

## **Open Board of Governors**

Algoma University - Board of Governors

Virtual

Jun 23, 2022 6:45 PM - 7:15 PM EDT

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### **1. CALL TO ORDER**

#### **1.1. Acknowledgement of Traditional Territories**

We wish to acknowledge that we are on the traditional lands of the Anishinaabek Nation. We also acknowledge that we are on sacred lands set aside for education as envisioned by Chief Shingwauk for our children and for those as yet unborn.

#### **1.2. Declarations of Conflicts of Interest**

### **2. APPROVALS OF MOTIONS MADE IN CLOSED SESSION**

MOTION : To approve the motions that were made in the CLOSED Session.

### **3. CONSENT AGENDA**

MOTION : That all items listed under the 'Consent Agenda' be approved as recommended.

#### **3.1. OPEN Agenda for Board Meeting.....3**

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### **4. REPORT FROM THE PRESIDENT - N/A**

### **5. PRESENTATIONS**

#### **5.1. Strategic Planning Consultant Update**

NOTE: A presentation will be made live during the meeting.

#### **5.2. Capital Planning: Concepts and Designs**

Centre for Social, Cultural and Economic Innovation / School of Business & Economics  
(Sault Ste. Marie) Mukwa Waakaa'igan (Shingwauk Site) Brampton Campus  
Renovations NOTE: The presentation will be live during the meeting.

### **6. BUSINESS ARISING - N/A**

### **7. ITEMS FOR DECISION / DISCUSSION**

#### **7.1. Approval of Whistleblower Protection Policy.....12**

MOTION : That the Board of Governors approves the Whistleblower Protection Policy.

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#### **7.2. Policy for Approval of Board Members.....22**

Rationale : The policy should be updated to incorporate language regarding skills-based membership and attracting tri-campus candidates who reflect Canadian society to bring in elements of EDI. Interview and reference check components were also added for enhanced screening of candidates. Minor edits were made throughout.  
 MOTION : To recommend that the Board of Governors approve the revisions to the Policy for Approval of Board Members.

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## 8. NEW BUSINESS

### 8.1. Departing Governors

The Board acknowledges the contributions of the Governors whose terms have ended:  
 Rebekah Gwynn - AUSU Representative Cheyanne Herder - SASA Representative  
 Mark Pitcher - Alumni Representative Shelley Schell - Chair and External Representative

## 9. INFORMATION ITEMS

### 9.1. 2022-23 Strategic Priorities.....28

BOG View - Strategic Priorities 2022-23 - High Level - Priorities Listing Only -.....28

## 10. ADJOURNMENT

MOTION : That Board of Governors meeting be adjourned.

## Agenda

### 1. CALL TO ORDER

6:45 PM

Presenter: Shelley Schell

#### 1.1. Acknowledgement of Traditional Territories

We wish to acknowledge that we are on the traditional lands of the Anishinaabek Nation. We also acknowledge that we are on sacred lands set aside for education as envisioned by Chief Shingwauk for our children and for those as yet unborn.

#### 1.2. Declarations of Conflicts of Interest

### 2. APPROVALS OF MOTIONS MADE IN CLOSED SESSION

6:46 PM

Presenter: Shelley Schell

**MOTION:** To approve the motions that were made in the CLOSED Session.

### 3. CONSENT AGENDA

6:47 PM

Presenter: Shelley Schell

**MOTION:** That all items listed under the 'Consent Agenda' be approved as recommended.

#### 3.1. OPEN Agenda for Board Meeting

#### 3.2. OPEN Minutes for Previous Meeting

### 4. REPORT FROM THE PRESIDENT - N/A

### 5. PRESENTATIONS

#### 5.1. Strategic Planning Consultant Update

6:48 PM

Presenters: Asima Vezina, Paul Quesnele

*NOTE: A presentation will be made live during the meeting.*

#### 5.2. Capital Planning: Concepts and Designs

6:58 PM

Presenter: Shannon Brooks

- Centre for Social, Cultural and Economic Innovation / School of Business & Economics (Sault Ste. Marie)
- Mukwa Waakaa'igan (Shingwauk Site)
- Brampton Campus Renovations

*NOTE: The presentation will be live during the meeting.*

## 6. BUSINESS ARISING - N/A

## 7. ITEMS FOR DECISION / DISCUSSION

### 7.1. Approval of Whistleblower Protection Policy

7:03 PM

Presenter: Shannon Brooks

**MOTION:** That the Board of Governors approves the Whistleblower Protection Policy.

### 7.2. Policy for Approval of Board Members

7:08 PM

Presenter: Elaine Pitcher

**Rationale:** *The policy should be updated to incorporate language regarding skills-based membership and attracting tri-campus candidates who reflect Canadian society to bring in elements of EDI. Interview and reference check components were also added for enhanced screening of candidates. Minor edits were made throughout.*

