and Kim Carson. February 2023. "Decolonizing Library Instruction: Getting Started." Ontario Library Association Super Conference, Toronto, Ontario.

Campbell, Heather. May 2023. "We Have What We Need: A Practical Guide for Decolonizing Our Work at Western." Spring Perspectives on Teaching Conference, Western University, London, Ontario.

Campbell, Heather and Dan Sich. February 2023. "Academic Library Curriculum as Knowledge Justice." Ontario Library Association Super Conference, Toronto, Ontario.

Carlisle-Johnston, Emily and Courtney Waugh. June 1-2, 2023. "'The Hidden Trade-off': Learning to Spot Openwashing in the Wild." CAPAL 23, Toronto, Ontario.

Cassady, Samuel, Jacqueline (Jax) Cato, Liz Mantz, David McCord, et al. February 2023. "Western Libraries Green Audit Project." Ontario Library Association Superconference, Toronto, Ontario.

Churchill-Baird, Noah, Emily Carlisle-Johnston, and Kristin Hoffmann. May 2023. "Going Wayback: Digitally Preserving a Defunct Student Journal." Library Publishing Forum, Online.

Dyck, Jason. January 6, 2023. "Writing on the Frontier: Juan de Albizuri and the Canon of Jesuit Mission Historiography." The Catholic Church, State, Labor, and Identity Struggles in Latin America, The Conference of Latin American History, Philadelphia, Pennsylvania.

Hendrikx, Shawn, et al. November 8, 2023. "Adapting Your Library's OA Strategy For The Future." Charleston Library Conference, Charleston, South Carolina.

Hill, Elizabeth and Kristi Thompson. June 1, 2023. "RDM goes OER: Community-Sourcing a Canadian Open Educational Resource on Research Data Management." IASSIST conference, Philadelphia, Pennsylvania.

Hoffmann, Kristin. June 1-2, 2023. "A Survey of Librarians, Archivists, and Research not Related to Librarianship or Archival Studies." CAPAL 23, Toronto, Ontario.

Hoffmann, Kristin and Selinda Adelle Berg. May 12, 2023. "A Kaleidoscope of Reflections on Librarians as Researchers." Library Research Support Committee inaugural event, Brock University, St. Catharines, Ontario.

Hoffmann, Kristin, Emily Carlisle-Johnston, and Noah Churchill-Baird. May 2023. "Let's Chat! How Do You Support Student Journals to be Sustainable and Ongoing?" Library Publishing Forum, Online.

Hoffmann, Kristin, Leanne Olson, Jesse Carliner, and Aneta Kwak. June 1-2, 2023. "Learning Together: Online Research and Writing Communities for Academic Librarians." CAPAL 23, Toronto, Ontario.

Janzen, Lyndsey. November 14, 2023. "Where are We From Again? An Amateur Adventure into GIS, Family History at the Limits of Google." GIS Days. Western University, London, Ontario.

Lawlis, Lisa and Anne Quirk. July 2023. "Finding Aids and the London Free Press Collection: A Preliminary Analysis." Society of American Archivists Research Forum, Online.

MacDonald, Zack. July 2, 2023. "Foundations for Linked Data in Historical Building Information Models and Immersive Historical Environments." International Medieval Congress, Leeds, United Kingdom.

MacDonald, Zack and Liz Sutherland. June 15, 2023. "GPS and the Jungle: Building Capacity for Participatory Mapping in Post-War El Salvador." Carto, University of Calgary, Calgary, Alberta.

MacDonald, Zack and Andrew Moore. May 12, 2023. "Shaping the Ground under their Feet: Toward Automated Approaches to Reconstructing Medieval Environments for Historical Research, Educational Games, and Immersive Simulations." International Congress on Medieval Studies, Kalamazoo, Michigan.

Marshall, Elizabeth. May 10, 2023. "Engaging Outside the Library – Supporting Students and Departments." Academic Business Library Directors Annual Meeting, Evanston, Illinois.

McMillan, Brian, and Hannah Pinhorn. May 19, 2023. "Reconsidering Music Library Space Post-COVID." CAML Annual Conference, Laval University, Quebec City, Quebec.

McMillan, Brian. March 2023. "Celebrating Mahler: The Gustav Mahler-Alfred Rosé Collection." Exhibit organized in conjunction with the UWO Symphony performance of Mahler's 4th Symphony, Don Wright Faculty of Music, Western University, London, Ontario.

McKeown, Ashley, V. Logan Kennedy, and **Heather Campbell**. May 2023. "Supporting Baccalaureate Students in Identifying and Integrating Knowledge Justice Sources Into Their Nursing Practice." Canadian Association of Schools of Nursing Education Conference, St John's, Newfoundland.

Paterson, Joanne. October 14, 2023. "[A Gentle Introduction to the Holdings of Western Archives](#)." London and Middlesex County Branch of the Ontario Genealogical Society, London, Ontario.

Paterson, Joanne. June 12, 2023. "[Visualizing family history data](#)." Dazzling Data: Tools and Strategies for Presenting Data. OLITA Digital Odyssey.

Thompson, Kristi. May 2023. "Understanding Data Anonymization." The IASSIST Conference, Philadelphia, Pennsylvania.

VanderSchans, Arielle & Courtney Waugh. October 27, 2023. "Scholarship@Western -- Share Your Paper." Canadian DS Librarians Community of Practice Annual Unconference. Online.

Waugh, Courtney, Emily Carlisle-Johnston. March 15-18, 2023. "Open or Openwashing? Findings from a Content Analysis of Publisher Websites." Association of College and Research Libraries, Pittsburgh, Pennsylvania.

Waugh, Courtney, Shawn Hendriks, Emily Carlisle-Johnston, Samuel Cassady, and Noah Churchill-Baird. March 5-9, 2023. "Assessing OA Membership Offers: Retrospective Analysis, Reflection, and Reframing." Electronic Resources and Libraries. Online.

Xie, Shiyi and Grace Liu. June 25, 2023. "Equity, Diversity, and Inclusion Implications for Canadian STEM Academic Librarianship." American Library Association Annual Conference and Exhibition, Chicago, Illinois.

Xie, Shiyi and Grace Liu. June 24, 2023. "Finding a New Normal: Library Policies and Practices." American Library Association Annual Conference and Exhibition, Chicago, Illinois.

Xie, Shiyi. January 31, 2023. "What Impacts Library Teaching? Meeting the Challenges." Chinese American Librarians Association (CALA) Canada Chapter 2023 Annual Program, Toronto, Ontario.



Western Libraries

Office of the Vice-Provost & Chief Librarian
Western University, London, Ontario N6A 3K7
2023 - 2024
Produced 2024



Western Libraries 2023–24 Impact Report

February 6, 2025

2023–24 Highlights

- Western Libraries' Undergraduate Research Awards (WLURAs)
- Halina and James Russell Robinson Bequest
- Commitment to Experiential Learning
- Collections Sharing
- Community Building
- Staff Contributions



Western Libraries 2023-24 Impact Report

Other Elements

- Stewarding Collections
- Research Data & Geographic Information System (GIS) Services
- Open Infrastructure
- Archives & Special Collections
- Spaces



Western Libraries 2023-24 Impact Report

Western's Collection

- Just under 6 million items (all formats)
- Eighth largest academic collection in Canada, top 50 in North America
- Collections budget of approx. \$16 million
- Sixth largest collections budget in Canada, top 50 in North America

Print Book Circulation at Western

2023-24: 51,429	2012-13: 248,871
2022-23: 49,899	2011-12: 263,921
2021-22: 40,767	2010-11: 324,062
2020-21: 22,305	2009-10: 358,636
2019-20: 79,917	2008-09: 381,275
2018-19: Not collected	2007-08: 412,645
2017-18: 193,506	2006-07: 451,900
2016-17: 144,067	2005-06: 474,136
2015-16: 171,316	2004-05: 561,299
2014-15: 185,330	2003-04: 549,051
2013-14: 211,695	90% decrease between 2003-04 & 2023-24

However:

- 4,322,608 e-journal views
- 2,180,382 database searches
- 1,119,150 catalogue searches
- 632,999 e-book views
- 65,330 multimedia streams

Other Elements, cont.

- Research Data & Geographic Information System (GIS) Services
- Open Infrastructure
- Archives & Special Collections
- Spaces



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 present.

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.

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

ACTION: ☐ APPROVAL ☒ INFORMATION ☐ DISCUSSION

EXECUTIVE SUMMARY:

The Property and Finance Committee, on behalf of the Board of Governors, approved the Terms of Reference for the new scholarships, awards, and prizes as shown in Item 5.1(a).

Scholarships, Awards, and Prizes are funded in two different ways, through donor funding and through operating funding.

Donor-funded scholarships, awards, and prizes are recommended by the Senate for approval by the Property and Finance Committee on behalf of the Board in accordance with the Property and Finance Committee Terms of Reference. These scholarships, awards, and prizes are shown in Item 5.1(a).

There are no operating-funded scholarships, awards, and prizes to report.

ATTACHMENT(S):

[New Donor-Funded Scholarships, Awards and Prizes](#) (*approved by Property and Finance Committee*)

New Donor-Funded Scholarships, Awards and Prizes

Faculty of Arts and Humanities

English and Writing Studies PhD Bursary

Awarded to full-time graduate students enrolled in a doctoral program in the Department of English and Writing Studies, Faculty of Arts and Humanities based on financial need. Preference will be given to candidates who are entering Year 5. An application form is available from the Graduate Coordinator in the Department of English and Writing Studies. A committee in the Department of English and Writing Studies will select recipients. At least one representative of the committee must hold membership in the School of Graduate and Postdoctoral Studies.

Value: 4 at \$1,500 awarded annually
Effective Date: May 2024 to April 2029 inclusive

This award has been established by Professor Joel Faflak (B.A. Honours '81, M.A. '91, & Ph.D. '99) to support initiatives in the Department of English and Writing Studies, particularly related to graduate student research, teaching, and professionalization. This bursary offers financial support for doctoral students beyond their four-year funding package, but nearing completion of the research and writing of their doctoral thesis.

Schulich School of Medicine & Dentistry

Dr. Grace Yuen Memorial Award

Awarded to a full-time undergraduate student graduating from the Doctor of Dental Science (DDS) program in the Schulich School of Medicine & Dentistry, based on academic achievement. The Schulich School of Medicine & Dentistry will select the recipients.

Value: 1 at \$2,000, awarded annually
Effective Date: 2024-2025 to 2028-2029 academic years inclusive

This award was established by Dr. Ramez Salti (DDS 2007), in memory of his dear friend, colleague, mentor and personal dentist, Dr. Grace Yuen (DDS 2011). Grace was passionate about inclusion, fairness and excellence in service for her patients & others. A talented musician and artist, who spoke multiple languages, Grace died in 2023 before turning 40. Grace's dental artistry lives on in her patients' smiles and her professionalism & spirit through this award. "They say the brightest stars burn out the fastest." With this award, I hope to keep Grace's light bright so that she can continue to guide others as she did me." RSalti

Any Undergraduate Program

Bartleman Award

Awarded to full-time undergraduate students in any year of any program at Western who are First Nations, based on academic achievement. Preference will be given to candidates in the Faculty of Social Science. The Office of the Registrar will select the recipients.

Value: 1 at \$1,000, awarded annually
Effective: 2025-2026 academic year

This award was established by Alain Bartleman in memory of his father, The Honourable James K. Bartleman.

Marilyn (Freer) Koch Bursary

Awarded to full-time undergraduate students in any faculty based on financial need. Preference will be given to candidates from the Regional Municipality of Waterloo, Ontario (Cambridge, Kitchener or Waterloo). 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.

Value: 1 at \$4,000 awarded annually
Effective: 2025-2026 academic year

This bursary was established by a generous donation from Marilyn (Freer) Koch (BA 1962).

Athletics

Gascoyne/Rocca Football 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 football 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: 4 at \$5,000, awarded annually
Effective Date: 2025-2026 to 2026-2027 academic years inclusive

This award was established by Mitch Gascoyne, BESC '05, and Adrian Rocca, HBA '04.
Faculty of Education

Santosh Kumari Bhardwaj Award in Early Education

Awarded to full-time undergraduate students in the Early Years Educator (Primary/Junior) program, Faculty of Education who show excellent teaching skills in their practicum and studies. The Faculty of Education will select the recipients.

Value: 1 at \$1,000, awarded annually
Effective Date: 2025-2026 academic year

The late Santosh Kumari Bhardwaj, a successful teacher, created and operated three

Early Childhood Education Centres in London, Ontario. This award was established by her family in her honour to recognize her enthusiasm, courage and commitment to early education.

Sylvia M. McPhee Memorial Scholarship in Education

Awarded to full-time undergraduate students graduating with a Bachelor of Education degree, Primary/Junior program with academic achievement. The Faculty of Education will select the recipients.

Value: 1 at \$2,000, awarded annually

Effective Date: 2025-2026 academic year

This scholarship was established by Sylvia M. McPhee (BA '64). Sylvia M. McPhee championed excellence in teaching and teacher education throughout her career and beyond. She was a classroom teacher, principal and consultant with the London Board of Education (TVDSB). In Centennial Year (1967) she was appointed by Order-in-Council to the Ministry of Education in Toronto. Sylvia organized reunions for her London Normal School Class of 1950-51 showing continual commitment in bringing people together to celebrate and share teaching and learning.

Faculty of Engineering

George E. Castle Award in Engineering

Awarded to full-time undergraduate students in the Faculty of Engineering based on financial need and academic achievement. Preference will be given to candidates who are Indigenous (First Nations, Inuit or Métis). Online financial assistance applications are available through Student Center and must be submitted by September 30. The Office of the Registrar will select the recipients.

Value: 1 at \$1,000 awarded annually

Effective Date: 2025-2026 academic year

This award was established to support Indigenous students through a generous gift from Professor G.S. Peter Castle and his wife Judy in memory of Peter's father, George E. (G.E.) Castle. G.E. Castle risked a great deal by giving up his established career in Belfast, Northern Ireland, to immigrate with his family to London, Canada to provide opportunities for his children, Peter and Susan to be educated at Western University and establish successful careers.

Faculty of Health Sciences

Nalkur Family Award for Equity, Diversity and Inclusion

Awarded to full-time undergraduate students in the Faculty of Health Sciences who self-identify as belonging to an equity-deserving group, based on academic achievement. The Office of the Registrar will select the recipients.

Value: 1 at \$4,000, awarded annually

Effective Date: 2025-2026 to 2029-2030 academic year

This award was established with a generous donation from Priya Nalkur (BA 2000).

Faculty of Law

EquiGenesis Tax Award

Awarded to full-time undergraduate students in the Faculty of Law who achieve the highest standing in the course Income Taxation. The Faculty of Law will select the recipients. This award was established by Ken Gordon (LLB '88).

Value: 1 at \$5,000, awarded annually

Effective: 2024-2025 to 2028-2029 academic years inclusive

Don Wright Faculty of Music

Ilona Janoschek Award in Music

Awarded to full-time undergraduate students in the Don Wright Faculty of Music based on academic achievement. Preference will be given to candidates in Music Performance Studies. The Don Wright Faculty of Music will select the recipients.

Value: 1 at \$1,600, awarded annually

Effective: 2025-2026 academic year

Faculty of Science

James W. Franklin Graduate Scholarship

Awarded to full-time graduate students in the Department of Earth Sciences, Faculty of Science based on academic achievement. Preference will be given to candidates in Geology or Geophysics who are conducting research in mineral deposits. A committee in the Department of Earth Sciences will select recipients. At least one representative of the committee must hold membership in the School of Graduate and Postdoctoral Studies.

Value: 1 at \$10,000 awarded annually

Effective Date: May 2025

This scholarship was established by Dean McDonald (PhD 1990) and Carol Ellis in recognition of James (Jim) W. Franklin (PhD 1970). Jim was a distinguished geologist known for his ground-breaking research, receiving numerous national and international awards. He was Canada's preeminent expert on the origin of Precambrian ore deposits and served as Chief Scientist of the GSC (Geological Survey of Canada). Beyond his professional achievements, Jim was known for his great intellect, humour, eternal optimism, great stories and above all, his generosity and good nature. His legacy will live on through the countless lives he touched and the enduring impact of his work.

Norair Mazmanian Scholarship in Biology

Awarded to full-time undergraduate students in the Department of Biology, Faculty of Science based on academic achievement. The Office of the Registrar will select the recipients.

Value: 1 at \$2,000 awarded annually
Effective: 2025-2026 to 2029-2030 academic years inclusive

This award was established by Norair Mazmanian (BSc '98) for students to reflect their explorative nature in science, because he believes that curiosity and a willingness to explore the unknown are the foundations of scientific discovery. This award also encourages students to embrace their innate curiosity, take risks in their learning, and push the boundaries of their understanding. By recognizing and rewarding these qualities, the donor hopes to inspire the next generation of scientists to continue questioning, investigating, and innovating, fostering a lifelong passion for discovery.

Robert van Huystee Scholarship in Biology

Awarded to full-time graduate students in the Department of Biology, Faculty of Science based on academic achievement. Preference will be given to candidates with a research focus in Physiology and Biochemistry. A committee in the Department of Biology will select recipients. At least one representative of the committee must hold membership in the School of Graduate and Postdoctoral Studies.

