



MINUTES

We respectfully acknowledge the Justice Institute of British Columbia's Maple Ridge campus is located on the unceded Traditional Territories of the q̓íçəy̓ (Katzie) and q'w̓a:n̓x̓'ən̓ (Kwantlen) Peoples.

6/16/2025

1:00 to 5:00 pm

Location: President's Boardroom, New Westminster Campus
Chair: Jim Wishlove
Vice-Chair: Samina Tajwar
Attendees: Barbara Fitzsimmons, Colin Watson, Darryl Gray, Eddy Elmer, Helen Allen, Kathryn McNaughton (R), Laurel Douglas, Mary Ellen Thorburn, Michelle Cameron
Executive: Len Goerke (President and CEO), Sarah Wareing (VP Academic), Cindy Dopson (VP People and Culture), Mike Proud (VP Finance and Operations), Colleen Vaughan (VP Strategic Projects), April van Ert (VP Brand, Communications and Engagement) (R)
Recorder: Jimmi Terry, Executive Assistant to the Vice Presidents
Guests: Kate Heldsinger, Deputy Chief Financial Officer
Observers: Thach-Thao Nguyen, JISU Organizer

1. LAND ACKNOWLEDGEMENT

Jim Wishlove started the meeting with a land acknowledgement on behalf of the Board.

2. ROUND OF INTRODUCTIONS WITH THE JISU

The Board welcomed Thach-Thao Nguyen to the meeting.

3. CONFLICT OF INTEREST

None.

4. CONSENT AGENDA

Len Goerke requested an addition to the agenda within item 09 regarding the Okanagan Campus. Samina Tajwar advised that item 10.4 Board of Governors Handbook will be tabled to the September Board meeting.

MOVED by Laurel Douglas and Seconded by Eddy Elmer

THAT the consent agenda be adopted as presented with updated agenda & minutes.

MOTION APPROVED. All in favour and none opposed.

MOTION CARRIED.

5. PRESENTATIONS

None.

6. REPORTS

06.1 Chair's Report

Mr. Wishlove acknowledged that there has been a great deal of strategic work done by JIBC and expressed appreciation for the work that the President's office and Vice Presidents have done in support of the mandate and mission of the organization.

As a result of the outreach program Mr. Goerke has implemented to engage with newly elected MPs and MLAs, there have been recent Minister's visits to the New Westminster campus. This has resulted in strategic and tactical successes, including increased support of the Police Academy.

06.2 Presidents Report

Mr. Goerke provided additional details to complement the information included within the President's report (copy on file):

1. Mr. Goerke has recently been involved with two post-secondary organizations, PCAIU (Pacific Canadian Association of Institutes and Universities) and CICan (Colleges and Institutes Canada). Since the last Board meeting, he has been in conversation with both groups largely around the federal changes to international student numbers and, during the election, post-secondary governmental funding.
2. He stated that both the federal and provincial levels of government appear to be focused on skills education and training that help us navigate recent changes in economic conditions. Mr. Goerke believes that JIBC is well placed to navigate these socio-political challenges as the occupations we train have a high labor market demand.
3. Royal Roads University recently hosted an event where the new name of the shared Langford campus, the John Horgan Campus, was announced.

Mr. Wishlove commented that the outreach program to MLAs and MPs initiated by Mr. Goerke has been very effective in terms of organizational awareness and governmental relationship building.

Eddy Elmer inquired if there are other items that federal leaders have indicated they are looking for, noting a recent letter from Minister Anand regarding research collaboration. Mr. Goerke indicated that conversations he has been involved with have primarily been focused on the impact of changes to international student regulations.

06.3 Government Relations Update

A copy of this update is on file.

7. GOVERNANCE MATTERS

07.1 Retirement of Conflict of Interest and Standards of Ethical Conduct Policy & Associated Procedures

Cindy Dopson provided an overview of Policy 2302 *Conflict of Interest and Standards of Ethical Conduct* and the rationale for retiring it. This policy is from 1989, and upon review it was determined that essential information from this policy is built into Policy 2301 *Code of Conduct*. This old policy should be retired to avoid any contradictions and confusion. Ms. Dopson confirmed that it was reviewed by legal counsel prior to proceeding with the retirement process.

