BCIT Student Association

enhancing student life

Executive Committee Meeting Agenda

Monday, September 14, 2026
17:30 – 18:30
Council Chambers

4.1. Call to Order

4.2. Territory Acknowledgement

4.3. Acceptance of the Agenda

4.4. Acceptance of the Minutes:

4.4.1. Executive Committee Minutes: August 23, 2026

4.5. Old Business – None

4.6. New Business

4.6.1. Code of Conduct - *Adam M-K. & Sameer I.*

4.7. Reports:

4.7.1. Executive Directors' Report - *Roland G. & Sameer I.*

4.7.2. Executive Updates - *Executives*

4.8. Open Forum

4.9. In Camera – None

4.10. Adjournment

BCIT SA | Student Association
enhancing student life

Executive Committee Meeting Minutes

Monday, September 14, 2026
Council Chambers

Executives: Adam Matthews-Kott – President
Dmytro Sergushkin – VP, Finance & Administration
Mischa Potter – VP, Student Experience
Faraz Shah – VP, External
Nina Lu – VP, Equity & Sustainability
Ramanpreet Singh – Chair, School of Business & Media
Dean Menkis – Chair, School of Energy
Mathieu Richmond – Chair, School of Transportation, Construction, & the Environment
Arman Chinai – Chair, School of Computing & Academic Studies
Jossie Yan – Chair, Downtown Campus
Marisa Price – Chair, Specialized Transport Campuses

Staff: Roland Gagel – Director of Finance; Co-Executive Director
Sameer Ismail – Senior Advisor, Strategic Policy; Co-Executive Director

Guests: None

Regrets: None

4.1 Call to Order
The Chair, Adam Matthews-Kott, called the meeting to order at 17:30 (11 voting members).

4.2 Territory Acknowledgement
The Chair acknowledged the territory on which the meeting is held.

4.3 Acceptance of the Agenda

Motion: Be it resolved that the agenda be accepted as distributed.	
Moved by: Adam Matthews-Kott	*Seconded by: Dean David Menkis*
Unanimous	**CARRIED**

4.4 Acceptance of the Minutes:

4.4.1 Executive Committee Minutes: August 23, 2026

Motion: Be it resolved that the Executive Committee Minutes for August 23, 2026 be accepted as distributed.	
Moved by: Adam Matthews-Kott	*Seconded by: Dmytro Sergushkin*
Unanimous	**CARRIED**

4.5 Old Business – None

4.6 New Business

4.6.1 Code of Conduct

Motion: WHEREAS the members of the Student Association of the British Columbia Institute of Technology ("BCITSA") adopted amendments to the BCITSA Bylaws enabling the creation of a Code of Conduct; and WHEREAS it is desirable that adoption of a Code of Conduct will give effect to the desires of the membership, including clearer expectations of conduct and well-defined processes for addressing concerns; and WHEREAS the Bylaw Committee previously adopted the Code of Conduct, subject to final review by the Association's legal counsel; and WHEREAS that review has been completed and amendments incorporated; and WHEREAS the Executive Committee is authorized to exercise the powers of Council and its Committees during the Summer Months, NOW THEREFORE BE IT RESOLVED THAT the Code of Conduct attached at Appendix A be adopted; and BE IT FURTHER RESOLVED THAT the previous approval of the Bylaw Committee, given in May 2026, is deemed to satisfy the requirements of Bylaws 4.5, 7.5, and 12.11(f)	
Moved by: Adam Matthews-Kott	*Seconded by: Faraz Shah*
Unanimous	**CARRIED**

The Chair indicated that this has been a work in progress for at least two years, and that proposals have gone back and forth between Council, the Bylaw Committee, legal counsel, and the others.

Sameer indicated that in the past there have been challenges keeping people accountable in certain situations, as there has not been clarity about expectations not directly found within the Bylaws. As a result, standards have not always been clear. The Code of Conduct is meant to provide clearer

expectations and processes, as well as providing a range of potential outcomes that did not previously exist.

Faraz inquired as to whether this established a baseline of conduct. The Chair indicated agreement, and advised that there are escalatory forms of discipline where there are multiple infractions.

Marisa expressed her happiness that this is being adopted, as it has been in progress for some time now, and Execs and Councillors have been asking for it.

