THOMPSON RIVERS UNIVERSITY

MEETING OF THE SENATE

Monday, October 27, 2025
3.30pm to 5.30pm

House of Learning, HL190

AGENDA

The public Senate meetings are live streamed, and at the meeting time, non-Senators may click here to join the meeting. The live-stream of the meeting is recorded and is used to assist with preparing the minutes. Once the minutes of a meeting are approved, the recording is deleted.

1. **Call to Order** — Dr. Airini
   a. Remarks from the Chair
      i. Territorial Acknowledgment

Page 1 **2. Adoption of Agenda**

3. Minutes of Previous Meeting
Page 3 a. Minutes of senate meeting of September 22, 2025 (For Decision)

4. Reports of Officers
a. President and Vice-Chancellor
b. Provost and Vice-President Academic

5. Reports of Committees
Page 9 a. Academic Planning and Priorities Committee (Items for Decision) — Dr. Shannon Wagner
Page 11 b. Educational Programs Committee (Information) — Dr. Robert Chambers
Page 13 c. Steering Committee (Items for Decision) — Dr. James Sudhoff

6. Business

Page 16 a. Proposed revisions to policy ADM 32-0 Responsible Use of University Space (Notice of Consultation) — Scott Blackford

Page 26 b. Agenda item request from Senator Aleece Laird (Notice of Motion) — Aleece Laird

7. Question Period

8. In Camera Meeting

9. Next Senate meeting

a. The next regular meeting of Senate is on Monday, November 24, 2025 from 3.30pm-5.30pm in the Brown Family House of Learning, Room HL190**.**

10. Adjournment of Meeting

MEETING OF THE SENATE

Monday, September 22, 2025
3.30pm to 5.30pm

House of Learning, HL190

MINUTES

Present:
Dr. Airini (Chair), Inderpreet Bains, Mike Bluhm, David Carter, John Church, David Cormier, Melba D'Souza, Yasmin Dean, DeDe DeRose, Katia Dilkina, Seán Donlan, Will Garrett-Petts, Sarah Gibson, Jenna Goddard, Ishan Kapoor, Oleksandr Kondrashov, Brad Kozubski, Derek Knox, Aleece Laird, Gurjit Lalli, Laura Lamb, Ehsan Latif, Rita Leone, James Lomen, Ben Lovely, Krish Maharaj, Daleen Millard, Ryan Munden, John Patterson, Baldev Pooni, Gordon Rudolph, Rani Srivastava, Anne Terwiel, Joanna Urban, Shannon Wagner, Mark Wallin, Joel Wood (Vice-Chair)

Regrets:
Greg Anderson

Absent:
Jason Bermiller (resigned), Doug Booth (retired), Heather MacLeod (resigned), Mishal Nizar, Juliana West

Executives and Others Present:
Baihua Chadwick (Vice-President, International), Matt Milovick (Vice-President, Administration and Finance), Brian Roy (Interim Vice-President, Research), Shannon Wagner (Interim Provost and Vice-President, Academic), Michael Henry (Chief of Staff), Scott Blackford (Interim General Counsel), Charlene Myers (Manager, University Governance)

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1. Call to Order

Dr. Airini, chair of senate, called the meeting to order at 3:32 pm.

a. Remarks from the Chair

Dr. Airini provided some opening remarks, delivered the territorial acknowledgment, and then welcomed the following new senators:

a. Inderpreet Bains – student senator
b. Ishan Kapoor – student senator
c. Brad Kozubski – faculty senator (School of Trades and Technology)
d. Ehsan Latif – (Interim Dean, Gaglardi School of Business and Economics)
e. Ryan Munden – faculty senator (School of Trades and Technology)
f. Mishal Nizar – student senator
g. Sarah Gibson – faculty senator (Faculty of Student Development)
h. Jenna Goddard – faculty senator (Faculty of Student Development)

2. Senate Bylaws and Robert's Rules

Dr. Airini invited Scott Blackford to provide orientation to senators on the topic of Robert's Rules of Order. He did so and also circulated a prompt sheet on Robert's Rules and motions.

3. Adoption of Agenda

The Chair reported that agenda item 5.b. (New Policies from Revision Project for Policies Concerning Curriculum and Programs) was being removed from the agenda because it would be covered during the Provost's Report.