MOVED by Helen Allen and Seconded by Darryl Gray

THAT Policy 2302 *Conflict of Interest and Standards of Ethical Conduct* be retired.

MOTION APPROVED. All in favour and none opposed.

MOTION CARRIED.

07.2 Retirement of Employee Relations Policy

Ms. Dopson further provided an overview of Policy 2304 *Employee Relations* and its associated 27 procedures and rationale for its retirement. She advised that it is outdated, and content contained within this Policy and its procedures is also contained within the collective agreement, Fair Comparison handbook, and terms of employment. Ms. Dopson confirmed that this Policy was also reviewed by legal counsel prior to proceeding with the retirement process.

MOVED by Barbara Fitzsimmons and Seconded by Laurel Douglas

THAT Policy 2304 *Employee Relations* and its associated procedures be retired.

MOTION APPROVED. All in favour and none opposed.

MOTION CARRIED.

07.3 Board Retreat Potential Topics - September 22

Mr. Wishlove discussed points of feedback raised from the recent Board survey, which included the wish for increased in-person interaction between Board members. The intention of this retreat is to bring the Board together and enhance how Board members work together. Mr. Goerke and Mr. Wishlove have been discussing various ways to accomplish this.

The retreat will not include a tour of the various Academies. Proposed strategic pieces include the Environmental Scan (including capital support and impacts), the Equity, Diversity, and Inclusion plan, time for networking, and the International Strategy. On behalf of Kathryn McNaughton, Ms. Dopson added to the proposed topics a report out on EDI related planned metrics and achievements, a Board learning activity, as well as a discussion on goals for representation on the Board.

Mr. Wishlove confirmed that the September 22nd Board meeting and retreat will be in-person. The day will commence with the Orange Shirt Day flag raising ceremony, followed by the regular Board meeting and then the retreat portion of the day.

Laurel Douglas requests the addition of presentations from the different faculties, Academies, and/ or centers to the agenda. Eddy Elmer requests that the Corrections and Court Services Division be included should this be added to the retreat agenda.

Mr. Goerke and the Executive team will incorporate this feedback.

8. STRATEGIC MATTERS

08.1 MD&A Financial Reports Q4 to March 31, 2025

Mary Ellen Thorburn shared that the auditors were complimentary to JIBC's Finance team and added that the audit went exceedingly well. This was also the first year with the consolidation of the Foundation into JIBC's statements which added additional complexity.

Kate Heldsinger highlighted additional information and went into further detail on the MD&A Financial Reports, and stated that JIBC recognized a gain on its Statement of Operations as a result of an increase in net assets. Ms. Heldsinger further added that JIBC currently has an annual operating surplus for F2026.

JIBC also received further additional funding from the Ministry of Post-Secondary Education and Future Skills, the majority of which relates to Paramedic New Block funding and the remainder to Scope of Practice.

MOVED by Mary Ellen Thorburn and Seconded by Laurel Douglas

THAT the MD&A Financial Reports Q4 to March 31, 2025 be approved as presented.

MOTION APPROVED. All in favour and none opposed.

MOTION CARRIED.

08.2 Draft Audited Financial Statements

Ms. Heldsinger went into further detail on the Draft Audited Financial Statements, and noted two areas highlighted in the audit findings report that were also identified by management. One is related to inventory and the consumption of ammunition expense in F2024; in that fiscal year ammunition expense was overstated, as ammunition was recorded in JIBC's books prior to being received. In F2025 that inventory was consumed and therefore self corrected. Controls were implemented to mitigate similar risks moving forward.

The second area is a contingent liability reported in F2023, related to a complaint raised to the Human Rights Tribunal. The case is still open, therefore has been left on the books. Ms. Heldsinger wishes to highlight that the statements are qualitatively and quantitatively not material, so errors were corrected.

MOVED by Barbara Fitzsimmons and Seconded by Samina Tajwar

THAT the Draft Audited Financial Statements and Audit Findings Report be approved as presented.

MOTION APPROVED. All in favour and none opposed.

MOTION CARRIED.

08.3 Audit Findings Report

This was included with item 08.2.