4.7 Reports:

4.7.1 Executive Directors' Report *- Roland G. & Sameer I.*

The Co-Executive Directors provided a report on the operations of the Association. Of note were:

- The Union membership has ratified the Collective Agreement
- Childcare construction is nearing completion and we look forward to welcoming elected officials to the grand opening
- Student fees continue to be lower than we would like, and we will need to monitor closely
- Inquiry as to business card pickup – Taj will confirm and Execs can pick up from Main Reception
- Feedback regarding *Link* – will be set up as part of reform process initiated last year

4.7.2 Executives' Updates *- Executives*

The Executives provided verbal reports.

Jossie Yan – Chair, DTC

- Jossie reported that orientation went well, but she lost her voice
- Appreciated contributions from Julia and David, who provided useful information for students.

Arman Chinai – Chair, School of Computing & Academic Studies

- Arman reported that the orientations went well, spent a fair bit of time talking to School of Computing & Academic Studies about Hackathon and is pursuing sponsorships. Optimistic that there will be an excess of sponsorship funds, which will allow support for a Game Jam in the new year. plans to host the Hackathon again under his leadership. A Game Jam proposal is also being prepared for the Events Department, with potential dates in February and June 2027.

Dmytro Sergushkin – VP, Finance and Administration

- Dmytro reported progress on an income tax clinic for the spring. Will have further meetings to finalize arrangements.

Dean David Menkis – Chair, School of Energy

- Dean reported that he did ECET and MECH orientation, had many conversations and encouraged use of the Health & Dental plan.

Mathieu Richmond – Chair, Schools of Transportation, Construction & the Environment

- Mathieu reported that his orientations will take place next week. He is in conversation with program heads and development coordinators at the School of Construction & the Environment.
-

Marisa Price – Chair, STC

- Marisa reported that she expects to return from sea earlier than expected, likely by the end of September, and will therefore be more available.

4.8 Open Forum

Arman inquired about SA support for Hackathon. Roland suggested an offline discussion to explore options.

4.9 In Camera – None

4.10 Meeting Adjournment

The meeting adjourned at 18:00.

Minutes Recorded by
Sameer Ismail

Approved by the Executive Committee on:
October 13, 2026

DECISION NOTE

14 September 2026

PREPARED FOR: Executive Committee

PREPARED BY: Sameer Ismail, Co-Executive Director

ISSUE: Code of Conduct for Councillors and Executives

RECOMMENDED MOTION:

WHEREAS the members of the Student Association of the British Columbia Institute of Technology ("BCITSA") adopted amendments to the BCITSA Bylaws enabling the creation of a Code of Conduct; and

WHEREAS it is desirable that adoption of a Code of Conduct will give effect to the desires of the membership, including clearer expectations of conduct and well-defined processes for addressing concerns; and

WHEREAS the Bylaw Committee previously adopted the Code of Conduct, subject to final review by the Association's legal counsel; and

WHEREAS that review has been completed and amendment incorporated, and

WHEREAS the Executive Committee is authorized to exercise the powers of Council and its Committees during the Summer Months,

NOW THEREFORE

BE IT RESOLVED THAT the Code of Conduct attached at Appendix A be adopted; and

BE IT FURTHER RESOLVED THAT the previous approval of the Bylaw Committee, given in May 2026, is deemed to satisfy the requirements of Bylaws 4.5, 7.5, and 12.11(f).

SUMMARY:

For many years, it has been evident that the lack of any measurable standards, other than basic duties under the Bylaws, have created confusion and inconsistency with regard to conduct by Councillors and Executives. In some cases, misconduct has been excused or ignored because there are large areas of conduct detrimental to BCITSA that are not contained in the Bylaws (nor should they be). In others, the lack of such content has led to the pursuit of disciplinary action in the form of impeachment, because of personal disagreements that are, to some extent, a part of the governance process. Finally, in other

cases, BCITSA has found itself limited, as the only sanctions available for misconduct are Council's inherent power of censure, and the powers of removal granted to individual Executives with respect to Councillors, and to Council with respect to individual Executives and Specialty Councillors. No intermediate punishments or forms of corrective action exist.