**MOTION:** To recommend that the Board of Governors approve the revisions to the Policy for Approval of Board Members.

## 8. NEW BUSINESS

### 8.1. Departing Governors

7:10 PM

Presenter: Shelley Schell

The Board acknowledges the contributions of the Governors whose terms have ended:

- Rebekah Gwynn - AUSU Representative
- Cheyanne Herder - SASA Representative
- Mark Pitcher - Alumni Representative
- Shelley Schell - Chair and External Representative

## 9. INFORMATION ITEMS

### 9.1. 2022-23 Strategic Priorities

## 10. ADJOURNMENT

7:15 PM

Presenter: Shelley Schell

**MOTION:** That Board of Governors meeting be adjourned.

## Open Board of Governors Minutes

Algoma University - Board of Governors

Apr 28, 2022 at 5:30 PM EDT

@ Virtual

### **Attendance**

#### **Members Present (Remote):**

Irene Barbeau, Melanie Borowicz-Sibenik, Cecilia Bruno, Paul Dupuis, Rebekah Gwynn, Cheyanne Herder, Sonja Kosuta, Rose Linklater, Mike Moraca, Elaine Pitcher, Mark Pitcher, Hugh Stevenson, Mario Turco, Asima Vezina

#### **Members Absent:**

Jake Pastore, Shelley Schell

#### **Guests Present (Remote):**

Shannon Brooks, Philip Landon (Universities Canada), Craig Fowler, Paul Quesnele, Donna Rogers, Kramer Rousseau

#### **Guests Absent:**

Mary Wabano-McKay

#### 1. CALL TO ORDER (Presenters: Mike Moraca)

M. Moraca, Vice-Chair, will serve as Chair for the meeting given that S. Schell, Chair, sent her regrets.

##### 1.1. Acknowledgement of Traditional Territories

We wish to acknowledge that we are on the traditional lands of the Anishinaabek Nation. We also acknowledge that we are on sacred lands set aside for education as envisioned by Chief Shingwauk for our children and for those as yet unborn.

##### 1.2. Meeting Chair's Opening Remarks

The Vice-Chair welcomed everyone to the meeting and advised that the Chair was not able to attend and sent in her regrets in advance. He highlighted the presentations included in the agenda for this meeting in the areas of EDI as well as the 2022-23 budget.

##### 1.3. Declarations of Conflicts of Interest

None.

#### 2. APPROVALS OF MOTIONS MADE IN CLOSED SESSION (Presenters: Mike Moraca)

##### **Motion:**

To approve the motions made in the Closed Session.

Motion moved by Elaine Pitcher and motion seconded by Mario Turco. Carried.

3. CONSENT AGENDA (Presenters: Mike Moraca)

**Motion:**

That all items listed under the 'Consent Agenda' be approved as recommended.

Motion moved by Irene Barbeau and motion seconded by Mark Pitcher. Carried.

3.1. OPEN Agenda for Board Meeting

 [Open Board of Governors Agenda - Apr 28, 2022.pdf](#)

3.2. OPEN Minutes for Previous Meeting

 [Open Board of Governors Minutes - Mar 31, 2022.pdf](#)

4. REPORT FROM THE PRESIDENT - N/A

5. PRESENTATIONS

5.1. Universities Canada Presentation: Indigenization, equity, diversity and inclusion at Canadian universities (Presenters: Philip Landon, Chief Operating Officer - Universities Canada, Elaine Pitcher)

 [Universities Canada Presentation to Algoma U Board of Governors - Philip Landon.pdf](#)

E. Pitcher advised that the Board has conducted numerous important conversations over the past few months related to the Board's role as leaders in the organization as we move through the journey of Indigenization, equity, diversity and inclusion. E. Pitcher introduced P. Landon, Chief Operating Officer for Universities Canada, to present on Indigenization, equity, diversity and inclusion at Canadian universities. P. Landon provided an overview of Universities Canada, the role of universities in IEDI, the work of university boards on IEDI, and the role that university Boards can play. He outlined that boards can help put the principles into action. Board committees and task forces can be used to advance IEDI, make investments in dedicated positions at the senior leadership level, and introduce cluster hire initiatives to ensure that people from equity deserving groups are supported as they enter. He also advised that increased diversity and equity for research at the faculty can be done. Further, Board composition can have a tremendous impact, the composition of the board should reflect the community and diversity of voices in that community. Additionally, he advised

training for boards is important to help them lead and enable conversations across the institution, setting the tone for IEDI across the campus. He advised that change takes time and must be done right, respectfully and with relational trust. The Board discussed options for training that Boards can access related to IEDI, noting that in-person training is preferred for this subject matter. The board also discussed methods of removing barriers for equity deserving groups who may want to consider membership on a Board. P. Landon advised that direct, personal outreach could be a great option.

