

LAMBTON COLLEGE OPEN BOARD MEETING
Thursday, March 2, 2023
4:30-5:35 p.m.
Lambton College Boardroom, C1-211(Teams option available)
AGENDA

4:30 1. **CALL TO ORDER** B. Hogan

2. **INDIGENOUS TRUTH AND RECONCILIATION** B. Hogan
LAND ACKNOWLEDGEMENT
Jason McMichael

At Lambton College, we are always very grateful for the land we live on, for the land we teach and work on, for the land we play and compete on and for the land we learn on.

It is with this gratitude in our hearts that before important events such as this one today that we are always very proud to acknowledge that: Lambton College is located on the beautiful homeland that is the traditional territory of the Ojibwe, Potawatomi and Odawa First Nations. These three individual Nations make up the traditional Three Fires Confederacy. We acknowledge the grace and the welcome they have offered to all students, staff and guests at Lambton College.

3. **CONSENT AGENDA (attachments)** B. Hogan **approval**

1. March 2, 2023 Agenda
2. January 26, 2023 Open Minutes
3. January 26, 2023 In-Camera Meeting Report
4. Governance Report
5. Conflict of Interest Declaration
6. Chair's Report

Recommendation: That the Board of Governors approves the minutes of the Open Meeting of January 26, 2023 and the entire contents of the consent agenda. 2023-7

- 4:35 4. **CELEBRATING OUR STUDENTS** M. Vaughan information
- 4:45 5. **RESEARCH ETHICS BOARD ANNUAL REPORT (attachment)** M. Sheikhzadeh **approval**
Recommendation: That the Lambton College Board of Governors accepts the Lambton College Research Ethics Board 2022 Annual Report. 2023-8
- 4:55 6. **FINANCIAL STATEMENTS FOR THE PERIOD ENDING DECEMBER 31, 2022 AND WINTER FORECAST UPDATE (attachment)** S. Dickson **approval**
Julie Carlton, Director Finance
Recommendation: That the Board of Governors approves the Finance and Property Committee recommendation to approve the Financial Statements for the period ended December 31, 2022 and the Winter Forecast update of financial performance for the 2022-23 budget year as presented. 2023-9
- 5:05 7. **TUITION & COMPULSORY FEES (attachment)** S. Dickson **approval**
Recommendation: That the Board of Governors approves the Finance and Property Committee recommendation to approve the 2023-24 Tuition and Ancillary Fees as presented reflecting the categorization of compulsory and ancillary fees levied by Lambton College and the Lambton College Student Administrative Council. 2023-10
- 5:10 8. **INSURANCE, RISK MANAGEMENT, AND CYBERSECURITY REPORT** S. Dickson information
Julie Carlton, Director Finance
Dave Mitton, Director, Information Technology
- 5:20 9. **PRESIDENT'S REPORT (attachment)** R. Kardas information
- 5:30 10. **OTHER BUSINESS** B. Hogan Information
A. PAC Meeting Reports
- 5:35 11. **ADJOURNMENT**

Members

Barry Hogan, Chair

Jason McMichael

Resource

Mehdi Sheikhzadeh

Susan Ferguson, 1st Vice-Chair

Shannon Landry, 2nd Vice-Chair

Brian Lucas
Mike Denomme
Shawn Fowler
Rob Kardas
Tania Lee
Rob Dawson

Dave Mitton

Christian Russi
Jarvis Nahdee
Dave Park
Dean Pearson
Kelly Provost
Carly Vandenende

Mary Vaughan
Kurtis Gray

Ex.Officio
Spencer Dickson

Board E.A.
Lianne Birkbeck

Open Board Meeting – January 26, 2023 – 4:30 p.m. Lambton College Boardroom

Membership

Barry Hogan, Chair	Jason McMichael
Susan Ferguson, 1 st Vice-Chair regrets	Dave Mitton - regrets
Shannon Landry, 2 nd Vice-Chair	Rob Dawson
Christian Russi -regrets	Jarvis Nahdee - regrets
Shawn Fowler	Dave Park
Rob Kardas	Dean Pearson
Tania Lee	Carly Vandenende
Brian Lucas	Kelly Provost
	Mike Denomme

Resource

Mehdi Sheikhzadeh
Mary Vaughan
Kurtis Gray

Ex.Officio

Spencer Dickson

E.A. to the Board

Lianne Birkbeck

1. **CALL TO ORDER**

Barry Hogan, Chair, called the meeting to order at 4:32 p.m.

2. **INDIGENOUS TRUTH AND RECONCILIATION LAND ACKNOWLEDGEMENT**

The Chair invited Mike Denomme to make the Indigenous Land Acknowledgement that at Lambton College, we are always very grateful for the land we live on, for the land we teach and work on, for the land we play and compete on and for the land we learn on. It is with this gratitude in our hearts that before important events such as this one today that we are always very proud to acknowledge that: Lambton College is located on the beautiful homeland that is the traditional territory of the Ojibwe, Potawatomi and Odawa First Nations. These three individual Nations make up the traditional Three Fires Confederacy. We acknowledge the grace and the welcome they have offered to all students, staff and guests at Lambton College.

3. **CONSENT AGENDA**

1. January 26, 2023 Agenda
2. December 8, 2022 Open Minutes
3. December 8, 2022 In-Camera Meeting Report
4. Chair's Report
5. Open Governance Report
6. Conflict of Interest Declaration

IT WAS MOVED BY: Jason McMichael

SECONDED BY: Dean Pearson

THAT: the Board of Governors approves the minutes of the Open Meeting of December 8, 2022 and the entire contents of the consent agenda. 2023-1 **CARRIED**.

4. **CELEBRATING OUR STUDENTS**

Kurtis Gray introduced Sierra Cottrelle, 2nd year, Child and Youth Care Program and a member of the Indigenous Student Councillor. Ms. Cottrelle is a member of the Aamjiwnaang First Nation, is a member of the Aamjiwnaang education committee, and works at the community's children's centre. She found the Lambton College program faculty welcoming and is enjoying the program. Her future goals include becoming a psychologist with a speciality in child life. The Chair and the President thanked Ms. Cottrelle for dedication to student leadership and for all that she is doing to enrich the lives of students at Lambton.

5. **HEALTH AND SAFETY ANNUAL REPORT**

The Chair invited Brent Thomas, Director, Facilities Management, Tracey Arnold, Manager, Occupational Health & Safety and Emergency Planning and Jessica Iacobelli, Occupational Health & Safety Consultant to present the 2022 Health and Safety Report. Brent Thomas said that the report did not include covid information as measures were concluded early in 2022. Tracey Arnold overviewed prevention initiatives and increased communication regarding safety awareness.

No Ministry of Labour orders were issued in 2022. Jessica Iacobelli presenting the accident numbers verbally correcting the error in the report regarding the number of accidents. No areas of concern were reported, and accidents are trending at pre-covid 2020 levels. No violence in the workplace was reported.

IT WAS MOVED BY: Mike Denomme

SECONDED BY: Kelly Provost

THAT: the Lambton College Board of Governors accepts the 2022 Health and Safety Report as corrected. 2023-2
CARRIED.

6. **STUDENTS ADMINISTRATIVE COUNCIL ANNUAL REPORT**

The Chair invited Kurtis Gray to introduce Elizabeth Guthrie, member of the Student Administrative Council (SAC) Executive and James Grant, General Manager, Student Administrative Council to present SAC's annual report. The report included SAC's student life initiatives, financial sustainability, and international services. Student Mental Health is a focus with Let's Face continuing to the group to promote mental health initiatives and support students. As well, Athletics is a critical part of SAC, with women's softball, co-ed badminton, and co-ed cross country starting in 2021/22. Housing support is a critical initiative as well to supporting students.

The President indicated that SAC is the heart of the student voice at the College. The Board congratulated SAC for another successful year and the President thanked Ms. Guthrie for the detailed presentation and for her leadership.

7. **PRESIDENT'S REPORT**

The President presented his report as written and informed the Board that Lambton College is ranked third for applied research in Canada, and second overall in Ontario. The Research and Innovation Department are to be congratulated for this outstanding achievement.

8. **OTHER BUSINESS**

None

9. **ADJOURNMENT**

The meeting adjourned.

MINUTES APPROVED BY:

Barry Hogan, Chair

AT MEETING OF: March 2, 2023
Lianne Birkbeck, Recording Secretary

Report From: Barry Hogan, Chair

<input type="checkbox"/> For Action	<input checked="" type="checkbox"/> Board of Governors
<input checked="" type="checkbox"/> For Information	<input checked="" type="checkbox"/> Open Meeting
<input checked="" type="checkbox"/> Meeting Date	<u>March 2, 2023</u>
<input checked="" type="checkbox"/> Agenda Item No.	<u>3</u>

Subject: Report on Items from In-Camera Session January 26, 2023

Signature on file
Barry Hogan, Chair

The following took place at the January 26, 2023 In-Camera meeting:

- The In-Camera Minutes of December 8, 2022 were reviewed and approved.
 - The 2022/23 President and Board Interim Goal Report was reviewed and approved.
 - The 2023/24 President and Board Goals were approved.
 - Approved moving forward with the next steps in a partnership opportunity.
 - A Property update was presented.
 - An update was heard regarding Ernest & Young's consultants' work regarding a new residence.
-

Report From: B. Hogan

<input checked="" type="checkbox"/> For Action	<input checked="" type="checkbox"/> Board of Governors
<input type="checkbox"/> For Information	<input checked="" type="checkbox"/> Open Meeting
<input type="checkbox"/> Meeting Date <u>March 2, 2023</u>	
<input type="checkbox"/> Agenda Item No. <u>#3</u>	

Subject: GOVERNANCE

Recommendation: That the Board of Governors approves the Governance Report and all decisions and motions therein, as presented.

