



Board of Governors March 2020 – Public Teleconference Meeting

Meeting Date:	March 25, 2020
Meeting Time:	12:30 pm
Teleconference Information:	Teleconference Dial In: 1-877-361-4628 Conference ID: 8927051487

Meeting Agenda

- | | | |
|----|---|-------|
| 1. | Call to Order and Confirmation of Quorum | 1 min |
| 2. | Declaration of Conflict | 1 min |
| 3. | Approval of Meeting Agenda | 1 min |
| 4. | Consent Agenda | 1 min |
| | <i>The following items will be addressed through the consent agenda unless specifically requested to be removed for separate attention, by request.</i> | |
| | - 4.1 - Minutes of the January 22, 2020 Public Meeting (for approval) 📎 pages 3 - 6 | |
| | - 4.2 - Report on Contracts Awarded (for information) 📎 page 7 | |
| | - 4.3 - Quality Assurance Dashboard (for information) 📎 pages 8 - 9 | |
| 5. | Business Arising (not otherwise covered) | 1 min |

Decision Items

- | | | | |
|----|---|--|--------------------|
| 6. | Program Revisions | T. Phillips,
B. Goodwin, and
P. Stoneham | 12:35 pm
10 min |
| | - 6.1 - Adaptive Forest Management (revision) 📎 pages 10 - 11 | | |
| | - 6.2 - Altitude 📎 pages 12 - 13 | | |
| 7. | New Policies | T. Phillips and
L. Stone | 12:45 pm
15 min |
| | - 7.1 - Indigenous Perspectives Designation Policy
📎 pages 14 - 17 | | |
| | - 7.2 - Access to Information and Protection of Privacy
📎 pages 18 - 23 | M. Adamson and
S. Beirness | |
| | - 7.3 - Information Practices Related to Personal Health
Information
📎 pages 24 - 32 | | |
| 8. | Policy Revisions | F. Clifford and
C. Bailey | 1:00 pm
10 min |
| | - 8.1 - #4-419A - Comprehensive Investments Policy
Statement (from Finance & Audit Committee)
📎 pages 33 - 43 | | |

9.	Ancillary Fees 2020/2021  pages 44 - 54	S. Dupret and C.Bailey	1:10 pm 5 min
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Information Items

10.	Frost Student Association (FA) and Student Administrative Council (SAC) Financial Statements  pages 55 - 92	S. Dupret and C.Bailey	1:15 pm 5 min
11.	Winter 2020 Enrolment Report (enclosed)  pages 93 - 94	R. Srdic	1:20 pm 5 min
12.	Board Chair Report  page 95	D. Marinigh	1:25 pm 5 min
13.	President's Report  pages 96 - 100	M. Adamson	1:30 pm 5 min

Discussion

14.	Other Business		1:35 pm 5 min
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Adjournment approximately 1:40 pm



Board of Governors Public Meeting Minutes

Meeting Date: January 22, 2020
Meeting Location: Teleconference Meeting

Meeting Attendance

Present:

Mr. Dan Marinigh, Board Chair
Ms. Katherine MacIver, Vice Chair
Mr. Fred Clifford
Mr. Ben Currelly
Ms. Nicole Grady
Ms. Rosemarie Jung
Mr. Mike Leonard
Ms. Mary Lou McLean
Mr. Thom Luloff
Ms. Cathy Praamsma
Ms. Maureen Adamson, President

Regrets:

Ms. Allison Galbraith
Mr. Paul Downs

Senior Administration:

Ms. Christy DeMont, Chief Information Officer
Ms. Sandra Dupret, Vice President, Student Experience
Dr. Brett Goodwin, Vice President, Applied Research & Innovation
Ms. Sherry Gosselin, Director, Project Management and Institutional Research
Ms. Roni Srdic, Registrar
Dr. Tom Phillips, Vice President, Academic Experience
Ms. Sherry Taylor, Vice President, Organizational Effectiveness and Human Resources
Mr. Drew Van Parys, Vice President, Economic and Community Development
Mr. Terry Williams, Director, Physical Resources

Administrative Support:

Ms. Sandra Armstrong, Executive Assistant
Ms. Sarah Beirness, Manager of Operations

Guests:

Ms. Linda Poirier, Dean, School of Health & Wellness and Justice & Community Development
Ms. Pam Stoneham, Dean, School of Trades & Technology

1. Call to Order, Welcome to the Traditional Territory and Confirmation of Quorum

The Chair called the meeting to order at 1:44 p.m. and acknowledged that the Board of Governors is hosting the January 22, 2020 public teleconference meeting on the traditional lands of the Mississauga and Anishinaabe peoples.

Quorum was confirmed, regrets noted, staff and guests in attendance were welcomed.

2. Declaration of Conflict

There were no conflicts disclosed concerning items identified on the agenda.

3. Approval of Meeting Agenda

Moved by Ms. McLean and seconded by Mr. Downs that the Board of Governors of Sir Sandford Fleming College approve the agenda of the January 22, 2020 public meeting as presented.

Carried

4. Consent Agenda

Moved by Ms. Praamsma and seconded by Mr. Currelly that the Board of Governors of Sir Sandford Fleming College approve the consent agenda for the January 22, 2020 public meeting and, through this consent, approve the minutes of the November 27, 2019 public meeting.

Carried

5. Business Arising

None identified.

Decision Items

6. New Program Proposals

The Chair welcomed Dr. Tom Phillips, Vice-President Academic Experience, Pam Stoneham, Dean of Trades & Technology and Linda Poirier, Dean of Health & Wellness and Justice & Community Development to present two (2) new program proposals for development: Transportation Maintenance Technician and Respiratory Therapy. Both programs are well supported by local industry, are responsive to labour market demands and have high graduate employment probability. Comprehensive briefing notes were provided in the meeting package.

6.1 Transportation Maintenance Technician

The Transportation Maintenance Technician program is one-of-a-kind and will prepare graduates to work in four streams of the transportation sector: Aircraft, Marine, Recreation Vehicle (RV) and Small Engines. Graduates will gain fundamental skills to work on interiors (install/removal of components), electrical, water systems, upholstery, repair and maintenance.

Moved by Mr. Leonard and seconded by Mr. Currelly that the Board of Governors of Sir Sandford Fleming College approve the proposal to develop a new, and unique, Transportation Maintenance Technician Ontario College Diploma Program with an estimated start date of September 2021.

Carried

6.2 Respiratory Therapy

The Respiratory Therapy program diversifies Fleming's current program offerings related to healthcare, provides synergies with existing health related programs and would establish Fleming as the go-to College to prepare high-quality and competent Respiratory Therapists. Furthermore, the program is responsive to a projected employment need in the province.

Moved by Ms. Praamsma and seconded by Mr. Clifford that the Board of Governors of Sir Sandford Fleming College approve the proposal to develop a new Respiratory Therapy Ontario Colleges Advanced Diploma Program with an estimated start date of September 2021.

Carried

7. Perioperative Program Revision

The Chair welcomed Dr. Phillips and Ms. Poirier to present a proposal to change the status of the existing Registered Nurse - Perioperative Nursing Ontario College Graduate Certificate from part-time to include a full-time offering targeting Registered Nurses for implementation in September 2020. A comprehensive briefing note detailing this proposed modification was included in the meeting package.

Concern was expressed over the financial viability of the program and as such, tuition for the program will be further examined.

Moved by Ms. Praamsma and seconded by Mr. Clifford that the Board of Governors of Sir Sandford Fleming College approve the request to change the status of the existing Registered Nurse - Perioperative Nursing Ontario College Graduate Certificate from exclusively part-time to include a full-time offering targeting Registered Nurses for implementation in September 2020.

Carried

8. By-Law 2 – Fleming College Council

The Ministry of Training, Colleges and Universities' Minister's Binding Policy Directive regarding Governance and Accountability dictates that the Board of Governors is to ensure that an advisory College council is established. The purpose of council is to provide a means for the College community to provide advice to the President on matters of importance to students and staff.

By-Law 2, Fleming College Council was drafted with stakeholder consultation and in accordance with the Ministry directive. President Adamson noted that the draft By-Law 2 was provided to the College's Academic and Support Staff Union Presidents for their review prior to presentation to the Board of Governors for final approval. As a result of the Union consultation two revisions were requested for inclusion in the final By-law 2:

- i. Section 4.1 b) (iv) Academic Representatives - Change final sentence to: "*one (1) part-time employee selected by the Vice-President Academic Experience.*"
Partial load faculty are members of the bargaining unit and can therefore be selected by the Local Union.
- ii. Section 4.1 b) (v) Support Staff Representatives
Clarify that student employees are not eligible to be selected as support staff representatives as they have their own representation under Section 4.1 b) (vii).

Moved by Ms. MacIver and seconded by Ms. Jung that the Board of Governors of Sir Sandford Fleming College approve By-law 2, with the noted revisions, for immediate implementation.

Carried

9. Other Business

None identified.

Adjournment

Moved by Mr. Leonard and seconded by Mr. Luloff that the public meeting of January 22, 2020 be adjourned at 2:30 p.m.

Period: January 1, 2020 -February 29, 2020

Procurement Contract Awards Between \$500,000 and \$999,999.

Award Date	Description	Vendor Name	Contract Amount (tax excluded)
No items to report			

Operational Framework

Governance

-  Strategic Planning
-  College Organizational Structure
-  Board of Governors
-  Committee Structure **UPDATE**

Policy & Procedure

-  Quality Assurance focused Development & Redesign

Legend:

-  Proceeding well; Completion by end of 2019/2020
-  Underway, additional resources required; Completion by end of 2019
-  Work in Progress; Anticipated completion 2020

[Click here to download additional definitions and terminology](#)

[Click here to download Quality Assurance detailed plan with updates](#)

Accountability

Develop Annual Auditing Processes

-  Curriculum Mapping
-  Program Advisory Committees (PAC)
-  Annual & Cyclical Program Review (APR/CPR)
-  Professional Development Plans

Access to Policy & Procedure

-  External Access **UPDATE**
-  Improved Access for Students **UPDATE**

Administrator Accountability

-  Consideration of Quality in Annual Performance Review

Systems & Measurement

Data Management Systems

-  Program Advisory Committee (PAC) Recommendations
-  VLO/EES Mapping in Evolve
-  Annual & Cyclical Program Review (APR/CPR)
-  Teacher and Course Evaluations
-  Program Efficacy Review
-  Gen Ed Mapping **UPDATE**
-  Service Area Quality Assurance Evaluation Process **UPDATE**
-  Risk Registry
-  Professional Development Plan Tracking

Special note As shared by the President's office on March 4th, Ontario College Quality Assurance Services Management Board revised Fleming's College Quality Assurance Audit Process (CQAAP) Report decision from 'Organized Effort' to 'Mature Effort'

Fleming College

Professional Development

Orientation & Onboarding

-  Full-time faculty
-  Contract faculty
-  Support staff **UPDATE**
-  Administrators **UPDATE**

Ongoing Human Resource Development

-  Coordinator's Toolkit
-  Faculty Evaluation Process
-  Organizational Professional Development Plan **UPDATE**

Supports to Program Quality

-  Development of Academic Plan **UPDATE**
-  Increased awareness of Curricular Excellence Model **UPDATE**
-  Work Integrated Learning Assessment Best Practices
-  Implementation of Student Advising Model
-  VLO focussed Faculty Professional Development
-  Assessment Mapping Processes for Program Review



Board of Governors | Briefing Note

Topic:	Update on new joint Trent-Fleming diploma-degree in Adaptive Forest Management and a proposal to develop a new one-year College certificate in Foundations in Forestry
Report To:	Public Board Meeting
Meeting Date:	March 25, 2020
Prepared By:	Tania Clerac, Dean, SENRS

Recommended Motion

That the Board of Governors of Sir Sandford Fleming College receive for information the update on the new Adaptive Forest Management diploma and approve the proposal to develop a new one-year College certificate in Foundations in Forestry.

Overview

In the fall of 2019, SENRS began working on a new joint Trent-Fleming diploma-degree in Adaptive Forest Management following Board approval to develop the initial idea. The original plan was to develop a new 2-year diploma that would have a more university prep focus (particularly a pathway into Trent) and would run alongside our current Forestry Technician program. As we got into the work of developing the Fleming portion of the new program it became apparent that a different approach would make more sense.

As it turns out, our current 2-year diploma is already very close to working as a university prep program and the new program wouldn't be that much different. It also became apparent that the current provincial standards for Forestry Technician programs are very broad and any forestry program would be required to meet those standards. Our current Forestry Technician diploma and our proposed Adaptive Forest Management diploma cannot be differentiated enough to justify both programs. At the same time, the proposed program, particularly given the addition of a Vocational Learning Objective beyond the provincial standard which allows us to add a modifier to the program around adaptive management, is an improvement over the current program. What would make the most sense would be to develop the new diploma program and then sunset the current program when the new program is launched. The new diploma program would emphasize routes into university studies (particularly Trent but also potentially other partnerships) but would still allow a student to complete a 2-year diploma and enter industry. The improvements in the new Forestry program would have students graduating closer to being able to achieve the professional forester designation.

In our current Forestry Technician program there is a sub-set of students (less than 10%) who struggle with the more academic aspects of the program (which will only become more of an issue with the new program). These students are just looking for the technical skills to get hired into field-based jobs (e.g., cutting trees, marking trees for potential harvest, surveying forest stands) and both the current and proposed Forestry programs are more than they need to successfully find those sorts of jobs. To address this, we are proposing developing a new 1-year Certificate in Foundations in Forestry. The certificate would focus on practical skills and allow participants to either get or challenge for a number of practical credentials (e.g., chain saw operator, tree marker). The certificate would be built almost entirely from courses we currently offer in the 2-year diploma, so development costs would be minimal. We anticipate that this certificate will attract students who didn't apply to the 2-year diploma due to either not feeling up to the academic challenge or not wanting to take 2 years in college. We also see this certificate as being attractive to current graduates of a number of our programs (e.g., Ecosystem Management, Fish and Wildlife) or graduates of related university degrees who would like to add some practical forestry skills to

their resume. Finally, we would build a bridging program to allow successful graduates of the 1-year certificate who would like to continue in the 2-year diploma.

In summary, what we are proposing is to continue to develop the new 2-year diploma in Forestry Technician – Adaptive Management which will be a component of Trent’s Forestry degree, once the new diploma starts sunset our current Forestry Technician program, and develop a new 1-year certificate for those students more interested in practical skills so they can work on the ground in the Forestry industry.

Alignment with Strategic Direction

This proposed new structure (a 1-year certificate and the new 2-year diploma linked to Trent’s 4-year diploma) provides more flexible pathways into the Forestry industry which aligns with both labour market and community partnerships (Trent) in the Strategic Plan.

Risks and Considerations

External Environment Internal Environment Financial Human Resources
 Information Technology Legal Operational Strategic N/A

There is a small strategic risk, in that the 1-year certificate may draw students away from the 2-year diploma. This risk is mitigated by a number of factors: 1) the current Forestry program tends to have high enrollments and the proportion of current students that would prefer the 1-year certificate is low; 2) we anticipate the 1-year certificate will attract students who didn’t originally consider the 2-year diploma either due to length or academic level; 3) we will build a pathway between the 1-year certificate and the 2-year diploma for those students interested in continuing on; and 4) we anticipate that the 1-year certificate will be attractive to other diploma and degree graduates looking to add practical skills to their resume. Overall, this is a low risk opportunity to pursue.

Supporting Documentation

- N/A



Board of Governors | Briefing Note

Topic: Proposal to Approve Program Name and Curriculum Change: Altitude
Report To: Public Board Meeting
Meeting Date: March 25, 2020
Prepared By: Pam Stoneham, Dean, School of Trades & Technology

Recommendation

That the Board of Governors of Sir Sandford Fleming College approve the proposed changes to what is currently the current Aircraft Interior Fundamentals Certificate to a 20 week program – Altitude.

Overview

Background:

The Ministry of Labour, Training and Skills Development awarded a Skills Advance Ontario (SAO) project to serve the aviation sector in the Peterborough and Kawartha Region in October 2019. The funding for SAO: Altitude program provides training for 50 Job Seekers and 50 Incumbents during 2020.

SMT approval is requested to transform the Aircraft Interior Fundamentals Certificate, approved 2008 as a local -Board approved Fleming College Certificate, into a credential that can be awarded to students who complete this program. The 20-week program includes:

- 4 weeks of soft skills training
- 12 weeks of technical aircraft interiors training
- 2 weeks of job readiness
- 2 weeks of work placement.

The Local-Board Approved Fleming College certificate is more distinguished than a certificate of participation for students moving through SAO and more accurately represents the accomplishment of the students.

Current State:

Current Credential Type: Fleming College Certificate, Local Board Approved

Current Credential Name: Aircraft Interiors Fundamentals

Current Status: Unfunded

Approval Year: 2008

Current Delivery: Continuing Education/School of Trades and Technology

Summary of Proposal:

Proposed Credential Type: Fleming College Certificate, Local Board Approved

Proposed Program Name: Altitude

Proposed Status: Unfunded

Proposed Effective Date: April 2020.