Value: 1 at \$1,200, annually
Effective Date: May 2025

Faculty of Social Science

Cathy Holtzmann Graduate Scholarship

Awarded to full-time graduate students in the Department of Sociology, Faculty of Social Science based on academic achievement, including research potential. A committee in the Department of Sociology will select recipients. At least one representative of the committee must hold membership in the School of Graduate and Postdoctoral Studies.

Value: 2 at \$8,000
Effective: May 2025

This scholarship was made possible by a donation from the Estate of Cathy Dianne Holtzmann (BA 1996).

Schulich School of Medicine & Dentistry

Dr. Gail Darling Convocation Award in Surgery

Awarded to full-time undergraduate students graduating from the Doctor of Medicine (MD) program, Schulich School of Medicine & Dentistry who demonstrate excellence in Surgery. The Schulich School of Medicine & Dentistry will select the recipients.

Value: 1 at \$1,000, awarded annually
Effective Date: 2024-2025 academic year

This award was established by Dr. Gail Darling, MD '81. She is world-renowned for her surgery techniques, expertise in thoracic surgery, research, training and leadership.

Dr. Darling is committed to the education of medical students and residents, and has been recognized with numerous teaching awards. She has always been an advocate for improved patient outcomes and better health policies. Through her work, she continues to mentor residents and surgeons in thoracic surgery in both Canada, and in the United States. She is grateful for the excellent education received at Western and in her general surgery residency.

Dr. Richard and Mrs. Jan Lubell Community Paediatrics Award

Awarded to full-time undergraduate students and residents in the Schulich School of Medicine & Dentistry based on academic achievement. Preferences include medical students and residents completing an elective opportunity in the Department of Paediatrics. The Department of Paediatrics in the Schulich School of Medicine & Dentistry will select the recipients.

Value: Number and value to be determined based on funding available

Effective: 2025-2026 academic year

This award, generously established by Dr. Richard and Mrs. Jan Lubell, aims to enhance training opportunities for paediatrics residents and medical students. The goal is to inspire future paediatricians to explore the enriching experience of practicing in rural communities, potentially choosing to build their careers there. Richard Lubell spent his career as a community paediatrician and Jan Lubell played a key role in the development of community children's services during her time as Executive Director of Merrymount Family Support & Crisis Centre and Investing in Children.

ITEM 5.1(b) – Ancillary Financial Report

ACTION: ☐ APPROVAL ☒ INFORMATION ☐ DISCUSSION

EXECUTIVE SUMMARY:

The Ancillary Financial Report is provided semi-annually to the Board for information through the Property and Finance Committee.

ATTACHMENT(S):

[Student Fee-Funded Units, Ancillaries, Academic Support Units, and Associated Companies Financial Update](#)



**Student Fee-Funded Units, Ancillaries, Academic
Support Units, and Associated Companies Financial
Update**

2024-25 Approved Budgets and Updated Projections

(At December 31, 2024)

January 28, 2025

Student Fee Funded Units, Ancillaries, Academic Support Units, and Associated Companies

**Fiscal 2024-25 Updated Projections
(Compared to Fiscal 2024-25 Approved Budgets)**

For Information

The attached table updates the projected fiscal 2024-25 financial results and year-end reserve positions for Student Fee-Funded Units, Ancillaries, Academic Support Units, and Associated Companies. Brief commentary is provided below for major variances (*note: line references correspond to the line numbers appearing on the attached table*).

Student Experience – Wellness & Well-being Pillar (line 7-10)

The net position for the pillar is projected to be better than planned due in most part to lower salary and benefits expenses resulting from staff turnover and delays in hiring.

Academic Support & Engagement (line 12)

Expenses are higher than planned due to staff restructuring within Learning Development & Success services.

Indigenous Student Centre (line 16)

The net position of this unit is projected to be higher due to delays in staff hiring.

Housing Services (line 22)

Housing Services (which includes the Conference Services group) shows higher revenues due to increased conference activities and the pause on the Essex Hall dining facility renovations – which resulted in substantially lower capital expenses. The project will likely proceed in the coming years.

Retail and Hospitality Services (line 23)

The net position for this unit is projected to be lower than planned primarily due to a continuing trend of lower revenues in hospitality services.

Boundary Layer Wind Tunnel (line 29):

The unit's net position is projected to be better than planned due to stronger-than-expected commercial activity.

Ivey Business School Asia (line 38)

Executive education programs in Asia have been slow to recover since the pandemic. They are in the midst of reviewing brand strategy and integrating the business with the well-established and successful Ivey Academy (within the Ivey Business School Foundation).

**Student Fee-Funded Units, Ancillary Units, Academic Support Units, and Associated Companies
2024-25 Budget and Projected (\$ 000)**

		2024-25 Budget			2024-25 Projected			% Change		Projected April 30/25 Reserves	
		Revenues	Expenses	Rev-Exp	Revenues	Expenses	Rev-Exp	Revenues	Expenses	Operating	Capital
1	A - Student Fee-Funded Units										
2	<i>Student Experience - Sport & Recreation Pillar:</i>										
4	Recreation	5,934.2	5,932.7	1.5	6,027.9	5,968.3	59.6	1.58%	0.60%	422.5	1,008.5
3	Sport	7,598.6	7,583.6	15.0	7,981.2	8,001.3	-20.1	5.04%	5.51%	113.8	150.0
5	Spirit & Connection (Thompson Recreation & Athletic Centre)	1,335.0	1,304.8	30.2	1,348.0	1,384.8	-36.8	0.97%	6.13%	59.4	770.0
6	Spirit & Connection (Spirited Activities & Events)	1,688.4	1,688.0	0.4	1,724.8	1,694.2	30.6	2.16%	0.37%	113.4	40.0
7	<i>Student Experience - Wellness & Well-being Pillar:</i>										
8	Health & Wellness	7,470.4	8,035.6	-565.2	7,490.5	7,405.5	85.0	0.27%	-7.84%	1,442.1	600.3
9	Wellness & Equity Education	757.6	807.6	-50.0	762.6	633.9	128.7	0.66%	-21.51%	468.7	200.0
10	Student Support and Case Management	547.9	506.0	41.9	547.9	510.3	37.6	0.00%	0.85%	342.7	82.6
11	<i>Student Experience - Leadership & Learning Pillar:</i>										
12	Academic Support & Engagement	2,073.9	2,067.0	6.9	2,069.9	2,301.6	-231.7	-0.19%	11.35%	480.6	
13	Careers & Experience	1,742.9	1,899.6	-156.7	1,818.6	1,810.4	8.2	4.34%	-4.70%	474.6	
14	<i>All Other Fee-Funded Ancillary Units:</i>										
14	Financial Aid Office	1,526.6	1,517.1	9.5	1,526.6	1,465.9	60.7	0.00%	-3.37%	471.2	
15	International Student Services	614.0	613.7	0.3	614.0	613.7	0.3	0.00%	0.00%	2.0	
16	Indigenous Student Centre	915.0	926.0	-11.0	950.0	808.2	141.8	3.82%	-12.72%	723.2	
17	Off-Campus Housing & Housing Mediation Services	561.8	531.5	30.3	547.9	612.9	-65.0	-2.47%	15.32%	411.2	
18	Western Foot Patrol	234.7	227.3	7.4	239.3	238.2	1.1	1.96%	4.80%	72.2	62.3
19	Sub-Total	33,001.0	33,640.5	-639.5	33,649.2	33,449.2	200.0	1.96%	-0.57%	5,597.6	2,913.7
20	B - Ancillary Units										
21	Employee & Family Health Clinic	666.3	656.7	9.6	655.0	624.5	30.5	-1.70%	-4.90%	19.3	
22	Housing Services	102,640.8	104,865.7	-2,224.9	106,288.2	98,339.3	7,948.9	3.55%	-6.22%	81,085.4	
23	Retail & Hospitality Services	28,442.4	29,793.9	-1,351.5	28,040.5	29,836.6	-1,796.1	-1.41%	0.14%	-6,376.6	
24	Spencer Leadership Centre	9,448.8	8,434.6	1,014.2	9,891.0	8,905.5	985.5	4.68%	5.58%	934.7	
25	Parking Services	6,602.4	6,548.7	53.6	6,749.1	6,500.3	248.8	2.22%	-0.74%	4,531.5	
26	Sub-Total	147,800.6	150,299.6	-2,499.0	151,623.8	144,206.2	7,417.6	2.59%	-4.05%	80,194.4	0.0
27	C - Academic Support Units										
28	Animal Care & Veterinary Services	7,155.7	7,155.7	0.0	7,250.5	7,249.7	0.8	1.32%	1.31%	1,924.6	0.0
29	Boundary Layer Wind Tunnel	2,298.7	2,297.1	1.6	2,488.9	2,226.3	262.6	8.27%	-3.08%	862.6	450.0
30	University Machine Services	1,395.4	1,395.4	0.0	1,686.7	1,660.1	26.6	20.88%	18.97%	26.6	
31	Fraunhofer Innovation Platform	1,414.8	1,414.8	0.0	1,352.2	1,349.7	2.5	-4.42%	-4.60%	2.5	140.3
32	Surface Science Western	2,365.7	2,365.5	0.2	2,390.0	2,389.9	0.1	1.03%	1.03%	305.3	724.2
33	Western Continuing Studies	4,451.0	4,982.5	-531.5	4,466.8	5,003.8	-537.0	0.35%	0.43%	1,705.1	
34	Sub-Total	19,081.3	19,611.0	-529.7	19,635.1	19,879.5	-244.4	2.90%	1.37%	4,826.7	1,314.5
35	D - Associated Companies										
36	Western Research Parks (incl. ADEISS & AMP)	5,289.5	5,341.4	-51.9	5,110.4	5,140.8	-30.4	-3.39%	-3.76%	5,916.0	
37	Ivey Business School Foundation	37,398.1	31,874.1	5,524.0	37,736.2	31,833.2	5,903.0	0.90%	-0.13%	25,040.7	
38	Ivey Business School Asia Limited	3,276.2	3,207.9	68.3	1,876.5	2,926.8	-1,050.3	-42.72%	-8.76%	-2,623.8	
39	Sub-Total	45,963.8	40,423.4	5,540.4	44,723.1	39,900.8	4,822.3	-2.70%	-1.29%	28,332.9	0.0
40	Grand Total	245,846.7	243,974.5	1,872.2	249,631.2	237,435.7	12,195.5	1.54%	-2.68%	118,951.6	4,228.2

ITEM 5.1(c) – Update on the 2024-25 Operating Budget as of December 31, 2024

ACTION: ☐ APPROVAL ☒ INFORMATION ☐ DISCUSSION

EXECUTIVE SUMMARY:

The attached report provides an update on the University's 2024-25 Operating Budget – based on the best available information as of December 31, 2024 – and compares the updated figures to the budget as approved by the Board of Governors in April 2024.

ATTACHMENT(S):

[2024-25 Operating Budget Update as at December 31, 2024](#)

2024-25 Operating Budget Update
As at December 31, 2024

The attached table provides an update on the University's 2024-25 Operating Budget – based on the best available information as of December 31, 2024 – and compares the updated figures to the budget as approved by the Board of Governors in April 2024. Major changes are as follows:

Revenues (lines 7 to 9)

1. In total, full-time undergraduate enrolment in the fall of 2024 was higher-than-projected by about 100 students – with the domestic component being 220 higher and the international component being 120 lower. Within the domestic group, the increases were primarily in Engineering, Education, Computer Science, and MOS – programs which have modestly higher tuition rates. In addition, given the uncertainties (a year ago) about the impact of the Federal Government's policies on international student study permit caps, we were conservative with international tuition revenue estimates. The net result is that undergraduate tuition is projected to be \$4.4 million higher than budget (line 7).
2. Similarly, on the graduate enrolment side, full-time masters enrolment was about 90 more than planned – with the domestic component being lower by 20 and the international component being 110 higher. Total full-time doctoral enrolment was also higher by 45. The net result is that graduate tuition revenue is projected to be \$4.2 million higher than budget (line 8).
3. The net result is that total operating revenue is estimated to be \$8.6 million higher than the original budget (line 9).

Expenditures (lines 10 to 14)

1. The financial impact of the labour disruptions on campus (PSAC and CUPE) amounted to a cost of \$2.7 million to the Operating Budget (line 10).
2. Similarly, the encampment and related protests on campus during the summer of 2024 resulted in unbudgeted costs totaling \$1.7 million (line 11).
3. The sum of the compensation components of various employee group collective agreement renewals amounted to \$3.9 million in higher-than-budget costs (line 12).
4. As noted in the revenue section above, both undergraduate and graduate enrolments were higher than projected/planned. As part of our budget system, additional funds are provided to the Faculties – both through the enrolment-related revenue system and the Ph.D. enrolment growth funding support program. This amounted to an additional allocation of \$1.3 million (line 13).
5. The net result is that total operating expenditures are projected to be \$9.7 million higher than the original budget (line 14).

Operating Reserve (line 6)

6. As a result of the above changes in revenue and expenditures, the Operating Reserve is projected to be at \$50.7 million – which is \$0.9 million lower than the initial budget. *Note that this projected change in the Operating Reserve includes the difference in the prior-year final reserve amount (which was \$183,000 higher – as shown in line 4).*

Western University
2024-25 Operating Budget Update
as at December 31, 2024
(\$000)

<a> Summary

		As Approved by Board	Revised Forecast	Increase/Decrease	
				\$	%
1	Revenues 	930,370	938,996	8,626	0.93%
2	Expenditures <c>	930,210	939,893	9,683	1.04%
3	Surplus / (Deficit)	160	-897	-1,057	
4	Operating Reserve -- Beginning of Year	51,410	51,593	183	
5	Surplus / (Deficit)	160	-897	-1,057	
6	Operating Reserve -- End of Year	51,570	50,696	-874	

** Revenue Changes**

7	Tuition Revenue: Undergraduate			4,454	
8	Tuition Revenue: Graduate			4,172	
9	Total Revenue Changes			8,626	

<c> Expenditure Changes

10	Strike-related Costs			2,722	
11	Encampment-related Costs			1,736	
12	Higher-than-budgeted costs of Negotiated Compensation Agreements			3,895	
13	Enrolment-growth related Expenditures			1,330	
14	Total Expenditure Changes			9,683	

ITEM 5.1(d) – Annual Report on Trademark Licensees doing Business with the Dellelce Family Bookstore

ACTION: ☐ APPROVAL ☒ INFORMATION ☐ DISCUSSION

EXECUTIVE SUMMARY:

The report on Trademark Licensees doing business with the Dellelce Family Bookstore (formerly Western Bookstore) is provided annually to the Board for information through the Property and Finance Committee.

ATTACHMENT(S):

[Trademark Licensees doing Business with the Dellelce Family Bookstore](#)

Report on Trademark Licensees Doing Business with Dellelce Family Bookstore January 2025

The Dellelce Family Bookstore continues to maintain full compliance of the code of conduct for all clothing vendors.

The bookstore works closely with the National Association of College Stores (NACS) and its network of members across North America to stay aware of potential issues and concerns in the industry. This vigilance is helping advance transparency and promote positive change to ethical principles and employment standards around the world.

The global garment industry continues to face a number of challenges in 2024. While still recovering from the COVID-19 pandemic, new issues have emerged ranging from environmental concerns and labor rights violations to technological disruptions and changing consumer demands.

One of the most pressing issues in the garment industry is its environmental impact. The garment industry is responsible for around 10% of global carbon emissions. This alongside micro plastics used in synthetic materials and the continued growth of fast fashion (on low-cost, high-turnover brands such as H&M and Zara) are being addressed in the industry, albeit slowly.

There continues to be serious concerns in developing countries where most garment production occurs, regarding low wages, forced labour and poor working conditions. A student-led revolution in Bangladesh where the 3,500 garment factories account for around 85% of its \$55 billion in annual exports, caused significant disruptions to the industry.

The global apparel industry is worth about \$1.7 trillion annually and according to watchdog groups, an estimated \$161 billion worth of apparel and textile goods are at risk of being produced with forced labor. An estimated 27 million are trapped in forced labor across the globe. On 25 September 2024 the Clean Clothes Campaign network joined forces with partners and allies worldwide to observe Living Wage Action Day. The aim was to initiate a global movement dedicated to ensuring all workers receive a wage that meets their basic needs.

Other pressing issues include decreased consumer demand, the use of AI and robotics to replace manual labour, and continued supply chain disruptions.

In 2024, the bookstore worked closely with central procurement on a new Supplier Code of Conduct that was introduced this year. We will continue to collaborate with vendors, advocacy groups and other universities to keep monitoring all industry issues. All vendors used by the bookstore are provided a copy of the current The University of Western Ontario Code of Conduct for Trademark Licensees doing business with The University of Western Ontario Bookstore: [code of conduct.pdf \(uwo.ca\)](#).

In addition, the bookstore has posted its commitment to environmental sustainability located at: [Environmental Sustainability Policy](#).

ITEM 5.1(e) - 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 three times annually.

As at September 30, 2024, the University had \$3.28 billion (2023 - \$2.90 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 68.3% of the AUM.

The Fund is managed for long-term performance with 5, 10 and 20 year returns of 10.1%, 9.1% and 8.2%, respectively, and has met its objectives over these periods.