On motion duly made and adopted, it was ***RESOLVED*** *that the agenda be adopted as amended.*

4. Minutes of Previous Meeting

a. Minutes of senate meeting of June 9, 2025

On motion duly made and adopted, it was ***RESOLVED*** *that the minutes of the senate meeting of June 9, 2025 be approved as circulated.*

5. Business

a. Election of Vice-Chair of Senate

Dr. Airini reminded senators that the senate bylaws require the election of a senate vice-chair on an annual basis. She then indicated that Senator Joel Wood had offered to let his name stand for the position of vice-chair and invited further nominations from the floor. There being no further nominations, Dr. Airini declared Senator Wood elected by acclamation for a term of one year (until September 28, 2026).

6. Reports of Officers

a. President and Vice-Chancellor

i. President's Report to Senate

Dr. Airini reported verbally on several matters, including financial sustainability, academic priorities, and strategic changes goals. Prior to reporting on subject matter, she outlined what she saw as the purpose of her reports to senate and how she intended to present them. She asked that senators hold any questions on her report until Question Period.

b. Provost and Vice-President Academic

S. Wagner indicated that, in her reports to senate, she planned to report on matters on which she thought senate would like to know. She spoke about staffing changes/positions of relevance to senators, recent and upcoming events, honours received by faculty members, and changes to TRUly Flexible and the Honours College. She also reported that the new policies from the Revision Project for Policies Concerning Curriculum and Programs, for which notice of motion had been served in June and senate was to consider at this meeting, were being postponed to allow time for Liesel Knaack, who was dealing with the policies, to review them.

7. Reports of Committees

The chairs of senate standing committees delivered their respective committee reports, for which Dr. Airini thanked them.

a. Academic Planning and Priorities Committee

S. Wagner, Chair of the Academic Planning and Priorities Committee (APPC), presented the Committee's report, which contained the following items for consideration by senate.

1. Category III Proposal, Department of Literatures, Languages, and Performing Arts: Technical Theatre Certificate

*On motion duly made and adopted, it was **RESOLVED** that Senate approve, and recommend that the Board approve, the Technical Theatre Certificate as presented.*

2. Formation of a New Department of Data Science

   *On motion duly made and adopted, it was **RESOLVED** that Senate approve, and recommend that the Board approve, the formation of a Department of Data Science within the Faculty of Science.*

3. Division and Transition within the Counselling, Academic Supports, and Assessment (CASA) Department

   a. *On motion duly made and adopted, it was **RESOLVED** that Senate approve, and recommend that the Board approve, dividing the Counselling, Academic Supports & Assessment (CASA) Department into two departments: the Department of Integrative Learning and Assessment (ILA) and the Counselling Department reporting to the Dean of the Faculty of Student Development.*

   b. *On motion duly made and adopted, it was **RESOLVED** that Senate approve, and recommend that the Board approve, that the Counselling Department be moved to Student Services and report to the Director, Student Affairs.*

The APPC report also contained several items for information.

b. Educational Programs Committee

Chair of the Educational Programs Committee (EPC), R. Chambers, presented the committee's report, all items within which were for information.

c. Budget Committee of Senate

S. Wagner, Chair of the Budget Committee of Senate (BCOS), presented the committee's report, for information.

d. Steering Committee

Chair of the Senate Steering Committee, J. Sudhoff, presented the June and September reports from the Committee.

i. June 2025

   All items in the June Steering Committee report were for information.

ii. September 2025

The September Steering Committee report contained two items for decision by Senate:

1. Appointments to senate and other committees

   *On motion duly made and adopted, it was **RESOLVED** that senate approve the following volunteer appointments to the Senate Standing Committees:*

   a. Graduate Studies Committee
      Staff: Sarah Ladd, ESW

   b. Qelmùcw Affairs Committee
      Dean: Mark Wallin, Arts

   c. Academic Integrity Committee
      Open Learning representative: Iain Pardoe, (2nd Term), Open Leaning

2. Revision to the Terms of Reference of the Senate International Affairs Committee (SIAC)

   *On motion duly made and adopted, it was **RESOLVED** that senate approve the proposed changes to the SIAC Terms of Reference, as circulated.*

e. Teaching and Learning Committee

B. Lamb, chair of the Teaching and Learning Committee presented, for information, the committee's report.

8. Presentation

a. Future TRU Financial Sustainability

Dr. Airini, S. Wagner and M. Milovick presented the subject of Future TRU Financial Sustainability. Questions and discussion ensued.