Proposed Delivery: Continuing Education/School of Trades and Technology

Considerations:

The Ministry of Colleges and University has rules regarding how changes to particular aspects of funded programs can be implemented. These rules dictate that changes to vocational learning outcomes (VLOs), program hours, program length, instructional setting must not exceed 25% beyond the currently approved program structure without approval from the Ministry.

These rules do not directly apply to this proposal of program change, since this is an unfunded locally approved certificate and not a funded credential. However, these system-wide rules form the basis of sound principles for program quality assurance and can be used to provide guidance and direction. After evaluation, the Academic Quality Office has determined that the proposed changes the proposed program changes would fall within the acceptable threshold and not require Ministry approval, even if this was required.

Alignment with Strategic Direction

1. *We will be focused on the needs of students and employers in the labour market:*
 - a. SAO, Job creation, Local economy

2. *We will be true partners in our communities:*
 - a. Multiple partners, employers and supporting organizations:
 - i. Flying Colours Corp
 - ii. Safran Electronics and Defense Canada
 - iii. The Loomex Group
 - iv. Team Eagle Ltd
 - v. Peterborough and the Kawarthas Economic Development

Also, future alignment with Transportation Maintenance Technician Program which will launch in Fall 2021.

Risks and Considerations

External Environment Internal Environment Financial Human Resources
 Information Technology Legal Operational Strategic N/A

Peterborough is focusing on the development of the Airport and related businesses. The SAO-Altitude program positions Fleming College as a partner in that economic development.

Supporting Documentation

N/A



Board of Governors | New Policy Briefing Note

Topic: New Policy - Indigenous Perspective Designation
Report To: Public Board Meeting
Meeting Date: March 25, 2020
Prepared By: Elizabeth Stone, Academic Chair Indigenous Perspectives

Recommended Motion

That the Board of Governors of Sir Sandford Fleming College approve the new Policy and Procedure - Indigenous Perspective Designation, for implementation Fall 2020.

Summary

Fleming College has continually expanded on our commitment to thoughtfully integrate Indigenous knowledge and teachings into vocational training, general education, and learning activities within programs of instruction and the broader Fleming community.

The first college-wide initiative was “Aboriginal Emphasis”, an optional pathway for students within select vocational programs that had some curricular requirements. While the intent of this pathway was noble, this pathway lacked substance (as it was neither a bona fide program, credential, nor micro credential), definition, as well as meaningful integration of curriculum.

In 2015-2016, the Aboriginal Emphasis was reconstituted as the Indigenous Perspectives Designation (IPD), which had not only curricular, but also experiential and academic requirements. The Indigenous Perspectives Designation embraces the tenets of the C/Can Indigenous Education protocol, Truth and Reconciliation Commission of Canada, United Nations Declaration on the Rights of Indigenous Peoples, and the Fleming College policy, ‘Honouring the Rights of Indigenous Peoples’, by providing students of Fleming College with an in-depth knowledge of Indigenous (First Nations, Métis and Inuit) peoples, their cultures, histories, traditions and contributions to our shared society as it relates to their vocation of study.

However, despite being offered for several years, IPD has not been formally defined in terms of process, definition, or scope. The enrollment within IPD has grown substantially since this time, now encompassing 14 programs (with 12 more in process) and over a thousand students to date. We have reached the point where the growth in IPD without a structure and curricular framework risks compromising the integrity and quality of the designation as well as our original commitment. Given the priorities in place in both the Strategic Plan and the Academic Plan, the Indigenous Perspectives Chair in collaboration with the Academic Quality Office, has developed a set of learning outcomes, a curriculum framework, and a complementary policy and procedure, which define specifics for the Indigenous Perspective Designation.

This policy and associated procedure have been reviewed and endorsed through many College groups and committees including meeting with the VP/AAE and VP/ASE in November 2019, the Office of the Registrar in December 2019, Deans and Chairs December 2019 and Academic Council (twice in October 2019 and November 2019).

Through defining the curriculum framework requirements, we will ensure students are successful in the Indigenous Perspectives Designation, contribute to both the Strategic and Academic Plan priorities, and ensure that Fleming College remains the leader in Indigenous-centred education within the college system.

Overview of Changes

Policy Section #	Section Title	Description of Change
		This is a new policy and associated procedure

Risks and Considerations

- External Environment Internal Environment Financial Human Resources
 Information Technology Legal Operational Strategic N/A

Supporting Documentation

- Indigenous Perspectives Designation Policy

COLLEGE POLICY

Indigenous Perspectives Designation	
Policy ID:	#2-XXX
Manual Classification:	Academic Affairs
Approved by Board of Governors:	Original: XXX
Effective Date:	September 1, 2020
Next Policy Review Date:	2024
Administrative Contact for Policy Interpretation:	Vice President, Academic Experience
Linked to an Operating Procedure:	#x-xxx OP <input type="checkbox"/> No

Policy Statement

Fleming College is committed to implementing the Colleges and Institutes Canada Indigenous Education Protocol by enhancing Indigenous academic experiences throughout the development, delivery, and review of curriculum and learning opportunities within programs of instruction.

Purpose

The Indigenous Perspectives Designation (IPD) embraces our commitment to the Indigenous Education protocol by providing students of Fleming College with an in-depth knowledge of Indigenous (First Nations, Métis and Inuit) peoples, their cultures, histories, traditions and contributions to our shared society as it relates to their vocation of study.

Scope

This policy defines the process, curriculum, and experiential requirements for existing (and future) programs of instruction that offer the optional Indigenous Perspectives Designation to students.

Definitions/Acronyms

College Community: Any person who studies, teaches, conducts research at or works at or under the auspices of the College, or student governments and includes, without limitation, employees or contractors; appointees (including volunteer board members); students, visiting scholars and any other person while they are acting on behalf of or at the request of the College.

Course: a distinct and discrete teaching and learning framework, defined through course learning outcomes, mapped to program standards/descriptions, and approved using a course outline.

Curriculum: is the plan for learning that is coordinated and articulated in a manner designed to result in student achievement of specified learning outcomes. Curriculum encompasses the content, learning materials, delivery, and course resources, as well as the context and processes for evaluating the attainment of learning outcomes.

Indigenous Education Protocol: Fleming College is a signatory member of Colleges and Institutes Canada’s (CICan) Indigenous Education Protocol which affirms the commitment to

Indigenous education, to be more inclusive of Indigenous cultures, eliminate barriers to education, and better serve Indigenous peoples.

Indigenous Perspectives Designation (IPD): an optional micro-credential with established curricular, experiential, and reflective requirements at both the program and student level.

Program of instruction: a group of related courses leading to a credential awarded by the Board of Governors.

General Principles

1. Fleming College is committed to fulfilling the tenets of the Indigenous Education Protocol and following the guidance of our local Indigenous Education Council to ensure excellence in indigenous curriculum and experiences for students.
2. The Indigenous Perspectives Designation is designed to promote academic excellence in Indigenous education, broaden perspectives and shared experiences, and foster inclusion and respect within the College Community and our shared society.
3. Programs of instruction that offer the Indigenous Perspectives Designation will provide discipline-specific Indigenous curriculum in each semester, as well as mandatory general education courses and experiential Indigenous activities in order to fulfill established requirements.
4. The Indigenous Perspectives Designation is defined by a set of learning outcomes and curriculum requirements that are objective, learner-centered, and promote the tenets of the Indigenous Education Protocol.
5. Content, learning materials, learning activities, assessment, and evaluation, of the discipline-specific Indigenous curriculum derive from, and align with the Indigenous Perspectives Designation learning outcomes.
6. Fleming College reserves the right to determine eligibility requirements for the Indigenous Perspectives Designation

Related Documents

- College Policy #1-110 Honouring the Rights of Indigenous Peoples
- Indigenous Education Protocol, Colleges and Institutes Canada (CICAN)
- Ontario Colleges of Applied Arts and Technology Credentials Framework
- College Policy #2-213, Program Quality Assurance

Appendices

N/A

History of Amendments/Reviews

Policy Title:	Access to Information and Protection of Privacy
Policy ID:	1-111
Manual Classification:	Section 1 – College Policies
Approved by:	Board of Governors
Revision Date(s):	N/A
Effective Date:	February 2020
Next Policy Review Date:	February 2023
Contacts for Policy Interpretation:	Policy and Privacy Coordinator Privacy Officer Manager of Operations - President's Office

1.0 - Policy Overview

Fleming College (the “**College**”) is committed to accountability and freedom of information, protection of Personal Information in its Custody or Control, providing individuals with a right of access to their Personal Information (subject to certain exceptions), and to transparency wherever possible.

This privacy policy (the “**Policy**”) describes how the College will make reasonable efforts to protect its Records, including Records containing Personal Information, and sets out the rules for how the College may collect, use, retain, disclose, and dispose of Personal Information.

2.0 - Purpose

The purpose of this Policy is to set out the responsibilities of the College regarding the protection of privacy and the right of access to information in accordance with the *Freedom of Information and Protection of Privacy Act* (“**FIPPA**”).

Where the College collects, uses, or discloses personal health information for the purposes of providing health care through any of its services, including Student Health Services, Counselling Services, and The Massage Clinic, the Procedures Related to Personal Health Information Policy and related procedures will address the responsibilities of the College regarding the protection of privacy and the right of access to information in accordance with the *Personal Health Information Protection Act, 2004* (“**PHIPA**”).

3.0 - Definitions and Acronyms

The following definitions and/or acronyms apply in this Policy:

College Community	Any person who studies, teaches, conducts research at or works at, or under, the auspices of the College and includes without limitation, employees or contractors; appointees (including volunteer board members); students; visitors; and any other person while they are acting on behalf of, or at the request of the College.
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- Custody or Control** ‘Custody or Control’ is a method of determining responsibility for the protection and provision of a record. It is determined on a case-by-case basis and typically is resolved by considering the following 4 questions:
- Did an officer or employee of the institution create the record?
 - Does the content of the record relate to the institution’s mandate and functions?
 - Does the institution have a right to possession of the record?
 - Does the institution have the authority to regulate the record’s content, use and disposal?

Affirmative answers to some or all of the above questions typically constitute Custody or Control. Whether the College has custody or control of a Record must be interpreted and applied in congruence with the Information and Privacy Commissioner of Ontario’s principle-based framework.

Department Head(s) The most senior level administrator(s) within a College department or division.

Employee Full-time, part-time and contract faculty, full-time and part-time support staff, student employees, and administrators of the College.

Personal information As defined under FIPPA, personal information means recorded information about an identifiable individual, including:

- (a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- (b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- (c) any identifying number, symbol or other particular assigned to the individual;
- (d) the address, telephone number, fingerprints or blood type of the individual;
- (e) the personal opinions or views of the individual except where they relate to another individual;
- (f) correspondence sent to the College by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- (g) the views or opinions of another individual about the individual; and,

- (h) the individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Personal information does not include:

- the name, title, contact information or designation of an individual that identifies the individual in a business, professional or official capacity;
- information about an individual who has been dead for more than thirty years; and,
- records of graduation that are otherwise publicly disclosed.

Record

As defined under FIPPA, a record means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

- correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy of such material; and,
- subject to FIPPA regulations, any record that is capable of being produced from a machine readable record under the control of the College by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the College.

3.0 - Scope

This Policy applies to all members of the College Community who have access to Records under the Control or Custody of the College, including, but not limited to:

- Employees;
- Former employees;
- Volunteers;
- Students; and
- Third-party contractors.

This Policy applies to all Records of Personal Information regardless of medium, in the Custody or Control of the College. Certain Records are excluded, subject to limitations found within FIPPA (s. 12 - 22). More information about these exceptions can be found on the [Information and Privacy Commissioner of Ontario Website](#).

This Policy must be interpreted and applied in compliance with the College's obligations under all collective agreements. Nothing in this Policy must be interpreted as limiting or amending the provisions of any collective agreement. To the extent that this Policy may conflict with the College's obligations under any collective agreement, the collective agreement prevails provided that its provisions do not conflict with FIPPA or PHIPA.

With respect to personal health information, as defined under PHIPA, that is collected, used, or disclosed by the College, the College's Personal Health Information Policies and applicable Operating Procedures apply.

4.0 - General Principles

4.1 - Overview

- a) The College is committed to providing a right of access to information under its Custody or Control in accordance with the principles that information should be available to the public, and necessary exemptions from the right of access should be limited and specific.
- b) The College is also committed to protecting the privacy of individuals with respect to Personal Information about themselves held by the College and to provide individuals with a right of access to that information.
- c) All collection, use, disclosure, retention, and disposal of Records containing Personal Information, and all requests for access to the College's Records will be handled in accordance with this Policy and affiliated Operating Procedures.
- d) Any collection, use, disclosure, retention, and disposal of Records containing Personal Health Information will be handled in a manner that is consistent with FIPPA and PHIPA. More information can be found in the Procedures Related to Personal Health Information Policy.

4.2 - Access to Personal Information

- a) The College will provide access to Records in its Custody or Control in accordance with this Policy, unless the Record or part of the Record falls within one of the exemptions under FIPPA, or the College is of the opinion on reasonable grounds that the request for access is frivolous or vexatious.
- b) All requests for access to College Records will be processed in accordance with the Access to and Correction of Personal Information Procedure.

4.3 - Collection

- a) The College will only collect Personal Information where the collection is necessary for the proper administration of the College or is otherwise permitted or required by law.
- b) All collection of Personal Information will be done in accordance with the Collection of Personal Information Procedure.

4.4 - Use

- a) The College will only use Personal Information:
 - where the person to whom the information relates has consented to the use of that information in particular for the purpose for which it was obtained or compiled or for a consistent purpose;
 - where the information is in the College's alumni records, for the purpose of the College's fundraising activities, if the Personal Information is reasonably necessary for the fundraising activities; and,

- for any other purpose permitted by law.
- b) All use of Personal Information will comply with the Use and Disclosure of Personal Information Procedure.

4.5 - Disclosure

- a) The College will not disclose Personal Information to third parties except as permitted or required by law.
- b) Any disclosure of Personal Information will comply with the Use and Disclosure of Personal Information Procedure.

4.6 - Retention and Disposal

- a) The College will retain Records containing Personal Information as permitted or required by law.
- b) When the College disposes of Personal Information, it will ensure that all reasonable steps are taken to protect the security and confidentiality of the information being destroyed.
- c) All disposal or destruction of Personal Information will follow the Use and Disclosure of Personal Information Procedure.

4.7 - Correction

- a) The College will process requests for correction to an individual's Personal Information where the individual believes that there is an error or omission.
- b) All correction requests will be processed in accordance with the Access to and Correction of Personal Information Procedure.

4.8 - Accountability

- a) The College will inform individuals who make a request related to this Policy of their right to appeal any decision of the College with respect to their request to the Information and Privacy Commissioner of Ontario.
- b) The College will provide training to Department Head(s) who in turn will provide training and/or disseminate information to Employees, volunteers, students, and third-party contractors within their respective department(s) to ensure compliance with this Policy.
- c) Any suspected or confirmed breaches of privacy must be immediately reported in accordance with the Privacy Breach Procedure.
- d) The College will review this Policy every three years, or immediately in the event of amendments to the *Freedom of Information and Protection of Privacy Act*.
- e) The College will report annually to the Information Privacy Commissioner of Ontario on its processing of access requests and will make such reports available publicly.
- f) Individuals who fail to adhere to this Policy may be subject to disciplinary action by the College.

5.0 - Related Documents

- Access to and Correction of Personal Information Procedure
- Collection of Personal Information Procedure
- Use and Disclosure of Personal Information Procedure
- FIPPA Request Form
- Privacy Breach Procedure
- Information Practices Related to Personal Health Information Policy
- FIPPA - *Freedom of Information and Protection of Privacy Act* R.S.O. 1990 c. F. 31
<https://www.ontario.ca/laws/statute/90f31>

History of Amendments/Reviews

- February 2020: #1-111 Access to Information and Protection of Privacy Policy replaces former College Privacy Procedure (est. March 2008).

Fleming College

Policy Title:	Information Practices Related to Personal Health Information
Policy ID:	#1-112
Manual Classification:	Section 1 – College Policies
Affiliated Operating Procedure(s):	Add OP #'s here
Approved by Board of Governors:	Original: March 25, 2020
Revision Date(s):	N/A
Effective Date:	March 25, 2020
Next Policy Review Date:	March 2023
Contacts for Policy Interpretation:	Policy and Privacy Coordinator Privacy Officer (NOTE: to be hired) Manager of Operations - President's Office

1.0 - Policy Statement

Fleming College is committed to patient privacy, and to protecting the confidentiality and the security of the sensitive personal health information that it holds, in accordance with the *Personal Health Information Protection Act, 2004* (“**PHIPA**”). The College may handle your personal health information (“**PHI**”) when you seek health care from one or more of these College services:

- Counselling Services;
- Student Health Services; and/or
- The Massage Clinic.

