

**GENERAL FACULTIES COUNCIL
AGENDA**

Thursday, March 6, 2025, 1:30 p.m.
Meeting #635

Virtual Modality
Zoom Meeting ID: [946 9465 5412](#)
Passcode: 024931

Item	Description	Presenter	Materials	Estimated Time
1.	Conflict of Interest Declaration	McCauley	Verbal	1:30
2.	Inclusive Practice Moment	Heggerud ¹	PowerPoint	
3.	Safety Moment	Davies ²	Document + PowerPoint	
4.	Remarks of the Chair	McCauley	Verbal	
5.	Question Period	McCauley	Verbal	
	Action Items			
6.	Approval of the February 6, 2025 Meeting Minutes	McCauley	Document	
7.	Recommendation of Revisions to the Sexual and Gender-Based Violence Policy	Lacasse ³ /Louw ⁴ / Quin ⁵ /Russel ⁶	Document	2:00
8.	Election of Two Academic Staff Members to the Advisory Selection Committee for the Vice-Provost (Teaching and Learning) (note: the election will be held using an electronic form immediately following the meeting)	McCauley/McVie	Document	2:20
	Information Items			
9.	International Research Update	Ghali ⁷ /St-Amand ⁸	Document + PowerPoint	2:25
10.	Approved Revisions to the Werklund School of Education Faculty Council Terms of Reference	In Package Only	Document	
11.	Standing Reports: a) Report on the February 12, 2025 GFC Executive Committee Meeting b) Report on the February 3, 2025 Academic Planning and Priorities Committee Meeting c) Report on the February 13, 2025 Research and Scholarship Committee Meeting d) Report on the December 13, 2024 Board of Governors Meeting	In Package Only	Documents	

Item	Description	Presenter	Materials	Estimated Time
12.	Other Business	McCauley		2:40
13.	Adjournment Next meeting: April 3, 2025 (in-person modality)	McCauley	Verbal	2:40

Regrets and Questions: Elizabeth Sjogren, Governance Coordinator
Email: esjogren@ucalgary.ca

Courtney McVie, University Secretary
Email: cmluimes@ucalgary.ca

GFC Information: <https://www.ucalgary.ca/secretariat/general-faculties-council>

Presenters

1. Catherine Heggerud, Associate Dean (Undergraduate Programs), Haskayne School of Business
2. Mark Davies, Senior Director, Environment, Health and Safety
3. Jacqueline Lacasse, General Counsel and Vice-President (People and Culture)
4. Sarah Louw, Senior Legal Counsel
5. Jennifer Quin, Senior Director, Student Services
6. Paula Russel, Manager, Sexual and Gender-Based Violence, Student Services Administration
7. William Ghali, Vice-President (Research)
8. Buffy St-Amand, Senior Director, International

Safety Performance Summary

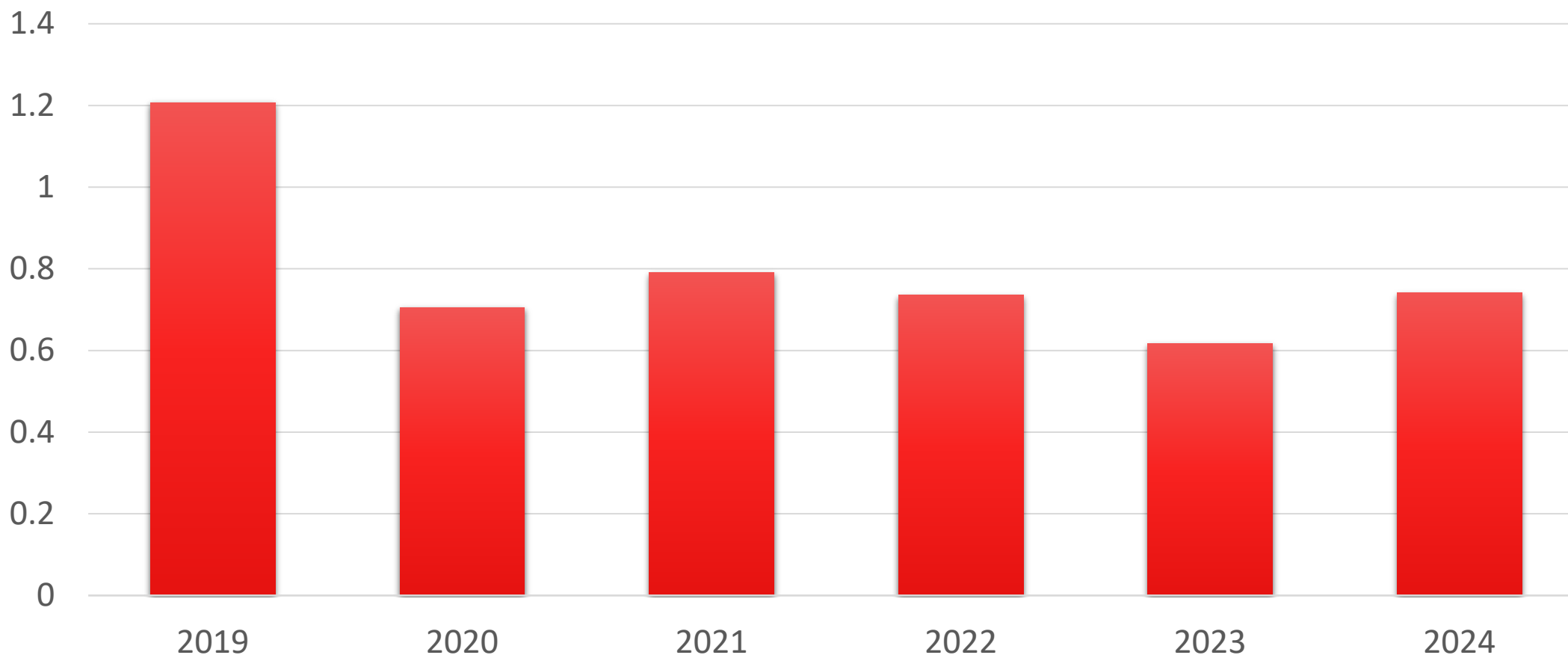
2019-2024

Safety Moment
General Faculties Council
March 6, 2025



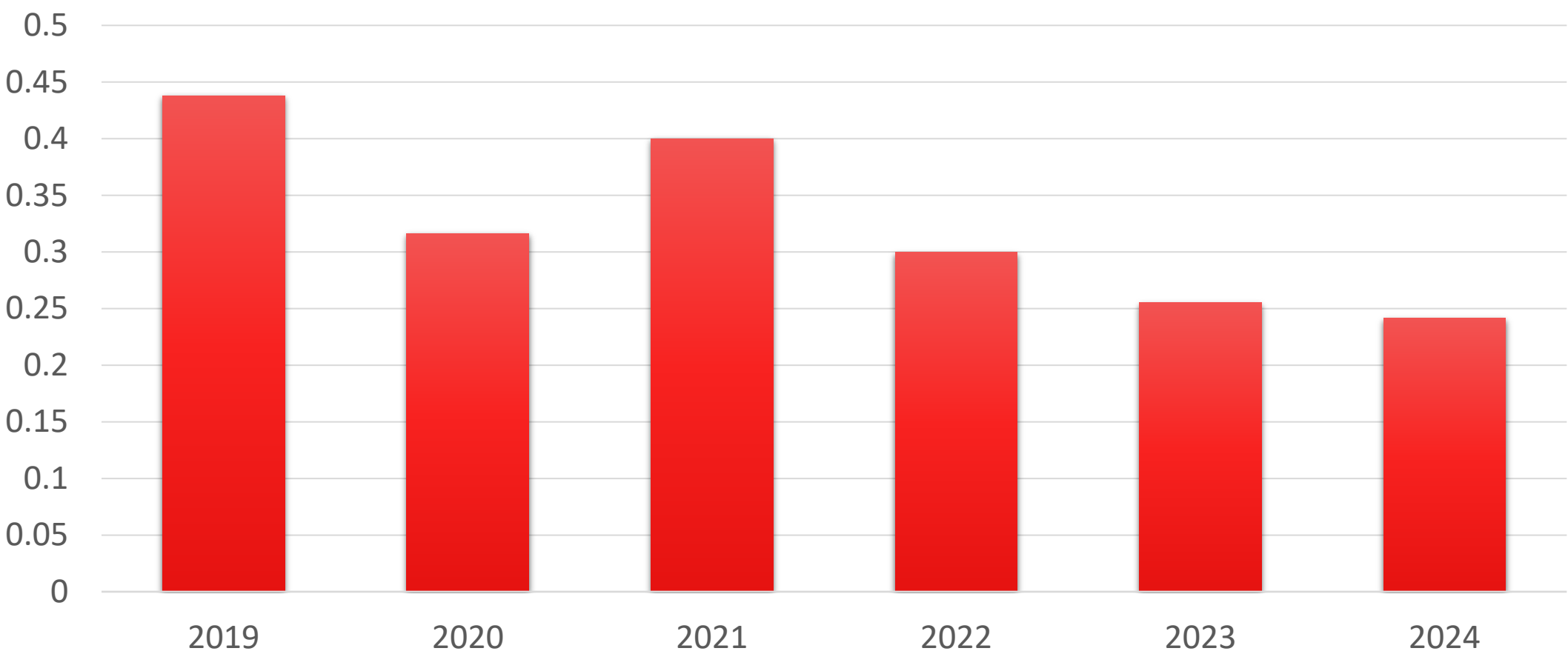
UNIVERSITY OF
CALGARY

Total Recordable Injury Frequency by Year (TRIF)



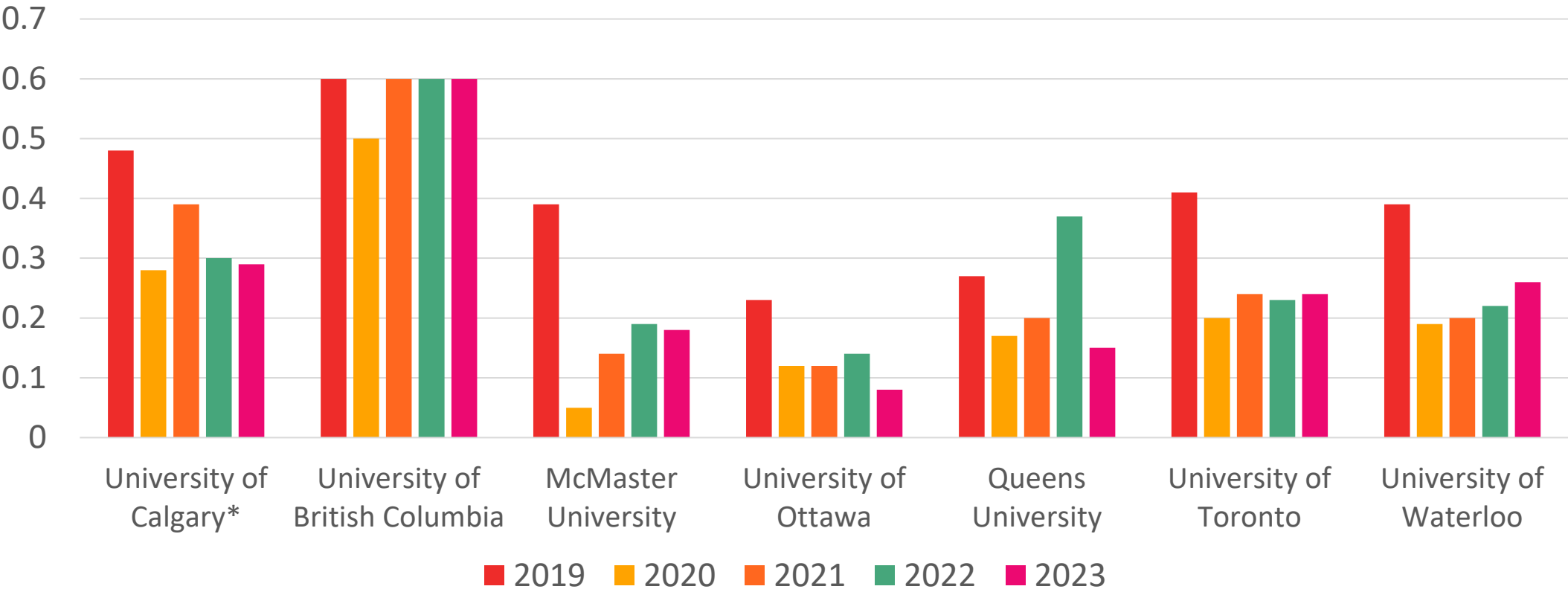
TRIF is a measure of the annual rate at which workers suffer a lost time or medical aid injury requiring them to see a doctor (as reported to the Alberta Worker's Compensation Board). It is calculated using injuries reported on a 12-month rolling average divided by number of hours worked.

Lost Time Injury Frequency by Year (LTIF)

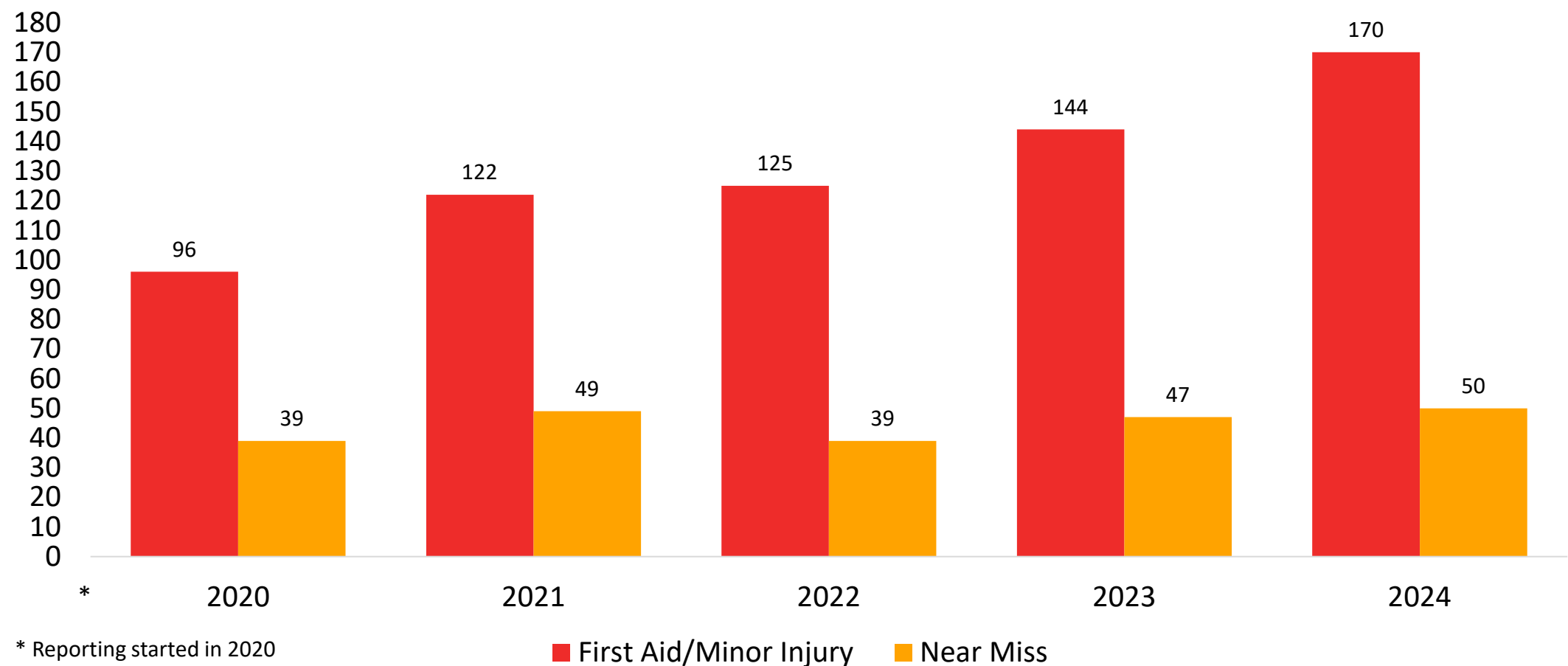


LTIF metric uses the same formula as TRIF metric in a one-year period except the only injuries that are included are lost time injuries.

University Sector Lost Time Injury Rates

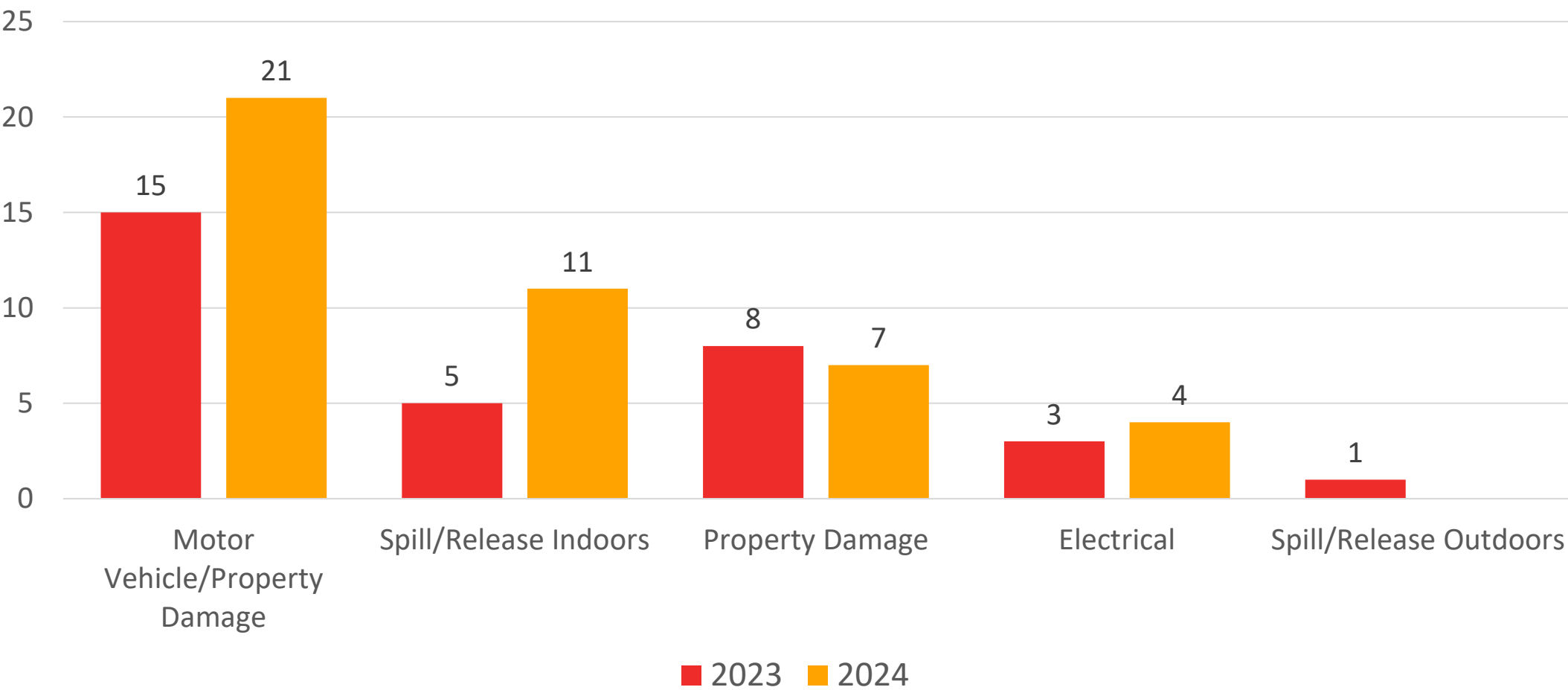


Level 1 All Incidents by Year



A Level 1 incident is a near miss which is defined as an event or situation in which an undesirable outcome could have occurred but was narrowly avoided. Other types of Level 1 incidents include first aid incidents and small/non-reportable spills or releases.

Non-Injury Incidents 2023-2024



The draft Minutes are intentionally removed from this package.

Please see the approved Minutes [uploaded separately on this website](#).



SUBJECT: Revisions to the Sexual and Gender-Based Violence Policy

MOTION:

That the General Faculties Council (GFC) recommend that the Board of Governors approve the revisions to the Sexual and Gender-Based Violence Policy, effective July 1, 2025, as set out in the document provided to the GFC and as recommended by the GFC Executive Committee and the Human Resources and Governance Committee.

PROPONENT(S)/PRESENTER(S)

Jacqueline Lacasse, General Counsel and Vice-President (People and Culture)

Sarah Louw, Senior Legal Counsel

Jennifer Quin, Senior Director, Student Services, Student Experience & Support

Paula Russel, Manager, Sexual and Gender Based Violence, Student Services Administration

PURPOSE

The General Faculties Council (GFC) is asked to recommend the proposed changes to the Sexual and Gender Based Violence Policy to the Board of Governors for approval.

KEY CONSIDERATIONS

The Sexual and Gender-Based Violence Policy (the “**Policy**”) is a part of the University of Calgary’s larger response to sexual and gender-based violence and the creation of a safer campus.

As a part of the review cycle for the Policy, an initial review of the Policy was undertaken to identify whether there were opportunities to update the Policy. This initial review included consideration of the governmental direction; information contained in the federally funded report, *Courage to Act: Developing a National Framework to Address and Prevent Gender-Based Violence at Post-Secondary Institutions in Canada*; the comparable policies of other U15 institutions; and input from key operational stakeholders, such as the Sexual and Gender-Based Violence Prevention and Support Office, Labour Relations, the Student Conduct Office, the Protected Disclosure and Research Integrity Office, and Legal Services.

This review identified opportunities for substantive updates to the Policy, as it relates to complainants, respondents, and the institutional response. These updates have been the subject of an extensive consultation process with the revisions being refined or adjusted in response to feedback received through that consultation process.

BACKGROUND

In June 2017, the University approved the stand-alone sexual violence policy, a critical element of our work to creating a safe campus environment where sexual harassment and sexual violence is never tolerated. The Policy has been reviewed and revised periodically, including a revision to its name to include gender-based violence. In October 2024, the Executive Leadership Team approved the Policy Development Plan for the Policy, which Plan attached several documents, including an updated version of the Policy.

In the period October to January 2025, the following partners were consulted about the proposed updates to the Sexual and Gender-Based Violence Policy: the Board of Governors; the Executive Leadership Team (ELT); Academic Operations Group (AOG); the local Alberta Union of Provincial Employees (AUPE); Deans' Council; the GFC; the Graduate Students' Association (GSA); the Human Resources and Governance Committee (HRGC); Mental Health lens review; the Office of Equity, Diversity and Inclusion; the Office of Indigenous Engagement (Working Circle 6); the Post-Doctoral Association of the University of Calgary (PDAC); the Precision Equity & Social Justice Office; the Student Experience and Support Leadership Team; the Students' Union (SU); and The Faculty Association of the University of Calgary (TUCFA).

The Academic Staff Harassment Advisory Committee, a committee contemplated in the Collective Agreement with TUCFA, was referenced in the Policy Development Plan as a partner to be consulted. With the agreement of TUCFA, this Committee was not convened for this consultation.

The feedback received from our consultation partners about the proposal has been generally positive. In addition, the consultation process has supported robust dialogue about the institution's broader approach to sexual and gender-based violence and awareness of the Sexual and Gender-Based Violence Prevention and Support Office.

While there was specific feedback received from each partner, there were areas of commonality to the feedback received. In this regard:

- Generally, the creation of the Coordinated Response Team and the centralization of the intake and investigation of Formal Reports by the Protected Disclosure and Research Integrity Office were well received.
- Concerns about the applicability of the policy to experiential learning settings was raised by several partners (Student Union, AOG, GFC EC) with our partners seemingly responsive to the information provided about the scope of the Policy.
- Feedback was received about further refining the informal resolution provisions (Dean's Council, TUCFA, the Office of Equity, Diversity and Inclusion, the SU, GFC EC).
- Feedback was received about clarifying the supports available for members of the University Community, both in the context of the institutional process and more broadly (AUPE, GSA, PDAC, SU, Working Circle 6).
- Feedback was also received about clarifying the limits on confidentiality (AUPE, GSA).

Specific feedback was received from one of our partners regarding retention of records relating to unsubstantiated reports, and the ability of respondents to provide a final response to an unsubstantiated report.