As a result, the Bylaw Committee recommended, and the membership approved, amendments to the Bylaws allowing for the creation of a Code of Conduct. The proposed Code of Conduct makes much clearer the expectations for behaviour of both Executives and Councillors, and creates a process for dealing with potential complaints, all of which must be conducted in accordance with the rules of due process.

APPENDIX A

Regulation Number:	**1**
Effective Date (last approved revision):	**September 14, 2026**
Next Review:	**May 3, 2026**

BCITSA

Executives and Councillors Code of Conduct

1. DEFINITIONS

Capitalized terms used in this Code and not otherwise defined herein shall have the same meanings as defined in the Bylaws:

(a) **"Ad Hoc Conduct Committee"** has the meaning given to it in Section 5(e);.

(b) "**Bylaws**" shall mean the bylaws of BCITSA, as may be amended, modified restated, or supplemented from time to time in accordance with the Societies Act;

(c) "**Code**" shall mean this Code of Conduct of BCITSA, a set of regulations as approved pursuant to the Bylaws;

(d) "**Complainant**" shall mean any Members, BCITSA staff, Councillors and Executives who submit or have submitted a Complaint in accordance with this Code;

(e) "**Complaint**" shall mean a written complaint made in good faith by a Complainant to BCITSA in accordance to the procedures set forth in this Code, alleging that an Executive or Councillor has violated the Bylaws, the Constitution, any applicable Policy, or this Code.

(f) "**Councillor**" shall mean the appointed student constituent of each School that sits on the Council and includes those councillors appointed by the Executive Committee and those councillors holding the role of Specialty Councillor. and

(g) **"Respondent**" shall mean an Executive or Councillor who is the subject of a Complaint.

2. SCOPE AND PURPOSE

(a) The purpose of the Code is to outline the expected behaviour and certain responsibilities of each of the Executives and Councillors and to ensure that all

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Executives and Councillors conduct themselves in accordance with the Association's values, Bylaws and applicable law.

The Code shall:

(i) Promote integrity, honesty, and ethical conduct by Executives and Councillors, holding Executives to a higher standard reflective of their fiduciary obligations to the Association.

(ii) Provide recourse for Members, BCITSA staff, Councillors and Executives to hold Executives and Councillors accountable for actions that may impact the Association and its Members.

(iii) Promote compliance by Executives and Councillors with applicable laws, rules, and regulations, including but not limited to human rights and occupational health and safety legislation.

(iv) Provide for a fair process for Complainants and Respondents.

(v) Ensure any disciplinary measures are proportional to the conduct of the Executive or Councillor.

(b) While the Code cannot, and is not anticipated to, deal with every situation that may arise, the principles outlined in the Code are to provide a baseline for honest and ethical decision-making by the Executives and Councillors.

3. STANDARDS OF CONDUCT OF EXECUTIVES AND COUNCILLORS

All Executives and Councillors are responsible for upholding the Association's values and ensuring their conduct serves the best interests of Members. In doing so, each of the Executives and Councillors shall:

(a) At all times:

(i) Act and discharge duties honestly, with integrity, impartially, in good faith and put the best interests of the Association ahead of their own.

(ii) Use respectful and inclusive language while conducting any Association business or matters.

(iii) Uphold and adhere to the Bylaws, principles of equity and inclusion by adhering to applicable laws, including but not limited to, the BC Human Rights Code and all policies or regulations of the Association.

(iv) Use Association funds responsibly, ensuring all expenditures are authorized, properly documented, and aligned with their intended purpose.

(b) With respect to BCITSA related meetings:

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(i) Attend all scheduled meetings or provide written notice of an absence at least two business days in advance except for unforeseen circumstances such as an illness or a family crisis. Notice should be provided to:

A. In the case of meetings of Council, to the Vice President Administration and Finance or as such individual otherwise designates;

B. In the case of meetings of the Executive Board, to the President or as such individual otherwise designates;

C. In the case of committee meetings, to the Chair of the respective committee or as such individual otherwise designates.

(ii) Adequately prepare for meetings (example: by reviewing meeting materials in advance).

(iii) Actively participate by voting on motions.

(iv) Maintain confidentiality of in camera discussion items, any information deemed by Council or Executive Board as confidential, and any sensitive information disclosed to them intentionally or inadvertently.

(v) Disclose conflicts of interest pursuant to the Bylaws, regulations or policies of the Association, and any applicable legislation.