ATTACHMENT(S):

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

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 September 30, 2024:

Asset Portfolio	Market Value (\$M)
Short-Term Portfolio	811.6
Mid-Term Portfolio	224.3
Operating Portfolio:	
Obligations	708.4
Surplus	<u>171.2</u>
Total Operating Portfolio	<u>879.6</u>
Endowment Portfolio	1,358.8
Total Operating & Endowment Fund	2,238.4
Jarislowsky Fraser Seg. Investment	3.4
Total Investments	3,277.7

Update on Investment Committee Activities:

- The Investment Committee launched an asset mix review of the Operating & Endowment Fund and the Mid-Term Portfolio. The last asset mix review of the Operating & Endowment took place in 2019-2020, while it's the first time the Mid-Term Portfolio is going through one since its inception in 2019.
- The Investment Committee is considering investing in music royalties to provide further diversification to the Operating & Endowment Fund.
- Management is in the process of implementing a \$30 million commitment to the Hazelview Multi-Residential Fund VI, to manage a non-core real estate equity mandate for the Operating & Endowment Fund.
- The University is continuing to roll out its private equity program as a result of the last strategic asset allocation review. Nine private equity commitments to primary funds have been made so far, for a total of US\$147.5 million. Two US\$25 million commitments to secondary funds have also been made.

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

- Commitments to sustainable investment strategies have been US\$155 million to date. Total investments and uncalled commitments now represent 9.9%, just shy

of the 10% target allocation for sustainable opportunities (as of September 30, 2024).

- Management released the 2023 Responsible Investing Report in November 2024. The 2024 report will follow early in 2025.
- Management completed the measurement of its portfolios' carbon footprint and the analytics for climate transition assessment as of December 31, 2023. The weighted average capital intensity (WACI) of the Operating & Endowment Fund is down 26% year over year and by 35% relative to the 2020 baseline. Carbon emissions for the public equity portfolio declined 25% year over year. Management expects volatility in the metrics from period to period, however, the decreasing trendlines are promising. It will take several years of data to measure the impact of our decision making and progress. The data provided will be provided as part of our 2024 reporting noted above.
- Future projects include reporting for the Principles for Responsible Investment for 2024 and conducting the 2024 ESG survey.

Financial Performance Metrics

Mid-Term Portfolio:

Performance

The performance related to the Mid-Term Portfolio at September 30, 2024 is as follows:

Investment Hierarchy

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	224,297,795	100.00		1.13	4.54	13.28	4.46	4.90	-	4.98	08/08/2019
Policy Index UWOW				1.82	5.19	17.29	4.18	5.39	-	5.33	08/08/2019
Excess Return				-0.69	-0.65	-4.01	0.28	-0.50	-	-0.35	08/08/2019
FTSE 91-Day T-Bills + 300 bps				0.59	1.97	8.27	6.55	5.41	-	5.38	08/08/2019
Excess Return				0.54	2.57	5.01	-2.08	-0.51	-	-0.40	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 September 30, 2024 the Mid-Term portfolio did not meet its objective over the 3 to 5 year period. This is primarily due to the asset mix, which is 70% fixed income and 30% equity. Rising interest rates have the effect of negatively impacting fixed income mandates. In addition, increasing yields on short-term investments have had the effect of raising the benchmark rate of return.

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 September 2024	5 Year September 2024	Since Inception
Fixed Income	10.6%	4.7%	7.1%
Equities:			
Canadian	24.9	10.9	9.2
US	42.5	18.8	11.2
International	26.9	10.1	7.1
Global	28.3	-	5.9
Private Equity	3.7	19.0	19.0
Real Estate	0.1	9.8	9.1
Infrastructure	9.9	11.5	11.5
Absolute Return	-0.3	5.2	7.2
Money Market & Cash	7.7	2.1	1.8
Total Fund Return	18.2%	10.1%	8.7%
Benchmark Return	21.1%	9.4%	8.3%
Total Fund Real Return	16.6%	6.7%	6.7%

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

Objectives

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 3.4% per year for the five-year period.

For the five years ending September 30, 2024, the annualized real return was 6.7%.

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 September 30, 2024, the actual annualized return for the Fund was 10.1% and the return generated by the market indices for the portfolio was 9.4% (benchmark return).

The Fund is managed for long-term performance with 5, 10 and 20 year returns of 10.1%, 9.1% and 8.2% respectively, and has met its objectives over these periods.

Asset Mix

The table below provides the classification and market value of the assets held in the Operating & Endowment Fund at September 30, 2024:

	Market	Target Asset Mix			Actual Asset
	Value	Minimum	Target	Maximum	Mix
Equities					
<i>Canadian</i>	276,576,106	7.5%	12.5%	17.5%	12.4%
<i>US</i>	255,855,414	2.5%	7.5%	12.5%	11.4%
<i>EAFE</i>	170,433,617	2.5%	7.5%	12.5%	7.6%
<i>Global</i>	461,810,505	15.0%	20.0%	25.0%	20.6%
<i>Private</i>	212,960,383	7.5%	12.5%	17.5%	9.5%
Total Equities	1,377,636,025	52.5%	60.0%	67.5%	61.5%
Fixed Income					
<i>Core Fixed Income</i>	111,232,230	0.0%	5.0%	10.0%	5.0%
<i>Commercial Mortgages</i>	107,272,856	0.0%	5.0%	10.0%	4.8%
<i>Private Debt</i>	146,637,269	0.0%	5.0%	10.0%	6.5%
Total Fixed Income	365,142,355	7.5%	15.0%	22.5%	16.3%
Real Assets					
<i>Real Estate</i>	125,543,174	5.0%	10.0%	15.0%	5.6%
<i>Infrastructure</i>	217,185,918	5.0%	10.0%	15.0%	9.7%
Total Real Assets	342,729,092	12.5%	20.0%	27.5%	15.3%
Diversifiers					
<i>Cash & Money Market</i>	100,668,738	0.0%	0.0%	10.0%	4.5%
<i>Absolute Return Strategies, Market Neutral Strategies</i>	52,253,226	0.0%	5.0%	10.0%	2.4%
Total Diversifiers	152,921,964	2.5%	5.0%	12.5%	6.9%
Grand Total	2,238,429,436				100.0%

Appendix 1

The tables below provide performance data on the Operating & Endowment Fund at September 30, 2024

Total Fund Performance

	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	4 Yrs (%)	5 Yrs (%)	6 Yrs (%)	7 Yrs (%)	8 Yrs (%)	9 Yrs (%)	10 Yrs (%)	20 Yrs (%)
Total Fund	18.2	15.6	8.2	11.7	10.1	9.2	9.2	9.4	9.5	9.1	8.2
Total Fund Benchmark	21.1	16.9	8.7	10.4	9.4	8.8	8.7	8.8	8.8	8.2	7.5
Excess Return	-2.9	-1.3	-0.5	1.3	0.7	0.4	0.5	0.6	0.7	0.9	0.7

	2024 (%)	2023 (%)	2022 (%)	2021 (%)	2020 (%)	2019 (%)	2018 (%)	2017 (%)	2016 (%)	2015 (%)	2014 (%)
Total Fund	18.2	13.0	-5.1	22.7	4.0	4.8	9.2	11.2	9.6	6.2	16.0
Total Fund Benchmark	21.1	12.9	-6.0	15.4	5.7	5.7	8.6	9.1	9.4	2.8	14.0
Excess Return	-2.9	0.1	0.9	7.3	-1.7	-0.9	0.6	2.1	0.2	3.4	2.0

Total Fund Real Returns - For Rolling Periods Ending September 30, 2024

	1 Yr (%)	2 Yrs (%)	3 Yrs (%)	4 Yrs (%)	5 Yrs (%)	6 Yrs (%)	7 Yrs (%)	8 Yrs (%)	9 Yrs (%)	10 Yrs (%)	20 Yrs (%)
Total Fund	18.2	15.6	8.2	11.7	10.1	9.2	9.2	9.4	9.5	9.1	8.2
CPI	1.6	2.7	4.1	4.2	3.4	3.2	3.0	2.8	2.7	2.5	2.2
Real Return	16.6	12.9	4.1	7.5	6.7	6.0	6.2	6.6	6.8	6.6	6.0

	2024 (%)	2023 (%)	2022 (%)	2021 (%)	2020 (%)	2019 (%)	2018 (%)	2017 (%)	2016 (%)	2015 (%)	2014 (%)
Total Fund	18.2	13.0	-5.1	22.7	4.0	4.8	9.2	11.2	9.6	6.2	16.0
CPI	1.6	3.8	6.9	4.4	0.5	1.9	2.2	1.6	1.3	1.0	2.0
Real Return	16.6	9.2	-12.0	18.3	3.5	2.9	7.0	9.6	8.3	5.2	14.0

Source: Mercer Investment Monitoring Review

ITEM 5.1(f) – Dancap Private Equity Professorship in Change and Innovation

ACTION: ☐ APPROVAL ☒ INFORMATION ☐ DISCUSSION

The Property and Finance Committee, on behalf of the Board of Governors, approved the establishment of the Dancap Private Equity Professorship in Change and Innovation in DAN Department of Management and Organizational Studies in the Faculty of Social Science.

EXECUTIVE SUMMARY:

Approval Process

MAPP Policy 2.22 Appendix 2 provides both an open and a confidential process for the approval of academic positions. University Advancement is utilizing the open process in respect of this Teaching Scholar.

Under the open process, the proposal is submitted to the Senate Community on University Planning for recommendation to Senate. It is then brought to the Property and Finance Committee for approval on behalf of the Board.

Donor and Funding

As a result of strong investment returns, the endowment that supports the Dancap Private Equity Fellowship in Change and Innovation has grown to more than \$1,500,000 (the minimum to establish an endowed Professorship). When an endowment reaches the minimum level to support a new academic position, we look to update the position to reflect the change in funding available and create a more prestigious position. The Department is now seeking to change the Fellowship, and this change is supported by the Dean of the Faculty of Social Science.

Effective Date

February 7, 2025

Purpose

The Dancap Private Equity Professorship in Change and Innovation in the Faculty of Social Science will have a proven research record in the general area of understanding organizational change and innovation. This field of study comprises multiple and interdisciplinary perspectives that may include the managing of change and innovation at any level or stage of organizational development, managing consumer attitudes, developing and introducing new consumer products, implementing organizational sustainability and improved environmental practices, or managing change in corporate governance policies, procedures, or structures.

Criteria

Appointments to the position will be conducted according to the University's relevant Policies and Procedures and according to Policy 2.22 – Funding of Academic Chairs, Professorships and Designated Faculty Fellowships of the University.

(https://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp222.pdf)

Appointments will normally be for a period of up to five years, renewable.

Allowable Expenses

Funds available will be used to support salary and benefits and/or research expenditures that directly support the work of the Professorship.

The Dean of the Faculty of Social Science or their designates, will be responsible for allocating and spending.

Reporting

The University agrees to report annually to the donor regarding the activities of the Professorship.

Background

Aubrey Dan is a Canadian businessman, Tony-Award winning producer (Memphis), impresario and philanthropist. In 2002, Dan founded Dancap Private Equity, a private firm that invests its own funds in mid-market Canadian businesses and acts as a co-investment partner for medium to large-sized international businesses. In recognition of his generous gifts to Western, in June 2017 the DAN Department of Management & Organizational Studies was named. Dan is the recipient of an honorary degree from Western and the Order of Canada.

Reputational Risk

As part of its due diligence process in respect of prospective donations, University Advancement reviews public information regarding donors and their related entities from the perspective of reputational risk to the University. Reputational risk is assessed as low, medium or high and is determined as agreed among the Vice-President (University Advancement), the Dean(s) of the Faculty to which the academic position is appointed, and the Provost and/or Vice-President (Research) as appropriate.

Risk Assessment: Low

ITEM 5.1(g) – Chair in Mining Law and Finance: Name Change

ACTION: ☐ APPROVAL ☒ INFORMATION ☐ DISCUSSION

The Property and Finance Committee, on behalf of the Board of Governors, approved the renaming of the Cassels Chair in Mining Law and Finance, established in 2012 at the Faculty of Law, to the **Chair in Mining Law and Finance**.

Name Change

The name change is at the request of the donor and is supported by the Dean of the Faculty of Law.

Donor and Funding

An endowment to support the Chair was established through contributions totaling \$1,500,000 from Cassels Brock and Blackwell LLP and Yamana Gold.

Matching funds of \$1,500,000 through the Matching Chair Program provided an initial endowment of \$3,000,000 in support of the Chair.

ITEM 5.2(a) – Western Office of the Ombudsperson Annual Report

ACTION: ☐ FOR APPROVAL ☒ FOR INFORMATION ☐ DISCUSSION

EXECUTIVE SUMMARY:

The memorandum of understanding governing the Office of the Ombudsperson states that the Ombudsperson shall make an annual report to the campus community. For reporting purposes, the year begins August 1 and ends July 31. The annual report will normally be published by January 1 of the following year. The report provides a statistical summary of the caseload and summary account of cases.

ATTACHMENT(S):

[Office of the Ombudsperson Annual Report \(2023-2024\)](#)



Office of the Ombudsperson

2023 - 2024

Preparing students to prevent,
manage and resolve difficult situations

Student Testimonials



“I appreciate you taking the time to listen to my struggles and help me figure things out. Your kindness has given me the confidence to move forward”

“I want to express my gratitude for the opportunity to meet with you, your guidance has been invaluable to me during this challenging time.”

“I really appreciate all your help and all the resources you've provided me with so far. Your support really means a lot to me at this time.”

“you really calmed my anxiety and stress and made me feel heard and cared for, and I appreciate that so much.”



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Who we are and what we do	2
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Case studies	5
Observations and recommendations	7
2023-2024 Statistical information	8

The Office of the Ombudsperson is situated on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak and Chonnonton nations, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum. We respect the longstanding relationship that Indigenous Nations have to this land, as they are the original caretakers.

To the Western Community

To the Western Community:

I am pleased to provide the annual report of the Office of the Ombudsperson for the period August 1, 2023 to July 31, 2024. This is pursuant to the Memorandum of Agreement signed by the constituent university, affiliated university colleges, and student associations.

The past year continued to provide new challenges and changes – both for Western and the Office of the Ombudsperson. In September 2023 it was announced that Brescia University College would officially close its doors as of May 1, 2024. This substantial change to the University community brought feelings of loss, grief, anger, frustration, and worry as students had to make decisions about how they would proceed with their education. The Office received minimal cases related to Brescia's integration into Western, all of which were handled through referrals to the appropriate supports. I believe the lack of Brescia Integration cases was driven by the communication and support approaches taken by both Brescia and Western. Students generally understood their options for continuation at Western or one of the Affiliates and were supported through their decision-making process. Dedicated communications were sent to impacted students and for those who were in difficult transition positions, such as those at the end of their degree, the University ensured knowledgeable support resources were available to guide students through their unique academic journey.

The Office was approached with the opportunity of securing an Intern through the Summer After 1L (SA1L) program offered by the Faculty of Law. Successful candidates are compensated for their time and employed for 10 weeks. We welcomed one SA1L intern from May to July who focused on learning more about the profession of Ombudsperson in a University setting, understanding how the work interacts with the law, and supporting students through the Dean's Waiver process. Feedback from the intern was positive and noted that they were previously unaware of the overlaps between ombuds work and administrative law. They noted that the knowledge they gained helped them understand not only the Dean's Waiver process, but also appeals and the University decision-making structure. The office looks forward to engaging in this program in the future.

In partnership with the University Secretary and the Office of the Ombudsperson Advisory Committee, the Office is undertaking a review. This review is intended to guide the future activities of the Office and is expected to be completed during the next reporting year and result in thoughtful recommendations to improve the operations of the Office.

As of October 1, 2024 the Ombudsperson, Jennifer Meister, officially retired from the University after over a decade of impactful work as the Ombudsperson and her time with Housing and Ancillary Services. I wish Jennifer all the best in her retirement and thank her for the legacy she has left in the Office of the Ombudsperson, Western University, and the greater Ombuds community in Canada. With Jennifer's retirement, a formal search has begun for the next Ombudsperson at Western University.

During my time as Acting Ombudsperson, I have gained a deeper understanding of how the Office of the Ombudsperson supports students and where there still exist areas for improvement within policy and practice. Throughout many of the cases brought forward by students the theme of equality in decisions is prevalent. Equality focuses on equal application and the greater community. This approach can leave students feeling their unique circumstances aren't taken into consideration in arriving at a decision or outcome, thus the decision made feels unfair. Simply put, equality in decision making is not necessarily fair as a one-size-fits-all approach can discount or ignore individual needs. I considered this theme, Equality versus Equity, when preparing the cases and recommendations in this report.

I encourage you to review the case examples and statistical data presented in this report and to reach out should you have questions about the activities of the Office.

Whitney Barrett
Acting Ombudsperson, Western University

Who We Are

We are an independent, impartial and confidential office that students visit when they don't know how to approach an academic or non-academic situation at Western. We offer a safe, non-threatening environment where students can ask for advice. Students visit us regarding conflicts and difficult decisions they need to make; what to do if they have been accused of a scholastic offence or Code of Conduct infraction; and for assistance in determining whether they have grounds for appeal.



Whitney Barrett
Acting Ombudsperson



Stephanie Bolingbroke
Associate Ombudsperson

Advisory Committee

The Office of the Ombudsperson Advisory Committee is a sounding board and advisor to the Office on issues such as outreach, budget, and the annual report. The composition of the Advisory Committee is set out in the Memorandum of Agreement.