A Consultation Working Group, with members from various partners, played a critical role in considering the feedback received through the consultation process and several key recommendations from this group on that feedback have been implemented. The collaborative nature of this process has allowed for meaningful refinements to the policy, ensuring it reflects both the needs of the community and current best practices in addressing sexual and gender-based violence.

Based on the feedback received and the work with the Consultation Working Group, the following feedback was implemented into the updated Policy:

- section 1 of the Policy was revised to incorporate reference to safety and to replace "foster" with "nurture";
- section 3 was revised to re-incorporate the reference to Student Legal Assistance;
- section 4.10 was revised to clarify there are limits on confidentiality;
- section 4.17 was revised to clarify that the supports available through the institution were available, including if the Sexual and Gender-Based Violence was experienced or witnessed in the context of

Experiential Learning and while a process was ongoing to consider a report of Sexual and Gender-Based Violence;

- new sections 4.45 and 4.46 were added to clarify that information learned by a Complainant or Respondent through an informal resolution process was confidentiality; and that if an informal resolution process is unsuccessful, then the Formal Report may be investigated.

In addition to the specific feedback received, global feedback was provided about ensuring operational capability and resourcing to support the updates; the importance of a communication plan to ensure awareness of the policy overall, as well as awareness of the updates; ensuring that this policy and process are accessible, inclusive and address intersectionality with potential additional training for units engaging with this Policy in this regard; and concerns about the impact of potential vulnerabilities of a Victim/Survivor that may inhibit Disclosure or Formal Reports.

To support a robust communication plan and ensure operational readiness to implement changes created by the proposal, we will propose that the approval of the proposed updates be effective July 1, 2025.

RISKS

The proposed updates to the Policy are an opportunity to enhance and refine the institution's approach to sexual and gender-based violence based on, among other things, the institution's experience with this Policy and the feedback received through the consultation process. If the proposal does not proceed, there is a risk that the credibility of the Policy would be undermined and that individuals may have different experiences, depending on the office responsible for administering the investigation portion of the Policy.

If the proposal does proceed, there is a potential risk of a lack of awareness of the policy changes and operational impacts as the office responsible for administering the investigation portion of the Policy transition. These risks will be mitigated through the development of a communication strategy and implementation plan.

ALTERNATIVES CONSIDERED

In reviewing the Policy, the alternative of not proposing updates or proposing different updates were considered. However, these alternatives were not taken, as the consideration of the Policy by the drafting working group, the consultation working group, and the consultation process identified the proposed updates as being appropriate.

ROUTING AND PERSONS CONSULTED

Progress	Body	Date	Approval	Recommendation	Discussion	Information
	GFC Executive Committee	2024-11-20			X	
	Human Resources and Governance Committee	2024-11-25			X	
	General Faculties Council	2024-12-05			X	
	Board of Governors	2024-12-13			X	
	GFC Executive Committee	2025-02-12		X		
	Human Resources and Governance Committee	2025-02-12		X		
X	General Faculties Council	2025-03-06		X		
	Board of Governors	2025-03-21	X			

On February 12, 2025, there were motions before each of the GFC Executive Committee and HRGC that they

recommend the Board of Governors approve the revisions to the Policy, as set out in the document provided to those Committees (and appended here as Schedule “A”). These motions were carried without modifications to the proposed revisions to the Policy.

NEXT STEPS

Feedback from the GFC will be considered before proceeding to the Board of Governors for approval on March 21, 2025.

SUPPORTING MATERIALS

1. **Schedule “A”** - Final proposed version of the Sexual and Gender-Based Violence Policy – clean copy.
2. **Schedule “B”** - Sexual and Gender-Based Violence Policy – Blackline between the version that is currently in effect to the final proposed version.
3. **Schedule “C”** - Sexual and Gender-Based Violence Policy – Blackline between the version circulated for consideration and the final proposed version.

Sexual and Gender-Based Violence Policy

Classification Health, Safety and Environment	Table of Contents 1 Purpose 1 2 Scope 2 3 Definitions 2 4 Policy Statement 6 5 Responsibilities 15 6 Related Policies 16 7 Related Procedures 16 8 Related Information 16 9 History 16
Approval Authority Board of Governors	
Implementation Authority President	
Effective Date June 1, 2017	
Last Revision December 9, 2022	

Any member of the University Community impacted by Sexual and Gender-Based Violence may contact the [Sexual Violence Response Office](#) for support.

1 Purpose

The University is striving to create an equitable, inclusive environment shaped by a culture of respect and safety. This includes efforts to provide an appropriate response to Sexual and Gender-Based Violence.

In a diverse university community like the University of Calgary, any response will need to reflect an intersectional lens and assess if Sexual and Gender-Based Violence are compounded by other potential vulnerabilities, including sexual orientation, gender identity, gender expression, indigeneity, cultural identity, race/ethnicity, religion, disability, or age.

The University of Calgary recognizes that Sexual and Gender-Based Violence is rooted in many forms of systemic oppression and that the prevalence of rape culture at post-secondary institutions across Canada is one outcome of systemic oppression. Sexual and Gender-Based Violence will not be experienced by everyone in the same way and each case will need to be assessed for differential impacts.

The University recognizes that some relationships within the University Community are characterized by power imbalances which may have a significant impact on an individual's experience of Sexual and Gender-Based Violence.

The purpose of this policy is to:

- affirm the University's commitment to addressing Sexual and Gender-Based Violence;
- commit to providing supports to individuals affected by Sexual and Gender-Based Violence;

- c) nurture and promote a culture of consent and safety;
- d) enable appropriate handling of Disclosures and Formal Reports related to Sexual and Gender-Based Violence; and
- e) outline the processes by which the University will respond to Disclosures and Formal Reports.

2 Scope

- 2.1** This policy applies to all members of the University Community (as defined below).
- 2.2** This policy applies to actions, interactions and behaviours of members of the University Community that take place:
- a) in or on University Facilities; or
 - b) off University Facilities where a member of the University Community is alleged to have violated this policy and is involved in the business of or activities related to the University (including Experiential Learning), or is representing the University; or
 - c) off University Facilities, including through social media, online communication platforms, remote work applications, or other online means, where such actions, interactions or behaviour have a negative impact on a member of the University Community such that it materially interferes with their University learning, working or living environment.
- 2.3** This policy operates alongside other applicable University policies and procedures. It should be read and interpreted in concert with the University's related policies on harassment, workplace violence, occupational health and safety, student conduct, and protected disclosure.
- 2.4** Where there is a conflict or inconsistency between the provisions of this policy and another University policy or procedure, this policy governs to the extent necessary to resolve the conflict or inconsistency. However, this policy does not replace or supersede the provisions of any Collective Agreement. Consequently, if there is a conflict between the provisions of this policy and a Collective Agreement, the Collective Agreement governs to the extent necessary to resolve the conflict.

3 Definitions

In this policy:

- a) "Academic Staff Member" means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the applicable Collective Agreement.
- b) "Appointee" means an individual (non-employee) whose work is affiliated with the University, through a letter of appointment, including adjunct faculty, clinical appointments, and visiting researchers and scholars.
- c) "Appropriate Office" means the office identified in the table below that is responsible for the procedure that would be followed if a Formal Report is investigated.

Member of the University Community (Respondent)	Office	Procedure
Student, Academic Staff Member, Appointee, Contractor, Postdoctoral Scholar, Volunteer,	Protected Disclosure and Research Integrity	Protected Disclosure, Procedure for

Senior Leadership Team Member excepting Executive Leadership Team Members		
Employee	Protected Disclosure and Research Integrity	Workplace Investigation Procedure
Executive Leadership Team Member (excepting the President and Vice-Chancellor)	President and Vice-Chancellor	Protected Disclosure, Procedure for
President and Vice-Chancellor	Chair of the Board of Governors	Protected Disclosure, Procedure for

- d) “Business Days” means days that the University is open for business, excluding weekends and holiday closures.
- e) “Collective Agreement” means any collective agreement between the Governors of the University of Calgary and (i) the Faculty Association of the University of Calgary, (ii) the Alberta Union of Public Employees, (iii) the Graduate Students’ Association, (iv) the Postdoctoral Association of the University of Calgary, or (v) any other association or union representing Employees, in each case, in effect at the relevant time.
- f) “Complainant” means the individual who has made a Formal Report under this policy.
- g) “Consent” means the ongoing voluntary agreement of an individual to engage in the sexual activity in question, as more fully described in sections 4.6-4.8.
- h) “Coordinated Response Team (CRT)” means a multi-disciplinary resource team comprised of University staff members representing the Sexual and Gender Based Violence Prevention and Support Office, Campus Security, and ad hoc committee members that considers and coordinates the steps that the University may take in relation to allegations of Sexual and Gender-based Violence by or against a University Community member that become known to the University.
- i) “Contractor” means an individual or a sole proprietorship, or an individual acting on behalf of any other legal entity, who agrees to furnish materials to, or perform services for, the University for consideration.
- j) “Disclosure” means when an individual shares information about a personal experience of Sexual and Gender-Based Violence.
- k) “Employee” means an individual, other than an Academic Staff Member, or Postdoctoral Scholar, who is engaged to work for the University under an employment contract.
- l) “Executive Leadership Team” means the executive leadership team at the University, which is comprised of the President, Vice-Presidents, and General Counsel.
- m) “Experiential Learning” means the forms of experiential learning referenced in the University of Calgary calendar, such as co-curricular experiential learning, curriculum-integrated experiential learning, community-engaged learning, research-integrated experiential learning, and work-integrated learning.
- n) “Field Stations” means any of the following University Facilities:
- i. Rothney Astrophysical Observatory;

- ii. Barrier Lake Research Station;
 - iii. R.B. Miller Research Station; and
 - iv. Kluane Lake Research Station.
- o) “Formal Report” means a complaint to the University by an individual who is seeking recourse for an alleged violation of this policy.
 - p) “Gender-Based Violence” means any violence, physical or psychological, that is committed, threatened or attempted against an individual without the individual’s consent by targeting gender, gender identity, and/or gender expression.
 - q) “Interim Measures” means temporary, non-disciplinary restrictions or adjustments implemented in an effort to maintain a positive, productive, and respectful learning, working, and living environment on University Facilities, pending the resolution of a Formal Report, police investigation, or other process. Interim Measures may also be implemented to support a Victim-Survivor who is considering whether to proceed with a formal process or who has decided not to proceed with a formal process. Interim Measures may include protecting the Victim/Survivor from interaction, whether face-to-face, or through University controlled email or virtual meeting, with the person reported to have caused harm.
 - r) “Intersectional Lens” means an approach that seeks to understand and recognize the specific barriers individuals may face or have faced and considers ways multiple barriers may overlap to create a unique experience for that individual.
 - s) “Postdoctoral Scholar” means an individual who has completed a doctoral degree and is carrying out research at the University under the direction or mentorship of a supervising Academic Staff Member.
 - t) “Reprisal” means a Retaliatory Measure taken against an individual because they have or the Respondent believes they have sought advice about making a Disclosure or Formal Report; made a Disclosure or Formal Report in good faith; appointed an investigator for, investigated, or co-operated in an investigation of, a Formal Report; or declined to participate in behavior that would breach this policy.
 - u) “Respondent” means the member of the University Community identified in a Formal Report to have allegedly violated this policy.
 - v) “Retaliatory Measure” means any act intending to adversely affect an individual, which may include, but is not limited to, the breach of an informal resolution under this policy or an Interim Measure.
 - w) “Senior Leadership Team” refers to the individuals who, at the relevant time, are designated as members of the University’s Senior Leadership Team.
 - x) “Sexual and Gender-Based Violence” means any violence, physical or psychological, that is committed, threatened or attempted against another individual without the individual’s consent by targeting an individual because of their sex, gender identity, gender expression, and/or sexual orientation. This includes Gender-Based Violence, Sexual Assault, Sexual Harassment, stealthing, indecent exposure, voyeurism, creating, acquiring, or distributing degrading sexual imagery, the acquisition or distribution of a sexual image or video of a University Community member without their consent, and stalking that targets an individual based on their sex, gender identity, gender

expression or sexual orientation. It can include a single incident or a pattern of behaviour whether in person, online, or via other means.

- y) “Sexual Assault” means any type of unwanted sexual act done by one individual to another that violates the sexual integrity of the individual as more fully described in section 4.9.
- z) “Sexual Harassment” means one or more unwanted or demeaning remarks, behaviours or communications of a sexual nature and/or unwanted or demeaning remarks, behaviours or communications based on sex, gender identity, gender expression, or sexual orientation, where the individual responsible for the remarks, behaviours or communications knows or ought reasonably to know that these are unwanted or demeaning.
- aa) “Sexual and Gender-Based Violence Prevention and Support Office” means the University office which provides support to any University Community member who may have been impacted by Sexual and Gender-Based Violence and provides expert advice to members of the University Community who receive Disclosures and Formal Reports.
- bb) “Student” means an individual registered in a University course or program of study at the time the incident of Sexual and Gender-Based Violence is alleged to have occurred.
- cc) “Student at Risk Team” means a multi-disciplinary resource team comprised of University staff members identified in the Student-at-Risk Policy.
- dd) “Student Legal Assistance (SLA)” means the on-campus law clinic staffed by Students.
- ee) “Student Ombuds” means the Employee who has the title Student Ombuds and provides a safe place for Students to confidentially discuss Student related issues, academic and non-academic concerns, and other matters.
- ff) “Threat Assessment Committee” means a multi-disciplinary resource team comprised of University staff members identified in the Workplace Violence Policy.
- gg) “University” means University of Calgary.
- hh) “University Community” means all Academic Staff Members, Appointees, Employees, Postdoctoral Scholars, Students, Contractors and Volunteers.
- ii) “University Facilities” means all buildings and grounds, including athletic and recreational fields and Field Stations, owned, leased or operated by the University, except for property managed by University District Trust or University Innovation Quarter Trust.
- jj) “Victim/Survivor” means, an individual who has experienced Sexual and Gender-Based Violence. Not all people who have experienced Sexual and Gender-Based Violence identify with either term. Individuals can choose whether to be referred to as the victim, the survivor, the Victim/Survivor, or by name in any Disclosure. Individuals who have made a Formal Report will be referred to as Complainants.
- kk) “Volunteer” means an individual who, on a voluntary basis, provides a service or materials to the University.

4 Policy Statement

General

- 4.1** All members of the University Community have the right to learn, work, and live in an environment where they are free from harassment, discrimination and violence, including Sexual and Gender-Based Violence. It is a violation of this policy for a member of the University Community to engage in Sexual and Gender-Based Violence.
- 4.2** The University:
- a) will promote a culture of respect so that those who make a Disclosure or Formal Report are treated respectfully;
 - b) has investigation processes that protect the rights of all individuals;
 - c) will make training available to Academic Staff Members, Appointees, Employees, Postdoctoral Scholars and Students on how to respond to a Disclosure; and
 - d) will implement awareness, education and risk management programs to address the prevention of Sexual and Gender-Based Violence, including the provision of education on Consent and its relationship to Sexual and Gender-based Violence.
- 4.3** The University respects the rights of Victim/Survivors to choose:
- a) the services and supports they feel are most appropriate;
 - b) to make a Disclosure, but request that the person receiving the Disclosure maintain confidentiality, subject to the limits of confidentiality in this policy or otherwise at law;
 - c) to report to the police or to file a Formal Report with the University and whether to engage in the resulting process(es);
 - d) not to report; or
 - e) to identify ways the University can support their healing.
- 4.4** The University's policies, administrative processes and discipline systems are independent of the civil and criminal justice legal systems. University Community members who are alleged to have engaged in Sexual and Gender-Based Violence may be subject to the University's administrative processes and discipline systems in addition to the civil or criminal legal system.
- 4.5** This policy will be reviewed at least every three (3) years.

Consent

- 4.6** Consent is the ongoing voluntary agreement of an individual(s) to engage in the sexual activity in question. More specifically, Consent:
- a) is not silence or the absence of "no";
 - b) cannot be assumed or implied;
 - c) cannot be given by an individual incapacitated by alcohol, drugs or some other reason, or who is unconscious, under the age of consent or otherwise incapable of providing consent;
 - d) can be revoked at any time, whatever other sexual activities have taken place;
 - e) cannot be obtained through an abuse of power, threats, intimidations, coercion or other pressure tactics;
 - f) cannot be obtained through manipulation or misrepresentation; and
 - g) cannot be obtained if an individual abuses a position of trust or authority.

- 4.7** In Canada, the Criminal Code sets the age of consent to sexual activity at 16 years, with some exceptions. By law, an individual under the age of 18 cannot consent where there is a relationship of trust, authority, or dependency such as an instructor, coach, tutor, or mentor.
- 4.8** All sexual acts without Consent constitute Sexual Assault and are a violation of this Policy.

Sexual Assault

- 4.9** Sexual Assault:
- a) includes a range of non-consensual sexual acts including oral contact (mouth to mouth, mouth to body part), groping, touching, oral sex, vaginal or anal penetration, and/or penetration with any object or body part;
 - b) can be committed by a spouse, intimate or dating partner, a friend or acquaintance, a known individual in a position of trust or authority, including a spiritual or faith leader, a coach or a mentor, or a complete stranger;
 - c) can occur regardless of sex, sexual orientation, gender, gender identity, gender expression, or relationship status; and
 - d) occurs when an individual(s) engages in sexual activity with another individual(s) they know, or reasonably ought to have known, is incapacitated (e.g., by drugs or alcohol, unconsciousness, blackout, or as a result of a disability).

Confidentiality

- 4.10** All reasonable efforts will be made to maintain the confidentiality of anyone who reports or is involved in a Disclosure or Formal Report. There are limits on confidentiality. Information may be shared if disclosure or an action is required or permitted by law, including, but not limited to, if:
- a) an individual is judged to be at imminent risk of self-harm;
 - b) an individual is judged to be at imminent risk of harming another;
 - c) there is reason to believe that other University Community members or the broader community may be at risk of harm;
 - d) evidence of the reported Sexual and Gender-Based Violence is available in the public realm; or
 - e) the individual that the information is about has consented to the disclosure.
- 4.11** Subject to section 4.10, the names of any individuals involved in a Disclosure or Formal Report will not be disclosed by the University to any person except where disclosure is necessary for the purpose of addressing Interim Measures or addressing a Formal Report and taking any related disciplinary measures.

Interim Measures

- 4.12** Where the University becomes aware of allegations of Sexual and Gender-Based Violence by a University Community member or against a University Community member, whether as a result of a Formal Report or otherwise, the University will take all reasonable steps to mitigate risks to the health and safety of the University Community and to meet any applicable legal obligations. As a part of this effort, the University may engage the CRT. It may also impose Interim Measures including, but not limited to:

- a) separation of the academic, living or workplace situations of any individuals involved in the Formal Report or Disclosure;
 - b) academic accommodations; or
 - c) no-contact orders issued by the University.
- 4.13** The University may expand, adjust or remove existing Interim Measures as it deems appropriate. Any changes to Interim Measures will be communicated to the affected individuals.
- 4.14** Any alleged breach(es) of Interim Measures by a member of the University Community may be considered by the University and, if substantiated, may result in disciplinary action up to and including termination of employment, expulsion from the University, or termination of any other relationship that the person has with the University.

Responding to Sexual and Gender-Based Violence

- 4.15** Members of the University Community with concerns about an incident of Sexual and Gender-Based Violence or who have received a Disclosure, or anyone who is seeking information about options for making a Disclosure or Formal Report are encouraged to contact the Sexual and Gender-Based Violence Prevention and Support Office.
- 4.16** Support staff within the Sexual and Gender-Based Violence Prevention and Support Office provide confidential support and care for any University Community member impacted by Sexual and Gender-Based Violence. This can include assisting individuals in accessing supports, including culturally specific resources, and in understanding and navigating available reporting options.
- 4.17** Sexual and Gender-Based Violence related supports are available to any University Community member. Supports are available no matter when or where the individual experienced or witnessed Sexual and Gender-Based Violence (including in the context of Experiential Learning), who may be responsible for the harm, or whether there is any ongoing process to consider a report of Sexual and Gender-Based Violence.

Supports available through the University include:

- a) trauma-informed Sexual and Gender-Based Violence response and education through the Sexual and Gender-Based Violence Prevention and Support Office;
- b) physical health services including sexually transmitted infection and pregnancy testing at Student Wellness Services are available to Students;
- c) mental health and wellness supports. Students may access supports through Student Wellness Services. Employees, Postdoctoral Scholars, and Academic Staff Members can access supports including mental health consultations, counselling, assistance in locating emergency child/elder care, and legal consultations through Staff Wellness and the University's Employee and Family Assistance Program;
- d) safety planning through the Sexual and Gender-Based Violence Prevention and Support Office and/or Campus Security;
- e) facilitation of safe living arrangements for Students living in residence; or
- f) workplace and academic accommodations or adjustments, which may include, if appropriate, measures to prevent further unwanted contact between the

Victim/Survivor and the member of the University Community reported to have caused harm.

- 4.18** Any individual impacted by Sexual and Gender-Based Violence and who is represented by a union or an association has the right to seek the assistance of that union or association.

Disclosure

- 4.19** A Disclosure is not a Formal Report and will not trigger an investigation unless the University becomes aware of a risk to other members of the University Community or the conduct otherwise requires an investigation under applicable law.
- 4.20** A Victim/Survivor who makes a Disclosure or makes a Formal Report will not be held responsible for any violation of the University's Alcohol Policy or Cannabis Policy related to the incident in the Disclosure or Formal Report.
- 4.21** Members of the University Community who receive a Disclosure should endeavour to listen compassionately, maintain confidentiality (subject to the limits of confidentiality in this policy), and provide information on resources available to the individual including information about the Sexual and Gender-Based Violence Prevention and Support Office.

Reporting Options

- 4.22** Victim/Survivors have the option to make a Formal Report, make a criminal report, and/or file a complaint in other venues (as described in section 4.25). Victim/Survivors are not required to take any of these steps.
- 4.23** If a Victim/Survivor chooses to make a Formal Report, then this report should be made to the Appropriate Office for consideration of next steps, including whether Interim Measures should be imposed. A Formal Report is not a criminal report and relates to a process by the University.
- 4.24** If an individual chooses to make a criminal report, individuals may report independently through the criminal justice system by contacting the Calgary Police Service or, if known, the law enforcement agency in the jurisdiction where the incident occurred. If an individual would like the support of the University in making a report with the appropriate law enforcement agency, the Sexual and Gender-Based Violence Prevention and Support Office and Campus Security can facilitate making the report.
- 4.25** This policy does not preclude individuals from filing a complaint in other venues, such as under the grievance process of an applicable Collective Agreement or filing a complaint of harassment or discrimination with an appropriate tribunal, or in a court of law. Such other venues or processes may impose time limits for filing a complaint.

Formal Reports

- 4.26** There is no time limit for making a Formal Report. However, the University encourages individuals to make a Formal Report as soon as they are able to do so,

- recognizing that resolution may be more challenging the longer the period of time between an incident and a Formal Report.
- 4.27** Appropriate procedures for responding to a Formal Report will be followed to minimise the risk of traumatizing individuals and ensure due process.
 - 4.28** A Victim/Survivor may make a Formal Report anonymously.
 - 4.29** Only if the Victim/Survivor consents may a third-party file a Formal Report on the Victim/Survivor's behalf, such that the third-party is the Complainant. The Complainant should be aware that this may limit the ability of the University to respond and investigate the Formal Report.
 - 4.30** A Complainant has the right to withdraw a Formal Report at any stage of the process. However, the University may have a duty to act on the issue identified in the Formal Report to comply with its obligations under this policy or at law. Interim Measures that do not materially interfere with the Respondent's access to the University may be maintained after a Formal Report is withdrawn.
 - 4.31** The Appropriate Office will determine whether the University can investigate a Formal Report, taking into consideration whether it has jurisdiction to investigate a Formal Report, whether there is enough information to proceed with an investigation, and whether there is a legal obligation to investigate and report corrective actions. The Appropriate Office will also consider whether any other University policy or available alternate procedure should be considered.
 - 4.32** If a Respondent advises the University that the subject matter of the Formal Report is also the subject of a process in another venue, then the University may consider this information when determining whether or when to proceed with action(s) relative to the Formal Report.
 - 4.33** All members of the Appropriate Offices, Campus Security, CRT, Student Conduct Office, Threat Assessment Committee, and Student at Risk Team will complete and regularly update Sexual and Gender-Based Violence response and sensitivity training.
 - 4.34** Subject to legislative requirements, a Complainant will ordinarily be informed of the following steps in resolving a Formal Report:
 - a) whether any Interim Measures have been or will be implemented, or any changes to Interim Measures with specifics of those Interim Measures only being provided to the Complainant if it impacts the Complainant;
 - b) whether the Formal Report will be investigated, or otherwise addressed by the University;
 - c) a summary of allegations to be investigated;
 - d) the availability of a resolution without an investigation (as described at sections 4.38-4.46);
 - e) the name of any investigator assigned;
 - f) when any investigation begins;
 - g) updates on the progress of an investigation as appropriate;
 - h) whether the investigator found the allegations in the Formal Report to be substantiated or unsubstantiated, as addressed in section 4.53; and
 - i) any corrective actions taken, if required. This does not include disciplinary actions or sanctions, unless it is relevant to them.