(vi) Abstain or recuse from any vote that would place them in a conflict of interest.

(c) With respect to conflicts engaged with any Member, BCITSA staff, Councillor or Executive:

(i) Respond in a timely manner to information that indicates a reasonable risk of liability for the Association.

(ii) In the absence of a serious contravention of the Code, pursue all reasonable steps to address the conflict with such others before escalating or seeking discipline against such other individual. Reasonable steps include, but are not limited to, direct conversation, written communication, or requesting informal mediation through the BCITSA's Manager of People and Culture or the Executive Director.

(iii) Retract any statements such Executive or Councillor has said or stated that are later identified to include errors or misinformation, at the earliest reasonable opportunity.

(iv) Publicly retract, at the earliest reasonable opportunity, any disparaging statements made about another Councillor or Executive in an official

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forum and issue a written apology to the affected individual. Official forums include, but are not limited to, professional email chains, meetings of Council and Executive Board, the Association's social media account .

(d) Executives and Councillors shall not:

(i) Engage in any form of harassment, bullying or assault towards BCITSA staff, members, external partners, or other Executives and Councillors. For greater certainty, harassment includes conduct prohibited under the BCITSA internal policy, BCITSA Collective Agreement, the BC Human Rights Code, and WorkSafeBC's workplace bullying and harassment guidelines.

(ii) Knowingly spread misinformation or fail to perform reasonable fact-checking about an Association staff member, Councillor, or Executive that risks causing that individual or the Association harm.

(iii) Accuse BCITSA staff members, Executives or Councillors of acting in bad faith or dishonestly without presenting evidence or undertaking a fair investigative process or otherwise defame any BCITSA staff member, student, Executive or Councillor.

(iv) Penalize, suppress, or retaliate against minority or dissenting opinions that are otherwise aligned with the Code and other applicable legislation.

4. ADDITIONAL STANDARDS OF EXECUTIVES

(a) In addition to the above standards that Executives are to follow as set forth in Section 3 above, the Executives shall also adhere to the following:

(i) Reasonably respond to emails within 3 business days, provided that exceptions may be permitted by the President or a majority of the Executive Board for notified absences and during the Summer Months.

(ii) Inform the President or the Executive Board in writing of an extended absence.

(iii) Attend all required training sessions or arrange to make-up missed sessions at the earliest opportunity.

(iv) Hold other Executives accountable to follow and comply with the Code and Bylaws.

(v) Carefully steward all human resources information in accordance with all human rights, privacy, employment, and other legislation in addition to policies of the Association.

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(vi) Notify the Executive Board and make alternate arrangements for their essential duties if temporarily unable to perform them, and resign if they are permanently or indefinitely unable to do so, excluding short-term medical leaves or family emergencies.

(vii) Recuse themselves from chairing and/or abstain from voting in any meeting or agenda item in which the Executive believes there may be a conflict of interest existing or could reasonably be perceived to exist.

(viii) Direct requests for BCITSA staff assistance through the Executive Director or their designee, and only in accordance with the staff member's established job description or delegated responsibilities. For greater certainty, the Executive Director retains authority over BCITSA staff workload management.

(b) Executives shall not:

(i) Attempt to unduly influence other Executives or Councillors to vote in a specific manner through undue pressure, manipulation, or exploitation of relationships (personal or professional), whether directly or indirectly.

(ii) Attempt to discipline BCITSA staff aside from the Executive Director

A. This does not include whistleblowing nor is it intended to prevent the Board from overseeing the Executive Director's performance, which may include appraisal of the Executive Director's response to staff misconduct or serious performance concerns;

B. This does not prevent an Executive from expressing concerns about a BCITSA staff member's conduct directly to the Executive Director or through the policies and procedures of the Association, provided they do not unilaterally direct or influence management of the employee's employment in the absence of clear risks to the Association. Executives retain all rights and obligations afforded to them under human rights and other applicable legislation.

(iii) Engage in defamatory speech against any person, including but not limited to Members, BCITSA staff, Councillors and Executives.

(iv) Abuse any and all of the powers bestowed upon them in their capacity as Executives.