Signature on File
Barry Hogan, Chair

1 Programs and Services Committee M. Vaughan approval

The Programs and Services Committee met on February 16th and heard a presentation about the Indigenous Education and Student Services from Kurtis Gray, Associate Vice-President Student Success, Jane Manning, Director Indigenous Education, Holly Altman, Administrative Assistant Indigenous Education, and Ky Nahmabin, Indigenous Student Success Coordinator. The presentation overviewed the supports and services offered to students and the focus on Truth and Reconciliation initiatives.

Triennial Reports

Recommendation: That the Board of Governors approves the Programs and Services Committee recommendation to approve the Environmental Technician – Water & Wastewater Systems Operations and E-Learning Design & Training Development triennial reports.

Policy Revision

Board Policy 4-004 Program Prioritization, Revitalization and Rationalization
Recommendation: That the Board of Governors approves the Programs and Services Committee recommendation to approve revised Board Policy 4-004 Program Assessment, Revitalization and Rationalization.

2 Nomination Committee B. Hogan approval

2023 Lieutenant Governor Order in Council (LGIC) Appointments and Board Appointment Update

Application has been made to the Public Appointment Secretariat to appoint Rob Thompson, VP Manufacturing East, NOVA Chemicals to Board of Governors to begin September 1, 2023.

The Committee determined the 2023 Board appointed candidate would be an Education Sector candidate. Recruitment of candidates is in progress.

2023 Internal Governor Elections

An election will be called in March/April for the support staff governor and the student governor positions with to begin September 1, 2023.

- | | | | |
|-----------------|---|----------|-------------|
| <u>3</u> | <u>Executive Committee</u>
The Executive Committee met to discuss the winter forecast update, the Indigenous Outdoor Gathering Space, and the Outdoor Precinct project. | B. Hogan | information |
| <u>4</u> | <u>Correspondence (attachment)</u>
A letter was received from GHD requesting permission to enter the college property to conduct planned field investigations about the widening of Highway 40. Permission was granted. | B. Hogan | Information |
| <u>5</u> | <u>Upcoming College Events (attachment)</u>
A list of upcoming college events is included within the Governance Report to ensure Governors are aware of events and to extend an invitation for them to attend. | | |

Briefing Note Re: Changes Board Policy 4-004 – Program Assessment, Revitalization and Rationalization

The proposed changes align this Board policy with adjustments to our Program Assessment, Revitalization and Rationalization practices.

Previously, these processes were combined into a single College policy; however, we split them out to create a new Program Suspension & Cancellation policy and incorporate Assessment and Revitalization into our existing Quality Assurance policy. These changes:

- Formalize the process for suspending specific program intakes when enrolment is too low to be financially or academically viable, but we plan to offer future cohorts.
- Introduce more flexibility into the Program Revitalization process, which was too prescriptive. Program Assessment identified performance outcomes across a range of variables tied to enrolment, graduate outcomes, student satisfaction and financial sustainability. Program Revitalization can now be structured to best resolve the specific performance shortfalls of any individual program, therefore moving away from a one-size-fits-all process.

These changes will be implemented beginning in the Spring 2023 semester.

4-004 - Program ~~Prioritization~~Assessment, Revitalization and Rationalization

MOTION: 2018-6

DATE APPROVED: November 27, 2003

SUPERSEDES: Policy No. 2000-2-9

REVIEWED: June 3, 2021

POLICY NO: 4-004

The Board of Governors of Lambton College directs the implementation of a program ~~prioritization~~assessment, revitalization and/or rationalization process ~~in order to~~to ensure program quality, currency, sustainability and relevance.

Lambton College strives to offer the best mix of programs and credentials to meet the needs of students, employers, and the community. Therefore, the College must respond to changes in factors such as student demographics, student demand, technology, and employment patterns by revising and updating academic programming, developing new programs, and sunsetting programs as necessary.

~~Demographic changes, new technologies, changes in employment patterns, and global competition require the need for program changes and the development of new student markets. Therefore, careful attention to on-going program assessment, enhancement and selection is necessary. The revitalization, suspension or cancellation of inappropriate or ineffective programs must be considered.~~

The purpose of this policy is to implement a ~~prioritization, revitalization and rationalization planning model~~comprehensive process to review program demand, assess program effectiveness and efficiency in meeting the needs of students and employers, ensure the quality of programs, achieve the best use of resources, demonstrate accountability for public resources and facilitate academic planning and budgeting.

The President will establish College policy and procedures to actualize and comply with this Board policy. In addition, the President will ensure the College policy and procedures will be consistent with the following:

- Supporting the strategic plan of the College
- The provision of opportunities for our students
- The Collective Agreements
- The optimization of the College's academic strengths
- The financial viability of the College
- Employer and community needs
- The need for specialization and differentiation
- Program accountability measures

The Board of Governors Programs and Services Committee will oversee this Policy and submit resulting recommendations to the Board of Governors.

455 Phillip Street, Unit 100A
Waterloo, Ontario N2L 3X2
Canada
www.ghd.com



Received

FEB 13 2023

Board of Governors

MTO ref: GWP 3019-21-00
Our ref: 12563083

January 31, 2023

**Board of Governors of the Lambton
College of Applied Arts and Technology
1457 London Road
Sarnia ON N7S 6K4**

Re: Planned Field Investigations – Permission to Enter Private Property

**Highway 40 Widening from Indian Road to 0.6 km north of Wellington Street
Preliminary Design and Class Environmental Assessment Study (GWP 3019-21-00),
1457 London Road**

To whom it may concern:

The purpose of this letter is to obtain a formal Permission to Enter your subject property to conduct field investigations as part of the work required for Highway 40 from Indian Road to 0.6km north of Wellington Street Preliminary and Detail Design and Class Environmental Assessment Study (Study) being undertaken by the Ministry of Transportation (MTO) in the City of Sarnia, County of Lambton (**Figure 1**).

Planned Field Investigations

The following field investigations are planned as part of the Study, which are described further as part of this letter for your information:

- Stage 2 Archaeological Assessment (AA)
- Topographic Survey
- Terrestrial Ecosystems
 - Tree Inventory and assessment
 - Vegetation and wildlife surveys

→ The Power of Commitment

GHD

- Pavement Investigation
- Utility Exposures

Stage 2 Archaeological Assessment

A Stage 1 AA was completed and recommended that a Stage 2 AA pedestrian and test pit survey be completed prior to the start of any highway construction activities. A Stage 2 AA will identify and confirm the presence or absence of archaeological resources and determine the degree of cultural heritage value of any archaeological resources found. The results of the Stage 2 AA will be submitted to the Ministry of Citizenship and Multiculturalism for review and approval.

Stage 2 AA: Pedestrian Survey

Specifically, the Stage 2 AA will involve the land being ploughed first and then allowed to weather before the pedestrian survey is conducted. The pedestrian survey involves archaeologists walking on the land to survey it at 5-metre intervals looking for artifacts on the surface (**Image 1**).

Stage 2 AA: Ploughing Requirements for Agricultural Fields

Any actively farmed or former agricultural lands will need to be ploughed prior to the Stage 2 AA Pedestrian Survey. An MTO contracted plougher will plough the lands in accordance with provincial ploughing requirements.

Stage 2 AA: Test Pitting

For lands not normally ploughed, such as grassed and wooded areas, the archaeological assessment will be surveyed by archaeologists conducting test-pitting. Test pitting involves walking the area and hand excavating test pits at approximately 5-metre intervals. Each test pit is approximately 30 centimetres (cm) in diameter, and is hand excavated by shovel beginning with careful removal of the top vegetation layer.

The underlying soil is then excavated to a depth of approximately 15-30 cm and is screened through a 6-millimeter mesh onto a polyethylene tarpaulin to look for artifacts. The soil is then immediately placed back into the test pit, tamped down, and top vegetation layer replaced leaving the area in as close to original condition as possible (**Image 2**, **Image 3**, and **Image 4**).

Topographic Survey

The purpose of the topographic survey is to measure ground elevations and survey physical features such as buildings, fences, entrances, trees, culverts, surface utilities throughout the limits of the project to provide an up-to-date digital plan and elevation model to aid the engineering team in the design of the highway.

Terrestrial Ecosystems

Tree Inventory

The purpose of the tree inventory is to identify the number, location, and species of the trees situated in the vicinity of the Highway 40 limits which may be potentially affected by construction of the proposed improvements. The inventory will be carried out by ecological staff who will visually inspect the trees and take photographs as required for documentation purposes.