- 4.35** If a Formal Report will be investigated by the Appropriate Office, a Respondent will ordinarily be informed of the information in section 4.34 (other than the information about the availability of a resolution without an investigation), as well as any disciplinary action or sanctions imposed following any investigation. The Respondent will be informed about the availability of a resolution without an investigation if the Complainant is interested in pursuing that option to resolve a Formal Report.
- 4.36** If there is a Formal Report, the Sexual and Gender-Based Violence Prevention and Support Office will not support both a Complainant and Respondent who are involved in the same Formal Report and will refer University Community members to alternate supports if they are not able to provide support.
- 4.37** The following supports at the University are available to a Student, Academic Staff Member, Postdoctoral Scholar, or Employee, who is a Respondent in a Formal Report:
- a) Student Wellness Services or the Student Ombuds if they are a Student;
 - b) Staff Wellness and the Employee Family Assistance Program if they are an Employee, Postdoctoral Scholar, or Academic Staff Member;
 - c) Student Legal Assistance (SLA) for those who qualify, if it has capacity. If SLA is not able to assist, they may suggest alternate options; and
 - d) any applicable union or association.

Informal Resolution Process

- 4.38** The University recognizes that there may be circumstances in which a Complainant may wish to have a Formal Report addressed by the University, but not investigated. An alternative to an investigation of a Formal Report is addressing a Formal Report through an informal resolution process.
- 4.39** An informal resolution process is a voluntary, non-disciplinary process that may take various forms. Informal resolution process options may include, but are not limited to, educational programs and workshops, impact statement discussions, one-on-one meetings with trauma-informed staff or facilitators, or mediation, and should be informed by, or implement, restorative practices.
- 4.40** An informal resolution process may be an option when:
- a) the Complainant provides a written request to the Appropriate Office that a Formal Report be addressed through an informal process; and
 - b) the Respondent agrees, in writing, to participate in the informal process; and
 - c) the Appropriate Office determines, in its sole discretion and taking into account any obligations at law, that it is appropriate for an informal process to be initiated.
- 4.41** The Appropriate Office will advise the Complainant and the Respondent when an informal process is an available option and, if so, the form(s) of the informal process that is available.
- 4.42** Participation in an informal process is voluntary. Each of the Complainant and the Respondent can request to end the process at any time.
- 4.43** The Appropriate Office:

- a) after discussion with the Complainant and Respondent, will advise the Complainant and the Respondent of the informal process option(s) that may be available to them;
- b) will facilitate the informal process option, either directly or by engaging others, such as Sexual and Gender-Based Violence Prevention and Support Office, to take this step;
- c) will prepare or receive, as applicable, a report indicating whether the Formal Report has been resolved through an informal process and, if it has been resolved through an informal process, setting out any outcome or agreement of which the Complainant and Respondent want the Appropriate Office to be aware; and
- d) at the Complainant's request or otherwise if appropriate, may decide that it is appropriate to end an informal process prior to it resolving the Formal Report.

- 4.44** If the Appropriate Office is satisfied, in its sole discretion, that the report documenting the informal process that is referenced in section 4.43(c) brings the matter to an end, the Formal Report will be closed. If a Formal Report is closed, the Appropriate Office will advise the Complainant and Respondent of that closure and of any obligations arising for the Complainant or the Respondent from the informal process.
- 4.45** If an informal resolution process is unsuccessful or ended prior to the Formal Report being closed, then the Appropriate Office will determine next steps, which may include investigation of the Formal Report. If the Formal Report is to be investigated, the Appropriate Office will not share information with the investigator of the Formal Report that was provided by the Complainant or the Respondent through the informal resolution process. This provision does not apply to information known by the Appropriate Office independently from the informal resolution process.
- 4.46** A Complainant and Respondent that participate in an informal resolution process are expected to keep any information they learned from the other party in that process confidential, including in the context of an investigation of the Formal Report. This provision does not apply to information known to the Complainant or the Respondent independently from the informal resolution process.

Investigation of Formal Reports

- 4.47** If a Formal Report is to be investigated, then the Appropriate Office will appoint a trained, trauma-informed investigator to undertake the investigation in accordance with the relevant University Procedure.
- 4.48** If a Respondent ceases to be a member of the University Community after receiving notice of an investigation, the Appropriate Office will conduct the investigation based on the information it is able to collect, regardless of whether the Respondent chooses to participate.
- 4.49** The investigation of Formal Reports must appropriately protect the rights of both the Complainant and the Respondent. An investigation of a Formal Report will usually include:
- a) interview(s) with the Complainant;
 - b) interview(s) with the Respondent;
 - c) interview(s) with witnesses and potential witnesses;

- d) the Complainant, the Respondent or both, having the opportunity to respond to information collected by the investigator that is inconsistent with information that they provided and will be relied upon in determining the Formal Report;
 - e) collection and review of evidence; and
 - f) findings of fact made on the balance of probabilities.
- 4.50** To ensure the integrity of an investigation into a Formal Report, the Complainant, Respondent and witnesses that are contacted about or participate in that investigation are required to keep the investigation and any information they learn as a result of participating in the investigation confidential.
- 4.51** The University is committed to the timely and appropriate investigation of a Formal Report. The timelines for investigation in other University policies or procedures are not applicable to an investigation under this Policy.

Steps After Receipt of the Investigation Report

- 4.52** Upon completion of the investigation, the investigator will prepare a report for the Appropriate Office based on the interviews, statements, and other evidence collected and determine whether the allegation(s) in the Formal Report is substantiated. If an allegation(s) in a Formal Report is substantiated, the report may document the impact of the Sexual and Gender-Based Violence or Reprisal on the Victim/Survivor, if that person chooses to provide that information.
- 4.53** Subject to legislative requirements, the Appropriate Office will advise the Complainant and the Respondent, in writing, whether the investigator found that the allegation(s) in the Formal Report to be substantiated or unsubstantiated, and a high-level summary of the factual basis for that finding.
- 4.54** If the allegation(s) in the Formal Report are indicated to be unsubstantiated and the Complainant believes that either:
- a) there was a substantial procedural error in the application of section 4.49 of the policy by the investigator; or
 - b) there is new evidence that could not have reasonably been presented earlier to the investigator,
- then they must advise the Appropriate Office of this belief and provide the supporting information on or before 11:59 PM (MT) on the tenth (10th) Business Day after the date of the written document set out in section 4.54.
- 4.55** The Appropriate Office will consider the information provided by the Complainant pursuant to section 4.54 and determine, in its discretion, whether further steps should be taken with respect to the Formal Report.
- 4.56** After the actions under sections 4.54 and 4.55 have occurred or the timeline under section 4.54 has ended, the Appropriate Office will advise the Complainant and Respondent, in writing, whether the determination of the allegation(s) in the Formal Report have changed or not and, if so, provide a summary of the factual basis for that change.
- 4.57** The Appropriate Office will provide a copy of the report received from the investigator, and correspondence to the Complainant and the Respondent regarding the finding of the allegation(s) in the Formal Report set out in this Policy to the individual(s)

responsible for disciplinary processes under the relevant University policies and Collective Agreements. The table below identifies who will receive the investigative report and determine appropriate disciplinary measures if an allegation is substantiated:

Member of the University Community (Respondent)	Recipient of Information
Student	Student Conduct Office
Academic Staff Member, Employee, Postdoctoral Scholar, Appointee	Senior Leadership Team Member for the faculty or department
Senior Leadership Team Member	Executive Leadership Team Member to whom they report.
Executive Leadership Team Member	The President and Vice-Chancellor
President and Vice-Chancellor	Chair of the University's Board of Governors
Contractors, Volunteers	Senior Leadership Team Member for the unit, faculty, or department who engaged the Respondent

Unsubstantiated Formal Reports

- 4.58** If a Complainant, in good faith, makes a Formal Report and the investigator determines that the allegation(s) in the Formal Report are not substantiated, no record of the Formal Report or the investigator's report will be placed in the Complainant's or Respondent's student or human resource file. The University will retain a record in compliance with the University's legal obligations.

Substantiated Formal Reports

- 4.59** If the investigator determines that the allegation(s), in whole or in part, in a Formal Report are substantiated such that the Respondent is found to have breached this policy, then the Respondent may be subject to disciplinary action up to and including termination of employment, suspension or expulsion from the University or termination of any other relationship they have with the University.
- 4.60** If the Respondent is a unionized employee, then disciplinary action will be taken in accordance with the provisions of any applicable Collective Agreement.
- 4.61** If the Respondent is a Student and based on the information provided by the Appropriate Office to the Student Conduct Office, then:
- The Student Conduct Office will issue a written decision on sanction pursuant to the Student Non-Academic Misconduct Policy and Procedure.
 - Prior to making this decision, the Student Conduct Office will invite the Respondent to make written submissions on the issue of sanction only and, if appropriate, may offer a meeting with a Hearing Officer on the issue of sanction.
 - For the purposes of an appeal of the determination that a Student breached a policy or committed Student Non-Academic Misconduct as a result of a breach of this policy, the date of the written document setting out the decision being appealed is the date of the written decision letter from the Student Conduct Office with respect to sanction.

Reprisals

- 4.62** An individual who is found to have acted in Reprisal may be subject to disciplinary action up to and including termination of employment, suspension or expulsion from the University or termination of any other relationship they have with the University. Disciplinary action will be taken in accordance with the provisions of any applicable Collective Agreement.
- 4.63** An individual who believes they may be the subject of Reprisal may notify the Sexual and Gender-Based Violence Prevention and Support Office, or the Appropriate Office. If the individual wishes to proceed with a Formal Report relating to the Reprisal, then the Appropriate Office will address the Formal Report or refer it to an alternate process at the University to be addressed.

Records

- 4.64** Records pertaining to the administration of this policy are the property of the University and will be retained in accordance with University document retention rules.

Reporting

- 4.65** All Formal Reports will be tracked by the Appropriate Office for administrative purposes.
- 4.66** The University will report to the Board of Governors on the number of Formal Reports and the number of requests for services received by the Sexual and Gender-Based Violence Prevention and Support Office, as well as the number of services provided by and education offered by the Sexual and Gender-Based Violence Prevention and Support Office. This data will not include any personal information that may identify a University Community member or that may otherwise cause an individual to be identifiable.

5 Responsibilities

- 5.1** All members of the University Community will:
- a) make themselves aware of this policy and their responsibilities under the policy; and
 - b) if an individual approaches them with concerns about Sexual and Gender-Based Violence, encourage the individual to consult the Sexual and Gender-Based Violence Prevention and Support Office, and other supports or resources that may be available to them.
- 5.2** The Sexual and Gender-Based Violence Prevention and Support Office will:
- a) provide support including confidential consultation, safety planning, emotional support, and assistance in accessing resources both on and off campus for any member of the University Community who is seeking support in relation to Sexual and Gender-Based Violence;
 - b) discuss options for resolution with Complainants, including reporting options, both on and off campus; and
 - c) provide educational resources and training initiatives related to Sexual and Gender-Based Violence to the University Community

5.3 Campus Security will:

- a) respond to any calls they receive related to Sexual and Gender-Based Violence and refer members of the University Community to the Sexual and Gender-Based Violence Prevention and Support Office, and individuals who are not members of the University Community to off campus resources available to them; and
- b) provide emergency, after-hours supports such as safety planning and, if requested, assistance in connecting with the appropriate emergency services, such as police personnel for those individuals who choose to report to police.

5.4 The Appropriate Office will:

- a) provide guidance on the procedure to address Formal Reports and options available to Complainants in that process; and
- b) be responsible for the procedure followed for investigating a Formal Report.

6 Related Policies

[Code of Conduct](#)
[Graduate Student Supervision Policy](#)
[Harassment Policy](#)
[Privacy Policy](#)
[Student Non-Academic Misconduct Policy](#)
[Student at Risk Policy](#)
[Workplace Violence Policy](#)

7 Related Procedures

[Student Non-Academic Misconduct Procedure](#)
[Workplace Investigation Procedure](#)
[Protected Disclosure, Procedure for](#)

8 Related Information

[Sexual and Gender-Based Violence Support](#)
[List of External Resources](#)
[Support at a Glance – visual desktop guide to supports](#)
[University Facilities and Field Station Maps](#)
[Courage to Act Summary of Recent Statistics Canada reports on Gender-Based Violence and Public Safety](#)
[Responding to Disclosures of Sexual and Gender-Based Violence](#)

9 History

May 26, 2017	Approved.
June 1, 2017	Effective.
March 8, 2018	Editorial Revision.
June 19, 2020	Revised.
December 1, 2020	Editorial Revision. Updated links.
March 26, 2021	Revised. Also note this policy has been renamed to Sexual and Gender-Based Violence Policy from Sexual Violence Policy.
December 9, 2022	Revised.

October 23, 2023

Editorial Revision.

[NTD: insert date,
2024]

Revised.

Schedule "B"

SGBV Policy - Current to Final Proposed



University Policy

University Procedure
Operating Standard
Guideline/Form

Sexual and Gender-Based Violence Policy

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Approval Authority Board of Governors	
Implementation Authority President	
Effective Date June 1, 2017	
Last Revision December 9, 2022	

Any member of the University Community impacted by Sexual and Gender-Based Violence may contact the [Sexual Violence Response Office](#) for support.

1 Purpose

The University is striving to create an equitable, inclusive environment shaped by a culture of respect and safety. This includes efforts to provide an appropriate response to Sexual and Gender-Based Violence.

In a diverse university community like the University of Calgary, any response will need to reflect an intersectional lens, and assess if Sexual and Gender-Based Violence are compounded by other potential vulnerabilities, including sexual orientation, gender identity, gender expression, indigeneity, cultural identity, race/ethnicity, religion, disability, or age.

The University of Calgary recognizes that Sexual and Gender-Based Violence is rooted in many forms of systemic oppression and that the prevalence of rape culture at post-secondary institutions across Canada is one outcome of systemic oppression. Sexual and

Gender-Based Violence will not be experienced by everyone in the same way and each case will need to be assessed for differential impacts.

The University recognizes that some relationships within the University Community are characterized by power imbalances which may have a significant impact on an individual's experience of Sexual and Gender-Based Violence.

The purpose of this policy is to:

- a) affirm the University's commitment to addressing Sexual and Gender-Based Violence;
- b) commit to providing supports to individuals affected by Sexual and Gender-Based Violence;
- c) ~~foster nurture~~ and promote a culture of consent and safety;
- d) enable appropriate handling of Disclosures and Formal Reports related to Sexual and Gender-Based Violence; and
- e) outline the processes by which the University will respond to Disclosures and Formal Reports.

2 Scope

2.1 This policy applies to all members of the University Community- (as defined below).

~~This policy operates alongside other applicable University policies and procedures. Where there is a conflict or inconsistency between the provisions of this policy and another University policy or procedure, this policy governs to the extent necessary to resolve the conflict or inconsistency. However, this policy does not replace or supersede the provisions of any Collective Agreement. Consequently, if there is a conflict between the provisions of this policy and a Collective Agreement, the Collective Agreement governs to the extent necessary to resolve the conflict.~~

~~This policy should be read and interpreted in concert with the University's related policies on harassment, workplace violence, occupational health and safety, student conduct, protected disclosures.~~

2.2 This policy applies to actions, interactions and behaviours of members of the University Community that take place:

- a) in or on University Facilities; or
- b) off University Facilities where a member of the University Community is alleged to have violated this policy and is involved in the business of ~~the University~~ or activities related to the University, (including Experiential Learning), or is representing the University; or
- c) off University Facilities, including through social media, online communication platforms, remote work applications, or other online means, where such actions, interactions or behaviour have a negative impact on a member of the University Community such that it materially interferes with their University learning, working or living environment.

2.3 This policy operates alongside other applicable University policies and procedures. It should be read and interpreted in concert with the University's related policies on harassment, workplace violence, occupational health and safety, student conduct, and protected disclosure.

2-32.4 Where there is a conflict or inconsistency between the provisions of this policy and another University policy or procedure, this policy governs to the extent necessary to resolve the conflict or inconsistency. However, this policy does not replace or supersede the provisions of any Collective Agreement. Consequently, if there is a conflict between the provisions of this policy and a Collective Agreement, the Collective Agreement governs to the extent necessary to resolve the conflict.

3 Definitions

In this policy:

- a) "Academic Staff Member" means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the applicable Collective Agreement.
- b) "Appointee" means an individual ~~who is engaged to work for the University, or (non-employee)~~ whose work is affiliated with the University, through a letter of appointment, including adjunct faculty, clinical appointments, and visiting researchers and scholars.
- c) "Appropriate Office" means the office, identified in the table below that is responsible for the procedure that would be followed if a Formal Report ~~were~~is investigated.

Member of the University Community (Respondent)	Office	Procedure
Student	Student Conduct	Student Non-Academic Misconduct Procedure
Employee	AVP Human Resources	Workplace Investigation Procedure
Student, Academic Staff Member, Appointee, Contractor, Postdoctoral Scholar, Volunteer, Senior Leadership Team Member excepting Executive Leadership Team Members,	Protected Disclosure and Research Integrity	Protected Disclosure, Procedure for
Employee	Protected Disclosure and Research Integrity	Workplace Investigation Procedure
Executive Leadership Team Member (excepting the President and Vice-Chancellor)	President and Vice-Chancellor	Protected Disclosure, Procedure for
President and Vice-Chancellor	Chair of the Board of Governors	Protected Disclosure, Procedure for

d) "Business Days" means days that the University is open for business, excluding weekends and holiday closures.

e) "Collective Agreement" means any collective agreement between the Governors of the University of Calgary and (i) the Faculty Association of the University of Calgary, (ii) the Alberta Union of Public Employees, (iii) the Graduate Students' Association, (iv) the Postdoctoral Association of the University of Calgary, or (v) any other association or union representing Employees, in each case, in effect at the relevant time.

e)f) “Complainant” means the individual who has made a Formal Report under this policy.

f)g) “Consent” means the ongoing voluntary agreement of an individual to engage in the sexual activity in question, as more fully described in [sections 4.56-4.8](#).

h) “Coordinated Response Team (CRT)” means a multi-disciplinary resource team comprised of University staff members representing the Sexual and Gender Based Violence Prevention and Support Office, Campus Security, and ad hoc committee members that considers and coordinates the steps that the University may take in relation to allegations of Sexual and Gender-based Violence by or against a University Community member that become known to the University.

g)j) “Contractor” means an individual or a sole proprietorship, or an individual acting on behalf of any other legal entity, who agrees to furnish materials to, or perform services for, the University for consideration.

h)j) “Disclosure” means when an individual shares information about a personal experience of Sexual and Gender-Based Violence.

i)k) “Employee” means an individual, other than an Academic Staff Member, ~~Appointee~~ or Postdoctoral Scholar, who is engaged to work for the University under an employment contract.

j)l) “Executive Leadership Team” means the executive leadership team at the University, which is comprised of the President, Vice-Presidents, and General Counsel.

m) “Experiential Learning” means the forms of experiential learning referenced in the University of Calgary calendar, such as co-curricular experiential learning, curriculum-integrated experiential learning, community-engaged learning, research-integrated experiential learning, and work-integrated learning.

k)j) “Field Stations” means any of the following University Facilities:

- i. Rothney Astrophysical Observatory;
- ii. Barrier Lake Research Station;
- iii. R.B. Miller Research Station; and
- iv. Kluane Lake Research Station.

l)o) “Formal Report” means a complaint to the University by an individual who is seeking recourse for ~~an~~ alleged violation of this policy.

m)p) “Gender-Based Violence” means any violence, physical or psychological, that is committed, threatened or attempted against an individual without the individual’s consent by targeting gender, gender identity, and/or gender expression.

n)q) “Interim Measures” means temporary, non-disciplinary restrictions or adjustments implemented in an effort to maintain a positive, productive, and respectful learning, working, and living environment on University Facilities, pending the resolution of a Formal Report, police investigation, or other process. Interim Measures may also be implemented to support a Victim-Survivor who is considering whether to proceed with a formal process or who has decided not to proceed with a formal process. Interim Measures may include protecting the Victim/Survivor from interaction, whether face-to-face, or through University controlled email or virtual meeting, with the person reported to have caused harm.

- o) “Intersectional Lens” means an approach that seeks to understand and recognize the specific barriers individuals may face or have faced and considers ways multiple barriers may overlap to create a unique experience for that individual.
- p) “Postdoctoral Scholar” means an individual who has completed a doctoral degree and is carrying out research at the University under the direction or mentorship of a supervising Academic Staff Member.
- q) “Reprisal” means a Retaliatory Measure taken against an individual because they have or the Respondent believes they have sought advice about making a Disclosure or Formal Report; made a Disclosure or Formal Report in good faith; appointed an investigator for, investigated, or co-operated in an investigation of, a Formal Report; or declined to participate in behavior that would breach this policy.
- r) “Respondent” means the member of the University Community identified in a Formal Report to have allegedly violated this policy.
- s) “Retaliatory Measure” means any act intending to adversely affect an individual, which may include, but is not limited to, the breach of an informal resolution under this policy or an Interim Measure.
- t) “Senior Leadership Team” refers to the individuals who, at the relevant time, are designated as members of the University’s Senior Leadership Team.
- u) “Sexual and Gender-Based Violence” means any violence, physical or psychological, that is committed, threatened or attempted against another individual without the individual’s consent by targeting an individual because of their sex, gender identity, gender expression, and/or sexual orientation. This includes Gender-Based Violence, Sexual Assault, Sexual Harassment, stealthing, indecent exposure, voyeurism, creating, acquiring, or distributing degrading sexual imagery, the acquisition or distribution of a sexual image or video of a University Community member without their consent, and stalking that targets an individual based on their sex, gender identity, gender expression or sexual orientation. It can include a single incident or a pattern of behaviour whether in person, online, or via other means.
- v) “Sexual Assault” means any type of unwanted sexual act done by one individual to another that violates the sexual integrity of the individual as more fully described in section 4.9.
- w) “Sexual Harassment” means one or more unwanted or demeaning remarks, behaviours or communications of a sexual nature and/or unwanted or demeaning remarks, behaviours or communications based on sex, gender identity, gender expression, or sexual orientation, where the individual responsible for the remarks, behaviours or communications knows or ought reasonably to know that these are unwanted or demeaning.
- x) “Sexual and Gender-Based Violence ~~Response~~ Prevention and Support Office (SVRO)” means the University office which provides support to any University Community member who may have been impacted by Sexual and Gender-Based Violence and provides expert advice to members of the University Community who receive Disclosures and Formal Reports.