9. Question Period

The Vice-Chair of Senate chaired Question Period so that President Airini could respond to questions. Discussion ensued.

10. Next Senate meeting

a. The next regular meeting of Senate is on Monday, October 27, 2025 from 3.30pm-5.30pm in the Brown Family House of Learning, Room HL190**.**

11. Termination of Meeting

The chair stated that, unless there were any objections, the meeting was adjourned, and then adjourned the meeting at 5:25pm.

THOMPSON RIVERS UNIVERSITY

ACADEMIC PLANNING AND PRIORITIES COMMITTEE
OCTOBER 2025 REPORT TO SENATE

The October 9, 2025, meeting of APPC was chaired by Dr. Shannon Wagner. The following items come forward from APPC to Senate:

FOR APPROVAL

1. **Category III Proposal,** Master in Environmental Economics and Management, Joel Wood, Department of Economics

   Comparison All Fields

   Motion Approved at APPC

   On motion duly made and adopted, it is RESOLVED that APPC recommends to Senate the Master in Environmental Economics and Management as presented.

2. **Category III Proposal,** Master of Science in Environmental Economics and Management, Joel Wood, Department of Economics

   Comparison All Fields

   Motion Approved at APPC

   On motion duly made and adopted, it is RESOLVED that APPC recommends to Senate the Master of Science in Environmental Economics and Management as presented.

3. **Category III Proposal,** Respiratory Therapy Diploma, Cael Field, Department of Allied Health

   Comparison All Fields

   Motion Approved at APPC

   On motion duly made and adopted, it is RESOLVED that APPC recommends to Senate the Respiratory Therapy Diploma as presented.

FOR INFORMATION

1. **Trades Program Review Deferral,** Baldev Pooni, Dean, and Amie Schellenberg, School of Trades and Technology

2. **Career and Experiential Learning Program Review Final Report,** Will Garrett-Petts, Dean, and Jamie Noakes, Faculty of Student Development

3. EPC Category II Approvals, Rob Chambers, EPC Chair

    i. Bachelor of Science, Minor in Chemistry
    ii. Post-Baccalaureate Diploma in Mathematics and Economics
    iii. Respiratory Therapy Diploma
    iv. PSYC 3210 Theories of Personality 2
    v. SPAN 2110 Intermediate Spanish 1
    vi. SPAN 2210 Intermediate Spanish 2

4. GSC Category II approvals, Jill Harvey, GSC Chair

    i. BUSN 6610
    ii. BUSN 6620
    iii. BUSN 6640
    iv. SENG 5060
    v. SENG 5070
    vi. SENG 5080
    vii. SENG 5090
    viii. SENG 5100
    ix. SENG 5110
    x. ECON 5010
    xi. ECON 5320
    xii. ECON 6960
    xiii. ECON 6020

Respectfully submitted on October 9, 2025, by:

Shannon Wagner, Chair, Academic Planning and Priorities Committee

EDUCATIONAL PROGRAMS COMMITTEE (EPC)
REPORT TO SENATE FOR OCTOBER 2025

The following approvals from the October 1, 2025 meeting of the Educational Programs Committee (EPC) are reported to Senate for information purposes:

Category I Modifications

1. AUTO 3000 Auto Service Technician Apprentice 2
2. AUTO 4000 Auto Service Technician Apprentice 3
3. AUTO 5000 Auto Service Tech Apprentice 4
4. BIOL 2131 Cell Biology
5. OMP 1810 Game Design & Development 1
6. ECON 3740 Natural Resource Economics
7. EPHY 1700 Engineering Mechanics 1
8. EPHY 2300 Digital and Semiconductor Electronics
9. GEOL 3280 Field Techniques
10. LAWF 4030 Judicial Internship
11. MATH 1070 Mathematics for Business and Economics
12. MATH 1140 Calculus 1
13. MATH 1170 Calculus for Business & Economics
14. MATH 1241 Calculus 2
15. PHYS 3120 Introduction to Mathematical Physics
16. RESP 1690 Cardiopulmonary Anatomy and Physiology
17. RFAC 2000 Refrigeration and Air Conditioning Mechanic Apprenticeship Level 2
18. RFAC 3000 Refrigeration and Air Conditioning Mechanic Apprenticeship Level 3
19. RFAC 4000 Refrigeration and Air Conditioning Mechanic Apprenticeship Level 4
20. SENG 4220 Software Security Engineering
21. SENG 4620 Practical Cloud Computing
22. SENG 4640 Software Engineering for Web Applications