Vegetation and Wildlife Surveys

The purpose of the vegetation and wildlife surveys are to document and characterize the species and communities present in the Highway 40 study limits. All surveys include on-foot access to the property for visual surveys only (e.g., no subsurface digging or disturbance of the property). In some naturalized locations, a small piece of plywood will be placed on the ground and be checked periodically throughout the season to document any wildlife taking shelter underneath it.

The results of these surveys will be considered in the alternatives evaluation and in the design and construction phases of the project.

Pavement Investigation

The purpose of the pavement investigation is to evaluate the existing subsurface soil and shallow groundwater conditions. The investigation will involve geotechnical staff, accessing the land to drill shallow boreholes, approximately 1 m in depth to determine the soil consistency and the presence of groundwater if encountered (**Image 5**). Upon completion of the boreholes, the test pits will be filled with a material to match the existing surface condition, ie. gravel, topsoil, or cold patch asphalt.

The results of the pavement investigation will be considered by MTO in developing the highway design.

Utility Exposures

The purpose of the utility exposures is to confirm the location and depth of existing buried utilities, particularly pipelines. The exposures will involve utility investigation staff accessing the land to hydro vacuum holes, approximately 1-2 m in depth and 0.5-1 m in diameter. Upon completion of exposing the utility to measure depth, the test pits will be filled with a material to match the existing surface condition, ie. gravel, topsoil or cold patch asphalt. (**Image 6**).

The results of the utility exposure will be considered by MTO in developing the highway design.

Proposed Timing of the Field Investigations

The field investigations are expected to begin in February 2023; however, there may be additional follow up work required. The actual time to complete the field investigations will be relatively short; approximately two days depending upon the nature of the investigation and extent of the area requiring assessment.

Who Will be Doing the Work and What is the Process for Entering Private Property?

The proposed field investigations will be undertaken by professional staff from several specialized consulting firms on behalf of MTO as follows:

Filed Investigation	Consulting Firm
Stage 2 AA pedestrian and test pit survey	Timmins Martelle Heritage Consultants Inc.
Topographic Survey	Callon Dietz Incorporated
Tree Inventory and Vegetation Wildlife Surveys	GHD
Pavement Investigation	Thurber Engineering Ltd.
Utility Exposures	GHD and agency to be determined

All field staff will attempt to notify property owners of their presence in advance of the field investigations by knocking on the door of the home on the property and speaking with you directly or leaving the notification in your mailbox if you are not at home.


All field staff will carry appropriate identification and COVID-19 Personal Protective Equipment. Furthermore, vehicles used by the field staff will be clearly marked with a sign in the window.

Kindly provide your permission for access to your property by signing and returning the attached Permission to Enter form via email or using the self-addressed envelope provided.

Who to Contact?

Please contact **Andrea Clegg** if you have any questions on the planned field investigations or visit the project website (www.highway40widening.ca) for further information on the Study.

We appreciate your immediate attention to this matter and your assistance in this Study.

A handwritten signature in black ink, appearing to read 'A Clegg', written in a cursive style.

Regards

Andrea Clegg, P. Eng.
Project Manager

(519) 340-3748
highway40widening@ghd.com

Copy to: MTO – Joel Toth, Chris Evans, Julie Bui
GHD – Ian Dobrindt, Alia Eid

Permission to Enter Highway 40 Widening Study

Dear Landowner,

Please check the appropriate box and return this form by mail using the self-addressed, stamped envelope included with this letter. Alternatively, you can email a PDF of this signed form to the Project email address of highway40widening@ghd.com

Please call **Andrea Clegg** at (519) 340-3748 during regular business hours if you would rather speak with us directly regarding property access. At all other times, please leave a message indicating a preferred time when we can call you back.

- I grant permission to enter the property listed below to carry out the planned field investigations.
- I would like more information please call me (Tel. _____).
- I do not grant permission for the planned field investigations to be carried out on the property listed below.
- I grant permission for the Ministry of Transportation to plough my fields if required.
- I will plough my own fields according to the enclosed ploughing requirements if required.

**Name of
Landowner:**

Signature:

**Address of
Property:**

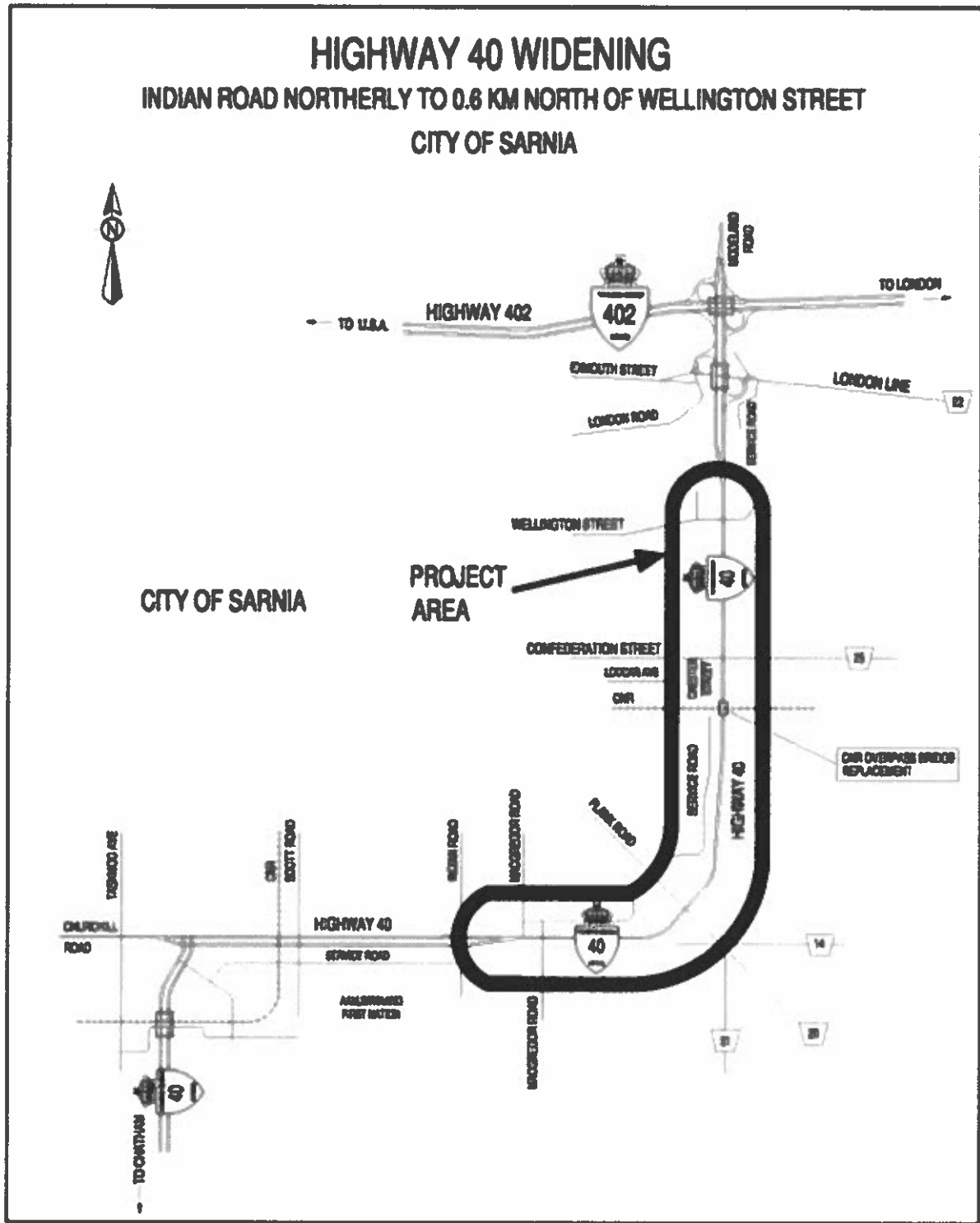


Figure 1: Study Area Limits



Image 1: Pedestrian Survey at 5m Interval



Image 2: Test Pit Survey at 5 m Interval



Image 3: Test Pit Survey at 5 m Interval



Image 4: Typical Test Pit



Image 5: Pavement Investigations



Image 6: Utility Investigation

College Upcoming Events

2022-2023

Date	Time	Event	Location
March 2	11:00-1:00 p.m. (lunch 12:15 p.m.)	30 th Anniversary of the Indigenous Centre Celebration	Original Gym Main Campus
March 6-8	MARCH 6: 10 am, 12 pm, 2 pm, 4 pm, 6 pm MARCH 7: 9 am, 10:30 am, 12 pm, 1:45 pm, 3:15 pm, 5 pm, 6:45 pm, 8:30pm MARCH 8: 10 am, 11:30 am, 4 pm, 6 pm, 8 pm	OFSAA Boys' AAA Basketball Tournament	Gym Cestar Group Athletics & Fitness Complex, Main Campus
March 8	10:30-12:00 p.m.	Lambton College International Women's Day Event (Desiree Phillips – Keynote)	D1-204 Cestar Group Athletics and Fitness Complex Main Campus
March 24	5:00 p.m. or 7:00 p.m.	Empty Bowls – Inn of Good Shepherd Fundraiser (Lambton College supports) Tickets can be purchased at: https://www.theinnsarnia.ca/product-category/2023-empty-bowls/	Lambton College Event Centre
March 25	10 a.m. to 2:00 p.m.	Spring Open House	Sarnia Campus/Fire School
April 6	10:00 a.m.	Lambton College Pow Wow	Gym

	(Grand Entry at 11:00 a.m.)		Cestar Group Athletics & Fitness Centre, Main Campus
June 7	1-4:30 pm	Convocation	PASA Arena
June 16	1:00 p.m.-5:00 p.m.	Foundation Golf Tournament	Widder Station Golf and Country Club, Thedford

<https://www.lambtoncollege.ca/custom/LambtonApps/Calendar/Calendar.aspx?date=2/22/2023>



Report From: B. Hogan, Chair

<input type="checkbox"/> For Action	<input checked="" type="checkbox"/> Board of Governors
<input checked="" type="checkbox"/> For Information	<input checked="" type="checkbox"/> Open Meeting
<input checked="" type="checkbox"/> Meeting Date <u>March 2, 2023</u>	
<input checked="" type="checkbox"/> Agenda Item No. <u>3</u>	

Subject: Chair's Report

1. **Committee Meetings:** The Chair attended and chaired the Executive of the Board meeting, attended the Programs and Services Committee and the Finance and Property Meeting.