Under PHIPA, the College is the Health Information Custodian that operates these services and it has a legal obligation to safeguard your PHI.

2.0 – Definitions and Acronyms

College Community	Any person who studies, teaches, conducts research at or works at, or under, the auspices of the College and includes without limitation, employees or contractors; appointees (including volunteer board members); students; visitors; and any other person while they are acting on behalf of, or at the request of the College.
Custody or Control	<p>‘Custody or Control’ is a method of determining responsibility for the protection and provision of a record. It is determined on a case-by-case basis and typically is resolved by considering the following 4 questions:</p> <ul style="list-style-type: none"> • Did an officer or employee of the institution create the record? • Does the content of the record relate to the institution’s mandate and functions?

	<ul style="list-style-type: none"> • Does the institution have a right to possession of the record? • Does the institution have the authority to regulate the record's content, use and disposal? <p>Affirmative answers to some or all of the above questions typically constitute Custody or Control. Whether the College has custody or control of a Record must be interpreted and applied in congruence with the Information and Privacy Commissioner of Ontario's principle-based framework.</p>
Agent	<p>Agents may include health care providers, staff, volunteers, students, researchers and any other members of the College Community who handle your PHI at the direction of the College.</p>
Health Information Custodian	<p>Any person or organization, including any employee, volunteer, third party contractor, researcher or student who has custody or control of personal health information as a result of or in connection with performing the person's or organization's powers or duties or the work described below, if any:</p> <ul style="list-style-type: none"> a) A health care practitioner or person who operates a group practice of health care practitioners. b) A service provider within the meaning of the <i>Home Care and Community Services Act, 1994</i> who provides a community service to which that Act applies. c) A person who operates one of the following facilities, programs or services: a centre, program or service for community health or mental health whose primary purpose is the provision of health care. d) An evaluator within the meaning of the <i>Health Care Consent Act, 1996</i> or an assessor within the meaning of the <i>Substitute Decisions Act, 1992</i>. e) Any other person prescribed as a health information custodian if the person has custody or control of personal health information as a result of or in connection with performing prescribed power, duties or work or any prescribed class of such persons.
Personal Health Information	<p>As defined under PHIPA:</p> <p>4(1) "personal health information", subject to subsections (3) and (4), means identifying information about an individual in oral or recorded form, if the information:</p>

	<ul style="list-style-type: none"> a) Relates to the physical or mental health of the individual, including information that consists of the health history of the individual's family, b) Relates to the providing of health care to the individual, including the identification of a person as a provider of health care to the individual, c) Is a plan of service within the meaning of the <i>Home Care and Community Services Act, 1994</i> for the individual, d) Relates to payments or eligibility for health care, or eligibility for coverage for health care, in respect to the individual, e) Relates to the donation by the individual of any body part of bodily substance of the individual or is derived from the testing or examination of any such body part of bodily substance, f) Is the individual's health number, or g) Identifies an individual's substitute decision maker <p>4(2) "identifying information" means information that identifies an individual or for which it is reasonably foreseeable in the circumstances that it could be utilized, either alone or with other information, to identify an individual. 2004, c. 3., Sched. A. s. 4 (2)</p>
Record	<p>"Record" means a record of information in any form or in any medium, whether in written, printed, photographic or electronic form or otherwise, but does not include a computer program or other mechanism that cannot produce a record.</p>

3.0 – Purpose and General Principles

Personal Health Information, or PHI, is defined in PHIPA to include "identifying information" about an individual, in oral or recorded form, that relates to your physical or mental health, family health history, providing you with health care or the identification of one of your health care providers, payments or eligibility for coverage for health care, donation of body parts, your health card number and whether or not you have a substitute decision-maker.

PHIPA defines "identifying information" as "information that identifies an individual or for which it is reasonably foreseeable in the circumstances that it could be utilized, either alone or with other information, to identify an individual".

These information practices are intended to guide the College and all members of the College Community who handle your PHI, and to individuals who act on their behalf and only as the College directs (henceforth "Agents").

The College and its Agents are required to abide by these information practices. We require any Agent who collects, uses or discloses PHI on behalf of the College to be aware of the importance of maintaining the confidentiality of PHI. This may be done through the signing of confidentiality agreements, privacy trainings, and contractual means.

PHI may only be used within the limits of each Agent's role. Agents may not read, look at, receive or otherwise use PHI unless they have a legitimate "need to know" as part of their position.

If an Agent, is in doubt whether an activity that requires the use of PHI is part of his or her position, he or she should contact the Privacy Coordinator. For example, self-directed learning is not allowed (randomly or intentionally looking at health records for self-initiated educational purposes) without specific authorization from the College.

Individuals have a right to access the PHI the College holds about themselves, subject to limited exceptions, if their request is made according to the procedures set out in these information practices and related procedures.

These information practices must be interpreted and applied in compliance with the College's obligations under any collective agreement and are not intended to be interpreted as limiting or amending the provisions of any collective agreement. To the extent that these Information Practices may conflict with the College's obligations under any collective agreement, the collective agreement prevails provided that its provisions do not conflict with PHIPA.

The Privacy Coordinator manages the College's compliance with these Information Practices and PHIPA. The following individual has been designated as the Privacy Coordinator:

4.0 – Collection, Use and Disclosure of PHI

Collection of Your PHI will occur in compliance with applicable law, this policy and the [Collection of Personal Health Information Procedure](#) [link].

Purposes. The College will collect your PHI for the purposes of providing patient care, administration and management of our programs and services, patient billing, evaluating and improving the quality of services, research, teaching, statistical reporting, fundraising, marketing, meeting legal obligations and otherwise, as permitted or required by law. A College staff member or Custodian, of any of the services identified above, may collect your name, birth date, medical and health histories, medical condition, family medical history, Ontario Health Card number, and information to permit billing. Such collection may occur via an in-person visit, over the telephone or via electronic communication.

Consent. The College will handle your PHI only with your consent however, in some cases, we may collect, use or disclose your PHI without consent, but only as permitted or required by law. For consent to be valid, you must have capacity to consent and give consent directly. The consent must be voluntary, knowledgeable, and must relate to the information in question. The College will only collect your PHI directly from you, unless the law permits indirect collection from third parties. If you do not have capacity to consent, consent must be obtained from your substitute decision-maker, as defined under PHIPA.

New Purposes. When PHI that has been collected is to be used for a purpose not previously identified, the new purpose will be identified prior to use. Unless the new purpose is permitted or required by law, your consent will be required before the PHI can be used for that new purpose.

Limiting Principles. The College will only collect and use as much of your PHI as is reasonably necessary to provide the services and will make your PHI available only to those employees and Agents who require access in order to provide services. If de-identified information can serve the purpose of the collection, then the College will not collect your PHI. The College will not collect your PHI if other information will suffice.

Use per consent. The College will only use and disclose any PHI it receives from you in accordance with the purposes identified in the consent or as permitted or required by law.

Implied Consent for Health Care. Your PHI may be released to your other health care providers for health care purposes (within the “circle of care”) without your express written or verbal consent as long as it is reasonable in the circumstances to believe that you want the information shared with the other health care providers. No PHI will be released to other health care providers if you state that you do not want the information shared (for instance, by way of a “lockbox” on your health records, discussed below). Your request for treatment constitutes implied consent to use and disclose your PHI for health care purposes, unless you expressly instruct otherwise. The Counselling Services, Student Health Services and, Massage Clinic may share your PHI amongst themselves, in order to provide you with health care services, unless you instruct them otherwise.

Circle of Care. Who can be in the “circle of care” includes (among others in the College Community providing direct patient care if authorized by PHIPA):

Within the College	Outside the College
<ul style="list-style-type: none"> • Physicians • Nurses • Massage Therapists • Contracted Regulated Health Care Professionals • Locums • Medical students and residents • Nursing or other allied health care students 	<ul style="list-style-type: none"> • Hospitals • Long-term care homes • Family health teams/Family Health Organizations • Ambulance Services • Pharmacists • Laboratories • Regulated health professionals in sole practice or group • Social workers and social service workers • A centre, program, or service for community health or mental health

Withdrawal of Consent. You may withdraw your consent at any time for the collection, use or disclosure of your PHI by providing written notice to the Privacy Coordinator or to the applicable College Health Service. After receiving your withdrawal of consent, the College will stop collecting your PHI but will still protect and maintain the PHI you gave before withdrawing your consent. You may also limit your Consent so that the College may collect and use certain types of information but not others. A limited or withdrawn consent may affect the scope of services that can be provided to you.

Lockbox: You may limit your consent so that even within the Circle of Care, your PHI may not be disclosed. This may affect your care and the College will notify other health care providers within the Circle of Care that you have directed them to limit disclosure of Your PHI.

No Disclosure. The College will not disclose your PHI to any affiliated or unaffiliated third party except with your consent or if such disclosure is permitted or required by law. If we disclose your PHI we will only disclose as much PHI as is necessary to meet the purpose of the disclosure and the College will not disclose your PHI if other information (such as, for example, de-identified information) will suffice.

Agents and Disclosure. PHI may only be disclosed within the limits of each Agent's role. Agents may not share, talk about, send or otherwise disclose PHI to anyone else unless that activity is an authorized part of their position. If an Agent, including a member of the College Community, is in doubt whether disclosure of PHI is part of his or her position, he or she should ask the Privacy Coordinator identified above.

Access Log. The College will maintain a log of access to, and disclosure of, PHI by the College and its Agents. The College may review and audit this log at any time.

The College's use and disclosure of your PHI will conform to applicable law, this policy and the Use and Disclosure of Personal Health Information Procedure.

5.0 – Safeguards to Protect Personal Health Information / Retention / Secure Disposal and / or Destruction

The College will employ appropriate safeguards to prevent theft, loss, and unauthorized access, copying, modification, use, disclosure, and disposal of PHI. The College has put in place safeguards for the PHI it holds, which include:

- physical safeguards (such as locked filing cabinets and rooms);
- organizational safeguards (such as implementing these policies and educating staff about them; permitting access to PHI by members of the College Community and Agents on a "need-to-know" basis only and ensuring staff sign confidentiality agreements); and
- technological safeguards (such as the use of passwords, encryption, and audits).

Revocation of Access. The College will ensure that its employees, retirees and volunteers who are terminated, resign, or no longer require access to PHI return all PHI to the College and can, thereafter, no longer access applications, hardware, software, network, and facilities belonging to the College. The College will immediately revoke an employee's, Agent's or volunteer's access if such individual inappropriately accesses, collects, uses, or discloses your PHI, or violates these information practices, and disciplinary action may result.

Retention. Health records are retained as required by law and professional regulations, and to fulfill the College's purposes for collecting PHI. For example, the regulations and standards of health regulatory Colleges and associations set out required record retention periods, and they apply to the PHI collected by the College or its Agents. There may be reasons to keep records for longer than the standard minimum periods set out in regulations or professional standards.

Secure Destruction. PHI that is no longer required to fulfill the identified purposes is securely destroyed, erased, or made anonymous in a manner that protects the confidentiality and security of your PHI. Destroyed PHI cannot be reconstructed or retrieved.

Accuracy. The College will take reasonable steps to ensure that Your PHI that we hold is as accurate, complete, and up to date as is necessary to minimize the possibility that inappropriate information may be used to make a decision.

6.0 – Accessing and Requesting Correction to Your PHI

You may make written requests to seek access to, or request correction of, the records of PHI that the College holds about you. The College will respond to your request for access within reasonable timelines and costs, as governed by law. The request should state that it is being made under PHIPA and should be made according to the Access to and Correction of Personal Health Information Procedure. The College will take reasonable steps to ensure that the requested information is made available in a format that is understandable. The College may not be able to provide access to all the PHI we hold about you; exceptions to the right of access will be in accordance with law. Examples may include information that could reasonably be expected to result in a risk of serious harm or information that is subject to a legal privilege.

Patients who successfully demonstrate the inaccuracy or incompleteness of their PHI may request that the College amend their information. In some cases, instead of making a correction, you may ask to append a statement of disagreement to your file. All requests for access must comply with this policy and will be handled by the College in accordance with this policy and procedure. You have the right to contact the College's Privacy Coordinator and the Information and Privacy Commissioner of Ontario regarding the College's information practices, your request for access or correction, or if the College does not provide you with the requested access.

To request access to, or correction of, the College's records of your PHI, please use the PHIPA Request Form.

7.0 – Privacy Breaches

A privacy breach occurs whenever a person contravenes a rule under PHIPA or these information practices or the Privacy Policy of the College, or related procedures, including in cases where PHI is lost, stolen or accessed by an unauthorized person. The College may conduct random audits, as deemed necessary by the College, of compliance with its privacy policies, these information practices and related procedures. Failure to comply, whether intentionally or inadvertently, may result in disciplinary action of the Agent or employee.

All Privacy Breaches must be reported immediately to the Privacy Coordinator in accordance with the Health Privacy Breach Procedure. If you have any questions, contact the Privacy Coordinator.

The Privacy Coordinator is responsible for all mandatory and annual reporting to the Information and Privacy Commissioner of Ontario.

8.0 – Accountability

The College will maintain privacy policies, such as this one, in accordance with Canadian and Ontario laws and these policies, and related procedures, will be made available for inspection on request. The College will educate its employees and volunteers on privacy laws and policies and take reasonable steps to ensure employee and volunteer compliance through training, confidentiality agreements, and employee sanctions. The College will ensure that any of its employees, Agents, subcontractors and volunteers who handle your PHI agree in writing to the same restrictions and conditions that apply to the College with respect to Your PHI.

You may ask questions or challenge the College's compliance with this policy or with PHIPA by contacting the College's Privacy Coordinator, identified above, who will:

- **receive** and respond to complaints or inquiries about College policies and practices relating to the handling of personal health information.
- **investigate** all complaints. If a complaint is found to be justifiable, the College will take appropriate measures to respond.
- **inform** you about other available complaint or review procedures (for example, the Patient Ombudsman).

The Information and Privacy Commissioner of Ontario (“**IPC**”) oversees the College's compliance with privacy rules and PHIPA. Anyone can make an inquiry or complaint directly to the IPC by writing to or calling:

Information and Privacy Commissioner of Ontario

2 Bloor Street East, Suite 1400

Toronto, Ontario M4W 1A8 Canada

Phone: 1 (800) 387-0073 (or 416-326-3333 in Toronto)

Fax: 416-325-9195

www.ipc.on.ca

The College conducts routine assessments of new and modified work processes or systems, as well as operational compliance with this policy, College procedures and with PHIPA. The College will review these information practices routinely. The College will report annually to the Information Privacy Commissioner of Ontario on its processing of access requests and will make such reports available publicly.

9.0 - Related Documents

- Access to and Correction of Personal Health Information Procedure
- Collection of Personal Health Information Procedure
- Use and Disclosure of Personal Health Information Procedure
- Health Privacy Breach Procedure
- PHIPA Request Form
- PHIPA – *Personal Health Information Protection Act, 2004*
<https://www.ontario.ca/laws/statute/04p03>
- Access to Information and Protection of Privacy Policy
- FIPPA – *Freedom of Information and Protection of Privacy Act*
<https://www.ontario.ca/laws/statute/90f31>
- Student Code of Conduct
- Faculty and Staff Code of Conduct

10.0 History of Amendments/Reviews

N/A

DRAFT COLLEGE POLICY: Comprehensive Investment Policy Statement (IPS) Appendix A

Policy ID:	#4-419A
Manual Classification:	Finance and Facilities
Approved by Board of Governors:	<i>Original:</i> March 24, 2010
Revision Date(s):	January 25, 2012; February 26, 2014; June 28, 2017
Effective Date:	Replaces February 2014 <u>June 28, 2017</u>
Next Policy Review Date:	Annual review
Administrative Contact for Policy Interpretation:	Vice-President Finance and Administration <u>Corporate Services</u>
Linked to an Operating Procedure:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

The Ministry of ~~Advanced Education and Skills Development (MAESD)~~ Colleges and Universities (MCU) require colleges to have an Investment Policy Statement (IPS) approved by the Board of Governors to guide its investment activities. The IPS is prepared in the following format, which is consistent with the Investment Manager’s format.

Statement of Objectives and Investment Policy

The Investment Policy Statement expresses investment objectives in a document for Sir Sandford Fleming College’s Donor funds and Ministry funds received under the Ontario Student Opportunities Trust Fund Phase 1 and Phase 2 Program, ~~Donor funds and Ministry funds received under~~ the Ontario Trust for Student Support Program and ~~Donor funds received under~~ the Other Endowed ~~Bursary~~ Fund. The Investment Policy Statement provides a framework for managing these Funds, and provides a useful process for decisions, reporting on progress and reviewing objectives.

1. Purpose

To establish guidelines governing the investment of the College’s endowed Donor funds and Ministry funds received under the Ontario Student Opportunities Trust Fund Phase 1 and Phase 2 Program, ~~Donor funds and Ministry funds received under~~ the Ontario Trust for Student Support Program and ~~Donor funds received under~~ the Other Endowed ~~Bursary~~ Fund.