Respectfully submitted on October 9, 2025 by

Robert Chambers, Chair, Educational Programs Committee

THOMPSON RIVERS UNIVERSITY

Steering Committee
Report to Senate

Oct 15th 2025

1. APPOINTMENTS TO COMMITTEES

The Steering Committee recommends the following volunteers for appointment by Senate:

a. Senate Appeals Committee

Senator
- **Aleece Laird,** Alumni Senator

b. Educational Programs Committee

Faculty Senator
- **Ryan Munden,** Trades

c. Academic Integrity Committee

Faculty
- **Catherine Ortner,** Arts

d. Qelmùcw Affairs Committee

Senator
- **John Patterson,** Teaching Staff Opening Learning

e. Academic Planning and Priorities Committee

Staff
- **Jessica Petruk**

f. Environmental Sustainability Advisory Committee

Staff
- **Shelley Church, 2nd term**

Faculty
- **Catharine Tatarniuk,** Science, 2nd term
- **Liz Yanmin Gao,** School of Business and Economics

g. International Affairs Committee

Faculty
- **Gloria Ramirez,** Education and Social Work

h. Graduate Studies Committee

Dean
- **Greg Anderson,** Science

Faculty
- **Tara Duncan,** Adventure Culinary Arts and Tourism

i. Research Committee

Faculty
- **Lorry-Ann Austin,** Education and Social Work

j. Awards and Honors Committee

Dean
- **Baldev Pooni,** Trades

Alumni
- **Derek Haines,** Alumni, 2nd term *(for information only)*

k. Teaching and Learning Committee

Faculty
- **Trent Tucker,** School of Business and Economics
- **Wei Yan,** Centre of Excellence in Learning and Teaching
- **Sukhchandan, Science**

➢ *Motion: The steering committee recommends that Senate approve the volunteer appointments to the Senate Standing Committees as mentioned.*

2. STUDENT APPOINTMENT TO COMMITTEES *(for Information)*

Student Caucus Nominations to Senate Committees

The steering committee reviewed the list of student caucus nominations generated by Thompson Rivers University Student Union (TRUSU) and confirmed the appointments. Please join us in welcoming the following Students the various committees!

View Link to Student Caucus Nominations for Senate Committees

Respectfully submitted,

Kukwstsétsemc (Thank you)

James Sudhoff, DVM
Chair, Steering Committee of Senate

THOMPSON RIVERS UNIVERSITY

October 3, 2025

Re: Consultation on Responsible Use of University Space Policy

Dear Members of the Senate,

The Board of Governors has been asked to consider changes to TRU's *Responsible Use of University Space Policy* (the "Policy"). In addition to seeking general feedback during the notice of motion period, the Board wishes to seek the consultation of Senate pursuant to section 27(2)(d) of the *University Act*.

Please find attached a red-lined copy of the Policy showing the proposed changes, and a copy of the explanatory memo provided to the Board.

On behalf of the Board of Governors, I'm asking Senate to provide any comments on the Policy and the proposed changes through the Chair of Senate, as the liaison between Senate and the Board. I would like to have this feedback provided no later than November 26th so that it can be provided to Board members for review prior to the Board's next meeting on December 5th, during which the Board will decide whether to approve changes to the Policy as drafted.

Thank you for your consideration.

Sincerely,

David Hallinan
Chair, TRU Board of Governors

attachments

THOMPSON RIVERS UNIVERSITY

MEMORANDUM
Privileged and Confidential

Date:	September 23, 2025
To:	Matt Milovick, VP Administration and Finance
From:	Scott Blackford, Interim General Counsel
Re:	ADM 32-0, Responsible Use of University Space Policy (the “Policy”)
Attachments:	Red-lined copy of the Policy showing changes; Clean copy of the Policy with changes.