08.4 Institutional Accountability Plan & Report (IAPR) Draft

Ms. Dopson provided an overview of the Institutional Accountability Plan and Report, and acknowledged the work done by Tracey Carmichael, Director of Institutional Research and her team. This is a public document with prescribed content and is submitted on behalf of the Board of Governors and the President.

The IAPR is JIBC's opportunity to highlight JIBC's strategic direction, opportunities, challenges, context and trends likely to impact the organization with the primary audience being the Ministry of Post-Secondary Education and Future Skills, other government funders, and the general public. It undergoes a ministerial review process, and is approved for publication in the fall.

Ms. Dopson stated that there are two sets of metrics included in performance reporting, one being the Ministry of PSFS key performance metrics, and the second being JIBC's own KPIs. Additionally, the report contains a robust appendix containing information on JIBC's progress towards answering the Truth and Reconciliation calls to action, and implementation of the United Nation's Declaration on the Rights of Indigenous People's Act (UNDRIPA).

Ms. Dopson is seeking approval to proceed with the process submitting the report today and for any material feedback. She will be submitting this document to the Ministry on July 14th for review. Once approved, the report will be posted publicly on the JIBC website, and the Board will receive a copy of the final draft.

MOVED by Darryl Gray and Seconded by Mary Ellen Thorburn

THAT the Board approves proceeding with the process of submitting this report to the Ministry.

MOTION APPROVED. All in favour and none opposed.

MOTION CARRIED.

08.5 KPIs to March 31, 2025

Ms. Dopson provided an overview of the KPI report and discussed each KPI and its associated metrics in greater detail. She highlighted that JIBC's goal at present is to improve scores overall, such as in areas that may have neutral results, with the aim being to improve metrics in a noticeably positive way.

She provided additional context for some metrics by incorporating an overview of socio-political events, such as with the changes to international student numbers and the correlated student satisfaction responses on surveys. Ms. Dopson clarified that the number of respondents and the survey completion rate is not reported in these KPIs.

This report is an internal assessment with internally set KPIs. The scores are based on index score methodologies.

MOVED by Helen Allen and Seconded by Laurel Douglas

THAT the Board approves proceeding with the process of submitting this report.

MOTION APPROVED. All in favour and none opposed.

MOTION CARRIED.

08.6 5-yr Capital Plan F2025-2029

Mike Proud added that Think Space, a consultant on the long-range master facilities plan, has updated two building costs from last year to this year, and the enclosed memo explains this. Approval today puts Mr. Proud on a timeline to submit the capital plan to the Ministry of Infrastructure in July of this year.

MOVED by Laurel Douglas and Seconded by Barbara Fitzsimmons

THAT the 5-yr Capital Plan F2025-2029 be submitted to the Ministry as presented.

MOTION APPROVED. All in favour and none opposed.

MOTION CARRIED.

08.7 JIBC Strategic Energy Management Plan

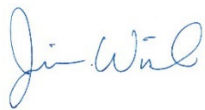
Mr. Proud provided an overview of the Strategic Energy Management Plan. This work is done in conjunction with BC Hydro, through which JIBC receives the BC Power Smart Grant that provides funding for a feasibility study for energy enhancements and other energy management initiatives. Environmental sustainability is a component of the organization's mandate letter. Mr. Proud shared that JIBC leadership recently completed a sustainability gap analysis, which has not yet been brought to the Executive Committee.

08.8 PSFS Policy Letter re Safe, Inclusive Environments

Ms. Dopson shared that on May 7th Mr. Wishlove received a letter from Minister Anne Kang with a request for policies that relate to safe post-secondary environments, specifically regarding racism, hate and discrimination. JIBC was able to confirm that the Ministry is seeking to address protest activity on campuses and its impacts on post-secondary communities. The Ministry is not looking for new policy requirements, but they have asked that any future policy updates include language about visitors to campus.

JIBC will be submitting a subsection of our policies, including the employee and student code of conduct, employee and student harassment policies, and EDI policy. JIBC is in a position to meet the expectations of the ministry around this.

Regular meeting was adjourned at 3:16 pm.



Jim Wishlove
Board Chair



Len Goerke
President and CEO

Next meeting: September 22, 2025