(c) In addition to the all of the foregoing, the President shall also further:

(i) Make every reasonable effort to ensure the Executive Board and Council function in a collaborative and respectful manner,

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(ii) Apply consistent and impartial standards when overseeing Executives and Councillors, including in matters of attendance, conduct, and performance expectations,

(iii) Ensure reasonable accommodations are made for Executives and Councillors with accessibility needs.

5. COMPLAINT PROCEDURE

(a) BCITSA staff and Members may submit their Complaints to the Manager of People and Culture, President or the Executive Director, unless designated otherwise by the President.

(b) A Complaint must be filed within 3 months of an incident (or in the case of a series of incidents, within 3 months of the most recent incident) giving rise to an alleged infraction. Notwithstanding the above, the Manager of People and Culture, President or the Executive Director shall have the discretion to waive this requirement where there are extenuating circumstances that prevented the complaint from being brought forward in the above-mentioned specified time frame.

(c) Minor offenses can be responded to and resolved with a written warning and request for remedial actions. Such actions shall be carried out by:

(i) In the case of Executives, by the President;

(ii) In the case of Councillors, the Executive who appointed the Councillor; and

(iii) In the case of the President, the Vice President Administration and Finance.

(d) If there is a reasonable belief that the physical or psychological safety of any BCITSA staff, Executives, Councillors, volunteers, or Members is at risk due to the Respondent's conduct or continued presence:

(i) The Executive Director or their designee, acting in consultation with the Manager of People & Culture, may take temporary, remedial action, including but not limited to refusing access to Association work sites.

(ii) Such decisions shall be reported in camera at the next meeting of the Executive Board, which may vary or rescind the action by the majority vote of the Executive Board;

(e) An Ad Hoc Committee focusing on review of conduct ("**Ad Hoc Conduct Committee**") shall be formed to investigate a Complaint if:

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(i) A serious offense under this Code or the Bylaws has occurred, including but not limited to financial misconduct, sexual harassment or assault, or breach of fiduciary duty;

(ii) Council or the Executive Board deems it necessary by a majority vote resolution;

(iii) The Respondent wishes to contest a warning issued as the result of a finding of a minor offense having been committed;

(iv) A suspension has been made according to subsection 5(c); or

(v) More than 2 warnings issued under this Code have been provided to the same individual.

(f) The Ad Hoc Conduct Committee shall be composed of:

(i) The President as Chair,

(ii) 1 to 2 Executives, drawn at random from a pool established by the Executive Board and trained at the start of the academic year;

(iii) 1 to 2 Councillors who are not Executives, drawn at random from a pool established by Council and trained at the start of the academic year, and

(iv) The following BCITSA staff as non-voting members:

A. Manager of People and Culture,

B. Senior Advisor, Strategic Policy or equivalent,

C. Up to 1 additional BCITSA staff approved by the Committee in the event that additional support is required, a conflict of interest exists, the Manager of People and culture is unavailable or is a party to the complaint or a witness.

(g) Members of the Ad Hoc Committee should be chosen for their impartiality, availability, and relevant background knowledge and experience. No member of the Ad Hoc Committee shall be permitted to sit on this Committee if they have a conflict of interest.

(h) In the event that the President has a conflict of interest or is a Respondent to a Complaint, such individual must recuse themself and the Vice President Administration and Finance, or such other of the remaining Executives named by the Executive Board shall act as a replacement Committee Chair. In the event that it is not possible to fill the Executive positions on the Committee pursuant to the Code or Council deems it otherwise necessary, an external investigator must be engaged to perform the duties of the Committee.

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(i) The Ad Hoc Conduct Committee shall conduct its investigation in a manner that is fair, timely, and respectful of the rights of both the Complainant and the Respondent, in accordance with the following procedures:

(i) The Committee shall be entitled to seek reasonable advice from legal counsel or external professionals as provided for in the BCITSA annual budget.

(ii) The Committee should acknowledge receipt of the Complaint within 2 business days of its formation and provide a substantive response or initial findings within 10 business days of acknowledgement of receipt of the complaint. Where additional time is required, the Committee shall notify the Complainant and Respondent in writing with a revised timeline.