5.2. 2022/2023 Budget Presentation (Presenters: Senior Executive Team)

 [Board Open, 2022-23 Budget Overview Slides- April 28, 2022.pdf](#)

The President and Vice-Chancellor provided an overview of the strategic focuses throughout the pandemic that helped build considerable momentum leading to this budget was provided. She outlined that critical and record investments in people, programs and processes are being made to provide a world-class cultural learning environment for a growing employee and student body. The Senior Executive Team and K. Rousseau proceeded to provide an overview of the 2022-2023 fiscal year budget as approved by the Board of Governors. The President and Vice-Chancellor thanked the Board for strong governance and strategic planning, as well as all members of the AU community who contributed to the success of Algoma U. The Vice Chair thanked the management team for their relentless strategic focus in the operating and capital budgets to advance the university's mission and lead the university toward new goals.

6. BUSINESS ARISING - N/A

7. ITEMS FOR DECISION / DISCUSSION

7.1. Board and Committee Calendar 2022/23 (Presenters: Elaine Pitcher, Paul Quesnele)

 [BOG Calendar 2022-23 \(DRAFT\).pdf](#)

 [BOG Calendar 22-23 Rationale \(DRAFT\).pdf](#)

E. Pitcher provided an overview of the comprehensive Board and Committee Calendar for 2022/23 along with the rationale for the chosen dates. She advised that the cadence established for committee meetings will ensure proper review and flow of information. She also requested that all continuing Board members

mark their calendars for all dates as ongoing attendance for board members on a continuous basis is crucial given that meetings tend to build upon each other.

**Motion:**

That the Board of Governors approve the 2022/23 Board and Committee Calendar as recommended by the Nominating and Governance Committee.


Motion moved by Elaine Pitcher and motion seconded by Mario Turco. Carried.


7.2. Board Policy Revisions (Presenters: Elaine Pitcher)

E. Pitcher provided a high level overview of the policies included for revisions, identifying that the Nominating and Governance Committee has thoroughly reviewed such.

7.2.1. Policy for Expectations of Members of the Board

 [B03 - Policy for Expectations of Members of the Board - Revised Apr 2022 - Show Markup.pdf](#)

 [B03 - Policy for Expectations of Members of the Board - Revised Apr 2022 - No Markup.pdf](#)

 [B03 - Policy - Policy for Expectations of Members of the Board \(current\).pdf](#)


E. Pitcher outlined the rationale to update based on a new Policy for Board Attendance, streamlined language, and to account for virtual attendance options in recognition of the tri-campus approach.

**Motion:**

To approve the revisions to Policy for Expectations of Members of the Board as recommended by the Nominating and Governance Committee.

Motion moved by Elaine Pitcher and motion seconded by Melanie Borowicz-Sibenik. Carried.

7.2.2. Board Agenda Development Policy

 [B04 - Board Agenda Development Policy - Revised Apr 2022 - Show Markup.pdf](#)

 [B04 - Board Agenda Development Policy - Revised Apr 2022 - No Markup.pdf](#)

 [B04 - Policy - Board Agenda Development Policy \(current\).pdf](#)



E. Pitcher outlined the rationale to update given tthat the previous agenda setting process was cumbersome and done by the Executive Committee which has revised its Terms of Reference. The updates provide a more streamlined process, wherein the work plans drive agenda items forward along with input from the committees, then the Chair and Vice Chair would review and approve with the President.

**Motion:**

To approve the revisions to Board Agenda Development Policy as recommended by the Nominating and Governance Committee.

Motion moved by Rose Linklater and motion seconded by Hugh Stevenson. Carried.

7.2.3. Board Meeting Policy

 [BO5 - Board Meeting Policy - Revised Apr 2022 - Show Markup.pdf](#)

 [BO5 - Board Meeting Policy - Revised Apr 2022 - No Markup.pdf](#)

 [BO5 - Policy - Board Meeting Policy \(current\).pdf](#)

E. Pitcher outlined the rationale to update the policy, indicated minor changes were made to position formatting, titles and contact information.