Purpose: The purpose of this memo is to propose operational changes to the Policy.

These changes were implemented by Interim General Counsel, the Responsible Use of Space Coordinator and the Space Planning Committee to enhance the effectiveness and relevance of the policy.

Background: The Policy was approved and implemented on April 21, 2023 to help the university better manage its use of university space and set out expectations for users.

Discussion: The goal of the proposed amendments is to better align the Policy with current operational practices and to give higher level authority to important decisions regarding allocation of space. Set out below are key proposed amendments to the Policy:

1. Change from Admin policy to a Board policy;
2. Add the AVP, Campus Infrastructure, Sustainability and Ancillary Services as a primary contact;
3. Treat secondary purposes equally whether used by internal or external users;
4. State that the respective VP’s who are the heads of affected units, jointly with the AVP, Campus Infrastructure, have the authority to Allocate and Reallocate classrooms, offices, and other spaces.

Risks: There is a risk that, if the policy changes are not implemented, there will remain a lack of clarity as to whom should be consulted when university spaces are allocated.

Budgetary Implications: There is no anticipated cost in implementing these policy changes. There may be cost savings if the changes are approved, in that university spaces may be reallocated to better serve the universities priorities.

Consultation: Interim General Counsel worked closely with the Responsible Use of Space Coordinator, the Space Planning Committee and the VP, Administration and Finance to capture needed changes to the Policy. The Policy amendments will need to go to the Board for Notice of Motion and to Senate for consultation before they can go to the Board for consideration.

Proposed Timeline: The draft policy can go to the Board for its October 3rd meeting, where the Chair, if the Board agrees, would write to the Chair of Senate seeking Senate's consultation on the Policy. The draft policy could then be provided to Senate, along with the letter from the Board Chair, at Senate's October 27th meeting for "notice of consultation." The consultation itself could occur at Senate's November meeting. The policy, along with any results of the consultation with Senate, could come back to the Board for its consideration at its December 5th meeting.

Communications Desirable: Following approval of the proposed changes, the Responsible Use of Space Coordinator will work with affected groups to provide education and ongoing support.

Recommendation(s): This Memo requests that the Board Chair write to Senate to ask that Senate consider the draft changes and provide comments, if any, to the Senate Chair by way of consultation to be considered by the Board. The Board may then consider those comments provided by the Chair of Senate before considering whether to approve the draft changes to the Policy.

RESPONSIBLE USE OF UNIVERSITY SPACE

THOMPSON RIVERS UNIVERSITY | 805 TRU Way Kamloops, BC V2C 0C8 tru.ca

POLICY NUMBER ~~ADM 32-0~~BRD

APPROVAL DATE

AUTHORITY ~~President~~Board of Governors

PRIMARY CONTACTS AVP, Campus Infrastructure, Sustainability and Ancillary Services (AVP CISAS); Director, Risk Management

POLICY

1. Overview

This policy addresses the overall management of University Space. This has two aspects:

(A) Managing the University's own use of space; and

(B) Managing Third Party requests to book University Space.

Academic freedom is a fundamental value of the University, and this policy shall not be interpreted or applied to curtail the academic freedom of any member of the University community. In exercising academic freedom, members of the University community must act in a responsible manner and respect the rights of other members of the University community when booking and using University Space.

Managing the University's Use of Space

The University recognizes the need to make effective use of its space in accordance with the University's mandate and mission. The primary use of the University's Space is to facilitate learning, teaching, and research, as well as the services and operations that support those activities. Therefore, space decisions are guided by the best use of resources to fulfil TRU's mandate, mission and change goals and to ensure alignment with our values.

As new programs, initiatives, and research opportunities present themselves, demands for physical space across our campuses have increased significantly and these pressures are expected to continue. This drives a continuous state of change as we respond to emerging priorities and new opportunities in the management of the University's use of its space.

Managing Requests to Book University Space for a Secondary Purpose

The University also recognizes the interests of internal and external users to book and utilize University Space. The University supports opportunities for open public discourse and welcomes community engagement. As a result, from time to time, the University makes its space available to internal and external users for purposes other than the

University's core operations.

2. Scope

This policy applies to all University Spaces, as defined below, and to the booking of University Space for Secondary Purposes, also as defined below.