(iii) The Committee should consider the following in determining its decision and recommendations:

A. Frequency, severity, historical misconduct, and number of infractions,

B. Efforts made by the Respondent and/or the Complainant to address the concerns before a complaint was filed or investigation initiated,

C. Harm, if any, caused by the Respondent's conduct,

D. Risks to the Association should the Respondent remain in their position,

E. Legislative and ethical responsibilities of the Association and its fiduciaries.

(j) Upon completing its investigation, the Ad Hoc Conduct Committee shall present a written report with its recommendations on disciplinary action and/or next steps regarding the Complaint to Council. Upon receipt and review by Council, Council shall then vote on the appropriate disciplinary action and/or next steps regarding the Complaint. A decision of disciplinary action or next steps shall be confirmed by a two-thirds (2/3) vote of Council.

(k) The Committee shall redact and shall not be required to disclose:

(i) Any sensitive information protected through legislation, or

(ii) Any other information, where redaction is meant to protect the integrity of the complaints process, as advised by the Executive Director, President and Manager of People & Culture. The Respondent or Complainant may provide written permission for such information to be shared with Council at their own discretion.

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(l) The Code and the Ad Hoc Conduct Committee do not preclude Council from passing a non-confidence vote nor prevent Executives from removing a Councillor from their position pursuant to the Bylaws and/or Societies Act, as applicable.

(m) Upon a decision having been confirmed pursuant to Section 5(j), An appeal may be submitted in writing to Council within 5 business days of the Council's disciplinary decision.

(i) Grounds for appeal include new information not available at the time of the original investigation that would reasonably have impacted the outcome, improper process, inaccurate information in the report that reasonably influenced the outcome, or an undisclosed conflict of interest of a member of the Committee that was material to the investigation and its conclusion. The appellant must demonstrate that the conclusion would reasonably have differed. The granting of an appeal shall be determined by a two-thirds (2/3) vote of Council.

(ii) If an appeal is granted, a new ad hoc Conduct committee shall be formed to make updated recommendations.

6. DISCIPLINE

With respect to a Complaint, the following disciplinary options are available for consideration and determination by the deciding party of a warning issued under section 5(c) of this Code, an Ad Hoc Conduct Committee, and/or Council. The decision of any disciplinary action will be determined and issued only upon due diligence and due process having taken place by the applicable deciding party:

(a) A Written Warning being issued to the Respondent in a form as determined by the sending party, such Written Warning to include as applicable:

(i) A formal description of the errors and/or infractions committed by the Respondent.

(ii) Should clearly outline expected performance changes and any remedial action (e.g. additional training, retraction, apology, timelines for completion, etc.).

(iii) May be sent by the President or the Board to an Executive.

(iv) May be sent by the President or appointing Chair/Vice President to a Councillor.

(v) The intention is to inform the Executive or Councillor of their errors and to provide additional training and support to improve

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performance. If improvements cannot reasonably be anticipated, a warning should not be recommended.

(b) Censure:

(i) A public statement denouncing the actions of an Executive or Councillor.

(ii) Can be made retroactively.

(iii) Requires an Ad Hoc Conduct Committee investigation for all matters, except misconduct observed by the majority of Council during a convened meeting.

(c) Suspension from Office:

(i) Except under the provisions of section 5(d), a suspension may not be proposed without an Ad Hoc Conduct Committee investigation.

(ii) Suspensions issued under this provision shall be of a duration no longer than two (2) months.

(iii) A suspended Executive shall:

A. Not be permitted to exercise any of their rights or powers as an Executive, including but limited to the right to attend and vote at meetings of the Executive Board and/or Council;

B. Not be permitted to access any Association office spaces;

C. Have their account access temporarily revoked;

D. Not be permitted to communicate with Councillors or other Executives in relation to any Association matters aside from services entitled to the Executive as a Member;

E. Be required to comply with the investigation process or accept an automatic recommendation for impeachment expulsion;

F. Not be entitled to receive honoraria unless the suspension is done pursuant to section 5(c) or exceptional circumstances are considered by Council.

(iv) Failure to abide by the limitations imposed by the suspension shall be considered grounds for impeachment or termination.

For greater certainty, the options available herein are not an exhaustive list and additional actions may be determined as see fit by the deciding party, Ad Hoc Conduct Committee and/or Council. The options identified above may be combined in the aggregate for purposes of a Complaint. Further, the options for Impeachment or Non-Confidence Vote of Executives and Termination of office for a Councillor is to follow the process as set forth in the Bylaws.