**Motion:**

To approve the revisions to the Board Meeting Policy as recommended by the Nominating and Governance Committee.

Motion moved by Elaine Pitcher and motion seconded by Melanie Borowicz-Sibenik. Carried.

7.2.4. Policy for E-Voting

 [BO7 - Policy for E-Voting - Revised Apr 2022 - Show Markup.pdf](#)

 [BO7 - Policy for E-Voting - Revised Apr 2022 - No Markup.pdf](#)

 [BO7 - Policy - Policy for E-Voting \(current\).pdf](#)

E. Pitcher outlined the rationale for updating the policy, indicating that the current policy is out-dated in terms of efficiency, requiring a significant number of emails to the members. The new board portal has a streamlined approach for e-voting through the approvals feature wherein

e-votes can be established and managed fully within the board board portal, requiring significantly less emails distributed to the members.

**Motion:**

To approve the revisions to Policy for E-Voting as recommended by the Nominating and Governance Committee.

Motion moved by Mario Turco and motion seconded by Mark Pitcher.  
Carried.

8. NEW BUSINESS

8.1. Call for Applications (Presenters: Elaine Pitcher)

The Algoma University Board of Governors is seeking individuals experienced in governance who are external to the University for positions on its Board. As a skills-based Board, we welcome applications from highly-skilled candidates who collectively will reflect the diversity of Canadian society and our students. The application deadline for candidates is May 8, 2022. More information and instructions for applicants are available here:  
[www.algomau.ca/bog/applications](http://www.algomau.ca/bog/applications)

E. Pitcher advised that the Nominating and Governance Committee has developed a robust recruitment and selection process that was launched earlier in the month with a candidate application deadline of May 8, 2022. An applications webpage was created with an outline of the desired skills and experience profiles for new candidates including those with entrepreneurial spirit, business acumen, mental health and wellness expertise along with the other attributes sought for all board members. She advised that the screening process will include a thorough review of candidate profiles, interviews, and reference checks to mitigate any reputational risks for the Board and ensure best practices. Finally, Board members were asked to refer any strong candidates to the application procedure webpage or directly the Secretary to the Board for assistance.

9. INFORMATION ITEMS

9.1. Gathering at the Rapids Pow Wow - June 4 - 5, 2022

All Board members are welcome to attend.

 [Gathering At The Rapids Pow Wow - June 4-5, 2022.pdf](#)

10. ADJOURNMENT (Presenters: Mike Moraca)

**Motion:**

That Board of Governors meeting be adjourned.

Motion moved by Irene Barbeau and motion seconded by Hugh Stevenson. Carried.



## Draft Whistleblower Protection Policy

### CLOSED AGENDA

Meeting Date: June 23, 2022  
Action: Approval

### PREPARED BY:

Shannon Brooks, VP Finance and Operations

### PURPOSE OF REPORT

To review and approve the the Whistleblower Policy.

### RELATED DOCUMENTS

Draft Whistleblower Protection Policy

### STRATEGIC PRIORITY ALIGNMENT

5. Institutional Excellence: facilitate the ongoing improvement of the University by focusing on problem solving, teamwork, and leadership.

### BACKGROUND

In 2013, an instance of employee fraud was discovered that prompted the drafting of a Whistleblower Protection Policy for the University. Unfortunately, due to employee turnover at the time, the policy was never brought forward to the Board for approval. As soon as this oversight was discovered, the VP Finance Office reviewed and updated the draft policy so that it can be approved, launched and communicated across the University.

### CURRENT STATUS

The draft Whistleblower Protection policy applies to all Algoma University community members, including all those conducting business with AU, and outlines an effective procedure for making good-faith disclosures and to protect members of the Algoma University community who make such disclosures of alleged improper acts. The procedures for disclosure include the ability to file a confidential disclosure using a “safe disclosure email alias” or directly to one of three executives (VPFO, Director of People and Culture, or President).

The procedures outline the process for investigating and communicating the outcome of the disclosure and ensures that no person who makes a good faith disclosure will be subject to reprisal, either direct or indirect, and the University will investigate and take all appropriate action to address all allegations of reprisal.

### FUTURE STATUS

Once approved, the Policy will be adopted and the process for handling disclosures will be implemented and followed.

### ACTION

MOTION: That the Board of Governors approves the Whistleblower Protection Policy.