This policy does not apply to the booking of University Space that is managed by the Student Society.

REGULATIONS

1. Definitions

i. **Allocation/Reallocation** means the assignment of University Space by the ~~University~~ AVP Campus Infrastructure, Sustainability and Ancillary Services ("AVP Infrastructure"), jointly with members of the executive, to a Responsible Administrator. ~~Allocations are to be reviewed periodically by the University and either confirmed or adjusted by reallocation of certain University Space.~~

ii. **Bookings Administrator** means the University employee(s) to whom the day-to-day administration for booking a University Space has been delegated by the Responsible Administrator.

iii. **Primary Purpose** means the regular designated use of a University Space as assigned by the University for its core operations, including but not limited to: regularly scheduled academic classes (lectures, labs, tutorials, seminars, exams, coursework, ~~practica~~work-integrated learning), research, study, meetings, workshops, office work, artistic activity, athletics and sports, etc.

iv. **Responsible Administrator** means the head of Unit to whom responsibility has been assigned for the management of an Allocated University Space and who has the authority to review requests for and approve the booking of certain University Space, or segments thereof.

v. **Responsible Authority**
(A) with respect to managing the University's use of space, it is the AVP Campus Infrastructure, Sustainability and Ancillary Services, ~~who makes the Allocations to the Responsible Administrators in the first instance and~~ who has oversight, on behalf of the University, for the day to day management of all University Space;

(B) with respect to booking for a Secondary Purpose, it is the Director, Risk Management.

vi. **Secondary Purpose** means a short-term use of a University Space by a User for a purpose outside of the University's core operations.

vii. **Space Audit** is a periodic review (typically an annual review) of all University Space that includes but is not limited to data collection to determine the level of use and condition of University Space.

viii. **Unit** means academic or administrative areas at the University, including but not limited to: faculties, departments, divisions, schools, libraries, offices, centres and institutes.

ix. **University Space** means all spaces, both indoor and outdoor, owned, leased, or otherwise occupied by the University and includes the above airspace.

x. **Users** include:

~~a)~~ **Academic/Research/Administrative Users:** members of academic units and administrative

~~b)~~a) units of the University, including all faculty members, staff, and students.~~, who are acting in such capacity.~~

~~c)~~b) **Third Parties:** all persons or organizations other than those described in section 1(x)(a). They include the student society (TRUSU), community groups, commercial entities, non-profit organizations, and event organizers.

Allocation of University Space

2. The AVP, Infrastructure, jointly with the written approval of all members of the Executive, is responsible for making all initial Allocations of new space to a Responsible Administrator. Allocations are to be reviewed periodically by the University and either confirmed or adjusted by Reallocation of certain University Space. Any Reallocation must be approved in writing by the President or Vice-Presidents who are the heads of the Units from which the space is being taken and to which the space is being Allocated.

3. University Space may be Reallocated per the above as required for University needs. Reallocations may be based on need, density, or changing University priorities. Agreements with Third Parties for the use of University Space will reflect the right of the University to Reallocate University Space.

Management of the University's Use of Space

~~2.~~4. Responsibility for the day to day management of University Space is assigned by the Responsible Authority to a designated Responsible Administrator.

~~3.~~5. University Space is to be used and managed to support the University's Primary Purposes, including for teaching and research purposes and will take precedence over all other uses.

~~4. The Responsible Authority, in consultation with the President or Vice-President who is responsible for the Unit to which the University Space has been Allocated, may Reallocate any University Space as required for University needs. Reallocations may be based on need, density, or changing University priorities. Agreements with Third Parties for the use of University Space will reflect the right of the University to Reallocate University Space.~~

6. All University Space is subject to Space Audits to determine vacancies and opportunities for improvements or upgrades for the use of University Space.

~~5.~~7. All TRU employees have a responsibility to use space in a collaborative manner that facilitates inclusivity, equity, I~~i~~ndigenization, and diversity, and which aligns with our institutional values and supports ~~our~~ TRU's mandate and mission.

~~6.~~8. In the event that a faculty or department requires a space not already Allocated to that department for a Primary Purpose, the Dean or Director must either make a request for the temporary booking for this space to the Responsible Administrator or must make a request for the Rea~~A~~llocation of such space in writing, with reasons, to the Responsible Authority.