- ~~y)bb)~~ “Student” means an individual registered in a University course or program of study at the time the incident of Sexual and Gender-Based Violence is ~~said~~alleged to have occurred.
- ~~z)c)~~ “Student at Risk Team” means a multi-disciplinary resource team comprised of University staff members ~~representing Student Wellness, Campus Security (as required), Student Services, Residence Services and ad hoc committee members that coordinates intervention and support in response to At Risk Behaviour (as defined in the Student at Risk Policy); identified in the Student-at-Risk Policy.~~
- ~~aa)dd)~~ “Student Legal Assistance (SLA)” means the on-campus law clinic staffed by Students.
- ~~bb)ee)~~ “Student Ombuds” means the Employee who has the title Student Ombuds and provides a safe place for Students to confidentially discuss Student related issues, academic and non-academic concerns, and other matters.
- ~~cc)ff)~~ “Threat Assessment Committee” means a multi-disciplinary resource team comprised of University staff members ~~representing Campus Security, Human Resources, Student Services, Student Wellness and Staff Wellness, and ad hoc committee members, that responds to reports of actual or potential workplace violence as provided for~~identified in the Workplace Violence Policy.
- ~~dd)gg)~~ “University” means University of Calgary.
- ~~ee)hh)~~ “University Community” means all Academic Staff Members, Appointees, Employees, Postdoctoral Scholars, Students, Contractors and Volunteers.
- ~~ff)ii)~~ “University Facilities” means all buildings and grounds, including athletic and recreational fields and Field Stations, owned, leased or operated by the University, except for property managed by University District Trust or University Innovation Quarter Trust.
- ~~gg)jj)~~ “Victim/Survivor” means, an individual who has experienced Sexual and Gender-Based Violence. Not all people who have experienced Sexual and Gender-Based Violence identify with either term. Individuals can choose whether to be referred to as the victim, the survivor, the Victim/Survivor, or by name in any Disclosure. Individuals who have made a Formal Report will be referred to as Complainants.
- ~~hh)kk)~~ “Volunteer” means an individual who, on a voluntary basis, provides a service or materials to the University.

4 Policy Statement

General

4.1 All members of the University Community have the right to learn, work, and live in an environment where they are free from harassment, discrimination and violence, including Sexual and Gender-Based Violence. It is a violation of this policy for a member of the University Community to engage in Sexual and Gender-Based Violence.

4.14.2 The University:

- a) will promote a culture of respect so that those who make a Disclosure or Formal Report are treated respectfully;

- b) has investigation processes that protect the rights of all individuals;
- c) will ~~provide~~make training available to Academic Staff Members, Appointees, Employees, Postdoctoral Scholars and Students on how to respond to a Disclosure; and
- d) will implement awareness, education and risk management programs to address the prevention of Sexual and Gender-Based Violence, including the provision of education on Consent and its relationship to Sexual and Gender-based Violence.

4.24.3 The University respects the rights of Victim/Survivors to choose:

- a) -the services and supports they feel are most appropriate;
- b) to make a Disclosure, but request that the person receiving the Disclosure maintain confidentiality, subject to the limits of confidentiality in this policy or otherwise at law;
- b)c) to report to the police or to file a Formal Report with the University; and whether to engage in the resulting process(es);
- c)d) not to report; or
- d)e) to identify ways the University can support their healing.

4.34.4 The University's policies, administrative processes and discipline systems are independent of the civil and criminal justice legal systems. University Community members who are ~~reported~~alleged to have ~~perpetrated~~engaged in Sexual and Gender-Based Violence may be subject to the University's administrative processes and discipline systems in addition to the civil or criminal legal system.

4.44.5 This policy will be reviewed at least every three (3) years.

Consent

~~**4.5** The University is committed to providing education on Consent and its relationship to Sexual and Gender-Based Violence.~~

- 4.6** Consent is the ongoing voluntary agreement of an individual(s) to engage in the sexual activity in question. More specifically, Consent:
 - a) is not silence or the absence of "no";
 - b) cannot be assumed or implied;
 - c) cannot be given by an individual incapacitated by alcohol, drugs or some other reason, or who is unconscious, under the age of consent or otherwise incapable of providing consent;
 - d) can be revoked at any time, whatever other sexual activities have taken place;
 - e) cannot be obtained through an abuse of power, threats, intimidations, coercion or other pressure tactics;
 - f) cannot be obtained through manipulation or misrepresentation; and
 - g) cannot be obtained if an individual abuses a position of trust or authority.
- 4.7** In Canada, the Criminal Code sets the age of consent to sexual activity at 16 years, with some exceptions. By law, an individual under the age of 18 cannot consent where there is a relationship of trust, authority, or dependency such as an instructor, coach, tutor, or mentor.
- 4.8** All sexual acts without Consent constitute Sexual Assault and are a violation of this Policy.

Sexual Assault

4.9 Sexual Assault:

- ~~a) is a criminal offence under the Criminal Code of Canada;~~
- a) includes a range of non-consensual sexual ~~activities~~acts including oral contact (mouth to mouth, mouth to body part), groping, touching, oral sex, vaginal or anal penetration, and/or penetration with any object or body part;
- b) can be committed by a spouse, intimate or dating partner, a friend or acquaintance, a known individual in a position of trust or authority, including a spiritual or faith leader, a coach or a mentor, or a complete stranger;
- c) can occur regardless of sex, sexual orientation, gender, gender identity, gender expression, or relationship status; and
- d) occurs when an individual(s) engages in sexual activity with another individual(s) they know, or reasonably ought to have known, is incapacitated (e.g., by drugs or alcohol, unconsciousness, blackout, or as a result of a disability).

Confidentiality

- ~~4.10 Appropriate procedures for responding to a Formal Report will be followed to minimise the risk of re-traumatizing individuals and ensure due process.~~ All reasonable efforts will be made to ~~avoid breaching~~maintain the ~~privacy~~confidentiality of anyone who reports or is involved in a Disclosure or Formal Report. ~~Confidentiality cannot be assured~~There are limits on confidentiality. Information may be shared if disclosure or an action is required or permitted by law, including, but not limited to, if:
- a) an individual is judged to be at imminent risk of self-harm;
 - b) an individual is judged to be at imminent risk of harming another;
 - c) there is reason to believe that other University Community members or the broader community may be at risk of harm;
 - ~~a) reporting or action is required by law; or~~
 - d) evidence of the reported Sexual and Gender-Based Violence is available in the public realm; or
 - e) the individual that the information is about has consented to the disclosure.

- ~~4.11 Subject to section 4.10, the names of any individuals involved in a Disclosure or Formal Report will not be disclosed by the University to any person except where disclosure is necessary for the purpose of addressing Interim Measures or addressing a Formal Report and taking any related disciplinary measures.~~

Interim Measures

- ~~4.11.12~~ 4.12 Where the University becomes aware of allegations of Sexual and Gender-Based Violence by a University Community member or against a University Community member, ~~whether as a result of a Formal Report or otherwise,~~ the University will take all reasonable steps to mitigate risks to the health and safety of the University Community and to meet any applicable legal obligations. ~~This may involve the Threat Assessment Committee or Student at Risk Team, where appropriate.~~ As a part of this effort, the University may engage the CRT. It may also impose Interim Measures, including, but not limited to:

- a) separation of the academic, living or workplace situations of any individuals involved in the Formal Report or Disclosure;
- b) academic accommodations; or
- c) no-contact orders issued by the University.

~~4.12~~ The University ~~will inform Victim/Survivors, Complainants, and Respondents, and everyone interviewed as part of an investigation into a Formal Report, about the processes in place to safeguard confidentiality and the limits of confidentiality.~~

~~4.13~~ Subject to 4.11, the names of any individuals involved in a Disclosure ~~may expand, adjust or~~ Formal Report will not be disclosed by the University to any person except where disclosure is necessary for the purposes of determining ~~remove existing~~ Interim Measures ~~or of resolving the Formal Report and taking any related disciplinary measures.~~

~~4.14~~ A Complainant will ordinarily be informed of the following steps in resolving a Formal Report:

~~4.15~~ ~~4.13~~ whether any as it deems appropriate. Any changes to Interim Measures have been, or will be implemented; ~~communicated to the affected individuals.~~

~~a) whether the Formal Report will be investigated, or otherwise addressed by the University;~~

~~b)a) a summary of allegations to be investigated;~~

~~a) the availability~~ Any alleged breach(es) of Interim Measures by a supported conversation (as described at 4.34-4.39), and proposed terms for that conversation;

~~b) the name~~ member of the individual assigned to facilitate a supported conversation;

~~c)a) the name of any investigator assigned;~~

~~d)a) when any investigation begins;~~

~~e)a) updates on the progress of an investigation as appropriate;~~

~~c) whether the investigator found that the allegations were~~ University Community may be considered by the University and, if substantiated or unsubstantiated; and

~~d) any corrective actions taken. This does not include disciplinary actions or sanctions.~~

~~4.16~~ ~~4.14~~ If a Formal Report will be investigated by the Appropriate Office, a Respondent will ordinarily be informed of the information, may result in 4.14 (other than the information about a supported conversation) as well as any disciplinary action or sanctions imposed following any investigation. The Respondent will be informed about a supported conversation if the Complainant is interested in pursuing that option to resolve a Formal Report up to and including termination of employment, expulsion from the University, or termination of any other relationship that the person has with the University.

~~4.17~~ The University will report to the Board of Governors on the number of Formal Reports. This data will not include any personal information that may identify a University Community member.

~~4.181.1 Records pertaining to the administration of this policy are the property of the University and will be retained in accordance with University document retention rules.~~

Disclosing and Responding to Sexual and Gender-Based Violence

4.15 Members of the University Community with concerns about an incident of Sexual and Gender-Based Violence ~~are encouraged to contact the SVRO. The SVRO provides or~~ who have received a Disclosure, or anyone who is seeking information about options for making a Disclosure or Formal Report are encouraged to contact the Sexual and Gender-Based Violence Prevention and Support Office.

~~4.194.16~~ Support staff within the Sexual and Gender-Based Violence Prevention and Support Office provide confidential support and care for any University Community member impacted by Sexual and Gender-Based Violence. ~~The SVRO~~ This can assist include assisting individuals in accessing supports, including culturally specific resources, and in understanding and navigating available reporting options. ~~The SVRO will not support both a Complainant and Respondent who are involved in the same Formal Report and will refer University Community members to alternate supports if they are not able to provide support.~~

~~4.204.17~~ Sexual and Gender-Based Violence ~~response~~related supports are available to any University Community member. Supports are available no matter when or where the individual experienced or witnessed Sexual and Gender-Based Violence, ~~or~~ (including in the context of Experiential Learning), who may be responsible for the harm, or whether there is any ongoing process to consider a report of Sexual and Gender-Based Violence.

Supports available through the University include:

- a) trauma-informed Sexual and Gender-Based Violence response ~~through the SVRO~~ and education through the Sexual and Gender-Based Violence Prevention and Support Office;
- b) physical health services including sexually transmitted infection and pregnancy testing at Student Wellness Services are available to ~~all members of the University Community on a drop-in basis~~ Students;
- c) mental health and wellness supports. Students may access supports through Student Wellness Services. Employees, Postdoctoral Scholars, and Academic Staff Members can access supports including mental health consultations, counselling, assistance in locating emergency child/elder care, and legal consultations through Staff Wellness and the University's Employee and Family Assistance Program;
- d) safety planning through the ~~SVRO~~ Sexual and Gender-Based Violence Prevention and Support Office and/or Campus Security;
- e) facilitation of safe living arrangements for Students living in residence; ~~and/or~~
- f) workplace and academic accommodations or adjustments, ~~which may include, if appropriate, measures to prevent further unwanted contact between the Victim/Survivor and the member of the University Community reported to have caused harm.~~

4.214.18 Any individual impacted by Sexual and Gender-Based Violence and who is represented by a union or an association, has the right to seek the assistance of that union or association.

~~4.22 Members of the University Community who receive a Disclosure should provide information on resources available to the individual including information about the (SVRO).~~

~~4.23 The SVRO is available for any member of the University Community with concerns about Sexual and Gender-Based Violence, and for anyone who is seeking information about options for making a Disclosure or Formal Report.~~

~~4.24 Victim/Survivors who make a Disclosure or Formal Report will not be held responsible for any violation of the University's Alcohol Policy or Cannabis Policy related to the incident in the Disclosure or Formal Report.~~

~~4.251.1 The following supports at the University are available to a Student, Academic Staff Member, Postdoctoral Scholar, or Employee, who is a Respondent in a Formal Report:~~

- ~~a) Student Wellness Services or the Student Ombuds if they are a Student;~~
- ~~a) Staff Wellness and the Employee Family Assistance Program if they are an Employee, Postdoctoral Scholar, or Academic Staff Member;~~
- ~~b) Student Legal Assistance (SLA) for those who qualify, if it has capacity. If SLA is not able to assist they may suggest alternate options; and~~
- ~~b)a) any applicable union or association.~~

Formal Reports

Disclosure

4.264.19 A Disclosure is not a Formal Report and will not trigger an investigation unless the University becomes aware of a risk to other members of the University Community or the conduct otherwise requires an investigation under applicable law.

~~4.20 A Victim/Survivor who makes a Disclosure or makes a Formal Report will not be held responsible for any violation of the University's Alcohol Policy or Cannabis Policy related to the incident in the Disclosure or Formal Report.~~

~~4.21 Members of the University Community who receive a Disclosure should endeavour to listen compassionately, maintain confidentiality (subject to the limits of confidentiality in this policy), and provide information on resources available to the individual including information about the Sexual and Gender-Based Violence Prevention and Support Office.~~

Reporting Options

~~4.22 Victim/Survivors have options for filing the option to make a Formal Report or, make a criminal report, and/or file a complaint, in other venues (as described in section 4.25). Victim/Survivors are not required to file a Formal Report or take any of these steps.~~

- ~~4.274.23~~ If a Victim/Survivor chooses to make a Formal Report, then this report should be made to the Appropriate Office for consideration of next steps, including whether Interim Measures should be imposed. A Formal Report is not a criminal complaint. ~~Reporting options include: report and relates to a process by the University.~~
- ~~4.284.24~~ If an individual chooses to make a criminal report, individuals may report independently through the criminal justice system by contacting the Calgary Police Service or, if known, the law enforcement agency in the jurisdiction where the incident occurred. If an individual would like the support of the University in making a report with the appropriate law enforcement agency, the Sexual and Gender-Based Violence Prevention and Support Office and Campus Security can facilitate making the report.
- ~~4.25~~ Non-Criminal, On-Campus This policy does not preclude individuals from filing a complaint in other venues, such as under ~~Formal Reports~~ the grievance process of an applicable Collective Agreement or filing a complaint of harassment or discrimination with an appropriate tribunal, or in a court of law. Such other venues or processes may impose time limits for filing a complaint.
- ~~a) — should be made to the Appropriate Office. If warranted, the Appropriate Office, Threat Assessment Committee, or Student at Risk Team may impose Interim Measures that infringe on the Respondent's access to the University.~~
- ~~4.29~~ All members of the SVRO, Appropriate Offices, Threat Assessment Committee, and Student at Risk Team will complete and regularly update Sexual Violence support and sensitivity training.

Formal Reports

- ~~4.304.26~~ There is no time limit for making a Formal Report; ~~however,~~ However, the University encourages individuals to make a Formal Report as soon as they are able to do so, recognizing that resolution may be more challenging the longer the period of time between an incident and a Formal Report.
- ~~4.27~~ This policy does not preclude individuals from filing a complaint in other venues such as under the grievance process of an applicable Collective Agreement or filing a complaint of harassment or discrimination with an appropriate tribunal, or in a court of law. Appropriate procedures for responding to a Formal Report will be followed to minimise the risk of traumatizing individuals and ensure due process.
- ~~4.311.1~~ Such other venues or processes may impose time limits for filing a complaint.
- ~~4.28~~ A Victim/Survivor may ~~file~~make a Formal Report anonymously. ~~if~~
- ~~4.32~~ Only if the Victim/Survivor consents may a third-party ~~may~~ file a Formal Report on the Victim/Survivor's behalf; such that the third-party is the Complainant. The Complainant should be aware that this may limit the ability of the University to respond and investigate.
- ~~4.334.29~~ If a Respondent is subject to both an external complaint and a Formal Report, the University may consult with the relevant law enforcement agency or

~~administrative body before determining whether or when to proceed with the Formal Report; the Formal Report.~~

4.34.30 A Complainant has the right to withdraw a Formal Report at any stage of the process. However, the University may have a duty to act on the issue identified in the Formal Report ~~in order to~~ comply with its obligations under this policy or ~~its legal obligations at law~~. Interim Measures that do not materially interfere with the Respondent's access to the University may be maintained after a Formal Report is withdrawn.

4.34.31 The Appropriate Office will determine whether the University can investigate a Formal Report, taking into consideration whether it has jurisdiction to investigate a Formal Report, whether there is enough information to proceed with an investigation, and whether there is a legal obligation to investigate and report corrective actions. The Appropriate Office will also consider whether any other University ~~Policy~~ policy or available alternate procedure should be considered.

Resolution Through Supported Conversations

4.32 If a Respondent advises the University that the subject matter of the Formal Report is also the subject of a process in another venue, then the University may consider this information when determining whether or when to proceed with action(s) relative to the Formal Report.

4.33 All members of the Appropriate Offices, Campus Security, CRT, Student Conduct Office, the Threat Assessment Committee, and Student at Risk Team will complete and regularly update Sexual and Gender-Based Violence response and sensitivity training.

4.34 Subject to legislative requirements, a Complainant ~~and~~ will ordinarily be informed of the Respondent agree, following steps in resolving a Formal Report:

- a) whether any Interim Measures have been or will be implemented, or any changes to Interim Measures with specifics of those Interim Measures only being provided to the Complainant if it impacts the Complainant;
- b) whether the Formal Report will be investigated, or otherwise addressed by the University;
- c) a summary of allegations to be investigated;
- d) the availability of a resolution without an investigation (as described at sections 4.38-4.46);
- e) the name of any investigator assigned;
- f) when any investigation begins;
- g) updates on the progress of an investigation as appropriate;
- h) whether the investigator found the allegations in the Formal Report to be substantiated or unsubstantiated, as addressed in section 4.53; and
- i) any corrective actions taken, if required. This does not include disciplinary actions or sanctions, unless it is relevant to them.

4.35 If a Formal Report will be investigated by the Appropriate Office, a Respondent will ordinarily be informed of the information in section 4.34 (other than the information about the availability of a resolution without an investigation), as well as any disciplinary action or sanctions imposed following any investigation. The Respondent

will be informed about the availability of a resolution without an investigation if the Complainant is interested in pursuing that option to resolve a Formal Report.

4.36 If there is a Formal Report, the Sexual and Gender-Based Violence Prevention and Support Office will not support both a Complainant and Respondent who are involved in the same Formal Report and will refer University Community members to alternate supports if they are not able to provide support.

4.37 The following supports at the University are available to a Student, Academic Staff Member, Postdoctoral Scholar, or Employee, who is a Respondent in a Formal Report:

- a) Student Wellness Services or the Student Ombuds if they are a Student;
- b) Staff Wellness and the Employee Family Assistance Program if they are an Employee, Postdoctoral Scholar, or Academic Staff Member;
- c) Student Legal Assistance (SLA) for those who qualify, if it has capacity. If SLA is not able to assist, they may suggest alternate options; and
- d) any applicable union or association.

be-addressed Informal Resolution Process

4.38 The University recognizes that there may be circumstances in which a Complainant may wish to have a Formal Report addressed by the University, but not investigated. An alternative to an investigation of a Formal Report is addressing a Formal Report through a supported conversation rather than an investigation or informal resolution process.

4.364.39 An informal resolution process is a voluntary, non-disciplinary process- Supported conversations that may take various forms. Informal resolution process options may include, but are mediated not limited to, educational programs and workshops, impact statement discussions with the goal of developing mutual understanding of the incident(s) and mutually agreeable resolution of the Formal Report-, one-on-one meetings with trauma-informed staff or facilitators, or mediation, and should be informed by, or implement, restorative practices.

4.37 In all cases, supported conversations will be managed to create a safe environment for sensitive discussions.

4.40 If the University has jurisdiction, enough information, and is not obligated to investigate and report, An informal resolution process may be an option when:

- a) the Complainant may discuss the option of a supported conversation with the provides a written request to the Appropriate Office, or the SVRO- that a Formal Report be addressed through an informal process; and
- b) If the Complainant chooses to proceed with a supported conversation the Respondent agrees, in writing, to participate in the informal process; and
- c) the Appropriate Office or the SVRO will contact the Respondent. If the Respondent agrees to proceed with a supported conversation, the determines, in its sole discretion and taking into account any obligations at law, that it is appropriate for an informal process to be initiated.

~~4.41~~ The Appropriate Office will ~~arrange for a trained, trauma-informed facilitator to support conversations between the~~ advise the Complainant and the Respondent when an informal process is an available option and, if so, the form(s) of the informal process that is available.

~~4.38~~ ~~4.42~~ Participation in an informal process is voluntary. Each of the Complainant and the Respondent ~~to facilitate healing and resolution can request to end the process at any time.~~

~~4.39~~ A supported conversation is an alternate pathway; the University will not investigate Formal Reports that have formed the basis of a supported conversation.

~~4.43~~ If there is no agreement on proceeding with a supported conversation, the ~~The~~ Appropriate Office:

- ~~a) after discussion with the Complainant will indicate and Respondent, will advise the Complainant and the Respondent of the informal process option(s) that may be available to them;~~
- ~~b) will facilitate the informal process option, either directly or by engaging others, such as Sexual and Gender-Based Violence Prevention and Support Office, to take this step;~~
- ~~c) will prepare or receive, as applicable, a report indicating whether they wish for the Formal Report has been resolved through an informal process and, if it has been resolved through an informal process, setting out any outcome or agreement of which the Complainant and Respondent want the Appropriate Office to be aware; and~~
- ~~d) at the Complainant's request or otherwise if appropriate, may decide that it is appropriate to end an informal process prior to it resolving the Formal Report.~~

~~4.44~~ If the Appropriate Office is satisfied, in its sole discretion, that the report documenting the informal process that is referenced in section 4.43(c) brings the matter to an end, the Formal Report will be closed. If a Formal Report is closed, the Appropriate Office will advise the Complainant and Respondent of that closure and of any obligations arising for the Complainant or the Respondent from the informal process.

~~4.40~~ ~~4.45~~ If an informal resolution process is unsuccessful or ended prior to the Formal Report being closed, then the Appropriate Office will determine next steps, which may include investigation of the Formal Report ~~to proceed~~. If the Formal Report is to be investigated, the Appropriate Office will not share information with the investigator of the Formal Report that was provided by the Complainant or the Respondent through the informal resolution process. This provision does not apply to information known by the Appropriate Office independently from the informal resolution process.

~~4.46~~ A Complainant and Respondent that participate in an informal resolution process are expected to keep any information they learned from the other party in that process confidential, including in the context of an investigation of the Formal Report. This provision does not apply to information known to the Complainant or the Respondent independently from the informal resolution process.

Investigation of Formal Reports

~~4.414.47~~ 4.47 If ~~the Complainant wishes a Formal Report is to proceed, be investigated,~~ then the Appropriate Office will appoint a trained, trauma-informed investigator, to undertake the investigation in accordance with the relevant University Procedure.

~~4.424.48~~ 4.48 If a Respondent ceases to be a member of the University Community after receiving notice of an investigation, the Appropriate Office will conduct the investigation based on the information it is able to collect, regardless of whether the Respondent chooses to participate.

~~4.434.49~~ 4.49 The investigation of Formal Reports must appropriately protect the rights of both the Complainant and the Respondent. An investigation of a Formal Report will usually include:

- a) interview(s) with the Complainant;
- b) interview(s) with the Respondent;
- c) interview(s) with witnesses and potential witnesses;
- d) the Complainant, the Respondent or both, having the opportunity to respond to information collected by the investigator that is inconsistent with information that they provided and will be relied upon in determining the Formal Report;
- ~~d)e)~~ e) collection and review of evidence; and
- ~~e)f)~~ f) findings of fact made on the balance of probabilities.

4.50 To ensure the integrity of an investigation into a Formal Report, the Complainant, Respondent and witnesses that are contacted about or participate in that investigation are required to keep the investigation and any information they learn as a result of participating in the investigation confidential.

4.51 The University is committed to the timely and appropriate investigation of a Formal Report. The timelines for investigation in other University policies or procedures are not applicable to an investigation under this Policy.

Steps After Receipt of the Investigation Report

4.52 Upon completion of the investigation, the investigator will prepare a report for the Appropriate Office based on the interviews, statements, and other evidence collected, and determine whether the allegation(s) in the Formal Report is substantiated. If an allegation(s) in a Formal Report is substantiated, the report ~~will~~ may document the impact of the Sexual and Gender-Based Violence or Reprisal on the Victim/Survivor—, if that person chooses to provide that information.

4.53 Subject to legislative requirements, the Appropriate Office will advise the Complainant and the Respondent, in writing, whether the investigator found that the allegation(s) in the Formal Report to be substantiated or unsubstantiated, and a high-level summary of the factual basis for that finding.