## Whistleblower Protection Policy

*Related procedure: [Whistleblower Protection Procedures](#)*

Category: Financial  
Number: F1-05-01  
Responsible Officer: Vice President of Finance and Operations  
Responsible Office: VPFO  
Approval date: Board of Governors, xx  
Last Updated: xx  
Next Review Date: xx  
Review Period: As circumstances or legislation warrants

### INTRODUCTION

Algoma University is committed to maintaining the highest ethical standards in all of its activities and to acting immediately on any Wrongdoing. University faculty, staff, students, and volunteers are expected to act with integrity and honesty. The University community is guided by the Seven Grandfather Teachings, to ensure our collective care and responsibility to the students, community and partnerships.

Because of their involvement in the University's day-to-day operations, employees are often in the best position to observe and report unethical conduct or abuse of the public trust. In keeping with the University's commitment to accountability and transparency, the University will maintain an environment of safe disclosure for good faith reporting of improper activities. The University is committed to protecting University property and public funds for which they are responsible. With this policy, the University aims to protect any stakeholder who acts to expose wrongdoing within the University.

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## PURPOSE

The purpose of this policy is to provide an effective procedure for making good-faith disclosures and to protect members of the Algoma University community who make such disclosures of alleged improper acts.

As such, this Policy:

- confirms the rights of all individuals in reporting conduct that does not meet the University's ethical standards;
- provides a mechanism through which individuals can confidentially disclose perceived or suspected Wrongdoing;
- confirms the University's obligation to protect from Reprisal person(s) disclosing Wrongdoing in good faith; and
- confirms the University's obligation to protect the rights of the person(s) against whom allegations are made.

## SCOPE

1. This policy applies to all Algoma University Community members and all individuals conducting business or otherwise interacting with Algoma University Community members.
2. This policy is intended to complement, not detract from, any other agreements or policies in place at the University. Where this policy conflicts with collective agreements or other policies in place, the Collective Agreement or other Policy will take precedence over this Policy.

## DEFINITIONS

**Good Faith:** An honest and sincere belief or motive without any malice or the desire to defraud others.

**Financial Impropriety:** Financial Impropriety refers to the inappropriate use of financial information or assets. It includes a breach of confidential information, conflict of interest, and misuse of university funds, assets, or fraud.

**Fraud:** Fraud is a dishonest act or statement; something done to deceive. It includes theft

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of assets, financial misrepresentation, alteration or duplication with an intent to deceive, and may involve collusion with at least one other person or external parties.

**Seven Grandfather Teachings:** The Seven Grandfather Teachings are commonly shared guiding principles of the Anishinaabe: Nibwaakaawin (wisdom), Zaagidiwin (love), Mnaadendimowin (respect), Askadewewin (bravery), Gwekwaadiziwin (honesty), Dibadendizawin (humility), and Debwewin (truth).

**Principles of Procedural Fairness:** Primary principles of Procedural Fairness include processing without undue delay, the right to fair and impartial decision-making, the discloser and respondent's right to be heard, whoever hears must decide, legitimate expectation, compliance with any applicable legislation, and the right to reasons.

**Reprisal:** Reprisal is any harassment, intimidation, discipline, demotion, or termination or threat to do so, with the intent to compel an individual to abstain from disclosing Wrongdoing or to retaliate against an employee who has disclosed, or who is suspected of disclosing, a Wrongdoing in good faith.

**Whistleblowing:** The release or disclosure of information that is evidence of Wrongdoing.

**Wrongdoing:**

- a contravention of any Act of Parliament or the legislature of the province of Ontario, or of any regulations made under any such Act;
- a misuse of University funds or assets, or public funds or assets;
- Gross mismanagement;
- an act or omission by an individual that creates a substantial and specific danger to the life, health, or safety of persons, or to the environment, where the danger is unreasonable, having regard to their duties, powers and functions and any other relevant circumstance;
- an unethical or fraudulent business practice;
- knowingly directing or counselling a person to commit a Wrongdoing set out in any of the items set out above.

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## POLICY

1. Disclosure of Wrongdoing (Whistleblowing)
  - 1.1. If any individual reasonably knows or has reason to believe that the University or a University Community Member has or is engaged in an act of Wrongdoing as defined by this Policy, they may file, in confidence, a Disclosure in accordance with the Procedures.
  - 1.2. The Vice President Finance and Operations, or if in conflict, the President, or if in conflict, the Chair of the Board of Governors, shall determine the appropriate investigation process of all legitimate Disclosures as defined by this Policy, all in accordance with the Procedures.
  - 1.3. Depending on the nature of the Disclosure, the matter may be referred to an independent external investigator or special committee.
  - 1.4. The University shall take all necessary and appropriate action to carefully and fairly investigate and respond to disclosures of wrongdoing, including legal action as appropriate.
  
