

# BOARD OF GOVERNORS

**Wednesday, September 28, 2022**

Alan A. Borger Sr. Executive Conference Room  
E1-270 Engineering Information and Technology Complex  
4:00 p.m.

The material contained in this document is the agenda for the next meeting of the Board of Governors.

## OPEN SESSION

Please email regrets to [melissa.watson@umanitoba.ca](mailto:melissa.watson@umanitoba.ca) no later than 9:00 a.m. the day of the meeting.

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**OFFICE OF THE UNIVERSITY SECRETARY**



**University  
of Manitoba**



### **Acknowledgement**

The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

### **Mission**

To create, preserve, communicate and apply knowledge, contributing to the cultural, social and economic well-being of the people of Manitoba, Canada and the world.

### **Vision**

To take our place among leading universities through a commitment to transformative research and scholarship and innovative teaching and learning, uniquely strengthened by Indigenous knowledge and perspectives.

### **Values**

To achieve our vision, we require a commitment to a common set of ideals.

The University of Manitoba values:

Academic Freedom – Accountability - Collegiality - Equity and Inclusion – Excellence  
Innovation – Integrity – Respect - Sustainability

### **Strategic Priorities**

- Support and sustain a post-COVID teaching, learning, research, and work environment. This includes our commitment, as one of Canada's top 15 research universities, to remain a leader in research excellence.
  - Develop and publicize a university-wide anti-racism strategy.
- Enhance and expand opportunities for learning, including research opportunities for students.
  - Deliver on our commitment to Indigenous achievement and engagement.
  - Create a more accessible, equitable, diverse, and inclusive university.

# **BOARD OF GOVERNORS OPEN SESSION**

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	<b>AGENDA</b>	<b><u>Action</u></b>	<b><u>Presenter</u></b>	<b><u>Page</u></b>	<b><u>Est. Time</u></b>
	<b>Call to Order</b>		Chair	-	4:00 p.m.
	<b>ANNOUNCEMENTS</b>		Chair	-	4:00 p.m.
1.	<b>APPROVAL OF THE AGENDA (Open Session)</b>	Approval	Chair	3	4:05 p.m.
2.	<b>MINUTES (Open Session)</b>				
2.1	Approval of the Minutes of the June 28, 2022 Open Session, as circulated or amended	Approval	Chair	5	4:05 p.m.
2.2	Business Arising - none	-	Chair	-	4:05 p.m.
3.	<b>PRESENTATIONS</b>				
3.1	Introduction from Dr. Tina Chen, Executive Lead (Equity, Diversity and Inclusion)	Presentation	T. Chen	-	4:05 p.m.
4.	<b>COMMITTEE REPORTS</b>				
4.1	Report of the Finance and Human Resources Committee	-	K. Lee	14	4:25 p.m.
	a) Revisions to the Sexual Violence Policy	Approval	K. Lee	15	4:30 p.m.
	b) Revision to the Governing Documents Development and Review Policy	Approval	K. Lee	31	4:35 p.m.
5.	<b>NEW BUSINESS</b>				
5.1	Request for Increase to Admission Target, Bachelor of Respiratory Therapy, College of Rehabilitation Sciences	Consultation	President	33	4:40 p.m.
5.1	Preliminary Fall Enrolment Update	Information	President	92	4:45 p.m.

# **BOARD OF GOVERNORS OPEN SESSION**

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	<u>Action</u>	<u>Presenter</u>	<u>Page</u>	<u>Est. Time</u>
<b>6. UNANIMOUS CONSENT AGENDA</b>	Approval	Chair	-	4:55 p.m.

*If any member of the Board wants to ask a question, discuss or oppose an item that is marked for the consent agenda, the member can have an item removed from the consent agenda by contacting the Secretary of the Board prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive, by unanimous consent, the items listed at the end of the agenda.*

## **6.1 From Senate for Approval**

6.1.1. Report from Senate (dated October 6, 2022)

a)	Report of the Senate Committee on Awards (dated August 23, 2022)	Approval	President	99	(consent)
b)	Proposal for Manitoba Multiple Sclerosis Research Centre, Rady Faculty of Health Sciences	Approval	President	118	(consent)

## **6.2 From Senate for Information**

c)	Request for Increase to Admission Target, Bachelor of Midwifery, College of Nursing, President's Approval	Information	President	97	(consent)
d)	Provincial Approval - Closure of Bachelor of Commerce (Honours) in Operational Research / Operations Management	Information	President	97	(consent)
e)	Implementation of Undergraduate Degree Programs	Information	President	98	(consent)
e-1)	Bachelor of Science (Honours) and Bachelor of Science (Major) in Environmental Geoscience	Information	President	98	(consent)
e-2)	Bachelor of Arts (Advanced) in German	Information	President	98	(consent)
e-3)	Bachelor of Arts (Honours) in Global Political Economy	Information	President	98	(consent)

<b>MOTION TO MOVE TO CLOSED &amp; CONFIDENTIAL SESSION</b>	Approval	Chair	-	5:00 p.m.
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**Minutes of the OPEN Session of the  
Board of Governors  
June 28, 2022, at 4:00 p.m.**

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**Present:** L. Hyde, Chair  
J. Leclerc, Secretary

J. Anderson	M. Benarroch	A. Bindra	J. DeSouza-Huletey	I. Fakankun
D. Finkbeiner	W. Lazarenko	K. Lee	S. Li	L. Magnus
A. Mahon	N. Murdock	J. Oyeyode	D. Roussin	S. Sekander
J. Taylor				

**Attending via Teleconference**

K. Osiowy

**Regrets:**

D. Brothers	C. Cook	D. Hiebert-Murphy	D. Jayas	S. Prentice
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**Absent:**

Allison Raizman	V. Romero	J. Rykiss	M. Shaw
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**Assessors:**

S. Woloschuk

**Officials:**

N. Andrew	V. Koldingnes	M. Watson
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**Presenters:**

M. Emslie	T. Faurschou	S. Hopkins	J. Martin
G. Pasioka			

**ANNOUNCEMENTS**

The Chair began the meeting by acknowledging that the University of Manitoba is located on the original lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples and on the homeland of the Métis Nation and that we respect the treaties made on these lands and commit to resolving harms and mistakes of the past.

The Chair expressed her hope that the Board will continue to work together in a spirit of trust and collaboration to fulfill its fiduciary duties in the best interest of the University as a whole, always demonstrating the highest respect for each other, for students, faculty, and staff and the community the University serves.

The Chair noted that several new Board members are joining today for their first meeting, and extended a warm welcome to Irene Fakankun, elected to the Board by the Alumni, as well as Asmi Bindra, Doug Finkbeiner, William Lazarenko, Shani Li, Joshua Oyeyode and Diane Roussin, each appointed by government.

The Chair thanked Jeff Lieberman, Laura Reimer, Tracey Matthews, Nevada Mogan, Nathan Brigg, and Alex Drummond for their work and dedication to the Board of Governors and asked that each Board member introduce themselves.

### **FOR ACTION**

#### **1. APPROVAL OF THE AGENDA**

It was moved by Chancellor Mahon and seconded by Ms. Lee:  
**THAT the agenda for the June 28, 2022 meeting be approved as circulated.**

**CARRIED**

#### **2. MINUTES (Open) Session**

2.1 Approval of the Minutes of the May 24, 2022 Open Session as circulated or amended

It was moved by Ms. Magnus and seconded by Ms. Lee:  
**THAT the minutes of the May 24, 2022 Open session be approved as circulated.**

**CARRIED**

2.2 Business Arising

There was no business arising from the minutes.

### **FOR INFORMATION**

#### **3. UNANIMOUS CONSENT AGENDA**

It was moved by Dr. Anderson and seconded by Ms. Magnus:

**THAT the Board of Governors approve and/or receive for information the following:**

**THAT the Board of Governors approve, as recommended by Senate:**

- A. Reports of the Senate Committee on Awards [dated May 12, 2022 and June 9, 2022]**
- B. Proposal for a Chair in Technology Assisted Living, College of Rehabilitation Sciences**
- C. Proposal for a Chair in natural Systems Agriculture for Climate Solutions, Faculty of Agricultural and Food Sciences**
- D. Proposal for a Professorship in Global Infectious Diseases Research, Max Rady College of Medicine**

**THAT the Board of Governors approve the Public Sector Compensation Disclosure Report of The University of Manitoba for the year ended December 31, 2021.**

**THAT the Board of Governors approve a 12 month renewal contract for International Student Healthcare Insurance with Manitoba Blue Cross and StudentCare for a total value of approximately \$7.45 million.**

**THAT the Board of Governors approve the assessment of a student organization fee of \$28 per year related to the UMSU Legal Protection Program, beginning in the 2022/23 academic year as follows:**

- The fee is to be assessed on all Undergraduate students who meet the same criteria as the UMSU Health and Dental programs. That includes:
  - Undergraduate UMSU member registered in a minimum of 6 credit hours in Fall Term for coverage from September to August.
  - Undergraduate UMSU member who is newly admitted in Winter term and is registered in a minimum of 9 credit hours for coverage from January to August.
- Students may opt out of this fee.
- Graduate students are not included in this program.

**The Board received for information the following:**

- *Increase to Admission Target, Bachelor of Nursing, College of Nursing President's Approval*
- *One-Time Increase to Admission Target, Bachelor of Midwifery, College of Nursing, President's Approval*

**CARRIED**

**FOR APPROVAL**

**4. REPORT OF THE AUDIT AND RISK MANAGEMENT COMMITTEE**

Mr. Osiowy explained that the Committee met on June 21<sup>st</sup> and reviewed in detail the Annual Financial Report for 2022, comprised of the Financial Statements for the year ended March 31, 2022. The Committee considered the Audit Results Report from the Office of the Auditor General, prior to their recommending approval of the University of Manitoba Financial Statements for the year ended March 31, 2022. He added that the Office of the Auditor General was prepared to issue a clean audit opinion on the statements. Mr. Osiowy shared that the Committee recommends that the Board of Governors approve the Annual Financial Report.

4.1 Annual Financial Report 2022

4.2 Office of the Auditor General Annual Audit Results Report

Mr. Emslie explained that the pandemic impacted the 2021/22 fiscal year due to the varied health restrictions that limited the ability for in-person activity on campus, adding that faculty, staff, and students demonstrated extraordinary resiliency and creativity throughout. He noted

that enrolment remained intact with most classes occurring virtually. Another significant issue faced by the University of Manitoba in 2021/22 was the collective bargaining that occurred, where two of the Universities largest unions signed collective agreements with one settled by arbitration following a labor disruption.

Mr. Emslie noted that Appendix 2, found on page 76 of the agenda, illustrates the breakdown of the year end results between operating and non-operating in comparison to the Board approved budget. He explained that the table shows revenues by type, and expense by function and operating allocation, adding that the operating allocations include transfers of non-operating to operating funds (and vice versa) to provide an accurate accounting of the true results of the university operations.

Mr. Emslie explained that some of these allocations include the repayment of debt that is funded by operating funds, for example the debt on the Active Living Centre that is funded by student fees and membership revenues, in addition to student assistance funded by operating, aid and trust funds, as well as capitalization of assets purchased through operating funds and overhead charges relating to research grants.

Mr. Emslie shared that the budget year end 2021/22 showed a surplus of \$70 million in operating funds, in addition to a 6million dollar surplus of non-operating funds. He explained that numerous factors contribute to the operating surplus, which include:

- Tuition revenue exceeded the budget due to higher enrolment of international students than initially budgeted for. The budget assumption for international and domestic enrolments for 2022/23 has been adjusted, to reduce the likelihood of a similar surplus to occur in 2022/23.
- Sales of goods and services exceeded the budget, due to recreation services and programing, in addition to the underbudgeted revenue for Ancillary Services due to the limited in-person activity on campus.
- Other income exceeded the budget due to insurance proceeds related to the fire in University Centre.
- Operating expenses are lower than budgeted because of unfilled positions and savings related to the labor disruption, in addition to reduced expenditures related to travel as well as office supplies and service requirements.

In explaining the operating budget surplus by area, Mr. Emslie noted that just over \$40 million of surplus was due to faculties and units underspending their operating budgets, adding that there was a \$5.5 million deficit by Ancillary Services. He noted the remaining surpluses include just over \$10 million from tuition, \$18 million in reserve fund savings and just over \$7 million in other savings.



Mr. Emslie explained that the underspent portion of 2021/22 operating funds by faculties and units was greater than in previous years, due to the impacts related to the labor disruption in addition to the reduced in-person activity on campus from pandemic related restrictions.

In providing an overview on surplus by year, Mr. Emslie explained that in comparison to the two years prior, the non-operating surplus has reduced in 2021/22 due to the work and activity that many University researchers have been able to return to this past year and utilizing research funds that were received but not able to be used due to the inability to conduct research activity throughout the two previous years.

Mr. Emslie noted that the accumulated surplus of \$1.8 billion, which includes all surpluses before measuring gains and losses, consists of just over \$1 billion in non-operating surplus that is a combination of capital and unspent research and trust funds, in addition to the operating surplus of \$415 million from endowed gifts and nearly \$400 million from faculties and units. Mr. Emslie provided an overview of the carryover and provision balances of faculty and unit surpluses, noting that:

- \$160 million for faculty and unit carryover and/or provisions for future spending/obligations
- Carryover and provisional funds set aside for each of the Vice-President portfolios
- \$15 million for Ancillary Services, as they retain a portion of their surplus annually for investing in maintaining and renewing assets, noting their reduced surpluses over the past couple of years
- \$167 million held for university priorities

In providing a multi-year overview of carryover and provision balances, Mr. Emslie shared that the increase in surplus funds from faculties relates to the increase in faculty carryover and provisions. In noting the same for university-wide priorities, Mr. Emslie provided a breakdown on provisions for these carryover funds explaining that \$25 million has been set aside for the Fiscal Stabilization Fund to provide a source of funds to the University should the University face any central deficit. He added that the remaining funds have been reserved for special projects including the Machray Hall Redevelopment and Taché Concern Hall, in addition to Hydro Reservicing, projects relating to infrastructure and learning spaces on campus, the ICIP project, which are funds that will match federal government funding to deal with deferred maintenance and energy retrofits on campus, as well the purchase of equipment Churchill Marine Observatory in addition to a handful of other projects and renewals.

Mr. Emslie explained that the University is taking steps to reduce future surpluses by taking a more aggressive approach with enrolment assumptions, reducing contingencies within the budget and the increased cost for salaries.

In referring to the multi-year carryover and provision balances slide presented by Mr. Emslie, Dr. Taylor shared his concerns with optics in how the information relating to university priorities is

presented. He explained that the carryover and provisional funds from faculties are mostly, if not all, connected to university related priorities, and therefore could leave room for misunderstanding of how these funds are being set aside for university priorities overall. Mr. Emslie agreed and will review the way this information is reflected within future presentations.

Ms. Magnus expressed her appreciation for the work done by the finance office for the MD&A that effectively addressed budget surpluses. She asked if units could spend more than budgeted, or if surpluses would continue to accumulate each year. Mr. Emslie explained the legislation is quite vague in describing how the University can spend annually, other than to note that the University cannot plan to spend more than budgeted, although the University can run a deficit. He shared that while the University could spend more than budgeted, for the University to plan to run an operating budget deficit it would require approval from the government, adding that carryover and provisional funds can be used for capital purposes, which would not result in a deficit however could increase amortization expenses.

In response to the question, Mr. Emslie explained that it is possible that the government cut back on grants due to the university's surplus, adding that the University is aware of this risk and is working to alleviate it. He noted that while the University is currently facing a higher than usual surplus, there is an appropriate amount of retained earnings required for an institution and that the University is working to flatten the curve. Ms. Koldingnes noted that these surpluses have been allocated to specific projects, including multi-year projects.

Mr. Emslie explained that plans are in place to utilize these surplus funds, with projects laid out within the slide titled "University Priorities Provisions – March 31, 2022" presented earlier. He also shared that faculties have made plans for their own carryover and provisions, in considering the timing of when to begin their projects.

Dr. Benarroch explained that given the limited amount of government funding to support capital, the only way to fund capital is to run a surplus in one year and spend those surplus funds the year after. He shared the challenges faced by faculties, in that while they may have a small amount of surplus, to plan for larger expenditures it may take years to accumulate those funds. Dr. Benarroch noted that there has been a large amount of variability over the last handful of years, due to the very little in-person activity on campus in addition to the budget cuts and low wage settlements mandated by the government. He explained that the goal is to gain a better understanding overall of the university's base budget in addition to ensuring that the appropriate amount of spending occurs, while also ensuring funding for future capital projects.

In response to the question on the overall management of capital projects, Ms. Andrew explained that each project will have a capital schedule and contracts that dictate payment schedules, in addition to the annual update on capital projects provided by the Associate Vice-President (Administration). Mr. Emslie noted that the financials of each project are tracked separately, noting that controls are in place to ensure that purchasing policies are being followed.

It was moved by Mr. Osiowy and seconded by Mr. Finkbeiner:

**THAT the Board of Governors approves the Financial Statements of The University of Manitoba for the year ended March 31, 2022.**

**CARRIED**

#### 4.3 Fraud and Financial Irregularity Reporting Policy

Mr. Osiowy noted that the Committee considered this submission for a new governing document at their June 21<sup>st</sup> meeting. He explained that Audit Services developed the Fraud and Financial Irregularity Reporting Policy to provide the university community with a clear and concise framework in reporting fraud and financial irregularities, and that the procedure document operationalizing the policy is to follow, with the approval of the procedure left to the Vice-President (Administration).

Ms. Andrew explained that the University of Manitoba currently does not have a policy that addresses fraud and financial irregularities, adding that this policy specifically addresses fraud and how it will not be tolerated, in addition to the requirement for employees to report suspected fraud and how to do so. She explained that Learning and Organizational Development have developed online training to provide guidance and education to the University Community, adding that Audit Services is also working very closely with the Change Management Office.

The Chair welcomed Ms. Martin, Director of Audit Services, to the meeting. Mr. Finkbeiner asked whether this policy addresses the reporting of fraud and/or theft to the authorities. Ms. Martin explained that the policy notes that any disciplinary measures would be in accordance with other University and Human Resource policies, adding that if legal action were necessary then the University's legal team would provide guidance. Ms. Andrew added that this policy takes an overly broad definition and approach to fraud and financial irregularities, however when a more specific definition of fraud is required then there are other University policies in place to ensure that it is managed appropriately. Ms. Andrew noted this policy provides guidance to the University community regarding behavior, and not the investigation of fraud irregularities. In response to the question on the reporting of fraud to the broader stakeholders, including donors, Ms. Koldingnes explained that the University is guided by privacy and would take advice from the University's legal team on how to communicate these issues without breaching privacy.

Ms. Andrew noted that if gross misconduct should occur, the University does have a legislative requirement to report, and although the details would fall within and governed to a certain extent through safe disclosure, there are communications shared through the University's website in addition to reporting to the government. She reminded members that the intention for this policy is to guide behaviors in addition to addressing irregularities and trends. Ms. Martin added that individuals may also disclose under other fraud reporting related policies in addition to the Safe Disclosure (Whistleblower) policy, however the Fraud and Financial Irregularities policy is to provide education to the university community on fraud and financial irregularity.

It was moved by Mr. Osiowy and seconded by Dr. Murdock:

**THAT the Board of Governors approves the creation of the Fraud and Financial Irregularity Reporting Policy, effective July 1, 2022.**

**CARRIED**

## **FOR CONSULTATION**

### **5. FROM SENATE**

#### **5.1 Request for Admission Target Increase, Bachelor of Respiratory Therapy, College of Rehabilitation Sciences**

Dr. Benarroch explained that the President has the authority to increase program enrolment, in consultation with the Senate, the Board of Governors and university community. He shared that there is a shortage of respiratory therapists in Manitoba, noting that the University of Manitoba currently trains sixteen respiratory therapists. Dr. Benarroch explained that there have been discussions with the government regarding funding to increase the number of seats within this program from sixteen to twenty, noting that twenty seats is maximum capacity for the program as it currently stands. He explained that this program is of high demand, and this increase to twenty seats is permanent to the program.

Ms. Magnus asked for clarification on the process in deciding on moving forward with four additional spaces within the program, as well as incremental costs in adding additional seats. Dr. Benarroch explained that given the current spaces for labs and classrooms, in addition to the number of students within the program, increasing the seats from sixteen to twenty will allow cohorts to remain. He added that increasing seats beyond this number would require an entirely new and additional student cohort and therefore additional lab and classroom spaces and facilities. The current Bachelor of Respiratory Therapy Program can effectively and efficiently manage the increase to twenty seats, and if additional spaces should be required the government is open to more dialogue regarding program expansion.

#### **5.2 Request for Admission Target Increase, Bachelor of Midwifery, College of Nursing**

Dr. Benarroch explained that in June 2022, he had approved a request from the College of Nursing for a one-time increase to the admission target for the Bachelor of Midwifery program, from six to eight seats. This increase was to address recent enrolment attrition due to two students who took a leave from the program. Dr. Benarroch shared that the College is now requesting for a permanent increase to eight seats within the program, adding that there are more applicants than number seats available and a higher demand for midwives, particularly in northern communities.

Dr. Benarroch noted that in the future, when the University requests for additional funding from the government for programs, the University will also request that blocked funding from the government for those program(s) are distributed appropriately by government to ensure that funding to other faculties is not affected. He shared that he spoke with the Deputy Minister about this, who responded very positively and will incorporate those changes for funding requests moving forward.

**FOR INFORMATION**

6. President’s Report

Dr. Benarroch commented on the change in how he will be reporting to the Board throughout the year, sharing that the recent in-person convocation and spring term has brought a lot of positive energy from students, staff, and faculty. In preparation for Fall term, Dr. Benarroch continues to encourage faculty members to return to campus to review their classroom set-up and determine their technical needs, understanding the high demand for additional technologies.

Dr. Benarroch shared results of a recent survey taken by students on student well-being. He noted that the most impactful side effect of the pandemic for students has been a lack of motivation and engagement, and when asked what would most improve their academic performance, students noted return to in-class activity as the number of choices, in addition to the same for improving engagement.

Dr. Benarroch shared that the University of Manitoba continues to move towards being fully in-person in the Fall, while ensuring the safety and well-being for the University community. He noted that various ventilation testing and upgrading, where possible, has and continues to occur.

Dr. Benarroch commented that overall, this has been a positive academic year that ended with in-personal convocation that was wonderful and heartwarming to experience. He also shared a special thank you to the many individuals who planned and took part in the Installation event, which was incredibly special for him and his family.

**MOTION TO MOVE TO CLOSED AND CONFIDENTIAL SESSION**

It was moved by Ms. Sekander and seconded by Ms. DeSouza-Huletey:  
**THAT the meeting move into Closed and Confidential Session.**

**CARRIED**

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Chair

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University Secretary

## **Report of the Finance, Administration and Human Resources Committee to the Open Session of the Board of Governors**

September 13, 2022

The Finance, Administration, and Human Resources Committee met on September 13, 2022. The Committee reviewed and discussed in detail two items for approval by the Board as part of the Open Session Agenda.

### Revised Governing Document: Sexual Violence Policy

The Committee reviewed in detail the proposed revisions to the Sexual Violence Policy. The policy was rewritten, following the acceptance of the Fall 2019 report entitled “Responding to Sexual Violence, Harassment & Discrimination at the University of Manitoba: A Path Forward”. One of the recommendations from the report set out that the University should adopt a policy requiring mandatory documentation and reporting of disclosures by all supervisors and managers.

Over the past two years, the Advisory Committee engaged in consultations with UM community members and the Sexual Violence Steering Committee. Based on the feedback, it was concluded that the recommendation should not be implemented in this way but rather with a trauma-informed and supportive approach. The approach is detailed in the revised Policy. The Committee also received an update from the Vice-President (Administration) on the progress in implementing the 43 recommendations in *A Path Forward*, noting that 26 recommendations have been implemented and 13 are in progress.

**The Committee recommends that the Board approve the revised *Sexual Violence Policy*, effective upon approval.**

### Revised Governing Document: Governing Documents Development and Review Policy

The Committee reviewed the proposed changes to Section 2.14 of the Governing Documents Development and Review Policy. Revisions to this policy will allow the University to be more nimble in ensuring that the language included in University-level Governing Documents, including but not limited to Policies, Procedures, and Bylaws, is current and inclusive, while ensuring the integrity of the Governing Documents. This proposal was developed to advance the University’s stated commitment to Equity, Diversity, and Inclusion.

The proposed changes include the addition of changes to contact information, position titles, and inclusive language with respect to persons with disabilities and accessibility, and inclusion as it relates to gender identity and sexual orientation, race and ethnicity and Indigenous peoples and nations, without materially affecting the substance or content. An annual report of the changes will be required.

**The Committee recommends THAT the Board of Governors approve the revisions to Section 2.14 of the *Governing Documents Development and Review Policy*.**

Kathryn Lee, Chair  
Finance, Administration, and Human Resources Committee



**AGENDA ITEM:**

Proposed Revisions to the *Sexual Violence Policy*.

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approves** the revised *Sexual Violence Policy*, effective immediately.

**CONTEXT AND BACKGROUND:**

In Fall 2019, the University of Manitoba (UM) accepted the report entitled, “Responding to Sexual Violence, Harassment & Discrimination at the University of Manitoba: A Path Forward” (the Path Forward Report), which made a number of recommendations relating to the prevention of, and response to, sexual violence, harassment and discrimination.

Recommendation #32 of the Path Forward Report sets out that the UM should adopt a policy that would require mandatory documentation and reporting of sexual violence disclosures by all supervisors and managers. An Advisory Committee was created and tasked with the implementation of this recommendation.

Over the past two years, the Advisory Committee engaged in consultation with UM community members, including the Sexual Violence Steering Committee. Based on the feedback received, the Advisory Committee concluded that Recommendation #32 should not be implemented in a way that would require all persons in supervisory or management positions who receive a disclosure to document and report the disclosure, as this process would be contrary to a trauma-informed approach. Rather, the Advisory Committee recommends an approach that:

- Is trauma-informed;
- Supportive of those who disclose;
- Supportive of those who receive disclosures;
- Provides education and training to ensure a standardized response to disclosures; and
- Provides a centralized location for referrals

The Advisory Committee recommends that those in managerial and supervisory positions be required to refer the disclosee to the Sexual Violence Resource Centre, and inform the disclosee about the Sexual Violence Policy and available resources so that they may best choose how to move forward.

**RESOURCE REQUIREMENTS:**

Mandatory referrals can be accommodated by the existing Human Resources structure for supervisors and managers. The Sexual Violence Steering Committee will support the education/training of community members in managerial or supervisory roles on their new obligations.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

The revisions to the Sexual Violence Policy support the University’s commitment to foster a safe campus, create a culture of consent and are consistent with the UM’s values of accountability, equity and inclusion.

**IMPLICATIONS:**

The proposed revisions are compliant with the University’s obligations as they relate to sexual violence under *The Advanced Education Administration Act*. The proposed revisions also meet the commitments made by the University in relation to the Path Forward Report.


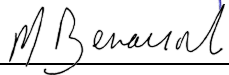
**ALTERNATIVES:**

The Advisory Committee originally considered adopting Recommendation #32 as written. Following all stakeholder consultations, the Advisory Committee moved towards a more trauma-informed and survivor-centered approach, which is reflected in the attached revised draft. The Advisory Committee acknowledged and recognized that siloing can be a problem faced by the University when disclosures are kept within the confines of the units/faculties involved and not brought to the attention of the Human Rights and Conflict Office. In weighing the benefits of preventing siloing, the Advisory Committee still landed in favour of a trauma-informed approach, leaving autonomy in the hands of those making the disclosures. The Advisory Committee understood that this limits the University’s prevention abilities as well as its ability to limit its own liability. The Advisory Committee further noted that Recommendation #32 arose prior to the development of the Sexual Violence Resource Centre, a centralized support for the UM community.

**CONSULTATION:**

The proposed changes were drafted by the Advisory Committee, which included the Vice-Provost (Academic Affairs), the Associate Vice-President (Human Resources), and the Director of Student Support. Stakeholders were consulted as part of the development of these proposed changes, including student stakeholders (University of Manitoba Students’ Union & University of Manitoba Graduate Students’ Association), labour stakeholders (University of Manitoba Faculty Association and other collective bargaining units), and the Sexual Violence Steering Committee. These proposed changes were approved by the Path Forward Implementation Committee for submission to the Board.

**ROUTING TO THE BOARD OF GOVERNORS:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Title</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Vice-President (Administration)	August 25, 2022
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		President & Vice-Chancellor	Aug. 30, 2022
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

**SUBMISSION PREPARED BY:** Meghan Menzies, Human Rights and Conflict Management Officer

**ATTACHMENTS:**

Proposed updates to the *Sexual Violence Policy* (blackline)





## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>SEXUAL VIOLENCE</b>
<b>Effective Date:</b>	September 1, 2016
<b>Revised Date:</b>	September 29, 2020
<b>Review Date:</b>	September 29, 2023
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	<i>The University of Manitoba Act, s.4(t), s.16(1), s.18</i>
<b>Responsible Executive Officer:</b>	President
<b>Delegate:</b>	Vice-President (Administration)
<b>Contact:</b>	General Counsel
<b>Application:</b>	Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment at the University, students, volunteers, external parties, contractors and suppliers

### Part I Reason for Policy

1.1 The reason for this Policy is to:

- (a) Articulate the University's Guiding Principles around Sexual Violence;
- (b) Provide a framework for the provision of guidance, assistance and support to members of the University Community who have experienced Sexual Violence or who have received a Disclosure of Sexual Violence;
- (c) Set out a consistent process for responding to a Disclosure or Formal Complaint of Sexual Violence that ensures that:
  - (i) This Policy and the Procedure will be implemented with transparency and fairness;
  - (ii) Those impacted by Sexual Violence will be treated with respect and compassion, as part of a trauma-informed approach that is rooted in

Intersectionality and that is culturally sensitive to a person's background, perceptions and experiences;

- (iii) A clear explanation of the process, options available to Complainants, Respondents, and other participants, and potential outcomes of the process are made available through the Office of Human Rights and Conflict Management; and
  - (iv) Members of the University Community understand their respective rights and obligations when reporting or responding to Sexual Violence;
- (d) Reduce instances of Sexual Violence through education and training;
  - (e) Set out the means by which this Policy will be reviewed and reported; and
  - (f) Ensure that the University is compliant with relevant legislation, including *The Human Rights Code* (Manitoba), *The Workplace Health and Safety Regulation* (Manitoba), *The Freedom of Information and Protection of Privacy Act*, *The Personal Health Information Act*, and *The Advanced Education Administration Act* (Manitoba).

## 1.2 Guiding Principles:

- (a) Sexual Violence is a significant and systemic social issue that can affect anyone at the University. Anyone can experience Sexual Violence, regardless of a person's social position or position within the University structures, hierarchies, and power relations.
- (b) Some individuals or groups experience Sexual Violence at higher rates and in different ways. Every effort to address Sexual Violence should be grounded in Intersectionality and an understanding that each person's experience will be affected by many factors.
- (c) Sexual Violence does not exist or operate in isolation. Acts of Sexual Violence can also be acts of discrimination. University strategies to address Sexual Violence are therefore informed by broader equity, diversity and anti-discrimination initiatives and goals.