4.54 If the allegation(s) in the Formal Report are indicated to be unsubstantiated and the Complainant believes that either:

- a) there was a substantial procedural error in the application of section 4.49 of the policy by the investigator; or

b) there is new evidence that could not have reasonably been presented earlier to the investigator.

then they must advise the Appropriate Office of this belief and provide the supporting information on or before 11:59 PM (MT) on the tenth (10th) Business Day after the date of the written document set out in section 4.54.

4.55 The Appropriate Office will ~~receive the investigator's~~ consider the information provided by the Complainant pursuant to section 4.54 and determine, in its discretion, whether further steps should be taken with respect to the Formal Report.

4.56 After the actions under sections 4.54 and 4.55 have occurred or the timeline under section 4.54 has ended, the Appropriate Office will advise the Complainant and Respondent, in writing, whether the determination of the allegation(s) in the Formal Report have changed or not and, if so, provide a summary of the factual basis for that change.

4.444.57 The Appropriate Office will provide a copy of the report ~~and send it received from the investigator, and correspondence to the Complainant and the Respondent regarding the finding of the allegation(s) in the Formal Report set out in this Policy~~ to the individual(s) responsible for disciplinary processes under the relevant University policies and Collective Agreements. The table below identifies who will receive the investigative report and determine appropriate disciplinary measures if an allegation is substantiated:

Member of the University Community (Respondent)	Recipient of Investigative Report Information
Student	Student Conduct Office
Academic Staff Member, Employee, Postdoctoral Scholar, Appointee	Senior Leadership Team Member for the faculty or department
Senior Leadership Team Member	Executive Leadership Team Member to whom they report.
Executive Leadership Team Member	The President and Vice-Chancellor
President and Vice-Chancellor	Chair of the University's Board of Governors
Contractors, Volunteers	Senior Leadership Team Member for the unit, faculty, or department who engaged the Respondent

Unsubstantiated Formal Reports

4.454.58 If a Complainant, in good faith, makes a Formal Report and the investigator determines that the ~~allegations~~ allegation(s) in the Formal Report are not substantiated, no record of the Formal Report or the investigator's report will be placed in the Complainant's or Respondent's student or human resource file; ~~however, the, The~~ University will retain a record in compliance with the University's legal obligations.

Sanctions and Substantiated Formal Reports

If the investigator determines that the allegation(s), in whole or in part, in a Formal Report are substantiated such that the Respondent is ~~Reprisals~~

4.59 ~~An individual who is~~ found to have breached this policy, ~~then the Respondent~~ may be subject to disciplinary action up to and including termination of employment, suspension or expulsion from the University or termination of any other relationship they have with the University. ~~Disciplinary~~

4.60 If the Respondent is a unionized employee, then disciplinary action will be taken in accordance with the provisions of any applicable Collective Agreement.

4.61 If the Respondent is a Student, ~~and based on the information provided by the~~ Appropriate Office to the Student Conduct Office, then:

- a) The Student Conduct Office will ~~receive the investigator's report and decide whether to issue a written decision on sanction pursuant to the Student Non-Academic Misconduct Policy and Procedure.~~
- a)b) Prior to making this decision, the Student Conduct Office will invite the Respondent to a hearing to address the make written submissions on the issue of sanction only and, if appropriate, sanction. The, may offer a meeting with a Hearing Board will not include a Student, and will consist of individuals trained in trauma-informed adjudication who have not previously been involved in the incident in question. Officer on the issue of sanction.
- c) For the purposes of an appeal of the determination that a Student breached a policy or committed Student Non-Academic Misconduct as a result of a breach of this policy, the date of the written document setting out the decision being appealed is the date of the written decision letter from the Student Conduct Office with respect to sanction.

Reprisals

4.464.62 ~~An individual who is found to have acted in Reprisal may be subject to~~ disciplinary action up to and including termination of employment, suspension or expulsion from the University or termination of any other relationship they have with the University. Disciplinary action will be taken in accordance with the provisions of any applicable Collective Agreement.

4.63 An individual who believes they may be the subject of Reprisal may notify the ~~SVRO~~ Sexual and Gender-Based Violence Prevention and Support Office, or the Appropriate Office. If the individual wishes to proceed with a Formal Report relating to the Reprisal, then the Appropriate Office will ~~investigate in accordance with~~ address the relevant Formal Report or refer it to an alternate process at the University to be addressed.

Records

4.64 Records pertaining to the administration of this policy are the property of the University and will be retained in accordance with University document retention rules.

Reporting Procedure:

4.65 All Formal Reports will be tracked by the Appropriate Office for administrative purposes.

4.474.66 The University will report to the Board of Governors on the number of Formal Reports and the number of requests for services received by the Sexual and Gender-Based Violence Prevention and Support Office, as well as the number of services provided by and education offered by the Sexual and Gender-Based Violence Prevention and Support Office. This data will not include any personal information that may identify a University Community member or that may otherwise cause an individual to be identifiable.

5 Responsibilities

5.1 All members of the University Community will:

- a) make themselves aware of this policy and their responsibilities under the policy; and
- b) if an individual approaches them with concerns about Sexual and Gender-Based Violence, encourage the individual to consult the SVRO Sexual and Gender-Based Violence Prevention and Support Office, and other supports or resources that may be available to them.

5.2 The SVRO Sexual and Gender-Based Violence Prevention and Support Office will:

- a) provide support including confidential consultation, safety planning, emotional support, and assistance in accessing resources both on and off campus for any member of the University Community who is seeking support in relation to Sexual and Gender-Based Violence;
- b) discuss options for resolution with Complainants, including reporting options, both on and off campus; and
- c) ~~assist in the creation of~~ provide educational resources and training initiatives ~~related to Sexual and Gender-Based Violence to the University Community~~

5.3 Campus Security will:

- a) respond to any calls they receive related to Sexual and Gender-Based Violence and refer ~~individuals to the SVRO or to other resources both on or off campus~~ members of the University Community to the Sexual and Gender-Based Violence Prevention and Support Office, and individuals who are not members of the University Community to off campus resources available to them; and
- b) provide emergency, after-hours supports such as safety planning; and, if requested, assistance in connecting with the appropriate emergency services, such as police personnel for those individuals who choose to report to police.

5.4 The Appropriate Office will:

- a) provide guidance on the procedure to address Formal Reports and options available to Complainants in that process; and
- b) be responsible for the procedure followed for investigating a Formal Report.

6 Related Policies

[Code of Conduct](#)
[Graduate Student Supervision Policy](#)
[Harassment Policy](#)
[Privacy Policy](#)
[Student Non-Academic Misconduct Policy](#)
[Student at Risk Policy](#)
[Code of Conduct](#)
[Workplace Violence Policy](#)
[Graduate Student Supervision Policy](#)

Field Code Changed

Field Code Changed

7 Related Procedures

[Student Non-Academic Misconduct Procedure](#)
[Workplace Investigation Procedure](#)
[Protected Disclosure, Procedure for](#)

8 Related Information

[Sexual and Gender-Based Violence Support](#)
[List of External Resources](#)
[Support at a Glance – visual desktop guide to supports](#)
[University Facilities and Field Station Maps](#)
[Courage to Act Summary of Recent Statistics Canada reports on Gender-Based Violence and Public Safety](#)
[Responding to Disclosures of Sexual and Gender-Based Violence](#)

9 History

May 26, 2017	Approved.
June 1, 2017	Effective.
March 8, 2018	Editorial Revision.
June 19, 2020	Revised.
December 1, 2020	Editorial Revision. Updated links.
March 26, 2021	Revised. Also note this policy has been renamed to Sexual and Gender-Based Violence Policy from Sexual Violence Policy.
December 9, 2022	Revised.
October 3223, 2023	Editorial Revision Revision.
[NTD: insert date, 2024]	<u>Revised.</u>

Schedule "C"

SGBV Policy - Blackline - Consultation to Final Proposed Version



University Policy
University Procedure
Operating Standard
Guideline/Form

Sexual and Gender-Based Violence Policy

Classification Health, Safety and Environment	Table of Contents 1 Purpose 1 2 Scope 2 3 Definitions 2 4 Policy Statement 6 5 Responsibilities..... 15 6 Related Policies 16 7 Related Procedures 16 8 Related Information 16 9 History 16
Approval Authority Board of Governors	
Implementation Authority President	
Effective Date June 1, 2017	
Last Revision December 9, 2022	

Any member of the University Community impacted by Sexual and Gender-Based Violence may contact the [Sexual Violence Response Office](#) for support.

- 1 Purpose
- The University is striving to create an equitable, inclusive environment shaped by a culture of respect and safety. This includes efforts to provide an appropriate response to Sexual and Gender-Based Violence.
- In a diverse university community like the University of Calgary, any response will need to reflect an intersectional lens and assess if Sexual and Gender-Based Violence are compounded by other potential vulnerabilities, including sexual orientation, gender identity, gender expression, indigeneity, cultural identity, race/ethnicity, religion, disability, or age.
- The University of Calgary recognizes that Sexual and Gender-Based Violence is rooted in many forms of systemic oppression and that the prevalence of rape culture at post-secondary institutions across Canada is one outcome of systemic oppression. Sexual and Gender-Based Violence will not be experienced by everyone in the same way and each case will need to be assessed for differential impacts.
- The University recognizes that some relationships within the University Community are characterized by power imbalances which may have a significant impact on an individual’s experience of Sexual and Gender-Based Violence.
- The purpose of this policy is to:
- a) affirm the University’s commitment to addressing Sexual and Gender-Based Violence;
b) commit to providing supports to individuals affected by Sexual and Gender-Based Violence;

- c) ~~foster~~nurture and promote a culture of consent and safety;
- d) enable appropriate handling of Disclosures and Formal Reports related to Sexual and Gender-Based Violence; and
- e) outline the processes by which the University will respond to Disclosures and Formal Reports.

2 Scope

- 2.1** This policy applies to all members of the University Community- (as defined below).
- 2.2** This policy applies to actions, interactions and behaviours of members of the University Community that take place:
- a) in or on University Facilities; or
 - b) off University Facilities where a member of the University Community is alleged to have violated this policy and is involved in the business of or activities related to the University (including Experiential Learning), or is representing the University; or
 - c) off University Facilities, including through social media, online communication platforms, remote work applications, or other online means, where such actions, interactions or behaviour have a negative impact on a ~~current~~ member of the University Community such that it materially interferes with their ~~current~~ University learning, working or living environment.
- 2.3** This policy operates alongside other applicable University policies and procedures. It should be read and interpreted in concert with the University's related policies on harassment, workplace violence, occupational health and safety, student conduct, and protected disclosure.
- 2.4** Where there is a conflict or inconsistency between the provisions of this policy and another University policy or procedure, this policy governs to the extent necessary to resolve the conflict or inconsistency. However, this policy does not replace or supersede the provisions of any Collective Agreement. Consequently, if there is a conflict between the provisions of this policy and a Collective Agreement, the Collective Agreement governs to the extent necessary to resolve the conflict.

3 Definitions

In this policy:

- a) "Academic Staff Member" means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the applicable Collective Agreement.
- b) "Appointee" means an individual (non-employee) whose work is affiliated with the University, through a letter of appointment, including adjunct faculty, clinical appointments, and visiting researchers and scholars.
- c) "Appropriate Office" means the office identified in the table below that is responsible for the procedure that would be followed if a Formal Report is investigated.

Member of the University Community (Respondent)	Office	Procedure
Student, Employee , Academic Staff Member, Appointee, Contractor, Postdoctoral Scholar, Volunteer,	Protected Disclosure and Research Integrity	Protected Disclosure, Procedure for

Senior Leadership Team Member excepting Executive Leadership Team Members		
Employee	Protected Disclosure and Research Integrity	Workplace Investigation Procedure
Executive Leadership Team Member (excepting the President and Vice-Chancellor)	President and Vice-Chancellor	Protected Disclosure, Procedure for
President and Vice-Chancellor	Chair of the Board of Governors	Protected Disclosure, Procedure for

- d) “Business Days” means days that the University is open for business, excluding weekends and holiday closures.
- e) “Collective Agreement” means any collective agreement between the Governors of the University of Calgary and (i) the Faculty Association of the University of Calgary, (ii) the Alberta Union of Public Employees, (iii) the Graduate Students’ Association, (iv) the Postdoctoral Association of the University of Calgary, or (v) any other association or union representing Employees, in each case, in effect at the relevant time.
- f) “Complainant” means the individual who has made a Formal Report under this policy.
- g) “Consent” means the ongoing voluntary agreement of an individual to engage in the sexual activity in question, as more fully described in sections 4.6-4.8.
- h) “Coordinated Response Team (CRT)” means a multi-disciplinary resource team comprised of University staff members representing the Sexual and Gender Based Violence Prevention and Support Office, Campus Security, and ad hoc committee members that considers and coordinates the steps that the University may take in relation to allegations of Sexual and Gender-based Violence by or against a University Community member that become known to the University.
- i) “Contractor” means an individual or a sole proprietorship, or an individual acting on behalf of any other legal entity, who agrees to furnish materials to, or perform services for, the University for consideration.
- j) “Disclosure” means when an individual shares information about a personal experience of Sexual and Gender-Based Violence.
- k) “Employee” means an individual, other than an Academic Staff Member, or Postdoctoral Scholar, who is engaged to work for the University under an employment contract.
- l) “Executive Leadership Team” means the executive leadership team at the University, which is comprised of the President, Vice-Presidents, and General Counsel.
- m) “Experiential Learning” means the forms of experiential learning referenced in the University of Calgary calendar, such as co-curricular experiential learning, curriculum-integrated experiential learning, community-engaged learning, research-integrated experiential learning, and work-integrated learning.
- n) “Field Stations” means any of the following University Facilities:
 - i. Rothney Astrophysical Observatory;

- ii. Barrier Lake Research Station;
 - iii. R.B. Miller Research Station; and
 - iv. Kluane Lake Research Station.
- o) “Formal Report” means a complaint to the University by an individual who is seeking recourse for an alleged violation of this policy.
 - p) “Gender-Based Violence” means any violence, physical or psychological, that is committed, threatened or attempted against an individual without the individual’s consent by targeting gender, gender identity, and/or gender expression.
 - q) “Interim Measures” means temporary, non-disciplinary restrictions or adjustments implemented in an effort to maintain a positive, productive, and respectful learning, working, and living environment on University Facilities, pending the resolution of a Formal Report, police investigation, or other process. Interim Measures may also be implemented to support a Victim-Survivor who is considering whether to proceed with a formal process or who has decided not to proceed with a formal process. Interim Measures may include protecting the Victim/Survivor from interaction, whether face-to-face, or through University controlled email or virtual meeting, with the person reported to have caused harm.
 - r) “Intersectional Lens” means an approach that seeks to understand and recognize the specific barriers individuals may face or have faced and considers ways multiple barriers may overlap to create a unique experience for that individual.
 - s) “Postdoctoral Scholar” means an individual who has completed a doctoral degree and is carrying out research at the University under the direction or mentorship of a supervising Academic Staff Member.
 - t) “Reprisal” means a Retaliatory Measure taken against an individual because they have or the Respondent believes they have sought advice about making a Disclosure or Formal Report; made a Disclosure or Formal Report in good faith; appointed an investigator for, investigated, or co-operated in an investigation of, a Formal Report; or declined to participate in behavior that would breach this policy.
 - u) “Respondent” means the member of the University Community identified in a Formal Report to have allegedly violated this policy.
 - v) “Retaliatory Measure” means any act intending to adversely affect an individual, which may include, but is not limited to, the breach of an informal resolution under this policy or an Interim Measure.
 - w) “Senior Leadership Team” refers to the individuals who, at the relevant time, are designated as members of the University’s Senior Leadership Team.
 - x) “Sexual and Gender-Based Violence” means any violence, physical or psychological, that is committed, threatened or attempted against another individual without the individual’s consent by targeting an individual because of their sex, gender identity, gender expression, and/or sexual orientation. This includes Gender-Based Violence, Sexual Assault, Sexual Harassment, stealthing, indecent exposure, voyeurism, creating, acquiring, or distributing degrading sexual imagery, the acquisition or distribution of a sexual image or video of a University Community member without their consent, and stalking that targets an individual based on their sex, gender identity, gender

expression or sexual orientation. It can include a single incident or a pattern of behaviour whether in person, online, or via other means.

- y) "Sexual Assault" means any type of unwanted sexual act done by one individual to another that violates the sexual integrity of the individual as more fully described in section 4.9.
- z) "Sexual Harassment" means one or more unwanted or demeaning remarks, behaviours or communications of a sexual nature and/or unwanted or demeaning remarks, behaviours or communications based on sex, gender identity, gender expression, or sexual orientation, where the individual responsible for the remarks, behaviours or communications knows or ought reasonably to know that these are unwanted or demeaning.
- aa) "Sexual and Gender-Based Violence Prevention and Support Office" means the University office which provides support to any University Community member who may have been impacted by Sexual and Gender-Based Violence and provides expert advice to members of the University Community who receive Disclosures and Formal Reports.
- bb) "Student" means an individual registered in a University course or program of study at the time the incident of Sexual and Gender-Based Violence is alleged to have occurred.
- cc) "Student at Risk Team" means a multi-disciplinary resource team comprised of University staff members identified in the Student-at-Risk Policy.
- ~~dd)~~ ee) "Student Legal Assistance (SLA)" means the on-campus law clinic staffed by Students.
- ~~ee)~~ ff) "Student Ombuds" means the Employee who has the title Student Ombuds and provides a safe place for Students to confidentially discuss Student related issues, academic and non-academic concerns, and other matters.
- ~~ff)~~ gg) "Threat Assessment Committee" means a multi-disciplinary resource team comprised of University staff members identified in the Workplace Violence Policy.
- ~~gg)~~ hh) "University" means University of Calgary.
- ~~hh)~~ ii) "University Community" means all Academic Staff Members, Appointees, Employees, Postdoctoral Scholars, Students, Contractors and Volunteers.
- ~~ii)~~ jj) "University Facilities" means all buildings and grounds, including athletic and recreational fields and Field Stations, owned, leased or operated by the University, except for property managed by University District Trust or University Innovation Quarter Trust.
- ~~jj)~~ kk) "Victim/Survivor" means, an individual who has experienced Sexual and Gender-Based Violence. Not all people who have experienced Sexual and Gender-Based Violence identify with either term. Individuals can choose whether to be referred to as the victim, the survivor, the Victim/Survivor, or by name in any Disclosure. Individuals who have made a Formal Report will be referred to as Complainants.
- ~~kk)~~ ll) "Volunteer" means an individual who, on a voluntary basis, provides a service or materials to the University.

4 Policy Statement

General

- 4.1** All members of the University Community have the right to learn, work, and live in an environment where they are free from harassment, discrimination and violence, including Sexual and Gender-Based Violence. It is a violation of this policy for a member of the University Community to engage in Sexual and Gender-Based Violence.
- 4.2** The University:
- a) will promote a culture of respect so that those who make a Disclosure or Formal Report are treated respectfully;
 - b) has investigation processes that protect the rights of all individuals;
 - c) will make training available to Academic Staff Members, Appointees, Employees, Postdoctoral Scholars and Students on how to respond to a Disclosure; and
 - d) will implement awareness, education and risk management programs to address the prevention of Sexual and Gender-Based Violence, including ~~by providing the~~ provision of education on Consent and its relationship to Sexual and Gender-based Violence.
- 4.3** The University respects the rights of Victim/Survivors to choose:
- a) the services and supports they feel are most appropriate;
 - b) to make a Disclosure, but request that the person receiving the Disclosure maintain confidentiality, subject to the limits of confidentiality in this policy or otherwise at law;
 - c) to report to the police or to file a Formal Report with the University and whether to engage in the resulting process(es);
 - d) not to report; or
 - e) to identify ways the University can support their healing.
- 4.4** The University's policies, administrative processes and discipline systems are independent of the civil and criminal justice legal systems. University Community members who are alleged to have engaged in Sexual and Gender-Based Violence may be subject to the University's administrative processes and discipline systems in addition to the civil or criminal legal system.
- 4.5** This policy will be reviewed at least every three (3) years.

Consent

- 4.6** Consent is the ongoing voluntary agreement of an individual(s) to engage in the sexual activity in question. More specifically, Consent:
- a) is not silence or the absence of "no";
 - b) cannot be assumed or implied;
 - c) cannot be given by an individual incapacitated by alcohol, drugs or some other reason, or who is unconscious, under the age of consent or otherwise incapable of providing consent;
 - d) can be revoked at any time, whatever other sexual activities have taken place;
 - e) cannot be obtained through an abuse of power, threats, intimidations, coercion or other pressure tactics;
 - f) cannot be obtained through manipulation or misrepresentation; and
 - g) cannot be obtained if an individual abuses a position of trust or authority.

- 4.7** In Canada, the Criminal Code sets the age of consent to sexual activity at 16 years, with some exceptions. By law, an individual under the age of 18 cannot consent where there is a relationship of trust, authority, or dependency such as an instructor, coach, tutor, or mentor.
- 4.8** All sexual acts without Consent constitute Sexual Assault and are a violation of this Policy.

Sexual Assault

- 4.9** Sexual Assault:
- a) includes a range of non-consensual sexual acts including oral contact (mouth to mouth, mouth to body part), groping, touching, oral sex, vaginal or anal penetration, and/or penetration with any object or body part;
 - b) can be committed by a spouse, intimate or dating partner, a friend or acquaintance, a known individual in a position of trust or authority, including a spiritual or faith leader, a coach or a mentor, or a complete stranger;
 - c) can occur regardless of sex, sexual orientation, gender, gender identity, gender expression, or relationship status; and
 - d) occurs when an individual(s) engages in sexual activity with another individual(s) they know, or reasonably ought to have known, is incapacitated (e.g., by drugs or alcohol, unconsciousness, blackout, or as a result of a disability).

Confidentiality

- 4.10** All reasonable efforts will be made to maintain the confidentiality of anyone who reports or is involved in a Disclosure or Formal Report. ~~Confidentiality cannot be assured~~ There are limits on confidentiality. Information may be shared if disclosure or an action is required or permitted by law, including, but not limited to, if:
- a) an individual is judged to be at imminent risk of self-harm;
 - b) an individual is judged to be at imminent risk of harming another;
 - c) there is reason to believe that other University Community members or the broader community may be at risk of harm;
 - d) evidence of the reported Sexual and Gender-Based Violence is available in the public realm; or
 - e) the individual that the information is about has consented to the disclosure.
- 4.11** Subject to section 4.10, the names of any individuals involved in a Disclosure or Formal Report will not be disclosed by the University to any person except where disclosure is necessary for the purpose of addressing Interim Measures or addressing a Formal Report and taking any related disciplinary measures.

Interim Measures

- 4.12** Where the University becomes aware of allegations of Sexual and Gender-Based Violence by a University Community member or against a University Community member, whether as a result of a Formal Report or otherwise, the University will take all reasonable steps to mitigate risks to the health and safety of the University Community and to meet any applicable legal obligations. As a part of this effort, the University may engage the CRT. It may also impose Interim Measures including, but not limited to:

- a) separation of the academic, living or workplace situations of any individuals involved in the Formal Report or Disclosure;
 - b) academic accommodations; or
 - c) no-contact orders issued by the University.
- 4.13** The University may expand, adjust or remove existing Interim Measures as it deems appropriate. Any changes to Interim Measures will be communicated to the affected individuals.
- 4.14** Any alleged breach(es) of Interim Measures by a member of the University Community may be considered by the University and, if substantiated, may result in disciplinary action up to and including termination of employment, expulsion from the University, or termination of any other relationship that the person has with the University.

Responding to Sexual and Gender-Based Violence

- 4.15** Members of the University Community with concerns about an incident of Sexual and Gender-Based Violence or who have received a Disclosure, or anyone who is seeking information about options for making a Disclosure or Formal Report are encouraged to contact the Sexual and Gender-Based Violence Prevention and Support Office.
- 4.16** Support staff within the Sexual and Gender-Based Violence Prevention and Support Office provide confidential support and care for any University Community member impacted by Sexual and Gender-Based Violence. This can include assisting individuals in accessing supports, including culturally specific resources, and in understanding and navigating available reporting options.
- 4.17** Sexual and Gender-Based Violence related supports are available to any University Community member. Supports are available no matter when or where the individual experienced or witnessed Sexual and Gender-Based Violence, ~~or~~ (including in the context of Experiential Learning), who may be responsible for the harm, or whether there is any ongoing process to consider a report of Sexual and Gender-Based Violence.