2. Investment Objectives

The overall objective is to ~~generate~~ achieve a total investment rate of return of 5.0% per year. This reflects the target award percentage of 3.5% (at time of approving this policy) plus inflation protection of 1.5%. that protects the capital component, achieves ~~the annual target award percentage defined in the College Endowment Policy (#4-421), which will be reviewed annually to ensure the target award percentage is consistent with investment returns. At the time of approving this policy, the target award percentage in Policy #4-421 is equal to the Canada Revenue Agency’s (CRA) disbursement quota percentage, which is applied to assets not currently used in charitable activities or administration. At the time of approving this policy, the CRA disbursement quota percentage is 3.5%.~~

~~The return objectives are as follows:~~

- ~~• Preserve capital~~
- ~~• Generation of ‘income’ to meet the target award percentage in Policy #4-421.~~

3. Risk Tolerance

The portfolio will be managed with the objectives of generating growth of capital and income. This will be accomplished by investing in equity and fixed-income.

3.4. Performance Objectives

The minimum return objective is to meet the target award percentage in College Policy #4-421, which is 3.5% per annum, at the time of approving this policy. This rate of return may not be achieved in each and every year; however, the portfolio is expected to generate this minimum return on investments over rolling 3 to 5 year periods.

~~The portfolio is to be managed~~The 5% target rate of return may not be achieved in each and every year; however the portfolio is expected to generate this minimum return on investments over rolling 3 to 5 year periods, in such a way as to provide long-term consistency and stability of return, with current income accounting for the majority of the portfolio returns. The portfolio will be substantially invested in fixed income securities to provide both current income and long term stability.

~~Equity investments will be made in large Canadian corporations. Equities will focus on dividend-paying stocks of Canadian Corporations with a market capitalization of greater than \$500 million. The goal of investing in these equities is to help fund current disbursements as well as to reduce short term market volatility and achieve longer term growth. The equity investments will be 100% Canadian equities in order to match Canadian dollar income with Canadian dollar liabilities.~~

~~In addition, the investments will adhere to~~comply with the requirements as set out by the Ministry. ~~The Ministry funds may be invested in investments identified as eligible in the Minister's Binding Policy Directive, – Banking, Investment and Borrowing, see section 12 below for the list of eligible investments. The Donor fund and as a result, investments must adhere to the requirements as set out by the Trustees Act.~~

4.5. Time Horizon

The funds are expected to be invested permanently with only income generated withdrawn.

5.6. Liquidity / Income

The College targets that about 32% of the portfolio should be held in cash or cash equivalents.

6.7. Monitoring the Portfolio

~~The equity portfolios will be managed on a discretionary basis. On a semi-annual basis performance reports will be distributed to the Finance and Audit Committee and will be monitored against~~based on the following blended benchmark:

	TARGET
S&P/TSX Equity Income Total Return Index	100%
3 Month Canada T-Bill (C\$)	2%
Broad Composite Bond Index	43%
S& P/TSX Composite Index Total Return (C\$)	20%
S& P 500 Total Return (C\$)	25%
MSCI EAFE Price Index (C\$)	10%

Any significant under-performance of the benchmarks (defined as 3% or greater) over any 4 consecutive semi-annual periods will automatically lead to a review of the manager. The performance is reported and monitored semi-annually.

The rate of return for the overall portfolio will also be reported versus the benchmark return objective of 5%, which is equal to the target award percentage in College Policy #4-424. The portfolio is expected to generate this minimum return on investments over rolling 3 to 5 year periods.

~~The fixed income investment return is not measured in relation to a benchmark as the fixed income~~

~~investment strategy is to buy and hold bonds with staggered maturities.~~

7.8. Asset Mix Guidelines

The portfolio will be invested in money market securities, ~~longer dated~~ fixed income securities and equities in accordance with the following guidelines:

Overall Asset Allocation Guidelines

Asset allocation guidelines will be managed and reported to Administration on a fund by fund basis for the OSOTF Phase 1 ~~Donor and Ministry~~ funds, OSOTF Phase 2 ~~Donor and Ministry~~ funds, OTSS ~~Donor and Ministry~~ funds and Other Endowed ~~Bursary Donor~~ funds. Asset allocation guidelines will be reported to the Board of Governors through the ~~Committee of the Whole~~ Finance and Audit Committee on a combined basis.

ASSET ALLOCATION	<u>LOWER</u> <u>Minimum</u>	<u>LONG-TERM</u> <u>TARGET</u>	<u>UPPER</u> <u>MAXIMUM</u>
CASH AND EQUIVALENTS	0%	32%	4022%
FIXED INCOME	5533%	6743%	7553%
EQUITY	2045%	3055%	4065%

From time to time market fluctuations, or timing of deposits ~~or approval~~ may cause the portfolio to be temporarily inconsistent with the asset allocation set out in this Investment Policy Statement. When this occurs, rebalancing shall be completed within the next six months.

Equity Allocation Guidelines

~~Asset allocation guidelines will be managed by the Investment Manager on a consolidated basis and reported to Administration on a quarterly basis.~~

ASSET ALLOCATION	LOWER	TARGET	UPPER
CASH AND EQUIVALENTS	0%	0%	20%
EQUITY	80%	100%	100%

8.9. Implementation

~~Investment strategies will be of a long-term buy and hold nature. No investment decisions will be made without first considering the impact upon current income generated by the portfolio within the context of the above stated objectives. Fixed income investments will be made on a staggered maturity basis so as to minimize the effects of large interest rate changes on the on-going cash flow of the portfolio.~~ This investment policy strictly prohibits the College from engaging in any investment activity that would be considered speculative according to the generally accepted principles of conservative investment management.

The investment manager will manage the ~~equity portion of the~~ portfolio on a discretionary basis, diversified across multiple sectors. The ~~equity~~ investments would meet the guidelines structured in this Policy, the majority of the equity holdings will be in mid-to-large companies as measured by market capitalization. ~~investments will be made in companies with a market capitalization of greater than \$500 million.~~

9.10. Other options

The use of derivatives, purchasing on margin, and short selling of securities is expressly prohibited.

10.11. Standard of care

All investments and investment managers are to comply with the guidelines outlined in this Investment Policy statement and will adhere to the prudent investor guidelines.

11.12. Investment Management Guidelines ~~for~~

~~Donor Funds~~ Quality Guidelines

~~Donor~~ accounts will follow the following guidelines

1. All individual debt securities will be rated "A"BBB, (R-1 for money market securities) and Pfd-3H for preferred shares or better by a recognized Rating Agency when purchased.

2. If a fixed income holding is downgraded below A-~~BBB~~, P3H for preferred shares or R1 for money market securities by ~~all~~ any one of the 3 rating agencies (Dominion Bond Rating Services, Standard and Poor's Credit Rating Service, and Moody's Investor Services) it will be sold within the next six months following the downgrade.

Diversification Guidelines

1. The maximum amount allowable per investment grade non-government fixed income issue will be the greater of 15% of the total portfolio or 20% of the fixed income portfolio. The diversification guidelines will be applied on a separate basis for each of the OSOTF Phase 1, OSOTF Phase 2, OTSS and other Endowed Bursary.
2. The maximum amount allowable per equity security will be the greater of 10% of the total portfolio or 15% of the equity portfolio. The diversification guidelines will be applied on a separate basis for each of the OSOTF Phase 1, OSOTF Phase 2, OTSS and other Endowed Bursary.
- 2.3. The majority of the equity holdings will be in mid-to-large companies as measured by market capitalization diversified across a minimum of 5 equity multiple sectors. Equity investments will not be made in any small cap companies.

From time to time market fluctuations, timing of deposits or approval may cause the portfolio to be temporarily inconsistent with the asset allocation set out in this Investment Policy Statement. When this occurs, rebalancing shall be completed within the next six months.

Eligible Investments

Investments may be made in:

Government obligations (i.e. Treasury Bills Notes, Strip Coupons, Debentures and/or Bonds) issued directly or indirectly by the Federal government or an agency (Canadian and U.S.) or any of the provinces with an appropriate credit rating (see investment limits below).

Canadian Chartered Bank Securities, being Bearer Discount Notes, Deposit Receipts, Term Notes, Certificates of Deposit, Bankers Acceptances, bonds and strip coupons with an appropriate credit rating.

Securities of foreign banks or the Canadian affiliates of foreign banks provided that the obligations are guaranteed or carry separate appropriate ratings.

Commercial paper, bonds, debentures, preferred shares and strip coupons issued of Canadian companies with an appropriate credit rating.

Loans to investment dealers (call loan) providing that full collateral value plus applicable margin are held at a banking institution.

Stapled securities

Income units being Royalty Trust Units and Real Estate Investment Trusts

Common Equity: Market Capitalization of greater than \$500 million. Will be concentrated in predominantly large cap companies with some mid cap. No small cap companies will be held.

Investment Limits

The purchase of any securities carrying a credit rating below A-BBB for bonds, ~~and~~ R1 for commercial paper and Pfd-3H for preferred shares is strictly prohibited.

Ratings will be used from one or more of the following ratings agencies: Dominion Bond Rating Services, Standard and Poor's Credit Rating Service, and Moody's Investor Services.

The maximum investment in corporate fixed income is 75% of the fixed income portfolio.

12. Investment Management Guidelines Ministry Funds

Quality Guidelines

Ministry Funds are defined as ~~College Funds~~ in the Minister's Binding Policy Directive — Banking, Investments and Borrowing.

A college may only invest Ministry funds not immediately required to operate the college in the following securities, expressed or made payable in Canadian dollars, subject to the ratings identified in Section VI:

- ~~I. Bonds, debentures and promissory notes or other evidence of indebtedness, issued or guaranteed by:
 - a. Canada or a province or territory of Canada, or
 - b. an agency of Canada or a province or territory of Canada.~~

- ~~II. Bonds, debentures, promissory notes or other evidence of indebtedness, issued or guaranteed by:
 - a. a municipality in Canada;
 - b. a university in Ontario that receives ongoing operating and capital funding from Ontario;
 - c. the board of governors of a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*;
 - d. a board of a public hospital within the meaning of the *Public Hospitals Act*;
 - e. a school board in Canada;
 - f. Ontario Infrastructure Projects Corporation; or
 - g. the Municipal Finance Authority of British Columbia.~~

- ~~III. Bonds, debentures, promissory notes, deposit receipts, deposit notes, certificates of deposit or investment, acceptances, commercial paper or similar instruments, issued, guaranteed or endorsed by:
 - a. a bank listed in Schedule I or II or a branch in Canada of an authorized foreign bank under the *Bank Act (Canada)*;
 - b. a loan corporation or trust corporation registered under the *Loan and Trust Corporation Act*; or
 - c. a credit union to which the *Credit Unions and Caisses Populaires Act, 1994* applies.
 - d. —
 - e. Bonds, debentures, promissory notes or other evidence of indebtedness, issued by a corporation that is incorporated under the laws of Canada or a province of Canada; or
 - f. —
 - g. Promissory notes or commercial paper, other than asset-backed securities, issued by a corporation that is incorporated under the laws of Canada or a province of Canada.
 - h. —
 - i. A college is not to invest in a security under subsection IV or V above unless the security has a minimum rating, at the time the investment is made by the college by at least one rating agency of:
 - j. “R-1 (high)” or “AAA” by Dominion Bond Rating Service Limited;
 - k. “Prime-1” or “Aaa” by Moody’s Investors Services Inc.;
 - l. “A-1+” or “AAA” by Standard and Poor’s; or
 - m. “F1+” or “AAA” by Fitch Ratings.
 - n. —
 - o. VII. If an investment falls below the standard required in section VI, the college is to sell the investment within 90 days after the day the investment falls below the standard.~~

13. Application

This Investment Policy Statement will be implemented by the College's chosen Investment Manager, and monitored by the Board of Governors through the ~~Committee of the Whole~~ Finance and Audit Committee.

~~Investments in the fixed income portion of the portfolio will be recommended to one of the Investment Transactions Signing Officers as set out in College Policy #4-417 – Signing Authority, for their approval prior to any investment being made.~~

~~The fixed income portfolio will be managed on a transaction basis.~~

~~Equity investments~~ Investments are made at the discretion of the Investment Manager subject to all guidelines established in this document.

14. Reporting

Semi-annual investment reports shall be prepared for and distributed to the ~~Board of Governors~~ Finance and Audit Committee and Administration.

Semi-annual reports for the ~~Board of Governors~~ Finance and Audit Committee shall contain the following information:

- A summary of the asset allocation percentage at the end of the period, on a combined basis for the OSOTF Phase 1, OSOTF Phase 2, the OTSS and the Other Bursary Endowed Fund
- An assessment of performance versus the benchmark return objective ~~of 5% which is equal to the target award percentage in College Policy #4-421 – Endowment Policy,~~ on a consolidated basis for all accounts
- An assessment of performance against the ~~appropriate blended~~ benchmark over the same period on a consolidated basis for all ~~equity only~~ discretionary accounts
- A written statement of compliance with relevant portions of the IPS as follows:
 - Asset Mix
 - Quality and Diversification Guidelines
 - Eligible Investments
 - Investment Limits
- A written market commentary

Quarterly reports for the Administration shall contain the following information:

- Asset allocation for investments by asset class and geography
- Portfolio valuation
- Portfolio performance

Semi-annual reports for the Administration shall contain the following information:

- Portfolio valuation including asset allocation and each security, quantity, market price, market value, fixed income summary, weighted average term to maturity, accrued interest , on a combined basis for each OSOTF Phase 1, OSOTF Phase 2, the OTSS and the Other Bursary Endowed Fund
- A summary of the asset allocation percentage at the end of the period, on a separate fund by fund basis for the OSOTF Phase 1, OSOTF Phase 2, the OTSS and the Other Bursary Endowed Fund
- Fixed income report on a consolidated basis (~~Donor accounts~~) that including includes a credit rating for each fixed income instrument by the following rating agencies: DBRS, Moody's and S&P
- A transaction report including a list of disposition and purchases on a consolidated basis for all accounts

Annual reports for the Administration shall contain the following information:

- A market capitalization report for all equity holdings on a consolidated basis for all equity ~~only~~

| held in discretionary accounts. This report shall be included with the March reporting each year.

15. Policy Review

This policy shall be reviewed annually by the Administration to ensure that it remains consistent with the overall objectives of the College and prudent and conservative investment practices. This policy may be reviewed and updated more frequently if necessary.

The Vice-President Finance and Administration- Corporate Services will present at least annually an Investment Performance Report for the fiscal year to the Board of Governors through the Finance and Audit Committee for review and approval.

History of Amendments/Reviews:

Section(s)	Date	Comments
Investment Policy Statements established*	March 2010	• Board approval of IPS (Resolution BoG March 24-2010 #4)
Regular review; consolidation of Policies 4-419B and 4-419C into a single Policy 4-419A	January 2012	• Board approval of policy (Resolution BoG Jan25-2012 #6)
Review of policy by Finance and Property Committee	February 2014	• Board approval of policy (Resolution BoG Feb26-2014 #5)
Regular review by Administration and RBC	March 23, 2016	• Received by Board for information, no changes
Review of policy; updated format	May-June 2017	• Board approval of policy (Resolution BoG June28-2017 #1)

* OSOTF Phase 1 and Phase 2 IPS dated February 25, 2010 – evolves into Policy #4-419A
 OTSS IPS dated February 22, 2010 – evolves into Policy #4-419B
 Other Endowment Funds IPS dated February 22, 2010 – evolves into Policy #4-419C
 Endowment Funds (Ministry Funds) dated February 25, 2010 – evolves into Policy #4-419D



Board of Governors | Briefing Note

Topic: Ancillary Fees Approval
Report To: Public Board Meeting
Meeting Date: March 25, 2020
Prepared By: Sandra Dupret - Vice President, Student Experience

Recommendation

That the Board of Governors of Sir Sandford Fleming College approve the Student Ancillary and Student Levied Fees, and Academic Program Ancillary Fees for implementation September 2020.

Overview

The ancillary fees and student levied fees align with the Minister’s Binding Policy Directive on tuition and ancillary fees and are developed through consultation with our Student Governments.

Administration has recommended the majority of these fees should be kept to levels equivalent to cost of living increases 2% (standard increase), using the consumer price index as published by Statistics Canada as a guide to inflation.

There is one exception for academic supports, whereas there will be a 4% increase, totaling +\$0.92, in support of the following enhancements:

Orientation/campus life increases from \$3.84 to \$3.99 (+\$0.15) to better support student transition initiatives with campus student associations.

Learning supports increases from \$19.18 to \$19.95 (+\$0.77) to support a new tutoring management system which will result in service improvements to students.

Academic program ancillary fees are allowed under the Minister’s Binding Policy Directive on tuition and ancillary fees to be charged as a flow through fee to students. These fees are categorized as overnight camp/fieldtrip fees or material/supply fees. The attached listing is a list of fees identified by academic schools and validated by the college budget services department to be compliant with the ministry policy.