Annual Report

(January 2022 to December 2022)

1. Background

The Lambton College Research Ethics Board (REB) was established in 2008 as part of Lambton College's commitment to the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS- now in revision as TCPS-2)*. The TCPS-2 is a joint policy of Canada's three federal research agencies – the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council of Canada (SSHRC). It establishes a commitment to ethical conduct of research involving humans through three core principles: respect for persons, concern for welfare, and justice.

To be eligible to receive and administer research funds from these agencies, research conducted at or under the auspices of Lambton College must adhere to the guidelines outlined in the TCPS-2 (revised 2018). Failure to comply with the TCPS-2 (2018) and related policies could result in significant negative consequences for the college including the withdrawal of current research funding and ineligibility to apply for future research grants. In addition, research that fails to meet ethical standards may expose participants, researchers, and the college to considerable risk.

2. Summary of 2022 Activities

The REB reviews research applications which involve humans conducted at or under the auspices of Lambton College. This review process is designed to evaluate and mitigate risk and harm for individuals conducting and participating in research. This report covers the work undertaken by the Lambton College REB from January 2022 through December 2022.

2.1. Research Projects Reviewed

One project remained from the 2021 application cycle which was submitted by Lambton College internal faculty/staff. Following resubmissions, this project was approved in March 2022. As this project was submitted in 2021, it is not included in the summary below.

In 2022, five (5) projects were submitted and reviewed by the REB. Three (3) projects were approved and two (2) project remains under review.

- All five (5) projects submitted were identified as minimal risk.
- Of the three projects that were approved, one (1) project was in course-based research, one (1) was a multi-site project, and one (1) was submitted from Lambton College faculty/staff through Research Department funding (RIF or general) and/or funding from external organizations.
- The two (2) projects which remain under review were Lambton College projects submitted in late 2022 resulting in the review process extending into 2023.

Important Notes:

- The total number of projects submitted for review decreased slightly from 2021; however, the pandemic continued to create barriers for research with human participants and, as a result, the number of projects submitted has not fully returned to pre-pandemic levels.
- Only one project was submitted for course-based research review which was an annual renewal of the course-based research that had been approved in each of the previous four years.
- With researchers utilizing more digital tools to interact with participants during the pandemic, data security has required additional focus in the review process.

Figure 1 depicts the applications submitted for review per year over the past five years. Please note that number of applications does not directly translate to number of completed reviews. Often one application is reviewed multiple times prior to a project being approved.

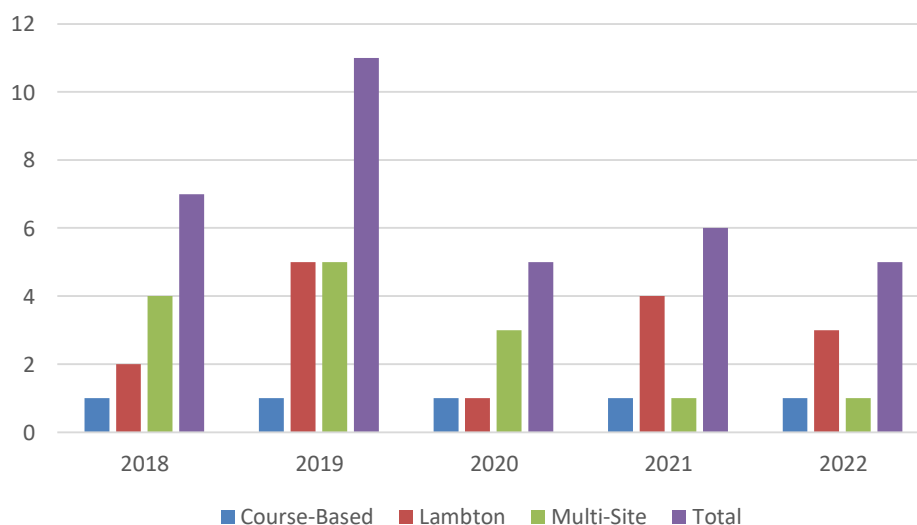


Figure 1. Trends in Applications Reviewed by REB over Five Years

2.2. Professional Development Accessed

Three REB members attended the annual CAREB (Canadian Association of Research Ethics Boards) conference held virtually in May 2022. The shift to a virtual conference, which is continuing in 2023, has significantly reduced the cost of attending thus allowing for far greater participation by our members. Accessing this specialized high-level training is essential for continued development and capacity building within the REB. The landscape of ethics review is dynamic, evolving, and becoming increasingly complex. Having more members engaged in this training is particularly beneficial in expanding the knowledgebase within the board.

Planning is underway for members to attend the CAREB conference in spring 2023. Ongoing budget support for such essential training activities has been provided.

2.3. REB Membership

While our membership continues to be diverse and robust and compliant with TCPS-2 guidelines, our membership decreased by one in 2022 to seven active members (two external and five internal). The decrease was the result of an internal adjunct faculty member no longer being employed by the college due to a reduction in course offerings in their area. Two members who were on leaves of absence from the board have transitioned from the college in their careers. With further internal members reaching the end of their terms in 2023, including the Chair, recruitment of new members will be a focus in 2023.

2.4. Supports for Researchers

There is an increasing complexity of submissions requiring additional ethical considerations. Subsequently, projects often require multiple submissions before being approved. The REB continues to recommend that projects above minimal risk consult with an outside expert prior to REB submission and allocate a budget line for this in the proposal phase. The REB continues to recommend that new researchers ensure they have a supervisor or consultant that can ensure compliance with TCPS-2 standards of ethical research practice and facilitate their application to the REB.

3. Future Activities

3.1. Continued Review of Research Projects

This will remain the priority of the Lambton College REB. We are committed to providing feedback to researchers in a timely manner. Although this was another unprecedented year due to the pandemic, the REB remains committed to supporting current and prospective researchers at Lambton College.

The REB would like to communicate that the support for research at Lambton College through the Research Department is essential. Without the support of the Research Innovation Funds and the essential partnerships with the Research Department, many current Lambton College projects would not be able to be conducted in Health and Social Sciences. The REB recognizes the work of the Research Department to elevate research in the Health and Social Sciences field.

3.2. Recruiting New Members

The TCPS-2 establishes membership requirements for REBs, all of which we currently meet. One requirement is that at least one member is knowledgeable in the relevant law. The term of our member with a legal background expired in June of 2021; however, their term was extended through a provision in our REB policy that if “a member who possesses unique critical experience for whom no replacement may be found may be appointed for another term.” Recruitment for a successor of this role will be a goal for 2023. We will continue in our attempts to recruit an expert in Indigenous research to the REB to assist in facilitating reviews of projects involving Indigenous persons. We will also explore recruiting additional external community and internal members for succession planning purposes.

4. Conclusion

The REB will continue to review projects this academic year as well as move forward on the above-mentioned initiatives. We are anticipating a higher volume of applications in 2023. To accomplish these initiatives, the REB must be allocated appropriate resources including SWF time

for faculty and a budget for professional development and meeting related expenses. We would like to thank the Research and Innovation Department and Lambton College for their ongoing support. Lambton College and the Lambton College Research Ethics Board are committed to ensuring research at the college is conducted with the highest ethical standards. We look forward to continuing this work in the coming year.

On behalf of the Lambton College Research Ethics Board,

Signatures on Original Document

Signature on Original Document

Alan Warren

Mehdi Sheikhzadeh

Chair, Research Ethics Board

Vice President, Research and Innovation

**FINANCIAL PERFORMANCE
AS AT DECEMBER 31, 2022
COMMENTARY**

2022-2023 December Financial Statements

CONTRIBUTION

Year to date surplus of \$18,992,239 as at December 31, 2022 (surplus \$11,287,639 – December 31, 2021), with planned transfer to capital reserves of \$19,274,800.