## **Part II Policy Content**

### **Definitions**

2.1 The following terms are defined for the purpose of this Policy:

- (a) **“Breach”** means any conduct, behaviour, action or omission which is prohibited under this Policy or the Procedure, including but not limited to Sexual Violence and Reprisals.
- (b) **“College”** means a Professional College as defined under the Definitions of Academic Units policy.
- (c) **“Complainant”** means the individual or individuals bringing forward a Formal Complaint of a Breach.
- (d) **“Consent”** means the voluntary agreement to engage in physical contact or sexual activity and to continue to engage in the contact or activity. Consent means that all persons involved demonstrate, through words or actions, that they freely and mutually agree to participate in a contact or activity. More specifically:
  - (i) consent must be given at the outset and at all stages of physical contact or sexual activity;
  - (ii) it is the responsibility of the initiator to obtain ongoing consent;
  - (iii) consent can be withdrawn at any time by any participant;
  - (iv) someone who is incapacitated cannot consent;
  - (v) there is no consent where one person abuses a position of trust, power, or authority over another person;
  - (vi) past consent does not imply future consent;
  - (vii) a person cannot give consent on behalf of another person;
  - (viii) silence or the absence of “no” is not consent;
  - (ix) the absence of perceived resistance is not consent; and
  - (x) there is no consent when there is coercion, force, threats, or intimidation towards any person, or where there is fraud or withholding of critical information that could affect a person’s decision to consent.
- (e) **“Designated Officer”** means the Vice-President (Administration), or designate.
- (f) **“Disclosure”** means telling someone about an instance of Sexual Violence. For the purpose of this Policy and the Procedures, a Disclosure means telling the Office of Human Rights and Conflict Management. A Disclosure does not initiate an Investigation unless a Formal Complaint is

made or the University initiates an Investigation in accordance with the Procedure.

- (g) **“Faculty”** means a Faculty as defined under the Definitions of Academic Units policy.
- (h) **“Formal Complaint”** means a complaint to the Office of Human Rights and Conflict Management that is in writing and contains, at minimum, the following information;
  - (i) The name of the Complainant and contact information for the Complainant;
  - (ii) A description of the alleged Breach;
  - (iii) The approximate date of the alleged Breach;
  - (iv) The name of the Respondent;
  - (v) Contact information for the Respondent, if known; and
  - (vi) An indication that the Complainant desires the Formal Complaint to be the subject of an Investigation.
- (i) **“Informal Resolution”** means the resolution of an alleged Breach to the satisfaction of the Complainant and the Respondent, without an Investigation being completed, as per sections 2.23 to 2.32 of the Procedure.
- (j) **“Intersectionality”** means a framework that promotes an understanding that individuals are shaped by interacting social locations and identities (e.g. race, sexuality, gender etc.).
- (k) **“Investigation”** means a formal investigation of an alleged Breach conducted in accordance with the Procedure.
- (l) **“Investigator”** means one or more persons appointed as the investigator of an alleged Breach, pursuant to section 2.59 of the Procedure.
- (m) **“Office of Human Rights and Conflict Management”** or **“OHRCM”** means the unit appointed by the University of Manitoba to implement this Policy and the Procedure.
- (n) **“Policy”** means this Sexual Violence policy.
- (o) **“Preliminary Assessment”** means the initial review of a Formal Complaint, in accordance with sections 2.36 to 2.41 of the Procedure.
- (p) **“Procedure”** means the Disclosures and Complaints Procedure.

- (q) **“Reprisal”** means any measures taken against a Complainant, Respondent, or any other person because they have asked for advice regarding this Policy or Procedure, brought forward allegations of a Breach or made a Formal Complaint, cooperated with an Investigation, or rejected a sexual solicitation or advance. Reprisal measures include, but are not limited to:
- (i) Discipline;
  - (ii) Academic penalties (in the case of students);
  - (iii) Demotion;
  - (iv) Termination of employment;
  - (v) Termination of an academic appointment;
  - (vi) Any other measure which significantly adversely affects working conditions or educational experience; and
  - (vii) A threat to take any of the measures referred to above.
- (r) **“Respondent”** means an individual or individuals accused of having caused or contributed to a Breach.
- (s) **“School”** means a “School of the University” or a “School of the Faculty”, as those terms are defined under the Definitions of Academic Units policy.
- (t) **“Sexual Assault”** means any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim. Sexual Assault is characterized by a broad range of behaviours that involve the use of force, threats or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, and is carried out in circumstances in which the person has not freely provided Consent, or is incapable of providing Consent.
- (u) **“Sexual Harassment”** refers to one serious incident or a course of objectionable and unwelcome sexual conduct or comments directed at an individual that includes, but is not limited to:
- (i) Unwanted sexual attention, including persistent invitations for dates, by a person who knows or ought reasonably to know that such attention is unwanted or unwelcome;
  - (ii) Gender-based abusive or unwelcome conduct or comments that would objectively have the effect of creating an intimidating, humiliating, hostile or offensive work or learning environment;

- (iii) Sexist jokes or remarks, including comments regarding a person's appearance or clothing;
  - (iv) Leering, ogling, or other sexually oriented gestures;
  - (v) Questions about a person's sexual history, sexuality, sexual orientation, or sexual identity by a person who knows or ought reasonably to know that the questions are unwanted or unwelcome;
  - (vi) Offensive physical contact by a person who knows or ought reasonably to know that the contact is unwanted or unwelcome;
  - (vii) A single sexual solicitation or advance or a series of solicitations or advances made by a person who is in a position to confer any benefit on or deny any benefit to the recipient, and who knows or ought reasonably to know that the solicitation or advance was unwanted or unwelcome; or
  - (viii) A Reprisal for rejecting a sexual solicitation or advance.
- (v) **“Sexual Violence”** means any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes, but is not limited to, Sexual Assault, Sexual Harassment, stalking, indecent exposure, voyeurism and sexual exploitation. Sexual Violence can occur in many contexts, including in person, in writing, online, on social media, through digital communication or via other technology.
- (w) **“Supervisors or Managers”** means any member of the University Community to whom at least one other member of the University Community reports for employment, academic or volunteer purposes.
- (x) **“SVRC”** means the Sexual Violence Resource Centre.
- (y) **“UMSS”** means the University of Manitoba's Security Services.
- (z) **“University”** means The University of Manitoba.
- (aa) **“University Community”** means all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, students, volunteers, external parties, contractors and suppliers.
- (bb) **“University Instituted Investigation”** means an Investigation initiated by the Designated Officer in consultation with the OHRM, pursuant to sections 2.56 to 2.58 of the Procedure.

- (cc) **“University Matter”** has the same meaning as defined in section 2.3 of the Procedure.

## **RESPONSIBILITIES OF THE UNIVERSITY AND UNIVERSITY COMMUNITY**

### **University Commitments**

- 2.2 The University of Manitoba is committed to maintaining a healthy and safe work, learning, living and social environment for all members of the University Community. The University is therefore committed to:
- (a) Making available and actively promoting programs to educate and train University Community Members on the prevention of and response to Sexual Violence;
  - (b) Encouraging individuals to bring concerns about an alleged Breach to an appropriate authority, and protecting those who bring forward such allegations against Reprisal;
  - (c) Supporting those impacted by Sexual Violence through academic, non-academic, workplace, medical and other supports or accommodations as required;
  - (d) Ensuring a trauma-informed and Intersectional approach to the implementation of this Policy and the Procedure;
  - (e) Ensuring barriers to the application of this Policy are reduced, including that individuals will not be asked to repeat their accounts more than is necessary for the implementation of this Policy or the Procedure;
  - (f) Ensuring that following a Disclosure or Formal Complaint of Sexual Violence, all University Community members are treated with compassion, dignity and respect, and provided with support throughout the process;
  - (g) Responding to Sexual Violence in a manner that minimizes re-traumatization and promotes recovery, empowerment, and self-determination, subject to the limits of confidentiality and the University’s community safety obligations as set out in this Policy and the Procedure. This includes providing options to those impacted by Sexual Violence on how to access supports, and allowing them to determine whether or not to proceed with a Formal Complaint process;
  - (h) Providing information and exploring opportunities to engage in Informal Resolution where appropriate, and in matters involving members of a collective bargaining unit, where permissible under collective agreements.
  - (i) Investigating Formal Complaints of Sexual Violence when appropriate, and ensuring that Investigations represent a fair process for all Complainants,

Respondents and other participants; that they respect procedural fairness; and where applicable, are in accordance with the collective agreement provisions;

- (j) Respecting the privacy of those impacted by Sexual Violence in accordance with the Procedure;
- (k) Implementing appropriate interim measures that ensure fairness;
- (l) Monitoring and updating University Policies and protocols to ensure that they remain effective and in line with other existing Policies and best practices; and
- (m) Implementing this Policy and the Procedure with transparency and accountability, including applying this Policy to all members of the University Community regardless of a person's social position, or position within the University structures or hierarchies.

### **University Community Responsibilities**

- 2.3 Promoting a safe work and learning environment is a responsibility of all members of the University Community. The University calls for all members of the University Community especially those in instructional, supervisory, or managerial positions to:
- (a) Practise consent and respect, and create a culture in which consent and respect are foundational principles and practices;
  - (b) Bring forward evidence of a Breach of which they become aware to the OHRCM;
  - (c) Deal appropriately with allegations regarding Breaches or other violations of this Policy or Procedure;
  - (d) Provide reasonable cooperation in an Investigation of a Breach;
  - (e) Be aware of their responsibilities and educate themselves as to the expectations and reporting requirements under this Policy and the Procedure; and
  - (f) Educate those for whom they are responsible regarding expectations for safe and respectful conduct, including this Policy and Procedure.



## **EDUCATION, TRAINING AND SUPPORT**

### **Education and Training**

- 2.4 Education is a fundamental aspect of the University's commitment to preventing and addressing Sexual Violence. The University will provide access to coordinated education and training programs pertaining to preventing, responding to, and raising awareness about Sexual Violence. Proactive measures that will be taken by the University will be grounded in the Guiding Principles of this Policy, and include implementing and actively promoting education, awareness, prevention, and training programs, in multiple fully accessible formats and tailored to multiple audiences.

### **Sexual Violence Steering Committee**

- 2.5 The University will establish an institution-wide committee comprising representatives from various stakeholder groups within the University Community in order to advise the University on issues relating to Sexual Violence, including training programs and educational initiatives.

### **Supports**

- 2.6 The University will communicate and provide resources to support Complainants, Respondents, witnesses, and those affected by Sexual Violence, including online resources with links to on-campus and off-campus supports and resources that may be accessed by **members** of the University Community.

## **AUTONOMY IN DISCLOSURE AND/OR FORMAL COMPLAINTS**

- 2.7 A person who has made a Disclosure and/or Formal Complaint of Sexual Violence has autonomy in decision-making, and in particular with respect to whom to Disclose, whether to make a Formal Complaint, whether to pursue recourse to the criminal or civil justice systems, and whether to access available supports and accommodations.
- 2.8 Notwithstanding section 2.7, the University also has an obligation to protect the University Community from harm. The University reserves the right to initiate a University Instituted Investigation in accordance with the Procedure, and/or to report the incident to local police services, even without the consent of the Complainant, if it believes that the safety of the University Community is at risk or if reporting is required by law (for example, in the case of a minor). In cases where actions are taken without the consent of the Complainant, reasonable efforts will be made to preserve the anonymity of the Complainant. In addition, the Complainant will be notified of the actions the University intends to take in order that the Complainant can work with the University to take any additional safety precautions that may be required as a result of the University's actions.

2.9 The University recognizes that Disclosures of an incident of Sexual Violence are often shared in confidence. A Disclosure does not initiate a Formal Complaint process. If a member of the University Community chooses to Disclose an incident of Sexual Violence but does not want to report the incident to the police or file a Formal Complaint under this Policy, they remain entitled to access available personal supports and accommodations/considerations appropriate to their circumstances. The University's response to Disclosures will be guided by section 2.17 to 2.22 of the *Disclosures and Complaints Procedure*. University Community members who have experienced Sexual Violence might initially Disclose to a trusted friend, faculty or staff member. Anyone receiving a Disclosure should listen and act in a caring and supportive way.

### **Mandatory Referrals**

- 2.10 Additional obligations exist for all Supervisors or Managers. All Supervisors or Managers who receive a Disclosure shall:
- (a) Inform the University Community member making the Disclosure about this Policy and of the support services that are available to them. A list of support resources can be found on the Sexual Violence Support and Education website; and
  - (b) Refer the University Community member to the Sexual Violence Resource Centre ("SVRC"), who can provide confidential, professional support and advice on options moving forward. It is up to the Community Member if identifying information, such as their name and contact information, is shared with the SVRC. Where there is an urgent personal safety concern or immediate risk/threat, Supervisors or Managers must contact UMSS or 911.

## **INVESTIGATIONS AND DISCIPLINE**

### **Investigation**

2.11 The University will investigate allegations of Sexual Violence in relation to a University Matter in accordance with the Procedure.

### **Discipline**

2.12 Any member of the University Community who breaches this Policy or the Procedure in relation to a University Matter will be subject to discipline under the Procedure.

## **ANNUAL REPORT**

2.13 The OHRM will produce and provide an annual report to the Designated Officer, outlining:

- (a) Information on activities undertaken to raise awareness and contribute to prevention, including the type of activity and the number of students and staff who attend;
- (b) De-identified data regarding the number and types of Disclosures and Formal Complaints received;
- (c) De-identified data on process factors such as the number and types of Investigations conducted and whether they resulted in a finding of Breach or No Breach;
- (d) Aggregate anonymized data on Complainant and Respondent roles at the University;
- (e) De-identified data on fairness factors such as time to process and the identity of investigators;
- (f) Lessons learned flowing from after-action reviews;
- (g) Information regarding observable trends and commentary on the implementation and effectiveness of the Policy; and
- (h) Other relevant information which may further the implementation of the Policy and its Procedures.

2.14 The annual report will be made available to the University Community.

### **ADDITIONAL PROTECTIONS**

2.15 The OHRCM will provide Complainants with a clear explanation of the available processes and options. Nothing in this Policy or the Procedure is intended to discourage or prevent a member of the University Community, including students and employees, from filing a complaint with, for example, the Winnipeg Police Service, the Manitoba Human Rights Commission, professional regulatory bodies, or from exercising any other legal rights pursuant to any other law.

2.16 In addition, nothing in this Policy or the Procedure is intended to limit the rights of an employee governed by a collective agreement. If there is any ambiguity or conflict between this Policy or the Procedure, and a collective agreement, the collective agreement will prevail.

### **Part III Accountability**

3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Policy is required.

- 3.2 The Vice-President (Administration) is responsible for the implementation, administration and review of this Policy.
- 3.3 All members of the University Community are responsible for complying with this Policy.

#### **Part IV Authority to Approve Procedures**

- 4.1 The Vice-President (Administration) may approve procedures, if applicable, which are secondary to and comply with this Policy, including but not limited to:
- (a) A procedure to supplement existing policies, procedures or bylaws, by providing a mechanism for the Investigation of an alleged Breach, including regarding:
    - (i) Receipt and review of complaints;
    - (ii) The circumstances under which an Investigation should take place;
    - (iii) Appointment of Investigators;
    - (iv) Conduct of an Investigation, in accordance with the principles of procedural fairness and natural justice;
    - (v) Respecting the confidentiality of information collected in relation to Formal Complaints, Disclosures and Investigations;
    - (vi) Protecting individuals against Reprisal;
    - (vii) Protecting individuals against unfounded allegations of a Breach;
    - (viii) Producing a report at the conclusion of an Investigation; and
    - (ix) Providing information to appropriate disciplinary authorities, if necessary.
  - (b) Generally defining the responsibility, authority and accountability of members of the University Community under this Policy.

#### **Part V Review**

- 5.1 Governing Document reviews shall be conducted every three (3) years. The next scheduled review date for this Policy is September 29, 2023.
- 5.2 In the interim, this Policy may be revised or repealed by the Approving Body if:

- (a) The Vice-President (Administration) or the Approving Body deems it necessary or desirable to do so;
  - (b) The Policy is no longer legislatively or statutorily compliant; and/or
  - (c) The Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) Comply with the revised Policy; or
  - (b) Are in turn repealed.

## **Part VI Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
- (a) Sexual Assault Policy effective September 1, 2016;
  - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (c) all previous Administration Governing Documents on the subject matter contained herein.

## **Part VII Cross References**

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Disclosures and Complaints Procedure](#)
  - (b) [Respectful Work and Learning Environment Policy](#)
  - (c) [Definitions of Academic Units Policy](#)
  - (d) [Access and Privacy Policy and Procedure](#)
  - (e) [Records Management Policy and Procedure](#)
  - (f) [Student Discipline Bylaw](#)
  - (g) [Student Non-Academic Misconduct and Concerning Behaviour Procedure](#)

- (h) Student Discipline Appeal Procedure
- (i) Use of Computer Facilities Policy and Procedure
- (j) Violent or Threatening Behaviour Policy and Procedure
- (k) *Criminal Code*, RSC 1985, c C-46
- (l) *The Human Rights Code*, C.C.S.M. c. H175
- (m) *The Workplace Safety and Health Regulation 217/2006*
- (n) *The Advanced Education Administration Act*, C.C.S.M. c. A6.3
- (o) *The Freedom of Information and Protection of Privacy Act*, C.C.S.M. c. F175
- (p) *The Personal Health Information Act*, C.C.S.M. c. P33.5



**AGENDA ITEM:**

Revision to the Governing Documents Development and Review Policy

**RECOMMENDED RESOLUTION:**

**THAT the Board of Governors approve the revisions to Section 2.14 of the Governing Documents Development and Review Policy as noted below:**

**Previous Version:**

**2.14 The Office of the University Secretary is authorized to update contact information, cross references and to correct typographical errors in Governing Documents, provided that such changes do not materially affect their substance or content.**

**Proposed Revision:**

**2.14 The Office of the University Secretary is authorized to approve minor changes to university Governing Documents, provided that such changes do not materially affect the substance or content of the Governing Document. Such minor changes include:**

- (a) corrections of typographical errors**
- (b) changes in contact information or position titles;**
- (c) changes in names of units or departments;**
- (d) amendments to reflect new or amended Governing Document titles;**
- (e) amendments to incorporate inclusive language with respect to persons with disabilities and accessibility, and inclusion as it relates to gender identity and sexual orientation, race and ethnicity and Indigenous peoples and nations; and**
- (f) amendments to update references to website links included within the Governing Documents.**

**The University Secretary shall report annually to the President on any minor Governing Documents amendments approved under this section.**

**CONTEXT AND BACKGROUND:**

The [Governing Document Development and Review Policy](#) and Procedure sets out the process by which University-level governing documents are approved. The Policy also provides for an articulated approval and periodic review process for all governing documents.

Recent discussions have demonstrated the number of university-level governing documents and other university and unit-level documents that incorporate out-of-date, or non-inclusive language. The University is a constantly evolving organization in a continuously changing world. There is a need for

University governing documents to reflect up-to-date language as part of its stated goals of advancing equity, diversity and inclusion.

The proposed update will facilitate the efficient updating of University governing documents, building upon the existing provisions of Section 2.14 of the Governing Document Development and Review Policy.

**RESOURCE REQUIREMENTS:**

No operational, financial, or capital resources will be required. The approval of the revised policy will require the time of staff in the Office of the University Secretary to review and make revisions to the Governing Documents as outlined in the policy revision.

**CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:**

The University has a stated goal of advancing equity, diversity and inclusion and these revisions are an important and visible part of the process. The updating of the policy will allow the University to be more nimble in the revisions of policies, procedures, and other Governing Documents.

**IMPLICATIONS:**

N/A


**ALTERNATIVES:**

N/A

**CONSULTATION:**

Tina Chen, Executive Lead, Equity Diversity and Inclusion  
Janesca Kydd, General Counsel  
Marcie Macdonald, Human Resources

**ROUTING TO THE BOARD OF GOVERNORS:**

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Title</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	 Jeff Leclerc	University Secretary	2022/09/01
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

**SUBMISSION PREPARED BY:** Laura Orsak-Williams, Governance Systems Coordinator

**ATTACHMENTS:**

None





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Report from Senate (October 6, 2022) RE: Request for Increases to Admission Target, Bachelor of Respiratory Therapy, College of Rehabilitation Sciences

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**Items for discussion / advice:**

Request for Admission Target Increase, Bachelor of Respiratory Therapy, College of Rehabilitation Sciences (Attachment 1)

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**Context and Background:**

The Board policy on *Admission Targets* specifies that it is the President who has authority to approve changes to, or the introduction of, admission targets following consultation and discussion with the dean or director, with Senate and with the Board of Governors, subject to the provisions of the provincial *Programs of Study Regulation*.

The Board was previously consulted (June 28, 2022) on a request from the College of Rehabilitation Sciences to increase enrolment in the B.R.T. program by four seats, from sixteen (16) to twenty (20) seats. On August 22<sup>nd</sup>, the University received notification from Manitoba Advanced Education, Skills and Immigration that the province has approved the four additional seats, with additional funding in fiscal year 2022/23, including capital (\$257,500) and operating funds (\$225,319), and ongoing funding to be communicated in the 2023/24 funding letter. The Provost and Vice-President (Academic) instructed the College to proceed with the enrolment increase effective for the 2022 Fall Term.

The President has received a new request from the College of Rehabilitation Sciences to further increase the admission target for the Bachelor of Rehabilitation (B.R.T.) program by twenty (20) seats, from twenty (20) to forty (40) seats. Subject to approval of the request, by the President and the province, and the receipt of new resources from the province, the admission target increase would be effective for the 2023 Fall Term.

The purpose of the Bachelor of Respiratory Therapy (B.R.T.) degree is to educate and prepare respiratory therapists for entry-to-practice in Canada. Respiratory therapy is a specialized field of allied health that assesses, treats, and supports individuals with breathing problems and other cardio-pulmonary-related illnesses and conditions. Respiratory therapists work in intensive care units, operating rooms, medical transportation, primary care, long-term care, and home care. The program in the College of Rehabilitation Sciences at UM is the only English-language entry-to-practice B.R.T. degree in the country.

The request to increase the admission target for the B.R.T. is made in the context of a significant shortage of respiratory therapists provincially and nationally. Shared Health has determined there is a high need for respiratory therapists in the provincial workforce. The current number of graduates from the B.R.T. program each year is not sufficient to meet the demand. The vacancy rate for respiratory therapy positions, which is estimated to be 20 to 25 percent, has been exacerbated by the ongoing COVID-19 pandemic and is anticipated to continue given increasing retirements. The current proposal represents the second step by the College and the University, to begin to address the high need for B.R.T. graduates in the healthcare workforce.

The requested enrolment increase also responds to student demand for admission to the B.R.T. degree. The College turns away qualified applicants each year due to the limited seat capacity in the program.

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## Resource Requirements:

The College of Respiratory Therapy is requesting new ongoing funding of \$1.342 million from the province to support the enrolment increase. The new ongoing funding would cover the following costs (figures are for Year 3):

- salaries and benefits for new academic positions (\$874,622), including 4.5 FTE tenure track faculty and 2.0 FTE Instructors\*
- salaries and benefits for new administrative/support staff positions (\$132,584), including 1.0 FTE office assistant, 0.5 FTE class technician, and 0.5 FTE admissions and recruitment support
- increased non-salary operating expenses (\$414,878), including for the Accreditation Unit, the Office of the Interprofessional Collaboration, Northern placements, and the Clinical Learning and Simulation Facility, in the Rady Faculty of Health Sciences;
- increased university-wide administrative overhead (\$242,618)
- space, including for fit-up of new respiratory therapy space (\$1.864 million) and lease space for units displaced by the expansion (\$103,000 per year for ten years)

\* The 2.0 FTE Instructors includes support for a 0.5 FTE Instructor position in the Department of Human Anatomy and Cell Science.

The College is also requesting one-time funding in each of the first two years for capital and other expenses, including: \$3.140 million for space and major equipment purchases; \$670,000 for faculty recruitment, start-up costs, and training new faculty and instructors; and \$150,000 for a project coordinator, as detailed in section E-6 and Appendix E, in the proposal.

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## Connection to the University Planning Framework:

The requested increase to the admission target for the B.R.T. degree would support the University's strategic priorities for:

- Inspiring Minds through innovative and quality teaching by: responding to ongoing and significant demand from students for entry to the program, as outlined in section C-2 of the request to the province; providing students with opportunities to engage in faculty members' research initiatives; increasing the potential to establish a greater range experiential learning opportunities, including internships, community projects, and student clinics, for example.
- Driving Discovery and Insight through excellence in research, scholarly work and other creative activities, by enabling the Department of Respiratory Therapy to train additional practitioners to engage in practice and research that furthers the Department's commitment to research that creates, discovers, and translates new knowledge in and about the field of respiratory therapy.
- Creating Pathways for Indigenous achievement by promoting increased admission of Indigenous applicants through the allocation of an additional two (2) seats in the Canadian Indigenous Category (increasing from three (3) to five (5) seats). Additionally, a further five (5) seats would be allocated to students from the north who may or may not be Indigenous.

The request would also support the institution's priority to advance equity, diversity, and inclusion, by providing an opportunity to support more student spaces from designated groups.

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## Implications:

Increasing the seat capacity by twenty (20) students per year in the B.R.T. program would increase the number of graduates each year (40), which is necessary to address market demand for respiratory therapists in the province, to support the clinical transformation undergoing in the province, and to support respiratory therapists working to a full scope of practice.

As the B.R.T. is the only English-speaking entry-to-practice B.R.T. degree in Canada, increasing the size of the program would potentially strengthen the program, the Department, and the UM, through its educational

leadership in the discipline and by allowing the Department to increase research and innovation in respiratory therapy policy, scope, and practice.

The College is confident the additional spaces can be filled. Due to the small size of the program and given no other English-language institutions offer an entry-to-practice degree in the discipline, the program consistently has a waitlist of ten to fifteen qualified applicants, as described in section C-2 of the proposal.

The proposal reflects the College's commitment to addressing the under-representation of Indigenous healthcare providers in the province. The number of spaces reserved for Canadian Indigenous applicants would be increased to five spaces from three. Five more spaces would be allocated for applicants from the north who may or may not be Indigenous.

The College has consulted with other academic and administrative units across the University that might incur additional expenses related to teaching and/or student services/supports as a consequence of the requested enrolment increase, including the Faculties of Arts, Health Sciences, and Science; the Departments of Human Anatomy and Cell Science and Pharmacology and Therapeutics, Max Rady College of Medicine; the Office of the Registrar and Enrolment Services; Any new resources required by these units have been factored into the cost of the enrolment expansion, as detailed in the proposal.

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### **Consultation and Routing to the Board of Governors:**

At the President's request, the Senate Planning and Priorities Committee was consulted on the resource implications of the requested increase to the admission target for the B.R.T. program, at its meeting on August 29, 2022. The President will consult with Senate on the request at its meeting on October 6, 2022.

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**SUBMISSION PREPARED BY:**                      University Secretary

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### **ATTACHMENTS:**

#### **Items for consultation:**

Attachment 1 – Request for Admission Target Increase, Bachelor of Respiratory Therapy, College of Rehabilitation Sciences



Office of the President  
Room 202 Administration Bldg.  
University of Manitoba  
Winnipeg, MB  
Canada R3T 2N2  
T: 204-474-9345  
F: 204-261-1318  
president@umanitoba.ca

**DATE:** August 19, 2022

**TO:** Jeff Leclerc, University Secretary

**FROM:** **Michael Benarroch, Ph.D.** *M. Benarroch*  
**President and Vice-Chancellor**

**RE:** Increase to Admission Targets, Bachelor of Respiratory Therapy (B.R.T.) programs

---

I attach a recommendation from Dr. Greg Smith, Vice-Provost (Academic Planning and Programs) for an increase to the admission target of the Bachelor of Respiratory Therapy program effective the 2023-24 academic year.

Under the Admission Targets Policy, the President may approve changes to Admission Targets following consultation and discussion with the applicable unit's dean or director, with Senate and with the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation. Given the identified impact of the proposed expansion on other units, I would also request that the item be referred to SPPC for additional advice on any resource implications.

Accordingly, please place this item on the agenda for the upcoming meetings of SPPC (August 29, 2022), Senate Executive (September 21, 2022), Senate (October 6, 2022) and the Board of Governors (September 28, 2022), respectively.

**Cc:** Diane Hiebert-Murphy, Provost and Vice-President (Academic)  
Greg Smith, Vice-Provost (Academic Planning and Programs)  
Laurie Schnarr, Vice-Provost (Students)  
Brian Postl, Dean, Rady Faculty of Health Sciences and Vice-Provost (Health Sciences)  
Reg Urbanowski, Dean, College of Rehabilitation Sciences  
Jeff Adams, Registrar and Executive Director, Enrolment Services  
Randy Roller, Executive Director, OIA  
Cassandra Davidson, Academic Program Specialist



Office of Provost and Vice-President (Academic)

208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 480-1408  
Fax (204) 275-1160

**University  
of Manitoba**

**Date:** August 17, 2022

**To:** Dr. Michael Benarroch, President and Vice-Chancellor

**From:** Dr. Greg Smith, Vice-Provost (Academic Planning and Programs)

**Re:** Request for Increase to Admission Targets, Bachelor of Respiratory Therapy Program

---

Under the Admission Targets Policy and at the request of Dr. Reg Urbanowski, Dean, College of Rehabilitation Sciences, please find attached a proposal for an admission target increase to the Bachelor of Respiratory Therapy (B.R.T.) program.

In its ongoing response to the identified need for more respiratory therapists in the province, the College is requesting an increase to their admission target from 20 seats to 40 seats, effective the Fall Term 2023, subject to approval, and receipt of new resources from the province to accommodate the growth. As a reminder, the first step of the expansion was to increase intake of seats from 16 to 20 for the Fall 2022 term. This request for the additional 20 seats, if approved, will be the final phase of the expansion for a total intake of 40 seats.

I would also note that while the total number of new seats is relatively small, the increase is a significant one given the small size of the program. As such, the College has undertaken an extensive consultation process with units impacted by the expansion and any new resources required to continue the support of the program have been factored into the cost of the expansion and are detailed in the proposal. Given the broader impact, I am recommending you consider presenting the proposal to SPPC for their feedback as part of the Senate consultation process.

Consistent with the Admission Targets Policy and Procedure, the President may approve changes to Admission Targets following consultation with the Dean/Director, Senate, and the Board of Governors, subject to the provincial Programs of Study Regulation.

Please provide your advice concerning this matter to the Office of University Secretary by Friday, August 19<sup>th</sup>, 2022, so that, if supported, the request may receive timely consideration by Senate and the Board of Governors.

Cc: Diane Hiebert-Murphy, Provost and Vice-President (Academic)  
Laurie Schnarr, Vice-Provost (Students)  
Brian Postl, Vice-Provost (Health Sciences) and Dean, Rady Faculty of Health Sciences  
Reg Urbanowski, Dean, College of Rehabilitation Sciences  
Jeff Leclerc, University Secretary  
Jeff Adams, Registrar and Executive Director, Enrolment Services  
Randy Roller, Executive Director, OIA  
Cassandra Davidson, Academic Program Specialist

**SIGNIFICANT MODIFICATION TO A PROGRAM OF STUDY**

Under The Advanced Education Administration Act

Universities and colleges requesting approval for a **significant modification** to a program of study from Education and Training must apply using this application form. This form reflects the requirements set out in the Programs of Study Regulation (MR 134/2015) under The Advanced Education Administration Act.