Request to Book University Space for Secondary Purpose

~~7.~~9. The Primary Purpose of University Space will always be given priority when considering any User booking requests.

~~8.~~10. While incidental, short-term use of University Space for Secondary Purposes is permitted, such use must be consistent with the University's mission and values and must be done with appropriate oversight. Accordingly, any use of University Space for a Secondary Purpose must be approved by the Responsible Authority in accordance with this policy. No overnight use of University Space is permitted.

~~9.~~11. The University may charge fees in connection with the use of University Space for Secondary Purposes. Any fees charged in respect of a booking of University Space for a Secondary Purpose, including fees for added security, shall be at the sole discretion of the Responsible Authority and otherwise in accordance with this policy.

~~10.~~12. Secondary Purposes shall be in accordance with and compatible with:

i. applicable federal and provincial legislation (including the BC *Human Rights Code*), municipal bylaws, and University policies and procedures;

ii. the University's normal operations;

iii. the protection of the safety and security of people and spaces; and

iv. maintaining the integrity of the University's property.

~~11.~~13. If a User receives approval to utilize University Space for a Secondary Purpose in accordance with this policy, this approval does not imply the University's endorsement of the User's policies, views, beliefs, or activities.

~~12.~~14. Responsible Administrators will develop or use specific resources (e.g., processes, sample agreements, tools, templates, and forms, where they are available and applicable) to administer bookings of University Space over which Responsible Administrators have authority. The booking processes and supporting documentation will be approved by the AVP, Campus Infrastructure, Sustainability and Ancillary Services (or designate) and the Director, Risk Management, who will be responsible for ensuring they are kept current thereafter.

~~13.~~15. Requests by Users to book University Space for a Secondary Purpose shall be submitted to the Responsible Administrator or designated Bookings Administrator and forwarded to the Responsible Authority for consideration.

~~14.~~16. The University, as represented by the appropriate Responsible Authority, will determine whether a University Space will be available for booking for a Secondary Purpose and is not bound by past practices or decisions.

~~15.~~17. The Responsible Authority will (1) inform Units of bookings that may have an impact on their day-to-day activities; and (2) consult with representatives from the following Units, and others as appropriate, to seek their advice and guidance concerning booking requests involving actual or potential risk to the University:

i. MarComm;

ii. Office of Indigenous Education;

iii. Ancillary Services;

iv. IT Services;

v. Risk Management; and

vi. Student Affairs.

~~16.~~18. The Responsible Authority will evaluate all User booking requests and shall ensure that appropriate consultation occurs prior to approving a booking of a University Space that may:

i. require a risk assessment;

ii. require additional insurance;

iii. require the attendance of Campus Security or external security;

iv. require significant additional resources; or

v. impact on the operations of another Unit or space.

~~17.~~19. **The Responsible Authority may decline a booking request or, subject to the terms of any agreement entered into between the University and the User respecting the use of University Space, cancel any booking of a University Space** for any reason including, but not limited to, where:

i. the use or activity contravenes section 11 of this policy;

ii. the use or activity is inconsistent with the Primary Purpose of the University Space;

iii. the User:

a) has misrepresented their intentions for the use of the University Space;

b) has previously misused University Space or other property owned or controlled by the University, including equipment;

c) has previously not complied with a University policy or an agreement with the University;

d) has amounts owing from a previous booking of University Space;

e) intends to provide a service or sell goods without proper license or qualification;

f) does not sign applicable University agreements respecting use of the University Space;

g) does not comply with any additional conditions or restrictions set out by the University;

h) intends to offer an activity or program that conflicts or is in competition with existing programs of instruction offered at the University; or

iv. the University does not have the required resources to appropriately accommodate the booking request; or

v. unforeseen circumstances occur where the space must be repaired, or where the University must use the University Space for an alternate purpose, or where the University cannot accommodate the request for any reason whatsoever.

~~18.~~20. Depending on the nature of a booking request and any associated risks or safety concerns involved, before approving a booking, the Responsible Authority may:

i. require the User to sign a space booking agreement, including a requirement to pay required fees well in advance of the event, and a waiver of the University's responsibility for any injury caused during the event;

ii. apply additional conditions or restrictions or charge fees related to the booking outside of those set out in this or other University policies; and

iii. require proof of general liability insurance policy prior to the approval of a booking.