Thank you to the 2023/24 Advisory Committee:

- Dr Bonnie Simpson, Senate Representative
- Dr Ken Meadows, President's Representative
- Maria Farooq, University Students' Council
- Aaryan Paul, Huron, Affiliate Students' Council Representative
- Claire Hass, King's, Affiliate Staff/Faculty Representative
- Kevin Moore, Society of Graduate Students
- Jonathan Soriano, Master of Business Administration Association

What We Do

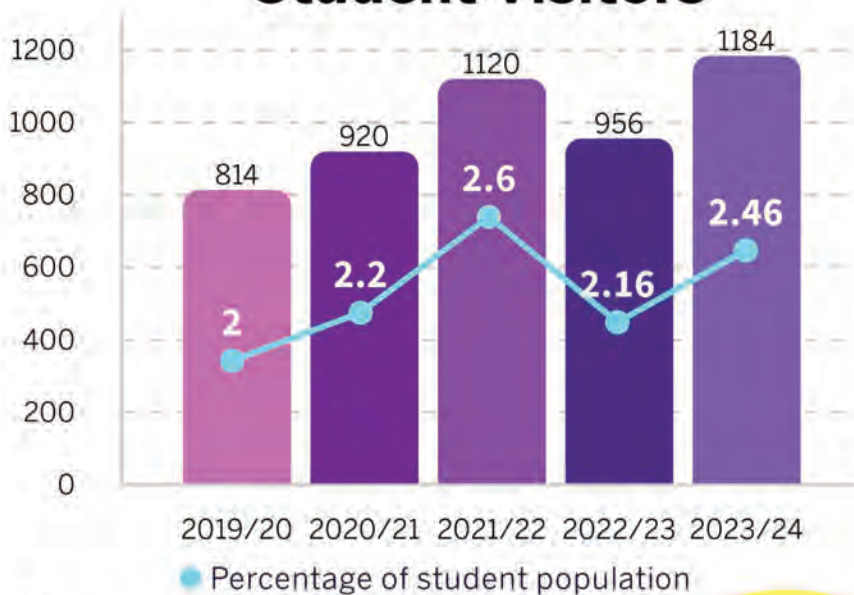
We meet with students in person or virtually via Zoom, phone or Teams. We listen to concerns and ask questions. We guide students through the policies and processes that might apply in their situation. We maintain the confidentiality of our visitors by ensuring we do not contact anyone on or off campus unless we are concerned for a student's safety or the safety of someone else. From time-to-time we do ask the student's permission to contact a decision maker or administrator to clarify a situation and ensure fair process has been followed.

In short, we untangle the complexity of a concern and help to identify options.

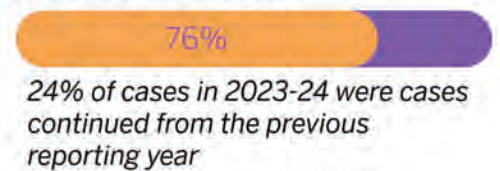
We practice shuttle diplomacy and on occasion make recommendations to senior administrators on specific policies and processes.

Visitor Snapshot

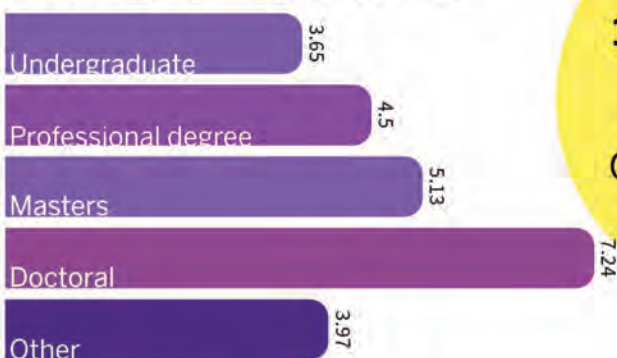
Student Visitors



New Cases

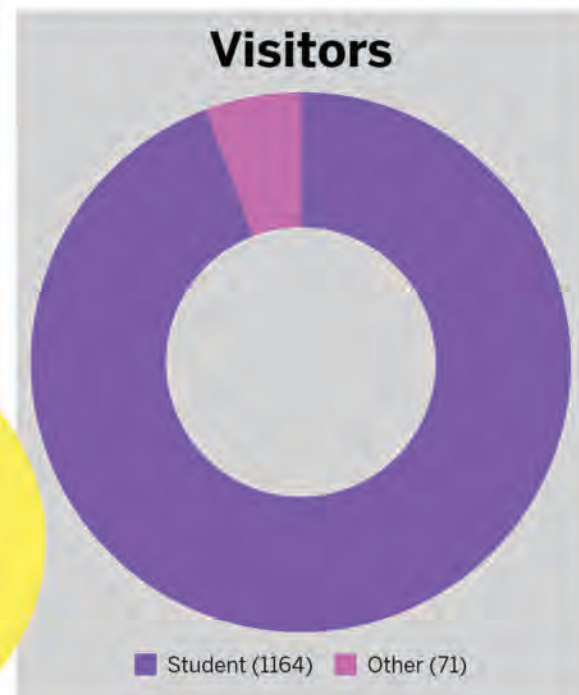


Visitors interact with the Office an average of 3.8 times per case



1 out of every 41 students contacted the Office in 2023/24

Visitors



Connecting across the Community

From time-to-time we also work with senior administrators on policy revisions to ensure fairness of the institution's policies and procedures. In 2023-24 we continued to work with the University Working Group focused on Academic Integrity and provided feedback on both policy and cultural changes to aid in the adaptation and adoption of new policy and practice related to Academic Integrity at Western.

The Office continues to engage in speaking to various groups across campus to grow the understanding of the Office and the work of an Ombudsperson.

Outreach

- Numerous orientation events
- Residence Life Coordinator outreach
- Residence Services Fair
- Appeals policy training for USC Student Appeals Support Centre

Committee Participation

- Ad-hoc policy review
- ACCUO Executive Committee representation

Professional Development

- Association of Canadian College and University Ombudspersons
- California Caucus of University and College Ombuds
- Center for Informal Conflict Resolution (CIDR) Annual Symposium
- Forum of Canadian Ombudsmen
- International Ombuds Association
- International Centre for Academic Integrity



Case Studies

Over the past year, I noted a trend in cases that highlighted an application of equality in decision making in place of equity. The cases selected highlight areas where equality appears to be what has driven or reinforced decision making or application of policy.

Indigenous Inclusion in Academic Activities

A growing and concerning trend the Office noted is related to Indigenous knowledge in Academic activities. In the cases that passed through our office, the concerns related to Indigenous inclusion in academic matters were primarily experienced by graduate students but were witnessed in a variety of faculties. Students brought forward concerns that related to decision making, thesis examination, and supervision, and noted that the lack of Indigenous knowledge in these processes impacted the student's ability to be successful in their program.

Evaluation

A doctoral student conducted research focused on Indigenous practices and ways of knowing in relation to their area of study. When they were approaching examination, the student requested an examiner who possessed Indigenous knowledge to participate in the review of their final submission. The student felt it important that those making decisions on the success of their work be knowledgeable and experienced in this area of research. In this student's case, the examiner selected did not have the experience or knowledge necessary to speak to or understand the Indigenous content within the student's work. This delayed the students' program completion as the student was required to re-submit and participate in a re-examination of their final submission.

The student engaged in the appeals process, and after re-evaluation of their submissions successfully completed their degree.

Supervision

A graduate student visited the office and shared they were concerned about the progression of their research due to challenges securing Indigenous researchers to act as advisors on their project. The student stated their research was centered in Indigenous practices and required involvement of advisors with Indigenous knowledge. As the student was nearing completion of their degree, they were increasingly concerned they would also have difficulty identifying and securing examiners with an adequate level of knowledge.

The student was directed to resources within their Faculty, Indigenous Student Services, and to processes that already exist in the School of Graduate and Postdoctoral Studies that support the inclusion of Indigenous knowledge in thesis examinations.

The approach applied in these two example cases was consistent with policy – that examiners and graduate supervisors adhere to the University's requirements to act in the capacity as an examiner or supervisor – was equally applied but neglected to take into account the unique knowledge necessary to understand Indigenous practices and support Indigenous students through research.

In considering the University's commitment to truth and reconciliation, and its partnership with the Indigenous community, policy and particularly the implementation of policies should ensure robust and thoughtful engagement of Indigenous experts in the supervision and evaluation of research that incorporates Indigenous practices or knowledge.

NOTE: As of October 11, 2024 the Graduate Student Thesis policy and procedures were updated to reinforce the importance of indigenous representation in Thesis examinations.

Respondent Support in GBSV Cases

As noted in the Gender Based Sexual Violence (GBSV) policy, respondents are directed to the Office of the Ombudsperson as one form of support when navigating the complaint process and each year we work with respondents at all stages of the procedure. Through my interactions with respondents, I have noted a gap in their support as they navigate the GBSV procedure. The GBSV office provides robust support for survivors however a similar support structure is not provided for respondents, who can have challenges navigating their academic responsibilities and potential interim measures, as well as challenges related to their community within their program or social interactions. Additionally, respondents can face ongoing challenges when there has been no finding of an infraction. In such cases, the interim measures, if any, are lifted however there may be lasting impacts to their reputation and standing in their program, residence, or social circles.

In one case, a student contacted the office after they were informed of an allegation under the GBSV. Staff in the office discussed the allegation and what steps took place in the investigation. The student shared the investigation had concluded and they were waiting for a final decision to be issued. Upon receiving the decision, the student was pleased the outcome of the investigation was that they had not been found to be in contravention of the policy. While the student was relieved by the decision, they stated the damage to their reputation and social standing in their program was irreparable.

Trauma-informed care for survivors is undeniably imperative on campus to continue supporting student survivors, however specific and similarly trauma-informed supports should be considered for respondents to ensure they receive the guidance and support necessary through interim measures, investigation, and the impact resulting from the decision.



Case Studies

Undue Hardship

Within policies related to academic accommodation and academic consideration, a balance is required between the integrity of education being provided and undue hardship. According to the Ontario Human Rights Commission, "every student with a disability is entitled to accommodation up to the point of undue hardship" and defines undue hardship as when an institution can refuse to provide a student with an accommodation because it would be too difficult or expensive.

A case brought forward by a fourth year undergraduate student revolved around accommodations for the final course required for their degree. The student required a make-up examination due to their accommodations, which was approved, but the student was informed they would write the exam with the next offering of the class. Given that the student was set to graduate and the course was a full year offering, this meant the student would need to wait to complete the outstanding component, and their degree, until the following April. The reason provided by the program was centered on the undue hardship of the course instructor but did not take into account the impact this outcome had on the student.

As a result, the student engaged in the appeals process and their appeal was granted however not until their graduation had already been impacted.

The case above is, unfortunately, not uncommon. Request for, and the application of, accommodations can be impacted by the claim of undue hardship but lack consideration for the hardship of the student. Decision makers are encouraged to take greater care in balancing not only the integrity of the education provided in the course and undue hardship on the instructor or program, but the potential hardship of the student as a result of the decision and application of the requested consideration or accommodation.

Ontario Human Rights Commission: Guidelines on Accessible Education
(<https://www.ohrc.on.ca/en/annual-report-2011-2012-human-rights-next-generation/guidelines-accessible-education>)

Observations and Recommendations

Ombuds staff practice shuttle diplomacy, working with senior administration throughout the year to ensure systemic issues are resolved. For that reason, recommendations are seldom made in the Office of the Ombudsperson annual report.

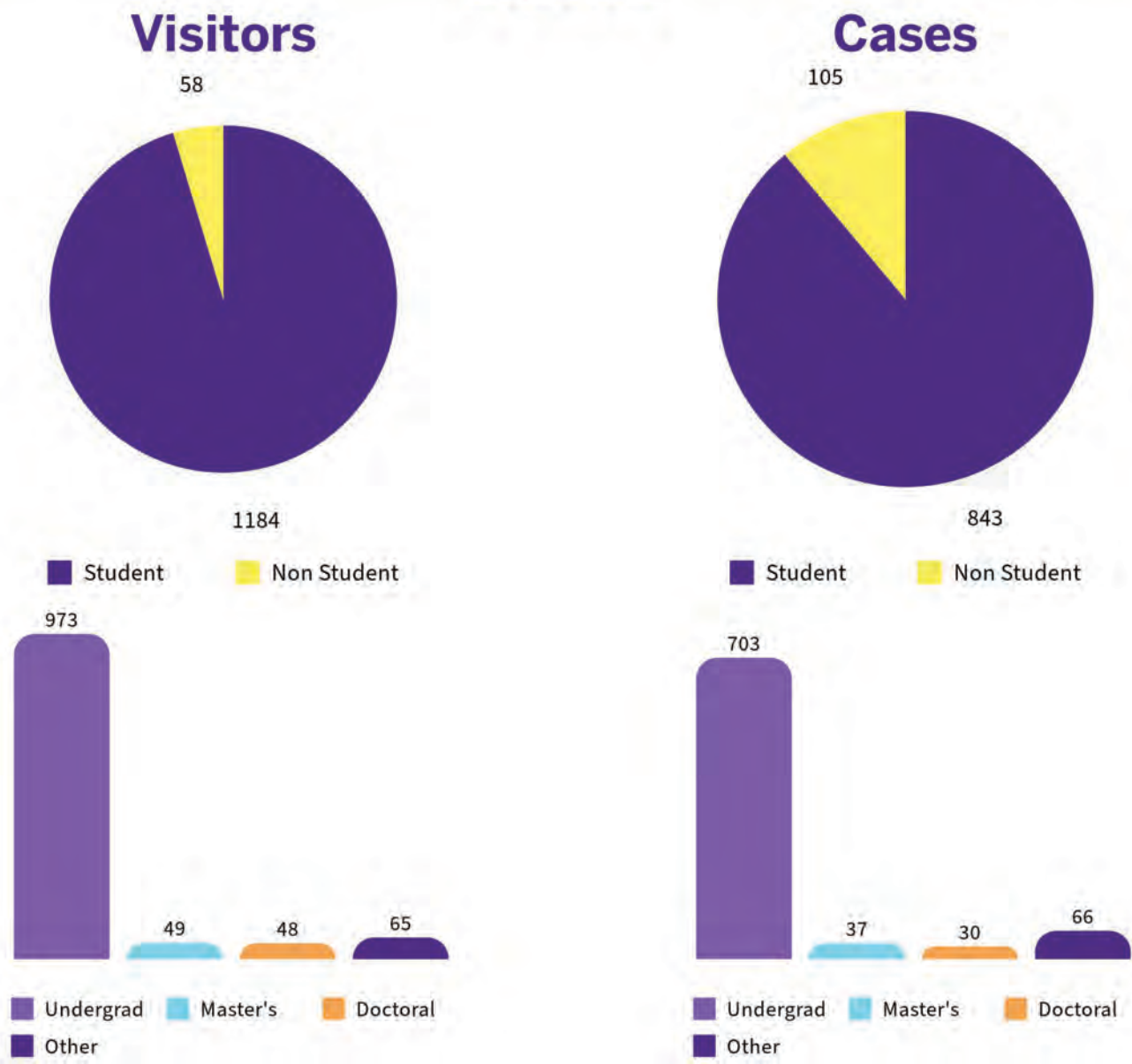
This report does not contain formal recommendations; however, I hope the identification of challenges within specific areas brings to light opportunities for discussion, growth and change, improving the student experience across the University.

2023-2024 Statistical Information

The data for the office is represented in 2 ways - visitors and cases received.

- **Visitors** captures who attend the office regarding a concern and may represent cases from the previous reporting year.
- **Cases** represents only cases opened during the reporting year - August 1 2023 - July 31 2024 and may include visitors who opened multiple cases during the reporting year.

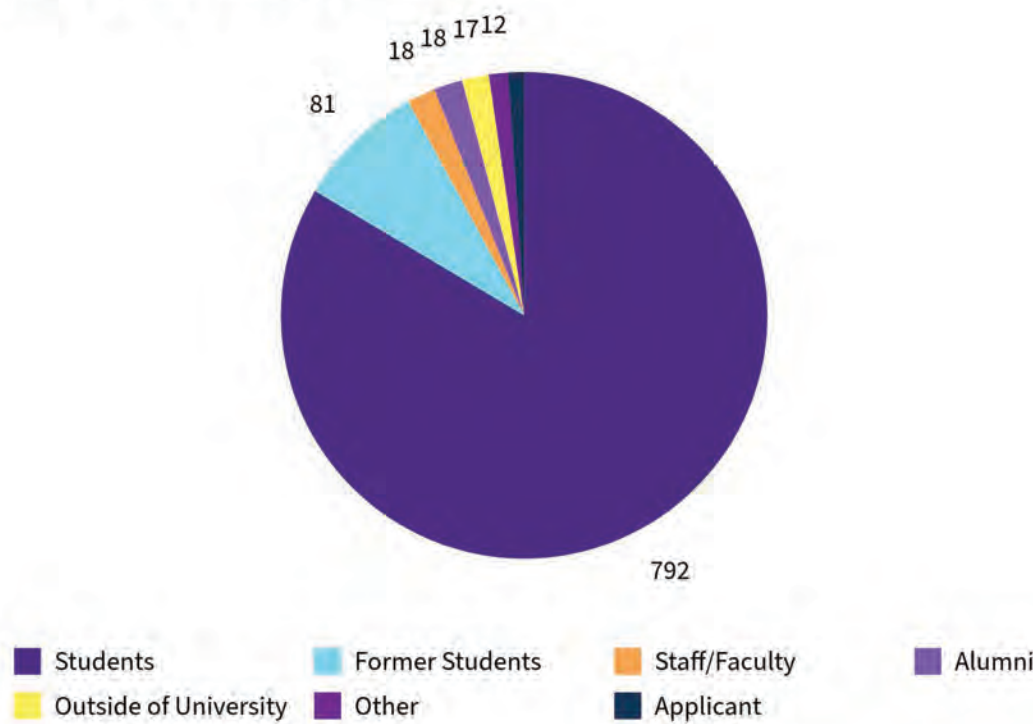
This year, the office interacted with 1,242 visitors and opened 948 new cases.