**UM INTERNAL REQUIREMENTS**

**University  
of Manitoba**

1. Please complete the application below and submit one (1) electronic copy (.pdf format) each to the Vice-Provost (Integrated Planning & Academic Programs) and the Office of the University Secretary, (where indicated) along with the following supplemental documentation:
  - a. A cover letter justifying and summarizing the rationale behind the request for a significant modification.
  - b. Letters of support from internal and/or external stakeholders that were consulted as part of this proposal, if applicable.
2. Note that internal approval of the proposed modification will vary depending on the type of modification (see SECTION C). Please work with the Provost's Office and the Office of the University Secretary in advance, in identifying the appropriate procedures and approval processes. In general, please note the following for each type of modification:
  - a. **CHANGE OF SITE** – may require Senate approval if the site requires modifications to admission and/or program requirements (e.g. new admission category).
  - b. **CHANGE TO SEAT CAPACITY** – please refer to the Admission Targets Policy and Procedures ([http://umanitoba.ca/admin/governance/governing\\_documents/academic/admission\\_targets.html](http://umanitoba.ca/admin/governance/governing_documents/academic/admission_targets.html)). Changes may also require Senate approval if there are modifications to admission and/or program requirements.
  - c. **CHANGE TO TIME-TO-COMPLETION** – any addition to or reduction of hours to program requirements, requires Senate approval. For undergraduate programs, please refer to SCCC Guidelines found at - <http://umanitoba.ca/admin/governance/forms/index.html>. For graduate programs, please contact FGS for approval process.
  - d. **CHANGE TO APPROVED DELIVERY MODEL** – please notify the Provost's Office of any significant changes to course or program delivery method.
  - e. **CHANGE TO STATUS OF JOINT PROGRAM** – depending on the significance of the changes resulting from the proposal, this will either require Senate approval as a program modification or will require the introduction of a new program. Please contact the Provost's Office with more details on how becoming a joint program or ceasing a joint program will impact the program.
  - f. **CHANGE TO CREDENTIAL**
  - g. **CHANGES TO CAPITAL OR OPERATING RESOURCES REQUIRED -**
3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, Office of the Provost and Vice-President (Academic) at [Cassandra.Davidson@umanitoba.ca](mailto:Cassandra.Davidson@umanitoba.ca) or 204.474.7847.

**SECTION A – PROPOSAL DETAILS**

Institution: **University of Manitoba**

Applicable faculties/department with responsibility for the program: **Rady Faculty of Health Sciences / College Rehabilitation Sciences/ Respiratory Therapy**

If program is a joint program, list all participating institutions and the roles of each in delivering the proposed program:  
**N/A**

Program name: **Bachelor of Respiratory Therapy Program**

Credential awarded: **Bachelor of Respiratory Therapy**

Funding request:

UM is requesting \$4.437 M (Yr. 1), \$ 1.834 M (Yr. 2) and \$1.342 M (Yr. 3 and ongoing).

*Office Use Only* \_\_\_\_\_

This includes a capital request of \$3.12 M (Yr. 1) and \$20K (Yr. 2)

Proposed start date: **2023-09-01 (Fall 2023)**

List any critical issues that may impact the start date of the program:

There are critical issues pertaining to the tight timelines for approval and receipt of the requisite funding. Not having these issues resolved soon may mean delaying the admission of students in September 2023 until September 2024 as there is no January intake. Furthermore, if the students are admitted, time is needed to recruit staff and procure equipment to ensure that the curriculum framework and course designs are not jeopardized.

The department is a small unit that is organized to teach sixteen students, growing to 20 in Fall 2022. The addition of 20 more students, for a seat capacity of 40, is a substantial increase in all courses in the first year.

Institutional Program Code(s) (PSIS reporting number):



## SECTION B – PROGRAM DESCRIPTION AND DELIVERY

**B-1 Provide a general description of the significantly modified program and its objectives:** *(Include intended purpose, curriculum design, and highlight distinctive attributes)*

**Purpose of the RT Program:** To educate and prepare future respiratory therapists for direct entry to practice in Manitoba. The University of Manitoba is the only English-speaking, entry-to-practice Bachelor of Respiratory Degree program among U15 universities in Canada. This leaves the University of Manitoba uniquely positioned to lead and change academic developments in the field of Respiratory Therapy. The proposed changes will strengthen the University of Manitoba's academic RT program through both its educational leadership by allowing the University to expand its research and innovation work in Respiratory Therapy policy, scope and practice. The proposed expansion is a direct response to immediate and future labour market needs in the province for this crucial health care profession. Program growth will help meet current and pressing human resource needs for respiratory therapists in the province and will allow staff to conduct applied research of benefit to Manitoba, Canada and beyond.

Respiratory therapy is a specialized field of allied health that assesses, treats and supports people of all ages with breathing problems and other cardio-pulmonary-related illnesses and conditions. Respiratory Therapists (RTs) work in intensive care units, operating rooms, medical transportation, primary care, long-term care, and in home care. The need for RTs was deemed high in Manitoba by the provincial officials and this proposal is an attempt to address that high need.

The RT education program began in 1960 at the Winnipeg General Hospital and moved to the University in 2001. The sixteen-seat capacity remained static for over fifty-five years, with an expansion of only 4 seats in Fall 2022. The program consistently turns away qualified applicants due to its limited seat capacity.

The current program is a Bachelor of Respiratory Therapy. Applicants must take 24 credit hours consisting of prerequisite courses plus electives of the student's choice to be considered for admission. Once admitted they complete three years of respiratory therapy education. To practice, therapists must be licensed. One of the criteria for licensing is graduation from an accredited education program. The program is accredited through a national accreditation agency and was fully re-accredited in 2020 for seven years.

**The Bachelor of Respiratory Therapy program is seeking to grow its undergraduate admission target from 20 to 40 seats, beginning Fall 2023).**

**Overview of the impact of modifications on the number of graduates:** will increase graduates to 40 students per year by 2025 (please see Appendix A).

---

**B-2 Describe how this program serves and advances the academic, cultural, social and economic needs and interests of students and the province:**

The UM RT Program is the only Respiratory Therapy program in Manitoba, contributing significantly to meeting the human resource crisis in Manitoba. Statistics Canada has identified a labour shortage for Respiratory therapists, clinical perfusionists and cardiopulmonary technologists (NOC 3214) in Canada over the next 10 years (2019-2028).

<https://www.jobbank.gc.ca/marketreport/outlook-occupation/22779/ca>

Shared Health has also determined that the labour market need for respiratory therapists in Manitoba is high and the current supply is well under the ability to meet that need.



Various health entities throughout the province have provided letters of support and are included as an Appendix to this proposal.

As part of its strategy to expand capacity, the College of Rehabilitation Sciences (CORS) is committed to addressing the under-representation of Indigenous healthcare providers in Manitoba. Three seats are reserved each year for a Canadian Indigenous applicant. This number will be increased to five with the increase in enrollment. A further five seats will be allocated to students from the north who may or may not be Indigenous.

There is an estimated 20%-25% vacancy rate in respiratory therapy positions in Manitoba. This has placed a strain on acute care services, emergency transportation, and care of chronic conditions in the community across the lifespan. Current graduates are hired before they graduate. In 2020 and 2021, there were special initiatives with the regulatory body to complete the requirements for graduation earlier and hire UM students earlier to enable them to work sooner because of the COVID crisis. Furthermore, the current healthcare transformation plans will place an increased emphasis on respiratory therapy needs across the province.

This program expansion is the second step taken by the university to respond to the high need for graduates from this program. While helping to mitigate the demand for RT professionals, the recently approved 2022-23 expansion of 4 seats will not fully meet the needs of the province. The College and the UM continued their consultations with internal academic and administrative units and external partners, as well as with government and identified the need for a larger expansion and second proposal.

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**B-3 Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to:**

This is an existing program. An increase in enrolment responds to the need for respiratory therapists during the ongoing pandemic and the increasing retirements in the profession. See also B-2.

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**B-4 Will the program be available for part-time study?**

No, all enrollment is full-time. There is only one intake per year in Fall semester.

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**B-5 Is there a cooperative education, work placement, internship or practicum component?**

Yes. Students in years 2,3 & 4 of the Bachelor of Respiratory Therapy program must perform hours of clinical fieldwork experience.

Clinical placements mainly occur in Manitoba (Winnipeg) and other urban (Brandon) and rural settings (Steinbach, Thompson) across Manitoba. The resources required to support students going to rural areas will be acquired through the student initiatives fund and the RFHS fund, as has been the practice all along.

**C-2 Change to seat capacity**

c-2.1 - List originally approved or currently offered seat capacity and proposed seat capacity.

One intake each Fall academic year:

Previously offered seat capacity of **16 students**

Fall 2022 seat capacity increase to **20 students**

Fall 2023 and onward proposed seat capacity of **40 students**

c-2.2 - Provide rationale for this change. (Examples include changes in applications, enrolment and employer demand or alignment with the institution's strategic direction and priorities.)

The added seats respond to an ongoing need for added respiratory therapy graduates across Manitoba sectors and industries and ongoing demand by students for entry into UM Respiratory Therapy degree program. It is now public knowledge there are critical shortages of Respiratory Therapists in Manitoba.

Demand for graduates is very high in Manitoba with many students receiving employment letters of offer before they graduate. Over 2021-2022, the College has had several questions from the clinical community about potential enrollment increases due to the current and ongoing demand presented by the COVID-19 pandemic. The Government of Manitoba declared the need for respiratory therapists to be very high and training an increased number of these healthcare professionals aligns with the province's 'Skills, Talent and Knowledge Strategy' by addressing a current and future shortage in the workforce.

The clinical transformation plan in the province will place an even higher burden of need on the health system.

Below is a table indicating total number of applicants, number of eligible applicants and average AGPA since 2014. This is based on an intake of 16 per year. There is a waitlist each year of an additional 10-15 qualified RT applicants.

	2014	2015	2016	2017	2018	2019	2020	2021	2022
Total number of applicants	67	62	67	63	59	59	56	56	53
Number of eligible applicants	51	41	47 *	37	45	37	37	44	in progress
Average AGPA for a student admitted		3.9	3.9	3.775	3.924	3.89	4.042	3.933	x

\*1 applicant withdrew and is not included in totals

**c-2.3 - Intake Information**

c-2.3 (a) - What is the projected enrolment for the first intake?

40 students for Fall 2023.

c-2.3 (b) - What is the maximum seat capacity (defined as first-year enrolment capacity)?

40 students

c-2.3 (c) - What is the anticipated date of maturity?

Fall 2025. See Appendix A for details.

The College of Rehabilitation Sciences (CORS) is committed to addressing the under-representation of Indigenous health-care providers in Manitoba. Two seats are reserved each year for a Canadian Indigenous applicant. This number will be increased to five seats per year in enrollment. See B-2.

---

## SECTION D – MODIFICATION INFORMATION

### **D-1 Describe how this significant modification aligns with the strategic plans of your institution:**

This modification aligns with the university's strategic priorities as follows:

#### **Support and sustain a post-COVID teaching, learning, research, and work environment. This includes our commitment, as one of Canada's top 15 research universities, to remain a leader in research excellence.**

As Canada's only English-speaking university-based RT program we are fully engaged in the province by helping to educate tomorrow's respiratory therapists in Manitoba. We are also committed to research that creates, discovers, and translates new knowledge in and about the field. Lastly, we will engage in inter-collaborative research that supports new knowledge and enhances the practice of respiratory therapy. This modification will enable us to train additional practitioners to engage in practice and research that furthers the mission of the department and meets the demands of this initiative.

#### **Enhance and expand opportunities for learning, including research opportunities for students.**

This modification will enable the department to engage further in learning opportunities for RT students and will also enable students to engage in faculty members' research initiatives. The expansion will enable additional cohorts to be engaged in the community and expand the current offerings. When fully implemented, the expansion will add sixty students. With these new numbers, a greater range of internships and community projects are possible, such as student clinics and experiential learning in many regions of the province. In addition, new faculty will increase the span of knowledge and expertise available to students.

#### **Deliver on our commitment to Indigenous achievement and engagement.**

There are very few Indigenous RTs and few students. This initiative, together with other College initiatives, will seek to increase the number of students recruited into the program and will provide support in retaining them in the program.

This modification will also enable more faculty and students to participate in outreach programs serving urban Indigenous populations and First Nations communities by creating resources for research and action under the College's "We walk together in health and wellness" project.

A partnership with Northern communities is being explored to further deliver excellent education and build community in the North with Indigenous and Non-Indigenous peoples. The expansion would support collaboration with the North and create opportunities to build and strengthen resources and infrastructure to better serve these communities.

#### **Create a more accessible, equitable, diverse, and inclusive university.**

We are committed to the EDI initiatives in RFHS and actively participate in them. This modification will enable us to continue to hone our curriculum to ensure that knowledge and experience is accessible and equitable for a diverse audience of learners. The expansion will provide an opportunity to support more student spaces from designated groups.

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**D-2 Outline the internal approval process (i.e. committees, governing bodies) for approving this significant modification within your institution and indicate any dates of decision.** (*Governing Council, Board of Governors, Board of Regents, Senate, other*)

Decision-Making body: **Senate (consultation only)**

Decision:

Date:

Decision-Making body: **Board of Governors (consultation only)**

Decision:

Date:

Decision-Making body: **President**

Decision:

Date:

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**D-3 Responsibility to consult**

D-3.1 If this program subject to mandatory review or approval by organizations external to the institution (*such as regulatory bodies, Apprenticeship Manitoba, etc.*), please describe any consultation processes and provide copies of reports or letter from these organizations providing support:

We have consulted with Accreditation Canada which oversees the accreditation of the RT program. They have determined that given the nature of this modification that: *“the program will not be required to provide additional documentation for this change and its status will remain as Accredited until September 30, 2027.”*

See Appendix B.

D-3.2 What agencies, groups, or institutions have been consulted regarding the significant modification of this program?

Consultation with the Office of the Registrar and Enrolment Services regarding the addition of twenty seats for the fall of 2023.

Shared Health, Manitoba Health, and Manitoba Advanced Education, Skills and Immigration have all been informed. All the Regional Health Authorities have been informed. Letters of support are attached.

Letters of support from the Department of Pharmacology and Therapeutics, Department of Human Anatomy and Cell Science, Rady Faculty of Health Sciences, Faculty of Arts, and Faculty of Science indicate support for this program seat expansion.

See Appendix B for associated letters of support.

D-3.3 How have students and faculty been informed of the intent to modify this program?

A meeting to discuss a seat expansion to 40 students was held 22 June, 2022. Minutes were circulated and the Respiratory Therapy Council endorsed the proposal components as circulated and presented as it related to resource requirements for the BRT seat expansion to 40 students. At the College Executive Council Meeting on 26 July 2022, the same information was presented and was endorsed by the council.

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**D-4 List any similar programs offered in Manitoba:** *(Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.)*

There are no other programs in Manitoba.

D-4.1 Describe any specific laddering, articulation and/or credit transfer options for Manitoban students that are anticipated to change as a result of the significant modification of this program:

There are no changes.

---

**D-5 List any similar programs offered in Canada:** *(Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.)*

University of Manitoba is unique amongst Canadian educational institutions, delivering the only English speaking, entry-to-practice Bachelor of Respiratory Therapy degree program in the country.

For a complete listing of programs refer to Appendix C.

D-5.1 Describe any specific laddering, articulation and/or credit transfer options for Manitoban students that are anticipated to change as a result of the significant modification of this program.

There are no changes.

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**D-6 Describe any changes in labour market demands in Manitoba for graduates of this Program as a result of this significant modification:**

*(Provide such information as probable employment destinations or further educational opportunities available to graduates of this new program of study. Attach any formal reports such as those from Associations, Statistics Canada, Sector Councils, Industry or Regulators.)*

The persistent vacancy rate in this profession was identified as a high concern by government in its analysis of the healthcare landscape. Statistics Canada has identified a labour shortage for respiratory therapists, clinical perfusionists and cardiopulmonary technologists (NOC 3214) in Canada over the next 10 years (2019-2028).

<https://www.jobbank.gc.ca/marketreport/outlook-occupation/22779/ca>

At the current rate of graduation, we are not able to meet the demand side of the workforce. There will continue to be a high labour market demand for respiratory therapists in Manitoba even with the approval of the four-seat expansion. The addition of four seats represents an immediate response to this high need, but it clearly will not meet the full demand that is current, and that will only increase given the chronicity of the Manitoba population and the health care transformation that is planned. A seat expansion to 40 students better addresses the market demand in Manitoba. This increase will support the clinical transformation that the province is undergoing and will support RTs working to a full scope of practice.

**D-7 If copies of any internal or peer evaluations with respect to the significant modification of this program of study are being provided with this proposal, please indicated how any issues identified by these evaluations have been addressed and attach any relevant documents as available:**

No evaluation was conducted.

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**D-8 Does this significant modification entail an increase to tuition, or the establishment of or increase to fees that apply to students in this program of study?**

No change. Students will be assessed tuition and fees at rates approved by the UM Board of Governors and the Province.

## **SECTION E – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS**

**E-1 If one-time or pilot funding is being requested to support the significant modification of this program of study, please identify the amount of funding being requested:**

The below amounts are requested in the capital and “other expenses” categories and part of the overall ask of \$ 4.437 M, \$1.834 M and \$1.342 M in funding over the 3 years respectively.

The following one-time funding is being requested:

- \$3.140 M in capital funding (space and equipment).
- \$670 K in support of recruiting, start-up costs and training for new faculty and instructors.
- \$150 K project coordinator role for 2 yrs.

See Appendix D and Appendix E for more details.

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**E-2 If ongoing funding is being requested to support the significant modification of this program of study, please identify the amount of funding being requested:**

The annual recurring operational budget we are seeking is \$1.342 M.

See Appendix D for details.

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**E-3 If new funding is not being requested, how will the significant modifications to the program be funded? (Include such information as: where reallocated funding will come from, and the implications of reallocating that funding on other programs/activities of the institution.)**

New funding is being requested

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**E-4 What are the resource implications to the institution in delivering the significantly modified program of study? (Include such information as; budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc)**

The resource implications when at full capacity of 120 students is reached in year 3 would be as follows:

Non-Salary Operating Expenses - \$ 415K (includes impacts on RFHS units such as Accreditation Unit, Office of Interprofessional Collaboration, Northern Placements, Lab (CLSF)), etc.

University-wide Overhead - \$243K (includes costs administrative costs associated with supporting academic programming that exist outside of an academic unit such as student supports and services, access to libraries and other administrative services like HR, IT and Finance).

Space – \$1.864M for fit-up of new RT space; \$103K per year for 10 years lease space for units displaced by RT expansion.

Instructional costs – please see E.5

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**E-5 Please describe new and existing staffing resources needed to provide this significantly modified program of stud:.***(Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.)*

**Current staffing to support 20 students per year starting in September 2022:** 7 FTE UMFS Academic positions, 3 FTE Instructor/Sessional Positions, 2 FTE Support Staff positions.

Full Time (FT) permanent instructors/clinical coordination/sessional instruction, 1 Part Time (PT) term instructor 0.6 FTE, 3 tenure track assistant professors at 40% teaching, 2.0 admin support for all clinical, research and department head support. In addition, some of the full time instructor FTE is outside sources (contracted) sessional instructors to fill gaps.

**New Staffing:** further to above, noting that 20 + 20 added students = 100% increase in enrollment.

**Faculty/Instructor Positions:**

- Additional 4.5 FTE tenure track academic (of which 40% is teaching) - to expand RT lead research, supervise MSc Program for RT, create an RT Master's program, supervise students/work in new clinic development projects (including one-time start-up funding of \$150K for each tenure track position). Includes 0.5 support for the Faculty of Arts to deliver courses in support of the program\*.
- Additional 2.0 FTE instructor – offload clinical coordinator teaching and fill in gaps of courses, help with student recruitment and interdisciplinary teaching. Can aid in coordinating BRT (Bachelor of Respiratory Therapy) 1 & BRT 2 clinical, exploring new placements and affiliations, assist with admin work until admin hired, member of committees (curriculum), fill in service gaps. Or could offload teaching of senior faculty who could then be dedicated to curriculum reform. Includes 0.5 support for the Department of Human Anatomy and Cell Science to deliver courses in support of the program\*.

Additional 2.0 FTE to **Administrative/Support Positions:**

- Ongoing 1.0 administrative support (Office Assistant 5).
- Ongoing 0.5 FTE for admin/class technician - support instructors with setting up labs, classrooms, inventory and equipment ordering, etc. Class technician added to support additional course sessions and instructors.
- Ongoing 0.5 admissions admissions and recruitment support for College

\*The BRT program is supported by the Department of Human Anatomy and Cell Science, the Department of Pharmacology and Therapeutics, in delivery of coursework within the program, and the Faculty of Arts and Faculty of Science deliver required courses for entry to the program (see Appendix B). It is important to note that this is a multi-unit/faculty program and all the constituents support the expansion with the adequate and ensured resources.

**E-6 Please describe the effect of the significant modification of this program on existing capital infrastructure and equipment:**

The expansion of the program and additional FTE's will require capital investment of \$3.140 M (\$3.12 M in Yr. 1 and \$20K in Yr. 2). Investment will be required for major equipment purchases (i.e. ventilators), retrofitting of space, and furniture / fixtures.

Major Equipment Purchases include the below. Please refer to Appendix E for details.

<b>SENATE PLANNING AND PRIORITY COMMITTEE NEW PROGRAM APPROVAL PROCESS</b>									
	<b>Year 1</b>			<b>Year 2</b>			<b>Year 3</b>		
<b>Capital Item</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total</b>
Ventilators	10.00	\$ 48,500	485,000			\$ -			\$ -
Hiflow	1.00	\$ 10,000	10,000			\$ -			\$ -
Bipaps	5.00	\$ 5,000	25,000			\$ -			\$ -
Misc equipm	1.00	\$ 280,000	280,000			\$ -			\$ -
Furn, Comp & Misc	4.00	\$ 5,000	20,000	4.00	\$ 5,000	\$ 20,000			\$ -
Space Reno	1.00	1,900,000	1,900,000			-			-
Lease Fit-Up	1.00	400,000	400,000						
<b>Subtotal Operating</b>			<b>3,120,000</b>			<b>\$ 20,000</b>			<b>\$ -</b>

Space renovations include expanded office space, lab space and equipment storage. Respiratory therapy utilizes large bulky equipment that takes specialized storage along with storage for gases. The major renovation costs are related to HVAC upgrades; fit-up costs related to creating new classrooms to accommodate students size and to fit up space for accommodating respiratory therapy equipment and supplies.



**SECTION F – SIGNATURES**

*(A second signature section is provided for joint programs only)*

**SUBMITTED BY:**

**President:**

Name:

Signature:

Date: Click here to enter a date.

**Vice-President/Academic:**

Name:

Signature:

Date: Click here to enter a date.

---

*For use by joint programs only:*

**President:**

Name:

Signature:

Date: Click here to enter a date.

**Vice-President/Academic:**

Name:

Signature:

Date: Click here to enter a date.

**SUBMIT COMPLETED FORM**

Once completed and signed, please submit this application form to Post-Secondary Education and Labour Market Outcomes at [PSE-LMO@gov.mb.ca](mailto:PSE-LMO@gov.mb.ca) with the following attachments *(double-click to engage check box)*:

<input type="checkbox"/>	Cover letter
<input type="checkbox"/>	Program of Study Financial Form
<input type="checkbox"/>	Any supporting documentation <i>(reviews, letters of support, etc.)</i>

**If you have any questions or require further information, please contact:**

Post-Secondary Education and Labour Market Outcomes  
Manitoba Education and Training  
400-800 Portage Avenue Winnipeg MB R3C 0C4  
(204) 945-1833  
[PSE-LMO@gov.mb.ca](mailto:PSE-LMO@gov.mb.ca)

## APPENDIX A: Enrolment Progression Chart

Term of Academic year	Winter 2022	Fall 2022	Winter 2023	Fall 2023	Winter 2024	Fall 2024	Winter 2025	Fall 2025	Winter 2026	Fall 2026	Winter 2027	Fall 2027	Winter 2028
Fall Intake (2022) – 20 students	x	BRT 1 (20)	BRT 1 (20)	BRT 2 (20)	BRT 2 (20)	BRT 3 (20)	~20 students graduate at the end of the term						
Fall Intake (2023) – 20 students	x	x	x	BRT 1 (40)	BRT 1 (40)	BRT 2 (40)	BRT 2 (40)	BRT 3 (40)	~(40) students graduate at the end of the term				
Fall Intake (2024) – 20 students	x	x	x	x	x	BRT 1 (40)	BRT 1 (40)	BRT 2 (40)	BRT 2 (40)	BRT 3 (40)	~(40) students graduate at the end of the term		
Fall Intake (2025) – 20 students	x	x	x	x	x	x	x	BRT 1 (40)	BRT 1 (40)	BRT 2 (40)	BRT 2 (40)	BRT 3 (40)	~(40) students graduate at the end of the term
Graduates from earlier intakes	~16 students graduate from Fall 2019 intake		~15 students graduate from Fall 2020 intake	x	~15 students graduate from Fall 2021 intake	x	x	x	x	x	x	x	x

APPENDIX B: Letters of Support



## **University of Manitoba Letters of Support**



June 28, 2022

Reg Urbanowski  
Dean & Professor  
College of Rehabilitation Sciences  
Rady Faculty of Health Sciences  
R122 – 771 McDermot Avenue  
Winnipeg, MB R3E 0T6

Dear Dr. Urbanowski,

**Re: Respiratory Therapy program expansion**

I support the increase to 40 seats per year starting in 2023 for the Bachelor of Respiratory Therapy program. I understand that this increase is based on approval by Senate, the Board of Governors and is subject to approval of funding by the Government of Manitoba.

Yours sincerely,

Brian Postl, CM, OM, MD, FRCP(C), FCAHS  
Dean, Max Rady College of Medicine  
Dean and Vice-Provost, Rady Faculty of Health Sciences



**University  
of Manitoba**

Office of the  
Associate Vice-President (Administration)

## MEMORANDUM

**Date:** August 8, 2022

**To:** Greg Smith, Vice-Provost Academic Planning and Programming

**From:** Raman Dhaliwal, Associate Vice President Administration *Raman*

**RE:** **Respiratory Therapy Program Expansion**

---

The Bannatyne Campus can support an expansion to the Respiratory Therapy (RT) Program by September 2023. This will require us to displace several groups currently on the 3<sup>rd</sup> floor of Pathology into leased and other internal spaces. There will be classroom impacts of this as well. The classrooms on the third floor of Pathology will support the RT expansion and new classrooms will need to be rebuilt in other underutilized spaces at Bannatyne to replace the ones being dedicated to the RT expansion. The overall capital and lease costs have been included in the proposal. We have factored in leased space cost for ten years as we strongly believe a new building is required at Bannatyne campus and are using a ten-year horizon in which this may be possible. If a new building isn't available in ten years, the lease costs will continue to apply as the space will be needed at Bannatyne Campus. The efficiency of space use at Bannatyne Campus is remarkable, however, it is very clear that all options have been exhausted and if further health sciences programs occur, a new building is required to accommodate increased activity at Bannatyne.

July 4, 2022

Dr. Urbanowski, Dean  
College of Rehabilitation Sciences  
R106 - 771 McDermot Avenue  
University of Manitoba  
Winnipeg, MB R3E 0T6 Canada

Dear Dr. Urbanowski,

Thank you for your email on Wednesday, May 25th to present the planned expansion in the Bachelor of Respiratory Therapy program by 40 students annually, with the first increased cohort taking place in September 2022.

The Bachelor of Respiratory Therapy program requires three (of six potential) courses delivered in the Faculty of Science; [BIOL 1020 and BIOL 1030] or [BIOL 1000 and BIOL 1010] and [STAT 1000 or STAT 1150]. The Faculty of Science supports the proposed expansion to the program and is confident that we have capacity to satisfy the modest increase proposed for the Bachelor of Respiratory Therapy program.

Sincerely,



**Dr. Brian Mark**  
Dean, Faculty of Science  
Professor, Department of Microbiology &  
Department of Biochemistry and Medical Genetics

## Re: RT program expansion

Krystyna Koczanski <Krystyna.Koczanski@umanitoba.ca>

Mon 2022-07-18 1:18 PM

To: Reg Urbanowski <Reg.Urbanowski@umanitoba.ca>

Cc: Liane Allen <Liane.Allen@umanitoba.ca>; Brian Mark <Brian.Mark@umanitoba.ca>

Good afternoon Reg,

We have discussed the matter and decision was made that no additional financial/human resources would be required by The Faculty of Science.

Best,  
Krystyna

Associate Dean, Administration  
Faculty of Science, 249 Machray Hall  
phone: 204-474-8310  
email: [krystyna.koczanski@umanitoba.ca](mailto:krystyna.koczanski@umanitoba.ca)



University  
of Manitoba | Faculty of Science

---

**From:** Reg Urbanowski <Reg.Urbanowski@umanitoba.ca>  
**Date:** Monday, July 18, 2022 at 8:39 AM  
**To:** Krystyna Koczanski <Krystyna.Koczanski@umanitoba.ca>  
**Cc:** Liane Allen <Liane.Allen@umanitoba.ca>  
**Subject:** FW: RT program expansion

Good day Krystyna

I am forwarding this message to you for handling. Here is some background information:

- Our College is putting a proposal together for an expansion of our respiratory therapy program. This proposal will be submitted to the government after due process within the UM.
- We are submitting a proposal to increase our seats in the Respiratory Therapy program by forty, starting in September 2023. Students applying for the program must complete prerequisites in their first year of university. The following are the courses in your faculty:
  - BIOL 1020 and BIOL 1030 OR BIOL 1000 and BIOL 1010
  - STAT 1000 OR STAT 1150
- Mark provided the attached letter of support to accompany our proposal.
- My email to Mark is to determine if your faculty would need extra resources because of this expansion. If so, we would build that into the proposal.

Can you send me an email stating that you will or won't need extra resources because of this expansion?

Best regards  
Reg

---

**From:** Reg Urbanowski  
**Sent:** Monday, July 18, 2022 8:33 AM  
**To:** Brian Mark <Brian.Mark@umanitoba.ca>  
**Cc:** Sean McKenna <Sean.McKenna@umanitoba.ca>; Liane Allen <Liane.Allen@umanitoba.ca>  
**Subject:** RT program expansion



Thank you for the letter of support, Mark. It is appreciated. I want to check to see if the expansion might require extra resources. We are seeking new money from the government for this proposal, so if there are resource requirements on your end, please let me know asap.

Thanks  
Reg

***I often work outside of regular hours. Please do not feel obligated to reply or take action outside your regular working hours.***

Reg Urbanowski, Dean & Professor (he/his/him)  
College of Rehabilitation Sciences,  
Rady Faculty of Health Sciences



R122 – 771 McDermot Avenue  
Winnipeg, Manitoba R3E 0T6  
Tel. 204-318-5284  
Fax. 204-789-3927

[Reg.urbanowski@umanitoba.ca](mailto:Reg.urbanowski@umanitoba.ca)

***Please note that our College is scent-free. Some individuals have allergies and sensitivities to certain chemicals in scented products. Please refrain from wearing scented products when visiting our college.***



University  
of Manitoba

Faculty of Arts

Associate Dean, Undergraduate Studies  
Faculty of Arts  
306 Fletcher Argue Building  
University of Manitoba  
Winnipeg, Manitoba  
Canada R3T 5V5  
Telephone (204) 474-8117  
Fax (204) 474-7590  
Email Heidi.Marx-Wolf@umanitoba.ca

August 2, 2022

Dear Professor Urbanowski,

The Faculty of Arts provides its qualified support for the enrolment-target expansion from 16 to 40 seats in the Respiratory Therapy Program. While the numbers are relatively small (an increase of 24), it does represent a 150% increase in the enrolment target for this program. We are also aware of a forthcoming proposal for a significant enrolment-target increase in another program. There may be others forthcoming as well. This follows the significant increase in the Engineering and Nursing enrolment targets that have been approved by the President. Arts has already used internal resources to deal with the additional demands of these nursing and engineering expansions. Hence, in order to add these additional students without displacing others we are asking for a half position of \$65,000 to cover the places required. We also strongly request that there be university-wide discussions to allow us to strategically manage our enrolment targets. If these discussions are taking place, we request that the Faculty of Arts be included in them. Thank you for being in touch about these changes.

