

INSTITUTION'S ACCOUNTABILITIES

The Institution is a public post-secondary institution that receives funding from the Government. The Government sets the Institution's mandate, which includes the following statutory provisions:

Sections 5 and 6 of the *College and Institute Act*:

- In meeting the needs of its designated region, a college provides basic education, English as a second language and adult special education programs, also provides first and second years of study of baccalaureate degree programs, as well as career, technical, trades and continuing education programming. A college may also provide applied baccalaureate degree programming. Further, a college supports community economic development.

The Government and the public post-secondary institutions share a commitment to ensuring high quality post-secondary education that fosters collaboration and innovation in a strong economy. The Government and the public post-secondary institutions also have a shared commitment to being responsive to student and labour market demands and addressing the overall socio-economic and regional employment needs of the province. The commitment includes the shared priority of meeting the needs of Aboriginal learners and communities and attracting and retaining international students.

The Government and the Institution also share a commitment to achieving a seamless and sustainable transfer system that supports mobility of students and portability of credits, including moving forward on improvements that resulted from the business process review of the transfer system.

In fulfilling its mandate, and in response to the Government's general directed frameworks and principles, the Institution will ensure that institutional resources are aligned with the Government's priorities and agrees to:

- Ensure that the Institution's priorities reflect the Government's goals of putting families first; creating jobs and building a strong economy; open government; and providing regional access to post-secondary education throughout the province so that students can balance family needs and achieve their educational goals which helps families and benefits communities.
- Support the Government in its goal of creating jobs by assisting in the implementation of *Canada Starts Here: The BC Jobs Plan*, which can be found at: <http://www.bcjobsplan.ca>.
- Work in partnership with Aboriginal communities, organizations and institutes to implement the Aboriginal Post-Secondary Education and Training Policy Framework and Action Plan for the purpose of increasing the participation and success of Aboriginal learners.

- Assist in advancing Government's International Education Strategy in increasing greater internationalization of the education system, attracting and retaining international students, and providing increased opportunities for study and work abroad.
- Work with school districts, high schools and other partners to increase secondary and post-secondary education and training programs.
- Work together as one system to maximize investment and value for British Columbia.
- Ensure partnerships with business, industry and other stakeholders to assure responsiveness to community needs.
- Continue to strive for efficiency and effectiveness through broad collaboration and cooperation.
- Champion a high quality, integrated, coordinated and innovative education system.
- Foster innovative approaches to education programming and focus on innovation areas.
- Conduct its affairs to achieve its mandate and the performance expectations of the Government, including establishing and implementing strategies, policies, plans and financial outcomes consistent with the Government's general and specific principles of integrity, efficiency, effectiveness, and service.
- Work with Government and system partners to identify opportunities for leveraging technology opportunities to enhance educational programs and services, including moving forward on the open technology initiative.
- Conduct its operations and financial activities in a manner consistent with the regulatory and policy framework established by the Government.

The Government also sets broad legislative and policy direction to ensure that its operations and performance are consistent with the Government's strategic priorities. As such, the Institution agrees to:

- Conduct board matters in accordance with the Government's *Best Practices and Disclosure Guidelines for Governing Bodies of Public Organizations*, which can be found at <http://www.fin.gov.bc.ca/do/ver/1/e/1/c.asp>. Boards are expected to operate pursuant to bylaws and policies governing legislation, including laws addressing conflict of interest.
- Ensure board remuneration complies with Order in Council 180-5 and that Board Director remuneration is publicly disclosed on the Public Sector Employers' Council website as required by the Public Information Act.

- Comply with the Government's tuition limit policy which in its tuition and manda fee increases. For 2013/14, fee increases will be limited to two percent. A copy of tuition limit policy can be found on the Ministry's website.
- Ensure consolidated financial statements achieve a balanced or surplus position on an annual basis, and develop strategies to ensure this is achieved.
- Follow Public Sector Accounting Board standards in the preparation of consolidated financial statements.
- Ensure capital asset procurement is in accordance with the *Capital Asset Management Framework* developed by the Government for public sector bodies which can be found at: <http://www.fin.gov.bc.ca/tb/camf.htm>. Specifically, procurement must be fair, competitive, transparent, and must effectively manage, budget and schedule risk.
- Establish a Project Board to oversee capital projects as directed by the Government on a risk assessment undertaken at the planning phase.
- Manage capital projects in accordance with approved schedules and budgets and manage cashflows within approved allocations, timeframes, the Government's accountability, reporting and risk management framework and without impacting provincial debt.
- Comply with the Government's requirements to be carbon neutral under the *Greenhouse Gas Reduction Targets Act*, including: accurately defining, measuring, reporting on and verifying the greenhouse gas emissions from the Institution's operations; implement aggressive measures to reduce those emissions.
- Work cooperatively with the Government in conducting facility condition audits and maintaining and reporting facility condition, inventory and utilization data.