2. Protection from Reprisal
 

No person who makes a good faith disclosure will be subject to reprisal, either direct or indirect, and the University will investigate and take all appropriate action to address all allegations of reprisal.

  - 2.1 Any individual who, in good faith, makes a disclosure or seeks advice about making a disclosure shall not be subjected to reprisal by the University or any person acting on behalf of the University.
  - 2.2 Any individual who believes that they are the subject of Reprisal or any manager or supervisor who becomes aware of Reprisals against any member shall notify the most senior member of the People and Culture department, or if in conflict, the President.
  - 2.3 Allegations of Reprisals shall be subject to investigation. Investigations may be conducted by an independent external investigator, if necessary.
  - 2.4 Any Algoma University community member found responsible for a Reprisal shall be subject to disciplinary action up to and including dismissal.
  
3. False Disclosures

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Any person who knowingly makes an allegation of Wrongdoing or of Reprisal which is false, frivolous, vexatious, or made in bad faith, will be subject to disciplinary action, as appropriate.

4. Confidentiality

The University will use all reasonable efforts to keep the details of a good faith disclosure confidential, and shall protect the identity of the individual making the good faith disclosure to the extent possible under legislation, regulation, University policy, and collective agreements in effect at the time of the disclosure of Wrongdoing.

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## Whistleblower Protection Policy

### PROCEDURES

1. Any individual who suspects or is aware of any Wrongdoing as defined in the Policy, the individual (“the discloser”) may
  - 1.1. file, in confidence, a disclosure by e-mail with the subject line “CONFIDENTIAL DISCLOSURE” to [safedisclosure@algomau.ca](mailto:safedisclosure@algomau.ca) ; or
  - 1.2. make a confidential disclosure orally or in writing to one of the following individuals directly:
    - Vice President Finance and Operations, or
    - Director, People and Culture, or
    - President
2. The Disclosure shall be factual rather than speculative and shall include sufficient specific information, such as:
  - details of the specific incidents, acts or decisions constituting Wrongdoing;
  - the circumstances that surround the Wrongdoing, including but not limited to the relevant dates, times and places;
  - identification of individuals involved in the Wrongdoing;
  - name and contact information of the individual making the disclosure; and
  - any other information necessary to evaluate the disclosure.
3. Once a disclosure is received, the following steps will be taken:
  - 3.1. The disclosure will be shared with the Vice President Finance and Operations (VPFO) and the President. If either the VPFO or the President are in conflict, the disclosure will be shared with the Chair of Algoma University Board of Governors.
  - 3.2. If not in conflict, the VPFO will act as the principal investigator and will communicate with the other parties, as deemed necessary. If in conflict, an external third party investigator will be retained to act as principal investigator.
  - 3.3. The disclosure shall be investigated without undue delay in accordance with the principles of Procedural Fairness and all persons involved in a disclosure of Wrongdoing are to be treated fairly and impartially and will maintain the rights, privileges and protection afforded to them through applicable federal

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and provincial legislation, University Policies, and Collective Agreements in effect at the time of the alleged Wrongdoing.

- 3.4. The principal investigator will document the outcome of the investigation in the disclosure file retained in the VPFO's office. Appropriate action shall be taken where a member of the Algoma University community is found responsible for Wrongdoing.
- 3.5. Upon resolution of a disclosure, the discloser and respondent shall be notified while remaining compliant with Confidentiality as further defined in the Policy and a formal report will be completed. The formal report will be shared with the Chair of the Board of Governors.

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## Whistleblower Protection Policy

### PROCEDURES

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  - 1.2. make a confidential disclosure orally or in writing to one of the following individuals directly:
    - Vice President Finance and Operations, or
    - Director, People and Culture, or
    - President
2. The Disclosure shall be factual rather than speculative and shall include sufficient specific information, such as:
  - details of the specific incidents, acts or decisions constituting Wrongdoing;
  - the circumstances that surround the Wrongdoing, including but not limited to the relevant dates, times and places;
  - identification of individuals involved in the Wrongdoing;
  - name and contact information of the individual making the disclosure; and
  - any other information necessary to evaluate the disclosure.
3. Once a disclosure is received, the following steps will be taken:
  - 3.1. The disclosure will be shared with the Vice President Finance and Operations (VPFO) and the President. If either the VPFO or the President are in conflict, the disclosure will be shared with the Chair of Algoma University Board of Governors.
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- 3.5. Upon resolution of a disclosure, the discloser and respondent shall be notified while remaining compliant with Confidentiality as further defined in the Policy and a formal report will be completed. The formal report will be shared with the Chair of the Board of Governors.