Sincerely,

Heidi Marx



Department of Pharmacology and  
Therapeutics  
A205-753 McDermot Avenue  
Winnipeg, Manitoba  
Canada R3E 0T6  
T: 204 318 2565  
E: [chris.anderson@umanitoba.ca](mailto:chris.anderson@umanitoba.ca)

Dr. Reg Urbanowski  
Professor and Dean  
College of Rehabilitation Sciences  
Rady Faculty of Health Sciences  
R122-771 Bannatyne Avenue  
Winnipeg, MB R3E 0T6

June 27, 2022

Re: Support for increased enrolment in the Bachelor of Respiratory Therapy program

Dear Dr. Urbanowski,

Thank you for describing the intent of the College of Rehabilitation Sciences to expand enrollment in the Bachelor of Respiratory Therapy program by 40 seats in September, 2023. Our department is aware that this action will require increased student numbers in RESP 1440, which is a course to which we provide all teaching resources. I would like to give my assurance that the Department of Pharmacology and Therapeutics is supportive of this expansion and is committed to delivering the current course content to 40 additional students enrolled in a single course section.

Please contact me if you would like to discuss this in more details.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris M. Anderson".

Chris M. Anderson, PhD  
Professor and Head  
Department of Pharmacology and Therapeutics  
Max Rady College of Medicine  
Rady Faculty of Health Sciences



**University  
of Manitoba**

**Rady Faculty of Health Sciences**  
Max Rady College of Medicine  
Dept. of Human Anatomy & Cell Science

Dr. Sabine Hombach-Klonisch,  
Professor & Head  
Dept. of Human Anatomy & Cell Science  
130-745 Bannatyne Avenue  
Winnipeg, Manitoba  
Canada R3E 0J9  
Fax: (204) 789-3920  
Tel: (204) 789-3982  
[Sabine.Hombach-Klonisch@umanitoba.ca](mailto:Sabine.Hombach-Klonisch@umanitoba.ca)

To  
Reg Urbanowski, MScOT, EdD  
Dean, College of Rehabilitation Sciences

RE: Respiratory Therapy Program Expansion

July 4, 2022

#### Letter of Support

Dear Dr. Urbanowski,

Thank you for informing me of the proposed increased enrolment at the College of Rehabilitation Sciences is proposing which concerns the expansion of the Bachelor of Respiratory Program from currently 16 students to 40 students.

The Department of Human Anatomy and Cell Science is currently providing anatomy education to 16 RT students within the ANAT 1030 course. We deliver 24 lecture hours and 6 laboratory sessions for 1.5 hours each for a total of 33 direct student contact hours. With the planned substantially increased student number in the Respiratory Program (150 % increase in enrolment) the joint teaching concept in the ANAT1030 course will no longer be a suitable format with the available personnel and learning resources.

It will be required to create a separate new anatomy course for the RT program that addresses the specific learning content and provides an effective educational experience for the much larger RT student class.

Establishing, coordinating and leading a new anatomy course requires a substantial amount of teaching hours dedicated to the RT program with respect to teaching times, learning content and course organization including creating and administrating the course examinations. Practical anatomy learning sessions are structured in small group teaching style and require an adequate instructor to student ratio to facilitate the most effective student learning. From a personnel resource standpoint the Department of Human Anatomy and Cell Science will need additional personnel resources equivalent to a 0.5 full-time instructor to be able to accommodate this new course in the RT program.

We have available the newly renovated Dr. George Yee Laboratory for Anatomical Sciences that provides space capacity to accommodate an anatomy course with increased enrolment in the RT program. The laboratory can house parallel teaching groups at the capacity of 40 students. The department of Human Anatomy and Cell Science will require selected additional teaching models, iPad stations and software resources to facilitate small group learning settings in this new course.

In conclusion, provided additional personnel and learning resources the Department of Human Anatomy and Cell Science will be able to provide the complete spectrum of gross anatomy and embryology education to RT students and is fully supportive of the increased enrolment to the RT program.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Hombach-Klonisch', written in a cursive style.

Sabine Hombach-Klonisch, MD, PhD  
Professor & Head  
Dept. of Human Anatomy and Cell Science



**University  
of Manitoba**

Office of the Registrar and  
Enrolment Services

400 University Centre  
Winnipeg, Manitoba  
Canada R3T 2N2  
T: 204-474-8820  
F: 204-474-7554

**TO:** Reg Urbanowski, Dean, College of Rehabilitation Sciences

**FROM:** Jeff Adams, University Registrar & Executive Director, Enrolment Services

**DATE:** August 15, 2022

**SUBJECT:** Letter of support for admissions target increase

---

I am in full support of the College of Rehabilitation Sciences' proposed admission target increase for the Bachelor of Respiratory Therapy degree program from 20 seats to 40 seats effective for the fall 2023 intake. The increase in available seats could result in an increased number of applicants and I can confirm that this increase in workload can be accommodated by the Admissions Office.

I look forward to supporting the College of Rehabilitation Sciences as their proposal moves through the approval process.

Cc: Laurie Schnarr, Vice-Provost (Students)  
Erin Stone, Deputy Registrar and Director, Admissions



## **Accreditor/Regulator Letters of Support**



July 21, 2022

BY EMAIL

Reginald Urbanowski, Dean – College of Rehabilitation Sciences  
University of Manitoba  
Respiratory Therapy Program  
771 McDermot Avenue  
Winnipeg, MB R3E 0T6

Dear Mr. Urbanowski:

**Subject: Program Expansion - Respiratory Therapy Program (UNIM1)**

This letter is in response to the recent notification received by EQual, from the University of Manitoba, in regards to the proposed expansion of annual student enrollment within the Respiratory Therapy Program (UNIM1) from 14 to 40 students.

I write to confirm that, “*an increase from 14 to 40 students*”, by an established education program is considered by EQual to constitute a substantial program change.

Our existing *Health Education Accreditation Client Agreement* categorizes the Respiratory Therapy Program (UNIM1) as a VA program: *multi-site program with one contact site and more than 10 clinical / practicum sites.*

The current annual accreditation fee for a VA program is \$11,512. The University of Manitoba’s proposed substantial program change does not trigger any adjustment in the categorization of the Respiratory Therapy Program (UNIM1) as a VA program.

However, in considering the impact of a substantial program change to the Respiratory Therapy Program (UNIM1), the University of Manitoba will be requested by EQual to:

- Self-assess and consider how the program change will impact upon each accreditation criteria (including all high priority and normal priority criteria); and
- Report to EQual the specific program changes that will be implemented to accommodate the increased student enrollment within the program (e.g., all changes to curriculum, faculty, clinical sites, etc.).

If it is subsequently determined by EQual that a substantial program change has indeed impacted the education program’s compliance with any accreditation criteria, the education program will be requested by EQual to:

- Provide additional documentation and/or evidence to support how the program intends to remain compliant with any identified accreditation criteria; and
- As necessary, EQual may conduct further assessment of the program to validate and confirm the education program’s compliance with the accreditation criteria.





Please continue to liaise directly with your accreditation specialist, Nikolina Petranovic (Nicolina.Petranovic@healthstandards.org), regarding the process outlined above once specific changes are determined and confirmed.

If you have any questions or concerns regarding this matter, please do not hesitate to contact me directly (James.Sullivan@healthstandards.org).

Yours sincerely,

James A. Sullivan, BScN, RN, MHA, CHE  
Interim Manager, EQual  
Accreditation Canada

cc: Kaitlin King, Acting Department Head of the Department of Respiratory Therapy  
Liane Allen, Confidential Administrative Secretary for the College of Rehabilitation Sciences  
Nicolina Petranovic, Accreditation Specialist – Accreditation Canada  
Accreditation Canada File No. UNIM1 (University of Manitoba – Respiratory Therapy Program)

Dr. Reg Urbanowski, Dean  
College of Rehabilitation Sciences  
R106 - 771 McDermot Avenue  
University of Manitoba  
Winnipeg, MB R3E 0T6 Canada

Thursday June 30, 2022

Dear Dr. Reg Urbanowski,

On behalf of the Manitoba Association of Registered Respiratory Therapists (MARRT) Board of Directors, thank you for the invitation to include our voice with the proposal to increase the seat allocation in the Bachelor of Respiratory Therapy (RT) Program. It is our understanding that four new seats will be added to the current 16 seats for the fall 2022 intake and that an additional 20 new seats will be added for the fall 2023 intake for a total of 40 seats in the Respiratory Therapy program.

This is very exciting news for the Department of Respiratory Therapy at the University of Manitoba as well as for Manitobans who will eventually experience greater access to the care and expertise provided by Registered Respiratory Therapists (RRT). Many health care facilities currently have vacant RRT positions and with an increasing number of RRTs approaching the age of retirement, it is imperative to prepare for the numbers who will leave the profession; a number that could be disproportionately higher than the number currently graduating from the current RT program. We are also aware that for example, the Brandon General Hospital, recently increased the number of ICU beds from 10 to 16 and is seeking to fill an additional four (4) permanent fulltime EFTs, indicating that the need for RRTs is growing.

The proposed seat increases are welcomed and supported by the MARRT coupled with some questions and comments that we hope are part of the strategy in planning for the delivery of a larger program. Currently, the Registered Respiratory Therapy (RRT) staffing models and scope of practice are limited in Manitoba. It is MARRT's hope that the increase in the number of graduates from the BRT program will eventually translate into filling current gaps and vacancies within the healthcare system; and beyond that, build capacity, see RRTs move into emerging roles, and allow RRTs the opportunity to practice to a fuller scope of their profession resulting in increased efficiencies and improved cardiopulmonary care for patients. In addition, this increase will allow RRTs to extend the expertise of their profession to areas such as: education; to northern, rural and remote areas; and to see growth in the areas of Primary Care; offering Manitobans accessible cardiopulmonary health care, wellness, and preventative care.

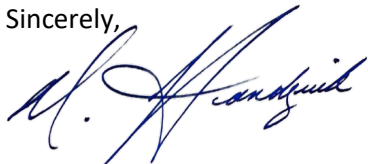
As health-care examines patient outcomes, research suggests that a typical ratio of mechanical ventilator to RT ratio is 5:1 (Vent:RT=5.1) in ICUs in teaching hospitals in Canada, with ratios fluctuating based on factors related to the care specialization of the ICU (West, Nickerson, et al., 2016). This is an example of a ratio required for safe practice standards and emerging research is supporting the need for RRTs to be

available to perform to this scope of care. The eventual increase in the number of RRTs in the workforce will allow for the support of safe and consistent practices such as this.

With the proposed increase in the number of seats, we expect that proportionate increases will also occur in all aspects of programming and student support ranging from physical space, equipment needs, number of faculty, student support and any other function necessary to maintain the requirements of program accreditation and the quality of the program. Caution is noted that given the current 1:1 preceptor to student ratio in clinical placements, it is important to highlight that the current shortage of RRTs in some facilities could impact this ratio by having to increase the number of students per preceptor. This may result in reduced opportunities to learn, practice, and evaluate competencies while also impacting the quality of patient care. Although simulation to teach clinical competencies can be considered, the National Competency Framework and the MARRT do not allow for the evaluation of a wide variety of competencies through simulation. We trust that strategies will be put in place to mitigate the dilution of the high quality of education provided.

The first increase in the number of graduates from the expanded BRT program will not be realized until the summer of 2026. The MARRT Board is in full support of the University of Manitoba, Department of Respiratory Therapy increasing the number of seats in the BRT program which will eventually translate into an increase in RRTs available to provide specialized care to Manitobans. It is our hope that we can work together to address some of the challenges noted in our letter that will support the program expansion and ultimately benefit Manitoba.

Sincerely,



Deborah Handziuk, MEd, EdPsych  
Executive Director & Registrar

On behalf of the MARRT Board of Directors

West, A. J., Nickerson, J., Breau, G., Mai, P., Dolgowicz, C. (2016). Staffing patterns of respiratory therapists in critical care units of Canadian teaching hospitals. *Canadian Journal of Respiratory Therapy*, 52(3), 75–80. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6073513/>



## **Health Agency Letters of Support**

July 20, 2022

Dr. Reg Urbanowski  
Dean and Professor  
College of Rehabilitation Sciences  
Rady Faculty of Health Sciences

Dear Dr. Urbanowski:

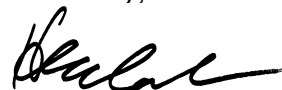
Respiratory therapists (RTs) have always played a vital role across the health system, with the COVID-19 pandemic response further emphasizing the global requirement for their specialized training in the assessment, management and treatment of patients experiencing breathing or cardiopulmonary disorders.

RTs provide essential care to patients of all ages who are having trouble breathing for a variety of reasons, including chronic respiratory disease, asthma, emphysema, infectious diseases and disorders of other body systems. They are highly trained and skilled health professionals working in home and community care, long-term care, across acute care facilities in ORs, ICUs and other clinical settings, and delivering resuscitation and stabilization to critically ill or injured patients both in facility and during patient transport. The University of Manitoba's RT education program provides RT graduates with a solid foundation for entry to clinical practice while also preparing them for future career development as expert clinicians, teachers, researchers or health system leaders.

Consistent with many health care professions, respiratory therapy is facing significant vacancy issues across the health system. The 16 seats currently available in the University of Manitoba RT program are no longer able to meet the demand for RTs within all health sectors, regions and service delivery organizations. Shared Health employs a large cadre of RTs at the Health Sciences Centre and within Emergency Response Services. We are highly dependent on the clinical, educational, research and leadership expertise of RTs and strongly support the recommended expansion to 40 seats to meet growing demand for these valued professionals.

I would be happy to discuss this further with you at your convenience.

Sincerely,



Helen Clark, RRT, MBA, FCSRT  
Chief Operating Officer, Emergency Response Services  
Chief Allied Health Officer  
Shared Health

June 30, 2022

To: Reg Urbanowski, Dean of College of Rehabilitation Sciences,

The Winnipeg Regional Health Authority (WRHA) delivers health services and promotes well-being in the Winnipeg and Churchill areas. We provide services through our hospitals, health centres, long-term care facilities and community health services including clinics, public health and home care services.

The scope of practice and work of Respiratory Therapists (RTs) are central to the provision of safe patient care in many sectors of the health care system. The WRHA supports in principle the proposal being developed by the University of Manitoba, at the request of the provincial government, for increasing the number of seats from 16 to 40. This increase will ensure safe staffing levels and support the effective delivery of health services.

The WRHA is committed to providing support and supervision for these additional students during their clinical education rotations. The programs supporting RT students in the WRHA includes Critical Care, Anesthesia, Pulmonary Rehabilitation, Community Care, Chronic Care, Long Term Ventilator Service, Diagnostics and health education. Sites with RT placements are St. Boniface Hospital, Grace Hospital, Seven Oaks General Hospital, Concordia Hospital, Victoria Hospital, Deer Lodge Centre, Riverview Health Centre and Misericordia Health Centre.

If further information is required, please do not hesitate to reach out.

Sincerely,

A handwritten signature in cursive script, appearing to read 'C. Harmon'.

Candice Harmon  
Professional Lead Respiratory Therapy  
Winnipeg Regional Health Authority

July 5, 2022

Reg Urbanowski  
Dean, College of Rehabilitation Sciences  
University of Manitoba  
Sent via email: [Reg.Urbanowski@umanitoba.ca](mailto:Reg.Urbanowski@umanitoba.ca)

Dear Sir:

Mr Urbanowski, it is my privilege to provide this letter of support to increase the number of Respiratory Therapist student seats at the University of Manitoba from 16 to 40 students per year.

This increase is anticipated to help fulfill the demand for maintaining and increasing the recruitment and retention of Respiratory Therapists in Northern Manitoba. We support the increase in principle, and would like to offer our continued support in the clinical supervision of students during their placements.

Please feel free to contact me if there is any further information you require.

Sincerely,

A handwritten signature in black ink that reads "Joy Tetlock". The signature is written in a cursive, flowing style.

Joy Tetlock, Acting CEO/ CPSP Implementation Lead for  
Helga Bryant RN, BScN, MScA  
Chief Executive Officer



July 14, 2022

University of Manitoba  
R118, 771 McDermot Ave.  
Winnipeg, Manitoba  
R3E 0T6

Dear Dean Reg Urbanowski,

**Subject: Bachelor of Respiratory Therapy Program**

I am pleased to provide a letter on behalf of Prairie Mountain Health (PMH) in support of the University of Manitoba, Bachelor of Respiratory Therapy (BRT) program. I would like to take this opportunity to emphasize the need to increase the number of seats for this program. The program has provided quality Respiratory Therapists to the Prairie Mountain Health region, but the small number of graduates does not meet the demand needed to fill vacant positions throughout the Region & Province.

Prairie Mountain Health continually faces recruitment challenges especially in rural areas. We employ many strategies to increase and retain staff to overcome vacancy challenges. One strategy is to support practical experiences for educational programs, such as the BRT. PMH has been very active in supporting practicum experiences for BRT students and would be pleased to welcome more. One of the benefits of doing a practicum is getting a better understanding of a health care setting. This ultimately provides an incentive to apply for vacant positions as the individual has had the opportunity to develop a level of comfort in a particular facility as a student.

In closing, PMH fully supports an expansion of seats in the BRT program to better suit the needs of health service delivery now and into the future.

Sincerely,

Brian Schoonbaert  
CEO



Southern Health-Santé Sud  
Bethesda Regional Health Centre  
316 Henry Street, Steinbach, MB R5G 0P9  
204-326-6411



JUNE 27, 2022

**Reg Ubanowski**

R118, 771 McDermot Ave. Winnipeg, Manitoba R3E 0T6

Dear Reg Urbanowski,

I am in approval in principal of the increased in enrolment of the BRT program from 16 students to 40 students per year. I plan to actively continue to support supervision of students at Bethesda Regional Health Centre for clinical education rotations. There are many needs in rural Manitoba for more respiratory therapy support, I would love to one day see community care services expanded locally in Steinbach. To be able to expand the program, this is a great step.

Warm regards,

A handwritten signature in black ink that reads "Justin Chan".

**Justin Chan, RRT, CRE**

Respiratory Therapy

Bethesda Regional Health Centre

Southern Health-Santé Sud

316 Henry Street

Steinbach, MB R5G 0P9

T 204-326- 6411 ext 2263 F 204-326-6931

E [jchan@southernhealth.ca](mailto:jchan@southernhealth.ca)

[www.southernhealth.ca](http://www.southernhealth.ca)

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*Ensemble vers un avenir plus sain.*

## APPENDIX C: Canadian Respiratory Therapy Programs

**TABLE 1:** Canadian respiratory therapy programs

Location	Educational institution	Program(s)	Program duration
British Columbia	Thompson Rivers University <a href="http://tru.ca">tru.ca</a>	• Fast-track stream (for those who already have a Bachelor of Science)	2 years
		• Respiratory Therapy Diploma	3 years
		• Dual-credential: Respiratory Therapy Diploma and Bachelor of Health Science	4 years
Alberta	Northern Alberta Institute of Technology <a href="http://nait.ca">nait.ca</a>	• Respiratory Therapy Diploma	3 years
	Southern Alberta Institute of Technology <a href="http://sait.ca">sait.ca</a>	• Respiratory Therapy Diploma	3 years
Manitoba	University of Manitoba <a href="http://umanitoba.ca">umanitoba.ca</a>	• Bachelor of Respiratory Therapy	4 years
Ontario	Michener Institute of Education at UHN <a href="http://michener.ca">michener.ca</a>	• Respiratory Therapy Program – Advanced Diploma	3 years
	St. Clair College of Applied Arts and Technology <a href="http://stclaircollege.ca">stclaircollege.ca</a>	• Respiratory Therapy Program – Advanced Diploma	3 years
	Algonquin College of Applied Arts and Technology <a href="http://algonquincollege.com">algonquincollege.com</a>	• Advanced Diploma in Respiratory Therapy	3 years
	Canadore College of Applied Arts and Technology <a href="http://canadorecollege.ca">canadorecollege.ca</a>	• Advanced Diploma in Respiratory Therapy	3 years
	La Cité collégiale – Collège d’arts appliqués et de technologie <a href="http://collegelacite.ca">collegelacite.ca</a>	• Thérapie respiratoire	3 years
	Fanshawe College of Applied Arts and Technology <a href="http://fanshawec.ca">fanshawec.ca</a>	• Advanced Diploma in Respiratory Therapy	100 weeks
	Conestoga College Institute of Technology and Advanced Learning <a href="http://conestogac.on.ca">conestogac.on.ca</a>	• Advanced Diploma in Respiratory Therapy	3 years

TABLE 1: Canadian respiratory therapy programs

Quebec	Vanier College <a href="http://vaniercollege.qc.ca">vaniercollege.qc.ca</a>	• Diploma in Respiratory & Anaesthesia Technology	3 years
	CEGEP de Ste-Foy <a href="http://cegep-ste-foy.qc.ca">cegep-ste-foy.qc.ca</a>	• Techniques d'inhalothérapie	3 years
	CEGEP de Sherbrooke <a href="http://cegepsherbrooke.qc.ca">cegepsherbrooke.qc.ca</a>	• Techniques d'inhalothérapie	3 years
	Collège de Rosemont <a href="http://crosemont.qc.ca">crosemont.qc.ca</a>	• Techniques d'inhalothérapie	3 years
	CEGEP de Chicoutimi <a href="http://cchic.ca">cchic.ca</a>	• Techniques d'inhalothérapie	3 years
	Collège Ellis – Campus de Trois-Rivières <a href="http://ellis.qc.ca">ellis.qc.ca</a>	• Techniques d'inhalothérapie et anesthésie	3 years
	Collège Ellis – Campus de Longueuil <a href="http://ellis.qc.ca">ellis.qc.ca</a>	• Techniques d'inhalothérapie et anesthésie	3 years
	CEGEP de l'Outaouais <a href="http://cegepoutaouais.qc.ca">cegepoutaouais.qc.ca</a>	• Techniques d'inhalothérapie	3 years
	Collège de Valleyfield <a href="http://colval.qc.ca">colval.qc.ca</a>	• Techniques d'inhalothérapie	3 years
New Brunswick	New Brunswick Community College – Saint John <a href="http://nbcc.ca">nbcc.ca</a>	• Respiratory Therapy Diploma	3 years
	Collège communautaire du Nouveau-Brunswick <a href="http://ccnb.ca">ccnb.ca</a>	• Thérapie respiratoire	120 weeks
Nova Scotia	QEII/Dalhousie University <a href="http://dal.ca">dal.ca</a>	• Diploma in Respiratory Therapy	3 years
		• Bachelor of Health Science with a specialization in Respiratory Therapy	4 years
Newfoundland and Labrador	College of the North Atlantic <a href="http://cna.nl.ca">cna.nl.ca</a>	• Respiratory Therapy Diploma	3 years
International	College of the North Atlantic (Qatar) <a href="http://cna-qatar.com">cna-qatar.com</a>	• Respiratory Therapy Diploma	3 years

APPENDIX D: Program Financial Form



**Post-Secondary Education and Labour Market Outcomes  
Program Proposal Financial Form**

**Form Instructions:**

1. When proposing a new program *Current Fiscal Year* (the first column) should be left blank, with the first year of the program starting in year 1.
2. When proposing a new program expansion *Current Fiscal* should be entered in the first column.
3. If a program reaches maturity prior to *Fiscal Year 4*, remaining fiscal year columns must still be completed so that *Ongoing Program Funding* can be calculated.
4. Fill in line items for revenue, expenditure, and capital as these pertain to the program. Examples are correspondently listed to the right of the table.
5. Ensure that line items account for overhead. For example, include the amount of tuition that the program will receive after administrative overhead.
6. Only fill out areas shaded in green, using cash accounting. The increment, on-going and total will self-populate accordingly.

<b>Institution:</b>	College of Rehabilitation Sciences, Rady Faculty of Health Sciences, University of Manitoba
<b>Program Name:</b>	Respiratory Therapy
<b>Contact Information:</b>	Reg Urbanowski, Dean; Nathan Dueck, Director of Finance; Sam Vagianos, Senior Financial Officer
<b>Date:</b>	May-22

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	
<b>REVENUE INFORMATON</b>								
Tuition (expansion)		\$ 105,820	\$ 105,820	\$ 219,577	\$ 113,757	\$ 341,716	\$ 122,139	\$ 341,716
Student Fees (expansion)		\$ 4,200	\$ 4,200	\$ 8,484	\$ 4,284	\$ 12,853	\$ 4,369	\$ 12,853
Tuition (base)	\$ 265,512	\$ 296,296	\$ 30,784	\$ 329,365	\$ 33,069	\$ 341,716	\$ 12,351	\$ 341,716
Student Fees (base)	\$ 10,816	\$ 11,760	\$ 944	\$ 12,726	\$ 966	\$ 12,853	\$ 127	\$ 12,853
Contribution from Institution/Unit (Existing Res.)	\$ 1,183,125	\$ 1,151,397	\$ (31,728)	\$ 1,164,117	\$ 12,720	\$ 1,200,030	\$ 35,913	\$ 1,200,030
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
<b>Total Revenue (A)</b>	<b>\$ 1,459,453</b>	<b>\$ 1,569,473</b>	<b>\$ 110,020</b>	<b>\$ 1,734,269</b>	<b>\$ 164,796</b>	<b>\$ 1,909,169</b>	<b>\$ 174,900</b>	<b>\$ 1,909,169</b>

MEDT Form

<b>Institution:</b>	College of Rehabilitation Sciences, Rady Faculty of Health Sciences, University of Manitoba
<b>Program Name:</b>	Respiratory Therapy
<b>Contact Information:</b>	Reg Urbanowski, Dean; Nathan Dueck, Director of Finance; Sam Vagianos, Senior Financial Officer
<b>Date:</b>	May-22

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	
<b>EXPENDITURE INFORMATON</b>								
New Academic Salaries - Direct		\$ 448,500	\$ 448,500	\$ 840,698	\$ 392,198	\$ 874,622	\$ 33,924	\$ 874,622
New Professional/Support Salaries - Direct		\$ 60,000	\$ 60,000	\$ 128,100	\$ 68,100	\$ 132,584	\$ 4,484	\$ 132,584
New Operating Expenses		\$ 765,116	\$ 765,116	\$ 857,583	\$ 92,467	\$ 414,878	\$ (442,705)	\$ 414,878
Student Support		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Salary Expenses		\$ 10,350	\$ 10,350	\$ 21,062	\$ 10,712	\$ 32,149	\$ 11,087	\$ 32,149
Administrative Overhead		\$ 142,751	\$ 142,751	\$ 194,874	\$ 52,123	\$ 242,618	\$ 47,744	\$ 242,618
Existing Academic Salaries - Direct	\$ 1,211,748	\$ 1,211,748	\$ -	\$ 1,254,159	\$ 42,411	\$ 1,298,055	\$ 43,896	\$ 1,298,055
Existing Professional/Support Salaries - Direct	\$ 124,110	\$ 124,110	\$ -	\$ 128,454	\$ 4,344	\$ 132,950	\$ 4,496	\$ 132,950
Existing Operating Expenses	\$ 123,595	\$ 123,595	\$ -	\$ 123,595	\$ -	\$ 123,595	\$ -	\$ 123,595
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
<b>Total Expenditures (B)</b>	<b>\$ 1,459,453</b>	<b>\$ 2,886,170</b>	<b>\$ 1,426,717</b>	<b>\$ 3,548,525</b>	<b>\$ 662,355</b>	<b>\$ 3,251,451</b>	<b>\$ (297,074)</b>	<b>\$ 3,251,451</b>

MEDT Form

<b>Institution:</b>	College of Rehabilitation Sciences, Rady Faculty of Health Sciences, University of Manitoba
<b>Program Name:</b>	Respiratory Therapy
<b>Contact Information:</b>	Reg Urbanowski, Dean; Nathan Dueck, Director of Finance; Sam Vagianos, Senior Financial Officer
<b>Date:</b>	May-22

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr. 1	(change from current year to year 1)	Budget Yr. 2	(change from year 1 to year 2)	Budget Yr. 3	(change from year 2 to year 3)	
<b>CAPITAL INFORMATON</b>								
Teaching / Lab Equipment		\$ 800,000	\$ 800,000	\$ -	\$ (800,000)	\$ -	\$ -	\$ -
Furniture, Computers, Misc. Office		\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ (20,000)	\$ -
Space		\$ 2,300,000	\$ 2,300,000	\$ -	\$ (2,300,000)	\$ -	\$ -	\$ -
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
			\$ -		\$ -		\$ -	
<b>Total Capital (C)</b>	\$ -	\$ 3,120,000	\$ 3,120,000	\$ 20,000	\$ (3,100,000)	\$ -	\$ (20,000)	\$ -

<b>Revenue less Expenditures and Capital (A-(B+C))</b>	\$ -	\$ (4,436,697)	\$ (4,436,697)	\$ (1,834,256)	\$ 2,602,441	\$ (1,342,282)	\$ 491,974	\$ (1,342,282)
<b>Funding Request</b>		\$ 4,436,697		\$ 1,834,256		\$ 1,342,282		

**SENATE PLANNING AND PRIORITY COMMITTEE (SPPC)  
New Program Approval - Financial Form**

**FACULTY / SCHOOL** College of Rehabilitation Sciences, Rady Faculty of Health Sciences, UM  
**PROGRAM** Respiratory Therapy

<b>1. STAFFING REQUIREMENTS (FTE)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
New Academic Positions (FTE) (Appendix A)	3.50	6.50	6.50
New Professional and Support Positions (FTE) (Appendix A)	1.00	2.00	2.00
New Indirect Staff (FTE) (Appendix A)	-	-	-
<b>Subtotal Staffing Requirements (FTE)</b>	<b>4.50</b>	<b>8.50</b>	<b>8.50</b>

**2. PROGRAM COSTS**

**Direct Program Costs**

New Academic Salaries (incl bpl) (Appendix A)	\$ 448,500	\$ 840,698	\$ 874,622
Existing Academic Salaries (incl bpl) (Appendix A)	1,211,748	1,254,159	1,298,055
New Professional/Support Salaries (incl bpl) (Appendix A)	60,000	128,100	132,584
Existing Professional/Support Salaries (incl bpl) (Appendix A)	124,110	128,454	132,950
Operating Expenses (Appendix B)	765,116	857,583	414,878
Existing Operating Expenses (Appendix B)	123,595	123,595	123,595
Student (Graduate/Undergraduate) Support (Appendix C)	-	-	-
Major Equipment (Appendix D)	800,000	-	-
Vehicles (Appendix D)		-	-
Renovations (Appendix D)	2,300,000	-	-
Furniture (Appendix D)	20,000	20,000	-
Other Capital (Appendix D)		-	-
<b>Subtotal Direct Program Costs</b>	<b>\$ 5,853,069</b>	<b>\$ 3,352,588</b>	<b>\$ 2,976,683</b>