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Executive Directors' Report for
Executive Committee Meeting – September 14, 2026

Executive Director/Director of Finance/Organizational Activities of Note

- Student fees received through August totalled **$1.596 million**, approximately **0.6% above** the same period last year. After adjusting for timing and category mix, overall student fees are down **4.1%**.

Student Association of BCIT

Fee Summary Schedule to the Fiscal Year End

May 31, 2027

Year to Date (YTD) 31-Aug-26	2026-2027						2025-2026
Per Month	Student Fee	Capital Levy	Building Fee	Medical Fee	Total		Total
May-26	$ 182,992	$ 13,303	$ 72,737	$ 18,620	$ 287,652		$ 426,254
Jun-26	889,646	86,843	468,126	636,853	2,081,467		2,023,602
Jul-26	530,511	50,782	275,469	397,243	1,254,006		1,328,622
Aug-26	176,060	14,883	57,710	75,215	323,868		391,147
Sep-26	-	-	-	-	-		47,073
Oct-26	-	-	-	-	-		322,339
Nov-26	-	-	-	-	-		2,685,171
Dec-26	-	-	-	-	-		584,116
Jan-27	-	-	-	-	-		112,421
Feb-27	-	-	-	-	-		864,324
Mar-27	-	-	-	-	-		238,018
Apr-27	-	-	-	-	-		316,557
May-27	-	-	-	-	-		287,652
Total Fees	1,596,217	152,507	801,305	1,109,311	3,659,340		9,201,042
Year To Date (YTD)	**1,596,217**	**152,507**	**801,305**	**1,109,311**	**3,659,340**		**3,743,371**
YTD % Change	0.6%	-3.6%	-2.9%	-5.4%	-2.2%		-0.4%
Annually Adjusted % change	**-4.1%**	**-3.6%**	**-5.0%**	**-5.4%**	**-4.5%**		**-2.0%**
Proj Fees on 12 mth YTD % Change	4,256,890	390,438	1,961,114	2,267,314	8,875,756		9,218,067
Student Fees Budgeted 2025-26	4,430,000	403,900	2,042,700	2,568,000	9,444,600		10,119,600
Proj Variance to Budget 2025-26	(173,110)	(13,462)	(81,586)	(300,686)	(568,844)		(901,533)
Fee Per Student Per Year Assuming 2 Terms							
Nominal Fee per year (2 terms)	$ 321.94	$ 32.00	$ 209.42	$ 294.00	$ 857.36		$ 838.60
Fee Change %	4.7%	0.0%	2.1%	0.0%	2.2%		1.6%

- As shown in the Student Fee table above, fee performance continues to soften compared with the same period last year. Flexible Learning fees are **12.3% below** last year. Because the peak collection months for Flexible Learning are October, February, and May, it is still too early to determine the full-year trend; however, the current decline warrants continued monitoring.
- Of greater concern is the **9.0%** decline in Full-Time Technology fees. As the largest fee category, it has the greatest effect on the Student Association's overall fee revenue.
- Positive results include a **6.1% increase** in Trades fees and an **86% increase** in ATC fees. However, Trades represents approximately 24% of total fees and ATC approximately 4%; consequently, fluctuations in these categories have a smaller effect on overall fee revenue.
- Historical back-testing identifies September as the most reliable early forecasting point, with an average absolute error of approximately **1.6%** over ten completed years. September results will be used to validate the forecast and determine whether management adjustments are required.

Engagement Group

Events

- Thrive events at ATC and AIC were completed successfully. Upcoming events include Burnaby Thrive on September 15 and DTC Thrive on September 22.
- Clubs Day, Fun Fest, and Frosh Night will be held at the Burnaby Campus next week, with several thousand student engagements expected.
- Weekly trivia began September 10 at Habitat Pub and will continue each Thursday throughout the academic year. One themed trivia night will be offered each month.

Publications

- The new Welcome Back issue of *Link* is now available and has been well received. It features new content from staff and student contributors.

MarCom

- The new student e-newsletter was distributed on September 8 and has received strong early engagement.
- Social media giveaways are underway. The September 8–11 promotion offers students a chance to win SOMBR tickets in partnership with Rogers Arena. The September 14–18 promotion, offered with *Link*, will feature gift cards for Habitat Pub, The Stand, and Geared Up, as well as BCIT hoodies.
- New promotional posters for The Stand have been completed and installed at both locations.