POST SECONDARY: SCHEDULE 2A

- **Fees: Tuition and Other Revenue**
 - Overall enrolment increased, however on campus domestic enrolment decreased from Fall 2021 to Fall 2022 by 23 person terms and International enrolment in post-secondary programs in Sarnia increased by 835 person terms
- **Other**
 - Other revenue decreased as a result of a smaller intake of PSW Accelerated program funding
- **Expenditures**
 - Compensation expense increased in actuals with increased overall enrolment
 - Instructional software/equipment/rental expenditures increased due to increased enrolment, hyflex learning classrooms

CONTRACT SERVICES: SCHEDULE 2B

- **International Revenue**
 - On campus enrolment in Sarnia increased by 978 person terms in spring and fall enrolment compared to 2021-22
 - Enrolment increased for spring and fall terms at partner campuses in Toronto and Mississauga 272 person terms
 - Decrease in agent commissions due increased enrolment and mix of first and second term enrolment compared to 2021-22 resulting in an offsetting decrease in international recruitment expenditure
- **Research Contracts**
 - Research revenue increased due to additional grant funding for multiple smaller projects including NSERC ARD and Engage and OCI grant funding. There is also new funding for the CBARN grant funded through the Federal Economic Development Agency and Long-term Care Micro-credentials.
- **Fire School**
 - Industrial Fire School training activity has also increased compared to previous year and back to pre-COVID levels.
- **Expenditures**
 - International Recruitment expense commensurate with international enrolment in Sarnia and at partner campuses. Decrease in first and second term enrolment results in Recruitment expenditure decrease compared to December 2021
 - Compensation expense is proportional to revenue activity

STUDENT SERVICES: SCHEDULE 3

- **MCU Revenue**
 - MCU revenue has increased with the timing of expenditures regarding OPAIP funding
- **Sundry Fees Other Revenue**
 - Sundry Fees revenue has increased with increased enrolment
- **Expenditures**
 - Compensation expense reflects increase MCU funding
 - Non-Instructional expenses increased with additional athletics teams as well as timing of recruitment expenditures.

ADMINISTRATIVE SERVICES: SCHEDULE 4

- **Other Revenue**
 - Reflects increase in interest income with increase in interest rate as well as increased revenue on investment portfolio
- **Expenditures**
 - Insurance expenditures have increased with increased premiums in 2022-23
 - Professional fees decreased due to timing of expenditures
 - Non-instructional expenses include increased travel and advertising/marketing expenditures

ANCILLARY OPERATIONS: SCHEDULE 6

- **Campus Shop**
 - Reflects increased sales and corresponding expenditures
- **Parking**
 - Returning to normalized parking revenue since COVID
- **Residence**
 - Double room occupancy for this fiscal year and increased summer revenue in 2022. Expenditures reflect increased activity and student activities



**THE LAMBTON COLLEGE OF APPLIED ARTS
AND TECHNOLOGY**

Statement of Revenue and Expenditure

for the period April 1, 2022 - December 31, 2022

**THE LAMBTON COLLEGE OF APPLIED ARTS
AND TECHNOLOGY**

Statement of Revenue and Expenditure

For the period: April 1, 2022 - December 31, 2022

	Supporting Schedule	2022-23 <u>BUDGET</u>	2022-23 <u>Fall Forecast</u>	<u>Variance</u>	2022-23 <u>Actual YTD</u>	2021-22 <u>Prior YTD</u>
REVENUE						
Post Secondary	Sch 2A	\$ 44,654,200	\$ 48,291,500	\$ 3,637,300	\$ 36,030,318	\$ 32,043,263
Contract Services	Sch 2B	67,359,600	75,561,000	8,201,400	52,122,356	49,967,982
Student Services	Sch 3	5,873,300	5,854,400	(18,900)	3,843,483	2,757,057
Administrative Services	Sch 4	1,566,100	5,333,400	3,767,300	4,729,220	1,386,031
Physical Resources	Sch 5	334,900	311,600	(23,300)	217,096	239,248
Ancillary	Sch 6	4,793,300	3,607,800	(1,185,500)	2,697,286	1,641,903
Amortization of deferred capital contributions		4,288,400	4,724,900	436,500	3,543,675	3,568,575
		<u>128,869,800</u>	<u>143,684,600</u>	<u>14,814,800</u>	<u>103,183,435</u>	<u>91,604,060</u>
EXPENDITURE						
Post Secondary	Sch 2A	\$ 41,685,700	\$ 41,477,700	\$ (208,000)	\$ 28,035,948	\$ 26,332,775
Contract Services	Sch 2B	38,057,900	44,327,700	6,269,800	28,686,999	29,426,041
Student Services	Sch 3	9,724,600	9,541,800	(182,800)	6,705,909	5,296,690
Administrative Services	Sch 4	9,473,800	10,573,600	1,099,800	6,333,454	5,986,334
Physical Resources	Sch 5	6,408,700	7,227,900	819,200	4,495,919	4,426,252
Ancillary	Sch 6	4,989,200	3,690,900	(1,298,300)	2,649,793	1,992,879
Depreciation of capital assets		9,822,500	9,710,900	(111,600)	7,283,175	6,855,450
		<u>120,162,400</u>	<u>126,550,500</u>	<u>6,388,100</u>	<u>84,191,196</u>	<u>80,316,421</u>
EXCESS OF REVENUE OVER EXPENDITURE		\$ 8,707,400	\$ 17,134,100	\$ 8,426,700	\$ 18,992,239	\$ 11,287,639
TRANSFER TO CAPITAL RESERVES		(13,230,200)	(14,277,800)	(1,047,600)	(10,708,350)	(11,002,292)
TRANSFER FROM CAPITAL RESERVES		20,489,900	21,267,500	777,600	6,456,787	4,786,201
INVESTED IN CAPITAL ASSETS		(18,443,000)	(24,119,600)	(5,676,600)	(12,059,800)	(8,501,737)
OPENING ACCUMULATED UNRESTRICTED SURPLUS		9,526,900	7,899,500	(1,627,400)	7,899,548	8,020,235
CLOSING ACCUMULATED UNRESTRICTED SURPLUS		<u>\$ 7,051,000</u>	<u>\$ 7,903,700</u>	<u>\$ 852,700</u>	<u>\$ 10,580,424</u>	<u>\$ 4,590,046</u>

**THE LAMBTON COLLEGE OF APPLIED ARTS
AND TECHNOLOGY**

Analysis of Post Secondary

For the period: April 1, 2022 - December 31, 2022

Schedule 2A

	2022-23 <u>BUDGET</u>	2022-23 <u>Fall Forecast</u>	<u>Variance</u>	2022-23 <u>Actual YTD</u>	2021-22 <u>Prior YTD</u>
REVENUE:					
Fees: Tuition and Other	\$ 23,241,400	\$ 25,448,100	\$ 2,206,700	\$ 19,167,094	\$ 15,247,840
MCU Grants	20,688,500	21,646,400	957,900	16,236,413	15,664,278
Other	724,300	1,197,000	472,700	626,810	1,131,145
	<u>44,654,200</u>	<u>48,291,500</u>	<u>3,637,300</u>	<u>36,030,318</u>	<u>32,043,263</u>
EXPENDITURE:					
Compensation	\$ 34,990,500	\$ 33,820,700	\$ (1,169,800)	\$ 23,136,227	\$ 21,840,446
Instructional software/Equipment/Rental	3,373,600	4,043,800	670,200	2,657,717	2,218,665
Instructional	1,509,600	1,633,300	123,700	1,027,518	958,069
Non-instructional	862,000	1,029,900	167,900	501,986	603,095
Tuition set aside	950,000	950,000	-	712,500	712,500
	<u>41,685,700</u>	<u>41,477,700</u>	<u>(208,000)</u>	<u>28,035,948</u>	<u>26,332,775</u>
CONTRIBUTION:	\$ 2,968,500	\$ 6,813,800	\$ 3,845,300	\$ 7,994,370	\$ 5,710,489

**THE LAMBTON COLLEGE OF APPLIED ARTS
AND TECHNOLOGY**

Analysis of Contract Services

For the period: April 1, 2022 - December 31, 2022

Schedule 2B

	2022-23 <u>BUDGET</u>	2022-23 <u>Fall Forecast</u>	<u>Variance</u>	2022-23 <u>Actual YTD</u>	2021-22 <u>Prior YTD</u>
REVENUE:					
Contract Revenue	\$ 404,600	\$ 323,300	\$ (81,300)	\$ 233,099	\$ 246,559
Course Fees	554,000	919,800	365,800	698,533	373,590
International	52,634,200	55,192,500	2,558,300	39,548,052	39,196,631
MLITSD Apprenticeships	928,000	1,183,600	255,600	766,750	594,524
MCU Contracts	2,806,500	2,806,500	-	1,894,704	1,913,865
Other Provincial Contracts	1,694,500	1,694,500	-	1,270,875	1,364,557
Municipal Contracts	1,020,700	1,090,800	70,100	700,469	655,872
Research Contracts	5,426,300	10,625,000	5,198,700	5,447,048	4,741,779
Fire School	1,834,800	1,722,200	(112,600)	1,550,768	875,122
Other	56,000	2,800	(53,200)	12,058	5,483
	<u>67,359,600</u>	<u>75,561,000</u>	<u>8,201,400</u>	<u>52,122,356</u>	<u>49,967,982</u>
EXPENDITURE:					
Compensation	\$ 12,119,800	\$ 14,467,700	\$ 2,347,900	\$ 10,170,724	\$ 9,508,121
International Recruitment	17,343,500	18,443,400	1,099,900	12,335,998	14,558,311
Stipends/Support Allowances	966,000	956,000	(10,000)	528,868	444,204
Equipment/Building Maintenance	1,241,900	2,335,900	1,094,000	981,268	863,699
Instructional/Program	1,916,900	3,503,100	1,586,200	1,752,490	1,282,914
Non-instructional	4,469,800	4,621,600	151,800	2,917,650	2,768,791
	<u>38,057,900</u>	<u>44,327,700</u>	<u>6,269,800</u>	<u>28,686,999</u>	<u>29,426,041</u>
CONTRIBUTION:	\$ 29,301,700	\$ 31,233,300	\$ 1,931,600	\$ 23,435,357	\$ 20,541,942