**Indirect Program Costs**

New Indirect Salary Expenses (incl bpl) (Appendix A)	\$ 10,350	\$ 21,062	\$ 32,149
Existing Indirect Salary Expenses (incl bpl) (Appendix A)	-	-	-
<b>Subtotal Indirect Program Costs</b>	<b>\$ 10,350</b>	<b>\$ 21,062</b>	<b>\$ 32,149</b>

<b>Total Program Costs</b> (Direct & Indirect)	<b>\$ 5,863,419</b>	<b>\$ 3,373,650</b>	<b>\$ 3,008,832</b>
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8 - SPPC Form

3. ENROLMENT	Year 1	Year 2	Year 3
Expected Enrolment (headcount)	76	100	120
Expected Enrolment (credit hours)	2,812	3,700	4,440

4. NET PROGRAM ALLOCATIONS TO FACULTY/SCHOOL			
Operating Grant Revenue (see note)	\$ 247,690	\$ 494,565	\$ 694,103
Tuition Revenue (Appendix E)			
• Credit Hour Based			
Undergraduate	\$ 126,611	\$ 253,317	\$ 359,052
Graduate	-	-	-
• Program Based	-	-	-
• Other Compulsory Student Fees	\$ 7,257	\$ 14,523	\$ 20,589
Tax on Grant and Tuition Revenue	66,438	132,749	186,935
Indirect Central Support Costs	\$ 297,141	\$ 528,321	\$ 608,993
Net Allocation Impact	\$ 17,979	\$ 101,335	\$ 277,816
• Plus: Program/Course Specific Fees	\$ 5,144	\$ 5,250	\$ 4,497
Less: Administrative Overhead	\$ 76,313	\$ 62,125	\$ 55,683
<b>Total Net Impact</b>	<b>\$ (53,190)</b>	<b>\$ 44,460</b>	<b>\$ 226,629</b>

5. EXISTING RESOURCES			
From Operations:			
Academic Salaries (Appendix A)	\$ 1,211,748	\$ 1,254,159	\$ 1,298,055
Professional and Support Salaries (Appendix A)	124,110	128,454	132,950
Indirect Salaries (Appendix A)	-	-	-
Operating Expenses	123,595	123,595	123,595
Current/prior years surplus (carryover)			
From Other Sources:			
<b>Subtotal Existing Resources</b>	<b>\$ 1,459,453</b>	<b>\$ 1,506,208</b>	<b>\$ 1,554,599</b>

<b>6. Program shortfall (surplus)</b> (Program Costs - Program Revenue - Existing Resources)	<b>\$ 4,457,156</b>	<b>\$ 1,822,983</b>	<b>\$ 1,227,604</b>
Internal Funds Requested through Strategic Allocation			
Reallocation of internal resources	20,459	(11,273)	(114,678)
Funds Requested of the Provincial Government	4,436,697	1,834,256	1,342,282
<b>Balance (should be zero)</b>	<b>\$ 0</b>	<b>\$ (0)</b>	<b>\$ (0)</b>



Sam Vagianos

Aug 18, 2022

Submitted by Faculty/School Budget Officer (signature)

Date

Reviewed by Graduate Studies Dean or Designate (signature)

Date

(For graduate program submissions only)



Chester Wojciechowski

Aug 18, 2022

Reviewed by University Budget Officer (signature)

Date

## Appendix A - Salary Expenses

SENATE PLANNING AND PRIORITY COMMITTEE  
NEW PROGRAM APPROVAL PROCESS

NEW	Year 1		Year 2		Year 3	
	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
Academic						
Excluded Academic Admin		\$ -	-	\$ -	-	\$ -
Professor	-	-	-	-	-	-
Assoc/Asst Professor or Senior Instructor	2.50	275,000	4.50	504,625	4.50	522,287
Lecturer/Instructor/Sessionals	1.00	95,000	2.00	188,325	2.00	194,916
Librarians	-	-	-	-	-	-
Teaching Assistants	-	3,750	-	7,631	-	11,648
<b>Subtotal New Academic Salaries</b>	<b>3.50</b>	<b>373,750</b>	<b>6.50</b>	<b>700,581</b>	<b>6.50</b>	<b>728,852</b>
Benefits and Pay Levy		74,750		140,116		145,770
<b>Total New Academic Salaries (including BPL)</b>	<b>3.50</b>	<b>\$ 448,500</b>	<b>6.50</b>	<b>\$ 840,698</b>	<b>6.50</b>	<b>\$ 874,622</b>
Professional and Support Staff						
EMAPS	-	\$ -	-	\$ -	-	\$ -
AESES	1.00	50,000	2.00	106,750	2.00	110,486
CUPE TA's	-	-	-	-	-	-
<b>Subtotal New Professional and Support Staff</b>	<b>1.00</b>	<b>50,000</b>	<b>2.00</b>	<b>106,750</b>	<b>2.00</b>	<b>110,486</b>
Benefits and Pay Levy		10,000		21,350		22,097
<b>Total New Professional and Support Staff (incl. BPL)</b>	<b>1.00</b>	<b>\$ 60,000</b>	<b>2.00</b>	<b>\$ 128,100</b>	<b>2.00</b>	<b>\$ 132,584</b>
Indirect Staff (Within your faculty/school)						
EMAPS	-	\$ -	-	\$ -	-	\$ -
AESES		\$ 8,625		17,552		26,791
CUPE TA's	-	-	-	-	-	-
<b>Subtotal New Indirect Staff</b>	<b>-</b>	<b>8,625</b>	<b>-</b>	<b>17,552</b>	<b>-</b>	<b>26,791</b>
Benefits and Pay Levy		1,725		3,510		5,358
<b>Total New Indirect Staff (including BPL)</b>	<b>-</b>	<b>\$ 10,350</b>	<b>-</b>	<b>\$ 21,062</b>	<b>-</b>	<b>\$ 32,149</b>
<b>Total New Staff</b>	<b>4.50</b>	<b>\$ 518,850</b>	<b>8.50</b>	<b>\$ 989,860</b>	<b>8.50</b>	<b>\$ 1,039,355</b>

7 - App A - Salaries

Appendix A - Salary Expenses

**SENATE PLANNING AND PRIORITY COMMITTEE  
NEW PROGRAM APPROVAL PROCESS**

<b>EXISTING</b> (Within your faculty/school)	<b>Year 1</b>		<b>Year 2</b>		<b>Year 3</b>	
	<b>FTE</b>	<b>Total Salary</b>	<b>FTE</b>	<b>Total Salary</b>	<b>FTE</b>	<b>Total Salary</b>
Academic						
Excluded Academic Admin	-	\$ -	-	\$ -	-	\$ -
Professor	-	-	-	-	-	-
Assoc/Asst Professor or Senior Instructor	7.00	734,350	7.00	760,052	7.00	786,654
Lecturer/Instructor/Sessionals	3.00	255,110	3.00	264,039	3.00	273,280
Librarians	-	-	-	-	-	-
Teaching Assistants	-	20,330	-	21,042	-	21,778
<b>Subtotal Existing Academic Salaries</b>	<b>10.00</b>	<b>1,009,790</b>	<b>10.00</b>	<b>1,045,133</b>	<b>10.00</b>	<b>1,081,712</b>
Benefits and Pay Levy		201,958		209,027		216,342
<b>Total Existing Academic Salaries (including BPL)</b>	<b>10.00</b>	<b>\$ 1,211,748</b>	<b>10.00</b>	<b>\$ 1,254,159</b>	<b>10.00</b>	<b>\$ 1,298,055</b>
Professional and Support Staff						
EMAPS	-	\$ -	-	\$ -	-	\$ -
AESES	2.00	103,425	2.00	107,045	2.00	110,791
CUPE TA's	-	-	-	-	-	-
<b>Subtotal Existing Professional and Support Staff</b>	<b>2.00</b>	<b>103,425</b>	<b>2.00</b>	<b>107,045</b>	<b>2.00</b>	<b>110,791</b>
Benefits and Pay Levy		20,685		21,409		22,158
<b>Total Existing Professional and Support Staff (incl. BPL)</b>	<b>2.00</b>	<b>\$ 124,110</b>	<b>2.00</b>	<b>\$ 128,454</b>	<b>2.00</b>	<b>\$ 132,950</b>
Indirect Staff						
EMAPS	-	\$ -	-	\$ -	-	\$ -
AESES	-	-	-	-	-	-
CUPE TA's	-	-	-	-	-	-
<b>Subtotal Existing Indirect Staff</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Benefits and Pay Levy		-		-		-
<b>Total Existing Indirect Staff (including BPL)</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>
<b>Total Existing Staff</b>	<b>12.00</b>	<b>\$ 1,335,858</b>	<b>12.00</b>	<b>\$ 1,382,613</b>	<b>12.00</b>	<b>\$ 1,431,004</b>
<b>GRAND TOTAL</b>	<b>16.50</b>	<b>\$ 1,854,708</b>	<b>20.50</b>	<b>\$ 2,372,473</b>	<b>20.50</b>	<b>\$ 2,470,359</b>

6 - App B - Operating Exp.

Appendix B - Operating Expenses

**SENATE PLANNING AND PRIORITY COMMITTEE  
NEW PROGRAM APPROVAL PROCESS**

	<u>Direct Expenses</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
700BGT	Travel - Budget (includes visiting speakers, orientation, research day)	\$ 1,500	\$ 3,000	\$ 5,000
701BGT	Hospitality - Budget	\$ 313	\$ 625	\$ 938
704BGT	Printing and Duplicating - Budget	\$ 104	\$ 208	\$ 313
706BGT	Consumable Materials/Supplies Budget (includes computers)	\$ 625	\$ 1,250	\$ 1,875
708BGT	Telecommunications - Budget	\$ 1,350	\$ 2,550	\$ 2,550
710BGT	Other Expenses (Nonconsumable) Budget	\$ 643,224	\$ 730,449	\$ 284,703
713BGT	Insurance - Budget	\$ -		
716BGT	Externally Contracted Serv - Budget	\$ -		
718BGT	Professional Fees - Budget	\$ -		
740BGT	Repairs and Maintenance - Budget	\$ 118,000	\$ 119,500	\$ 119,500
	<b>Subtotal Direct Operating</b>	<b>\$ 765,116</b>	<b>\$ 857,583</b>	<b>\$ 414,878</b>

**Appendix C - Student Support**

**SENATE PLANNING AND PRIORITY COMMITTEE  
NEW PROGRAM APPROVAL PROCESS**

<u>Graduate / Undergraduate Support Expense</u>		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
7700	Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -
7710	Bursaries	\$ -	\$ -	\$ -	\$ -	\$ -
7720	Awards					
<b>Subtotal Operating</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Appendix D - Capital Costs

**SENATE PLANNING AND PRIORITY COMMITTEE  
NEW PROGRAM APPROVAL PROCESS**

Capital Item	Year 1			Year 2			Year 3			Year 4			Year 5		
	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total	QTY	Unit Cost	Total
Ventilators	10.00	\$ 48,500	485,000			\$ -			\$ -			\$ -	-	\$ -	\$ -
Hiflow	1.00	\$ 10,000	10,000			\$ -			\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Bipaps	5.00	\$ 5,000	25,000			\$ -			\$ -			\$ -			\$ -
Misc equipm	1.00	\$ 280,000	280,000			\$ -			\$ -	-	\$ -	\$ -	-	\$ -	\$ -
Furn, Comp & Misc	4.00	\$ 5,000	20,000	4.00	\$ 5,000	\$ 20,000			\$ -			\$ -	-	\$ -	\$ -
Space Reno	1.00	1,900,000	1,900,000			-			-			-			-
Lease Fit-Up	1.00	400,000	400,000												
<b>Subtotal Operating</b>			<b><u>3,120,000</u></b>			<b><u>\$ 20,000</u></b>			<b><u>\$ -</u></b>			<b><u>\$ -</u></b>			<b><u>\$ -</u></b>

**SENATE PLANNING AND PRIORITY COMMITTEE  
NEW PROGRAM APPROVAL PROCESS**

	23/24	24/25	25/26		
1. EXPECTED ENROLMENT	Year 1	Year 2	Year 3	Year 4	Year 5
Headcount					
Undergraduate	76	100	120	120	120
Graduate					
Graduate (continuing only)					
Credit Hours					
Undergraduate	2,812	3,700	4,440	4,440	4,440
Graduate					

2. TUITION REVENUE GENERATED BY THE PROGRAM					
• Credit Hour Based - (enter credit hour rate in yr 1)	\$ 143	\$ 148	\$ 154	\$ 160	\$ 166
Undergraduate	402,116	548,941	683,432	709,061	735,650
Graduate	-	-	-	-	-
• Program Based - (enter annual program fee in yr 1)	\$ -	\$ -	\$ -	\$ -	\$ -
Undergraduate	-	-	-	-	-
Graduate	-	-	-	-	-
<b>Total Tuition Fees</b>	<b>\$ 402,116</b>	<b>\$ 548,941</b>	<b>\$ 683,432</b>	<b>\$ 709,061</b>	<b>\$ 735,650</b>
• Continuing Fee - (enter annual continuing fee in yr 2)		\$ -	\$ -	\$ -	\$ -
Graduate	-	-	-	-	-
• Program/Course Specific Fees					
Lab Fees - (enter amount in applicable years)	15,960	21,210	25,707	25,964	26,223
Field Trip Fees - (enter amount in applicable years)					
(Fee description/rate)					
..... (add as required)...					
..... (add as required)...					
<b>Total Program/Course Specific Fees</b>	<b>\$ 15,960</b>	<b>\$ 21,210</b>	<b>\$ 25,707</b>	<b>\$ 25,964</b>	<b>\$ 26,223</b>

<b>TOTAL TUITION AND FEES GENERATED BY THE PROGRAM</b>	<b>\$ 418,076</b>	<b>\$ 570,151</b>	<b>\$ 709,138</b>	<b>\$ 735,024</b>	<b>\$ 761,874</b>
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3. TUITION REVENUE ALLOCATED TO THE FACULTY					
• Credit Hour Based - Undergraduate (enter amount)	402,116	548,941	683,432	709,061	735,650
• Credit Hour Based - Graduate	-	-	-	-	-
• Program Based	-	-	-	-	-
• Program/Course Specific Fees	15,960	21,210	25,707	25,964	26,223
• Other Compulsory Student Fees (enter amount)					
<b>TOTAL TUITION REVENUE ALLOCATED TO THE FACULTY</b>	<b>\$ 418,076</b>	<b>\$ 570,151</b>	<b>\$ 709,138</b>	<b>\$ 735,024</b>	<b>\$ 761,874</b>

## APPENDIX E: Lab and Miscellaneous Equipment, 2023-2024 (+20 students)

Misc Equipment	Current stock	Unit Cost	Increase in need	total cost for 50% increase
Filters (Vent, Spiro, Etc)	700	\$3.00	350	\$ 1,050.00
Portable Diagnostic Spirometer	1	\$2,500.00	2	\$ 5,000.00
Mips/Meps Gauges	5	\$300.00	2.5	\$ 750.00
Wright Spirometer	2	\$250.00	1	\$ 250.00
Saturation Monitor And Probes	1	\$3,000.00	2	\$ 6,000.00
Abg Kits	100	\$2.00	50	\$ 100.00
Cuff Pressure Manometer	5	\$50.00	2.5	\$ 125.00
Arterial Catheters & Central Lines	7	\$75.00	3.5	\$ 262.50
Sutures, Alcohol Pads, Gauze	25	\$5.00	12.5	\$ 62.50
Blood Management System & Pressure Monitoring Kit	3	\$75.00	1.5	\$ 112.50
Incentive Spirometry, PEP Devices, Peak Flowmeters	5	\$100.00	2.5	\$ 250.00
Vital Signs Monitor (BP, Temp, Etc)	0	\$1,500.00	2	\$ 3,000.00
Bubble Humidifier	26	\$11.00	13	\$ 143.00
Nebulizer	5	\$7.00	2.5	\$ 17.50
Aeroneb Prox Solo Nebulizer Unit & Consumables	1	\$2,800.00	1	\$ 2,800.00
Surgical Instruments	7	\$10.00	3.5	\$ 35.00
Syringes (1ml, 3ml, 5ml, 10ml)	10	\$10.00	5	\$ 50.00
Suction Catheters (Various FR Sizes)	20	\$8.00	10	\$ 80.00
Portable Suction & Regulator Setup Kit	1	\$1,000.00	4	\$ 4,000.00
suction mannequin	0	\$5,000.00	2	\$ 10,000.00
Resp Medications Various Manufacturers	20	\$100.00	10	\$ 1,000.00
Portable CO2 Monitor & Consumables	1	\$3,500.00	1	\$ 3,500.00
Oxygen Accessories (Trees, Keys)	20	\$5.00	10	\$ 50.00
Oxygen Regulators - Tapered & 50psi	2	\$250.00	1	\$ 250.00
Oxygen Flowmeters	5	\$25.00	2.5	\$ 62.50
Bourdon O2 & Air Regulators	1	\$300.00	2	\$ 600.00
Oxygen Conserving Device	1	\$400.00	2	\$ 800.00
Oxygen Double Connector/Splitter	4	\$50.00	2	\$ 100.00
Air/O2 Blender	0	\$1,200.00	3	\$ 3,600.00
Various O2 Masks, Prongs, Etc	100	\$50.00	50	\$ 2,500.00
Humidity (Bottles, HME, Etc)	25	\$10.00	12.5	\$ 125.00
Hand Ventilation Bags	7	\$150.00	3.5	\$ 525.00
Airway Pressure Manometers	2	\$50.00	1	\$ 50.00
Laryngectomy Kit	1	\$200.00	2	\$ 400.00
Cricothyrotomy Kit	1	\$150.00	2	\$ 300.00
Endotracheal Tubes (Mult Sizes)	12	\$6.00	6	\$ 36.00
Laryngoscope Blades (Mult Sizes)	6	\$50.00	3	\$ 150.00
Ventilator Circuits (Box Neo, Adult)	2	\$100.00	1	\$ 100.00
Trach Supplies (Mult Sizes)	15	\$200.00	7.5	\$ 1,500.00
LMA Masks (Mult Sizes)	4	\$30.00	2	\$ 60.00
Optiflow Cannula (Mult Sizes) Kit	1	\$3,880.00	2	\$ 7,760.00
Vent Flow Sensors (Adult And Neo)	10	\$50.00	5	\$ 250.00



CPAP/BIPAP Masks Adult	8	\$100.00	4	\$ 400.00
Intubation Kits	5	\$100.00	12.5	\$ 1,250.00
Video Laryngoscope & Blades Kit	0	\$5,500.00	2	\$ 11,000.00
Vent Humidifiers	4	\$500.00	2	\$ 1,000.00
Trach Mannequin	1	\$2,000.00	2	\$ 4,000.00
Adult Intubation Model	1	\$2,500.00	2	\$ 5,000.00
Neonate Intubation Model	0	\$1,500.00	2	\$ 3,000.00
Cardionics Student Auscultation Mannequinn (Sam)	1	\$3,000.00	2	\$ 6,000.00
ASL 5000 Torso	1	\$8,000.00	2	\$ 16,000.00
Test Lungs & Quicklungs	9	\$1,000.00	0	\$ -
Automated Quicklung Breather - Ingmar Medical	2	\$2,000.00	7	\$ 14,000.00
Blood gas analyzer	0	\$4,000.00	1	\$ 4,000.00
Body box- full PFT	0	\$30,000.00	1	\$ 30,000.00
pediatric, neonatal arms for ABGs, IV, cap gases	0	\$ 6,000.00	3	\$ 18,000.00
OR equipment – anesthesia machine – planning to be able to simulate some OR competencies	0	\$ 50,000.00	1	\$ 50,000.00
Esophageal balloons	0	\$ 300.00	15	\$ 4,500.00
Ultrasound machine & adult art line placement arm kit	0	\$ 5,800.00	6	\$ 34,800.00
Student Auscultation Mannequinn (SAM)	1	\$11,000.00	4	\$ 44,000.00
treadmill & CPX software	0	\$ 6,500.00	1	\$ 6,500.00
teaching software - Elsevier simulation	0	\$20,000.00	1	\$ 20,000.00
				\$ -
			<b>TOTAL OVER 2 YEARS</b>	\$ 331,256.50
			<b>2022 ASK</b>	\$ 50,000
			<b>2023 ASK</b>	\$ 280,000

**Comments of the Senate Planning and Priorities Committee RE: Request for Admission Target Increase, Bachelor of Respiratory Therapy, College of Rehabilitation Sciences**

At the request of the President, the Senate Planning and Priorities Committee (SPPC) was consulted on a request from the College of Rehabilitation Sciences, to increase the admission target for the Bachelor of Respiratory Therapy (B.R.T.) program from twenty (20) to forty (40) spaces, effective for the 2023 Fall Term. The Committee offered the following comments and advice, with respect to the resource implications. The President has asked that the comments of SPPC be shared with the Senate Executive Committee, together with the request from the College.

- 1) It was suggested that the College might provide some rationale for the need for an additional 4.5 FTE positions and, particularly, the need for 3.5 FTE tenure track positions, to support what would be a relatively small number of additional students relative to some other undergraduate programs at the University. The Committee enquired about the rationale not only for the number of positions but the necessity for tenure-track rather than Instructor positions.
- 2) Related to the previous comment, the SPPC remarked on the letter of support provided by the Dean, Faculty of Science, which indicates the Faculty has capacity to support the proposed enrolment expansion in the B.R.T., which might impact enrolment in several courses offered by the Departments of Biological Sciences and Statistics. The Committee contrasted the request from the College, for an additional 3.5 FTE tenure-track faculty to teach an additional 20 students in the B.R.T. program, with the absence of a request for additional teaching resources for the 1000- level Biological Sciences (BIOL) and Statistics courses, which already have large enrolments in multiple sections, have sometimes been oversubscribed in recent years, and, with respect to the BIOL courses, are laboratory-intensive courses delivered in a context of ongoing pressures on available laboratory spaces for teaching.
- 3) The Committee also contrasted the response received from the Dean, Faculty of Science, with the response from the Associate Dean, Faculty of Arts, who is requesting an additional 0.5 FTE academic position to support additional service teaching demands expected to result from the proposed B.R.T. enrolment expansion.
- 4) The Committee commented on the need to consider potential and various resource implications that might be associated with the need for a larger number of clinical placements, as noted below. These include increased demands on human resources, in addition to increased operating costs. Consideration of these things would be critical given the institutional priority for experiential learning.
  - If there is an objective to increase the number of clinical placements in rural and northern locations, consideration would need to be given to: the time required to build relationships with communities; costs associated with creating any necessary infrastructure at those locations; and necessary supports for students who would need to relocate to communities where the clinical placements would take place. It was noted that Ongomiizwin might be able to support the College in some of the work of building relationships.
  - It was suggested that the College might consult with the Assembly of Manitoba Chiefs and the Southern Chiefs' Organization about potential locations for clinical placements in Indigenous communities.

- There may be a need to include the northern allowance when budgeting for salaries and benefits for any staff who will be working at locations in northern communities.
- 5) With reference to the letters of support from various health agencies in the province, which are all supportive of the planned enrolment increase, the Committee commented on the importance of acknowledging that there will be additional pressures on resources across the health system, to support the additional number of students who will need to complete the clinical placements that are required in all three years of the B.R.T. program.

Respectfully submitted,

Professor Derek Oliver, Chair  
Senate Planning and Priorities Committee

**University of Manitoba**  
**First Day of Classes - Fall Term Enrolment**  
**Summary Report**  
**September 7, 2022**

As a result of the COVID-19 pandemic, comparisons to other years should be made with caution as figures may not be comparable. Enrolments and credit hours during the height of the COVID-19 pandemic were higher than pre-pandemic levels. In 2022, as pandemic restrictions have eased, enrolments and credit hours have returned to levels similar to pre-pandemic levels.

Fall Term 2022 represents a 0.6% decrease in enrolment, compared to Fall Term 2019, with 29,793 students in Fall Term 2019 and 29,600 students in Fall Term 2022.

Undergraduate credit hours represent a 0.3% increase compared to Fall Term 2019, with 281,171 credit hours in Fall Term 2019 and 281,967 credit hours in Fall Term 2022.

### **Fall Term Enrolment**

Overall enrolment for the First Day of Classes decreased to 29,600 from last year's record of 30,953 students. Fall Term 2022 marks the 10<sup>th</sup> consecutive year that the University of Manitoba has been above 29,000 students on First Day. The decline in enrolment in Fall Term 2022 was due mainly to a decrease in the number of part-time students. Full-time enrolment decreased from 26,010 students to 25,720 students, while part-time enrolment decreased from 4,943 students to 3,880 students.

Undergraduate enrolment decreased from 26,712 students in Fall Term 2021 to 25,418 students in Fall Term 2022. Graduate enrolment decreased from 3,554 students to 3,499 students.

International enrolment decreased from 6,659 students in Fall Term 2021 to 6,527 students in Fall Term 2022.

Indigenous enrolment decreased from 2,623 students in Fall Term 2021 to 2,541 students in Fall Term 2022.

Undergraduate student credit hours decreased from 290,097 in Fall Term 2021 to 281,967 in Fall Term 2022. Distance and Online Education credit hours, excluding remote-learning, increased from 34,440 credit hours in Fall Term 2021 to 36,744 credit hours in Fall Term 2022.

Office of Institutional Analysis

**ENROLMENT (PRELIMINARY)**  
**University of Manitoba**  
**First Day of Classes - Fall Term<sup>1</sup>**

Faculty/College/School	Full-Time		Part-Time <sup>2</sup>		TOTAL		
	2022	2021	2022	2021	2022	2021	% Change
<b>Undergraduate Students</b>							
Agricultural & Food Sciences	687	679	48	70	735	749	-1.9%
Agriculture, School of <sup>3</sup>	103	94	3	14	106	108	-1.9%
Architecture	276	290	4	4	280	294	-4.8%
Art, School of	257	263	50	52	307	315	-2.5%
Arts	3,947	4,039	707	976	4,654	5,015	-7.2%
Business, Asper School of	1,804	1,730	159	145	1,963	1,875	4.7%
Education	361	369	243	309	604	678	-10.9%
Engineering, Price Faculty of	1,706	1,708	130	179	1,836	1,887	-2.7%
Environment, Earth, and Resources, Clayton H. Riddell Faculty of	346	385	85	71	431	456	-5.5%
Extended Education <sup>4</sup>	272	279	304	347	576	626	-8.0%
Health Sciences, Rady Faculty of	204	193	12	12	216	205	5.4%
Dentistry, Dr. Gerald Niznick College of	124	128	0	0	124	128	-3.1%
B.Sc. Dentistry <sup>5</sup>	11	19	0	0	11	19	-
Dental Hygiene, School of	54	57	1	2	55	59	-6.8%
Medicine, Max Rady College of <sup>6</sup>	446	467	9	10	455	477	-4.6%
B.Sc. Medicine <sup>5</sup>	61	77	0	0	61	77	-
Nursing, College of <sup>7</sup>	799	758	37	77	836	835	0.1%
Pharmacy, College of <sup>8</sup>	177	132	12	2	189	134	n/a
Rehabilitation Sciences, College of	48	48	1	2	49	50	-2.0%
Kinesiology & Recreation Management	501	499	28	25	529	524	1.0%
Law	319	319	6	4	325	323	0.6%
Music, Marcel A. Desautels Faculty of	175	197	15	14	190	211	-10.0%
Science	5,569	5,390	786	1,131	6,355	6,521	-2.5%
Social Work <sup>9</sup>	432	459	232	255	664	714	-7.0%
University 1 <sup>10</sup>	3,345	3,720	522	712	3,867	4,432	-12.7%
<b>Undergraduate Total</b>	<b>22,024</b>	<b>22,299</b>	<b>3,394</b>	<b>4,413</b>	<b>25,418</b>	<b>26,712</b>	<b>-4.8%</b>
Graduate Studies <sup>11</sup>	3,013	3,024	486	530	3,499	3,554	-1.5%
Post-Graduate Medical Educ.	683	687			683	687	
<b>University Total</b>	<b>25,720</b>	<b>26,010</b>	<b>3,880</b>	<b>4,943</b>	<b>29,600</b>	<b>30,953</b>	<b>-4.4%</b>

1. As a result of the COVID-19 pandemic, comparisons to other years should be made with caution as figures may not be comparable.
2. Students enrolled in Distance Education or off-campus studies are included in their faculty/college/school of registration.
3. Agriculture Diploma registration incomplete, as at First Day of Classes.
4. Includes students in General Studies and the diploma programs coordinated by Extended Education.  
Students enrolled in online, off-campus, or distance education credit courses are shown in their faculty/college/school of registration.
5. B.Sc. (Dentistry)(Medicine) are second or third year Dental and Medical students who registered for the B.Sc. program in the summer term.
6. Students no longer admitted to the Family Social Sciences program within Max Rady College of Medicine, effective Fall Term 2019.
7. Beginning in Fall Term 2021, enrolment includes all University College of the North Cohort Nursing students as the University of Manitoba becomes the primary institution of record.
8. Increase in enrolment in the College of Pharmacy due to the transition from B.Sc. Pharmacy to PharmD program, beginning in Fall Term 2019.
9. Includes William Norrie Centre, Distance and Northern programs.
10. The University 1 program was introduced in 1998-99 and is for students with limited or no university experience.
11. Includes all Joint Master's Program students.



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Report from Senate (October 6, 2022)

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**Items forwarded for approval:**

**Recommended resolutions:**

**THAT the Board of Governors approve:**

**A. Report of the Senate Committee on Awards (dated August 23, 2022)**

**THAT the Board of Governors approve [subject to Senate approval, October 6, 2022]:**

**B. Proposal for Manitoba Multiple Sclerosis Research Centre, Rady Faculty of Health Sciences**

**Items forwarded for information:**

- C. Request for Increase to Admission Target, Bachelor of Midwifery, College of Nursing, President's Approval
- D. Provincial Approval - Closure of Bachelor of Commerce (Honours) in Operational Research / Operations Management
- E. Implementation of Undergraduate Degree Programs
  - E-1) Bachelor of Science (Honours) and Bachelor of Science (Major) in Environmental Geoscience
  - E-2) Bachelor of Arts (Advanced) in German
  - E-3) Bachelor of Arts (Honours) in Global Political Economy

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**ITEM A – for approval (Attachment 1)**

**Report of the Senate Committee on Awards (dated August 23, 2022)**

**Context and Background:**

As provided for in its terms of reference, the Senate Committee on Awards has the responsibility, “[on] behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that comply with the University of Manitoba’s policy on *Student Awards*.”

At its meeting on August 23, 2022, the Committee approved fifteen new offers, eleven amended offers, and the withdrawal of seven offers, as set out in the Report of that date.

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**Resource Requirements:**

The awards will be funded from the sources identified in the Report.

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**Consultation and Routing to the Board of Governors:**

These award decisions are consistent with the *Student Awards* policy. They were endorsed by the Senate Committee on Awards, on behalf of Senate, at its meeting on August 23, 2022. The Report will be shared with Senate Executive and Senate, for information, when the committees meet on September 21 and October 6, 2022, respectively.