~~19.~~21. Where a confirmed booking requires relocation or is cancelled under section 18 (iv) or (v), reasonable effort will be made by the Responsible Authority to find a suitable alternative date or space, as appropriate. In such cases, as much notice as possible will be provided to the User.

~~20.~~22. A decision by the University, as represented by the Responsible Authority, to decline or cancel a booking of University Space is final.

~~21.~~23. A User must make any requests for changes or cancellations of a University Space booking in writing to the Booking ~~Authority~~Administrator or Responsible Administrator.

RELATED POLICIES AND DOCUMENTS

Alcohol, Cannabis, and Tobacco, ADM 5-3 https://www.tru.ca/__shared/assets/adm05-35601.pdf

Animals/Pets on Campus, ADM 28-0 https://www.tru.ca/__shared/assets/adm-28-0-animals-pets-on-campus44005.pdf

Biosafety and Biosecurity, ADM 25-0 https://www.tru.ca/__shared/assets/Policy_ADM_25-0_Biosafety_and_Biosecurity40206.pdf

Class Scheduling, BRD 14-1 https://www.tru.ca/__shared/assets/class_scheduling25606.pdf

Conflict of Interest, ADM 4-2

https://www.tru.ca/__shared/assets/ConflictofInterest5581.pdf

Emergency Management, ADM 23-0 https://www.tru.ca/__shared/assets/ADM_23-0_Emergency_Management37736.pdf

Environmental Policy, BRD 23-0
https://www.tru.ca/__shared/assets/brd23-026128.pdf

Firearms and Dangerous Objects, ADM 30-0 https://www.tru.ca/__shared/assets/Policy_ADM_30-0_Firearms46963.pdf

Health and Safety, ADM 5-0
https://www.tru.ca/__shared/assets/Health_and_Safety5587.pdf

Minors on Campus
https://www.tru.ca/__shared/assets/ADM_26-0_Minors_on_Campus41552.pdf

Safety and Security Cameras, ADM 31-0 https://www.tru.ca/__shared/assets/Policy_ADM_31-0_Safety_and_Security_Cameras46964.pdf

Room, Venue and Table Bookings
https://www.tru.ca/about/campuses/roombookings.html

Space Planning Portal
Space Planning Portal (sharepoint.com)

To: Senators of the Thompson Rivers University (TRU) Senate
From: Aleece Laird, TRU Senator – Alumni Representative
Date: October 17, 2025

Subject: Rationale for Including an In-Camera Portion on the TRU Senate Meeting Agendas

As part of our commitment to good governance and adherence to Robert's Rules of Order, I propose that each Senate meeting include a designated in-camera or closed section on the agenda. This practice ensures the Senate has a structured opportunity to discuss sensitive or confidential matters in accordance with best practices.

Including an in-camera portion serves several key purposes:

- **Protects Confidentiality:** Allows discussion of personnel issues, legal matters, or other confidential topics that should not appear in the public record.
- **Upholds Transparency and Process:** Demonstrates accountability and prevents the Senate from entering closed sessions informally.
- **Supports Candid Discussion:** Provides a safe environment for open dialogue among Senators about sensitive issues.
- **Protects the Organization:** Ensures confidentiality is handled appropriately, with clear documentation that a session occurred but without disclosing confidential details.
- **Reinforces the Senate's Independence:** Allows Senators to meet without staff present when necessary, supporting objective oversight and fiduciary responsibility.

This addition will help balances transparency with confidentiality, support effective oversight, and protect both the integrity of the Senate's deliberations and the Senate itself. I would recommend that an in-camera session is a standing item on the agenda which will allow for Senators to raise confidential matters or debrief.

If the Senate agrees, a number of items will need to be addressed including a two-stage in-camera session, parameters around attendance at in-camera sessions, a designate to record information to ensure actions are captured, and other items in accordance with Robert's Rules of Order.

Suggested Motion:
That the Thompson Rivers University Senate include an in-camera session as a standing item on its regular meeting agendas, to be held at the end of each meeting, in accordance with the rules and procedures outlined in Robert's Rules of Order and applicable university policies regarding confidential matters.