**THE LAMBTON COLLEGE OF APPLIED ARTS
AND TECHNOLOGY**

Analysis of Student Services

For the period: April 1, 2022 - December 31, 2022

Schedule 3

	2022-23 <u>BUDGET</u>	2022-23 <u>Fall Forecast</u>	<u>Variance</u>	2022-23 <u>Actual YTD</u>	2021-22 <u>Prior YTD</u>
REVENUE:					
MCU Revenue	\$ 1,872,200	\$ 1,670,300	\$ (201,900)	\$ 915,084	\$ 786,780
Sundry Fees	3,341,100	3,535,500	194,400	2,440,937	1,716,628
Other	660,000	648,600	(11,400)	487,462	253,649
	<u>5,873,300</u>	<u>5,854,400</u>	<u>(18,900)</u>	<u>3,843,483</u>	<u>2,757,057</u>
EXPENDITURE:					
Compensation	\$ 7,909,000	\$ 7,643,800	\$ (265,200)	\$ 5,298,648	\$ 4,544,564
Equipment/Rental	80,200	185,800	105,600	153,247	76,337
Educational resources/Awards	296,000	342,700	46,700	246,906	153,281
Non-instructional	1,439,400	1,369,500	(69,900)	1,007,107	522,507
	<u>9,724,600</u>	<u>9,541,800</u>	<u>(182,800)</u>	<u>6,705,909</u>	<u>5,296,689</u>
CONTRIBUTION:	\$ (3,851,300)	\$ (3,687,400)	\$ 163,900	\$ (2,862,425)	\$ (2,539,632)

**THE LAMBTON COLLEGE OF APPLIED ARTS
AND TECHNOLOGY**

Analysis of Administrative Services

For the period: April 1, 2022 - December 31, 2022

Schedule 4

	2022-23 <u>BUDGET</u>	2022-23 <u>Fall Forecast</u>	<u>Variance</u>	2022-23 <u>Actual YTD</u>	2021-22 <u>Prior YTD</u>
REVENUE:					
MCU Revenue	\$ 208,700	\$ 325,300	\$ 116,600	\$ 311,959	\$ 232,125
Rental Revenue	164,300	108,000	(56,300)	55,413	111
Other	1,193,100	4,900,100	3,707,000	4,361,848	1,153,795
	<u>1,566,100</u>	<u>5,333,400</u>	<u>3,767,300</u>	<u>4,729,220</u>	<u>1,386,031</u>
EXPENDITURE:					
Compensation	\$ 5,008,400	\$ 5,213,600	\$ 205,200	\$ 3,625,970	\$ 3,352,449
Insurance/Taxes	645,700	932,100	286,400	842,493	598,388
Professional fees	1,175,800	1,560,800	385,000	903,009	1,444,186
Contingency	1,000,000	1,000,000	-	-	-
Non-instructional	1,643,900	1,867,100	223,200	961,982	591,311
	<u>9,473,800</u>	<u>10,573,600</u>	<u>1,099,800</u>	<u>6,333,454</u>	<u>5,986,334</u>
CONTRIBUTION:	\$ (7,907,700)	\$ (5,240,200)	\$ 2,667,500	\$ (1,604,233)	\$ (4,600,304)

**THE LAMBTON COLLEGE OF APPLIED ARTS
AND TECHNOLOGY**

Analysis of Physical Resources

For the period: April 1, 2022 - December 31, 2022

Schedule 5

	2022-23 <u>BUDGET</u>	2022-23 <u>Fall Forecast</u>	<u>Variance</u>	2022-23 <u>Actual YTD</u>	2021-22 <u>Prior YTD</u>
REVENUE:					
Facilities Fee	\$ 172,000	\$ 185,500	\$ 13,500	\$ 122,172	\$ 112,817
MCU Revenue	57,300	3,700	(53,600)	18,312	19,573
Other	105,600	122,400	16,800	76,612	106,858
	<u>334,900</u>	<u>311,600</u>	<u>(23,300)</u>	<u>217,096</u>	<u>239,248</u>
EXPENDITURE:					
Compensation	\$ 1,737,100	\$ 1,689,600	\$ (47,500)	\$ 1,213,844	\$ 1,187,010
Equipment/Building Maintenance	4,218,000	5,080,700	862,700	3,047,274	3,064,003
Non-instructional	453,600	457,600	4,000	234,801	175,239
	<u>6,408,700</u>	<u>7,227,900</u>	<u>819,200</u>	<u>4,495,919</u>	<u>4,426,252</u>
CONTRIBUTION:	\$ (6,073,800)	\$ (6,916,300)	\$ (842,500)	\$ (4,278,823)	\$ (4,187,005)

**THE LAMBTON COLLEGE OF APPLIED ARTS
AND TECHNOLOGY**

Analysis of Ancillary Operations

For the period: April 1, 2022 - December 31, 2022

Schedule 6

	2022-23 <u>BUDGET</u>	2022-23 <u>Fall Forecast</u>	<u>Variance</u>	2022-23 <u>Actual YTD</u>	2021-22 <u>Prior YTD</u>
REVENUE:					
Campus Shop	\$ 2,426,100	\$ 1,476,100	\$ (950,000)	\$ 1,203,224	\$ 987,777
Parking	510,700	460,800	(49,900)	247,998	74,511
Residence	1,856,500	1,670,900	(185,600)	1,246,064	579,615
	<u>4,793,300</u>	<u>3,607,800</u>	<u>(1,185,500)</u>	<u>2,697,286</u>	<u>1,641,903</u>
EXPENDITURE:					
Campus Shop	\$ 2,169,900	\$ 1,434,000	\$ (735,900)	\$ 1,098,093	\$ 914,172
Parking	542,900	596,700	53,800	318,709	205,860
Residence	2,276,400	1,660,200	(616,200)	1,232,991	872,846
	<u>4,989,200</u>	<u>3,690,900</u>	<u>(1,298,300)</u>	<u>2,649,793</u>	<u>1,992,879</u>
CONTRIBUTION:	\$ (195,900)	\$ (83,100)	\$ 112,800	\$ 47,494	\$ (350,976)

**THE LAMBTON COLLEGE OF APPLIED ARTS
AND TECHNOLOGY**

Summary of Capital Reserves

For the year ended March 31, 2023

Capital Reserves	Apr 1, 2022	Additions	Disbursements	Mar 31, 2023	Committed	Ending Reserves Balance
Campus Renewal:	\$ 83,608,097	\$ 17,500,000	\$ -	\$ 101,108,097		\$ 101,108,097
West Entrance & Campus Shop	(5,529,423)	-	(5,000,000)	(10,529,423)	(3,051,577)	(13,581,000)
Bridge Entrance Addition Renovation	(3,157,514)	-	-	(3,157,514)		(3,157,514)
Renovation - Chemistry Labs	(3,173,418)	-	-	(3,173,418)		(3,173,418)
Renovation - Biology Labs	(55,313)	-	(2,151,700)	(2,207,013)		(2,207,013)
Landscape / Roadways	(8,980,974)	-	(973,200)	(9,954,174)	(500,000)	(10,454,174)
Facilities Projects	(2,716,887)	-	(980,000)	(3,696,887)	(3,140,000)	(6,836,887)
International and Services Realignment	-	-	(2,220,000)	(2,220,000)	(2,780,000)	(5,000,000)
1437-1451 London Road	(1,368,865)	-	(300,000)	(1,668,865)		(1,668,865)
Health/Research/Athletics	(947,750)	391,300	-	(556,450)		(556,450)
SAC Long-term Receivable	(5,443,375)	266,800	-	(5,176,575)		(5,176,575)
Campus Renewal Net	\$ 52,234,578	\$ 18,158,100	\$ (11,624,900)	\$ 58,767,778	\$ (9,471,577)	\$ 49,296,201
Parking	64,716	-	-	64,716		64,716
IT and Learning Infrastructure	7,226,539	500,000	(664,500)	7,062,039		7,062,039
Insurance Retention	1,000,000	500,000	-	1,500,000		1,500,000
Research (LMIC & BPRC) TACs	190,436	-	(62,500)	127,936		127,936
Fireschool Equipment Renewal	132,335	91,700	(70,000)	154,035		154,035
Athletic & Fitness Centre Renewal	100,000	25,000	-	125,000		125,000
Total Capital Reserves	\$ 60,948,604	\$ 19,274,800	\$ (12,421,900)	\$ 67,801,504	\$ (9,471,577)	\$ 58,329,927

**THE LAMBTON COLLEGE OF APPLIED ARTS
AND TECHNOLOGY**

Summary of Grant/Fee Funded Capital Projects

For the year ended March 31, 2023

	Grant Funding
Facilities Renewal Program (FRP)	\$ 2,229,000
Campus Safety Program (CSP)	107,000
Capital Equipment & Renewal Fund (CERF)	136,400
Capital Equipment & Renewal Fund (CERF Competitive)	1,124,900
Apprenticeship Capital Grant (ACG Competitive)	325,000
IT Access Fee equipment (IT Access Fee)	258,000
Research Funded Projects (CFI, ORF)	975,200
Total Grant Funded Capital Projects	\$ 5,155,500

2023-2024 Tuition & Ancillary Fees

Board of Governors Memo

February 2023

Please find included with this memo the proposed Post-secondary Tuition & Ancillary Fees for the 2023-2024 Academic Year, including the Fall 2023, Winter 2024, and Spring 2024 semesters.