Supports available through the University include:

- a) trauma-informed Sexual and Gender-Based Violence response and education through the Sexual and Gender-Based Violence Prevention and Support Office;
- b) physical health services including sexually transmitted infection and pregnancy testing at Student Wellness Services are available to Students;
- c) mental health and wellness supports. Students may access supports through Student Wellness Services. Employees, Postdoctoral Scholars, and Academic Staff Members can access supports including mental health consultations, counselling, assistance in locating emergency child/elder care, and legal consultations through Staff Wellness and the University's Employee and Family Assistance Program;
- d) safety planning through the Sexual and Gender-Based Violence Prevention and Support Office and/or Campus Security;
- e) facilitation of safe living arrangements for Students living in residence; or
- f) workplace and academic accommodations or adjustments, which may include, if appropriate, measures to prevent further unwanted contact between the

Victim/Survivor and the member of the University Community reported to have caused harm.

- 4.18** Any individual impacted by Sexual and Gender-Based Violence and who is represented by a union or an association has the right to seek the assistance of that union or association.

Disclosure

- 4.19** A Disclosure is not a Formal Report and will not trigger an investigation unless the University becomes aware of a risk to other members of the University Community or the conduct otherwise requires an investigation under applicable law.
- 4.20** A Victim/Survivor who makes a Disclosure or makes a Formal Report will not be held responsible for any violation of the University's Alcohol Policy or Cannabis Policy related to the incident in the Disclosure or Formal Report.
- 4.21** Members of the University Community who receive a Disclosure should endeavour to listen compassionately, maintain confidentiality (subject to the limits of confidentiality in this policy), and provide information on resources available to the individual including information about the Sexual and Gender-Based Violence Prevention and Support Office.

Reporting Options

- 4.22** Victim/Survivors have the option to make a Formal Report, make a criminal report, and/or file a complaint in other venues (as described in section 4.25). Victim/Survivors are not required to take any of these steps.
- 4.23** If a Victim/Survivor chooses to make a Formal Report, then this report should be made to the Appropriate Office for consideration of next steps, including whether Interim Measures should be imposed. A Formal Report is not a criminal report and relates to a process by the University.
- 4.24** If an individual chooses to make a criminal report, individuals may report independently through the criminal justice system by contacting the Calgary Police Service or, if known, the law enforcement agency in the jurisdiction where the incident occurred. If an individual would like the support of the University in making a report with the appropriate law enforcement agency, the Sexual and Gender-Based Violence Prevention and Support Office and Campus Security can facilitate making the report.
- 4.25** This policy does not preclude individuals from filing a complaint in other venues, such as under the grievance process of an applicable Collective Agreement or filing a complaint of harassment or discrimination with an appropriate tribunal, or in a court of law. Such other venues or processes may impose time limits for filing a complaint.

Formal Reports

- 4.26** There is no time limit for making a Formal Report. However, the University encourages individuals to make a Formal Report as soon as they are able to do so,

recognizing that resolution may be more challenging the longer the period of time between an incident and a Formal Report.

- 4.27** Appropriate procedures for responding to a Formal Report will be followed to minimise the risk of traumatizing individuals and ensure due process.
- 4.28** A Victim/Survivor may make a Formal Report anonymously.
- 4.29** Only if the Victim/Survivor consents may a third-party file a Formal Report on the Victim/Survivor's behalf, such that the third-party is the Complainant. The Complainant should be aware that this may limit the ability of the University to respond and investigate the Formal Report.
- 4.30** A Complainant has the right to withdraw a Formal Report at any stage of the process. However, the University may have a duty to act on the issue identified in the Formal Report to comply with its obligations under this policy or at law. Interim Measures that do not materially interfere with the Respondent's access to the University may be maintained after a Formal Report is withdrawn.
- 4.31** The Appropriate Office will determine whether the University can investigate a Formal Report, taking into consideration whether it has jurisdiction to investigate a Formal Report, whether there is enough information to proceed with an investigation, and whether there is a legal obligation to investigate and report corrective actions. The Appropriate Office will also consider whether any other University policy or available alternate procedure should be considered.
- 4.32** If a Respondent advises the University that the subject matter of the Formal Report is also the subject of a process in another venue, then the University may consider this information when determining whether or when to proceed with action(s) relative to the Formal Report.
- 4.33** All members of the Appropriate Offices, Campus Security, CRT, Student Conduct Office, Threat Assessment Committee, and Student at Risk Team will complete and regularly update Sexual and Gender-Based Violence response and sensitivity training.
- 4.34** Subject to legislative requirements, a Complainant will ordinarily be informed of the following steps in resolving a Formal Report:
 - a) whether any Interim Measures have been or will be implemented, or any changes to Interim Measures with specifics of those Interim Measures only being provided to the Complainant if it impacts the Complainant;
 - b) whether the Formal Report will be investigated, or otherwise addressed by the University;
 - c) a summary of allegations to be investigated;
 - d) the availability of a resolution without an investigation (as described at sections ~~4.38-4.44~~**4.446**);
 - e) the name of any investigator assigned;
 - f) when any investigation begins;
 - g) updates on the progress of an investigation as appropriate;
 - h) whether the investigator found the allegations in the Formal Report to be substantiated or unsubstantiated, as addressed in section ~~4.54~~**53**; and
 - i) any corrective actions taken, if required. This does not include disciplinary actions or sanctions, unless it is relevant to them.

- 4.35** If a Formal Report will be investigated by the Appropriate Office, a Respondent will ordinarily be informed of the information in section 4.34 (other than the information about the availability of a resolution without an investigation), as well as any disciplinary action or sanctions imposed following any investigation. The Respondent will be informed about the availability of a resolution without an investigation if the Complainant is interested in pursuing that option to resolve a Formal Report.
- 4.36** If there is a Formal Report, the Sexual and Gender-Based Violence Prevention and Support Office will not support both a Complainant and Respondent who are involved in the same Formal Report and will refer University Community members to alternate supports if they are not able to provide support.
- 4.37** The following supports at the University are available to a Student, Academic Staff Member, Postdoctoral Scholar, or Employee, who is a Respondent in a Formal Report:
- a) Student Wellness Services or the Student Ombuds if they are a Student;
 - b) Staff Wellness and the Employee Family Assistance Program if they are an Employee, Postdoctoral Scholar, or Academic Staff Member; ~~and~~
 - c) Student Legal Assistance (SLA) for those who qualify, if it has capacity. If SLA is not able to assist, they may suggest alternate options; and
 - ~~e)d)~~ any applicable union or association.

Informal Resolution Process

- 4.38** The University recognizes that there may be circumstances in which a Complainant may wish to have a Formal Report addressed by the University, but not investigated. An alternative to an investigation of a Formal Report is addressing a Formal Report through an informal resolution process.
- 4.39** An informal resolution process is a voluntary, non-disciplinary process that may take various forms. Informal resolution process options may include, but are not limited to, educational programs and workshops, impact statement discussions, one-on-one meetings with trauma-informed staff or facilitators, or mediation, and should be informed by, or implement, restorative ~~justice principles and practice~~practices.
- 4.40** An informal resolution process may be an option when:
- a) the Complainant ~~requests, in writing, provides a written request to the~~ Appropriate Office that a Formal Report be addressed through an informal process; and
 - b) the Respondent agrees, in writing, to participate in the informal process; and
 - c) the Appropriate Office determines, in its sole discretion and taking into account any obligations at law, that it is appropriate for an informal process to ~~proceed~~be initiated.
- 4.41** The Appropriate Office will advise the Complainant and the Respondent when an informal process is an available option and, if so, the form(s) of the informal process that is available.
- 4.42** Participation in an informal process is voluntary. Each of the Complainant and the Respondent can request to end the process at any time.
- 4.43** The Appropriate Office:

- a) after discussion with the Complainant and Respondent, will advise the Complainant and the Respondent of the informal process option(s) that may be available to them;
- b) will facilitate the informal process option, either directly or by engaging others, such as Sexual and Gender-Based Violence Prevention and Support Office, to take this step;
- c) will prepare or receive, as applicable, a report indicating whether the Formal Report has been resolved through an informal process and, if it has been resolved through an informal process, setting out any outcome or agreement of which the Complainant and Respondent want the Appropriate Office to be aware; ~~and~~
- d) at the Complainant's request or otherwise if appropriate, may decide that it is appropriate to end an informal process prior to it resolving the Formal Report. ~~If this occurs, investigation of the Formal Report may be considered.~~

4.44 If the Appropriate Office is satisfied, in its sole discretion, that the report documenting the informal process that is referenced in section 4.43(c) brings the matter to an end, the Formal Report will be closed. If a Formal Report is closed, the Appropriate Office will advise the Complainant and Respondent of that closure and of any obligations arising for the Complainant or the Respondent from the informal process.

4.45 If an informal resolution process is unsuccessful or ended prior to the Formal Report being closed, then the Appropriate Office will determine next steps, which may include investigation of the Formal Report. If the Formal Report is to be investigated, the Appropriate Office will not share information with the investigator of the Formal Report that was provided by the Complainant or the Respondent through the informal resolution process. This provision does not apply to information known by the Appropriate Office independently from the informal resolution process.

4.46 A Complainant and Respondent that participate in an informal resolution process are expected to keep any information they learned from the other party in that process confidential, including in the context of an investigation of the Formal Report. This provision does not apply to information known to the Complainant or the Respondent independently from the informal resolution process.

Investigation of Formal Reports

4.454.47 If a Formal Report is to be investigated, then the Appropriate Office will appoint a trained, trauma-informed investigator to undertake the investigation in accordance with the relevant University Procedure.

4.464.48 If a Respondent ceases to be a member of the University Community after receiving notice of an investigation, the Appropriate Office will conduct the investigation based on the information it is able to collect, regardless of whether the Respondent chooses to participate.

4.474.49 The investigation of Formal Reports must appropriately protect the rights of both the Complainant and the Respondent. An investigation of a Formal Report will usually include:

- a) interview(s) with the Complainant;
- b) interview(s) with the Respondent;

- c) interview(s) with witnesses and potential witnesses;
- d) the Complainant, the Respondent or both, having the opportunity to respond to information collected by the investigator that is inconsistent with information that they provided and will be relied upon in determining the Formal Report;
- e) collection and review of evidence; and
- f) findings of fact made on the balance of probabilities.

4.484.50 To ensure the integrity of an investigation into a Formal Report, the Complainant, Respondent and witnesses that are contacted about or participate in that investigation are required to keep the investigation and any information they learn as a result of participating in the investigation confidential.

4.494.51 The University is committed to the timely and appropriate investigation of a Formal Report. The timelines for investigation in other University policies or procedures are not applicable to an investigation under this Policy.

Steps After Receipt of the Investigation Report

4.504.52 Upon completion of the investigation, the investigator will prepare a report for the Appropriate Office based on the interviews, statements, and other evidence collected and determine whether the allegation(s) in the Formal Report is substantiated. If an allegation(s) in a Formal Report is substantiated, the report may document the impact of the Sexual and Gender-Based Violence or Reprisal on the Victim/Survivor, if that person chooses to provide that information.

4.514.53 Subject to legislative requirements, the Appropriate Office will advise the Complainant and the Respondent, in writing, whether the investigator found that the allegation(s) in the Formal Report to be substantiated or unsubstantiated, and a high-level summary of the factual basis for that finding.

4.524.54 If the allegation(s) in the Formal Report are indicated to be unsubstantiated and the Complainant believes that either:

- a) there was a substantial procedural error in the application of section 4.474.9 of the policy by the investigator; or
- b) there is new evidence that could not have reasonably been presented earlier to the investigator,

then they must advise the Appropriate Office of this belief and provide the supporting information on or before 11:59 PM (MT) on the tenth (10th) Business Day after the date of the written document set out in section 4.545.4.

4.534.55 The Appropriate Office will consider the information provided by the Complainant pursuant to section 4.525.4 and determine, in its discretion, whether further steps should be taken with respect to the Formal Report.

4.544.56 After the actions under sections 4.525.4 and 4.535.5 have occurred or the timeline under section 4.525.4 has ended, the Appropriate Office will advise the Complainant and Respondent, in writing, whether the determination of the allegation(s) in the Formal Report have changed or not and, if so, provide a summary of the factual basis for that change.

4.554.57 The Appropriate Office will provide a copy of the report received from the investigator, and correspondence to the Complainant and the Respondent regarding

the finding of the allegation(s) in the Formal Report set out in this Policy to the individual(s) responsible for disciplinary processes under the relevant University policies and Collective Agreements. The table below identifies who will receive the investigative report and determine appropriate disciplinary measures if an allegation is substantiated:

Member of the University Community (Respondent)	Recipient of Information
Student	Student Conduct Office
Academic Staff Member, Employee, Postdoctoral Scholar, Appointee	Senior Leadership Team Member for the faculty or department
Senior Leadership Team Member	Executive Leadership Team Member to whom they report.
Executive Leadership Team Member	The President and Vice-Chancellor
President and Vice-Chancellor	Chair of the University's Board of Governors
Contractors, Volunteers	Senior Leadership Team Member for the unit, faculty, or department who engaged the Respondent

Unsubstantiated Formal Reports

4.564.58 If a Complainant, in good faith, makes a Formal Report and the investigator determines that the allegation(s) in the Formal Report are not substantiated, no record of the Formal Report or the investigator's report will be placed in the Complainant's or Respondent's student or human resource file. The University will retain a record in compliance with the University's legal obligations.

Substantiated Formal Reports

4.574.59 If the investigator determines that the allegation(s), in whole or in part, in a Formal Report are substantiated such that the Respondent is found to have breached this policy, then the Respondent may be subject to disciplinary action up to and including termination of employment, suspension or expulsion from the University or termination of any other relationship they have with the University.

4.584.60 If the Respondent is a unionized employee, then disciplinary action will be taken in accordance with the provisions of any applicable Collective Agreement.

4.594.61 If the Respondent is a Student and based on the information provided by the Appropriate Office to the Student Conduct Office, then:

- The Student Conduct Office will issue a written decision on sanction pursuant to the Student Non-Academic Misconduct Policy and Procedure.
- Prior to making this decision, the Student Conduct Office will invite the Respondent to make written submissions on the issue of sanction only and, if appropriate, may offer a meeting with a Hearing Officer on the issue of sanction.
- For the purposes of an appeal of the determination that a Student breached a policy or committed Student Non-Academic Misconduct as a result of a breach of this policy, the date of the written document setting out the decision being

appealed is the date of the written decision letter from the Student Conduct Office with respect to sanction.

Reprisals

~~4.604.62~~ An individual who is found to have acted in Reprisal may be subject to disciplinary action up to and including termination of employment, suspension or expulsion from the University or termination of any other relationship they have with the University. Disciplinary action will be taken in accordance with the provisions of any applicable Collective Agreement.

~~4.614.63~~ An individual who believes they may be the subject of Reprisal may notify the Sexual and Gender-Based Violence Prevention and Support Office, or the Appropriate Office. If the individual wishes to proceed with a Formal Report relating to the Reprisal, then the Appropriate Office will address the Formal Report or refer it to an alternate process at the University to be addressed.

Records

~~4.624.64~~ Records pertaining to the administration of this policy are the property of the University and will be retained in accordance with University document retention rules.

Reporting

~~4.634.65~~ All Formal Reports will be tracked by the Appropriate Office for administrative purposes.

~~4.644.66~~ The University will report to the Board of Governors on the number of Formal Reports and the number of requests for services received by the Sexual and Gender-Based Violence Prevention and Support Office, as well as the number of services provided by and education offered by the Sexual and Gender-Based Violence Prevention and Support Office. This data will not include any personal information that may identify a University Community member or that may otherwise cause an individual to be identifiable.

5 Responsibilities

5.1 All members of the University Community will:

- a) make themselves aware of this policy and their responsibilities under the policy; and
- b) if an individual approaches them with concerns about Sexual and Gender-Based Violence, encourage the individual to consult the Sexual and Gender-Based Violence Prevention and Support Office, and other supports or resources that may be available to them.

5.2 The Sexual and Gender-Based Violence Prevention and Support Office will:

- a) provide support including confidential consultation, safety planning, emotional support, and assistance in accessing resources both on and off campus for any member of the University Community who is seeking support in relation to Sexual and Gender-Based Violence;
- b) discuss options for resolution with Complainants, including reporting options, both on and off campus; and

- c) provide educational resources and training initiatives related to Sexual and Gender-Based Violence to the University Community

5.3 Campus Security will:

- a) respond to any calls they receive related to Sexual and Gender-Based Violence and refer members of the University Community to the Sexual and Gender-Based Violence Prevention and Support Office, and individuals who are not members of the University Community to off campus resources available to them; and
- b) provide emergency, after-hours supports such as safety planning and, if requested, assistance in connecting with the appropriate emergency services, such as police personnel for those individuals who choose to report to police.

5.4 The Appropriate Office will:

- a) provide guidance on the procedure to address Formal Reports and options available to Complainants in that process; and
- b) be responsible for the procedure followed for investigating a Formal Report.

6 Related Policies

[Code of Conduct](#)
[Graduate Student Supervision Policy](#)
[Harassment Policy](#)
[Privacy Policy](#)
[Student Non-Academic Misconduct Policy](#)
[Student at Risk Policy](#)
[Code of Conduct](#)
[Workplace Violence Policy](#)
[Graduate Student Supervision Policy](#)

Field Code Changed

Field Code Changed

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Field Code Changed

Field Code Changed

7 Related Procedures

[Student Non-Academic Misconduct Procedure](#)
[Workplace Investigation Procedure](#)
[Protected Disclosure, Procedure for](#)

8 Related Information

[Sexual and Gender-Based Violence Support](#)
[List of External Resources](#)
[Support at a Glance – visual desktop guide to supports](#)
[University Facilities and Field Station Maps](#)
[Courage to Act Summary of Recent Statistics Canada reports on Gender-Based Violence and Public Safety](#)
[Responding to Disclosures of Sexual and Gender-Based Violence](#)

9 History

May 26, 2017	Approved.
June 1, 2017	Effective.
March 8, 2018	Editorial Revision.
June 19, 2020	Revised.
December 1, 2020	Editorial Revision. Updated links.

March 26, 2021	Revised. Also note this policy has been renamed to Sexual and Gender-Based Violence Policy from Sexual Violence Policy.
December 9, 2022	Revised.
October 23, 2023	Editorial Revision.
[NTD: insert date, 2024]	Revised.

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GENERAL FACULTIES COUNCIL

Biographies of Candidates for Election

The voting for this election will be conducted electronically. A link to a MS Teams form, setting out equivalent to an election ballot, will be sent to General Faculties Council (GFC) members immediately following the March 6, 2025 meeting.

These are the biographies of the candidates who were nominated by the GFC Executive Committee and have agreed to stand for election:

Election of Two Academic Staff Members to the Advisory Selection Committee for the Vice-Provost (Teaching and Learning)

Jessica Ayala, Faculty of Social Work

I am a Professor (Teaching) in the Faculty of Social Work (FSW) and have a passion for teaching and learning. I have held various relevant leadership roles, including: 1) Director of the Office of Field Education at FSW, 2) Associate Dean, Teaching and Learning, at FSW, and 3) Educational Leader in Residence for Online Learning and Teaching at the Taylor Institute. I have been the recipient of various teaching awards, including a UCalgary Teaching Award for Teaching in Online Environments and an SU Teaching Excellence Award; and engaged in the Scholarship of Teaching and Learning (SoTL) through various projects, publications and presentations. My relevant service activities include chairing the FSW Teaching and Learning Committee, and being a member of the GFC Teaching and Learning Committee for six years. Currently, I am also a member of GFC and GFC Exec.

Charles Tepperman, Faculty of Arts

Charles Tepperman is an Associate Professor in the Department of Communication, Media and Film. He publishes widely on Canadian cinema, film history, and amateur media – including issues of pedagogy and experiential learning in media history. Tepperman has been project leader on numerous SSHRC grants (Insight, Insight Development, Partnership Development) and he is recipient of the Faculty of Arts Research Award and the GREATSupervisor Award (student nominated/COVID edition). He has served as Program Coordinator, Graduate Program Director, and Department Head in Communication, Media and Film, and on numerous committees across the Faculty and University (Arts in Motion, SUPPORT, Creativity and Performance, etc). Tepperman is currently Interim Head, Department of Art and Art History. These teaching, service roles, and research activities have directly engaged with issues of undergraduate curriculum development, experiential learning and student research, and student and co-curricular experience.

Estacio Pereira, Schulich School of Engineering

As an Assistant Professor (Teaching) in Project Management and an Associate Fellow of the Higher Education Academy (AFHEA), I bring a global perspective to engineering education, having taught in Canada, the United Kingdom, and Brazil. With a PhD in Construction Engineering and Management from the University of Alberta and a Postgraduate Certificate in Higher Education from the University of Nottingham, my expertise spans active learning, serious games, and industry-integrated education.

My teaching philosophy emphasizes student well-being, experiential learning, and constructive alignment, ensuring that students develop both technical expertise and critical problem-solving skills. As the Director of Schulich Momentum Engineering Education, I lead initiatives that advance teaching excellence, foster interdisciplinary collaboration, and drive pedagogical innovation.

To bridge the gap between academia and industry, I have developed immersive learning tools, including StratPM, a project management simulation game, and the Hazard Identification Simulator, which enhances safety awareness through interactive, scenario-based training. My research focuses on the interplay between teaching practices, workload perception, student well-being, and the integration of Large Language Models (LLMs) in course design and assessment.

With teaching experience in three countries, I have had the opportunity to develop and refine engineering curricula across diverse educational systems, enriching my approach to project-based learning, digital tools, and student engagement strategies. I actively contribute to the SSE Teaching and Learning Committee and the Civil Engineering Undergraduate Studies Committee while participating in several Academic Selection Committees (ASCs) and curriculum development initiatives. Through these roles, I have helped shape engineering education to align with evolving industry needs and pedagogical advancements.

My contributions to education have been recognized through multiple awards, including the Schulich School of Engineering Education Innovation Award and the Faculty Graduate Teaching Excellence Award. I remain committed to reshaping engineering education through innovation, inclusivity, and integration of technology and pedagogy.

Sherry Weaver, Haskayne School of Business

Associate Professor (Teaching) at the Haskayne School of Business, Teaching Operations Management and Supply Chain Management, Business Analytics

Recipient: Dean's award for Teaching Excellence

Past Service: Associate Dean, Teaching & Learning, Associate Dean, Undergraduate Programs.

Current Service: Director, Master of Management Program



SUBJECT: International Research Update

PROPONENT(S)/PRESENTER(S)

Proponent: William Ghali, Vice-President (Research)

Presenter: Buffy St-Amand (Senior Director, International)

PURPOSE

Provide an update on activities, priorities, and highlights of international research undertaken between February 1 2024 and January 31, 2025.

KEY CONSIDERATIONS

This presentation, Buffy St-Amand will cover the following:

- Growth of the international research team
- Update on international research activities and progress
- UCalgary's initiatives regarding Horizon Europe
- Outcomes and Impact

The International Research team's activities advance Strategy 2 of *Ahead of Tomorrow* – "Harness the power of research and innovation to tackle society's biggest challenges". International research revenue contributes to UCalgary's goal to grow external research revenue to \$750M by 2030. Our work also aligns with Domain 2: *Connecting Our People with Opportunities* from the Research and Innovation Plan. Additionally, under Goal 3 of the *Global Engagement Plan – Enhance Global Partnerships* - international research has been a key focus since the plan launch in 2020.

BACKGROUND

Dr. Janaka Ruwanpura completed his term as Vice-Provost and Associate Vice-President Research (International) in March 2024, having reported jointly to the Provost and Vice-President (Academic) and the Vice-President (Research). Following his departure, under the interim leadership of John Kinkaid, Executive Director, Office of the President and Vice-Chancellor, and Buffy St-Amand, UCalgary International underwent a significant organizational realignment in the latter half of 2024. Now led by Buffy St-Amand, UCalgary International reports to Kate Hamilton, AVP, Strategy and Performance, in the Office of the President and Vice-Chancellor.