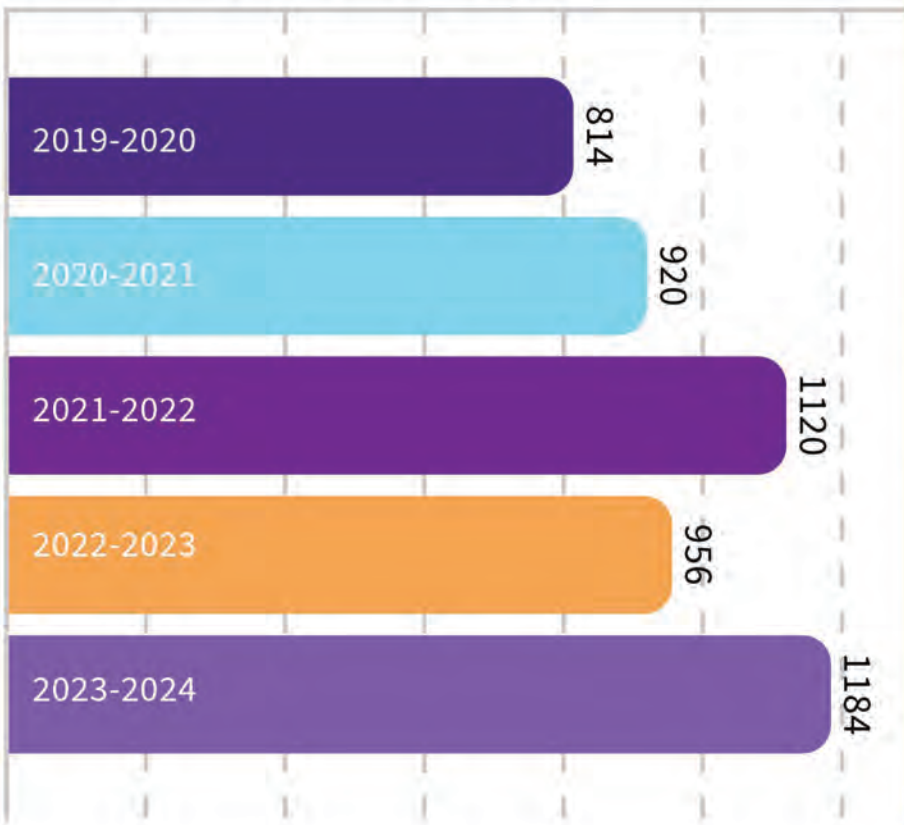
Undergraduate counts include professional degree students.
Master's counts include both professional and research master's degree students
Other counts include continuing education, graduate diploma, and students who did not report a degree level.

2023-2024 Statistical Information

Cases Received by Visitor Type



Annual Student Visitors



1,242
Total visitors

93%
Student Visitors

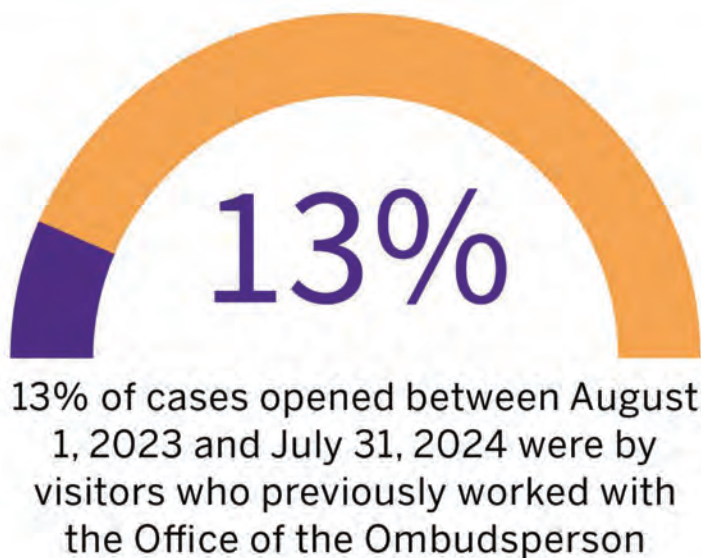
7%
Non-Student
Visitors

2023-2024 Statistical Information



15% of students visiting the Office between August 1, 2023 and July 31, 2024 identified as being an international student

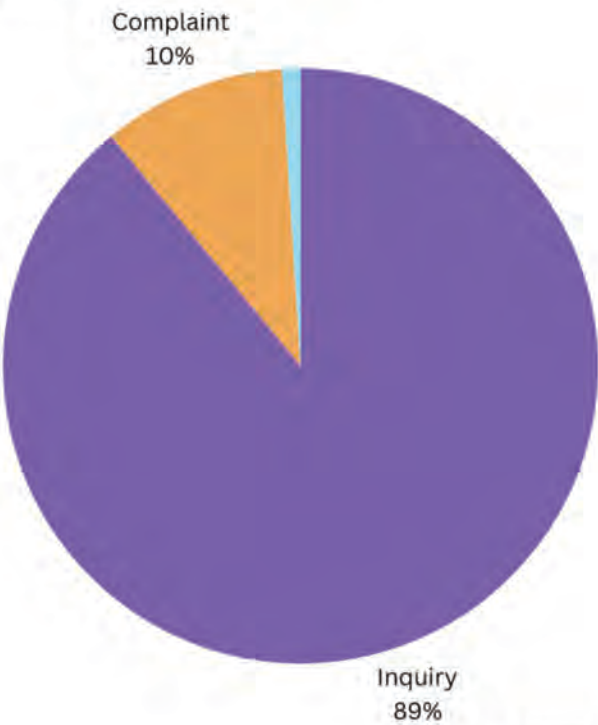
26% of cases dealt with by the Office of the Ombudsperson between August 1, 2023 and July 31, 2024 were referred to the Office by academic advisors, staff, faculty members, administrators, parents, and fellow students.



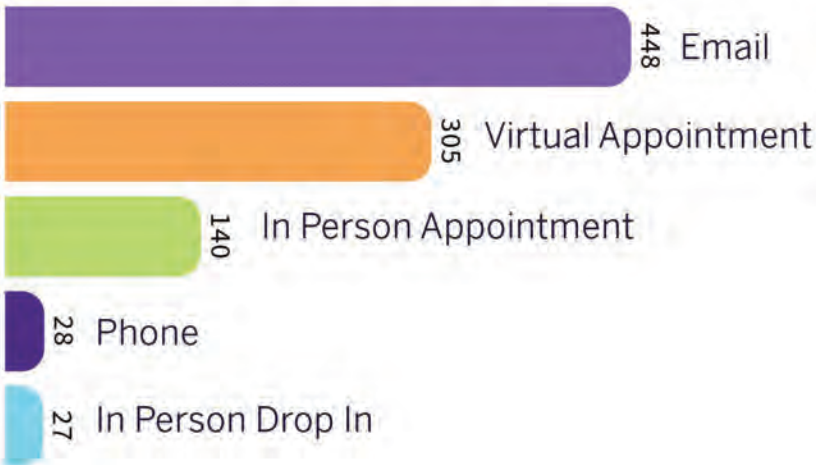
19% of students visiting the Office between August 1, 2023 and July 31, 2024 identified as having a disability, or experiencing mental health concerns or trauma

2023-2024 Statistical Information

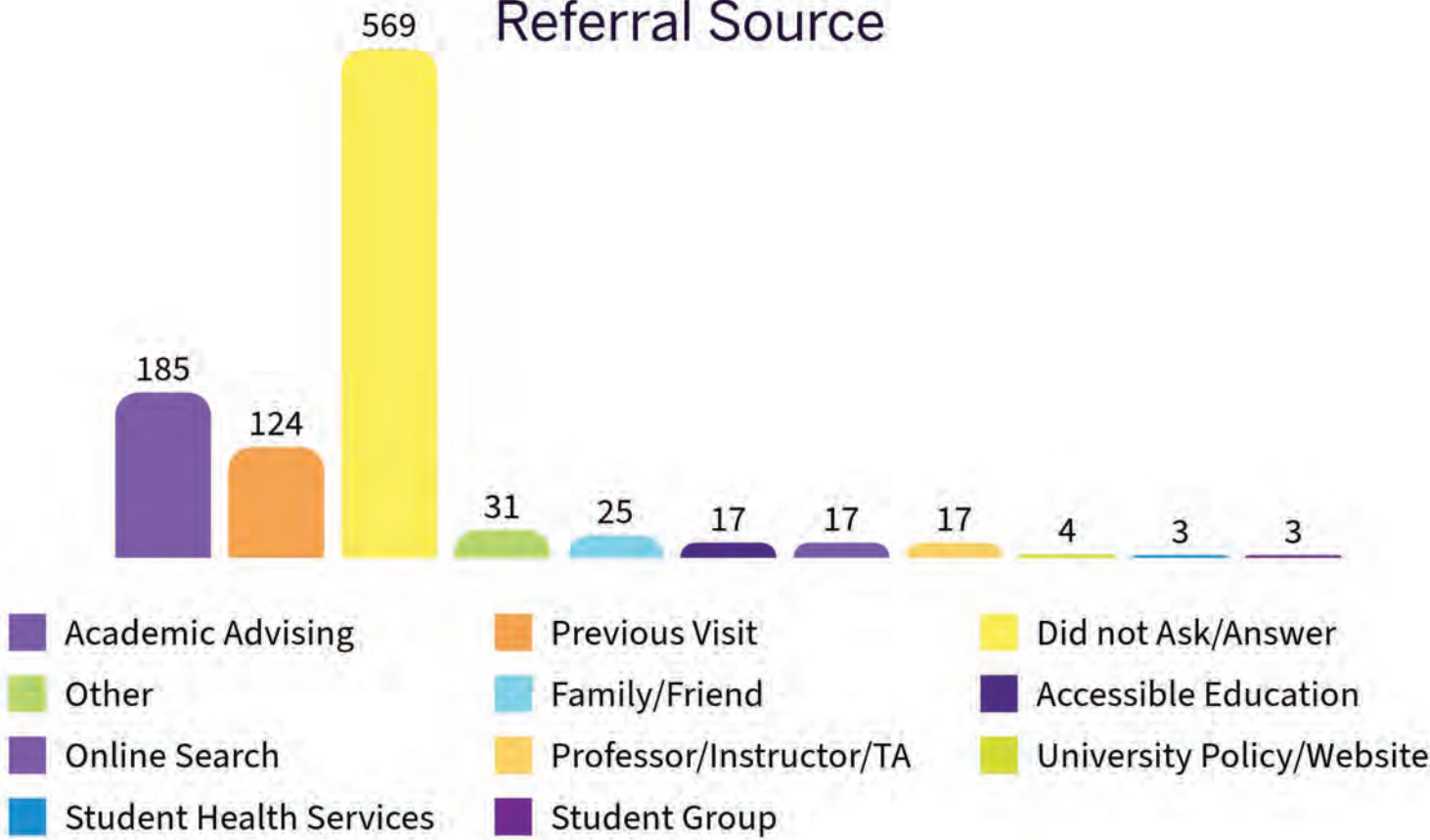
Reason visitors approach the office



Method of First Contact

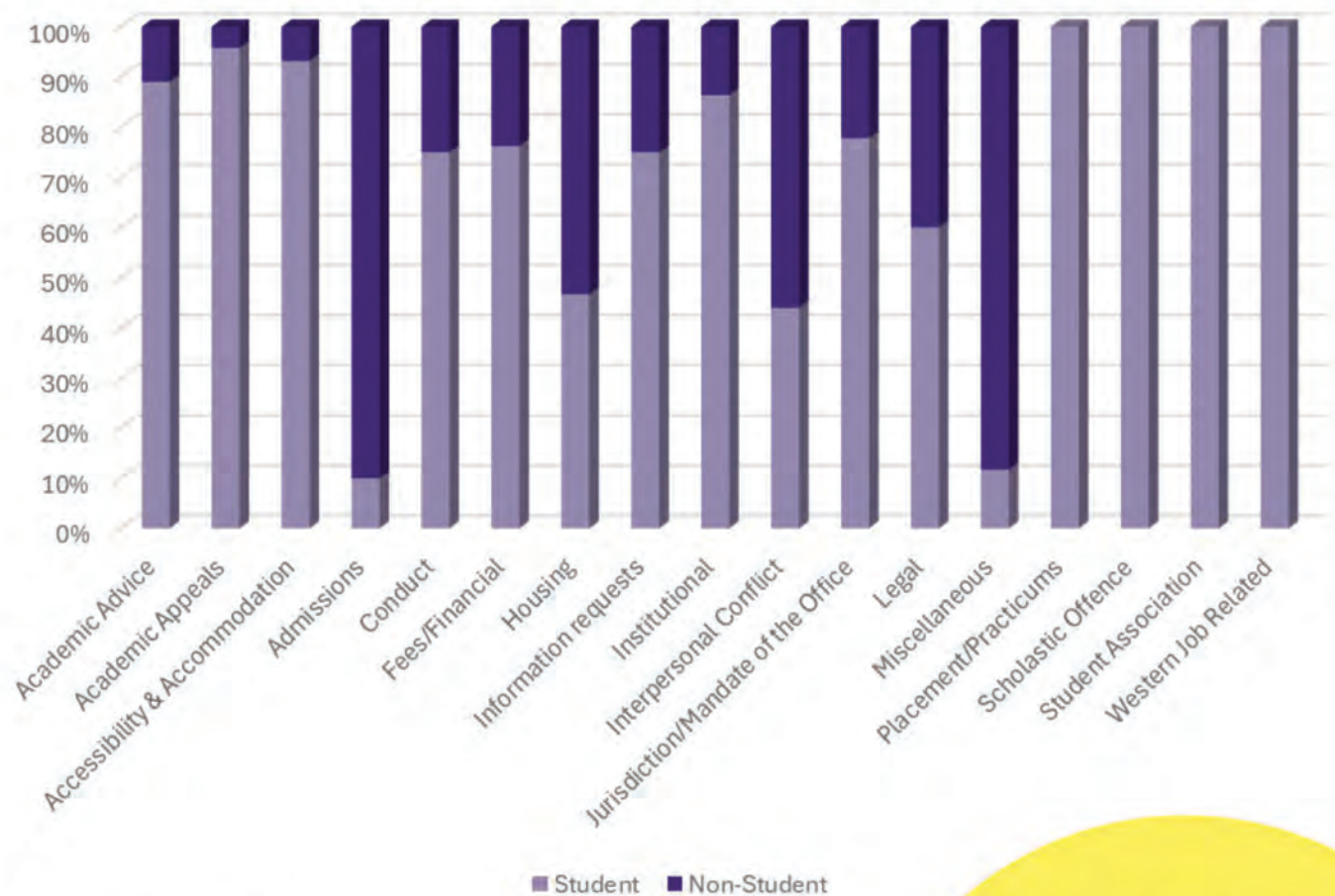


Referral Source

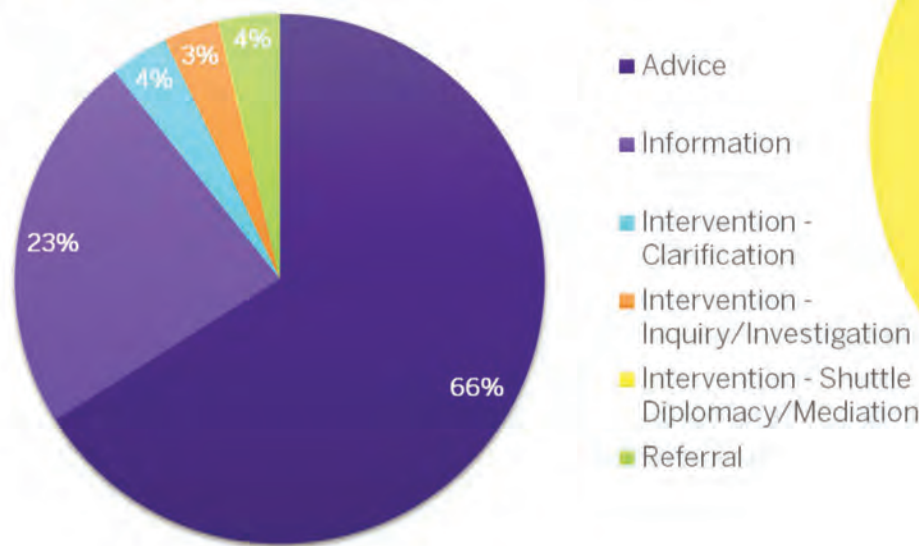


2023-2024 Statistical Information

Issues received



Outcomes



89% of visitors received advice or information that reinforced self-advocacy in visitors