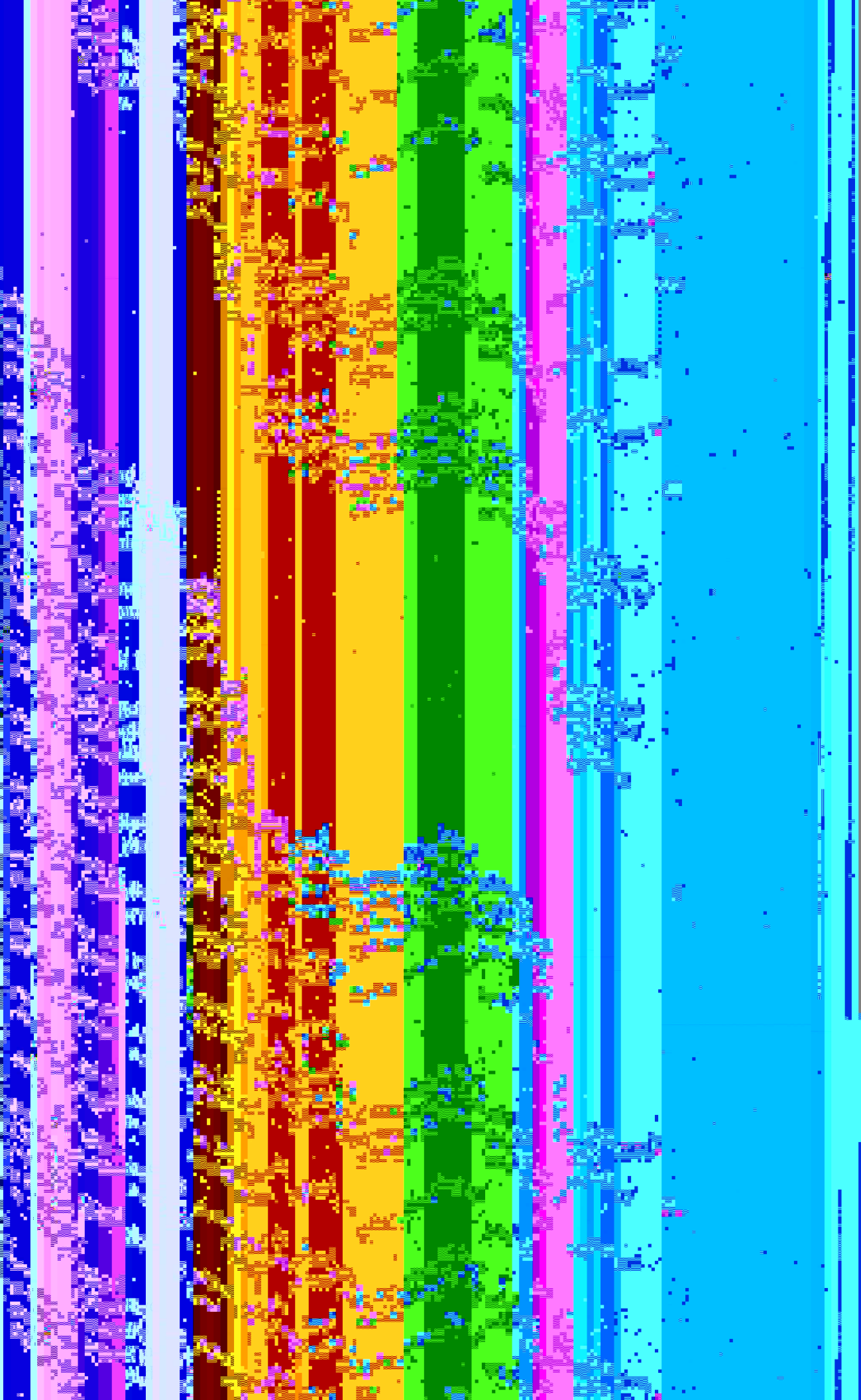
Under the Province's Cooperative Gains Mandate, savings and bargaining plans must be reviewed and approved by Government before any proposed changes to union or non-union compensation are made. Any changes to an approved plan also require approval by Government.

Commencing the effective date of any changes to the collective agreement and/or non-union compensation plans, the Institution must report to Government on the implementation of a plan including information on progress towards meeting savings targets. The frequency and method used in that reporting will be defined by Government in consultation with the institution.

A review of executive compensation in Crown corporations and related recommendations were provided to government by a working group of Crown corporation board chairs in July 2012. Government has responded to those recommendations by changing elements of its executive compensation policies for Crown corporations.

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Requirements document which sets out statutory requirements and which can be found on the

al, financial and performance reporting ministry's website.

The Institution agrees that it will meet these high quality data. Should the Government determine that changes to the reporting requirements are necessary, the Government will communicate these changes to the Institution.

reporting requirements, and ensure the provision of reporting requirements to the Institution.

The Institution shall prepare an Institutional Accountability Plan and Report that demonstrates linkages to the Government's goals, strategies and performance measures; articulates progress toward targets; explains any missed targets; posts results on the Institution's website. The Institution's performance outcomes are expected to meet or exceed performance targets. When it is evident that the Institution's performance outcomes are at risk of falling below the performance targets, the Institution will notify the Government as soon as possible, and identify actions that will be taken to manage this risk.

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A draft Institutional Accountability Plan and Report will be sent to the Government for review and discussion prior to submission in final form. Dates for submission of these documents are included in the Reporting Requirements.

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It is agreed that the Institution will work with the Government to meet the accountability requirements, including

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- Complying with accountability requirements under the *Canada-BC Immigration Agreement* that English as a Second Language courses be tuition free for eligible learners.
- Working with the Government to reduce student loan default rates, especially in programs that have a higher incidence of students unable to repay their loans.
- Working cooperatively with the Government in data collection and the release of sufficient high quality institutional level data for use in meeting the Government's Open Data initiative.
- Providing the Government with reports and other information to enable the Government to carry out its responsibilities.

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The Government and the Institution agree that in a timely manner of any issues that may materially impact the business of the Institution and/or the interests of the Government.

As a matter of course, each party will advise the other of any issues that may materially impact the business of the Institution and/or the interests of the Government.

The Government and the Institution will work together to facilitate the transition of the services currently under the *Canada-BC Immigration Agreement* to the federal government.

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The Institution will post the most recent signed copy of the Government's Letter of Expectations on its website and the Government will also post a signed copy of the Letter.

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