Alignment with Strategic Direction

N/A

Risks and Considerations

External Environment
 Internal Environment
 Financial
 Human Resources
 Information Technology
 Legal
 Operational
 Strategic
 N/A

- Increasing student fees too high may put the College at a competitive disadvantage; however fees set too low creates a risk of the college subsidizing non-core services.

Supporting Documentation

Appendix A, B, C & D

Fleming College
Non-Tuition Related Ancillary Fees
(As per MTCU Tuition Fee Policy)
For 2020-2021
Student Protocol Sign Off

<i>Sutherland Campus Optional Fees</i>	19/20	20/21	Increase %	Increase \$	Fee Owner
Student Administrative Council Provincial Advocacy	\$5.00	\$5.00	0%	\$0	SAC
Student Administrative Council Governance	\$8.00	\$8.00	0%	\$0	SAC
Student Food Bank	\$1.25	\$1.25	0%	\$0	SAC
Student Administrative Council Clubs	\$2.80	\$2.80	0%	\$0	SAC
Alumni Fee	\$14.61	\$14.90	2%	\$0.29	College

<i>Sutherland Campus Mandatory Fees</i>	19/20	20/21	Increase %	Increase \$	Fee Owner
Health Plan	\$280.00	TBD	0%	\$0	All via SAC
International Health Plan			0%	\$0	College
Fall – (12 months)	\$704.58	\$704.58			
Winter – (8 months)	\$645.82	\$645.82			
Summer – (4 months)	\$263.60	\$263.60			
Student Building Fund	\$42.00	\$42.00	0%	\$0	SAC
Student Building Fee	\$48.00	\$48.00	0%	\$0	SAC
Peterborough Sport & Wellness Centre	\$87.55	\$89.30	2%	\$1.75	SAC
Integrated Transportation Fee	\$365.00	\$365.00	0%	\$0	SAC
Student Achievement & Records	\$11.55	\$11.78	2%	\$0.23	College
Information Technology Fee	\$99.81	\$101.81	2%	\$2.00	College
Health (33%) and Counselling (67%)	\$48.91	\$49.89	2%	\$0.98	College
Career Services	\$13.43	\$13.70	2%	\$0.27	College
Athletics and Recreation	\$53.06	\$54.12	2%	\$1.06	College
	\$14.75	\$14.75	0%	\$0	SAC
Academic Supports (Learning Supports 83%, Orientation 17%)	\$23.02	\$23.94	4%	\$0.92	College
	\$9.50	\$9.50	0%	\$0	SAC

Appendix A

One Card *new for 20/21 charged per semester	n/a	\$10.00	0%	n/a	College
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Cobourg Campus Optional Fees	19/20	20/21	Increase %	Increase \$	Fee Owner
Student Administrative Council Provincial Advocacy	\$5.00	\$5.00	0%	\$0	SAC
Student Administrative Council Governance	\$8.00	\$8.00	0%	\$0	SAC
Alumni Fee	\$14.61	\$14.90	2%	\$0.29	College

Cobourg Campus Mandatory Fees	19/20	20/21	Increase %	Increase \$	Fee Owner
Health Plan	\$280.00	TBD			All via SAC
International Health Plan					College
Fall – (12 months)	\$704.58	\$704.58	0%	\$0	
Winter – (8 months)	\$645.82	\$645.82			
Summer – (4 months)	\$263.60	\$263.60			
Student Achievement & Records	\$11.55	\$11.78	2%	\$0.23	College
Information Technology Fee	\$99.81	\$101.81	2%	\$2.00	College
Health (33%) and Counselling (67%)	\$48.91	\$49.89	2%	\$0.98	College
Career Services	\$13.43	\$13.70	2%	\$0.27	College
Academic Supports (Learning Supports 83%, Orientation 17%)	\$32.52	\$33.82	4%	\$1.30	College
One Card *new for 20/21 charged per semester	n/a	\$10.00	0%	n/a	College

We the student leaders of SAC, have participated in the ancillary fee review process and have approved the proposed ancillary fee changes through a Board motion and support the formal recommendation for the above identified fees for 2020-2021.

The College approved ancillary fees shall be presented to College Board of Governors for approval.

SAC Representatives

Supported

Name	Signature	(Y/N other)	Date
Naman Khandewal SAC President		Y	Feb 20, 2020
Prerna Modi		Y	Feb 20 th 2020

Fleming College
Non-Tuition Related Ancillary Fees
(As per MTCU Tuition Fee Policy)

For 2020-2021
Student Protocol Sign Off

<i>Frost Campus Optional Fees</i>	<i>19/20</i>	<i>20/21</i>	<i>Increase %</i>	<i>Increase \$</i>	<i>Fee Owner</i>
Student Association Transition Fee	\$2.50	\$2.50	0%	\$0	FSA
Student Association Student Experience	\$17.39	\$17.39	0%	\$0	FSA
Student Association Pub	\$9.32	\$9.32	0%	\$0	FSA
Student Association Governance Fee	\$25.24	\$25.24	0%	\$0	FSA
Alumni Fee	\$14.61	\$14.90	2%	\$0.29	College

<i>Frost Campus Mandatory Fees</i>	<i>19/20</i>	<i>20/21</i>	<i>Increase %</i>	<i>Increase \$</i>	<i>Fee Owner</i>
Auk's Lodge Operations Fee	\$40.66	\$40.66	0%	\$0	FSA
Student Athletic Fee	\$66.30	\$66.30	0%	\$0	FSA
Student Activity Fee (FSA Operations)	\$57.71	\$57.71	0%	\$0	FSA
Frost Rec Building Fund (Fieldhouse)	\$15.00	\$15.00	0%	\$0	FSA
Frost Shuttle Fee	\$45.84	49.34	7.6%	\$3.50	FSA
Lindsay Rec Complex Fee	\$65.00	\$65.00	n/a	n/a	FSA
Health Plan	\$280.00	TBD			All via SAC
International Health Plan					
Fall – (12 months)	\$704.58	\$704.58	0%	\$0	College
Winter – (8 months)	\$645.82	\$645.82			
Summer – (4 months)	\$263.60	\$263.60			
Student Achievement & Records	\$11.55	\$11.78	2%	\$0.23	College
Information Technology Fee	\$99.81	\$101.81	2%	\$2.00	College

Appendix B

Health (33%) and Counselling (67%)	\$48.91	\$49.89	2%	\$0.98	College
Mental Health	\$13.00	\$13.00	0%	\$0	FSA
Career Services	\$13.43	\$13.70	2%	\$0.27	College
Academic Supports (Learning Supports 83%, Orientation 17%)	\$23.02	\$23.94	4%	\$0.92	College
	\$3.64	\$3.64	0%	\$0	FSA
One Card *new for 20/21 charged per semester	n/a	\$10.00	0%	n/a	College

<i>Haliburton Campus Optional Fees</i>	<i>19/20</i>	<i>20/21</i>	<i>Increase %</i>	<i>Increase \$</i>	<i>Fee Owner</i>
Student Association Transition Fee	\$2.50	\$2.50	0%	\$0	FSA
Student Association Student Experience	\$8.00	\$17.39	117%	\$9.39	FSA
Alumni Fee	\$14.61	\$14.90	2%	\$0.29	College

<i>Haliburton Campus Mandatory Fees</i>	<i>19/20</i>	<i>20/21</i>	<i>Increase %</i>	<i>Increase \$</i>	<i>Fee Owner</i>
Health Plan	\$280.00	TBD			All- via SAC
SA Operations Fee	n/a	\$57.71	0%	\$0	FSA
International Health Plan					
Fall – (12 months)	\$704.58	\$704.58	0%	\$0	College
Winter – (8 months)	\$645.82	\$645.82			
Summer – (4 months)	\$263.60	\$263.60			
Student Achievement & Records	\$11.55	\$11.78	2%	\$0.23	College
Information Technology Fee	\$99.81	\$101.81	2%	\$2.00	College
Health (33%) and Counselling (67%)	\$48.91	\$49.88	2%	\$0.98	College
Mental Health	\$5.00	\$5.00	0%	\$0	FSA
Career Services	\$13.43	\$13.70	2%	\$0.27	College

Appendix B

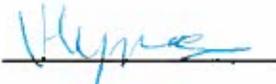
Academic Supports (Learning Supports 83%, Orientation 17%)	\$19.38	\$20.16	4%	\$0.78	College
SA Academic Fee	\$10.00	\$3.64	-63%	-\$6.36	FSA
One Card *new for 20/21 charged per semester	n/a	\$10.00	0%	n/a	College

We the student leaders of FSA, have participated in the ancillary fee review process and have approved the proposed ancillary fee changes through a Board motion and support the formal recommendation for the above identified fees for 2020-2021.

The College approved ancillary fees shall be presented to College Board of Governors for approval.

FSA Representatives

Supported

Name	Signature	(Y/N other)	Date
<u>Victoria Hynes</u> FSA President	<u></u>	<u>Y</u>	<u>Feb. 20th, 2020</u>
<u>Adam Folland</u> FSA Vice President	<u></u>	<u>Y</u>	<u>Feb. 20th, 2020</u>

Appendix C

MATERIAL/SUPPLY FEES
Effective September 1, 2020 Proposed

Full-time Programs	2019-20	2020-21	
Jewellery Arts Certificate Program	2841	2841	
Artist Blacksmith Certificate Program	1350	1350	
Photo Arts Certificate Program	1267	1267	
Ceramics Certificate Program	979	979	
Fibre Arts Certificate Program	1116	1116	
Glassblowing Certificate Program	3692	3692	
Visual and Creative Arts Diploma Program	846	886	
Visual Arts Fundamentals - Drawing and Painti	1109	1109	
Digital Image Design	440	492	
Integrated Design	759	793	
Graphic Design - Visual Communication	508	436	
Cultural Heritage Conserv & Mg	148	210	
Museum Mgmt and Curatorship	169	229	
Moving Image Design	93	106	
Personal Support Worker Brealey	42	50	
Paramedic	42	50	
Practical Nursing	42	50	
Occup Therapist Assist/ Physio Assist	42	50	
Pre-Serv Firefighter Educ&Trng	42	50	
Health Information Management sem 1	130	138	
Health Information Management sem 3	88	88	
Pharmacy Technician	42	50	
Therapeutic Recreation	42	50	
Resources Drilling Blasting sem 2	43	250	2020-21 New - textbook
Resources Drilling Blasting sem 3	0	103	2020-21 New Kits
Resources Drilling Blasting sem 4	21	58	2020-21 New Fittings Lab Project
Blasting Techniques	77	77	
Heavy Equipment Operator	87	105	2020-21 Increase cost
Heating, Ref & Air Cond sem 1	444	563	2020-21 Increase cost plus WAH Certification
Heating, Ref & Air Cond sem 3	376	11	2020-21 No Exam fees
Electrical Power Generation sem 1	276	294	
Electrical Power Generation sem 4	157	182	
Motive Power Techniques	276	294	
Fish & Wildlife Technician	66	58	2020-21 sb charged in sem 2
Outdoor & Adventure Education sem 3	126	150	
Outdoor & Adventure Education sem 4	0	13	2020-21 New Workbook

Urban Forestry Technician sem 5	128	-	2020-21 No longer charged
GIS Application Specialist	103	109	
GIS Cartographic Specialist	103	109	
Culinary Management	882	953	
Culinary Management	104	110	
Culinary Mgmt-Co-Op Dipl Appr	882	953	
Chef Training	882	953	
Biotechnology Techn Forensic sem 2	4	4	
Biotechnology Techn Forensic sem 4	36	36	
Construction Skills	139	219	
Carpentry Technician	139	219	
Electrical Engineering Technician	54	148	
Electrical Techniques	54	148	
Instrumentation & Control Eng	54	171	
Plumbing Techniques	50	143	
Trades & Technology Fundamentals sem 1	67	160	
Trades & Technology Fundamentals sem 2	64	59	
Welding Techniques	15	109	
Welding and Fabrication Technician	15	109	
Construction Engineering Technician sem 1	0	23	2020-21 New Hi-Visibility Reflective Safety Vest
Construction Engineering Technician sem 2	15	109	
Conserv&Enviro Law Enforcement	124	166	
Culinary Mgmt-Co-Op Dipl Appr	104	110	
Computer Engineering Techn sem 1	83	99	
Computer Engineering Techn sem 2	56	40	
Computer Engineering Techn sem 3	41	409	2020-21 New - electronics kits
Computer Engineering Techn sem 4	30	407	2020-21 New - electronics kits
Comp Eng Technology sem 1	83	99	
Comp Eng Technology sem 2	56	40	
Comp Eng Technology sem 3	41	409	2020-21 New - electronics kits
Comp Eng Technology sem 4	30	407	2020-21 New - electronics kits
Comp Eng Technology sem 5	28	231	
Electrical Eng Technician Sem 1	105	118	
Electrical Eng Technician Sem 3	36	51	
Electrical Techniques Sem 1	105	118	
Instrumentation & Control Eng Sem 1	83	102	
Instrumentation & Control Eng Sem 3	36	51	

Instrumentation&Cntrl Co-op Sem 1	83	102	
Instrumentation&Cntrl Co-op Sem 4	36	51	
Wireless Info Networking Sem 1	338	587	<i>2020-21 increase in cost of electronics kits</i>
Wireless Info Networking Sem 2	30	931	<i>2020-21 increase in electronics kits plus two certification exams</i>
Wireless Info Networking Sem 3	0	97	<i>2020-21 New - electronics kits</i>
Wireless Info Networking Sem 4	0	413	<i>2020-21 New - electronics kits</i>
Project Management Sem 1	45	44	
Hospitality Sem 4	78	78	<i>software/certification retained</i>
Hospitality Sem 3	104	110	



Appendix D

Overnight Camp/Field Trip Fees
Effective September 1, 2020 Proposed

<u>Program</u>	<u>Course</u>	<u>2019-20</u>	<u>2020-21</u>	<u>20-21 notes</u>
Aquaculture	APST 120	404	366	
Aquaculture	APST 162	506	305	<i>changed to 2 nights from 3 nights</i>
Ecological Restoration	FSTY 75	131	136	
Ecological Restoration	APST 83	1,118	1,160	
Ecosystem Management Technology	APST 21	313	334	
Ecosystem Management Technology	ECOS 6	418	420	
Ecosystem Mgmt Technician	APST 22	299	344	
Environmental Technician	APST 27	292	322	
Environmental Technology	APST 88	189	205	
Fish & Wildlife Technician & Technologist	APST 143	543	549	
Fish and Wildlife Technology	APST 40	164	149	
Fish and Wildlife Technology	APST 18	164	149	
Forestry Technician	APST 30	542	544	
Forestry Technician	APST172	317	325	
Forestry Technician	CMRL 11	-	326	2020-21 New
General Ar Resource Studies Option	APST 96	486	482	
Geographic Information Systems - Applications Specialist	APST 87	451	492	
Geographic Information Systems - Cartographic Specialist	APST 87	451	492	
Natural Resources - Law Enforcement	APST 16	188	402	<i>location change</i>
Outdoor Adventure Skills	APST 77	517	550	
Outdoor Adventure Skills	APST 76	105	109	
Outdoor and Adventure Education	APST 112	598	860	<i>New contract with new vendor</i>
Outdoor and Adventure Education	APST 113	451	624	<i>New contract with new vendor</i>
Recreation & Leisure Services	RECR84	237	295	
Artist Blacksmith	ARTS1948	253	271	
Ceramics	ARTS971	203	241	
Cultural Heritage Conserv & Mg	SCIE173	232	259	
Digital Image Design	ARTS1474	389	365	
Fibre Arts	ARTS444	295	273	
Glassblowing	ARTS1091	599	603	
Graphic Design - Visual Commun	DESN29	460	461	
Integrated Design	DESN10	389	365	
Jewellery Essentials	ARTS526	335	276	
Moving Image Design	DESN37	413	450	
Photo Arts	ARTS981	266	258	
Studio Process Advancement	ARTS1921	517	517	
Visual and Creative Arts Diplomas Haliburton	ARTS957	397	424	
Visual Arts Fund-Drwg&Painting	ARTS2152	227	280	
Conservation Biology	APST 168	-	483	2020-21 New
Earth Resource Technician	SURV 22	-	467	2020-21 New
Urban Forestry	FSTY 82	-	147	2020-21 New



Financial Statements

Frost Student Association

March 31, 2019

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Independent Auditor's Report

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To the Members of
Frost Student Association

Opinion

We have audited the financial statements of Frost Student Association, which comprise the statement of financial position as at March 31, 2019, and the statements of changes in net assets, operations, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Frost Student Association as at March 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the management in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of management and those charged with governance for the financial statements

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

In preparing the financial statements, management is responsible for assessing the management's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the management's financial reporting process.