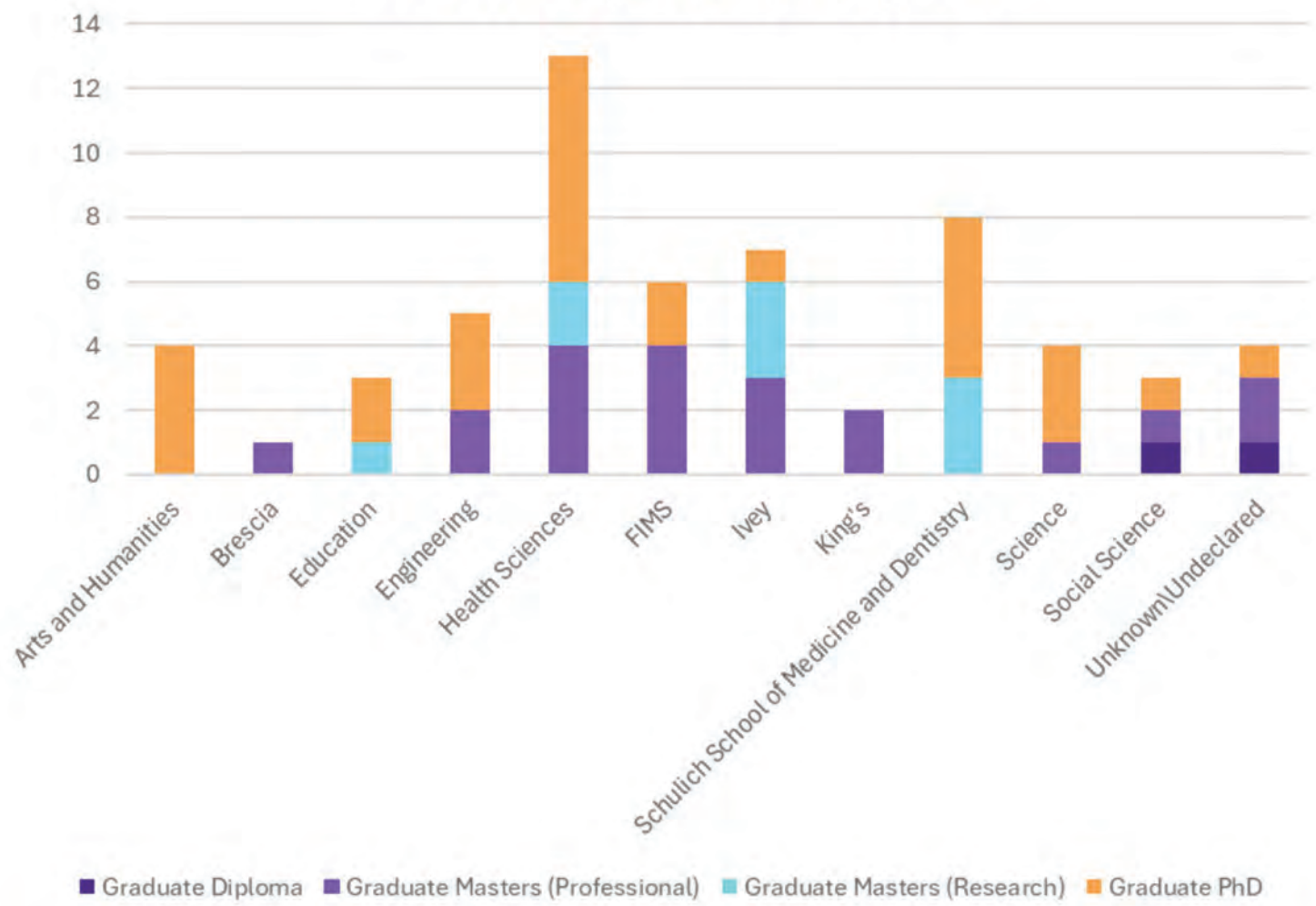
Student Concerns

Concerns raised by students may occur where the student is registered, their home faculty, or arise from an incident outside their home faculty. The Office of the Ombudsperson tracks both where the student is registered and where the concern exists to help identify system challenges where they occur.



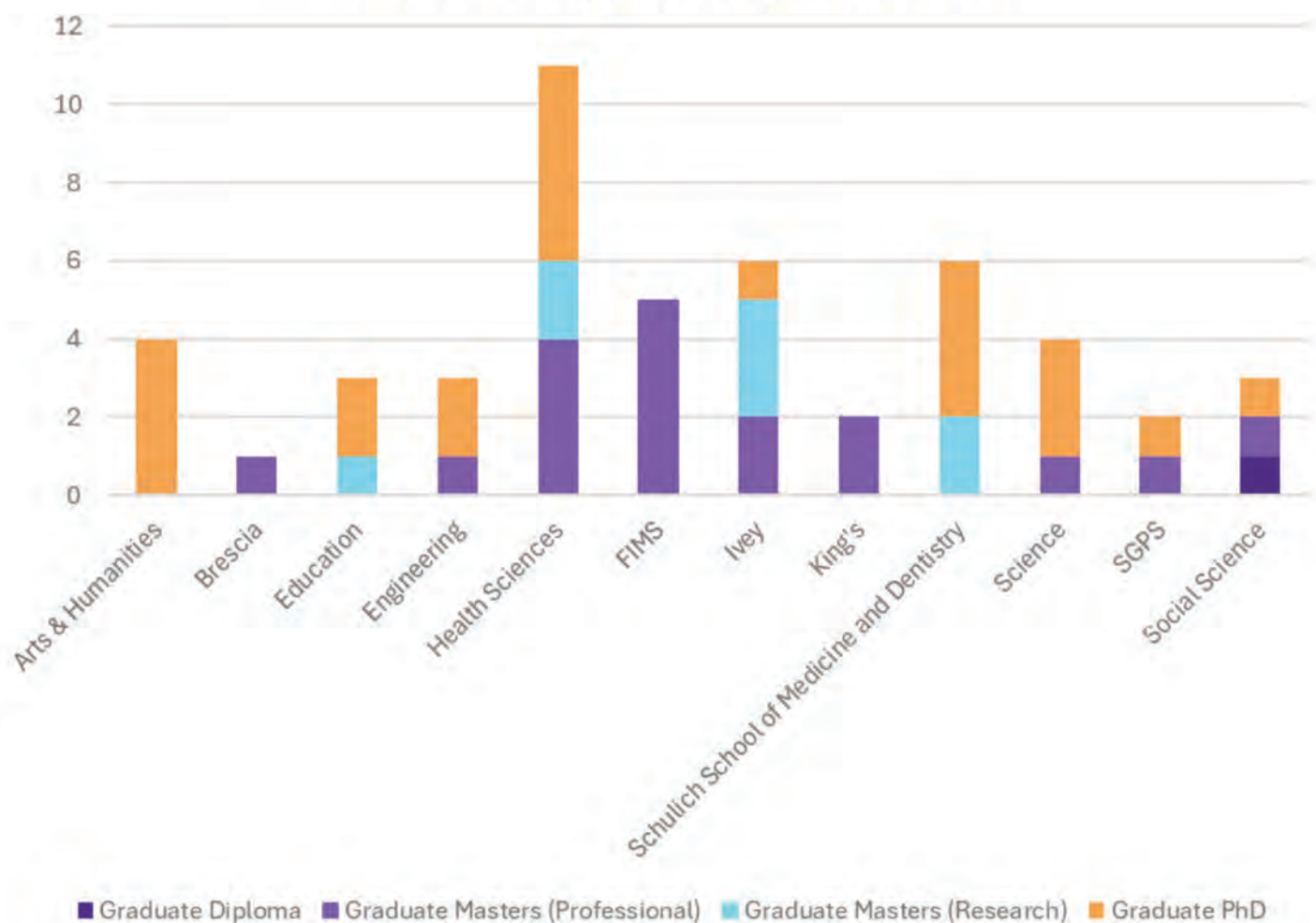
Graduate Student Visitors

Visitors by Home Program

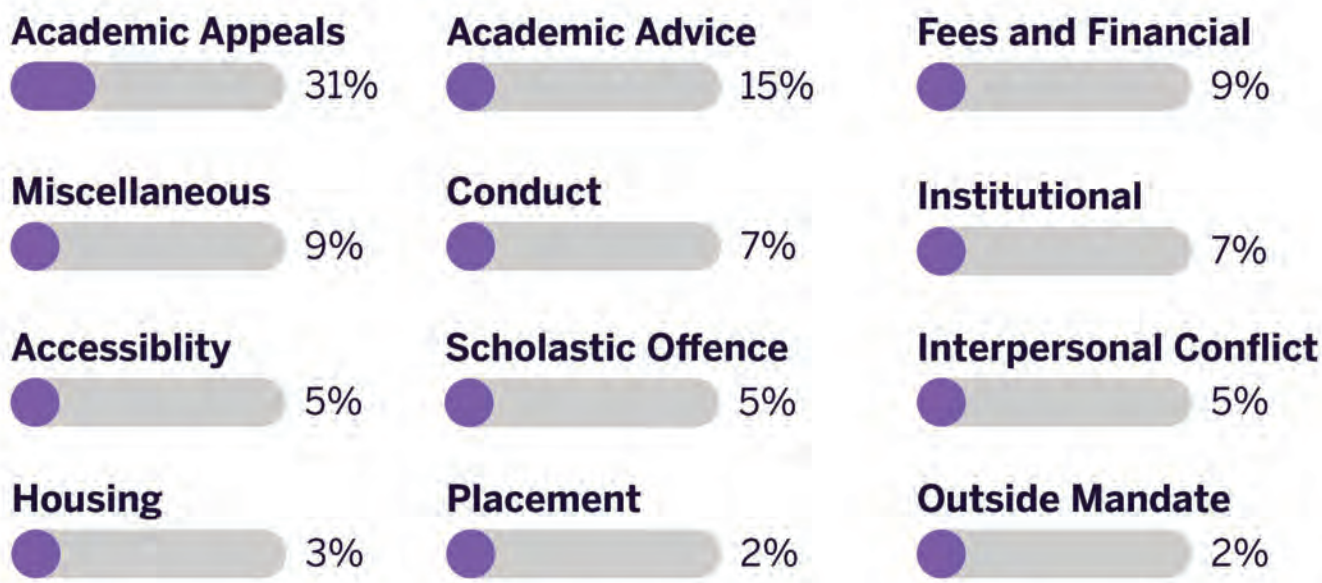


Student Concerns

Visitors by Faculty of Issue



Graudate Student Concerns

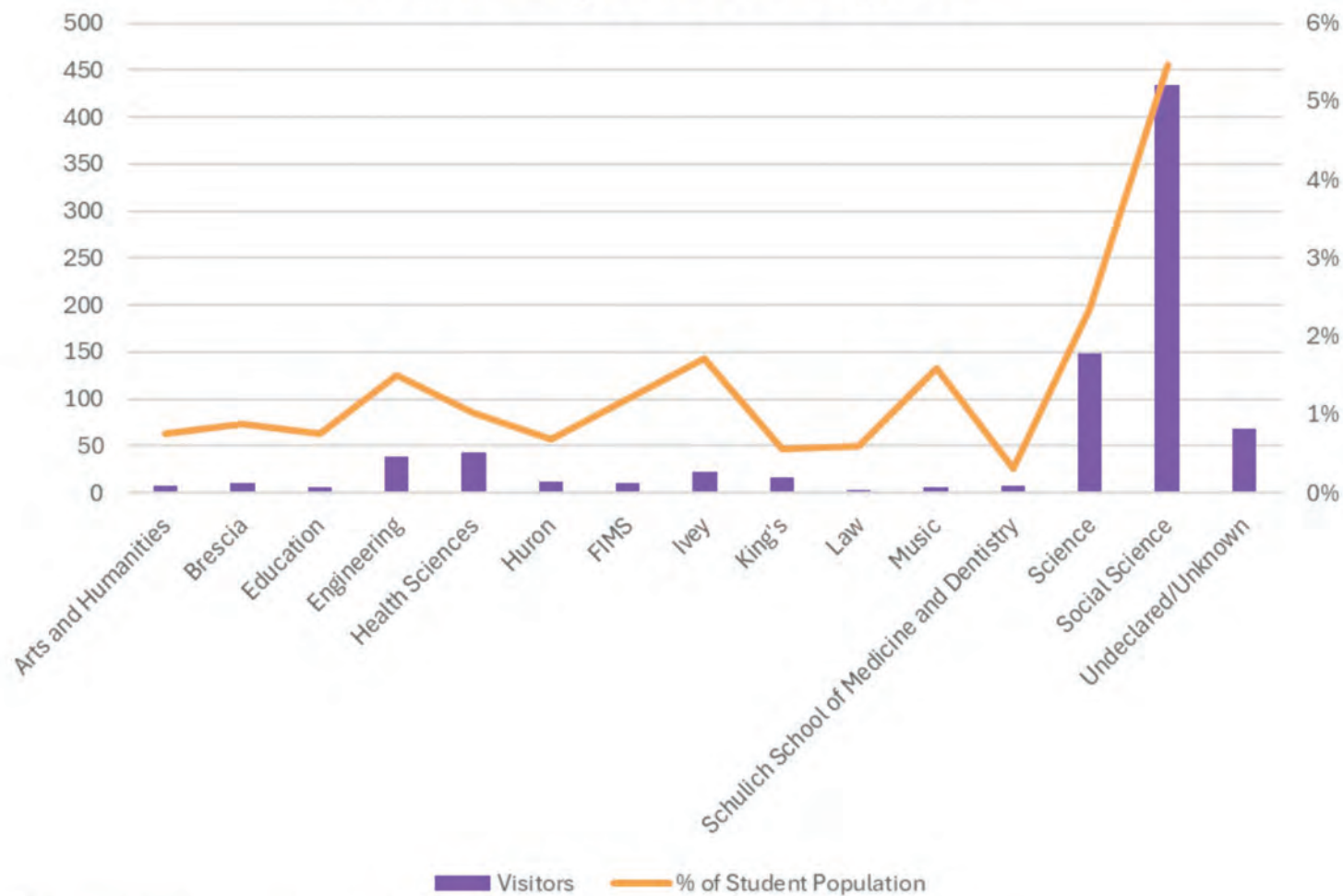


Note: Total concerns may exceed the number of annual visitors as an individual visitor may have more than one concern.

Student Concerns

Undergraduate Student Visitors

Visitors by Home Program

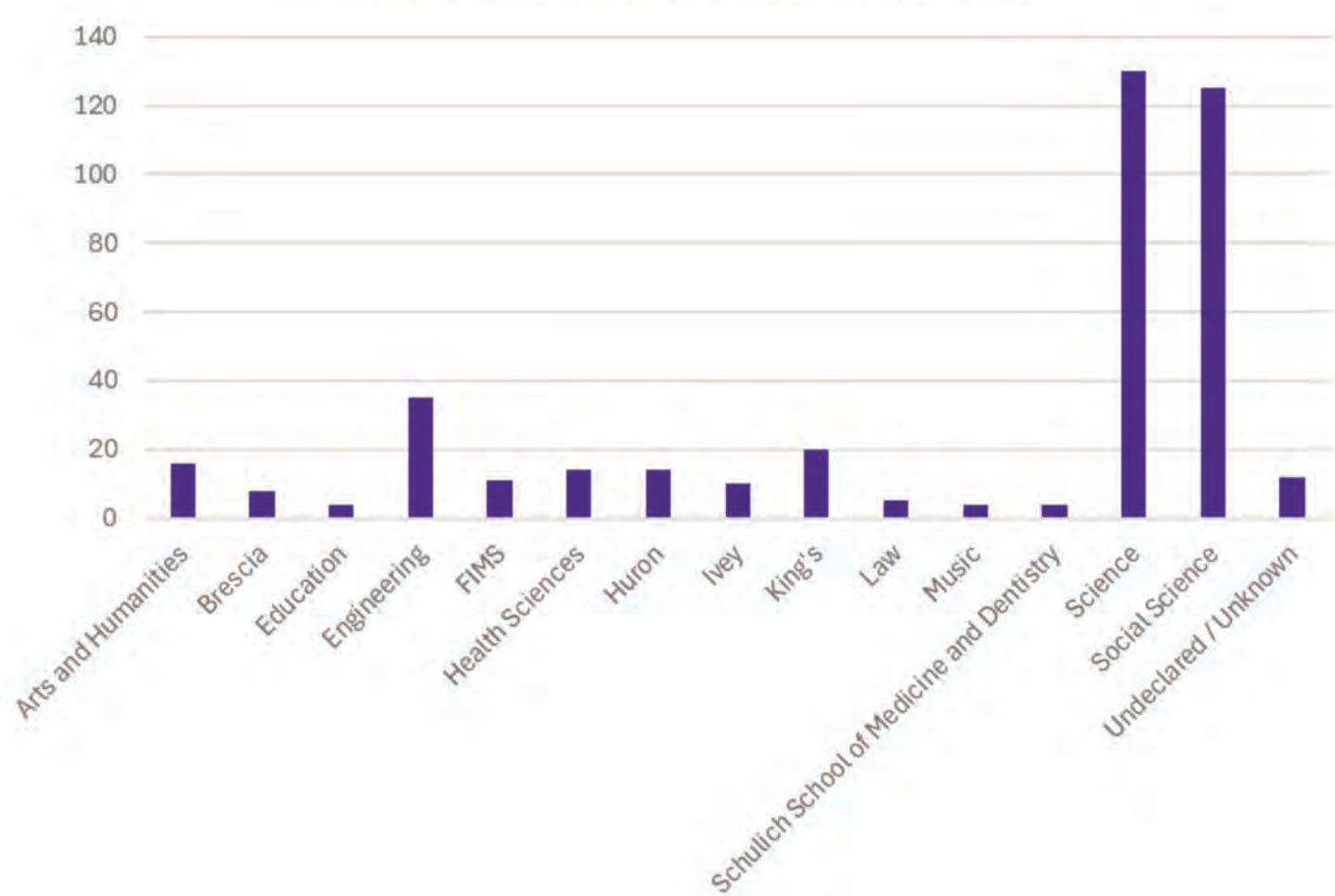


NOTE: Undergraduate data includes professional degree students.