Throughout this transition, the cross-appointed UCI/RSO International Research Team remained steadfast in its mission. Guided by established research themes and a focus on aligning research strengths with global opportunities, we continue to expand international collaborations, secure international research funding, enhance our global reputation, and facilitate knowledge transfer for meaningful impact. Our strategy is further strengthened by individual scholars who are global leaders in their fields.

The University of Calgary is committed to collaborating with like-minded institutions that share our dedication to innovation and entrepreneurship. We strive to drive social change and scientific advancements that translate research excellence into tangible societal and community impact.

KEY INTERNATIONAL RESEARCH ACTIVITIES

Connecting with faculty

As a relatively new unit, UCI Research continues to raise awareness of our services through targeted Roadshow and Consultation strategies. From the outset, we have prioritized a personalized, “white glove” approach to supporting faculty, rather than relying on mass communication and large-scale events. Recognizing that not all researchers seek international engagement, we focus on building deeper relationships with those who do. Our philosophy centers on individual strengths and research goals to connect UCalgary faculty with the most relevant international funding and partnership opportunities.

Our Roadshows are tailored to each host, offering in-person or online sessions ranging from 10 minutes to 1 hour. These presentations, often delivered to departmental research committees, highlight both the tools and strategic relationships we leverage to identify the best collaboration opportunities for individual researchers. Key tools include:

- International Funding and Researcher Matching (IFARM) – A custom database with nearly 4,000 international funding sources, searchable by keywords.
- UCalgary Research Ecosystem Dashboard (UCRED) – Developed in collaboration with VPRO, this tool helps identify UCalgary researchers based on their areas of expertise.

We also showcase funding opportunities made available through our partnerships with embassies and consulates in Canada (e.g., France, Germany, and the UK). Additionally, we highlight internal funding programs that support international research collaborations, such as:

- [VPR Catalyst Grants](#)
- [Transdisciplinary Connector Grants](#)
- **International Partnership Research Workshop Grant (*paused*)** to be relaunch under new TOR and brand – **UCI Start Something Global Grant**.

We also assisted in launching the [UCalgary Visiting Scholars Program](#) to promote international collaboration and academic exchange, enhancing research and innovation. As of January 13, 2025, **RSO has approved 8 Visiting Scholars**.

During this reporting period, we conducted **15 Roadshow stops** across **8 faculties**, engaging **267 UCalgary researchers**. During our consultations, we gather detailed information from researchers about their funding needs and desired partnerships. Our questionnaire captures key details such as target countries, specific institutions, funding levels, and ideal submission timelines. We strive to provide tailored results to UCalgary researchers within one week.

In this reporting period, we conducted **79 individual consultations** with UCalgary faculty.

Curtin-Aberdeen-Calgary Strategic Alliance

UCalgary joined an established Alliance with Curtin University (Perth, Australia) and the University of Aberdeen (Scotland) in 2022. Initially focused on complementary strengths in engineering and energy, sustained Executive

Leadership support from all three universities has transformed the Alliance into a model platform for fostering international research partnerships across multiple disciplines.

UCI Research collaborates closely with counterpart teams at Curtin and Aberdeen to connect researchers across campuses. By leveraging shared research interests—such as addressing healthcare challenges in remote communities in Western Australia and northern Scotland—and dedicated funding opportunities (e.g., Alliance-specific funding within UCalgary’s VPR Catalyst Grant scheme), the Alliance has facilitated **over 55 research connections** in the past two years.

- Researchers have begun applying for external funding and securing **seed grants totaling ~\$100K**.
- The Alliance supported a collaboration (through CSM) that contributed to a **\$1M infrastructure grant at Curtin**.
- Promising areas for future collaboration include:
 - Child health (*via* One Child Every Child); Engineering (various research areas at Schulich School of Engineering); Nursing, Social Work, Business, and Education.

Horizon Europe

Horizon Europe is the world’s largest research and innovation programs and the ninth iteration of the European Union’s Horizon initiative. It is also the first to invite non-European countries to become fully **Associated Countries**—allowing their researchers to apply for direct funding without requiring matching domestic funds. Canada became the second non-European country (after New Zealand) to attain Associate status in July 2024, contributing approximately \$150M to the program. Other Associate Countries now include the UK, while applications from South Korea and Japan are under negotiation.

UCalgary’s VPRO has committed to strengthening institutional support for Horizon Europe applications. This includes:

- Hiring two dedicated staff (one at UCI, one at RSO).
- Engaging Visnea, an external consultant, to assess and enhance institutional readiness.

Throughout Fall 2024, Visnea delivered workshops, engaged with key internal teams (Open Science, EDI, Legal, and Research Security), and submitted its report to the VPR in November. Given that Horizon Europe grants typically involve average of €5M in funding, five participant countries, and 12 collaborating institutions on 2-3 year projects, with strict reporting requirements and a focus on targeted RFPs rather than exploratory research, UCalgary must develop a tailored internal support structure. Key strategic considerations:

- Researchers need early consortium-building support, as application windows are brief and require fully assembled teams at submission.
- Leading universities establish strong central teams to coordinate and complete applications, allowing faculty researchers to focus on specialized content.
- Serving as an Expert Reviewer for UCalgary to gain deeper insights into the HE process.

The UCI Research team will focus on building partnerships with international universities and industry partners to facilitate consortium formation. This includes liaising with Canadian and International National Contact Points (NCPs) to connect UCalgary researchers with the most relevant consortia when they are ready to apply.

OUTCOMES AND IMPACT

- During the fiscal year 2023-24, our institution **received \$37M from international sponsoring organizations** for research purposes, marking a **\$5.5M increase** from the previous year.

- From 2020 to 2024, there has been a **6% increase in co-authored publications with international collaborators** at UCalgary, rising from **54% to 56%** this past year.

ROUTING AND PERSONS CONSULTED

Progress	Body	Date	Approval	Recommendation	Discussion	Information
	Research and Scholarship Committee	2025-02-13				X
X	General Faculties Council	2025-03-06				X

SUPPORTING MATERIALS

A PowerPoint presentation slide deck



SUBJECT: **Approved Revisions to the Werklund School of Education Faculty Council Terms of Reference**

PURPOSE

The revised Terms of Reference (TOR) of the Werklund School of Education (WSE) Faculty Council (FC), recommended by WSEFC on Jan 21, 2025, and approved by the General Faculties Council (GFC) Executive Committee on February 12, 2025, are presented to the GFC for information.

KEY CONSIDERATIONS

The revisions to the TOR align with the new FC TOR template and also include:

- Specification that the Libraries and Cultural Resources (LCR) Council will appoint the LCR representative.
- 2.1. Appointed Member Terms: Addition of “Members having served the maximum six consecutive years will be eligible for appointment to the Council after a minimum of two years has elapsed since the expiration of their last term”.
- 6.6. Quorum: Removal of referring business to a Faculty Council Committee as the WSE does not have a Faculty Council Committee.
- Correction of issues introduced by using the previous FC TOR template (i.e. “~~of the Faculty~~ of the Werklund School of Education”).
- Addition to the membership of “one undergraduate student currently enrolled in the Werklund School of Education and serving as the Students’ Union (SU) elected Faculty Representative, appointed by the SU”.

BACKGROUND

The WSEFC TOR was last reviewed in 2015 so a detailed review was required.

ROUTING AND PERSONS CONSULTED

Progress	Body	Date	Approval	Recommendation	Discussion	Information
	WSE Executive Faculty Council	2024-11-12			X	
	WSE Faculty Council	2024-11-19			X	
	WSE Executive Faculty Council	2025-01-13	X			
	WSE Faculty Council	2025-01-21	X			
	GFC Executive Committee	2025-02-12	X			
X	General Faculties Council	2025-03-06				X

NEXT STEPS

After the EC approved the revisions to the Faculty Council TOR, the TOR had immediate effect.

SUPPORTING MATERIALS

1. Approved Werklund School of Education Faculty Council Terms of Reference – showing tracked changes

Werklund School of Education Faculty Council Terms of Reference

1. ESTABLISHMENT

The Werklund School of Education Faculty Council (**Council**) is established pursuant to the Post-Secondary Learning Act (**PSLA**) and has those powers granted under the PSLA and these Terms of Reference (**TOR**), subject to the authority of the General Faculties Council (**GFC**).

2. MEMBERSHIP

Chair

Dean ~~of the Faculty~~ of the Werklund School of Education (the **Faculty**) (ex-officio, voting)

Vice Chair

Vice Dean ~~of the Faculty~~ of the Werklund School of Education (ex-officio, voting)

Voting Members

- the President of the University of Calgary (University) or their delegate (ex-officio)
- all full-time members of the academic staff ~~of the Faculty~~ of the Werklund School of Education (ex-officio)
- the President of the Education Students Association (ESA), or their delegate (ex-officio)
- the President of the Graduate Programs in Education Students Association (GPESA), or their delegate (ex-officio)
- ~~One (1)~~ academic staff member appointed by Library and Cultural Resources Council
- One undergraduate student currently enrolled in the Werklund School of Education and serving as the Students' Union (SU) elected Faculty Representative, appointed by the SU

2.1 Member Terms

Appointed members may be appointed for a term of up to ~~3~~ three years, with eligibility for re-appointment for ~~an~~ additional terms of up to a cumulative maximum of ~~to three~~ 3 consecutive years. A member's term will continue until the term start date of the member's successor or on the expiry date of the member's appointment if there is no successor. Members having served the maximum six consecutive years will be eligible for appointment to the Council after a minimum of two years has elapsed since the expiration of their last term.

2.2 Casual Vacancies

Appointed members will advise the Council secretary (**Secretary**) as soon as possible of any known or anticipated circumstances that would result in the member being absent from two or more consecutive meetings. In this circumstance or in the event that a member is absent from two or more consecutive meetings without notice, the Chair may agree to allow a substitute to be appointed for the duration of the absence of the member or may declare the member's position vacant and ask that a replacement be appointed for the balance of the member's term. Appointments under this provision will be conducted in accordance with the regular appointment process for that member.



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2.3 Responsibilities of Members

Members are expected to:

- Familiarize themselves with the Council's role and these Terms of Reference
- Attend each regularly scheduled Council meeting, making every attempt to attend in person
- Review the meeting package prior to the meeting
- ~~Come to meetings prepared to~~ Engage in respectful, meaningful discussion and provide considered, constructive and thoughtful feedback and commentary, express opinions and ask questions to enable the Council to exercise its best judgment in decision making and advising in the best interest of the Faculty

3. ROLE

The Council serves as the Faculty's senior academic governing and advisory body on the academic affairs of the Faculty. Accordingly, in addition to the responsibilities listed in the PSLA, the Council reviews and provides recommendations regarding academic priorities, strategies, plans and policies for the Faculty, and provides a forum for discussion, information sharing and approval of Faculty recommendations to the GFC or other external decision-makers.

4. RESPONSIBILITIES

The Council will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Council; however, the Council may carry out additional responsibilities and duties within its role.

The Council's primary responsibilities are as follows:

- a. determine the programs of study for which the Faculty is established;
- b. determine the conditions under which a student must withdraw from or may continue the student's program of studies in the Faculty;
- c. authorize the granting of degrees; and
- d. such other activities and responsibilities set out in the PSLA or delegated or assigned to it by the GFC or brought to it by the Chair from time to time.

5. POWERS

The Council is empowered to carry out its role and responsibilities subject to any conditions or restrictions that are imposed on it by the GFC.

The Council may delegate any of its powers, responsibilities and functions as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, responsibility or function, including the power of sub-delegation. The Council shall require as part of any delegation of its authority that any action taken under a delegated authority of the Council be reported to the Council. The Council may also, by resolution, alter or revoke the delegation of any of its powers, responsibilities and functions under this section.

The Council is ultimately responsible for the work and responsibilities of each of its delegates, standing or *ad hoc* committees, and working groups, if any.



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6. COUNCIL MEETINGS

6.1 Schedule

The Council will meet during the period from September to May in each year (the **Meeting Year**) in accordance with a meeting calendar provided to members. Additional regular or special meetings may be called by the Chair.

6.2 Notice

Members will be provided with a ~~schedule calendar~~ of meeting dates for regularly scheduled meetings ~~at least 2 months in advance of~~ in advance of each Meeting Year, ~~which calendar is deemed to be sufficient notice to all members of any meeting shown in the calendar.~~ Except in the case of an emergency meeting, notice of meetings that do not appear in the ~~schedule calendar~~ will be provided at least two days in advance of the meeting date. Meeting details will be communicated to members by the Secretary as soon as they are available before each meeting.

The accidental omission or irregularity of any notice of any meeting, or the non-receipt of any notice by any of the persons entitled to notice, does not invalidate any proceedings at a meeting.

6.3 Meeting Agendas

Meeting agendas will be formulated by the Chair and reviewed and approved in accordance with the Council's procedures.

A member intending to introduce a new matter at a meeting shall give written notice of the matter and any materials for the Council's consideration, to the Chair and the Secretary at least eight days in advance of the meeting at which it is intended to be introduced.

Notwithstanding the paragraph above, a matter may be introduced to a meeting of the Council without the specified notice thereof having been given and without it having been included in the agenda if the matter is communicated in advance to the Chair, and its introduction to the meeting is approved by the Chair.

If a person who is not a member or a guest approved by the Chair wishes to address the Council at any meeting, such person may do so if he or she has received the prior permission of the Chair.

6.4 Materials

As much as possible, meeting materials will be provided to the Council electronically one week in advance of a scheduled meeting.

6.5 Absence of Chair

In the event that the Chair is unable to attend a meeting of the Council, the Vice Chair shall act as Chair for that meeting.

If neither the Chair nor the Vice Chair is present within fifteen ~~(15)~~ minutes of the time fixed for the commencement of the meeting, the meeting will be canceled.

6.6 Quorum

A quorum for the transaction of business at any meeting of the Council is a number equal to a majority of the voting one-half (1/2) of the members of the Council.



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If quorum for a Council meeting is not present within ~~ten (10)~~ fifteen minutes of the time fixed for the commencement of the meeting, the Chair of the meeting may:

1. adjourn the meeting; or
2. cancel the meeting.

If quorum for a Council meeting is lost at any time during the meeting, the Chair of the meeting, in ~~his or her~~their sole discretion, may ~~refer the balance of the business of the meeting to the Faculty Council Committee or~~ postpone the business to the next meeting of the Council.

6.7 Conduct of Meetings

In the sole discretion of the Chair, Council meetings may be held in person or by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

The Chair, or in ~~his or her~~their absence, the Vice Chair, shall be responsible for the orderly conduct of meetings of the Council. Meetings will be conducted in accordance with all applicable laws and these Terms of Reference or, where applicable laws or these Terms of Reference are silent on the matter, as determined by a ruling of the Chair, acting reasonably. The Chair may consult the Secretary and look to Roberts Rules of Order ~~or Nathan's Company Meetings~~ for guidance on the conduct of meetings, however, none of these sources shall be considered determinative and the Chair retains the discretion to make a final determination on the matter, subject to challenge as provided below.

The Chair's ruling shall bind all members of the Council except where a motion challenging the ruling has been duly moved, seconded and carried by two-thirds ~~(2/3)~~ of the members present at the meeting, whereupon such ruling shall cease to have force and effect. In this event, a member may propose a new ruling and provided it is duly moved, seconded and carried by a majority of the members present at the meeting; it shall bind all members of the Council.

6.8 Electronic Participation

In the event that a Council meeting is held by means of a telephonic, electronic or other communication facility, members may participate in the meeting by means of the telephonic, electronic or other communication facility made available by the Secretary. A person participating in a meeting by such means is deemed to be present at the meeting and may vote through the telephonic, electronic or other method of communication being used.

6.9 Voting at Meetings

Only Council voting members may move, second, and vote on motions.

Motions will be decided by a show of hands, a roll call (voice), consensus, or otherwise in such manner that clearly evidences a member's vote and is accepted by the Chair of the meeting. Voting by proxy is not allowed.

An affirmative vote of a majority of the members present and eligible to vote, or consent without objection is required to pass a motion. The Chair does not have a second or casting vote. Abstentions do not count in favour of or against the motion.

A declaration by the Chair of the meeting that a motion has been carried and an entry to that effect in the minutes shall be prima facie evidence of the action taken. Any member may ask at the time of the vote that the member's individual vote or abstention be recorded in the minutes.



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Elections will be decided based upon the number of votes in favour of each nominee in descending order, the first elected person being the nominee with the most votes. Additional elected persons will be the person(s) with the next highest number of votes in descending order until all elected persons have been determined. In the event of an equal number of votes being cast for more than one nominee (a tie), the Chair (or the Vice Chair where the Chair is in a conflict of interest) will cast a vote to break the tie.

6.10 Resolutions in Writing

Resolutions in writing are only suitable for straightforward motions or where it is not feasible or practical to call a meeting of the Council and should be used infrequently. Resolutions in writing may be circulated for approval via facsimile, electronic mail, or electronic poll.

A resolution of the Council consented to in writing by a majority of the members entitled to vote on it, whether by signed document, facsimile, electronic mail or any other method of transmitting legibly recorded messages, shall have the same force and effect as if it had been passed at a Council meeting duly called and held. Such resolution may be in two or more counterparts which together are deemed to constitute one resolution in writing. A resolution passed in this manner is effective on the date stated in the resolution or, if a date is not stated, on the latest date stated on any counterpart or the latest date on which the required number of affirmative votes is communicated to the Secretary.

The procedures for approval of resolutions ~~conducted electronically via electronic mail or electronic poll~~ are as follows:

- Resolutions will be ~~sent circulated~~ to members, ~~or members will be notified of an electronic poll, via the facsimile, e-mail address or telephone number on file with the Secretary. by electronic mail at the e-mail address on file with the Secretary or by electronic poll~~
- The resolution will expire in the time set in the message; however, the Chair or the Secretary may extend the deadline once by up to a maximum of seven days
- An affirmative vote of a majority of members who are eligible to vote is required to pass a ~~written resolution, made via electronic mail or electronic poll~~
- The Secretary is responsible for tallying the votes and informing the Council of the outcome;
- Written resolutions may not be amended; however, the member who proposed the resolution may withdraw it at any time prior to receipt of the necessary approval or the expiry time, if one, or with the approval of all of the members who voted on the resolution; ~~and~~
- If the resolution does not receive the required votes by the deadline (as extended, if applicable), it does not pass.

6.11 Open and Closed Meetings

The Council may hold open and closed meetings or sessions of the Council in compliance with the Freedom of Information and Protection of Privacy Act (FOIP) and -all applicable laws. Accordingly, materials related to an open meeting or session of a Council meeting may be available to the public through the Secretary upon request, and subject to the discretion of the Secretary, or the direction of the Chair.

Open meetings or open sessions of meetings of the Council may be attended by the public, subject to the limitations of space.

Closed meetings or closed sessions of meetings of the Council will be attended by the Secretary unless specifically excused by the Chair, and by those guests who are invited to remain for the closed session or a portion thereof. If the Secretary is excused by the Chair from a closed session, the Chair will appoint one of the members present to act as secretary for the session, which member shall record any discussions, decisions and actions of the Council pertaining to Council business done in closed session, and will provide a signed record to the Secretary for the official records.

6.12 Invited Guests and Visitors

Guests may be invited to attend and speak at a meeting with the approval of the Chair given in advance of the meeting or, in the sole discretion of the Chair of the meeting, during the meeting.

Visitors in attendance at a meeting to observe Council proceedings may speak only if expressly invited to do so by the Chair of the meeting. All visitors are expected to maintain the decorum prescribed for parliamentary galleries and no person is allowed to use a camera or a recording device in a Council meeting. In the event of a breach of these rules or a disturbance, the Chair may eject persons from the meeting or adjourn the meeting.

6.13 Council Records

Minutes of the proceedings of all Council meetings and records of all decisions of the Council made outside of a meeting will be created and presented to the Council for approval or information, as applicable, at its next subsequent meeting.

The Council shall keep as permanent records, minutes of all Council meetings, a record of all actions taken by the Council without a meeting, and a record of all actions taken by a committee exercising the authority of the Council. The Council shall maintain its records in a form capable of conversion into written form within a reasonable time.

The official records of the Council will be maintained under the custodianship of the Secretary and shall be available for inspection in the Secretary's office by any member of the Council at any time during regular office hours upon reasonable advance notice to the Secretary.

Access to the official records of the Council by persons other than members will be determined in accordance with applicable legislation and University policies in effect from time to time.

6.14 Certification of Records

The Chair, the Secretary or such other person designated by the Council for the purpose may, in a written certificate, certify that:

- a. a writing referred to in the certificate is a true copy of all or part of a minute of the proceedings of a meeting of the Council or a resolution of the Council; and
- b. that the minute or resolution or part thereof is or is not in effect as at a date stated in the certificate.

A certificate made under this section shall, in relation to the Council, be prima facie proof of the facts stated therein without proof of the signature or capacity of the person signing the certificate.

If the person making the certificate is not the Secretary, that person shall make and deliver to the Secretary an executed copy of the certificate as soon as reasonably possible.



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7.0 COMMITTEES

7.1 Establishment

The Council may, by resolution, establish standing or ad-hoc committees with such responsibilities, authorities, membership and operational rules as it considers appropriate. The Council may also, by resolution, dissolve any committee.

Authority

~~The Council may delegate to a committee any of the Council's powers, responsibilities or functions, on such conditions, if any, set out in the establishing resolution or any subsequent resolution. The Council may also, by resolution, alter or revoke the delegation of any of its powers, responsibilities and functions under this section.~~

7.2 Rules and Procedures

Except where otherwise specified in these Terms of Reference, the responsibilities, authorities, membership and operation of a committee shall be set out in terms of reference approved by the Council or its delegate. Parameters on delegation can be found in Section 5. Powers of these Terms of Reference.

Committees shall report their activities and decisions to the Council at such times and in such manner as required by the Council.

8. WORKING GROUPS

The Council may create working groups that report to the Council directly or through the Chair, to facilitate the accomplishment of its responsibilities. The Terms of Reference and membership of any working group shall be determined by the Chair, taking into consideration any recommendations ~~for membership~~ made by the Council. Working group members may be drawn from outside the Council.

9. OUTSIDE ADVISORS

The Chair is authorized to retain outside advisors with particular expertise to advise the Council if the Chair determines in their ~~his or her~~ sole discretion that doing so is essential to the Council in carrying out its responsibilities.

10. RESPONSIBILITIES OF THE CHAIR

In addition to the other responsibilities of the Chair set out in these Terms of Reference, the Chair shall provide leadership to enable the Council to effectively carry out its role and responsibilities, act as a spokesperson for the Council, act as the liaison between the Council and the GFC and other University or external groups or individuals, and will generally oversee the Council's activities. The Chair shall also oversee the engagement of any outside advisors.

The Vice Chair will carry out any or all of the Chair's responsibilities at the request of the Chair or in the event that the Chair is absent or unable to carry out their responsibilities, and will have those additional powers and duties assigned by the Chair and the Council from time to time.



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11. SPOKESPERSON

The Chair, or in ~~their-his-or-her~~ absence or inability to act, the Vice Chair, is the only person authorized to speak for the Council.

12. REPORTING TO THE GFC

The Council shall report their activities and decisions to the GFC at such times and in such manner as required by the GFC.

13. COUNCIL ASSESSMENT

The Council shall carry out an assessment of its performance and operations no later than three years following its last assessment in accordance with a process approved by the Council or its delegate.

14. AUTHORIZATION AND EXECUTION

All documents or instruments in writing requiring execution on behalf of the Council shall be signed by the Chair or those authorized signatories specified in, and in accordance with, a written authorization of the Council.

All documents or instruments authorized and signed on behalf of the Council as provided herein shall be valid and binding on the Council.

15. VALIDITY OF NOTICES

“Business Day” for the purposes of this section means a day other than a day that the University of Calgary is closed or a Saturday, Sunday, statutory or civic holiday in Calgary, Alberta.

Any notice or communication required or permitted to be given or made hereunder will be sufficiently given or made for all purposes if delivered personally, sent ~~by electronic-electronically~~mail or ~~by~~ facsimile or sent by ordinary mail within Canada to the last address listed in the records of the Secretary. Any such notice or communication if sent by facsimile or other means of electronic communication shall be deemed to have been received on the day of sending, and if delivered by hand shall be deemed to have been received at the time it is delivered to the applicable address. A document sent by mail will be deemed to be received on the fifth Business Day after the day on which it is mailed. In proving the notice or communication was mailed, it shall be sufficient to prove that such document was properly addressed, stamped and posted.