Tuition is assumed to be flat in alignment with recent government policy. However, the Tuition & Fees Protocol for 2023-2024 has not been released yet. Should the tuition cap be lifted, and an increase allowed, we will revise our tuition accordingly.

Most ancillary fees are increased by 2% as per our historical norm. There are four exceptions:

- The Technology Fee, which covers Information Technology needs such as common computer labs, Wi-Fi access, and non-academic systems support, has been increased by 5% to offset inflationary increases to the cost of delivering these services.
- The Athletics Fee, which covers varsity athletics, intramural sports, and fitness programming, has been increased by 5% to offset the costs associated with expanded programming.
- The International Student Activity Fee, which covers supports and programming specific to International students, has been increased from \$200 to \$250, to offset increased costs associated with orientation and transition programming such as airport pickups, temporary accommodations, etc.
- The Student Administrative Council has requested that the Building Fee be increased from \$150 to \$175 to support the development of the Outdoor Recreation Precinct.
- There are also two new program-specific fees this year. \$100 for first-year Pharmacy Technician students, \$325 for upper-year Pharmacy Technician students, and \$750 for first year Medical Esthetics. These fees are to cover the costs of expanded lab kits in alignment with program requirements.

LAMBTON COLLEGE
2023-24 TUITION & ANCILLARY FEES

	22-23	Increase / Decrease	% Change	23-24
<u>Full-time Postsecondary Students</u>				
Tuition - Regular Year 1	\$ 2,722.59	\$ -	-	\$ 2,722.59
Tuition - Regular Year 2	\$ 2,722.59	\$ -	-	\$ 2,722.59
Tuition - Regular Year 3	\$ 2,722.59	\$ -	-	\$ 2,722.59
<u>Compulsory Fees</u>				
ID Card Fee	\$ 19.70	\$ 0.39	2%	\$ 20.09
Athletic Fee	\$ 126.56	\$ 6.33	5%	\$ 132.89
Counselling Fee	\$ 117.72	\$ 2.35	2%	\$ 120.07
Career Services Fee	\$ 25.96	\$ 0.52	2%	\$ 26.48
Health Service Fee	\$ 50.68	\$ 1.01	2%	\$ 51.69
Tutoring Fee	\$ 83.06	\$ 1.66	2%	\$ 84.72
Information Technology Fee	\$ 243.00	\$ 12.15	5%	\$ 255.15
Alumni Fee	\$ 5.89	\$ 0.12	2%	\$ 6.01
Facilities Fee	\$ 46.88	\$ 0.94	2%	\$ 47.82
Graduation Fee - Yr 1 only	\$ 74.50	\$ 1.49	2%	\$ 75.99
Total Tuition and College Fees - Regular Year 1	\$ 3,516.54	\$ 26.96	0.8%	\$ 3,543.50
Total Tuition and College Fees - Regular Year 2	\$ 3,442.04	\$ 25.47	0.7%	\$ 3,467.51
Total Tuition and College Fees - Regular Year 3	\$ 3,442.04	\$ 25.47	0.7%	\$ 3,467.51
<u>SAC Fees (Note 1)</u>				
Academic Support	\$ 8.84	\$ 0.18	2%	\$ 9.02
Recreation	\$ 103.70	\$ 2.07	2%	\$ 105.77
Health Promotion	\$ 18.34	\$ 0.36	2%	\$ 18.70
Student Centre	\$ 9.54	\$ 0.19	2%	\$ 9.73
Building Fee - Athletics & Fitness Centre	\$ 150.00	\$ 25.00	16.7%	\$ 175.00
Student Clubs	\$ 0.80	\$ 0.02	2%	\$ 0.82
Community Engagement	\$ 4.16	\$ 0.08	2%	\$ 4.24
SAC Membership Fee	\$ 5.36	\$ 0.11	2%	\$ 5.47
Total SAC Fees	\$ 300.73	\$ 28.01	9.3%	\$ 328.74
Dental Insurance	100.26	\$ -	0%	\$ 100.26
Health Insurance	125.16	\$ -	0%	\$ 125.16
AD&D	3.24	\$ -	0%	\$ 3.24
Total Tuition and Fees - Regular Year 1	\$ 4,045.95	\$ 54.97	1.4%	\$ 4,100.92
Total Tuition and Fees - Regular Year 2	\$ 3,971.45	53.48	1.3%	\$ 4,024.93
Total Tuition and Fees - Regular Year 3	\$ 3,971.45	53.48	1.3%	\$ 4,024.93
<u>Regulated Non-Standard Programs</u>				
ICET-Year 1 & 2 , EWSO	\$ 3,383.96	\$ -	-	\$ 3,383.96
ICET-Year 3	\$ 5,075.93	\$ -	-	\$ 5,075.93
Pre-Service Firefighter (3 Terms charged over 2 Terms) & FIRE	\$ 5,075.92	\$ -	-	\$ 5,075.92
Practical Nursing Yr. 1	\$ 2,722.59	\$ -	-	\$ 2,722.59
Practical Nursing Yr. 2	\$ 4,044.22	\$ -	-	\$ 4,044.22
International Post-Graduate Programs	\$ 2,322.58	\$ -	-	\$ 2,322.58
QEMS	\$ 2,472.58	\$ -	-	\$ 2,472.58
<u>High Demand Programs</u>				
CPET/PETC-Year 1	\$ 4,788.54	\$ -	-	\$ 4,788.54
CPET/PETC-Year 2	\$ 4,788.54	\$ -	-	\$ 4,788.54
CPET/PETC-Year 3	\$ 4,788.54	\$ -	-	\$ 4,788.54
<u>Baccalaureate Program</u>				
Bachelor of Science in Nursing-Year 1 (Per Term)	\$ 2,985.94	\$ -	-	\$ 2,985.94
Bachelor of Science in Nursing-Year 2 & 4 (Per Term)	\$ 2,985.94	\$ -	-	\$ 2,985.94

Part-time Students (Note 2)

Tuition (Per Contact Hour)	\$ 6.22	\$ -	-	\$ 6.22
Tuition (Per Contact Hour) High Demand	\$ 6.38	\$ -	-	\$ 6.38

Ancillary Fees

ID Card (Day Students Only)	\$ 4.93	\$ 0.10	2%	\$ 5.03
Athletic Fee (per credit course-day student only)	\$ 6.10	\$ 0.31	5%	\$ 6.41
Counselling Fee (former Registration fee) (per course)	\$ 12.61	\$ 0.25	2%	\$ 12.86
Career Service Fee	\$ 2.78	\$ 0.06	2%	\$ 2.84
Health Service Fee - credit course day student only	\$ 5.43	\$ 0.11	2%	\$ 5.54
Tutoring Fee - credit course day student only	\$ 8.90	\$ 0.18	2%	\$ 9.08
Information Technology Fee (credit & non-credit where applicable)	\$ 19.27	\$ 0.97	5%	\$ 20.24
Facilities Fee (per course)	\$ 3.55	\$ 0.07	2%	\$ 3.62

SAC Fees - per course

Academic Support	\$ 0.95	\$ 0.02	2%	\$ 0.97
Recreation	\$ 11.68	\$ 0.23	2%	\$ 11.91
Wellness	\$ 1.96	\$ 0.04	2%	\$ 2.00
Student Centre	\$ 1.02	\$ 0.02	2%	\$ 1.04
Building Fee - Athletics & Fitness Centre	\$ 9.74	\$ 1.63	16.7%	\$ 11.37

International Fees

Activity Fee	\$200.00	\$50.00	25%	\$ 250.00
Health Insurance Fee	\$ 700.00	\$ -	-	\$ 700.00
International Premium - base	\$ 8,901.20	\$ -	-	\$ 8,901.20
International Premium - CULX	\$ 9,002.02	\$ -	-	\$ 9,002.02
International Premium - CPET, PETC	\$ 9,130.76	\$ -	-	\$ 9,130.76
International Premium - Standard Post-graduate	\$ 12,194.62	\$ -	-	\$ 12,194.62
International Premium - HMAN	\$ 9,580.24	\$ -	-	\$ 9,580.24
International Premium - ETIS	\$ 10,399.34	\$ -	-	\$ 10,399.34
International Premium - EWSO, ICTX, ICET	\$ 8,974.68	\$ -	-	\$ 8,974.68
International Premium - FPWS	\$ 9,325.20	\$ -	-	\$ 9,325.20