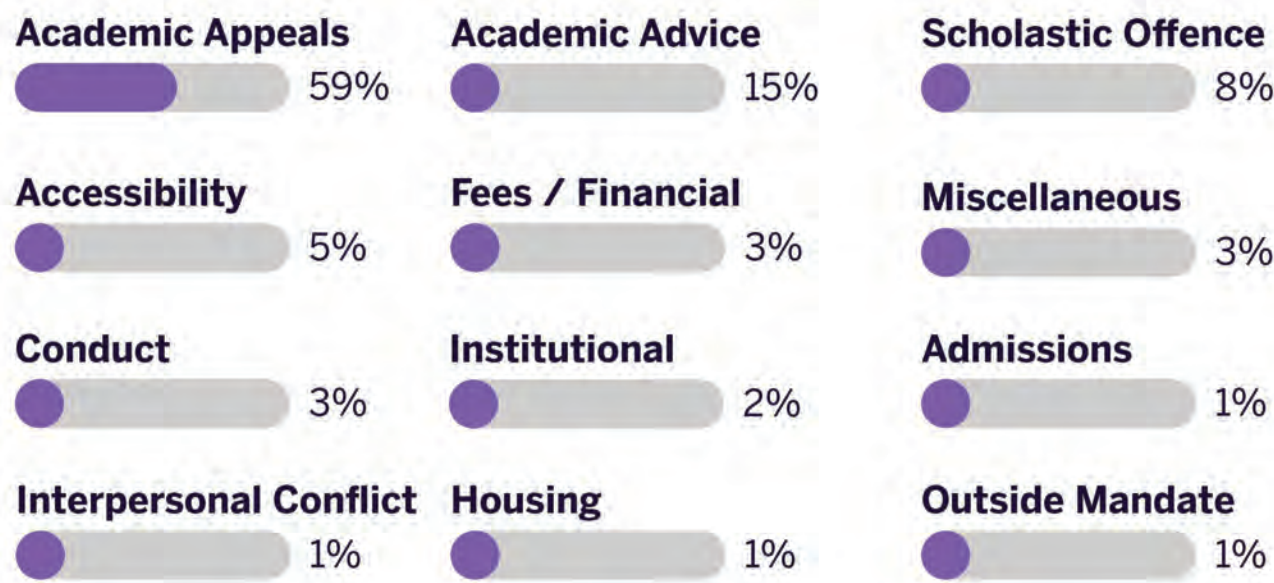


Student Concerns

Visitors by Faculty of Issue



Undergraduate Student Concerns



Note: Total concerns may exceed the number of annual visitors as an individual visitor may have more than one concern.



Western

ITEM 5.3(a) – Revisions to Procedure for Policy 1.51 – Establishing New Policies or Amending Existing Policies

ACTION: ☐ APPROVAL ☒ INFORMATION ☐ DISCUSSION

EXECUTIVE SUMMARY:

[MAPP 1.51 – Policy on Establishing University Policies and Procedures](#) has an associated Procedure for Establishing New Policies or Amending Existing Policies.

The Procedure for Establishing New Policies or Amending Existing Policies has been revised to include an updated format for Policies (Appendix A) and a new format for Procedures (added as Appendix B).

The updated format for Policies (Appendix A) includes:

- hyperlinks to subsections within the Procedure
- the addition of a “Last Reviewed” date for the policy

Appendix B has been added to support the development of Procedures. The revision will require that Procedures be presented in a format that includes:

- a reference to the Governing Policy
- hyperlinks to subsections within the Procedure
- the Responsible Officer and Responsible Office
- information about approval and review (i.e., Effective Date, Supersedes, and Last Reviewed)

The revised Procedure is presented to the Governance and By-Laws Committee for information.

ATTACHMENT(S):

[Revisions to Procedure for Policy 1.51 - Establishing New Policies or Amending Existing Policies](#)

PROCEDURE FOR POLICY 1.51 – Establishing New Policies or Amending Existing Policies

Governing Policy:	<u>MAPP 1.51 – Establishing New Policies or Amending Existing Policies</u>
Subsections:	Preamble; Definitions; Procedure
Responsible Officer:	President
Responsible Office:	University Secretariat
Effective Date:	January 17, 2025
Supersedes:	March 18, 2022

PREAMBLE

Before proceeding to develop a new Policy, proposers should consider first whether a Policy is needed. Policies share characteristics that may include, but are not limited to the following:

- They are intended to change infrequently, and set the course for the foreseeable future,
- They reflect the University's mission, vision, values and principles,
- They apply broadly across the institution,
- They ensure compliance with applicable laws and regulations, and
- They manage institutional risk.

Proposers may wish to consult first with the University Secretary to determine whether the issue or concern is one appropriately addressed by a Policy, or whether there is already a Policy or Procedure in place that addresses the issue or could be amended in such a way as to address the issue.

PROCEDURE FOR POLICY 1.51 – Establishing New Policies or Amending Existing Policies

DEFINITIONS

PVP: The President and the Vice-Presidents of the University.

PROCEDURE

1. All Policies must be in a format shown in **Appendix A**.
2. Proposals for new Policies or for amendments to existing Policies will be initiated by the President or the Vice-President responsible (Responsible Officer) or by the office responsible (Responsible Offices), with consultation with other offices as appropriate. Substantial draft revisions to existing Policies or draft new Policies will be reviewed by PVP before being forwarded.
3. The Responsible Officer will forward the new Policy or proposed amendments to the University Secretary who will determine:
 - (a) for a new Policy, in consultation with the Responsible Officer and the University Legal Counsel, what level of approval authority is required. In the event of any disagreement with the decision, or any difficulty in coming to a final decision, the President and the Chair of the Board shall make the determination.
 - (b) for a new Policy or revised Policy, whether there is any conflict or overlap with or impact on any legal obligations or other existing Policy and whether there is a need for new or revised Procedures to be linked to the Policy.
 - (c) for a new Policy, whether the established Policy framework has been followed.
 - (d) for a new or revised Policy, whether editorial or stylistic amendments are required, and, in consultation with University Legal Counsel, whether the language in the draft meets legal requirements.
 - (e) for a revised Policy, whether the amendments are editorial or substantive. Editorial amendments may be approved by the University Secretary and the University Legal Counsel upon the recommendation of the Responsible Officer.
4. Final versions of new Policy proposals and major amendments to existing Policies will be reviewed by PVP before being approved by the President or being submitted to the Board for approval.
5. Once a new Policy or revisions to a Policy are approved the University Secretary will:
 - (a) advise Responsible Offices that the new/revised Policy has been approved and confirm that any new Procedures required or necessary amendments to existing Procedures have been put in place. **All Procedures must be presented in the**

PROCEDURE FOR POLICY 1.51 – Establishing New Policies or Amending Existing Policies

format shown in Appendix B.

(b) post the new or revised Policy to the Administrative Policies and Procedures website with links to any associated Procedures.

(c) inform the University community as appropriate of the new or amended Policy.

6. In cases where existing Procedures linked to approved Policies on the MAPP website are amended independently of an amendment to the Policy, the Responsible Officer or Office must inform the University Secretary at the time the amendments are made so that the University community, as appropriate, can be made aware of any changes.
7. Proposals to revoke Policies may be initiated by the Approving Authority or Responsible Officer or by the Responsible Office, as appropriate. Such proposals will be reviewed by PVP before being forwarded to the Approving Authority of the policy in question. The University Secretary must be notified of the revocation of any Policy within the President's authority so that the MAPP website can be updated and the University community informed, as appropriate.

Last Reviewed: February 6, 2025



Appendix A

POLICY # - Name of Policy

Policy Category:

Subject:

Subsections:

Approving Authority:

Responsible Officer:

Responsible Office:

Related Procedures:

Related University Policies:

Effective Date:

~~Revised~~ **Supersedes:**

I. PURPOSE

II. DEFINITIONS

III. POLICY

Last Reviewed:



Appendix B

[Procedure Title]

Governing Policy:

Subsections:

Responsible Officer:

Responsible Office:

Effective Date:

Supersedes:

(Procedure Text)

Last Reviewed:

ITEM 5.3(b) – Terms of Reference: Senior Policy and Operations Committee

ACTION: ☒ APPROVAL ☐ INFORMATION ☐ DISCUSSION

RECOMMENDED: That, on the recommendation of the Governance and By-Laws Committee, the Board of Governors approve the revised Terms of Reference for the Senior Policy and Operations Committee as outlined in item 5.3(b).

EXECUTIVE SUMMARY:

After reviewing its Terms of Reference at the April 2024 and September 2024 meetings, the Senior Policy and Operations committee determined the only change to its Terms of Reference is the addition of the following statement:

“to be mindful of the principles of Equity, Diversity, Inclusion and Decolonization in fulfilling its responsibilities”.

ATTACHMENT(S):

[Terms of Reference: Senior Policy and Operations Committee](#) (revised)

Committees of the Board of Governors
Terms of Reference



Terms of Reference: Senior Policy and Operations Committee

Effective Date: February 6, 2025 ~~April 27, 2023~~

Supersedes: April 27, 2023, September 21, 2021, June 23, 2016; January 29, 2015, January 25, 2001, June 25, 1998

Date of Next Review: Spring ~~2024~~ 2027

1. The Senior Policy and Operations Committee is a standing committee of the Board with the duties, responsibilities and authorities as set out below.
2. The Committee's principal responsibilities are:
 - (a) Strategic advice and support, including:
 - (i) providing strategic advice and policy support to the Board and the President,
 - (ii) providing guidance to the senior administration on timely or emerging issues on behalf of the Board, and
 - (iii) receiving the President's proposed priorities for each forthcoming academic year and making a recommendation thereon to the Board;
 - (b) Monitoring community relations (internal and external) and the University's reputation, including:
 - (i) affiliation and other agreements which require Board approval, or as may be referred by the President,
 - (ii) general University/student relations in non-academic matters, including student disciplinary codes, and
 - (iii) responses for requests for access to the Board (in accordance with the process outlined in [Appendix A](#);
 - (iv) marketing, communications and branding programs and activities to support the University's strategic objectives;
 - (c) Compensation issues, including:

Senior Policy and Operations Committee

- (i) establishing mandates for, reviewing, and making recommendations to the Board on negotiated collective agreements,
 - (ii) within parameters established by the Board, negotiating and approving the terms of the contract with the President, and any subsequent renewal or amendment of such contract,
 - (iii) reporting to the Board on the President's final contract and any subsequent amendments thereto,
 - (iv) monitoring provincial legislation and university sector trends in respect of compensation and benefits for senior university leaders,
 - (v) on the recommendation of the President, fixing and providing for the remuneration, retirement and severance of the Vice-Presidents,
 - (vi) approving the framework for remuneration, retirement and severance of the Deans, the Registrar, the University Librarian, the University Secretary, the Associate Vice-Presidents and the Vice-Provosts in accordance with policies established by the Board from time to time,
 - (vii) on the recommendation of the President, approving any personnel change for positions outlined in paragraph 2(c)(vi) involving resignation, termination or retirement which will entail a continuing commitment on the part of the University other than normal pension benefits, or which falls outside existing University policies,
 - (viii) when not so determined by approved policies, group plans or collective agreements, authorizing expenditures of such sums as may be required to establish funds for the payment of gratuities, retirement allowances, pensions, life insurance or other insurance (including health insurance) for the benefit of employees,
 - (ix) receiving from the President the annual reports of the Vice-Presidents and the University Secretary,
 - (x) annually reviewing the performance of the President, taking into consideration the Board's assessment, and determining any remuneration changes and/or performance payouts to which the President may be entitled, and
 - (xi) reporting annually to the Board, through the Chair of the Board, on the review of the President's performance;
- (d) Human resource policies and procedures, including:
- (i) providing counsel and support to the President and the Associate Vice-President (Human Resources) on organizational issues/changes that involve

Senior Policy and Operations Committee

senior leaders and have significant internal and/or external implications for the University, and

- (ii) recommending to the Board new or amended human resources MAPP policies as proposed by the President and/or the Associate Vice-President (Human Resources);

(e) as the Nominating Committee of the Board:

- (i) making recommendations to the Board for the appointment of external members in the Board-elected constituency, in accordance with Guidelines for the Identification and Appointment of External Board Members as may be approved by the Board from time to time,
- (ii) making recommendations to the Board, where applicable, for appointments of external Board members by external constituencies,
- (iii) developing and maintaining, in accordance with the Board-approved *Guidelines for the Identification and Appointment of External Board Members*, a skills and needs matrix against which to assess potential candidates for Board membership,
- (iv) recommending to the Board annual membership nominations for Board standing committees, including recommendations for chairs and vice-chairs of committees,
- (v) recommending nominees to the Board for Chair and Vice-Chair of the Board,
- (vi) filling interim vacancies in the membership of committees and subcommittees as necessary, and reporting any such appointments to the Board for information,
- (vii) recommending to the Board the appointment of members to special or ad hoc committees (such as selection committees) as may be necessary from time to time, and
- (viii) ~~in carrying out its responsibility to nominate candidates to the Board or a committee, the Committee shall incorporate Equity, Diversity and Inclusion (EDI) principles in keeping with the University's commitment to EDI.~~

- (f) **be mindful of the principles of equity, diversity, inclusion, and decolonization in fulfilling its responsibilities.**

MEMBERSHIP AND PROCEDURE

3. The membership of the Committee shall be:

Senior Policy and Operations Committee

Chair of the Board, who shall be Chair of the Committee

Vice-Chair of the Board, who shall be Vice-Chair of the Committee

Chair of the Audit Committee

Chair of the Fund Raising and Donor Relations Committee

Chair of the Governance and By-Laws Committee

Chair of the Property and Finance Committee

Immediate Past Chair of the Board, if still otherwise a Board member and

An external member of the Board if in the view of the Chair and the Committee, a particular skill set or experience might be useful to the Committee's work

4. The Committee shall meet as directed by the Board, at the call of the Chair, or as requested by the President.
5. Pursuant to By-Law No. 1 (section 47), the quorum for meetings shall be a majority of the voting members. [*Quorum based on current membership: 4 voting members*]
6. The Committee will prepare an annual work plan, in consultation with the President.
7. The Committee will review its Terms of Reference every three years.

Senior Policy and Operations Committee

APPENDIX A

Requests for Access to the Board

1. Requests for access to the Board to address particular issues should be submitted to the University Secretary who will forward them to the Board Chair and the President.
2. The Chair will consult with the President on the appropriate response.
3. When appropriate, the Chair will deputize a member of the Board to discuss the issue with the requester(s) and the appropriate member(s) of the administration will be involved in that discussion.
4. The deputized Board member will report to the Senior Policy and Operations Committee on the issue, the discussion and any steps that might follow (such as whether the matter should be referred back to the administration for consideration, whether it should be referred to a Board committee for review, whether it should be referred to the Board, or whether no further action is appropriate).
5. The Senior Policy and Operations Committee will then make the determination as to how to proceed.
6. The Senior Policy and Operations Committee will report its decision and the processes followed to the Board at a subsequent meeting of the Board.

ITEM 5.4(a) – Fund Raising Quarterly Report to October 31, 2024

ACTION: ☐ APPROVAL ☒ INFORMATION ☐ DISCUSSION

EXECUTIVE SUMMARY:

The Fundraising Quarterly Report shows continuity year-over-year on pledge commitments owing at the beginning of each fiscal year, in addition to net new gift and pledge activity received throughout the fiscal year and payments made on prior year pledge commitments, for an ending balance of future pledge commitments outstanding.

ATTACHMENT(S):

[Fund Raising Quarterly Report as at October 31, 2024](#)

FUND RAISING QUARTERLY REPORT

as at October 31, 2024

(with comparative figures for Fiscal Year 2023 and 2024)



PLEDGE DATA¹

	May 1, 2024 to Oct 31, 2024 (000's)			Fiscal Year 2024 (000's)		Fiscal Year 2023 (000's)	
	Target	Actual	Actual as a % of Target	Year to Date May to July	Year End May to April	Year to Date May to July	Year End May to April
Pledges outstanding May 1st	125,181	125,181	N/A	93,271	93,271	73,009	73,009
New Gifts & Pledges (Gross)	100,000	35,188	35.2%	12,127	91,742	36,597	93,301
Pledges cancelled/amended on new/prior pledges	(3,086)	(423)	13.7%	127	669	(274)	(3,604)
Net New Pledges/Gifts	96,914	34,765	35.9%	12,255	92,411	36,323	89,697
Contributions received in payment of pledges/gifts ₂	68,190	39,467	57.9%	12,628	60,501	40,202	69,435
Net Pledges Outstanding	153,905	120,479	78.3%	92,898	125,181	69,131	93,271

COST PER DOLLAR RAISED

	May 1, 2024 to Oct 31, 2024 (000's)			Fiscal Year 2024 (000's)			Fiscal Year 2023 (000's)		
	Net Pledges/Gifts	Expenses	Cost per Dollar Raised	Net Pledges/Gifts	Expenses	Cost per Dollar Raised	Net Pledges/Gifts	Expenses	Cost per Dollar Raised
Total Expenses/Cost Per Dollar Raised	35,188	5,623	N/A	91,742	11,047	\$0.12	93,301	11,074	\$0.12
3-Year Average Cost Per Dollar Raised ₃				89,619	10,902	\$0.12	86,977	10,749	\$0.12

RETURN ON INVESTMENT

	Revenue		Return on	Revenue		Return on	Revenue		Return on
	Cash Received	Expenses	Investment	Cash Received	Expenses	Investment	Cash Received	Expenses	Investment
Total Return on Investment	37,415	5,623	N/A	56,571	11,047	\$5.12	63,914	11,074	\$5.77
3-Year Average Return on Investment				62,756	10,902	\$5.76	66,493	10,911	\$6.09

¹ Includes total activity of:

Western University
The University of Western Ontario Inc.
The University of Western Ontario (UK) Foundation
The University of Western Ontario (HK) Foundation
Richard Ivey School of Business (Asia) Limited

² Represents all contributions including cash, gift in kind and gift in purchase discounts entered in BBCRM within reporting period and may differ from the general ledger reporting period.