16. REVIEW AND CHANGES TO THESE TERMS OF REFERENCE

These Terms of Reference will be reviewed by the Council at least once every three years and any changes it considers necessary will be recommended to the GFC or its delegate for approval.

Anything done pursuant to, or in reliance on, these Terms of Reference before they were amended, replaced or repealed is conclusively deemed to be valid for all purposes.

~~Minor amendments and corrections to these Terms of Reference that are required in between reviews may be made by a majority vote of the Council and reported to the GFC or its delegate at that body's next meeting.~~



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17. GENERAL

Headings

The headings used throughout these Terms of Reference are inserted for reference only and are not to be considered in construing the terms and provisions of these Terms of Reference or to be deemed in any way to clarify, modify or explain the effect of such terms or provisions.

Conflict with Terms of Reference

In the event of a conflict between the provisions of these Terms of Reference and the provisions of applicable legislation, the provisions of the applicable legislation shall govern.

Invalidity of Provisions

The invalidity or unenforceability of any provision of these Terms of Reference shall not affect the validity or enforceability of the remaining provisions of these Terms of Reference.

18. EFFECTIVE DATE

These Terms of Reference will be effective on the date that they are approved by the GFC or its delegate. All prior or existing Terms of Reference of the Council are repealed as of the effective date of these Terms of Reference.

Dated: ~~September 29, 2015~~ February 12, 2025



GENERAL FACULTIES COUNCIL EXECUTIVE COMMITTEE
Report to General Faculties Council
for the meeting held February 12, 2025

The following report is submitted on behalf of the General Faculties Council (GFC) Executive Committee (EC).

Approval of Revisions to the Werklund School of Education Faculty Council Terms of Reference

The EC heard that the revisions to the Werklund School of Education's Faculty Council Terms of Reference (TOR) include specifying that the Libraries and Cultural Resources (LCR) Council will appoint the LCR representative, setting a six-year term limit for appointed members, removing the erroneous "Faculty of" words throughout, and updating the language to the new Faculty Council TOR template.

The EC discussed the Faculty Council and Faculty Council Committee model, and in response to a question it was explained that this model was established to support business moving forward. The EC discussed the difference of this model compared to simply lowering the quorum threshold for a Faculty Council that regularly struggles to achieve quorum. The Secretariat will undertake an exploration of the two different approaches.

In response to questions, it was reported that the Werklund School of Education only occasionally does not achieve quorum at Faculty Council meetings, that if quorum is not achieved it is practice to either move an item to the next meeting or to hold an electronic vote if an item is time sensitive, and that establishing a Faculty Council Committee is not wanted.

Following discussion, two amendments were supported by the EC: that the Students' Union elected Faculty Representative for Education be added as a voting member of the Faculty Council and that a grammatical error in the document be corrected.

The EC voted to approve the revisions to the Werklund School of Education Faculty Council TOR, with the requested amendments.

Recommendation of Revisions to the Sexual and Gender-Based Violence Policy

The EC heard a description of the revisions made to the policy as a result of the feedback received during the consultation process.

In response to a question, it was reported that supports are available to all persons in the University community, including if a case involves a visiting scholar.

The EC voted to recommend that the GFC recommend that the Board of Governors approve the revisions to the Sexual and Gender-Based Violence Policy, effective July 1, 2025.

Appointment of One Academic Staff Member to the Academic Planning and Priorities Committee

The Committee named, in rank order, academic staff members to be approached by the University Secretariat to serve on the Academic Planning and Priorities Committee, for a term to begin immediately.

Secretary's Note: Following the meeting, Ari Pandes, Haskayne School of Business, agreed to serve and was deemed to be appointed by the Committee.

Nominations for Election by GFC of Two Academic Staff Members to the Advisory Selection Committee for the Vice-Provost (Teaching and Learning)

The EC heard that the selection process will begin with a town hall to be held next week and that the process is expected to conclude by the end of May.

The EC then named, in rank order, academic staff members to be approached by the University Secretariat to stand for election to the Advisory Selection Committee for a Vice-Provost (Teaching and Learning). The election will be held electronically following the March 6, 2025 GFC meeting.

2025 GFC Member Survey

The EC heard that it is proposed that the members of GFC receive a survey again in 2025, that the survey take the same form as the 2024 survey (Likert questions and comment boxes), that the survey be launched in April in order that the current student members can participate, and that time be given after the in-person April meeting of GFC for members to complete the survey. It was reported that the survey results would be synthesised and reported to GFC at the June meeting.

In response to questions, it was stated that:

- The GFC standing committees are regularly asked to assess their performance and satisfaction through means such as surveys and roundtable discussions.
- In the recent past, a moderated session was used to gather feedback from GFC members rather than issuing a survey.
- It is encouraged that some form of evaluation be conducted with Faculty Council members.

It was suggested that:

- Question 8, which asks if there were any barriers to a member's engagement and attendance, be a yes/no question in addition to having the space for the member to describe the nature of the barrier(s).
- Question 10, which asks what a member would like to see done differently over the coming year, be rephrased to ask what could be done to enhance a member's experience.

In response to a question, it was indicated that the space that is being refurbished for GFC meetings, BI 587, should be ready for the April meeting.

It was confirmed that the finalised survey questions will be brought back to the EC at the next meeting for approval.

Review of the Draft March 6, 2025 GFC Agenda

The EC reviewed the draft March 6, 2025 GFC agenda, hearing that the meeting will be held by virtual modality as scheduled.

This report is submitted on behalf of the Academic Planning and Priorities Committee (APPC).

Creation of the Bachelor of Arts (Honours) Degree in Urban Studies, Faculty of Arts

The Committee reviewed the proposal for the creation of the Bachelor of Arts (BA) (Honours) degree in Urban Studies offered by the Department of Geography within the Faculty of Arts. The Committee heard that there are eight Urban Studies undergraduate programs offered across Canada, half of which currently offer an Honours option. Adding an Honours stream will provide our students with an opportunity to develop research skills and gain research experience, which is important because many career pathways for Urban Studies graduates involve research.

The Committee learned that Urban Studies Majors will be able to apply for the Honours program in the Winter term of their third year in program. Units that are in-progress at the time of application count towards the 90-unit requirement for admission, and students will be required to indicate who their thesis supervisor will be at the time of application. Many Honours theses are likely to include work-integrated learning (WIL) components, however completion of WIL was not made mandatory for the Honours program to avoid limiting what kind of projects students could undertake. The Committee learned that the projected enrolment of five Honours students per year is based on the Geography Honours program's enrolment. There are no concerns regarding faculty member workload for this level of enrolment, and the Urban Studies Honours program proposal received unanimous support at the Department level.

The Committee heard that the Department of Geography is in the midst of a curriculum review, which is expected to result in updated learning outcomes for Urban Studies in both the Major and Honours streams. Indigenous Engagement components for Urban Studies are being considered as part of the curriculum review process instead of being addressed separately with this proposal for the creation of the Honours program.

The Committee discussed concerns regarding lack of clear commitments on Indigenous Engagement in the proposal and encouraged proponents to consider addressing this sooner and not wait for the curriculum review to be completed. The Committee suggested that the University of Calgary Conjoint Faculties Research Ethics Board (CFREB) be notified of the new program, as Honours students' submissions could result in an increased volume of applications being submitted within a short period of time. The Committee also suggested that future consideration be given to potential collaboration with the new Campus as a Learning Lab initiative, as well as whether this program would be a suitable candidate for a 4+1 type of Master's degree.

The APPC approved the creation of the BA (Honours) in Urban Studies, effective Fall 2026.

Faculty of Kinesiology Unit Review Report

The Committee received the report for the Faculty of Kinesiology's unit review, which was completed following the May 2024 site visit. The Committee learned that the unit review included both the academic and business units that Kinesiology comprises: the Academic Faculty, and four business units: Active Living, Dinos Athletics, the Olympic Oval, and the Sport Medicine Centre. Undergraduate and graduate students were directly involved

through dedicated sessions with the review team during the site visit. The Committee heard that key recommendations from the review included:

- Augmenting senior leadership. A new Director of Facilities and Operations has been hired and the Faculty is considering appointing a Senior Associate Dean.
- Enhancing cohesion and integration across the Faculty. Integration through collaboration is the central theme of the Faculty's strategic plan, *Together, Stronger*, to address the challenges that arise from academic staff being separated between two buildings, and segregation of the business units from the academic unit.
- Dedicating more resources to Indigenous Engagement. The Faculty has launched an Indigenous Pathway Program (IPP) for admission starting in Fall 2025 and completed a revised design for the Taylor Family Kinesiology Building, informed by an Indigenous architectural firm and reviewed by a group of the University's Elders.

The Committee learned that the Faculty also recently passed a new graduate student funding model and is working to make more graduate student funding available. The Faculty is also exploring fundraising opportunities to support future expansion of recreation facilities to keep up with demand.

The Committee commended the Faculty of Kinesiology for their commitment to making progress on the recommendation regarding Indigenous Engagement.

Faculty of Graduate Studies' Artificial Intelligence Guidelines

The APPC reviewed and discussed the Faculty of Graduate Studies' (FGS') Guidelines for Artificial Intelligence (AI) Use in Graduate Studies. The Committee heard that these guidelines were developed based on the Western Canadian Deans of Graduate Studies' 2023 report *Generative AI and Graduate and Postdoctoral Research and Supervision* and are intended to be a living document that provides guidance to students and their supervisors. Reviewing the guidelines will be added to the FGS' Checklist of Expectations for Graduate Students and Supervisors, which must be completed within the first two months of a student and supervisor working together.

The Committee learned that the guidelines state that students must fully disclose the use of GenAI tools in their work by including a transparency statement to abide by academic integrity requirements. The guidelines provide an example transparency statement, but students can choose to write their own.

The Committee's discussion included:

- The importance of ensuring that all members of an examination committee, not just the supervisory committee, are aligned on the use of GenAI in the thesis. This could particularly be an issue with internal-external and external examiners from other units or institutions.
- Considerations for research ethics applications. Since the guidelines recommend that students obtain written authorization from their supervisor for the use of GenAI in their work, this written authorization could be included in applications submitted to the CFREB.
- The need for training, both for supervisors who may not have the skills to mentor their students on responsible GenAI use, and for students who may not have a comprehensive understanding of the tools they are interested in using.

The Committee recommended that the language in the guidelines and on the associated webpage be reviewed to ensure that “AI” is not used interchangeably with “GenAI”, and that references to Grammarly as a spell-checker be removed, recognizing that Grammarly has become a substantive GenAI tool. The Committee also recommended that agreement on GenAI use in a student’s thesis be incorporated into the criteria that are considered as part of the process for approval of external examiners.

Robin Yates, Co-Chair, and Dawn Johnston, Academic Co-Chair, Academic Planning and Priorities Committee.

RESEARCH AND SCHOLARSHIP COMMITTEE
Report to General Faculties Council
for the meeting held February 13, 2025

This report is submitted on behalf of the Research and Scholarship Committee (RSC).

International Research Update

The RSC received a presentation on international research at the University, including that:

- There was an organisational realignment in 2024. UCalgary International (UCI), which consists of the International Research, International Relations, and Strategic Global Partnerships units, now reports to the President's Office. The UCI International Research unit works with the Research Services Office, which reports to the Vice-President (Research) Office.
- The UCI International Research unit provides the following services:
 - Roadshow sessions with Faculties to raise awareness of supports for researchers in identifying and applying to international funding opportunities, and faculty consultations.
 - The International Funding and Researcher Matching (IFARM) database of international funding sources. A Catalyst Grant has been obtained to further develop this tool.
 - The UCalgary Research Ecosystem Dashboard (UCRED), which helps identify University researchers based on their areas of expertise.
 - Assistance with applying for the University's Catalyst Grants and Transdisciplinary Connector Grants, both of which are intended to be leveraged toward other funding opportunities. An International Partnership Research Workshop Grants program is in development, which would also help to initiate or advance new projects with international research partners.
 - Assisting with the Visiting Scholars Program, which facilitates short and long-term visits by eminent researchers.
 - Coordinating a strategic alliance between the University of Calgary, University of Aberdeen, and Curtin University, which involves missions at the three institutions, delegations of administrators and visiting scholars to learn from each other, collaborations of cross-institutional research groups, and joint funding pursuits.
 - Supporting the execution of other missions, delegations, and events with a variety of international research connections.
 - Facilitating the submission of proposals and activities relating to Horizon Europe, the world's largest research and innovation funding program. Applying to Horizon Europe is for existing partnerships only, as the timing from call-for-submissions to deadline is tight, and partnerships should include corporate and non-academic partners. If successful, having Horizon Europe funding is onerous, with significant project coordination and reporting burdens, and so having a strong central support team is essential. Institutions can gain Horizon Europe understanding by have persons serve as Horizon Europe Expert Reviewers.
- Outcomes include that:
 - International research revenue (revenue that comes from outside Canada) as grown significantly in recent years. The top five subject areas are Medicine, Engineering, Biochemistry, Neuroscience, and

Computer Science, and the top five countries/regions of connection are the United States, India, Switzerland, the Republic of Korea, and the Hong Kong Special Administrative Region.

- The number of internationally co-authored publications have also steadily increased.

Discussion included that:

- Some Canadian research grants require having international partners, so the reporting of international research revenue is complicated and may not accurately present the actual amount of international-related research revenue.
- The more that the UCI International Research unit is aware of researchers' interests and partnerships, the more can be done to intentionally connect researchers to opportunities.
- Researchers need seamless legal and financial reporting support systems, and for research overhead costs to be logical. Indirect costs of research funding needs to be distributed in a timely manner and to where it is needed.
- It is understood that the University is risk adverse, but some research involves risks to make important advances and the institution's units need to be practical about this.

In response to questions, it was reported that:

- The University of Aberdeen and Curtin University had an existing agreement before forming a strategic alliance with the University of Calgary, which is also an energy industry city.
- In addition to the energy commonality, the University of Aberdeen and Curtin University alliance also has health discipline and Indigenous ways commonalities. There is a website with information about the alliance.

Institutes for Transdisciplinary Scholarship (ITS) Spotlight on Health and Life

The RSC was reminded that the Institutes for Transdisciplinary Scholarship (ITS) has five Areas of Focus, and then received a presentation introducing the Health and Life team and including:

- The vision of the Health and Life Area of Focus is to contribute to an increased understanding and valuing of transdisciplinary research in the Health and Life area while nurturing collaborations across campus and beyond. The team will connect, support, and celebrate researchers in this area.
- Connections will be made through various engagement events, the Post-Secondary Mental Health and Well-Being Research and Knowledge Hub, and research conferences, and transdisciplinary work will be promoted through social media and public events.
- Researchers will be supported in preparing applications for the University's Connector Grants, which are intended to help build transdisciplinary teams, and for other external funding opportunities such as through the Tri-Council, New Frontiers in Research Fund, and Horizon Europe.
- A Health and Life specialization within the University's new Transdisciplinary Graduate Program will be developed.
- Work connecting to the Health and Life Area of Focus will be celebrated through UToday stories, social media, the Transdisciplinary Online Teams Hub, the ITS Bulletin, and at events. Members of the University community are encouraged to join the Transdisciplinary Online Teams Hub and subscribe to the ITS Bulletin.

In response to questions, it was reported that:

- The team has connections with the various institutes in the Cumming School of Medicine.

- The team has attended Faculty Council meetings as part of efforts to build awareness and relationships.

Discussion included:

- The ITS Areas of Focus teams have come together quickly, and the enthusiasm and dynamic work happening is applauded.
- The Connector Grants are demonstrably valuable for catalysing research teams and enabling teams to be successful in applying for external grants.

University Innovation Quarter Update

The RSC received a presentation on the University Innovation Quarter, including:

- The University Innovation Quarter is a 76-acre area immediately north of the University's main campus. It is a place for innovation, collaboration, and entrepreneurship where academia, industry, and business converge in an ecosystem.
- The site is being developed by the University of Calgary Properties Group, with funding support from the provincial government.
- Innovate Calgary, the University's technology transfer and business incubation service entity, is based in the University Innovation Quarter.
- The University Innovation Quarter currently has two hubs: the Life Sciences Innovation Hub and the Social Innovation Hub. A third hub, the Quantum Hub, is in development. The Quantum Hub will consist of office spaces called Quantum City and a laboratory wing called qLab.
- Future additional development, dependent on City of Calgary land use approvals, will include a variety of buildings and public outdoor spaces. Denser development will occur nearer to the LRT system while development will be less dense near the existing residential area.

In response to questions, it was reported that:

- It is envisaged that the University Innovation Quarter will become a welcoming community similar to the University District. Changes to the roadways will be made and green spaces will be retained.
- It is possible that a bridge connecting the main campus to the University Innovation Quarter could be built and that a shuttle system from the Foothill campus could be established.

Discussion included:

- It is unique in Canada to have a substantial innovation park immediately next to the main campus.
- The University District has a thriving atmosphere in the evenings and has been a positive addition to the area, and the University Innovation Quarter development could grow this.

Artificial Intelligence (AI) in Research

The RSC received a presentation on Artificial Intelligence (AI) as it relates to the research enterprise of the University, including:

- AI has revolutionized research across all disciplines, enhancing efficiency and accuracy and accelerating some discoveries. The most significant benefit of AI in research is the ability to process and analyse large and complex datasets and identify patterns that are not obvious.
- Machine learning is a subfield of AI and can identify complex patterns in data and can make predictions.

- Some challenges relating to the use of AI in research include ethical concerns such as biases in algorithms, data privacy issues, the potential for misuse, and the potential for fake information. The use of AI should not replace critical human judgment.
- Tools like ChatGPT have the ability to be used as writing assistants and can be used to generate initial drafts of writing such as research articles, review papers, and grant proposals, and AI grammar and style checkers like Grammarly are capable of polishing writing.
- It will be necessary to align with the new Alberta Protection and Privacy Act, and sensitive Level 3 and 4 data cannot be used with third party AI tools. Canada's new Sensitive Technology Research and Affiliations of Concern (STRAC) guidelines are intended to protect national security and research integrity and require some research projects and partnerships to undergo scrutiny before proceeding. Researchers should seek advice from the University's Research Security team if they are unsure about any restrictions.
- The University is piloting the use of Microsoft Copilot and this and the Microsoft Copilot chatbot are expected to soon become available for use by the University community.
- A working group has been struck to identify opportunities and develop operational advice on the use of AI in research.

In response to questions, it was reported that:

- The Microsoft Copilot chatbot is built into the Edge browser.
- Researchers can ask to be scheduled for access to the University's and other graphics processing units (GPUs), and additional nodes and platforms are being created to help meet demand. The federal government has also invested in building AI infrastructure.

Discussion included:

- It is important to acknowledge when AI has been used to assist with writing.
- The Faculty of Graduate Studies is working on guidelines related to AI.

**Report to General Faculties Council
on the Meeting of the Board of Governors (Open Session), December 13, 2024
From the Member of The Board nominated by GFC**

Minutes of the December 13, 2024, BG Meeting, were approved by vote of BG.

1. Approval of Agendas (8:03-8:12)

This meeting was called to order by the Chair of the Board of Governors (BG), Mark Herman, at 8:03 am.

Following no comments or concerns, the Agenda was approved, and this was followed with a UC standardized Traditional Land Acknowledgment (Mark Herman) and Conflict of Interest Declaration.

2. Remarks from the Chair – Mark Herman

The Chair (Mark Herman) welcomed two new Board of Governor members and retirement of Nancy. This was followed with brief comments by the President, Ed McCauley honouring Nancy's contributions. Mark noted the success of three sessions held for fall convocation. Reminder of the Jan 31st Crowchild classic, and that the United Way Campaign is underway. Mark asked Michael Van Hee, VP Finance and Services to discuss McMahon stadium changes.

3. Safety Moment – Michael Van Hee, VP Finance and Services (8:09-8:12)

- a) Michael first discussed issues of slips/trips and falls on campus and their mitigation through safety practice. Noted this is a difficult challenge to keep us all safe given the conditions we live with (freeze/thaw, snow, etc.). Facilities has worked to minimize campus community injury by changing clearing protocols to earlier intervention, and the active search for additional ways to prevent injury.
- b) Following the safety moment, Michael briefly outlined (supported by ppt) that the McMahon stadium is a strategic asset of UC, and while structurally sound requires updates and renovations. This facility is operated by the Stadium Society, and discussions area underway to consider needed renovations and long-term planning.
- c) After the above noted points, the meeting moved to Sandra Davidson (Provost) and Ron Kim (finance) to discuss the Information Item: Budget Parameters.

Topics included a general summary of the consultation process that identified key themes: Financial Stability, Student Support and Wellbeing, Campus and Community Development and EDI. Included a summary of how budget estimates are developed at the Faculty level was provided, and an accounting of what funding constraints currently exist for revenue sources: e.g. Gov Funding set to 0%, 2% tuition cap imposed by Gov, International tuitions cannot increase more than 10%.

Following the previous Information Item, the subsequent action items were presented and voted on:

Action Items (8:25-9:59).

- 4. Approval of Open Consent Agenda Items:** Led by Mark Herman (8:25-8:26)
- 5. Approval of Taylor Research Building Budget:** Michael Van Hee (8:26), and Stacey Christiansen. The building and budget request is \$19 million: the building will be a world class kinesiology research facility, and better than anything else in North America. Included funding from UC as well as CFI.
- 6. Approval of the Multidisciplinary Science Hub Budget:** Michael Van Hee (8:30)- PPT presentation of purpose and budget request of \$11.7 million: The building will support 2000 new STEM students, world class labs, workplaces for skills training, incubators for industry links. Includes greenhouses, outdoor classrooms, and schematic design highlights the thematic organization (versus discrete disciplines – e.g. climate versus biology, chemistry).
- 7. Approval of Cumming School of Medicine Level 3 Facility Expansion Budget:** Led by Stacy Christensen – PPT presentation: This relates to the building of high-end lab for infectious diseases, expansion using funds from Cumming School of Medicine and CFI.
- 8. Approval of 2024-2025 Tuition and Fees** (Davidson, Saaka, Rezaei-Afsah) PPT presentation & Discussion:
 - Davidson: Government funding remains flat; government has set the parameters for tuition fees (no greater than 2%). Required to have 2 consultations with students. Have exceeded consultation targets with 4 meetings of the Tuition and Facilities Committee and *believe that negotiations have been positive*.
 - Rezaei-Afsah: Happy that International fees was moved down from 6% increase to 4% - Would like to see that domestic and international fees tied - Not satisfied with 4% increase as necessary to match shortfalls- Waiting for the KPI since the start of Ahead of Tomorrow- SU has concerns around the HEPI (because it's US based) - *Would like UC to engage more publicly in Advocacy to get government to increase funding and raise awareness of the funding issues at university more broadly* - Students are in an affordability crisis
 - Saaka -*GSA is asking additionally for a freeze of salaries of UC employees over \$200,000.*
- 9. Approval of the 2024-2025 Residence/M Meal Plan and Parking Programs** (Kim, Royal, Saaka, Rezaei-Afsah): Values are set by cost recovery. Three motions: Residence rates, Meal Plan, Parking fees.

All above items being approved by vote, the meeting moved to Information Items.

Information Items (9:59-10:09)

10. Sexual and Gender Based Violence Program (Presented by Lacasse – Document & Discussion): Explanation that the plan was updated through consultation. Questions of Faculty member and institutional responsibility to report after disclosure (e.g. by a student or staff member). That is in review – at present there is no requirement to report the situation further.

11. Report from the President (10:09-10:13) (Presented by McCauley, Document discussion): Description of findings of external research funding report – UC placed:

- 6th in Research Intensity based on funds received.
- 5th place in U15
- 4th place in U15 when normalized by size of university.

12. Report from Board Members (10:13-10:14, Mark Herman - Documents in package): Mark noted to review documents. Including reports from:

- Chancellor and Senate
- Alumni Assoc
- UC Faculty Assoc
- Alta Union of Prov Employees
- Student Union
- GSA

13. AOB – (10:15 Mark Herman, Chair)

A call for AOB – none raised.

There being **no other business**, the December 13th Meeting of the BG was adjourned.

Respectfully submitted, Shelley M. Alexander, PhD.