## ITEM B – for approval (Attachment 2)

### Proposal for Manitoba Multiple Sclerosis Research Centre, Rady Faculty of Health Sciences

#### Context and Background:

The establishment of research centres and institutes at the University is governed by the policy on *Research Centres, Institutes and Groups*, which states that:

[a] research centre/institute is a formally structured organizational unit of the University. It is established under the authority of the Board of Governors, normally on the recommendation of the Senate of the University. The purpose of a research centre/institute is to focus and sustain research in specific areas and to encourage research collaborations among disciplines and between Departments, Faculties and Schools. Research centres/institutes also provide unique training opportunities for students and serve as a valuable source for the community at large.

Research centres/institutes normally provide for the strengthening, coordination or facilitation of research or scholarly activities not readily undertaken within the University's department structure, building upon the expertise, competence and staff interest existing at the University.

The Rady Faculty of Health Sciences is proposing to establish the Manitoba Multiple Sclerosis Research Centre. The Centre's mission would be to bring together local researchers, clinicians, trainees, and knowledge users committed to advancing multiple sclerosis (MS) research and care in Manitoba, to facilitate and strengthen research interactions, collaborations, networking, outreach, knowledge dissemination and translation, recruitment and retention, and enrich mentorship and training of highly qualified researchers and professionals in MS research. In pursuit of the mission, the Centre would also promote the position of the province in national and international MS research communities.

The Centre will comprise various committees each with responsibility for specific activities of the Centre, as detailed in section C (i) of the proposal, including the Membership Committee, Outreach and Public Relations Committee, MS Research Day and Trainee Awards Committee, and Mentorship and Internal Peer-Review Committee. An External Advisory Committee, chaired by the Director, will provide advice to the Director and Associate Director on the organizational structure, key initiatives, and overall direction of the Centre. The Director, who will report to the Dean, Rady Faculty of Health Sciences, through the Vice-Dean (Research), will serve as Chair of the of the Membership Committee and will appoint the Chair of the Outreach and Public Relations. The Associate Director will serve as Chair of the Mentorship and Internal Peer-review Committee and will appoint the Chair of the MS Research Day and Trainee Awards Committee.

Membership categories would include (i) core members who are actively involved in MS research, including faculty members at any Manitoba university, laboratory heads at any Manitoba-based government agency, and Manitoba Shared Health physicians; (ii) affiliated members, including research staff at any Manitoba university, government agency, research institute or company, or any healthcare professional at private clinic in Manitoba; (iii) trainee members, including undergraduate and graduate students, medical residents/fellows, and postdoctoral research fellows who are actively involved in MS research or patient care; and (iv) knowledge users and stakeholders, such as representatives of government and non-government funding agencies, patient organizations, industry partners, and healthcare policy decisions makers.

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#### Resource Requirements:

In the first five years, the Centre would have a budget of \$40,000, including allocations of \$7,500 in each of the first two years from the Rady Faculty of Health Sciences, a one-time allocation of \$12,000 from Shared Health Research and Innovation, and \$2,600 annually from registration fees for the Annual MS Research Day to be hosted by the Centre. The revenue would be used to fund the Annual MS Research Day (\$7,500 per year for four years) and Annual Trainee Awards (\$2,000 per year).

Start-up costs associated with the development of a website and annual operating costs related to website hosting and maintenance would be borne by the Rady Faculty of Health Sciences. An in-kind contribution from the Manitoba Neuroscience Network would support two external visiting speakers per year.

The Centre would not require additional space, facilities, or equipment as it would initially rely on members' existing laboratories and clinical spaces

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### **Connection to the University Planning Framework:**

The proposal for the Manitoba Multiple Sclerosis Research Centre aligns with the University's *Strategic Research Plan, 2015- 2022*, in that it is consistent with the Integrative Research in Health and Well-being research theme and terms of investment in emerging and established areas of research excellence in Manitoba and through promoting the development and expansion of collaborations at institutional, regional, national and international levels.

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### **Implications:**

The objectives of the Centre would be to:

- increase the visibility of Manitoban MS researchers locally, nationally, and internationally, and showcase the cutting-edge MS research conducted in the province;
- foster interactions and collaborations between basic, translational, and clinical researchers within the University, Shared Health Manitoba, and other universities and research centres in the province;
- provide an enriched training environment for the next generation of MS researchers and clinician-scientists;
- participate in public awareness, outreach, and fundraising activities organized by the MS Society of Canada – Manitoba Division;
- provide mentorship and support to early career faculty members and clinicians actively engaged in MS-related research in Manitoba;
- provide internal peer-review for individual and team applications for external grants by members of the Centre;
- facilitate team building and preparation of large team operating and infrastructure funding opportunities available through external granting agencies.

Establishment of the Centre would promote the visibility of MS researchers in the province and strengthen their efforts toward the collective goal of finding effective treatments for MS. It would be significant in the context of recent growth of basic, translational, and clinical MS research in Manitoba, where the prevalence of MS in the population is higher than in other jurisdictions within Canada and globally.

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### **Consultation and Routing to the Board of Governors:**

This proposal was reviewed and endorsed by the Senate Committee on University Research, the Senate Planning and Priorities Committee, and the Senate Executive Committee. The proposal will be considered by Senate, for approval, on October 6, 2022.

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**ITEM C – For information**

**Request for Increase to Admission Target, Bachelor of Midwifery Program, College of Nursing, President's Approval**

**Context and Background:**

The Board policy on *Admission Targets* specifies that it is the President who has authority to approve changes to, or the introduction of, admission targets following consultation and discussion with the dean or director, with Senate and with the Board of Governors, subject to the provisions of the provincial *Programs of Study Regulation*.

Subject to approval by the province, the President has approved a request from the College of Nursing for an increase to the admission target for the Bachelor of Midwifery (B.Mid.) program, from six (6) to eight (8) seats, effective for the Fall 2023 admission intake. The requested increase would mitigate expected attrition rates, to maintain cohorts at levels that meet the needs of the province, including those of populations in Northern Manitoba. The President previously consulted with Senate (June 22, 2022) and with the Board of Governors (June 28, 2022) on the request.

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**Resource Requirements; Implications:**

The resource requirements and implications remain as outlined in the previous submission to the Board of Governors from Senate, for the meetings on June 28, 2022.

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**Consultation and Routing to the Board of Governors:**

Senate will be informed of the President's approval of the requested change to the admission target for the B.Mid. program, at its meeting on October 6, 2022.

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**ITEM D – For information**

**Provincial Approval - Closure of Bachelor of Commerce (Honours) in Operational Research / Operations Management**

**Context and Background:**

The closure of the Bachelor of Commerce (Honours) in Operational Research / Operations Management was approved by the Board at its meeting on May 24, 2022. The University received notification on July 19, 2022, that Manitoba Advanced Education, Skills, and Immigration has approved the University's request to close the program.

In 2004, a major in Logistics and Supply Chain Management, in the B.Comm.(Hons.), was introduced in response to market demand in Manitoba. Concepts within this major overlapped with those within the Operational Research / Operations Management major, and demand for the latter major declined significantly, as student interest shifted to the Logistics and Supply Chain Management major.

As there are no students enrolled in the program, the Provost and Vice-President (Academic) has authorized the closure of the program effective September 1, 2022.

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**Consultation and Routing to the Board of Governors:**

Senate will be informed of the province's approval of the program closure, at its meeting on October 6, 2022.

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**ITEM E – For information**

**Implementation of Undergraduate Degree Programs**

**E-1) Bachelor of Science (Honours) and Bachelor of Science (Major) in Environmental Geoscience**

**E-2) Bachelor of Arts (Advanced) in German**

**E-3) Bachelor of Arts (Honours) in Global Political Economy**

**Context and Background:**

E-1) The Board of Governors approved a proposal for a Bachelor of Science (Honours) and a Bachelor of Science (Major) in Environmental Geoscience, at its meeting on March 22, 2022. The University received notification on June 1, 2022, that Manitoba Advanced Education, Skills, and Immigration has approved the programs. The Provost and Vice-President (Academic) has authorized implementation of the programs effective for the 2022 Fall Term.

E-2), E-3)

At its meeting on January 25, 2022, the Board of Governors approved proposals for the two programs listed below. The University received notification on June 13, 2022, that Manitoba Advanced Education, Skills, and Immigration has approved the programs. The Provost and Vice-President (Academic) has authorized implementation of both programs effective for the 2022 Fall Term.

- Bachelor of Arts (Advanced Major) in German. The proposal outlines possibilities for students to complete either a B.A. (Single Advanced Major) or a B.A. (Double Advanced Major) in German. Students who complete the Single Advanced Major can elect to complete the degree with a Co-operative Education Option.
- Bachelor of Arts (Honours) in Global Political Economy

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**Resource Requirements; Implications:**

The resource requirements and implications for these items (E-1, E-2, E-3) remain as outlined in previous submissions to the Board of Governors from Senate, for the meetings on the dates indicated above.

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**Consultation and Routing to the Board of Governors:**

E-1), E-2), E-3)

Senate will be informed of the implementation of the above noted programs, at its meeting on October 6, 2022.

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**SUBMISSION PREPARED BY:** \_\_\_\_\_ University Secretary \_\_\_\_\_

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**ATTACHMENTS:**

**Item for approval:**

Attachment 1 –

Report of the Senate Committee on Awards (dated August 23, 2022)

**Items for approval [subject to Senate approval, October 6, 2022]:**

Attachment 2 –

Proposal for Manitoba Multiple Sclerosis Research Chair, Rady Faculty of Health Sciences

## REPORT OF THE SENATE COMMITTEE ON AWARDS

### **Preamble**

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and revised offers of awards that comply with the Student Awards Policy.

### **Observations**

At its meeting of August 23, 2022, the Senate Committee on Awards approved 15 new offers, 11 revised offers and 7 withdrawals as set out in the *Report of the Senate Committee on Awards (August 23, 2022)*.

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 15 new offers, 11 revised offers and 7 withdrawals as set out in the *Report of the Senate Committee on Awards (August 23, 2022)*. These award decisions comply with the Student Awards Policy.

Respectfully submitted,

Dr Jared Carlberg  
Chair, Senate Committee on Awards

## **SENATE COMMITTEE ON AWARDS**

**August 23, 2022**

### **1. NEW OFFERS**

#### **CFY Prizes in Science**

The Division of Extended Education at the University of Manitoba established the CFY Prizes in Science in 2022. The purpose of the CFY Prizes in Science is to recognize and celebrate the academic success, particularly in first-year science courses, of Common First Year (CFY) students in the Access Program in Extended Education. Each year, up to two prizes valued at \$500 each will be offered to students who:

- (1) were enrolled in the Access Program in the year in which the award was tenable;
- (2) have successfully completed at least two of the following courses with a minimum grade of B in each course\*: Biology: Foundations of Life (currently numbered BIOL 1000 Biology), Biology: Biological Diversity and Interaction (currently numbered BIOL 1010 Biology), Biology 1: Principles and Themes (currently numbered BIOL 1020), Biology 2: Biological Diversity, Function and Interactions (currently numbered BIOL 1030), Basic Statistical Analysis 1 (currently numbered STAT 1000), or Mathematics in Art (currently numbered MATH 1020); and
- (3) have demonstrated perseverance and/or a high level of commitment to the science program, which has contributed to their success.

\* This course list may be amended from time to time. For the most current listing of eligible courses, please consult the application form.

In order to demonstrate how they meet criterion (3), candidates are required to complete an application form, which is available at the Access office.

Preference may be given to students who have not previously been awarded this prize.

The prizes will be presented at a formal Access Program event, such as the Access Graduation Celebration, when possible.

The Dean of Extended Education (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate) and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

#### **CFY Writing Competition Prizes in Arts**

The Division of Extended Education at the University of Manitoba established the CFY Writing Competition Prizes in Arts in 2022. The purpose of the CFY Writing Competition Prizes in Arts is to recognize and celebrate outstanding writing in academic essays or creative work completed by Common First Year (CFY) students in the Access Program in Extended Education. Each year, up to three prizes valued at \$500 each will be offered to students who:

- (1) were enrolled in the Access Program in the year in which the award was tenable;

- (2) have successfully completed at least two of the following courses with a minimum grade of B in each course\*: Introduction to the University (currently numbered ARTS 1110), English Composition (currently numbered ENGL 0930), Writing about Literature (currently numbered ENGL 0940), Indigenous Peoples in Canada - Part 1 (currently numbered INDG 1220), or Indigenous Peoples in Canada - Part 2 (currently numbered INDG 1240); and
- (3) have demonstrated outstanding writing in academic essays or creative work.

\* This course list may be amended from time to time. For the most current listing of eligible courses, please consult the application form.

Candidates are required to submit: (i) a piece of formal writing completed as part of a written assignment in one of the listed courses, and (ii) a completed application form, available at the Access office. Candidates are limited to one entry.

Preference may be given to students who have not previously been awarded this prize.

The prizes will be presented at a formal Access Program event, such as the Access Graduation Celebration, when possible.

The Dean of Extended Education (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate) and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Dr. Esther D. Israels Bursary**

In memory of Esther D. Israels (M.Sc./'58, MD/'50), an endowment fund was established at the University of Manitoba in 2022. The purpose of the fund is to provide financial resources to students while they pursue their Undergraduate Medical Education program. When funds are available, the Manitoba Scholarship and Bursary Initiative may make a contribution to the award. Each year, beginning in 2022-2023, the available annual income from the fund will be used to offer one or more bursaries to undergraduate students who:

- (1) are enrolled full-time in any year of study in the Undergraduate Medical Education program in the Max Rady College of Medicine;
- (2) are in good standing; and
- (3) have demonstrated financial need on the standard University of Manitoba general bursary application.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.

The Dean of the Max Rady College of Medicine (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate) and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if,

because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intent of the donor in establishing the award.

### **Dr. Marvin Seale Scholarship**

Through a bequest, the estate of Martin Seale established an endowment fund at the University of Manitoba with a gift of \$50,000 in 2022. The purpose of the award is to encourage incoming undergraduate students with an interest in pursuing a career in agriculture. Each year, beginning in 2023-2024, the available annual income from the fund will be used to offer one or more scholarships up to a maximum value of \$10,000 to undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in their second year of study in the Diploma in Agriculture program in the School of Agriculture; and
- (2) have achieved a minimum degree grade point average of 3.0.

The selection committee will have the discretion to determine the number and value of awards offered each year as outlined above, based on the available annual income from the fund.

The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Dr. Pamela G. Hawranik Bursary**

Dr. Pamela G. Hawranik established an endowment fund at the University of Manitoba in 2022. The purpose of the fund is to provide financial support to students in the College of Nursing who are Manitoba residents. Each year, beginning in 2022-2023, the available annual income from the fund will be used to offer one or more bursaries to undergraduate students who:

- (1) have graduated from a high school in rural Manitoba\*;
- (2) are enrolled full-time (minimum 60% course load) in any year of study in the Bachelor of Nursing program in the College of Nursing;
- (3) have achieved a minimum degree grade point average of 2.5; and
- (4) have demonstrated financial need on the standard University of Manitoba bursary application form.

\*For the purposes of this award, rural Manitoba is defined as outside of the census metropolitan areas of the province (as defined by Statistics Canada).

The Dr. Pamela G. Hawranik bursary is renewable for one year, provided the recipients continue to meet the numbered criteria outlined above.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available annual income from the fund and the level of financial need demonstrated by candidates for this bursary.

The selection committee will be the Student Awards Committee of the College of Nursing.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor or the designate, and providing that all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Eileen Zhu and Jeff Liu Graduate Scholarship in Mechanical Engineering**

Eileen Zhu (M.Sc./'94) and Jeff Liu (M.Sc./'93) established an endowment fund at the University of Manitoba with an initial gift of \$25,000 in 2021. The purpose of the fund is to reward the academic achievements of graduate students pursuing studies in Mechanical Engineering in the Price Faculty of Engineering. Each year, beginning in 2023-2024, the available annual income from the fund will be used to offer one scholarship to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the Master's program in Mechanical Engineering delivered by the Price Faculty of Engineering at the University of Manitoba;
- (2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
- (3) has solid mechanics or material engineering as a principal field of research and study.

Applicants will be required to submit: (i) a current *curriculum vitae* and (ii) a one-page (maximum 250 words) research abstract.

Applicants will only be eligible to receive this scholarship once.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Mechanical Engineering (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Hugh and Elsie Willson Bursary**

In honour of her parents Hugh and Elsie Willson, Brenda and Morrison Hurley established an endowment fund at the University of Manitoba with an initial gift of \$25,000 in 2022. The purpose of the fund is to support undergraduate students pursuing studies in the Faculty of Social Work at the University of Manitoba. Each year, beginning in 2023-2024, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in any year of study in the Faculty of Social Work;
- (2) has achieved a minimum degree grade point average of 2.5; and
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The Dean of the Faculty of Social Work (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

#### **K. Smimou Bursary for Indigenous Students in the Asper School of Business**

Dr. Kamal Smimou made an annual contribution valued at \$7,500 to the University of Manitoba for a three-year term to offer the K. Smimou Bursary for Indigenous Students in the Asper School of Business. The purpose of the fund is to provide financial support to undergraduate Indigenous students in the Asper School of Business. Each year, beginning in 2023-2024 and ending in 2025-2026, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) has self-declared as a First Nations, Métis or Inuit person from Canada;
- (2) is enrolled full-time (minimum 60% course load) in any year of study in the Asper School of Business at the University of Manitoba;
- (3) has achieved a minimum degree grade point average of 2.0; and
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.

The Dean of the Asper School of Business (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

#### **Manitoba Graduate History Scholarship**

The Winnipeg Foundation, through its Centennial Institute, established a scholarship at the University of Manitoba to reward and encourage students who are pursuing a Master of Arts degree in the Joint Master's Program offered by the History Departments of the University of Manitoba and the University of Winnipeg. This scholarship was established in partnership with the province of Manitoba to recognize that students who have graduated from a Manitoba high school may have interests in history at the graduate level that are outside of Canadian studies. The Winnipeg Foundation will confirm the value of these awards annually. In each year when the award is offered one or more scholarships will be offered to graduate students who:

- (1) have graduated from a high school in Manitoba;
- (2) are enrolled full-time in the Faculty of Graduate Studies in the first or second year of the Joint Master's Program offered by the Department of History;
- (3) have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (4) are conducting history research that is outside of Canadian studies.



Applicants will be required to submit: (i) a 500 word statement describing their proposed course work, major paper or thesis which also includes details on the name and geographical location of the high school they graduated from; (ii) a current *curriculum vitae*; and (iii) a copy of their current transcript.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Joint Discipline Committee in the Department of History to name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Any future modifications that may be necessary due to changed conditions will require complete consultation with The Winnipeg Foundation.

### **Manitoba Medical Students' Association Bursary**

The Manitoba Medical Students' Association (MMSA) generously pledged to provide support to fellow classmates in the Undergraduate Medical Education program (UGME) in the Max Rady College of Medicine for a period of four years, beginning in 2022-2023 and ending in 2025-2026. The Manitoba Medical Students' Association Bursary will assist UGME students with financial support for tuition and living expenses incurred while studying medicine. The funding is raised from referendum surcharges paid by each student to the MMSA's Student Initiatives Fund (Fund # 125665-340000) where a portion will be applied toward student bursaries. Donor Relations will consult with the MMSA's executive and Max Rady College of Medicine's Senior Financial Officer to confirm the available bursary funding each year. When funds are available, the Manitoba Scholarship and Bursary Initiative may make a contribution to the award. The MMSA has the right to renew the commitment at the end of the initial term.

Each year, beginning in 2022-2023 and ending in 2025-2026, one or more bursaries will be offered to undergraduate students who:

- (1) are enrolled full-time in any year of study in the Undergraduate Medical Education program in the Max Rady College of Medicine;
- (2) are in good standing; and
- (3) have demonstrated financial need on the standard University of Manitoba bursary application.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.

The Dean of the Max Rady College of Medicine (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Master of Physician Assistant Studies Bursary**

The Max Rady College of Medicine established an annually funded bursary in the amount of \$40,000 at the University of Manitoba in 2022. The Max Rady College of Medicine and

Department of Family Medicine will each contribute \$20,000 per year for five years. The purpose of the fund is to support students in the Master of Physician Assistant Studies program. Each year, beginning in 2022-2023 and ending in 2026-2027 one or more bursaries will be offered to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in any year of study in the Master of Physician Assistant Studies Program at the University of Manitoba;
- (2) have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (3) have demonstrated financial need on the standard University of Manitoba general bursary application.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.

The Dean of the Max Rady College of Medicine (or designate) will ask the Director of the Master of Physician Assistant Studies Program (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

#### **Michael and Nella Eskin Graduate Travel Award**

Michael and Nella Eskin established an endowment fund at the University of Manitoba to assist graduate students in the Department of Food and Human Nutritional Sciences with travel costs for attending a conference to present their research. Each year, beginning in 2023-2024, the available annual income from the fund will be used to offer one travel award to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in any Master's or Ph.D. program offered by the Department of Food and Human Nutritional Sciences at the University of Manitoba;
- (2) has achieved a minimum grade point average of 3.75 based on the last 60 credit hours (or equivalent) of study;
- (3) has completed a significant piece of research (submitted or to be submitted for publication to a peer-reviewed journal);
- (4) has been accepted to present this research at the annual conference of either the American Oil Chemists' Society or the Institute of Food Technologists; and
- (5) has an advisor whose primary appointment is in the Department of Food and Human Nutritional Sciences.

Applicants will be asked to submit a copy of the significant piece of research and the conference abstract with their applications. This award may be held in conjunction with other travel awards. The recipient may acknowledge the contribution from this award during the conference presentation or in the paper's publication.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Agricultural and Food Sciences (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Treaty One Scholarship in Indigenous Studies**

A scholarship fund was created through The Winnipeg Foundation to mark the 150th Anniversary of Treaty One and the founding of Manitoba inspired by the formation of the Metis Nation under the leadership of Louis Riel. This award will support graduate students who are conducting research into the history of Canadian government policy respecting Indigenous (First Nation, Métis, and Inuit) peoples including the study of residential schools and the subsequent efforts at truth and reconciliation. The Winnipeg Foundation will confirm the number and value of these awards annually. Each year, beginning in 2022-2023 one or more scholarships will be offered to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in a Master's or Doctoral program offered by the Department of Indigenous Studies;
- (2) have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or equivalent) of study; and
- (3) are conducting research into the history of Canadian government policy respecting Indigenous (First Nation, Metis, and Inuit) people including the study of residential schools and the subsequent efforts at truth and reconciliation.

The award is not renewable though previous recipients may reapply to receive this scholarship in both Year I and Year II of either their Master's or Doctoral program.

Applicants will be required to submit: (i) a description of the proposed research and a statement of its relevance to research into the history of Canadian government policy with respect to Indigenous (First Nation, Métis, and Inuit) peoples including the study of residential schools and subsequent efforts at truth and reconciliation, (ii) information on their educational background and research experience, and (iii) a copy of their transcript.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of Arts (or designate) to name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Any future modifications that may be necessary due to changed conditions will require complete consultation with The Winnipeg Foundation.

### **The Brenda LaRose Bursary for Indigenous Students**

Leaders International established an annually funded bursary to support an Indigenous student who is a single parent. The donor has committed to offering the bursary for a period of 3 years. Each year, beginning in 2022-2023 and ending in 2024-2025, one bursary valued at \$2,500 will be offered to an undergraduate student who:

- (1) has self-declared as a First Nations, Métis or Inuit person from Canada;
- (2) is a single custodial parent with a dependent child or children;
- (3) is enrolled full-time (minimum 60% course load) in University 1 or any faculty, college, or school at the University of Manitoba with a Direct Entry program;
- (4) has achieved either:
  - (a) as an entering student, the minimum admission requirements for University 1 or any faculty, college, or school with a Direct Entry option; or
  - (b) as a continuing student, a minimum degree grade point average of 2.0; and
- (5) has demonstrated financial need on the standard University of Manitoba bursary application form.

The Associate Registrar and Director, Financial Aid & Awards (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Wilhelm Guenter Fellowship**

In honour of Wilhelm Guenter, the Western Nutrition Conference Planning Committee established an endowment fund at the University of Manitoba with an initial gift of \$52,000 in 2021. The purpose of the fund is to reward the academic achievements of students pursuing graduate studies in Animal Science in the Faculty of Agricultural and Food Sciences.

Each year, beginning in 2022-2023, half of the available annual income from the fund will be used to offer one fellowship to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the Master's program in Animal Science offered by the Faculty of Agricultural and Food Sciences;
- (2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
- (3) has demonstrated strong research ability or potential.

Each year, beginning in 2022-2023, half of the available annual income from the fund will be used to offer one fellowship to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in the Ph.D. program in Animal Science offered by the Faculty of Agricultural and Food Sciences;
- (2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and
- (3) has demonstrated strong research ability.

Applicants will be required to submit a description of their research or proposed research and a current *curriculum vitae*.

The fellowship is not automatically renewable, but previous recipients may re-apply.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Agricultural and Food Sciences (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

## 2. AMENDMENTS

### **Agricultural and Food Sciences Centennial Entrance Scholarship**

The following amendments were made to the terms of reference for the Agricultural and Food Sciences Centennial Entrance Scholarship:

- The preamble was revised to:

*Alumni, faculty, agricultural industry, and friends of the Faculty of Agricultural and Food Sciences contributed \$150,000 for an endowed scholarship during the 100<sup>th</sup> Anniversary of the Faculty, originally the Manitoba Agricultural College (established in 1906), in 2008. Manitoba Agriculture of the Province of Manitoba has matched the funds of the endowment. The scholarship will be awarded to high school students who plan to complete a degree from the Faculty of Agricultural and Food Sciences or a diploma from the School of Agriculture at the University of Manitoba. The available annual income from the fund will provide scholarships, each valued at \$2,000. The number of annual scholarships will be determined each year on the basis of available annual income. The first scholarship will be offered in the spring of 2008. Each year, one or more scholarships will be offered to undergraduate students who:*

- The numbered criteria were revised to:

- (1) will have graduated from a high school in the Province of Manitoba with a minimum average of 85% on those courses considered for admission to the University of Manitoba, and who will be attending the University on a full-time basis in the year in which they apply for the scholarship;*
- (2) will enter the Faculty of Agricultural and Food Sciences as a Direct Entry student and register for any undergraduate degree program;*
- (3) have been pre-selected through an internal provincial competition among rural and urban applicants; and*
- (4) demonstrate an interest and commitment to building a strong agricultural sector in the province and a strong interest in pursuing a career in the agri-food and agri-food processing industries.*

- The renewal paragraph was revised to:

*For students registering in the School of Agriculture, one or more scholarships will be offered to undergraduate students who:*

- (1) will have graduated from a high school in the Province of Manitoba and who will be attending the University of Manitoba on a full-time basis in the year in which they apply for the scholarship;*
- (2) will enter the School of Agriculture as a Direct Entry student registered for the Diploma program;*

- (3) *have been pre-selected through an internal provincial competition among rural and urban applicants; and*
- (4) *demonstrate an interest and commitment to building a strong agricultural sector in the province and a strong interest in pursuing a career in the agri-food and agri-food processing industries.*
- The paragraph following the numbered criteria was revised to:
 

*In order to demonstrate how they meet criterion (4), the applicants must submit a written statement outlining the student's vision for rural Manitoba and their career goals in the agri-food and food-processing sectors supported with a personal reference from an employer, supervisor or other (not a family member, personal friend or Manitoba Agriculture staff member) and a copy of completed courses and grades directly to Manitoba Agriculture. The applicants will be ranked by Manitoba Agriculture, who will then forward the list of ranked applicants to the Faculty of Agricultural and Food Sciences Awards Committee.*

*The eligibility criteria for the awarding of Scholarships will be reviewed as required by a committee known as the "Agricultural and Food Sciences Centennial Award Committee" composed of the Faculty of Agricultural and Food Sciences Award Committee and a representative (or a designate) from Manitoba Agriculture of the Province of Manitoba.*
- The standard Board of Governors statement was added.

### **Bryan F. Zilkey Bursary**

The following amendments were made to the terms of reference for the Bryan F. Zilkey Bursary:

- The preamble was revised to:
 

*Mr. Bryan F. Zilkey established an annually funded bursary at the University of Manitoba in 1998. The purpose of the bursary is to provide financial support to students in the area of Plant Sciences in the Faculty of Agricultural and Food Sciences. Mr. Zilkey's wish is to assist students by offsetting some of the costs associated with pursuing a university education. Each year, one bursary valued at \$700, will be offered to an undergraduate student who:*
- The numbered criteria were revised to:
  - (1) *is enrolled full-time (minimum 60% course load) in the fourth year of study in the Plant Biotechnology Program in the Faculty of Agricultural and Food Sciences;*
  - (2) *has achieved a minimum degree grade point average of 3.0; and*
  - (3) *has demonstrated financial need on the standard University of Manitoba general bursary application form.*
- The selection committee paragraph was revised to:
 

*The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee.*
- The standard Board of Governors statement was added.

### **Canada Life Actuarial Career Scholarship**

The following amendments were made to the terms of reference for Canada Life Actuarial Career Scholarship:

- The preamble was revised to:  
*Canada Life established an annual fund at the University of Manitoba in 2010. The purpose of the fund is to reward the academic achievements of students in the Warren Centre for Actuarial Studies and Research at the University of Manitoba. This scholarship is to run for one year, expiring after the 2022-2023 academic year, three scholarships valued at \$5,000 each will be offered to undergraduate students who:*
- The numbered criteria were revised to:
  - (1) *are enrolled full-time (80% course load) in the second year or higher in either:
 
    - (a) *the Asper School of Business, in a Bachelor of Commerce (Honours) degree with a declared Major in Actuarial Mathematics; or*
    - (b) *the Faculty of Science, in a Bachelor of Science (Honours) degree with a declared Major in Actuarial Mathematics or Statistics - Actuarial Mathematics;**
  - (2) *have achieved a minimum degree grade point average of 3.5; and*
  - (3) *have demonstrated leadership skills.*
- The paragraphs following the numbered criteria was added:  
*Applicants must submit a written statement (maximum 500 words) in order to demonstrate how they meet criterion (4). Leadership skills may include initiative, goal setting, outcome achievement, decision making and problem solving, interpersonal skills and team work, persuasiveness, and verbal and written communication skills. Examples of leadership can include successfully driving issues to closure, influencing others, and resolving issues among peers or team members using communication, decision making and problem solving skills. Leadership abilities may have been demonstrated through participation in extra-curricular activities including volunteer or other community involvement, including sports, and/or previous work experience.*  
*The value of the award may be adjusted in the final year to ensure that the fund is exhausted.*
- The selection committee paragraph was revised to:  
*The Dean of the Asper School of Business (or designate) will name the selection committee and will include the Director of the Warren Centre for Actuarial Studies (or designate) and at least one faculty member who has industry experience and practical knowledge of the leadership qualities required to excel in an actuarial science career.*
- The standard Board of Governors statement was added.

### **Child Health Graduate Studentship in Nursing**

The following amendments were made to the terms of reference for the Child Health Graduate Studentship in Nursing:

- The preamble was revised to:  
*The Child Health Graduate Studentship in Nursing fund has been established at the University of Manitoba through equal contributions from the Children's Hospital Foundation and the University's Graduate Fellowship Matching Funds Program. This award will recognize students who already have practical work experience in child health and show an interest in continuing to study at the graduate level in this field. Each year, the available annual income from the fund will be used to offer up to three fellowships to graduate students who:*

- The numbered criteria were revised to:
  - (1) *have worked as a nurse, with a focus on children or child health, following completion of an undergraduate nursing degree;*
  - (2) *are enrolled full-time or part-time in the Faculty of Graduate Studies, in a graduate program offered by the College of Nursing;*
  - (3) *have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and*
  - (4) *have submitted the best research proposal for a graduate thesis in the field of child health, as judged by the selection committee.*
- The following paragraph was added:
 

*The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds, as outlined in the criteria above.*
- The selection committee paragraph was revised to:
 

*The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Graduate Program Curriculum Governance and Quality Assurance Committee of the College of Nursing to convene the selection committee for this award.*
- The standard Board of Governors statement was added.