New Program Specific Fee

PHRM Lab Kit - AAL 02	\$100
PHRM Lab Kit - AAL 03	\$325
MEAS Lab Kit - AAL 01	\$750

Note 1: Indigenous Students are exempt from Health & Dental Insurance

Note 2: Graduation fee charged to Part-time Students upon receipt of Application to Graduate

Lambton College

Insurance, Risk & Information Security Report

Board of Governors

March 2, 2023

The Consortium of Ontario Colleges Insurance Program

- Broker of Record
 - Aon Reed Stenhouse Inc.
- Participants
 - 14 Colleges (some colleges left the consortium to go to CURIE)
- Joint Insurance Committee (JIC)
 - Representatives from 7 colleges
 - Meets with Aon semi-annually or more if required
 - Regular updates to ASCC

Summary of Coverage Lines & Insurers:

- Property & Business Interruption (Westport Insurance Co)
- Equipment Breakdown (Chubb)
- Commercial General Liability (QBE Canada)
- Umbrella Liability (QBE Canada)
- Medical Malpractice Liability (QBE Canada)
- Automobile Liability (Northbridge)
- Garage Automobile Liability (Northbridge)

Summary of Coverage Lines & Insurers:

- Cyber Liability (AIG)
- Exec Risk – E&O; D&O (AIG)
- Crime (AIG)
- Environmental Liability (Zurich; Chubb; AXAXL)
- Business Travel AD&D; Out of Province Medical (AIG; SSQ)
- Student Occupational AD&D; Excess WSIB (Chubb; SSQ)
- Unmanned Aerial Vehicle Liability (CAIG)

Market Conditions

- Consortium Property losses: Fire, Water & Windstorm
- Continued hardening of the education market
 - Fewer insurers quoting on certain lines of business
 - Large losses in the past few years
- Cyber, social engineering & ransomware continue to be a risk in the all sectors with higher risk classes of business finding capacity challenging to access

Looking ahead:

2023-24

- Aon currently marketing the College Consortium portfolio for the new budget year (23-24)
- Deductible/Retention limits increased; expecting significant increase in policy pricing

Enterprise Risk Management Overview

- Integrated Risk Management Committee reviews departmental risk registers and provide ongoing mentorship for the development of the registers
- Initiatives to address residual risk identified with Committee oversight for completion
- Annual refresh of departmental registers which provides a culture of risk mitigation with leaders collaborating and mitigating strategies developed

Enterprise Risk Management-OCRMI

- Ontario Colleges Risk Management and Insurance Association (OCRMI) was established this year with Membership from all Colleges
- Committee was established to review and provide oversight of insurance matters; develop and promote standards and best practices with respect to ERM; facilitating education and professional development of its members; discuss sector level risks and identify trends and emerging risks

Enterprise Risk Management

2022-23 Top 5 College Risks Identified:

1. Cyber Security
2. Talent Management/Acquisition/Retention
3. Student Mental Health and Wellness
4. Competition for Domestic Students
5. IT Systems and Platforms

Information Security (2022 Overview)

- 3rd Party Internal Penetration Test
 - Real test of a 3rd party “hacking” inside our network
 - All remediations completed
- Phishing Simulation completed for College Employees
 - All remediations completed
- Cyber Security Awareness game embedded into Student curriculum
- Firewall Attacks Blocked: ~600,000
- CIRA DNS Attacks Blocked: ~450,000

Information Security (2022 Overview)

- Distributed Denial of Service (DDoS) Attacks Mitigated: 79
 - Average outage would have been ~15 minutes of downtime
- Multifactor Authentication (MFA) deployed to all College Employees
- Zero-day vulnerabilities continue to require additional maintenance windows, internal IT resources
- Draft Agreement between all Ontario College's for reporting Cyber Incidents

Future Direction

- MFA rollout for all Student Accounts
 - Currently rolling out to Queen's College
- Patching cadence increase for IT infrastructure
 - Number of zero-day vulnerabilities continue to increase
- Completion of Playbooks for Incidents
 - Beyond IT, including business units so operations can continue
- Audit of Internet of Things (IoT) Devices
 - Increasingly becoming a risk

PRESIDENT'S REPORT TO THE BOARD OF GOVERNORS

March 2, 2023

RESEARCH & INNOVATION

- On January 26, the College hosted Member of Provincial Parliament Bob Bailey to discuss the importance of applied research and to tour the research labs.
- An application to the Ontario Vehicle Innovation Network (OVIN) for a project that would leverage the Lambton College eBit platform to increase awareness around vehicle electrification has been approved for \$482,000. This is the College's first project funded by OVIN.
- Lambton College's second proposal with OVIN has become a Sarnia-Lambton Economic Partnership-led project to represent how the entire community has the potential to come together for this initiative to build a platform for electric vehicle demonstration. In addition to the College and SLEP, stakeholders include the City of Sarnia, the Western Sarnia-Lambton Research Park, and seven companies. The total project amount is \$1.8M, and \$900,000 has been requested from OVIN over two years.
- Three R&I projects undertaken in collaboration with partner agencies have had proposals submitted to the Skills Development Fund. These proposals are for:
 - Accelerated and flexible developmental services worker programming for which Lambton College would receive \$650,000/year for three years
 - Standardized human resources orientation training through the Long Term Care Orientation Co-operative for which Lambton College would receive \$1M/year for three years
 - Healthcare sector microcredential-based programs to enable uncredentialed Personal Support Workers and Dietary Aides to attain credentials and advance their careers. Lambton College would be a service provider in this project, and funding allocation to the College will be based upon participant demand.
- In the 2022-2023 fiscal year thus far, R&I has applied for \$22,276,425M in funding. At this time, 60% of those proposals have been successful, 32% are pending and 8% have been rejected.

OUR STUDENTS

- On January 25, Lambton College's Student Administrative Council and guard.me International Insurance jointly hosted a session on Transitioning to Life in Canada for international students.

- The men's and women's basketball teams have both qualified for the 2023 Ontario College Athletic Association playoffs, which begin February 25.
- The College marked Black History Month with a number of awareness initiatives, including the release of a new collection of social justice films available through the library, and a video featuring students and the President speaking to the importance of the month.
- The Spa at Lambton College opened for the term on February 2. The Spa is managed and operated by students from the Esthetician program who provide spa services to the public on Mondays and Wednesdays.
- On February 3, the President brought remarks at the Lambton Arts Collective Opening at Lawrence House. The President presented six students with awards and honourable mentions for their work in digital photography, pottery and drawing.
- Capstone's Bistro opened to the public for the term on February 9. This student-run restaurant provides valuable real-world learning experiences to Culinary Management and Canadian Culinary Operations students.
- The President and other prominent members of the College and community took part in the Celebrity Bowl-a-Thon in the College's ceramics studio on February 13. Each participant created a bowl that will be auctioned off at the annual Empty Bowls Fundraiser, which will be held at the Lambton College Event Centre on March 24 in support of the Lion's Heart Food Bank and Inn of the Good Shepherd.
- On March 22, Enactus Lambton took part in a mock Regionals competition with support from community partners and stakeholders.
- The College has engaged KPMG to undertake a comprehensive review of the outdoor learning infrastructure at the Fire School.

OUR PEOPLE

- The President and Mary Vaughan, Senior Vice President, Academic & Student Success, recognized the employees responsible for the standalone Honours Bachelor of Science – Nursing degree program with a celebratory breakfast on January 27.
- The College has completed and posted its first biannual Equity, Diversity and Inclusion (EDI) report, providing updates on progress made for each of the six EDI strategy pillars.
- On February 22, Mary Vaughan internally announced a new academic structure for Lambton College. This included the promotion of Jane Manning to the Director of Indigenous Education, and the creation of the Centre for Academic Excellence & Teaching Innovation, Centre for

Experiential Learning and Co-operative Education, and Centre of Access. In advance of the 2023 Fall Term, the College will also be creating one of the first Schools of Nursing in the Ontario college system. Additionally, what is currently the School of Technology and Trades will become the School of Applied Science, Engineering Technology and Trades, and what is currently the School of Health Sciences, Community Services and Creative Design will become the School of Fire Science, Health and Community Services.

OUR LOCAL AND GLOBAL COMMUNITY

- The Lambton College Foundation Board meeting was hosted at the Western Sarnia-Lambton Research Park on Friday, January 27. Directors went on a tour of the Research Park, guided by Mehdi Sheikhzadeh, Vice President, Research & Innovation.
- On February 7, the President welcomed Ron McKerlie, President of Mohawk College, to Lambton College for a tour.
- In partnership with the Male Ally Coalition, Sarnia-Lambton Rebound, St. Clair Child and Youth Services, the Coalition Against Human Trafficking and the Sexual Assault Survivors' Centre, Lambton College organized and sponsored an event featuring Jackson Katz, a gender violence prevention educator and author.
- On February 8, the College held an active attacker drill. The Sarnia Police had a robust presence at the College during the drill and were impressed with the College's response. An active attacker drill was also held at the Fire School on February 21.