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## POLICY FOR APPROVAL OF BOARD MEMBERS

Category:	Board of Governors
Number:	BO6
Responsibility:	Board of Governors Nominating and Governance Committee
Approval:	Board of Governors, June 23, 2022 <del>20</del>
Amendments:	Every 5 years or as circumstances of legislation warrant

### PURPOSE

The Purpose of the procedure is to ensure consistent process when appointing ~~and/or electing~~ Board members.

### SCOPE

The procedure is applicable to all prospective elected or appointed members of the Board, with the exception of the members appointed by the Lt. Governor. With regards to the Lt. Governor Appointments, the Nominating and Governance Committee will consult with the Government of the day in regards to the process.

### POLICY

The following steps shall be followed in the recruitment and selection of Board members: ~~Before consideration of an appointment to the Algoma University Board of Governors the applicant shall follow these steps:~~

- 1) ~~The Nominating and Governance Committee shall search for highly-skilled potential candidates with consideration for the Board's ongoing and developing requirements for areas of expertise and lived experience. Candidates will be sought from the multi-campus communities who reflect the diversity of Canadian society with attention to factors of equity, diversity and inclusion and in keeping with the Special Mission of Algoma University.~~
- 2) ~~The candidates shall respond to an advertisement seeking applications to become a new Board of Governors member, OR be solicited by a current Board of Governors member or Board committee, OR be nominated or elected for consideration by a particular group.~~
- 3) ~~The candidates shall submit for review a Resume or C.V. and a completed Board Skills Matrix Survey to the Nominating and Governance Committee of the Board for their consideration via the Secretary to the~~

Board. The Nominating and Governance Committee, its Chair, or representative, may contact the candidate.

- 4) The external candidates shall be interviewed by representatives from the Nominating and Governance Committee. At a minimum, the Committee Chair and the Secretary to the Board shall conduct such interviews. The Committee Chair and Secretary to the Board shall also meet with each internal candidate to review the role of the Board member and review conflict of interest guidelines prior to their first Board meeting.
- 5) Reference Checks shall be conducted for each external candidate prior to candidate being recommended by the Nominating and Governance Committee for a Board position.
- 6) At the discretion of the Chair of the Nominating and Governance Committee, the Secretary to the Board shall will reach out to candidates applicants to advise that a Police Vulnerable Sector Check (PVSC) must be obtained and submitted in satisfactory fashion to the Director of Human Resources at Algoma University for review as per the Policy on Employee/Volunteer Screening. The cost of the PVSC may be reimbursed upon request. If a candidates already have a valid equivalent or higher-level security clearances, these is may be used at the discretion of the Chair of the Nominating and Governance Committee.
- 7) Upon recommendation from the Nominating and Governance Committee, the candidate's resume/C.V. shall will be shared with the Board of Governors in Closed Session for their consideration and potential appointment or election.
- 8) Upon approval from the Board of Governors, the candidates shall will be notified of their appointments by the Secretary to the Board Algoma University Board of Governors Chair.
- 9) The candidates shall be required to participate in a Board orientation program. The Nominating and Governance Committee will ensure that the candidate receives appropriate Board orientation prior to the candidate attending their first Board of Governors meeting.

Updated: June 23, 2022 June 18, 2020

## POLICY FOR APPROVAL OF BOARD MEMBERS

Category:	Board of Governors
Number:	BO6
Responsibility:	Board of Governors Nominating and Governance Committee
Approval:	Board of Governors, June 23, 2022
Amendments:	Every 5 years of as circumstances of legislation warrant

### PURPOSE

The Purpose of the procedure is to ensure consistent process when appointing and/or electing Board members.

### SCOPE

The procedure is applicable to all prospective elected or appointed members of the Board, with the exception of the members appointed by the Lt. Governor. With regards to the Lt. Governor Appointments, the Nominating and Governance Committee will consult with the Government of the day in regards to the process.

### POLICY

The following steps shall be followed in the recruitment and selection of Board members:

- 1) The Nominating and Governance Committee shall search for highly-skilled potential candidates with consideration for the Board's ongoing and developing requirements for areas of expertise and lived experience. Candidates will be sought from the multi-campus communities who reflect the diversity of Canadian society with attention to factors of equity, diversity and inclusion and in keeping with the Special Mission of Algoma University.
- 2) The candidates shall respond to an advertisement seeking applications to become a new Board of Governors member, OR be solicited by a current Board of Governors member or Board committee, OR be nominated or elected for consideration by a particular group.
- 3) The candidates shall submit for review a Resume or C.V. and a completed Board Skills Matrix Survey to the Nominating and Governance Committee of the Board for their consideration via the Secretary to the



Board. The Nominating and Governance Committee, its Chair, or representative, may contact the candidate.