BCIT SA | Student Association

Student Services Group

Career Services

- September programming includes in-person and virtual interview-preparation workshops, résumé clinics, and professional headshot events for new and returning students.
- The team is preparing for three October career fairs: Technology at DTC, Aerospace at ATC, and Geomatics and Construction at the Burnaby Campus. Employer recruitment and event planning have been underway since summer.

Advocacy

- Advocacy services continued throughout the summer, and the team is prepared for the fall term. Based on prior-year activity, case volumes are expected to increase toward the end of September.

Wellbeing

- **Food Security:** The Food Pantry was renovated over the summer, along with other operational improvements. The Burnaby Food Pantry will operate every Wednesday afternoon. Other supports include the Equity Food Fund, specialty-campus food support, Community Fridges, and referrals to the Quest Food Exchange.
- **Wellbeing Programming:** Free Friday massage clinics will begin September 25 in SE2. The team is also planning workshops with Alumo and hearing tests at several campuses.

Entrepreneurship & Leadership

- A new Entrepreneurship Specialist joined the department over the summer and will offer one-on-one entrepreneurship support throughout the fall.
- Program content is being prepared for the annual Peak Leadership program.
- Student Initiative Fund applications are open. Students may apply for up to **$500** for professional development activities. The first of six annual intake periods closes September 28.

Childcare

Childcare North – Current Centre

- The centre welcomed **18 new children** in September, and **five toddlers** transitioned to the three-to-five-year-old program. Three additional children will join in October.
- Staff are supporting children and families as they adjust to new routines and environments.

Childcare South – New Centre

- The tentative opening date is February 1, 2027.
- A staggered intake is planned, with full enrolment targeted for March 1, 2027.
- Siding has been installed on the back of the building, with work on the front to follow.
- The front of the building will have three colour-coordinated sections corresponding to the three rooms, with related finishes continuing into the interior.
- The measured floor plan has been received, allowing the team to begin purchasing furniture, toys, equipment, and other operating supplies.

Growing Our Team

- Job descriptions are being prepared for the expanded Childcare management team, together with a hiring and training timeline.
- A "Welcome to Childcare" package is being developed to introduce new staff to the department's philosophy, expectations, and programs.

Food Service – Habitat Pub

- Habitat Pub has reopened for the fall term.
- August sales were seasonally slow, while total summer sales were comparable to last year. Most returning staff have been retained, positioning the team well for the busier September period.
- Daily lunch specials are now available.
- A Happy Hour menu will launch during the week of September 21.
- Regular operating hours are **11:00 a.m. to 8:00 p.m., Monday to Friday**, with flexibility to remain open later when required.
- Upcoming catering includes a September 12 student housing event for 450 attendees. Additional catering opportunities are being finalized.

BCIT SA | Student Association

Retail Services

Geared Up Store

- Sales started strongly and are in line with last year.
- Through September 8, ten **$10** SA gift cards had been redeemed, generating an additional **$500** in purchases—an average of **$50** in incremental spending per recipient.
- Retail staff attended the ATC event with the Events team, serving 25 students and generating **$1,400** in sales. Geared Up will also participate in the Burnaby Thrive event on September 15.

Geared Up @ NE1

- Drafting kits are now available. The store has received a request for extended hours on two evenings later this month to support evening classes.
- Scheduling changes have been made to improve efficiency. The Retail Supervisor will be at NE1 during peak periods, special events, appointments, and for several hours each day. A part-time employee has also been added to maintain operating hours during quieter periods.

The Stand Central

- Sales started strongly and are in line with last year.
- New promotional materials prepared by MarCom are now in use.
- The Stand Central will participate in the Burnaby Thrive event on September 15.

The Stand South

- The location experienced several busy days this week.
- Operating hours are expected to extend to **6:30 p.m.** once the current hiring process is complete.

Print Shop

- The Print Shop has been busy with internal projects.
- A part-time employee is expected to start once the hiring process is complete.
- A new print-request process was developed with support from the Business Systems team. It is expected to improve the submission, tracking, and management of internal requests.