³ Three-Year Rolling Average - reflects the major gift factor and the post campaign period. Return on Investment and Cost per Dollar raised are included on April 30th Quarter reports.

ITEM 5.4(b) - Naming Opportunities

ACTION: ☐ APPROVAL ☒ INFORMATION ☐ DISCUSSION

On the recommendation of the Dean of the Ivey Business School and the Vice-President, University Advancement, the Naming Subcommittee of the Fund Raising and Donor Relations Committee approved the naming of room IVEY 1238 in the Richard Ivey Building as the **Meston Room**.

EXECUTIVE SUMMARY:

Process:

Per MAPP 1.9, a subcommittee comprised of the Chair of the Fund Raising and Donor Relations Committee, the Chair of the Property and Finance Committee, and the President has the authority for naming building components. Such approvals will be reported, for information, to the Board through the Fund Raising and Donor Relations Committee (FRDRC). At its discretion, the subcommittee may determine that a particular proposal should be forwarded to the full FRDRC for approval.

Per MAPP 1.44 any changes to a naming must be submitted through the same process as for the original name.

Richard Ivey Building

Meston Room

In recognition of a generous \$100,000 gift from Steven R. Meston, HBA '87, MBA '92, the Dean of the Ivey Business School and the Vice-President of University Advancement recommend naming IVEY 1238 in the Richard Ivey Building as the Meston Room.

The donor's \$100,000 contribution will be added to the existing expendable Ivey Fund. These unrestricted funds are vital in ensuring the school has the resources to adapt, innovate, and seize emerging opportunities, thereby supporting Ivey's ongoing commitment to excellence in business education.

ATTACHMENT(S):

None.

ITEM 5.5(a) – Annual Report of the Office of Academic Quality and Enhancement (OAQE)

ACTION: ☐ APPROVAL ☒ INFORMATION ☐ DISCUSSION

EXECUTIVE SUMMARY:

Attached is the 2023-2024 Annual Report of the Office of Academic Quality and Enhancement.

This report forms Western's Institutional Quality Assurance Report.

It is provided by the Subcommittee on Program Review – Undergraduate (SUPR-U) and the Subcommittee on Program Review – Graduate (SUPR-G) to the Senate Committee on Academic Curriculum and Awards (ACA) for information and transmittal to Senate and the Board of Governors.

ATTACHMENT(S):

[Annual Report – Office of Academic Quality and Enhancement \(OAQE\)](#)

2023-2024



Annual Report

Office of Academic Quality and Enhancement (OAQE)

*Supporting Academic Excellence and Innovation
Through Continuous Program Enhancement*

Academic programs are dynamic – they are continuously shaped by changes in the discipline, by department, faculty and institutional priorities, and by changes in the workplace, in student demand and in relation to innovations in pedagogy and instructional technology. In addition to ongoing programmatic updates from year-to-year, the cyclical program review process, as well as the new program proposal process, there are opportunities to step back and carefully examine these dynamic factors. This important program review and development work helps to ensure intentionality and consistency across curriculum, student support, policy and unit operations.

The Office of Academic Quality and Enhancement (OAQE) and its partners are further building supports for this dynamic programmatic reality in several ways. 1- Introduced this past year, [Lightcast software](#) can produce [employment reports](#) that show employment opportunities and projections for upcoming and recent graduates. With parameters guided by the program learning outcomes, reports can be tailored to suit a program's specific needs. Interested undergraduate programs can contact OAQE@uwo.ca, and graduate programs can contact cloosley@uwo.ca. 2- Western Libraries is reshaping the library reports provided in support of program reviews to outline what is offered as well as a prospective plan that could further enhance library support in relation to each program's specific objectives. 3- As part of a pilot offering in winter 2024, the OAQE coordinated optional focus groups with program students led by trained student leaders. The resulting reports shared back with programs in support of their self-study preparations have proved insightful. Programs clearly heard from the student voice about strengths to leverage and areas that could be improved – a helpful blend of feedback to support celebration, reflection, visioning and planning.

As with the dynamic reality of Western, King's and Huron academic programs, the OAQE and its partners ensure that the equally dynamic nature of quality assurance and program development is reflected in its own processes and practices. A principal catalyst for the OAQE's own self-study, visioning and planning has been the provincially led quality assurance audit that wrapped up with the receipt of the final report in August 2024. This caps a two-year audit process that you can learn more about by visiting the [OAQE website here](#). In essence, we are pleased to share that the audit revealed several commendations in addition to some recommendations and suggestions. Overall, Western's thorough work and sustained commitment to quality assurance were highlighted through examples of committee work, increasingly robust and streamlined processes, and collaborative program supports. More on the outcomes of Western's quality assurance audit in a dedicated section later in this report.

Using the momentum and feedback received from the provincial audit as a springboard, the 2024-2025 academic year will see planning, revisiting the [OAQE Strategy Map](#) and the gradual implementation of suggestions received. As part of this next wave of concerted planning and change, the OAQE will be reaching out to its key partners to discuss shared objectives and areas where the OAQE can further build its supports and streamline its processes. I look forward to these conversations!

Jovan Groen, Ph.D.

Director of Academic Quality and Enhancement
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Undergraduate

CONSENT AGENDA - ITEM 5.5(a)

Minor in Entrepreneurship, Huron

Major in China Studies, Huron

Major and Minor in Animal Ethics and Sustainability Leadership, Huron

Honours Specialization in Financial Economics, King's

Certificate in Ecological Justice and Climate Ethics, King's

Certificate in Climate Change and Society

Certificate in Entrepreneurship

Certificate in Purpose Driven Leadership

Graduate

Teaching and Learning, MTL

Professional Practice, Clinical Leadership and Education, GDip

Climate Risk Assessment and Opportunity, GDip

Master of Climate Risk Assessment and Opportunity, MCR



New Programs

14 Undergraduate Programs

(11 completed | 4 in progress)

2 @ 

7 @



2 @ 

Western

Cyclical Program Reviews



5 Graduate Programs

(3 completed | 2 in progress)

37 Across All Programs

49% (18) Changes to Program Requirements or Learning Outcomes

24% (9) Addition of a New Field, Minor Module or Certificate

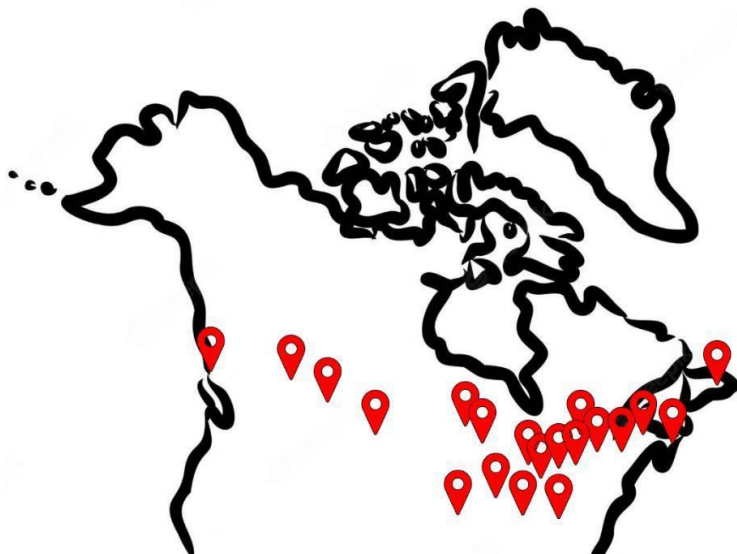
19% (7) Program, Field or Module Closure

2% (1) Integration of a Work-Integrated Learning Option

5% (2) Change in Degree Designation



Major Modifications



Institutional Origin of This Year's 50 External Reviewers

Western's Academic Quality & Enhancement Team

Artie Harricharran | Administrative Coordinator | Office of Academic Quality and Enhancement



aharric3@uwo.ca



Ext. 84944

Alicia Kemp | Administrative Specialist | Office of the Vice-Provost Academic Programs



ahitchc2@uwo.ca



Ext. 83335

Candace Loosley | Administrative Coordinator | School of Graduate and Postdoctoral Studies



cloosley@uwo.ca



Ext. 85257

Jovan Groen | Director | Office of Academic Quality and Enhancement



jovan.groen@uwo.ca



Ext. 84327

Visit the OAQE website @ <https://oage.uwo.ca/>

Key Partners

- Office of the Vice-Provost Academic Programs
- School of Graduate and Postdoctoral Studies
- Centre for Teaching and Learning
- University Secretariat
- Office of Institutional Planning and Budgeting
- Office of the Registrar
- Western Libraries
- Office of the Vice Provost, Academic Planning, Policy & Faculty
- Office of Equity, Diversity & Inclusion
- Office of Indigenous Initiatives
- Western Alumni



Western's OAQE works to ensure the quality of the University's undergraduate and graduate academic programs by leading quality assurance and enhancement processes in partnership with academic leaders and administrators across all departments, faculties, schools, and support units.

Audit of Western's Quality Assurance Processes and Practices

The outcome of this year's audit of Western's quality assurance (QA) processes is a testament to the commitment and ongoing work of Western's QA community – for which key members are the faculty and program leaders who shepherd the reflection, deliberation, visioning and planning processes. As noted in the audit report:

"The Audit Team recognized that much has been done across the University since the last Cyclical Audit [in 2013-14] to strengthen the institution's work on quality assurance and its processes and practices. A strong commitment to QA and to continuous improvement across the campus was clearly evident through the documentation submitted for audit as well as through the discussions during the site visit."

"The University has incorporated the notion of continuous improvement [...] in its academic programs and this understanding has been embraced by the campus community. Western is also proactive in introducing innovative practices (e.g. the [QA Academy](#)) to strengthen the awareness of the value of QA and its assessment."

Among the suggestions received, the audit team invited Western to consider expanding the pool and training of new internal reviewers for site visits; refining the process for appointing external reviewers; exploring additional ways to engage all program representatives in the mid-cycle progress reporting stage; more directly involving academic units in the preparation of implementation plans; and finding additional opportunities for engaging alumni in the cyclical program review process.

Springboarding from the new QA supports mentioned earlier in the report, from enhancements in association with the audit suggestions, and from ongoing improvements stemming from collaborations with OAQE partners, the years ahead will be animated with constructive change and innovation.

The full audit report is available on [the OAQE website](#). In the new year, a webpage will be added to outline a plan of action for the implementation of the audit suggestions and related enhancements to further bolster Western's quality culture.

2023-2024 Program Review Final Assessment Reports

Notable trends across program reviews completed over the past year include greater inclusion of the student voice in the self-study and a continued increase in the robustness of reflections and actions associated with the integration of Equity, Diversity, Inclusion, Decolonization and Indigenization into the teaching and learning experience.

Emerging themes in the feedback that students and alumni have provided to programs as part of the review process include the following.

- **Impactful Program Features:**
 - **Committed Instructors:** Engaged and passionate professors who care about both the subject matter and their students.
 - **Relevance and Diversity in Curriculum:** Integration of contemporary issues and diverse perspectives into the curriculum were noted as beneficial for student engagement and preparedness for the workplace.
 - **Hands-on Learning:** Practical, hands-on components such as labs, small group sessions, and real-world applications were highlighted as particularly impactful on student learning outcomes.
 - **Sense of Community:** Building and maintaining a supportive program culture through effective communication, inclusion of student leaders, and fostering a sense of belonging among students was emphasized.
 - **Support Services:** Availability and quality of support services such as academic counseling and mentoring initiatives were highlighted as critical for student success.
- **Areas in Need of Program Enhancement:**
 - **Clear communication:** Need for better communication with students about program requirements, deadlines and availability of support. Often websites housed outdated information and contact details.
 - **Regular Feedback Mechanisms:** To help with ongoing program enhancements, it was suggested to administer regular surveys or meetings with students throughout the year to gather more continuous feedback on program experiences.
 - **Connections with the Workplace:** Limited exposure to connections with the industry or the community. Might there be more partnership opportunities – to bring students into the community or bring persons from the workplace into the classroom?

Illustrating a concerted effort by programs to address historical inequities, enhance diversity representation, and create inclusive learning environments that respect and integrate diverse perspectives and knowledge systems, the following themes emerged across this year's self-studies and program proposals.

- **Curriculum Development and Revision:** Many programs have developed or revised courses to incorporate themes of race, gender, Indigenous perspectives and decolonization.
- **Faculty Diversity and Training:** Efforts are being made to increase the diversity of faculty through targeted hiring practices. Faculty members are also undergoing bias training to ensure a more inclusive learning environment.
- **Community Engagement and Partnerships:** Several programs emphasize community engagement, particularly with Indigenous communities, aiming to create inclusive relationships and incorporate Indigenous perspectives into their activities and curriculum.
- **Student Support and Inclusivity:** Programs are implementing support structures for students from equity-deserving groups, including specialized support groups, revised admissions processes and holistic reviews of applicants to ensure diversity.

The following programs were reviewed during this academic year. The full versions of each of the Final Assessment Reports (FARs) can be found on [the OAQE website](#) by using the hyperlinks embedded in the program names below.

Cyclical Program Reviews

Don Wright Faculty of Music

- I. [Music, DMA, MA; Music Theory, MA; Musicology, MMus, PhD](#) (Approved in February 2024)

Faculty of Arts & Humanities

- I. [Visual Arts, BA](#)
- II. [Visual Art, MA, MFA, PhD](#) (Approved in November 2023)
- III. [Gender, Sexuality & Women's Studies, MA., PhD](#)

Western Law

- I. Law LL.M., Ph.D., M.S.L (Pending final approval)

Faculty of Science

- I. [Computer Science, BSc](#)
- II. [Integrated Science, BSc](#)
- III. [Astronomy & Physics](#), MSc, PhD (Approved in November 2023)
- IV. [Environment and Sustainability](#), MES (Approved in November 2023)

Faculty of Social Science

- I. [Political Science, BA](#)
- II. Economics, BSc (Pending final approval)
- III. Economics, MA, PhD (Pending final approval)
- IV. [History, MA, PhD](#)

Schulich School of Medicine and Dentistry

- I. Undergraduate Medical Education (Pending final approval)

Richard Ivey Business School

- I. Business, HBA (Pending final approval)

Huron University College

- I. [Psychology, BA](#)

King's University College

- I. [Bachelor of Social Work, BA](#)
- II. [English, BA](#)
- III. [Master of Social Work, MSW](#)

Inter-Affiliate Programs

- I. [Jewish Studies, BA](#) (Huron-King's)

ITEM 5.5(b) – Report of the Academic Colleague

ACTION: ☐ APPROVAL ☒ INFORMATION ☐ DISCUSSION

This report provides an overview of the discussions and outcomes from the Academic Colleagues meeting held on November 19-20, 2024. The meeting centered on refining strategies for promoting the value of universities and preparing for the Council of Ontario Universities (COU) Members meeting.

Key Discussions and Outcomes:

1. Promoting the Value of Universities

The meeting began with a session focused on developing a narrative around the value of universities. The Colleagues identified several core principles for the development of this narrative:

Narrative Framework: This narrative should be emotionally compelling, enduring, and tied to the core values and identities of individuals and communities.

Importance of a Unified Message: The narrative will be crucial for simplifying complex issues and making the role of universities more relatable to diverse audiences.

Shifting Public Perceptions: Strategies for reshaping perceptions included emphasizing common ground, reinforcing positive identities, and addressing perceived threats to public trust in higher education.

2. Audience-Specific Value Propositions

Colleagues refined their messaging for different audiences—students, parents, businesses, and the general public. Key points included:

Economic Impact: Highlighting the contribution of universities to productivity, GDP, and skills development, especially in countering populist narratives that diminish their role in society.

Student Choice: Emphasizing the importance of maintaining diverse educational options, particularly as financial constraints are reducing choices available to students.

Business Innovation: Stressing the benefits universities bring to businesses, particularly in fostering innovation and producing highly skilled graduates.

3. Institutional Updates

The meeting also included a session for sharing institutional updates. Key points of discussion included new academic plans, fiscal pressures due to budget constraints, and ongoing efforts to enhance funding for graduate students and expand facilities.

The Academic Colleagues meeting was a productive step toward strengthening the case for the value of universities in Ontario. Through collaborative discussions, Colleagues developed a unified narrative to advocate for the essential role universities play in economic development, innovation, and community well-being. The insights and strategies developed will serve as the foundation for the upcoming COU Members meeting and future advocacy efforts.

ATTACHMENT(S):

None.

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.