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- 6) At the discretion of the Chair of the Nominating and Governance Committee, the Secretary to the Board shall reach out to candidates to advise that a Police Vulnerable Sector Check (PVSC) must be obtained and submitted in satisfactory fashion to the Director of Human Resources at Algoma University for review as per the Policy on Employee/Volunteer Screening. The cost of the PVSC may be reimbursed upon request. If candidates already have valid equivalent or higher-level security clearances, these may be used at the discretion of the Chair of the Nominating and Governance Committee.
- 7) Upon recommendation from the Nominating and Governance Committee, the candidate's resume/C.V. shall be shared with the Board of Governors in Closed Session for their consideration and potential appointment or election.
- 8) Upon approval from the Board of Governors, the candidates shall be notified of their appointments by the Secretary to the Board.
- 9) The candidates shall be required to participate in a Board orientation program.

Updated: June 23, 2022

## POLICY FOR APPROVAL OF BOARD MEMBERS

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Number:	BO6
Responsibility:	Board of Governors Nominating and Governance Committee
Approval:	Board of Governors, June 2020
Amendments:	Every 5 years or as circumstances of legislation warrant

### PURPOSE

The Purpose of the procedure is to ensure consistent process when appointing Board members.

### SCOPE

The procedure is applicable to all prospective elected or appointed members of the Board; with the exception of the members appointed by the Lt Governor. With regards to the Lt. Governor Appointments, the Nominating and Governance Committee will consult with the Government of the day in regards to the process.

### POLICY

Before consideration of an appointment to the Algoma University Board of Governors the applicant shall follow these steps:

- 1) Respond to an advertisement seeking applications to become a new Board of Governors member, OR be solicited by a current Board of Governors member or Board committee, OR be nominated or elected for consideration by a particular group.
- 2) Submit for review a Resume or C.V. and a completed Board Skills Matrix Survey to the Nominating and Governance Committee of the Board for their consideration via the Secretary to the Board. The Nominating and Governance Committee, its Chair, or representative, may contact the candidate.
- 3) At the discretion of the Nominating and Governance Committee, the Secretary to the Board will reach out to applicants to advise that a Police Vulnerable Sector Check (PVSC) must be obtained and submitted in satisfactory fashion to the Director of Human Resources at Algoma University for review as per the Policy on Employee/Volunteer Screening. The cost of the PVSC may be reimbursed upon request. If a candidate already

has a valid equivalent or higher-level security clearance, this may be used at the discretion of the Chair of the Nominating and Governance Committee.

- 4) Upon recommendation from the Nominating and Governance Committee, the candidate's resume/C.V. will be shared with the Board of Governors in Closed Session for their consideration and potential appointment.
- 5) Upon approval from the Board of Governors, the candidate will be notified of their appointment by the Algoma University Board of Governors Chair.
- 6) The Nominating and Governance Committee will ensure that the candidate receives appropriate Board orientation prior to the candidate attending their first Board of Governors meeting.

Updated: June 18, 2020

- 1** **Campus Culture** - A dynamic hub for community and student life with spaces and activities that support inspired and engaged learning and a strong sense of pride. This strategic direction will be achieved in close collaboration with student leadership to ensure all decisions reflect students' needs.

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- 2** **Vibrant Programs** - An integrated suite of academic programming that is current, relevant, attractive, and aligned with students' expectations.

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- 3** **Research and Innovation** - A culture of research and innovation that leverages existing strengths and produces an exceptional student experience while engaging with our campus communities and contributing to their sustainability.

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- 4** **Anishinaabe Inendamowin** - A recognized leader in cross-cultural sharing, healing and learning through collaborative efforts in decolonizing the university's policies, procedures, pedagogy in fulfilment of our Special Mission.

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- 5** **Institutional Excellence** - Institutional excellence is a university-wide commitment involving students, employees, communities aligned in the spirit of continuous improvement, institutional effectiveness, organizational resilience and strong leadership resulting in long term financial sustainability.

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- 6** **Equity, Diversity and Inclusion** - EDI values are embedded across the organization to fulfill Algoma University's commitment to undoing systemic and institutional discrimination and to be publicly transparent and accountable.