Independent Auditor's Report (continued)

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Grant Thornton LLP

Peterborough, Canada
October 17, 2019

Chartered Professional Accountants
Licensed Public Accountants

Frost Student Association

Statement of Financial Position

March 31

2019

2018

Assets

Current

Cash	\$ 324,523	\$ 197,079
Accounts receivable	-	1,679
Due from Sir Sandford Fleming College (Note 4)	412,349	311,496
Due from Sir Sandford Fleming College Student Administrative Council (Note 4)	18,343	24,275
Inventory	2,708	2,708
Prepaid expenses	<u>10,499</u>	<u>10,499</u>
	768,422	547,736
Capital assets (Note 5)	<u>1,186,463</u>	<u>1,231,645</u>
	<u>\$ 1,954,885</u>	<u>\$ 1,779,381</u>

Liabilities

Current

Accounts payable and accrued liabilities (Note 6)	\$ 63,814	\$ 57,089
Current portion of long-term debt (Note 7)	<u>1,154</u>	<u>1,913</u>
	64,968	59,002
Long-term debt (Note 7)	<u>-</u>	<u>1,153</u>
	<u>64,968</u>	<u>60,155</u>
Net assets		
Unrestricted net assets	524,298	435,052
Invested in capital assets	1,355,619	1,274,174
Capital reserve	<u>10,000</u>	<u>10,000</u>
	<u>1,889,917</u>	<u>1,719,226</u>
	<u>\$ 1,954,885</u>	<u>\$ 1,779,381</u>

Frost Student Association Statement of Changes in Net Assets

Year ended March 31

	Unrestricted net assets	Invested in capital assets	Capital reserve	Total 2019	Total 2018
Net assets, beginning of year	\$ 435,052	\$ 1,274,174	\$ 10,000	\$ 1,719,226	\$ 1,425,901
Purchase of capital assets	(8,698)	8,698	-	-	-
Repayments on long term debt used to purchase capital assets	(1,913)	1,913	-	-	-
Excess of revenue over expenses for the year	<u>99,857</u>	<u>70,834</u>	<u>-</u>	<u>170,691</u>	<u>293,325</u>
Net assets, end of year	<u>\$ 524,298</u>	<u>\$ 1,355,619</u>	<u>\$ 10,000</u>	<u>\$ 1,889,917</u>	<u>\$ 1,719,226</u>

See accompanying notes and schedules to the financial statements.

Frost Student Association

Statement of Operations

Year ended March 31

	2019	2018
Revenue		
Student activity fees - General	\$ 390,314	\$ 395,210
Recreation and athletics (Schedule 1)	448,788	438,160
Capital operations (Schedule 2)	124,715	132,280
Auk's Lodge (Schedule 3)	122,653	111,481
Student transit	125,902	129,624
Contribution from student health plan for wages and benefits	12,013	49,300
Interest	8,413	5,244
Other income	4,929	6,189
	<u>1,237,727</u>	<u>1,267,488</u>
Expenses		
Salaries and benefits	129,447	141,919
Recreation and athletics (Schedule 1)	395,165	372,200
Capital operations (Schedule 2)	53,881	52,780
Auk's Lodge (Schedule 3)	179,222	129,666
Student transit	84,315	100,220
Social and sporting events	77,140	31,062
Professional fees	42,692	39,463
Honoraria	41,096	44,763
Facility fee	31,575	25,195
Office	8,524	12,215
Advertising	7,363	5,258
Insurance	6,053	7,240
Conferences and travel	5,625	6,532
Telephone	3,251	3,127
Dues and membership fees	1,346	1,419
Interest and bank charges	341	1,104
	<u>1,067,036</u>	<u>974,163</u>
Excess of revenue over expenses	<u>\$ 170,691</u>	<u>\$ 293,325</u>

Frost Student Association

Statement of Cash Flows

Year ended March 31

2019

2018

Increase (decrease) in cash

Operating

Excess of revenue over expenses	\$ 170,691	\$ 293,325
Item not affecting cash		
Amortization	<u>53,881</u>	<u>51,961</u>
	224,572	345,286
Change in non-cash working capital items		
Accounts receivable	1,679	(851)
Due from Sir Sandford Fleming College	(100,853)	(63,194)
Due from Sir Sandford Fleming College Student Administrative Council	5,932	(24,275)
Inventory	-	3,423
Accounts payable and accrued liabilities	<u>6,725</u>	<u>4,903</u>
	138,055	<u>265,292</u>

Financing

Loan repayment to Sir Sandford Fleming College	-	(85,866)
Repayment of long-term debt	<u>(1,913)</u>	<u>(1,831)</u>
	(1,913)	<u>(87,697)</u>

Investing

Purchase of capital assets	<u>(8,698)</u>	<u>-</u>
----------------------------	----------------	----------

Increase in cash **127,444** 177,595

Cash

Beginning of year	<u>197,079</u>	<u>19,484</u>
End of year	\$ 324,523	\$ 197,079

Frost Student Association

Notes to the Financial Statements

March 31, 2019

1. Purpose of organization

Frost Student Association (the Association) is a non-profit organization which provides services to the students, carries out various activities and operates the Auk's Lodge for the benefit of the students of Sir Sandford Fleming College (the College) - Frost Campus. The Association is not subject to corporation income taxes and, as provided by its Letters Patent, the Association is prohibited from distributing any of its earnings to, or for the personal benefit of, its members.

2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are detailed as follows:

Fund accounting

The Association follows the restricted fund method of accounting for contributions.

- (i) Unrestricted Net Assets accounts for the Association's program delivery and administrative activities.
- (ii) Invested in Capital Assets reports the assets, liabilities, revenue and expenses related to capital assets and restricted resources for capital purchases.
- (iii) Capital Reserve accounts for internally restricted funds established by the Board of Directors to be set aside to ensure adequate funds are available for future capital expenditures. These funds are not available for other purposes without formal approval of the Board of Directors.

Revenue and expense recognition

Revenues and expenses are recorded on the accrual basis of accounting.

The Association receives revenue from a variety of sources and applies the following recognition policies:

- (i) Fee revenue is recognized annually based on the school period attended by the students.
- (ii) Sales revenue is recognized at the date of the sale to the customer.

Valuation of inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined using the first-in, first-out method.

Capital assets and amortization

Capital assets are stated at acquisition cost. Amortization is provided on a straight-line basis over the estimated useful lives of the assets as follows:

Buildings	40 years
Furniture and equipment	5 years
Computer equipment	3 years

Frost Student Association

Notes to the Financial Statements

March 31, 2019

2. Significant accounting policies (continued)

Use of estimates

Management reviews the carrying value of items in the financial statements at each reporting date to assess the need for revision or any possibility of impairment. Management determines estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action. Estimates are reviewed periodically and adjustments are made to revenues and expenditures as appropriate in the year they become known. Items subject to significant management estimates include the useful life of capital assets.

Financial instruments

The Association considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The Association accounts for the following as financial instruments:

- cash
- accounts receivable
- due from Sir Sandford Fleming College
- due from Sir Sandford Fleming College Student Administrative Council
- accounts payable
- long term debt

A financial asset or liability is recognized when the Association becomes a party to contractual provision of the instrument.

The Association initially measures its financial assets and financial liabilities at fair value. The Association subsequently measures all of its financial assets and financial liabilities at amortized cost. The Association removes financial liabilities, or a portion of, when the obligation is discharged, cancelled or expires.

Financial assets or liabilities obtained in related party transactions are measured in accordance with the accounting policy for related party transactions, except for those transactions that are with a person or entity whose sole relationship with the Association is in the capacity of management, in which case they are accounted for in accordance with financial instruments.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. Previously recognized impairment losses are reversed to the extent of the improvement provided the asset is not carried at an amount, at the date of reversal, greater than the amount that would have been the carrying amount had no impairment loss be recognized previously. The amounts of any write-downs or reversals are recognized in net income.

3. Financial instruments

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of the financial statements in assessing the extent of risk related to financial instruments. Unless otherwise noted, there has been no change in risk exposure from the prior year.

Frost Student Association

Notes to the Financial Statements

March 31, 2019

3. Financial instruments (continued)

(a) Liquidity risk

Liquidity risk is the risk that the Association will not be able to meet its obligations associated with financial liabilities. Cash flow from student levied fees provides a substantial portion of the Association's cash requirements. The Association manages liquidity to ensure there are adequate sources of cash continually available to satisfy its current and prospective financial commitments. It is management's opinion that the liquidity risk is low.

(b) Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge the obligation. The Association is exposed to credit risk in the event of non-performance by counterparties in connection with its accounts receivable. The maximum exposure to credit risk is the carrying value of accounts receivable. It is management's opinion that the credit risk is low.

(c) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate due to changes in the market interest rates. The Association is subject to interest rate risk on its interest-bearing financial instruments, consisting of long term debt. The long term debt obligations have fixed interest rates. Consequently, the exposure to fluctuations in future cash flows as a result of changes in market interest rates, is limited. It is management's opinion that the interest rate risk is low.

4. Related party transactions

The Association is related to the College and is economically independent on the College as the College collects all student fees on behalf of the Association. The funds are maintained by the College and transferred to the Association upon request. At year end the net amount due from the College consists of the following:

	<u>2019</u>	<u>2018</u>
General fund	\$ 67,625	\$ 10,735
Transition fund	17,771	8,090
Fieldhouse building fund	281,966	222,949
Haliburton SA general fund	128	2,953
Haliburton SA recreation and athletics complex fund	1,176	15,643
Transit fee fund	14,036	2,554
Building fund	13,068	45,595
Recreation complex fund	<u>16,579</u>	<u>2,977</u>
	<u>\$ 412,349</u>	<u>\$ 311,496</u>

Frost Student Association

Notes to the Financial Statements

March 31, 2019

4. Related party transactions (continued)

Included in accounts payable are amounts due to the College of \$557 (2018 - \$Nil).

During the year, the Association paid \$59,517 (2018 - \$47,492) to the College for utilities and cleaning services.

The Association is also related to Sir Sandford Fleming College Student Administrative Council (SAC). During the year, the Association received \$12,013 (2018 - \$25,025) as reimbursement for wages and benefits and office expenses incurred by the Association to administer the health plan at the Frost campus. A receivable of \$18,343 (2018 - \$24,275) has been recorded at year-end to account for the reimbursement of current year wages and benefit and office expenses.

These transactions were in the normal course of operations and were measured at the exchange value which is the amount of consideration established and agreed to by the related parties.

5. Capital assets

The major categories of capital assets and accumulated amortization are as follows:

	<u>2019</u>		<u>2018</u>	
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Cost</u>	<u>Accumulated Amortization</u>
Buildings	\$ 1,987,293	\$ 813,189	\$ 1,987,293	\$ 763,507
Furniture and fixtures	246,765	234,406	238,067	230,208
Computer equipment	<u>25,806</u>	<u>25,806</u>	<u>25,806</u>	<u>25,806</u>
	<u>2,259,864</u>	<u>1,073,401</u>	<u>2,251,166</u>	<u>1,019,521</u>
Net book value	<u>\$ 1,186,463</u>		<u>\$ 1,231,645</u>	

6. Accounts payable and accrued liabilities

Included in accounts payable and accrued liabilities are government remittances payable of \$9,654 (2018 - \$6,364).

Frost Student Association

Notes to the Financial Statements

March 31, 2019

7. Long-term debt

Long term debt consists of the following:

	<u>2019</u>	<u>2018</u>
RBC equipment loan, bearing interest at 4.48% repayable in blended monthly payments of \$168, due October 2019, secured by equipment	\$ 1,154	\$ 3,066
Less principal payments due within one year	<u>1,154</u>	<u>1,913</u>
Due beyond one year	<u>\$ -</u>	<u>\$ 1,153</u>

8. Commitments

(i) In 2017, the Association entered into an agreement with the College to lease land used for the Student Centre for \$1 per year ending in 2116. The agreement stipulates that a Facility Fee payable to the College of \$62,033 per annum and shall be increased annually by a percentage equal to the percentage increase in the Consumer Price Index. The Facility Fee is to be discounted at a monthly rate of \$927.75 for the period of September 1, 2017 to August 31, 2018 and \$463.92 for the period of September 1, 2018 to August 31, 2019, after which the Facility Fee will no longer be discounted.

(ii) The Association entered into an agreement with a transportation company to provide bus transportation services to the Association effective September 1, 2014 for a three year period expiring on August 31, 2017. This agreement was extended in April 2017 effective September 2017 for a two year period expiring in August 2019. This agreement stipulates a fixed all inclusive daily rate of \$319.25 plus applicable HST during the 2018-2019 service period.

Subsequent to year-end, the Association entered into a new agreement with a transportation company to provide transportation services effective September 1, 2019 for a one year period expiring August 31, 2020. This agreement stipulates a fixed all inclusive daily rate of \$515.37 plus HST for the term of the agreement.

(iii) In 2018, the Association entered into an agreement with a third party to provide fitness facility services to the Association effective September 2017 for a one year period expiring in August 2018. Both parties had the option to renew this agreement for an additional one year period. The agreement stipulated a fixed rate of \$40.00 per student per semester, inclusive of HST. The agreement was renewed effective September 2018 for a one year period expiring in August 2019. The agreement stipulates a fixed rate of \$45.20 per student per semester, inclusive of HST. The agreement was renewed again effective September 2019 for a one year period expiring in August 2020. The agreement stipulates a fixed rate of \$65.00 per student per semester, inclusive of HST.

Frost Student Association

Schedules to the Financial Statements

Year ended March 31

Schedule of Recreation and Athletics Operations

Schedule 1

	2019	2018
Revenue		
Student activity fees		
Athletics fee	\$ 238,129	\$ 240,675
Recreation complex	157,844	144,170
Fieldhouse	<u>52,815</u>	<u>53,315</u>
	<u>448,788</u>	<u>438,160</u>
Expenses		
Athletic charges	235,345	242,967
Recreation complex	<u>159,820</u>	<u>129,233</u>
	<u>395,165</u>	<u>372,200</u>
Excess of revenue over expenses for the year	<u>\$ 53,623</u>	<u>\$ 65,960</u>

Frost Student Association

Schedules to the Financial Statements

Year ended March 31

Schedule of Capital Operations

Schedule 2

	2019	2018
Revenue		
Student building fees	\$ 123,737	\$ 131,507
Interest	<u>978</u>	<u>773</u>
	<u>124,715</u>	<u>132,280</u>
Expenses		
Amortization	53,881	51,960
Loan interest	<u>-</u>	<u>820</u>
	<u>53,881</u>	<u>52,780</u>
Excess of revenue over expenses for the year	<u>\$ 70,834</u>	<u>\$ 79,500</u>

Frost Student Association

Schedules to the Financial Statements

Year ended March 31

Schedule of Auk's Lodge Operations

Schedule 3

	2019	2018
Revenue	\$ 94,183	\$ 89,466
Cost of sales	<u>56,668</u>	<u>47,666</u>
Gross profit	<u>37,515</u>	<u>41,800</u>
Other revenue		
Food services commission	14,732	11,441
Hall rental	2,428	1,790
Games and other income	<u>11,310</u>	<u>8,784</u>
	<u>28,470</u>	<u>22,015</u>
	<u>65,985</u>	<u>63,815</u>
Expenses		
Wages and benefits	65,803	36,673
Facility fee	27,942	22,297
Security	7,408	6,382
Insurance	12,072	10,358
Repairs and maintenance	<u>9,329</u>	<u>6,290</u>
	<u>122,554</u>	<u>82,000</u>
Excess of expenses over revenue for the year	<u>\$ (56,569)</u>	<u>\$ (18,185)</u>

Financial Statements

Sir Sandford Fleming College Student Administrative Council

March 31, 2019

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Independent Auditor's Report

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To the Members of
Sir Sandford Fleming College Student Administrative Council

Opinion

We have audited the financial statements of Sir Sandford Fleming College Student Administrative Council (the "Council"), which comprise the statement of financial position as at March 31, 2019, and the statements of fund balances, operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Council as at March 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Council in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Council's financial reporting process.

Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- ◆ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ◆ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- ◆ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ◆ Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- ◆ Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Peterborough, Canada
September 20, 2019

The logo for Grant Thornton LLP, featuring the company name in a stylized, cursive script.

Chartered Professional Accountants
Licensed Public Accountants

Sir Sandford Fleming College Student Administrative Council

Statement of Financial Position

March 31

	General Fund	Capital Asset Fund	Total 2019	Total 2018
Assets				
Current				
Cash	\$ 450,008	\$ -	\$ 450,008	\$ 213,879
Accounts receivable	8,519	-	8,519	7,624
Due from Sir Sandford Fleming College of Applied Arts and Technology (Note 4)	7,439,559	431,636	7,871,195	6,358,677
Inventory	3,782	-	3,782	4,933
Prepaid expenses	215,686	-	215,686	65,094
	8,117,554	431,636	8,549,190	6,650,207
Capital assets (Note 5)	-	1,382,631	1,382,631	1,566,966
	<u>\$ 8,117,554</u>	<u>\$ 1,814,267</u>	<u>\$ 9,931,821</u>	<u>\$ 8,217,173</u>
Liabilities				
Current				
Accounts payable and accrued liabilities (Note 6)	\$ 346,801	\$ -	\$ 346,801	\$ 455,982
Due to Frost Student Association (Note 4)	18,343	-	18,343	24,275
Deferred revenue	3,375	-	3,375	-
Scheduled cash repayments for promissory notes payable (Note 7)	198,000	59,678	257,678	396,000
	566,519	59,678	626,197	876,257
Promissory notes payable (Note 7)	965,217	-	965,217	1,684,141
	<u>1,531,736</u>	<u>59,678</u>	<u>1,591,414</u>	<u>2,560,398</u>
Fund balances				
Invested in capital assets	-	1,322,953	1,322,953	1,065,075
Restricted (Note 8)	4,370,897	431,636	4,802,533	3,664,556
Unrestricted	2,214,921	-	2,214,921	927,144
	<u>6,585,818</u>	<u>1,754,589</u>	<u>8,340,407</u>	<u>5,656,775</u>
	<u>\$ 8,117,554</u>	<u>\$ 1,814,267</u>	<u>\$ 9,931,821</u>	<u>\$ 8,217,173</u>

See accompanying notes to the financial statements.