### **Frank Edick Memorial Prize**

The following amendments were made to the terms of reference for the Frank Edick Memorial Prize:

- The preamble was revised to:
 

*Charles H. and Sadie Edick established an endowment fund of \$500 in 1955, in memory of their son, Frank. The annual interest on the fund had provided book prizes which were awarded to the student in the fourth year in Pharmacy. Each year, beginning in 2022-2023 the available annual income from the fund will be used to offer one prize to an undergraduate student who:*
- The numbered criteria were revised to:
  - (1) *has completed the requirements for the third year of the PharmD degree program in the College of Pharmacy;*
  - (2) *has achieved a minimum degree grade point average of 3.0; and*
  - (3) *has obtained the highest standing in Clinical Therapeutics 3 (currently numbered PHMD 3014).*
- The selection committee paragraph was revised to:
 

*The selection committee for this award will be the College of Pharmacy Professional Program Awards Committee.*
- The standard Board of Governors statement was added.

### **John Glanville Memorial Scholarship**



The following amendments were made to the terms of reference for the John Glanville Memorial Scholarship :

- The preamble was revised to:  
*The masonry industry established an endowment fund in 2012 to honour John Glanville's contribution to the advancement of masonry engineering. The Manitoba Scholarship and Bursary Initiative made a contribution to this fund. Each year, beginning in 2021-2022, the available annual income, minus \$500 (which will be used to fund the undergraduate scholarship award #25333), will be used to offer one or more scholarships with a minimum value of \$3,000 each to graduate students who:*
- The numbered criteria were revised to:
  - (1) *are enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in the Civil Engineering Master's or PhD program;*
  - (2) *have achieved a minimum degree grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and*
  - (3) *are conducting research on or related to masonry studies.*
- The paragraph following the numbered criteria was revised to:  
*Each year, a portion of the available annual income from the fund will be used to offer one scholarship valued at \$500 to an undergraduate student who:*
- The second set of numbered criteria was revised to:
  - (1) *is enrolled full-time (minimum 80% course load) in the Price Faculty of Engineering in the Department of Civil Engineering;*
  - (2) *has achieved a minimum degree grade point average of 3.5; and*
  - (3) *has taken or is registered in the Masonry Design and Construction course (currently numbered CIVL 4020).*
- The selection committee paragraph was revised to:  
*The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Scholarships, Bursaries, and Awards Committee of the Price Faculty of Engineering to convene the selection committee for the graduate student scholarships. The selection committee for the undergraduate scholarship will be the Scholarships, Bursaries, and Awards Committee of the Price Faculty of Engineering.*
- The standard Board of Governors statement was added.

### **Nature Manitoba Scholarship**

The following amendments were made to the terms of reference for the Nature Manitoba Scholarship:

- The preamble was revised to:  
*Nature Manitoba (formerly Manitoba Naturalists Society) established an endowment fund to provide an annual scholarship at the University of Manitoba. Each year, the available annual income from the fund will be used to offer one scholarship to a graduate student who:*
- The numbered criteria were revised to:
  - (1) *has graduated from a university in Manitoba;*

- (2) *is enrolled full-time in the Faculty of Graduate Studies in a Master's or Ph.D. program offered by the department of Biological Sciences; and*
- (3) *has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study*
- The selection committee paragraph was revised to:  
*The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Biological Sciences (or designate) to name the selection committee for this award.*
- The standard Board of Governors statement was added.

### **Purohit Bursary in Pharmacy**

The following amendments were made to the terms of reference for the Purohit Bursary in Pharmacy:

- The preamble was revised to:  
*Mr. Bachu Purohit established an endowment fund at the University of Manitoba, with an initial gift of \$2,000, to offer bursaries for students in the College of Pharmacy. The Manitoba Scholarship and Bursary Initiative made a contribution to this fund. Each year, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:*
- The numbered criteria were revised to:
  - (1) *is enrolled full-time in the third year of study in the PharmD program in the College of Pharmacy at the University of Manitoba;*
  - (2) *has achieved a minimum degree grade point average of 2.5; and*
  - (3) *has demonstrated financial need on the standard University of Manitoba bursary application form.*
- The selection committee paragraph was revised to:  
*The selection committee for this award will be the College of Pharmacy Professional Program Awards Committee.*
- The standard Board of Governors statement was added.

### **Sunil K. Sen Scholarship**

The following amendments were made to the terms of reference for the Sunil K. Sen Scholarship:

- The preamble was revised to:  
*In memory of Dr. Sunil K. Sen, an endowment fund was established by his friends and colleagues at the University of Manitoba. Dr. S. K. Sen is a former professor in the Department of Physics. Each year, the available annual interest will be used to offer one scholarship to an undergraduate student who:*
- The numbered criteria were revised to:
  - (1) *is enrolled full-time (minimum 80% course load) in the fourth year of study in the Physics Honours program in the Faculty of Science; and*

- (2) *has the highest standing in the Physics Honours program;*
- The selection committee paragraph was added:  
*The Dean of the Faculty of Science will ask the Head of the Department of Physics and Astronomy to name the selection committee for this award.*
- The standard Board of Governors statement was added.

### **University Gold Medal in Pharmacy**

The following amendments were made to the terms of reference for University Gold Medal in Pharmacy:

- The preamble was revised to:  
*The University Gold Medal in Pharmacy will be awarded to the graduating student who:*
- The numbered criteria were revised to:
  - (1) *has achieved the highest degree grade point average (3.75 or above) in the PharmD program; and,*
  - (2) *has carried a full, normal course load (no transfers, repeats, resists, or supplementals in any academic or fieldwork portion of the curriculum, including internships) throughout the program.*
- The following tie-breaking paragraph was revised to:  
*Only one winner is to be named each year in the PharmD program. Ties are to be broken using the following criteria in priority order:*
  - (1) *the degree grade point average calculated to the second decimal place;*
  - (2) *preference is to be given to students who have a higher proportion of “A+”s and “A”s in the total PharmD program; and*
  - (3) *the highest sessional grade point average in the third year of the PharmD program.*

### **Women in the Physical Sciences Scholarship**

The following amendments were made to the terms of reference for Women in the Physical Sciences Scholarship:

- The preamble was revised to:  
*The female graduates of the Faculty of Science established a fund for students who identify as female in the physical sciences at the University of Manitoba in 1991. The purpose of the fund is to reward and encourage students who identify as female to enter and complete honours or major degree programs in the areas of the physical sciences.*  
*Each year, the available annual income from the fund will be used to offer one or more scholarships with a minimum value of \$2,000 each to undergraduate students who:*
- The numbered criteria were revised to:
  - (1) *have identified as a female student on the application form for the University of Manitoba;*
  - (2) *have completed the first year (minimum of 24 credit hours) of:*
    - (a) *University 1; or*

- (b) a Bachelor of Science or Bachelor of Computer Science program in the Faculty of Science; or
  - (c) a Bachelor of Science program in the Clayton H. Riddell Faculty of Environment, Earth, and Resources;
  - (3) are enrolled full-time (minimum 80% course load) in the second year of study or higher in honours or major program in computer sciences, physics, chemistry, geology, environmental geoscience, geophysics and physical geography program in the Faculty of Science or the Clayton H. Riddell Faculty of Environment, Earth, and Resources; and
  - (4) have achieved a minimum degree grade point average of 3.0.
- The paragraphs following the numbered criteria was revised to:  
*The Women in the Physical Sciences Scholarship is renewable for a maximum of three years, provided the recipients continue in the Faculty of Science or Clayton H. Riddell Faculty of Environment, Earth, and Resources, and continue to meet criteria (1), (3) and (4).*  
*The selection committee will have the discretion to determine the number and value of awards offered each year as outlined above, based on the available annual income from the fund.*
  - The selection committee paragraph was revised to:  
*The Dean of the Faculty of Science (or designate) and the Dean of the Clayton H. Riddell Faculty of Environment, Earth, and Resources (or designate) will jointly name the selection committee for this award.*
  - The standard Board of Governors statement was added.

### 3. WITHDRAWALS

#### **Basic Science Prize in Dental Hygiene**

At the request of the donor.

#### **Charles E. Frost Scholarship in Pharmacy**

Company has dissolved, no longer funding.

#### **Merck Scholarship for Indigenous Students in Pharmacy**

At the request of the donor.

#### **RBC Awards in Indigenous Business Education- UG Bursary**

Term of award has expired 2020-2021.

#### **RBC Awards in Indigenous Business Education- UG Scholarship**

Term of award has expired 2020-2021.

**RBC Awards in Indigenous Business Education- MBA Entrance Scholarship**

Term of award has expired 2020-2021.

**RSAC Academic Achievement Scholarship**

At the request of the donor.

THE SENATE COMMITTEE ON UNIVERSITY RESEARCH  
REPORT ON THE ESTABLISHMENT OF THE  
**THE MANITOBA MULTIPLE SCLEROSIS RESEARCH CENTRE (MMSRC)**

**Preamble:**

1. The Policy for *Research Centres, Institutes and Groups*, stipulates that all new research Centres/Institutes are to be reviewed by the Senate Committee on University Research (SCUR) prior to being transmitted to the Senate Planning and Priorities Committee and to Senate, in order to be established by the Board of Governors.
2. The Senate Committee on University Research established a review sub-committee for each new Centre/Institute proposed. In accordance with the Policy, the task of each sub-committee was to review the proposal to determine if the Centre/Institute should be established. The Committee was further charged with recommending to SCUR the establishment of the Centre/Institute.

**Observations:**

1. The review process followed that which is outlined in sections 2.3 and 2.4 of the Policy *Research Centres, Institutes and Groups*. The following was noted:
  - a) **Name of Research Centre/Institute:**  
Manitoba Multiple Sclerosis Research Centre (MMSRC)
  - b) **Description and Justification:**
    - i) **Mission and Objectives**

Mission:  
To bring local researchers, clinicians, trainees and knowledge users committed to advancing MS research and care in Manitoba. The chief goal is to facilitate and strengthen interactions, to promote collaborations, networking, outreach and knowledge dissemination and mentorship of trainees, researchers and other health professionals in the MS field.

Objectives:

      1. Increase visibility of Manitoba MS researchers on local, national and international stages, and show case research conducted in the province
      2. Foster interactions and collaborations between basic, translational and clinical researchers at UofM, Manitoba Shared Health and other provincial universities and research centres
      3. Enrich the training environment for students, residents and fellows at UofM, Manitoba Shared Health, and other Manitoba-based institutions.
    - ii) **Scope of Activities**
      - Creating website on RFHS platform to highlight members, local news and accomplishments (grants, papers, trainees)
      - Annual Manitoba MS Research Day (in person)
      - Monthly MS Seminar Series (local and external MS researchers and trainees) – virtual platform to engage members across Manitoba
      - Enrich the training environment for students, residents and fellows, working with the endMS National Training Program (MS Society of Canada) (eg. will host endMS Summer School in Winnipeg in 2024)
      - Foster recruitment of trainees and faculty and staff in MS-related disciplines relevant to health and clinical sciences, including STEM (bioinformatics, machine learning, and data science to bridge clinical and computational sciences). Long-term aspirational goal to create opportunity to attract a new Canada Research Chair in MS research.
      - Networking with local, national and international organizations (e.g. Canadian Prospective Cohort Study to Understand Progression in Multiple Sclerosis; NAIMS - North American Imaging in MS Cooperative) in part to create access to large databases and human samples for translational research and multicenter research in MS

- Promote membership KT and outreach activities with public, funding bodies and private donors through public presentations and outreach activities. (e.g., fundraising and public awareness events with the MS Society of Canada (MSSOC), Health Sciences Centre Foundation (HSCF), and Research Manitoba)

### iii) **Description of research benefits and opportunities**

The activities described above will promote local networking and enhance the trainee experience. Enhanced interaction of researchers will foster more innovative and translational projects, which will increase individual researcher funding success and enable development of competitive team and network research proposals. Furthermore, the linkage of the Centre to external research networks will facilitate a broadening of scope and research capacity for Manitoba researchers. Involvement and focus on training will enable development of a compelling proposal for a national training hub via the NSERC CREATE program. The Network is likely to raise the profile and foster enhanced recruitment of clinical and research trainees, and with success will become a priority for allocation of future recruitment initiatives in RFHS and UofM. The Centre will have a high profile in the local research community, and with a close formal association with the MS Society, should have a public facing profile that gets attention when major achievements are reported.

## c) **Constitution:**

### i) **Organizational Structure**

MMSRC will be based at RFHS and led by a **Director** (Dr. Karimi) and **Associate Director** (Dr. Figley). All committees report to these leaders. The Director will chair a **Membership Committee** responsible for determining membership status and category of applicants, and will work closely with the Outreach Committee to identify Stakeholder Members. An **Outreach and Public Relations Committee** will organize awareness and outreach activities such as media interviews, fundraising and donor engagement events, as well as leading Twitter and Instagram accounts. This includes advertising of the Annual MS Research Day. An **MS Research Day and Trainee Awards Committee** will organize the annual research day in Winnipeg (scientific program, local and external speakers), and will adjudicate MMSRC trainee awards. A new Chair is to be named annually by members. A **Mentorship and Internal Peer-review Committee** will foster mentee-mentor relationships between ECRs and established researchers, and will orchestrate an internal grant peer-review platform. An **External Advisory Committee** will meet annually to provide oversight and critique regarding organizational structure, key initiatives and overall direction of the MMSRC. Members are already named and represent diverse stakeholders of national repute.

### ii) **Categories of Membership**

Four well-defined opt-in (application) categories: **Core Members:** faculty at Manitoba universities, laboratory heads at Manitoba-based government agency, and Manitoba Shared Health physicians actively involved in MS research. **Affiliated Members:** Manitoba-based research staff (research associates, technicians, program/facility managers, etc.), physicians, nurses and health care professionals at clinics AND outside-of-Manitoba research faculty, clinicians and laboratory heads. **Trainee Members:** undergraduate & graduate, and clinical and postdoctoral research fellows. **Knowledge Users and Stakeholders:** representatives of government and nonprofit funding agencies, patient organizations, industry partners, and healthcare policy decision makers.

### iii) **Procedures for Appointments**

Members submit an expression of interest and CV and are assessed based on active involvement in MS-relevant research, patient care, community activities. Committee determines membership and category by vote. Renewal is annually on an opt-in basis.

### iv) **Responsibilities of Membership**

Participate regularly in the monthly Seminar Series and Annual Research Day. Actively contribute to content on website (research achievements, outreach etc.), participate in MMSRC outreach

initiatives, and list MMSRC as an affiliation for MS-related publications, presentations and/or grant applications.

**d) Management:**

Oversight by the Director, who reports to Vice-Dean of Research RFHS.

**e) Proposed Membership**

In addition to the Director and Associate Director, seven core members have been identified. They represent a wide range of research and clinical expertise related to MS. Precise numbers of members have not yet been determined. These will be drawn from a large pool: currently > 30 trainees and staff in labs of MMSRC Core Members, and up to 50 more in labs of prospective affiliated members. A four-member External Advisory Committee is already in place.

**f) Physical Resources**

Initially MMSRC facilities and equipment include well-funded existing labs and clinical spaces of Core Members at UofM and HSC. This is broad in scope and of high quality and capacity (e.g., biomedical labs, animal models, human MRI and computational analysis, and genomics). The administrative home appears to be the offices of the Director, Associate Director and the Chairs of individual committees. Website home and support provided by RFHS communications.

**g) Financial Resources**

Overall, a modest initial five-year budget, with balanced revenue and expenditures. Significant in-kind contributions are expected from members (in leadership roles). **Revenue \$40,000**, includes RFHS Dean's Office, HSC Research Department, and expected registration from Annual MS Research Day. The majority of funds will be used for Research Day activities. In-kind support from RFHS for website development and maintenance as well a visiting speaker sponsorship by MNN. **Expenditures** relate chiefly to Annual MS Research Day, and Annual Trainee Awards.

**h) Statements of Support and Commitment**

Multiple relevant letters of support provided – all strongly endorse the MMSRC initiative, confirming partnership, collaboration and potential for impact and growth.

**2. The membership of the sub-committee was as follows:**

- Andrew Halayko, Rady Faculty of Health Sciences (Chair)
- Tamra Werbowetski-Ogilvie, Rady Faculty of Health Sciences
- Jay Doering, Office of the Vice-President (Research and International)

**3. The assessment of the sub-committee was as follows:**

The committee unanimously endorse this proposal, and we compliment the submitters for compiling a comprehensive proposal that directly addressed all the relevant and required elements for assessment. MMSRC aligns with the university strategic framework including investment in emerging and established areas of research excellence in Manitoba, and promoting the development and expansion of collaborations at institutional, regional, national and international levels. Research on MS is needed, timely and has a particular Manitoba-focus that is highly relevant. This initiative will establish a new multidisciplinary research "Cluster", building broad excellence that exists among a cadre of local researchers. Multiple Core Members are highly successful, and are recognized leaders locally, nationally and internationally. This includes the Director Dr. Karimi who is fully capable of being a diligent and effective leader. The committee is convinced that the proposal will lead to greater networking and recognition nationally and internationally, which should enhance the breadth and quality of research, scholarly works and knowledge dissemination/translation through close association with public facing stakeholders, including the MS Society of Canada. MMSRC is committed to an Equity, Diversity and Inclusivity (EDI) vision in principle. This is reflected in its core membership profile, but specific activities in this space are not yet developed and specifically entrenched. MMSRC also has a committed External Advisory Committee that represents a national who's who of researchers, MS advocacy and the MS Society of Canada.



The structure is appropriate, and governance and reporting is quite clear. The committees to be developed have clear mandates, with complementary roles and objectives. Committee membership is well developed.

A particular strength is the considerable evidence of existing collaboration among Core Members, proposed Affiliated Members and an extended collaborator network. This is a significant asset for supporting intellectual and physical resource growth, training opportunities and future team grant opportunities. Existing and anticipated strengthened affiliations and collaborations with other neuroscience centers and networks include the Spinal Cord Research Center (SCRC), the Neuroscience Research Program at HSC, the Division of Neurodegenerative Disorders at St. Boniface, the Manitoba Neuroscience Network (MNN), and the Medical Rehabilitation and Kinesiology Groups at Fort Garry, HSC Manitoba Brain Institute.

Further to this point, in its construct, MMSRC will build an excellent interactive and diverse training environment to develop and attract students, residents and fellows. As outlined in the proposal a medium term goal is to establish a national training program using the NSERC CREATE opportunity. There are encouraging signs to predict success. For instance, plans are already in place to host a 2024 Summer School with the endMS National Training Program of the MS Society of Canada. Commitment to training is a main feature of the proposal, and is highlighted by having a Trainee Member category and a MS Research Day and Trainee Awards Committee. It appears that trainees will be included in most MMSRC committees.

Another strength is that partnership with public-facing stakeholders is a primary objective and feature of MMSRC. The intended activities will bring together MS researchers, knowledge users and stakeholders, with efforts supported by a Knowledge User and Stakeholder Member category, and an Outreach and Public Relations Committee.

The committee noted a few areas that were either unclear or not well developed within the proposal. Chief among these was a rather modest budget that did not include administrative support. It thus falls to the Director, Associate Director and committee Chairs to plan and co-ordinate activities on an ongoing basis. These include website maintenance, planning scientific meetings, orchestrating internal grant reviews, and coordinating membership applications and database upkeep. RFHS will support the website, but there will still need to be a MMSRC content liaison. Conference planning can be very time consuming and complex, so there is need to have administrative support for this activity. Support letters from RFHS and MNN indicate that some in-kind support is available but it was not easy to sort out. We reached out to the Director and Associate Director for clarity on this issue, and received a satisfactory response. They provided the following feedback related to MMSRC administrative supports:

1. Administrative support from the Manitoba Neuroscience Network to organize and advertise two external speaker seminars annually;
2. MNN will coordinate the MS-focused Annual Meeting as in-kind contribution;
3. A portion of the \$27,000 budget from RFHS and HSC will support hire UofM Conference and Catering Services for logistics of annual conferences;
4. Chairs of each committee will schedule their own meetings (note: committees are small); and
5. Delegation of certain tasks will be a core operational strategy (e.g., monthly MS Seminars) that will engage trainees and staff volunteers, which will enhance professional development.

Other minor issues for the attention of the MMSRC leadership to address:

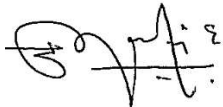
1. Intake of membership: logistics are somewhat underdeveloped. Will there be an open application approach, or a limited number of specific intake dates annually? What will be the process if a member does not renew?
2. MMSRC is committed to engaging UofM members on Fort Garry campus, but the strategy to do so is not clear. How will this group be targeted (specific events to give greater profile of the centre on "main campus"?)

3. There is a commitment to engage members outside UofM, but there are no specific plans to do so. It is not clear how many potential members may exist outside the RFHS campus, so the impact of these outreach activities is difficult to gauge.
4. Trainee Members – will students and other trainees who work with supervisors who are NOT members of MMSRC be eligible to be Trainee Members of centre?

**Recommendation:**

**THAT the Manitoba Multiple Sclerosis Research Centre (MMSRC), be established for a term of 5 years, from July 1, 2022 through June 30, 2027.**

**Respectfully submitted,**

A handwritten signature in black ink, appearing to read 'D. Jayas', with a stylized flourish at the end.

**Dr. Digvir Jayas, Chair  
Senate Committee on University Research**

The Policy for *Research Centres, Institutes and Groups*, stipulates that all new research Centres/Institutes are to be reviewed by the Senate Committee on University Research (SCUR) prior to being transmitted to the Senate Planning and Priorities Committee and to Senate, in order to be established by the Board of Governors.

2.3 Proposals must be comprehensive enough to allow the merits and feasibility of establishing a research center/institute to be assessed, and shall include the following:

**(a) Name of Research Centre/Institute:**

Manitoba Multiple Sclerosis Research Centre (MMSRC)

**(b) Description and Justification:**

**(i) Concise statement of the mission and objectives of the proposed research center/institute and their relationship to the strategic plan of the University;**

**The mission of the MMSRC is** to bring together researchers, clinicians, trainees and knowledge users committed to advancing MS research and care in Manitoba. The MMSRC will facilitate and strengthen research interactions, collaborations, networking, outreach, knowledge dissemination and translation, recruitment and retention, and will enrich mentorship and training of highly qualified researchers and professionals in the MS field. In pursuit of this mission, the MMSRC will also promote the position of Manitoba in the national and international MS research communities.

**Impact of multiple sclerosis in Canada and Manitoba:** MS has often been referred to as “Canada’s disease” because we have among the highest prevalence of MS globally, and the prevalence of MS in Manitoba is particularly high within Canada. Each day, 12 individuals are diagnosed with MS in Canada, and because disease onset is typically between the ages of 20-50 years, MS has long-term effects on the quality of life for affected individuals and their families, and poses large economic impacts for social services and healthcare systems. Nearly 80% of Canadians with MS have reduced work hours or are prematurely disabled from employment, and it is projected that MS-related Canadian health care costs will exceed \$2 billion annually within the next 10 years. Due to this high socioeconomic impact, Canada has positioned itself at the forefront of MS research and care globally. Over the past few decades, an increased number of MS-focused organizations and research groups have emerged across the country to promote MS research and health care, knowledge transfer, public outreach and education. Given the recent growth of MS basic, translational and clinical research in Manitoba, and the impact of MS on Manitobans, establishment of a focused centre for MS research is timely to promote the visibility of Manitoba MS researchers, and strengthen their efforts towards the collective goal of finding effective treatments for this debilitating condition.

**Relationship to UM Strategic Plan:** The mandate of MMSRC is directly aligned with several pillars of the latest University of Manitoba strategic vision, including investment in emerging and established areas of research excellence in Manitoba, and promoting the development and expansion of collaborations at institutional, regional, national and international levels.

Vision to establish the MMSRC is aligned with the UM strategic research plan to form research “Clusters” of researchers within multidisciplinary areas. MS research and patient care is an area of high importance for Canada and Manitoba. The MMSRC will build on the vast expertise and strength of existing MS basic, translational and clinical research programs within Manitoba with the vision to form the necessary clusters and network to foster partnership and collaboration among various disciplines/sectors within the field of MS in Manitoba. Importantly, the MMSRC will help attract top students, residents and fellows to Manitoba by providing outstanding training opportunities; and it will increase knowledge dissemination and translation. Formation of the MMSRC will strengthen the UM Strategic Plan by providing the critical structure to enhance our national and international research recognition and the quality and impact of our research, scholarly works and creative activities. The MMSRC will also provide opportunities for researchers, clinicians and trainees to connect with the broader community through active participation in public awareness, outreach programs and fundraising events.

**Equity, Diversity and Inclusivity (EDI) Statement:**

The MMSRC will implement and practice equity, diversity, parity, meritocracy and ingenuity in MS research and patient care. The MMSRC will be dedicated to providing a productive and inclusive platform, with the goal of enhancing opportunities for collaboration throughout its membership, with the tenet that working together will enhance our efforts toward a common goal. As a professional entity, the MMSRC will be committed to providing equal opportunities for all members and creating an environment that encourages free expression and the exchange of scientific and educational ideas.

**(ii) Specific objectives of the MMSRC over the next five years:**

As the MMSRC establishes and develops over time, the specific goals are:

- a) To increase the visibility of Manitoba MS researchers on the local, national and international stages, and showcase the cutting-edge MS research being conducted within the province. This will be accomplished by creating a website with member profiles and local news/announcements about recent publications, grants, trainee accomplishments, local outreach activities, etc. The Vice Dean of Research at the Rady Faculty of Health Sciences, Dr. Peter Nickerson, has offered support for the creation and maintenance of a dedicated website for the MMSRC to be hosted on the University of Manitoba server.
- b) To foster interactions and collaborations between basic, translational and clinical researchers within the University of Manitoba, Manitoba Shared Health and other universities and research centres throughout the province. The MMSRC will establish an Annual Manitoba MS Research Day in Winnipeg in addition to a monthly MS Seminar Series featuring both local and external MS researchers and trainees. The monthly research seminars will be held virtually through Zoom to facilitate participation of all members across Manitoba, while the Annual MS Research Day will be held in-person (if allowed under provincial, local, and university COVID policies) to foster more collegial interactions between all of the attendees. These regular gatherings will facilitate knowledge exchange, identify common research interests, promote team building, and foster internal and external collaborations.

- c) To provide an enriched training environment for the next generation of MS researchers and clinician-scientists. One major goal of the MMSRC is to act as a springboard for a collaborative training program. To this end, the MMSRC will facilitate formation of a team grant application for the Tri-council Collaborative Research and Training Experience (CREATE) program that would support the training and mentoring of teams of highly qualified students and fellows. This would further strengthen collaborations among MMSRC members and facilitate development of academic courses/lectures focused on MS pathophysiology, epidemiology, diagnosis, genomics, disease mechanisms and therapeutics.
- d) To participate in public awareness, outreach and fundraising activities organized by the MS Society of Canada-Manitoba Division, including MS Research Connect, the endMS National Training Program and Summer School events, the annual MS Walk, and various local fundraising events such as the HSCF Radiothon, HSCF Home Lottery, HSCF Legacy Circle, etc. The MMSRC will also assemble an MS expert speaker list for local and national media interviews, community presentations and other public outreach activities.
- e) To provide mentorship and support to early career faculty members and clinicians actively engaged in MS-related research in Manitoba.
- f) To provide internal peer-review for individual and team grant applications by MMSRC members to the MS Society of Canada, National MS Society, CIHR, NSERC, etc.
- g) To facilitate team building and preparation of large team operating and infrastructure funding opportunities, such as the New Frontiers in Research Fund and Canada Foundation for Innovation grants.

***(iii) A description of the research benefits and opportunities likely to result from the establishment of the research center/institute, including an indication of how the proposed research center/institute would facilitate research among scholars within the University and in the wider community.***

- There is currently no formal MS research organization in Manitoba. This is despite the groundbreaking and influential basic, translational and clinical research that has been generated and is ongoing in Manitoba, as well as the demographic impact of MS in the province. Thus, establishment of the proposed MMSRC is timely to provide much-needed structure to the growing local MS research community and to connect it to other Canadian centres.

- The MMSRC will facilitate knowledge exchange, mentorship, interdisciplinary collaborations and team building by bringing basic, translational, and clinical scientists together for regularly scheduled seminars and research days. This, combined with the formal recognition by the University of Manitoba that MS is a priority area, will place local MS researchers in a stronger position for individual, team, training and large operational and infrastructure funding opportunities. While the MMSRC is primarily a RFHS initiative, its mission is to provide opportunities for all researchers across the University of Manitoba and other Manitoba-based universities and other institutions that are interested in MS and related fields.

- The MMSRC will enrich the training environment for students, residents and fellows within universities in Manitoba, Manitoba Shared Health, and other Manitoba-based institutions. Trainees are a major force in any research enterprise, so optimizing their experience is an investment in the future of health research in Manitoba and Canada. In this regard, the MMSRC will work closely with the endMS National Training Program of the MS Society of Canada in their mission to promote knowledge and skills of MS trainees from across Canada. Several core members of the MMSRC have actively collaborated with the MS Society of Canada and the endMS Training Program over the past decade in different capacities (Drs. Karimi, Marrie, Figley, Marriot and Kowalec). Of note, the MMSRC will host an endMS Summer School in Winnipeg as early as 2024 (*Please see the letter from Dr. Kanellis, Assistant VP Research, MSSOC and Dr. Wolfson, Director of the endMS National Training Program*). Overall, the presence of the MMSRC will enhance the experience of Manitoba MS trainees through local, national and international collaborations that will help in attracting and retaining high-quality trainees interested in MS research in Manitoba.

- By elevating the visibility of our collective strengths in MS research, the MMSRC will also help to recruit faculty and staff in related disciplines to Manitoba. While this has obvious relevance for the health and clinical sciences (e.g., physiology, neurology, etc.), it may also have an impact on cutting edge STEM (science, technology, engineering and mathematics) fields such as bioinformatics, machine learning, and data science for researchers who are interested in bridging between clinical and computational sciences. In the longer term, the MMSRC could also create an opportunity to attract a new Canada Research Chair in an area of MS research.

- The MMSRC will facilitate integration of local investigators with other national and international MS research studies or consortia, such as the CanProCo (Canadian Prospective Cohort Study to Understand Progression in Multiple Sclerosis), the NAIMS (North American Imaging in MS) Cooperative, etc. Networking and collaborations with these external organizations will enhance the existing capacity of Manitoba MS researchers by providing access to large databases and human samples for translational research. Importantly, these activities will provide opportunities for multicenter research in MS that will also promote and enrich trainee experiences in Manitoba through collaborative research and networking.

- The MMSRC will build a platform for its membership to engage actively in knowledge translation through public presentations and outreach activities, and participation in fundraising and public awareness events with the MS Society of Canada (MSSOC), Health Sciences Centre Foundation (HSCF), Research Manitoba, etc. This will provide a great opportunity for MMSRC members, including trainees, to actively connect with the general public (including MS patients and their families), funding bodies, potential private donors and other stakeholders. Importantly, this positions the centre to conduct research that responds to the needs of knowledge users, thereby enhancing research impact, training, outreach activities, commercialization and knowledge translation.