Sir Sandford Fleming College Student Administrative Council

Statement of Fund Balances

Year ended March 31

	General Fund	Capital Asset Fund	Total 2019	Total 2018
Fund balances, beginning of year	\$ 4,197,532	\$ 1,459,243	\$ 5,656,775	\$ 3,126,257
Excess of revenues over expenditures for the year	2,399,884	283,748	2,683,632	2,530,518
Interfund transfer	<u>(11,598)</u>	<u>11,598</u>	<u>-</u>	<u>-</u>
Fund balances, end of year	<u>\$ 6,585,818</u>	<u>\$ 1,754,589</u>	<u>\$ 8,340,407</u>	<u>\$ 5,656,775</u>

See accompanying notes to the financial statements.

Sir Sandford Fleming College Student Administrative Council

Statement of Operations

Year ended March 31

	General Fund	Capital Asset Fund	Total 2019	Total 2018
Revenues				
Student activity fees	\$ 1,717,333	\$ 483,891	\$ 2,201,224	\$ 1,943,799
SAC Services (Schedule A)	41,030	-	41,030	24,333
Steele Centre (Schedule B)	154,334	-	154,334	132,893
Health plan (Schedule C) (Note 9)	1,151,497	-	1,151,497	1,105,225
Student transit program (Schedule D)	2,245,642	-	2,245,642	2,121,265
Athletic and Sport and Wellness Centre membership fees	1,809,519	-	1,809,519	1,601,028
Student transition program	43,102	-	43,102	37,847
Interest earned - Sir Sandford Fleming College of Applied Arts and Technology	66,530	14,343	80,873	39,072
	<u>7,228,987</u>	<u>498,234</u>	<u>7,727,221</u>	<u>7,005,462</u>
Expenditures				
Student Services (Schedule A)	33,454	-	33,454	32,398
Steele Centre (Schedule B)	300,004	-	300,004	283,945
Health plan (Schedule C) (Note 9)	1,067,764	-	1,067,764	1,149,932
Student transit program (Schedule D)	1,201,126	-	1,201,126	738,143
Athletic and Sport and Wellness membership	1,809,619	-	1,809,619	1,601,028
Administrative (Schedule E)	294,105	-	294,105	315,869
Student transition program	50,499	-	50,499	43,943
Interest on long-term debt	72,532	18,553	91,085	109,495
Amortization	-	195,933	195,933	200,191
	<u>4,829,103</u>	<u>214,486</u>	<u>5,043,589</u>	<u>4,474,944</u>
Excess of revenues over expenditures for the year	<u>\$ 2,399,884</u>	<u>\$ 283,748</u>	<u>\$ 2,683,632</u>	<u>\$ 2,530,518</u>

See accompanying notes to the financial statements.

Sir Sandford Fleming College Student Administrative Council

Statement of Cash Flows

Year ended March 31

	General Fund	Capital Asset Fund	Total 2019	Total 2018
Cash provided from (used for)				
Operating activities				
Excess of revenues over expenditures for the year	\$ 2,399,884	\$ 283,748	\$ 2,683,632	\$ 2,530,518
Add items not requiring an outlay of cash				
Amortization	-	195,933	195,933	200,191
Interfund transfer	(11,598)	11,598	-	-
	2,388,286	491,279	2,879,565	2,730,709
Change in non-cash working capital items				
Accounts receivable	(894)	-	(894)	2,915
Due from Sir Sandford Fleming College of Applied Arts and Technology	(1,475,050)	(37,468)	(1,512,518)	(2,324,872)
Inventory	1,151	-	1,151	(1,707)
Prepaid expenses	(150,592)	-	(150,592)	(39,377)
Accounts payable and accrued liabilities	(109,181)	-	(109,181)	139,330
Due to Frost Student Association	(5,932)	-	(5,932)	24,275
Deferred revenue	3,375	-	3,375	-
	651,163	453,811	1,104,974	531,273
Financing activities				
Repayment of promissory notes	(415,034)	(442,213)	(857,247)	(654,842)
Investing activities				
Purchase of capital assets	-	(11,598)	(11,598)	(4,873)
Increase (decrease) in cash	236,129	-	236,129	(128,442)
Cash, beginning of year	213,879	-	213,879	342,322
Cash, end of year	\$ 450,008	\$ -	\$ 450,008	\$ 213,880

See accompanying notes to the financial statements.

Sir Sandford Fleming College Student Administrative Council

Notes to the Financial Statements

March 31, 2019

1. Purpose of organization

Sir Sandford Fleming College Student Administrative Council (Sutherland Campus) is a non-profit organization which provides services to the students, carries out various activities and operates the Steele Centre for the benefit of the students of Sir Sandford Fleming College. Its objectives include insuring the rights of students as free individuals; promoting extra-curricular activities; promoting student body interests in the community; serving as a medium of communication between student body, administration and faculty; serving as a bond between the student body and alumni; and administering the assets of the Council in an effective and prudent manner. The Council is not subject to corporation income taxes and, as provided by its Letters Patent, the Council is prohibited from distributing any of its earnings to, or for the personal benefit of, its members.

2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed below:

Fund accounting

The Council follows the restricted fund method of accounting for contributions.

- i) The General Fund accounts for the Council's program delivery and administrative activities.
- ii) The Capital Asset Fund reports the assets, liabilities, revenues and expenditures related to capital assets and restricted resources for capital purchases.

Revenue and expenditure recognition

Revenues and expenditures are recorded on the accrual basis of accounting.

Valuation of inventory

Inventory is valued at the lower of cost and net realizable value, with cost being determined substantially on a first-in, first-out basis.

Sir Sandford Fleming College Student Administrative Council

Notes to the Financial Statements

March 31, 2019

2. Significant accounting policies, continued

Capital assets and amortization

Capital assets are stated at acquisition cost. Amortization is provided on a straight-line basis over the estimated useful lives of the assets as follows:

Leasehold improvements	15 years
Furniture and equipment	5 years
Computer equipment	5 years

Use of estimates

Management reviews the carrying value of items in the financial statements at each reporting date to assess the need for revision or any possibility of impairment. Management determines estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action. Estimates are reviewed periodically and adjustments are made to revenues and expenditures as appropriate in the year they become known. Items subject to significant management estimates include the useful life of capital assets.

Financial instruments

The Council considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The Council accounts for the following as financial instruments:

- cash
- accounts receivable
- due from Sir Sandford Fleming College of Applied Arts and Technology
- accounts payable
- due to Frost Student Association
- promissory notes payable

A financial asset or liability is recognized when the Council becomes a party to contractual provision of the instrument.

Sir Sandford Fleming College Student Administrative Council

Notes to the Financial Statements

March 31, 2019

2. Significant accounting policies, continued

The Council initially measures its financial assets and financial liabilities at fair value. The Council subsequently measures all of its financial assets and financial liabilities at amortized cost. The Council removes financial liabilities, or a portion of, when the obligation is discharged, cancelled or expires.

Financial assets or liabilities obtained in related party transactions are measured in accordance with the accounting policy for related party transactions, except for those transactions that are with a person or entity whose sole relationship with the Council is in the capacity of management, in which case they are accounted for in accordance with financial instruments.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. Previously recognized impairment losses are reversed to the extent of the improvement provided the asset is not carried at an amount, at the date of reversal, greater than the amount that would have been the carrying amount had no impairment loss been recognized previously. The amounts of any write-downs or reversals are recognized in net income.

3. Financial Instruments

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of the financial statements in assessing the extent of risk related to financial instruments. Unless otherwise noted, there has been no change in risk exposure from the prior year.

(a) Liquidity risk

Liquidity risk is the risk that the Council will not be able to meet its obligations associated with financial liabilities. Cash flow from student levied fees provides a substantial portion of the Council's cash requirements. It is management's opinion that the liquidity risk is low.

(b) Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge the obligation. The Council is exposed to credit risk in the event of non-performance by counterparties in connection with its accounts receivable. The maximum exposure to credit risk is the carrying value of accounts receivable. It is management's opinion that the credit risk is low.

Sir Sandford Fleming College Student Administrative Council

Notes to the Financial Statements

March 31, 2019

3. Financial Instruments, continued

(c) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate due to changes in the market interest rates. The Council is subject to interest rate risk on its interest-bearing financial instruments, consisting of promissory notes payable. The promissory notes payable have floating interest rates, therefore changes in the bank's prime lending rate can cause fluctuations in interest payments and future cash flows. It is management's opinion that the interest rate risk is low.

4. Related party transactions

The Council is related to Sir Sandford Fleming College. The College collects all student fees on behalf of the Council. The funds are maintained by the College and transferred to the Council upon request. At year end, the balances due from the College consist of the following:

	<u>2019</u>	<u>2018</u>
General fund	\$ 2,585,363	\$ 1,879,859
Health plan fund	397,046	644,862
Transition fund	12,311	19,046
Building reserve fund	110,117	107,897
Building renovation fund	321,519	286,271
Brealey building fund	531,393	460,166
Transportation fund	<u>3,913,446</u>	<u>2,960,576</u>
	<u>\$ 7,871,195</u>	<u>\$ 6,358,677</u>

Sir Sandford Fleming College Student Administrative Council

Notes to the Financial Statements

March 31, 2019

4. Related party transactions, continued

During the year, the Council paid \$92,094 (2018 - \$84,057) to the College for utilities and cleaning services.

The Council is also related to the Frost Student Association (FSA). During the year, the Council contributed \$17,945 (2018 - \$49,300) to FSA as reimbursement of prior year wages and benefits and office expenses incurred by FSA to administer the health plan at the Frost campus. A liability of \$18,343 (2018 - \$24,275) has been recorded at year-end to account for the reimbursement of current year wages and benefits and office expenses.

These transactions were in the normal course of operations and were measured at the exchange value, which is the amount of consideration established and agreed to by the related parties.

5. Capital assets

The major categories of capital assets and related accumulated amortization are as follows:

	2019	2019	2018	2018
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Steele Centre				
Leasehold improvements	\$ 2,497,705	\$ 1,301,346	\$ 2,493,192	\$ 1,130,772
Furniture and equipment	133,385	130,975	133,385	130,395
Administrative offices				
Leasehold improvements	299,966	129,985	299,966	109,987
Furniture and equipment	94,813	80,932	87,728	76,227
Computer equipment	<u>25,758</u>	<u>25,758</u>	<u>25,758</u>	<u>25,682</u>
	<u>3,051,627</u>	<u>1,668,996</u>	<u>3,040,029</u>	<u>1,473,063</u>
Net book value		<u>\$ 1,382,631</u>		<u>\$ 1,566,966</u>

Sir Sandford Fleming College Student Administrative Council

Notes to the Financial Statements

March 31, 2019

6. Accounts payable and accrued liabilities

Included in accounts payable and accrued liabilities are government remittances of \$8,698 (2018 - \$6,888).

7. Promissory notes payable

Promissory notes consist of the following:

	<u>2019</u>	<u>2018</u>
Bank of Nova Scotia non-revolving demand promissory note, bearing interest at a floating rate of 1.25% plus the bank's prime lending rate payable monthly, minimum principal repayments of \$99,000 due semi-annually on February 15th and October 15th, due October 2020	\$ 59,677	\$ 501,891
Bank of Nova Scotia non-revolving demand promissory note, bearing interest at a floating rate of 1.25% plus the bank's prime lending rate payable monthly, minimum principal repayments of \$99,000 due semi-annually on February 15th and October 15th, due March 2022	<u>1,163,218</u>	<u>1,578,250</u>
	1,222,895	2,080,141
Less scheduled cash repayments	<u>(257,678)</u>	<u>(396,000)</u>
	<u>\$ 965,217</u>	<u>\$ 1,684,141</u>

In addition to the scheduled instalments of principal, an annual lump sum cash payment equal to surplus cash flow is to be applied as a permanent reduction to the loans. Surplus cash flow is defined as total Student Activity Fees received by the Council during the year related to student levied food services and building renovation fees less total interest and principal payments made to the Bank of Nova Scotia during the year. This payment is to be made no later than November 30th of each year.

The promissory notes were used to reimburse Sir Sandford Fleming College for the costs associated with the renovation of the Steele Centre food services and student areas and to assist with the cost of the sports field complex. As a general security agreement, a letter of undertaking and an agreement were made between the College and the Council whereby the Council agrees that if they default on any of their payments, the College may remit the Student Centre Renovation student fees collected by the College to the Bank of Nova Scotia for payment.

Sir Sandford Fleming College Student Administrative Council

Notes to the Financial Statements

March 31, 2019

7. Promissory notes payable, continued

Principal repayments of the term loans are due as follows:

	<u>2019</u>
2020	\$ 257,677
2021	198,000
2022	<u>767,217</u>
	<u>\$ 1,222,894</u>

8. Restricted fund balances

Restricted balances in the general fund are comprised of the following:

	<u>2019</u>
Health plan	\$ 613,593
Student transit program	<u>3,757,304</u>
	<u>\$ 4,370,897</u>

9. Health plan operations

The Council administers a health care plan for students at both the Sutherland Campus and the Frost Campus. Students who participate in the plan pay their premiums to the College on behalf of the Council. Actual health care costs are underwritten by the plan's insurer as costs are incurred.

Sir Sandford Fleming College Student Administrative Council

Notes to the Financial Statements

March 31, 2019

10. Commitments

- (i) In fiscal 2017 the Council entered into an agreement with the College to lease approximately 11,850 square feet for the area known as the Steele Centre and Council offices. The agreement is for a 99 year term ending March 31, 2115 with basic rent payable during the term in the amount of \$10 payable on the commencement date of April 1, 2016. In addition to basic rent, the Council is responsible for an annual facility fee to cover office, cleaning and other related maintenance costs.
- (ii) The Council's food services have been contracted out to a third party with commission revenues being earned at a rate of 12.75% of net sales.
- (iii) In fiscal 2016 the Council entered into an agreement with the City of Peterborough to establish a Universal Transit Pass Program for students of the Sutherland Campus. The agreement stipulates a commencement date of June 1, 2016 for a three year term ending June 1, 2019, with the option to extend for an additional two years ending June 1, 2021. The cost of the program will be covered by student transit fees.
- (iv) In fiscal 2017 the Council entered into an agreement with Zagster Inc. for the use and maintenance of bicycles for a Bike Share Program. The agreement is effective from the program's launch date of April 2017 for a two year term ending April 2019. For April 2019 forward the agreement will continue on a year-to-year basis. The annual service fees amount to approximately \$39,000. The cost of the program will be covered by student transit fees.

11. Allocation of expenses

The Council allocates a certain portion of their administrative expenses to the Steele Centre, health plan and transit operations each year.

Salaries and wages are allocated to the Steele Centre, health plan and transit operations based on the estimated work performed on these functions. The amounts allocated during the year to the Steele Centre, health plan, and transit operations are \$32,750 (2018 - \$27,950), \$19,184 (2018 - \$77,662), and \$107,000 (2018 - Nil\$) respectively.

Commercial insurance is allocated to the Steele Centre based on the estimated usage of space. The amount allocated during the year was \$13,893 (2018 - \$13,850).

Other administrative expenses including computer, rent, travel and employee training, are allocated to the health plan and transit operations based on the estimated usage. The amount allocated during the year was \$2,500 (2018 - \$5,127) and \$18,000 (2018 - \$Nil) respectively.

Sir Sandford Fleming College Student Administrative Council

Notes to the Financial Statements

March 31, 2019

12. Comparative figures

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

Sir Sandford Fleming College Student Administrative Council Schedule of Revenues and Expenditures on SAC Services

Year ended March 31

	2019	2018
Revenues		
Advertising	\$ 24,880	\$ 7,865
Special events	-	4,430
Graduation photographs	3,018	3,970
Food bank	3,011	3,516
Miscellaneous	<u>10,121</u>	<u>4,552</u>
	<u>41,030</u>	<u>24,333</u>
Expenditures		
Special events and promotions	12,406	13,264
School agendas	16,629	14,476
Divisional representatives	4,003	2,806
Campus engagement	<u>416</u>	<u>1,852</u>
	<u>33,454</u>	<u>32,398</u>
Excess of revenues over expenditures (expenditures over revenues) from student activities	<u>\$ 7,576</u>	<u>\$ (8,065)</u>

Sir Sandford Fleming College Student Administrative Council Schedule of Steele Centre Operations

Year ended March 31

	2019	2018
Revenues		
Bar operations	\$ 68,165	\$ 60,508
Food commissions	62,164	59,130
Hall rental, catering and pool table	15,349	11,631
Event ticket sales	6,754	-
Miscellaneous	<u>1,902</u>	<u>1,624</u>
	<u>154,334</u>	<u>132,893</u>
Expenditures		
Salaries and wages	133,328	122,908
Bar purchases and supplies	27,717	22,533
Facility fees	72,925	66,516
Operations	8,475	6,790
Insurance	15,533	15,275
Programmer events	19,900	28,349
Memberships, licenses and fees	448	2,561
Professional fees	10,180	8,676
Travel and conference	5,953	4,078
Advertising and promotion	4,648	5,146
Other	<u>897</u>	<u>1,113</u>
	<u>300,004</u>	<u>283,945</u>
Excess of expenditures over revenues from Steele Centre operations	<u>\$ (145,670)</u>	<u>\$ (151,052)</u>

See accompanying notes to the financial statements.

Sir Sandford Fleming College Student Administrative Council Schedule of Health Plan Operations

Year ended March 31

	2019	2018
Revenues		
Student premiums net of refunds	\$ 1,139,758	\$ 1,096,875
Interest income	<u>11,739</u>	<u>8,350</u>
	<u>1,151,497</u>	<u>1,105,225</u>
Expenditures		
Health coverage costs	1,045,417	1,037,042
Wages and benefits	19,184	77,662
Administrative	<u>3,163</u>	<u>35,228</u>
	<u>1,067,764</u>	<u>1,149,932</u>
Excess of revenues over expenditures (expenditures over revenues) from health plan operations	<u>\$ 83,733</u>	<u>\$ (44,707)</u>

See accompanying notes to the financial statements.

Sir Sandford Fleming College Student Administrative Council Schedule of Student Transit Operations

Year ended March 31

	2019	2018
Revenues		
Student fees	\$ 2,139,933	\$ 2,068,258
Bike Share program	19,750	9,750
Interest income	73,974	33,855
Renewals and part-time student passes	<u>11,985</u>	<u>9,402</u>
	<u>2,245,642</u>	<u>2,121,265</u>
Expenditures		
City of Peterborough transit services	922,086	685,367
Operations	113,027	11,034
Salaries and wages	107,000	-
Bike Share program	36,945	-
Administration	18,000	-
Rideshare	<u>4,068</u>	<u>41,742</u>
	<u>1,201,126</u>	<u>738,143</u>
Excess of revenues over expenditures from student transit operations	<u>\$ 1,044,516</u>	<u>\$ 1,383,122</u>

See accompanying notes to the financial statements.

Sir Sandford Fleming College Student Administrative Council Schedule of Administrative Expenditures

Year ended March 31

2019

2018

Expenses

Salaries and benefits	\$ 148,672	\$ 172,429
Honoraria, bursaries and donations	15,566	18,430
Office supplies	4,502	6,491
Facility fees	16,168	15,864
Travel and conferences	19,244	21,975
Telephone	2,082	1,798
Professional fees	9,740	15,171
Interest and bank charges	6,055	997
Insurance	16,582	17,681
Marketing and promotions	8,047	10,419
Board of Directors expenses	17,862	5,858
Memberships, licenses and fees	26,444	25,272
Staff meetings and training	71	3,109
Miscellaneous	3,070	375
	<u>\$ 294,105</u>	<u>\$ 315,869</u>



Board of Governors | Briefing Note

Topic: Winter 2020 Enrolment Report
Report To: Public Board Meeting
Meeting Date: March, 25, 2020
Prepared By: Roni, Srdic

Recommendation

That the Board of Governors of Sir Sandford Fleming College receive for information the 2020 Winter Enrolment Report.

Overview

The report is the enrolment as of Day 10 of the Winter term. Students have up to 10 business days to add courses, enroll in a program, change program of study or withdraw from the College without academic penalty.

Alignment with Strategic Direction

If applicable, indicate how your topic / proposal aligns with Fleming College's Strategic Direction

Risks and Considerations

External Environment Internal Environment Financial Human Resources
 Information Technology Legal Operational Strategic N/A

Check any of the applicable risks above by double clicking on the box and selecting Checked from the default value. If there no applicable risks check N/A.

Include any additional considerations below:

Supporting Documentation

Include the file names of any supporting documentation below:

- Winter 2020 Enrolment Report

January 2020 Enrolment

SEMESTER ONE STUDENTS	Winter 2020				Winter 2019		
	School	Intl Reg	Dom Reg	Total Reg	Total Reg 2019/2020	Intl Reg	Dom Reg
School of Business	230	53	283	-17.01%	301	40	341
Environmental & NR Sciences	80	193	273	-0.73%	93	182	275
General Arts & Sciences	4	22	26	2500.00%	0	1	1
Haliburton School of the Arts	0	42	42	7.69%	0	39	39
Health & Wellness	36	89	125	0.81%	27	97	124
Justice and Community Dev	70	150	220	5.77%	29	179	208
Trades & Technology	121	106	227	-13.69%	139	124	263
Grand Total	541	655	1196	-4.40%	589	662	1251

Unlike the Fall Semester One enrolment numbers where we were up by 10.17% from the previous Fall, our Winter enrolment semester one Enrolment numbers are down from this time last year.

ALL FULL TIME STUDENTS	Winter 2020				Winter 2019		
	School	Intl Reg	Dom Reg	Total Reg	Registered to Target %	Intl Reg	Dom Reg
School of Business	714	367	1081	-1.73%	704	396	1100
Environmental & NR Sciences	342	1294	1636	0.62%	222	1404	1626
General Arts & Sciences	9	140	149	13.74%	0	131	131
Haliburton School of the Arts	2	160	162	-13.83%	2	186	188
Health & Wellness	214	675	889	-13.44%	175	852	1027
Justice and Community Dev	245	1025	1270	-5.08%	211	1127	1338
Trades & Technology	592	617	1209	-8.62%	616	707	1323
Grand Total	2118	4278	6396	-5.01%	1930	4803	6733

Like the Fall Semester One Enrolment numbers where we saw a decline in total enrolment of 5.4%, we continued to see a decline in our total enrolment numbers from this time last year.

BOARD CHAIR'S REPORT **Public Board Meeting – March 2020**

The following is a summary of key updates of the Board Chair to the Board of Governors since the November 2019 and January 2020 Board meetings.

Next Board of Governors Meeting

Our next Board of Governors Meeting will be on May 27, 2020 at the Brealey Drive campus in Peterborough. The meeting will commence at 12:00 p.m. and lunch will be provided. Please review the 'Board Year at a Glance' document, located on the members only website, for additional information: <http://department.flemingcollege.ca/bog-members/>

Fleming Connections

- Attended the PRIDE Week Flag raising event at the Frost Campus
- Participated with the Finance & Audit Committee in the selection process for a College Auditor
- Participated in the orientation session for a new Board Governor
- Received correspondence from the Ministry of Colleges and Universities about the process for nominating individuals for order-in-council appointments to College Boards

In Our Community

- Attended the Giving Gala hosted by the Community Foundation of Greater Peterborough with other Fleming College representatives

PRESIDENT'S REPORT

March 2020 - Public Board Meeting

Please note that as of March 15, 2020 Fleming College has limited its operations in response to the COVID-19 pandemic.

The following report is a summary of key updates of the President to the Board of Governors since the November 2020 and January 2020 Board meetings.

College System Update

Fleming College continues bilateral discussions with the Ministry of Colleges and Universities as the details of the 2020-2025 Strategic Mandate Agreement (SMA3) are finalized. Although Fleming is well positioned for performance-based funding for the upcoming 20-21 fiscal year, a contingency fund will be established.

Government Relations

Fleming College has strengthened its commitment to creating prosperity and transforming communities through a new Employment Services Contract recently awarded by the provincial government.

The college will operate one of three Employment Services prototype regions, transforming the province's programs and services. This was as the result of a successful bid to the province. Fleming College will act as Service System Manager for the region of Muskoka-Kawarthas, responsible for a vast eastern and central Ontario area reaching from Lake Ontario in the south, through Peterborough and the Kawarthas, across to the Muskoka region. The total contract value is approximately \$60 million dollars.

Fleming College is proud to be selected to participate in this prototype. The program will find innovative and efficient approaches to Employment Services, connecting job seekers with sustainable employment in a client focused fashion

Strategic Planning

The 19-20 Business Plan is coming to a close and the 19-20 Annual Report is being prepared to describe the activities and accomplishments of the year towards the achievement of the 19-24 Strategic Plan. At the same time, the new 20-21 Business Plan is being drafted that will draw from the College's Strategic Plan in developing objectives for the coming year. Both the 20-21 Business Plan and the 19-20 Annual Report will be submitted to the Board in May for approval and then submitted to the Ministry.

Operational Update

Fleming College and the Municipality of Dysart, along with the County of Haliburton, met to discuss land options for the development of a residence at the Haliburton campus. Due diligence has been completed and a recommended option/approach will be circulated to the Board separately on March 25, 2020, in advance of the in-camera.

During the in-camera portion of the meeting, an approach to develop a residence in Peterborough will be discussed.

In Our Community

Events listed below are on social media (Twitter feed is @Fleming_Pres and is available on our [Board of Governors Internal Website](#)); highlights from social media include:

- Excited to be introducing @ManjitMinhas March 10 at Electric City Talks: An Evening with @ManjitMinhas, presented by @InnovationPtbo and sponsored by @FlemingCollege. Together we will empower women & discuss gender equality in businesses & our communities. #IWD2020 #EachforEqual
- Arm yourself with all the information you need to build your confidence and build your support network @trebrands Trang Trinh advises to prepare for the jobs of the future #iwd2020 #EachforEqual @wrightgroup @DeClute
- Proud to celebrate @womensday on Sunday March 8, 2020 moderating an #IWD2020 panel discussion at SHE Leads, an event about work-life integration, facing fear and anxiety, and empowering women in business.
- Our blasting students will be putting on a show at our Frost campus 1pm March 7 #FlemingOpenHouse - be sure to stop by <https://flemingcollege.ca/openhouse>
- On Saturday, Feb. 22, I had the pleasure of attending the @CSA_ON Conference with @MaryamMonsef. Thank you @FlemingSAC for leading the conference and bringing student leaders from across Ontario together. #FebCon2020 #leadership #collaboration #networking
- Today is #HumanTraffickingAwarenessDay. I am pleased to be joined by @MaryamMonsef, students, faculty and staff of @flemingcollege's Child and Youth Care Program who are hosting an awareness day at Sutherland Campus. #StopTrafficking #KnowHumanTrafficking
- We recognized Indigenous Awareness Week at Sutherland Campus from Feb. 18 to 21. Thank you to all who participated. #MiigwechFleming #indigenouatfleming
- Thank you @DavidPiccini for your support & attendance on Feb. 20 at the opening of the @FlemingSAC Conference in partnership with @CSA_ON. From Feb. 21-23, over 40 student leaders will come together to propose constructive & manageable solutions to issues that impact students.
- Proud to raise the #PrideFlag for the first time on Wednesday, Feb. 19 at @fleminghsad. The Pride Flag is now flying at our Haliburton, Lindsay and Peterborough campuses, reinforcing our commitment to being a welcoming place for all. #fleminghsad #pride #diversity #inclusion
- It's a privilege to become the Service System Manager for the region of Muskoka-Kawartha. @FlemingCollege is committed to a client-focused approach that builds a strong labour force and economy for the region and Ontario.
- Fabulous evening spent cheering on the @PetesOHLhockey for Fleming Night at the Pete's! @FlemingCollege
- Our Premier @fordnation out in support of publically funded services. What an honour it was to attend last evening's event.
- Another moment of celebration as we raised the #PrideFlag for the first time at Frost Campus on Tuesday, Feb. 11. Let this flag be a symbol to new and returning students, staff, alum and our community that @FlemingCollege is a welcoming place for all. #diversity #inclusion

Events listed below are those attended in person since the November 2019 Board meeting, highlights include:

- Attended the Peterborough & the Kawartha Economic Development (PKED) Board meeting and the Innovation Cluster Board meetings on November 28, 2019
- Attended the Higher Education Summit in Toronto from December 1 – 3, 2019
- Met with the Mr. M. Sarkis, Executive Director, Brazil-Canada Chamber of Commerce regarding potential working partnership for international student recruitment on December 5, 2019
- Attended and welcomed the Minister of Labour, Training and Skills Development Monte McNaughton at the announcement of the Skills Development Ontario (SAO) Aviation project (Altitude) that Fleming is facilitating. The announcement was held at Loomex, Peterborough Airport on December 6, 2019
- Fleming/City Liaison meeting with City of Peterborough Mayor, Members of Council and city staff on December 6, 2019
- Invited to and attended Premier Doug Ford's unveiling ceremony of former Premier, Kathleen Wynne's portrait, Queens Park, Toronto on December 9, 2019
- Conducted an on-air Year in Review interview with local radio station Extra 90.5 on December 11, 2019
- Hosted the Second Annual Fleming Employee Skating Party at the Evinrude Centre on December 12, 2019
- Joined "Three Loonies on the Street" annual Christmas campaign to raise funds for Kawartha Food Share downtown Peterborough on December 13, 2019
- Participated in the Peterborough Chamber of Commerce's round table discussion with MP Maryam Monsef about what Rural Economic Development means to this area in addition to opportunities and priorities on December 17, 2019
- Met with MP Maryam Monsef regarding housing matters on December 18, 2019
- Was interviewed on-air by Wei Chen, CBC Ontario Morning regarding the college's STARS (Sustainability) rating on January 7, 2020
- Participated in the Peterborough Canoe Museum's community assessment with the museum staff on January 8, 2020 January 9, 2020
- Invited to and participated in the 2020 Ontario Budget Discussion, Peterborough Lions Community Centre on January 17, 2020:
- Attended the Committee of Presidents (COP) meetings in Toronto on January 20 and 21, 2020
- Met with Trent University President, Dr. Leo Groarke regarding Trent's tentative plans for of long-term care facility on January 23, 2020
- Pre-recorded an interview with Bob FM radio station in Lindsay on February 10, 2020 regarding the Pride Flag raising at Frost

- Raised the Pride Flag at Frost Campus on February 11, 2020
- Attended dinner event with City of Toronto Mayor, John Tory and other city officials on February 11, 2020
- Met with MPP David Piccini, Northumberland—Peterborough South in Port Hope on February 12, 2020
- On-campus meeting with MP Philip Lawrence (Northumberland) and participated in puck drop at Fleming Night at the Petes on February 13, 2020
- Ministry of Labour, Training and Skills Development announced Fleming College is the successful Service System Manager for Employment Services Transformation (Muskoka-Kawarthas Region) on February 14, 2020
- Raised the Pride Flag at Haliburton School of Art + Design on February 19, 2020
- Service System Manager meetings with municipalities and service provider introductory meetings held in Peterborough on February 24, 2020
- Fleming College in conjunction with the Innovation Cluster presented Electric City Talks with Manjit Minhas (Dragons' Den). Introduced Ms Minhas at Showplace Theatre on March 10.
- Hosted on-campus visit by Ian Howcroft, CEO, Skills Ontario on March 11, 2020
- Hosted on-campus visit by Graham Lloyd, CEO, College Employer Council on March 12, 2020
- Hosted educational session with Judy McCarten, Infection Control Professional on March 13, 2020

Fleming in the News

[Fleming College welcomes spring with Peterborough open house](#)

Peterborough Examiner | March 7, 2020

[As coronavirus cases ramp up in Ontario, risk to Peterborough still low](#)

Mykawartha.com | March 3, 2020

[Fleming College awarded new employment services contract](#)

PTBOToday.ca | February 26, 2020

[Flag represents commitment to inclusion, diversity](#)

Haliburton Echo | February 25, 2020

[Peterborough event puts focus on human trafficking](#)

Peterborough Examiner | February 22, 2020

[Province taps Fleming College to run regional employment centre for Kawarthas-Muskoka](#)

Peterborough Examiner | February 14, 2020

[Ontario Adopting Process to Better Connect Job Seekers in Muskoka-Kawarthas With Good Jobs](#)

News.ontario.ca | February 14, 2020

[Buy or build your own designer cookies at new Peterborough bake shop](#)
MyKawartha.com | February 6, 2020

[Fleming College offers two free programs in skilled trades](#)
Globalnews.ca | February 4, 2020

[Fleming students fight brain freeze to create a Central Smith delight](#)
MyKawartha.com | January 30, 2020

[Fleming College students explore how they can use their credits to obtain degrees at universities](#)
Peterborough Examiner | January 29, 2020

[Fleming College to offer two free programs at Sutherland Campus](#)
PTBOToday.ca | January 29, 2020