(c) **Constitution.**

(i) ***The organizational structure of the proposed research center/institute, including the roles and responsibilities of its various committees;***

The MMSRC will be established within the Rady Faculty of Health Sciences (RFHS) at the University of Manitoba, where its core membership resides, providing a collaborative platform for multiple units including the Max Rady College of Medicine, the College of Pharmacy, and the Departments of Physiology and Pathophysiology, Radiology, Internal Medicine, Clinical Health Psychology, and Pharmacology and Therapeutics. Through its networking activities and seminar series, the MMSRC will also provide the opportunity to increase interactions and facilitate collaborations with existing neuroscience and biomedical groups based in various faculties at the Fort Garry campus (e.g., Faculty of Sciences, Faculty of Kinesiology and Recreation Management, Faculty of Engineering, and the Biomedical Engineering Group, which is technically within the Faculty of Graduate Studies). The MMSRC will consist of various internal committees reflecting its activities. Formation of MMSRC Committees will follow an EDI mandate and include trainee representatives. The MMSRC committees will meet twice a year or more as needed to govern various activities of the centre.

An External Advisory Committee will also provide advice about the administration, organization, and initiatives of the MMSRC. The External Advisory Committee will meet with the MMSRC Director and Associate Director annually in June to: 1) review the activities and progress made by the Centre, 2) discuss any recommended changes/updates to the Centre's initiatives, governance structure, etc. and 3) set specific goals for the next year.

**Director:** Will be responsible for establishing and chairing the MMSRC Membership Committee, appointing the Chair of the Outreach and Public Relation Committee (see below), identifying key priorities, coordinating with local funding bodies such as Research Manitoba, Health Sciences Center Foundation (HSCF), Manitoba Medical Services Foundation (MMSF), and stakeholders including the University of Manitoba, Shared Health, MS Society of Canada, Chairing the External Advisory Committee and managing the MMSRC finances.

**Associate Director:** Will be responsible for appointing the Chair of the Annual MMSRC Research Day and Trainee Awards Committee (see below), chairing the Mentorship and Internal Peer-review Committee (see below), appointing the coordinator of the monthly MS Seminar Series, and assisting the Director with their duties as necessary.

**Membership Committee:** Will be responsible for reviewing all MMSRC membership applications, granting membership, and assigning membership categories. The membership committee will be chaired by the MMSRC Director.

**Outreach and Public Relations Committee:** Will be responsible for organizing knowledge translation through public presentations and awareness, outreach activities, media interviews, fundraising and donor engagement events. The MMSRC will create



Twitter and Instagram accounts to promote its scientific, outreach, and networking activities on local, national and international stages. Members of this committee will oversee these activities.

**MS Research Day and Trainee Awards Committee:** Will be responsible for organizing an Annual MMSRC Research Day that will be held every Spring in Winnipeg and also adjudicating MMSRC trainee awards (e.g., Research Day Trainee Research Day Awards, Trainee Travel Awards, etc.). Each year, an MMSRC core or affiliated member will be identified (on a voluntary basis) to chair the annual MMSRC meeting in Winnipeg. The Chair will form a small committee of 2-3 members from MMSRC faculty members and trainees to organize a scientific program, and select and invite an external keynote speaker as well as local presenters. This committee will also work with the Outreach and Public Relation Committee to facilitate the attendance of knowledge users and stakeholders in the Annual MMSRC Research Day.

**Mentorship and Internal Peer-review Committee:** Will be responsible for identifying a more senior mentor for early career faculty members and clinician-scientists, and organizing internal grant peer-review for MMSRC members who wish to obtain preliminary feedback before submitting proposals to external funding agencies.

**External Advisory Committee:** Will provide external advice to the Director and Associate Director regarding the organizational structure, key initiatives and overall direction of the MMSRC. The External Advisory Committee will be composed of leaders in MS research, public health, knowledge users and stakeholders, and from the MS community. The committee will meet annually to review the performance of the MMSRC and offer guidance for the MMSRC strategic direction. *[Please note: The External Advisory Committee has already been formed. Details about its members are provided below in a subsequent section, and letters of support are attached to the application.]*

**(ii) The categories of membership and the criteria of each of these categories;**

The membership of MMSRC will include basic science and clinical researchers; clinicians and health care professionals; trainees in undergraduate, graduate, professional, and postgraduate residency and fellowship programs; and knowledge users and stakeholders who are committed to MS research, care, treatment, outreach, community engagement and knowledge translation in Manitoba. To reflect this breadth, there will be four main membership categories as outlined below.

**Core Members:** Will include faculty members at any Manitoba university, laboratory heads at any Manitoba-based government agency, and/or Shared Health physicians who apply for membership and self-identify as being actively involved in MS research.

**Affiliated Members:** Will include all other research staff (research associates, technicians, program/facility managers, etc.) any Manitoba-based university, government agency, research institute or company, as well as physicians, nurses and health care professionals at any Manitoba-based private clinic, who apply for membership and self-



identify as being actively involved in MS research and care; OR anyone who applies for membership who would otherwise meet the criteria for principal membership (above), but holds a primary appointment at a university, government agency and/or health region outside of Manitoba.

**Trainee Members:** Will include undergraduate/graduate students, medical residents/fellows, or postdoctoral research fellows who apply for membership and self-identify as being actively involved in MS research and/or patient care.

**Knowledge Users and Stakeholders:** A major goal of the MMSRC is to create a platform for bringing together MS researchers, knowledge users and stakeholders. This will engage MS stakeholders in Manitoba and promote knowledge translation. To this end, the MMSRC membership will include a category for representatives of government and non-profit funding agencies, patient organizations, industry partners, healthcare policy decision-makers, etc. The MMSRC Outreach and Public Relations Committee will take leadership in identifying and approaching stakeholders and knowledge users to join the centre. *[Please note, Dr. Pamela Kanellis, the Assistant Vice President of Research of the Multiple Sclerosis Society of Canada, and Mr. Brian Lerner, a public figure in MS advocacy are both confirmed members of the MMSRC External Advisory Committee.]*

**(iii) Procedures whereby appointments will be made for each membership category;**

All membership applications – consisting of a written expression of interest and a current CV (along with any optional letters of support) – will be reviewed by the MMSRC Membership Committee (chaired by the Director). Criteria for membership will include active involvement in MS research and related areas, MS patient care and treatment, MS outreach and community activities, etc. Membership and membership category will then be determined by at least a 2/3 (66%) majority vote of the committee. The MMSRC membership in all member categories will be renewed annually based on the continued interest of the members and their participation in various activities of the MMSRC.

**(iv) The privileges and responsibilities of membership.**

Membership privileges, for all member categories, will include a free member profile on the MMSRC website (which will feature member publications and other news/announcements), free participation in the monthly MS Seminar Series, discounted registration fees for the Annual MMSRC Research Day, eligibility to participate in any internal grant review initiatives, mentorship opportunities, and access to MMSRC shared facilities.

MMSRC members are expected to participate regularly in the monthly Seminar Series and Annual Research Day, submit newsworthy events (about MS-related research achievements, etc.) to be announced on the MMSRC website, to participate in MMSRC public outreach initiatives, and to list the MMSRC in their affiliations for any MS-related publications, presentations and/or grant applications.

(d) **Management.** *This should identify the University officer to whom the proposed research center/institute reports and in whom financial responsibility is vested.*

Financial responsibility for the MMSRC will be vested in the Director, who will report annually to the Dean of Rady Faculty of Health Sciences through Vice-Dean of Research.

(e) **Proposed MMSRC Core Membership.** *This shall include a listing of the proposed membership of the research center/institute broken down by the various membership categories, where applicable. For each proposed member, an abbreviated curriculum vitae shall be provided which details the following information: degree held, employment experience, professional activities, research interests, research funding record (last five years), and record of research achievements (last five years).*

**\*Please find abbreviated CVs for each of the members attached at the end of the application.**

**Founding Director:**



**Dr. Soheila Karimi**

Professor, Department of Physiology and Pathophysiology, Rady Faculty of Health Sciences, Max Rady College of Medicine, University of Manitoba

Areas of expertise: Basic science research in multiple sclerosis, spinal cord regeneration, neuroprotection and neuroregeneration, neuroinflammation, myelin repair, stem cells and regenerative medicine.

**Associate Director:**



**Dr. Chase Figley**

Associate Professor, Department of Radiology, Rady Faculty of Health Sciences, Max Rady College of Medicine, University of Manitoba

Areas of expertise: Basic and translational research in multiple sclerosis, cognitive neuroscience and disease related cognitive decline, diffusion tensor imaging, functional magnetic resonance imaging.

**Core Members:**



**Dr. Heather Armstrong**

Assistant Professor, Department of Internal Medicine, Rady Faculty of Health Sciences, Max Rady College of Medicine, University of Manitoba

Areas of expertise: Basic, translational, and clinical research, personalized medicine, diet, microbiome, epithelial barrier, chronic inflammation and cancer; focus on diseases of dysbiosis including multiple sclerosis.



**Dr. Jennifer Kornelsen**

Assistant Professor, Department of Radiology, Rady Faculty of Health Sciences, Max Rady College of Medicine, University of Manitoba

Areas of expertise: Translational research in multiple sclerosis, brain and spinal cord neuroimaging, chronic pain and psychiatric comorbidity associated with multiple sclerosis.



**Dr. Kaarina Kowalec**

Assistant Professor, College of Pharmacy, Rady Faculty of Health Sciences, College of Pharmacy, University of Manitoba

Areas of expertise: Translational and clinical research in multiple sclerosis, pharmacoepidemiology, pharmacogenomics, psychiatry.



**Dr. Ruth Ann Marrie**

Professor and Neurologist, Department of Internal Medicine, Rady Faculty of Health Sciences, Max Rady College of Medicine, University of Manitoba

Areas of expertise: Translational and clinical research in multiple sclerosis, comorbidity, etiologic factors for MS, patient-reported outcomes, pediatric MS.



**Dr. James Marriott**

Assistant Professor and Neurologist, Department of Internal Medicine, Rady Faculty of Health Sciences, Max Rady College of Medicine, University of Manitoba

Areas of expertise: Clinical research in multiple sclerosis, multiple sclerosis patient care, clinical trial design and developing endpoints for evaluating MS disability.



**Dr. Ronak Patel**

Assistant professor, Department of Clinical Health Psychology, Rady Faculty of Health Sciences, Max Rady College of Medicine, University of Manitoba

Areas of expertise: Clinical research, Neuropsychology, cognition and neuroimaging, neurological and psychiatric disorders.



**Dr. Galen Wright**

Assistant Professor, Department of Pharmacology and Therapeutics, Rady Faculty of Health Sciences, Max Rady College of Medicine, University of Manitoba

Areas of expertise: Basic and translational research, neurogenomics, precision medicine approaches in neurological disorders including multiple sclerosis.

**Affiliated Members:**

In addition to the MMSRC Core members who are primarily involved in MS basic, translational and clinical research, there are a number of neuroscientists and clinicians at the University of Manitoba who are working on other areas related to MS. These areas include neurodegeneration, neuroinflammation, spinal cord and brain injury, rehabilitation and locomotion, neuroimaging, bioengineering and drug development, stem cells and regenerative medicine, etc. Due to shared research interests, it is anticipated that the MMSRC will attract additional members from the University of Manitoba and other Manitoba universities and institutions after its establishment.

### **Trainees and Staff:**

There are currently over 30 trainees and staff within the laboratories of the MMSRC Core members, and up to 50 more in the laboratories of prospective affiliated members. These trainees and staff will constitute an important membership of the centre as they are the major force driving MS research in Manitoba. We expect that 80-100% of these trainees and staff will join the MMSRC. Formation of the MMSRC will be instrumental in providing a platform to engage these trainees in various scientific, mentorship, networking, outreach and leadership activities within the centre that will improve their skills and promote their career development. Scientific interactions facilitated through the MMSRC seminar series and research days, as well as internal/external collaborative opportunities, will enrich their training experience and leadership capacities.

### **Overview of Research Themes, Existing and Potential Future Internal Collaborations, and External Collaborations:**

The MMSRC members and their research groups span a wide breadth of research themes, and include foci spanning basic, translational, and clinical research (**summarized in Figure 1A**). They are at different stages of their career and bring diverse, complementary expertise. *Dr. Karimi's research team* has extensive experience in conducting preclinical studies to study MS pathogenesis and disease mechanisms. The gained knowledge is used to develop neuroprotection and neuroregenerative therapeutic approaches with translational feasibility for MS treatment. *Dr. Figley's research team* has expertise in developing and applying novel MRI methods to study structural and functional brain damage, and their relation as prognostic biomarkers for MS-related cognitive decline. *Dr. Armstrong's* research program utilizes a multi-omics approach to develop novel personalized dietary and microbe-altering interventions; examining diseases of dysbiosis (altered gut microbiome), including multiple sclerosis in animal models and patient samples. *Dr. Kornelsen's research team* brings expertise in human studies involving task-based and/or resting-state fMRI, and how changes in functional brain connectivity relate to individual differences. *Dr. Wright and his group* employ neurogenomic and bioinformatic approaches to fine-map and identify genetic variants and genes that may act as novel prognostic biomarkers and drug targets in MS and other neurodegenerative conditions. Similarly, *Dr. Kowalec and her research team* focus on precision medicine approaches to neurology and psychiatry, including predictive polygenic scores. Her program uses large administrative health datasets and genomic data to identify individuals with neurological or psychiatric disorders who are at high risk for experiencing poor outcomes (e.g., treatment outcomes, mortality, etc.). *Dr. Marrie* is a world-renowned neurologist and expert in MS-related comorbidities, and how their treatment can improve patient outcomes. Her research team also studies etiologic factors for MS, patient-reported outcomes and pediatric MS. *Dr. Patel* has expertise related to detecting, measuring and treating MS-related cognitive decline, cognitive fatigue, and neuropsychiatric conditions such as depression and anxiety. *Dr. Marriot* has extensive experience evaluating treatment outcomes, and has been involved in several large-scale clinical trials in MS.

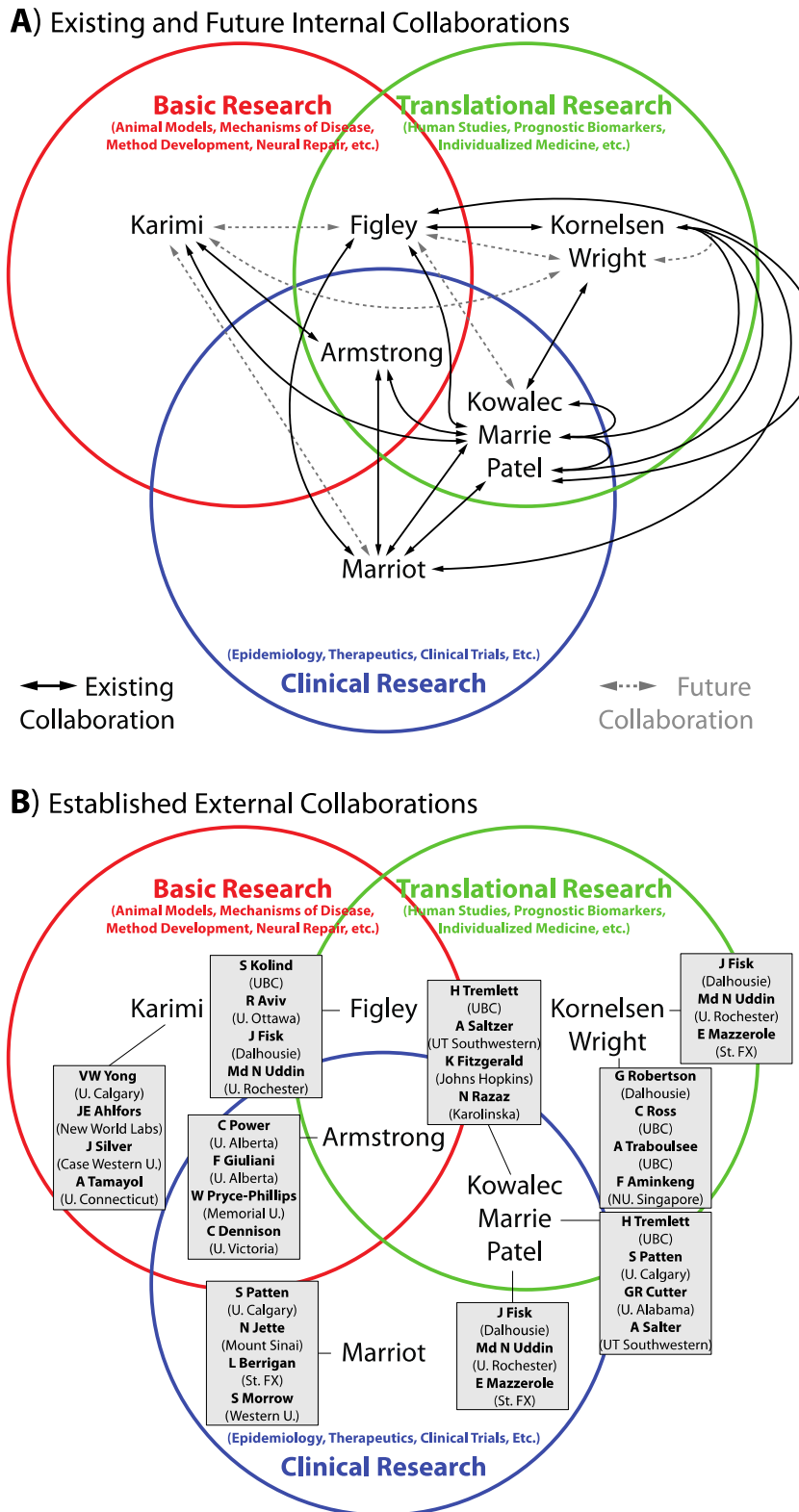


Given the depth and breadth, as well as the complementary interests and expertise, several of the proposed MMSRC members have already established active internal collaborations (**Figure 1A**; solid black lines). For example, Drs. Marrie, Figley, Kornelsen, Marriot, and Patel are members of the Comorbidity and Cognition in Multiple Sclerosis (CCOMS) Study, and have jointly published several peer-reviewed papers over the past few years. Drs. Marriot and Marrie have also collaborated for a number of years on various human clinical trials. Drs. Karimi and Marrie have been collaborating on work to identify early disease markers and potential treatments for MS using parallel preclinical and clinical studies, and the results of their first project have recently been published in peer-reviewed form. Drs. Marrie and Kowalec have been actively collaborating on unraveling bidirectional relationship between psychiatric comorbidity and MS. Drs. Armstrong, Karimi, Marrie, and Marriott are collaborating to uncover the role of microbial dysbiosis and select dietary factors in mediating inflammatory processes in MS in both preclinical MS animal models and MS patients. Drs. Kowalec and Wright also have a history of collaboration on genome wide approaches in identifying disease activity and risk factors in MS. However, in addition to these existing collaborations, there are several potential/likely collaborations that could/should be formed (**Figure 1A**; grey dashed lines), and one of the central goals of the centre will be bringing MS researchers together for knowledge dissemination about the local MS research landscape. In so doing, the establishment of the MMSRC should facilitate several new and exciting collaborations among local members resulting in future competitive multidisciplinary team projects and grant applications.

Finally, in addition to internal collaborations, each of our members has ongoing collaborations with multiple external researchers and groups from other institutions (**Figure 1B**). This extended collaborator network is an obvious asset in terms of both intellectual and physical resources, and could lead to additional cross-collaborations among internal and external members. This extensive network can also enhance the MMSRC seminar series and annual research day to feature research from members of the extended external collaborating groups.

**In summary**, the proposed core members of the MMSRC, with their complementary expertise in several critical areas of basic, translational and clinical MS research and their access to an extensive local and external collaborating network, will help make the centre competitive in obtaining large team grants. Membership of MS clinician-scientists will facilitate translation of preclinical discoveries from the laboratories in Manitoba to help treat and care for people living with MS. Importantly, this multidisciplinary centre will provide a productive and stimulating environment for training highly qualified personnel in MS research and patient care that would increase the likelihood of their recruitment and retention in Manitoba.

**Figure 1:** Classification of the primary MS research focus within each member's lab, along with (A) existing and future internal collaborations and (B) established external collaborations for each of the core members.



- (f) **Physical Resources.** This shall include:
- (i) **A listing of available research facilities** (e.g. library holdings, laboratories, space, equipment), including an indication of current strengths and weaknesses.

At the initial stages, MMSRC facilities and equipment will be composed of existing laboratories and clinical spaces of the individual MMSRC members. This already spans a broad range, from biomedical research laboratory and animal models (Karimi and Armstrong), human MRI and computational analysis (Figley and Kornelsen), genomics (Kowalec and Wright) at various units within the University of Manitoba, and Health Sciences Centre Winnipeg (Marrie, Marriott, and Patel). Below is a brief overview of the primary spaces and resources that are currently available to each member.

### **Dr. Karimi**

Dr. Karimi's research program is located on the 6th floor of the Basic Medical Sciences Building within the Rady Faculty of Health Sciences at the University of Manitoba. The dedicated lab space including the main bench lab space and tissue culture area is about 1000 ft<sup>2</sup> with extra space for imaging, tissue culture and lentiviral rooms, and access to the institutional facilities for MRI, flow cytometry and electron microscopy. Karimi's laboratory is fully equipped to conduct *in vivo* and *in vitro* studies through the infrastructural funds received from the Canada Foundation for Innovation, the Research Manitoba and the University of Manitoba. This infrastructure includes:

Surgical and neurological units including microscope with video capability, surgical tools, stereotaxic frame and six platforms for assessment of neurological and neurobehavioural parameters in animal models.

Two tissue culture units: biosafety cabinets, incubators, Nikon dissecting microscope, inverted Zeiss fluorescent microscope, ultra-centrifuge, water bath and other small equipment for tissue culture.

Histopathology unit: Cryostat, vibratome, tissue chopper and a dedicated microscope for tissue sectioning and staining.

Imaging and tissue analyses unit: Three microscopy systems: Upright Zeiss fluorescent microscope with Apotome and MBF StereoInvestigator system for unbiased tissue analysis, Zeiss confocal microscope and an inverted Zeiss Axio Vision Fluorescent microscope with time-lapse imaging module.

Molecular biology platform: gel imaging, high-throughput microplate reader, Immunoblotting systems, PCR system, four -20 and -80 freezers. The team also has full access to the flow cytometry platform located at the Apotex Building within the Bannatyne Campus.



Computing equipment and specialized software: Nine (9) desktop and laptop computers with relevant software for image processing and statistical analysis.

Preclinical Animal Facility: Dr. Karimi's laboratory performs extensive animal studies in MS and spinal cord disorders. The laboratory has full access to a dedicated state-of-art animal housing and mouse transgenic facility that is equipped with animal surgery and recovery units, procedure rooms, post-operating housing, MRI and live fluorescent imaging. Animals are monitored by veterinary clinicians regularly.

### **Drs. Figley and Kornelsen**

Dr. Figley and Dr. Kornelsen's research programs are located on the 7th Floor of the Thorlakson Building, and in addition to their office spaces, the lab space and equipment includes:

Core Neuroimaging Lab: Approx. 600 ft<sup>2</sup> of lab space for staff and students located in Room MS-793 (Thorlakson Building) of the Health Sciences Centre Winnipeg. [Established with a \$300,000 Brain Canada Platform Grant]

High Performance Computing: Own an in-house Lambda Quad-GPU Image Processing and Computational Analysis Workstation (36 CPU Cores, 4 NVIDIA RTX-8000 GPU Nodes, 256 GB RAM, 2TB Solid-State Hard Disk). [Purchased with a \$30,000 Thorlakson Grant, part of a NSERC Discovery Grant, and a \$20,000 Industry Partner Contribution]. We routinely use WestGrid and Compute Canada high performance computing resources (free for researchers at Canadian Universities).

Human MRI Facilities: One 3T IMRIS/Siemens Verio MRI System (with 12-channel head coil), as well as physiological monitoring and an MRI-compatible stimulus delivery/response system for fMRI experiments is housed within the Kleysen Institute for Advanced Medicine; and another 3T Siemens Magnetom Trio MRI System (with 32-channel head coil), as well as physiological monitoring and an MRI-compatible stimulus delivery/response system for fMRI experiments is housed within the Department of Radiology and Division of Diagnostic Imaging Satellite Clinic on Ellis Avenue. [Note the second (Trio) system is scheduled to receive a cutting-edge, \$1,200,000 PrismaFit upgrade in early 2021.]

### **Dr. Armstrong**

Dr. Armstrong is a newly recruited faculty member at the University of Manitoba. Her laboratory is located on level 7 of the John Buhler Research Centre within the Manitoba Centre for Proteomics and Systems Biology, Rady Faculty of Health Sciences at the University of Manitoba. The centre is a level 2+ biosafety facility and includes a state-of-the-art 10,000 ft<sup>2</sup> open concept laboratory space with full access to resources including mass spectrometers, proteomics, liquid chromatography, single cell sequencing, tissue culture and lentiviral rooms, basic and confocal microscopy, bioinformatics and computational servers, and basic research equipment (gel imaging, chemidoc, qPCR, mesoscale discovery). Dr Armstrong's space is further equipped with an anaerobic chamber, microinjection systems for use in organoid models, and pathology equipment; her team is fully equipped to conduct, *in vitro*, *in vivo*, and *ex vivo* studies through funding

received from Weston Family Foundation and the University of Manitoba.

### **Dr. Kowalec**

Dr. Kowalec's laboratory is based out of the University of Manitoba, Rady Faculty of Health Sciences, College of Pharmacy. The College of Pharmacy occupies space in the Apotex Building of the University of Manitoba, Bannatyne Campus. This includes four floors of the building (70,000 ft<sup>2</sup> of usable space and 13,125 ft<sup>2</sup> of research dedicated space). The office space is solely for those in the College of Pharmacy (28 Faculty offices), and have locked, dedicated, video surveillance, climate-controlled server room, and shared access to 12 conference rooms. All of the College of Pharmacy Faculty, Professional, and classified Staff have private offices in this space, including Dr. Kowalec (200 ft<sup>2</sup>) and a shared office for an associate (100 ft<sup>2</sup>). Other resources include:

*Computing Equipment:* All faculty at the University of Manitoba have secure computers (either Microsoft or Macintosh based) with encrypted hard drives and protected by firewalls. The server room at the Rady Faculty of Health Sciences facility is locked, monitored by video surveillance, and is climate-controlled. Any data for this project will be stored on a secure server located at the Rady Faculty of Health Sciences. All computer workstations at the University of Manitoba feature encrypted hard drives. Specifically, for Macintosh computers, FileVault 2, a disk encryption program is installed. FileVault 2 uses an encryption method known as "XTS-AES-128 encryption with a 256-bit key" to encode the information on a disk. This method is recommended by National Institute of Standard and Technology, the non-regulatory agency of the US Department of Commerce. Specialized computers possess the computational requirements for data analysis and parallel processing for this proposal. Additionally, as a member of the University of Manitoba, Dr. Kowalec can access Compute Canada, which features 5 computer clusters: Arbutus, Beluga, Cedar, Graham, and Niagara. Arbutus is a cloud computing system which allows for launching and customizing virtual machines. Beluga, Cedar, and Graham are general purpose clusters and accessible via SSH. The available storage for Cedar (the largest server) is as follows: 250TB (total home space, with daily backup), 3.7PB (scratch space, parallel high-performance filesystem) and 10PB (project space, external persisting storage). Niagara is a homogeneous cluster designed for large parallel jobs (1,040 cores) with 1,548 nodes each with 40 Intel Skylake cores at 2.4GHz, for a total of 61,920 cores. All nodes have available secure storage and computing for handling HIPAA-protected personal health data, including administrative health data and genetic data. Software necessary for the analysis, interpretation, and reporting of genetic and clinical data available to the study investigators include Microsoft Office, RedHat, SAS, SPSS, and R-Studio. This is in addition to hundreds of genetics and bioinformatics software available through the Compute Canada servers.

*Province of Manitoba Administrative Data Linkages:* One of the most extensive and comprehensive administrative data linkages in Canada is housed at the University of Manitoba: The Manitoba Centre for Health Policy (MCHP). Population-based administrative health and non-health data for the entire Province of Manitoba, which is approximately 1.2 million individuals is managed and stored within the Manitoba Population Research Data at MCHP. MCHP is a research unit within the Department of Community Health Sciences, in the Max Rady College of Medicine, Rady Faculty of Health Sciences at the University of

Manitoba. MCHP is a team of more than 60 University researchers, graduate students, data managers, systems analysts, and research support staff, including Dr. Kowalec.

Examples of databases and other resources available through MCHP include:

Registries: the Manitoba Health Insurance Registry and Vital Statistics Mortality Registry.

Healthcare: hospital visits, physician visits, emergency departments and specialists, homecare, long term care, and personal care homes, and pharmaceutical drug prescriptions.

Education: school programs, grades, graduation rates, child support programs, and adult education program.

Social: services provided to families, children in care, employment/income assistance and social housing.

Justice and Criminality: prosecutions and court appearances.

Mental Health: diagnostic information (according to the International Classification of Diseases, ICD), encounter information, programs, therapists, therapies, and demographic information such as living arrangements, marital status, and education.

**\*Note: For a complete list of MCHP resources, please see the following link:**

[https://umanitoba.ca/faculties/health\\_sciences/medicine/units/chs/departmental\\_units/mchp/resources/repository/datalist.html](https://umanitoba.ca/faculties/health_sciences/medicine/units/chs/departmental_units/mchp/resources/repository/datalist.html).

Province of Manitoba Newborn Screening Program: Using administrative data identifiers, we can anonymously identify stored samples for genotyping. Newborn screening in Manitoba began in 1964, whereby dried blood spots are obtained by heel poke shortly after birth from ~100% of babies born in Manitoba for screening of treatable metabolic and endocrine disorders. Parents may refuse newborn screening and have the option of excluding samples for future research. These blood cards are stored  $\geq 25$  years and are available for research, upon ethics and committee approvals. A small punch (~3 mm) will be extracted for each sample, equivalent to 5-6  $\mu\text{l}$  of whole blood, and the remaining sample is returned to the archives. The Danish and Swedish dried blood spot programs do not require explicit consent from individuals (similar to the Manitoban Newborn Screening spots) and have facilitated vital research.

Statistical Consulting Resources: Also located at the Rady Faculty of Health Sciences is the Centre for Healthcare Innovation, which offers support on a per project-basis for the following: consults on research design, data collection, data analysis, and results interpretation; advice on statistical computing for a variety of software, including SAS, SPSS, R and lastly, sample size and power calculations.

## **Dr. Wright**

Dr. Wright's research space is located in the Neuroscience Research Program (NRP) within the Kleysen Institute for Advanced Medicine. This 7,500 ft<sup>2</sup> facility was established with \$65M in infrastructure and faculty recruitment. The NRP is equipped with state-of-the-art infrastructure, including tissue culture facilities, gene editing, advanced fixed and live cell imaging, MRI and PET imaging, proteomics and animal modeling. Shared facilities include cryostat, level 2 and 2+ biosafety cabinets, tissue culture facility with incubator, autoclave,

automated glass washer, ultracentrifuge, gel documentation system, BioRad Chemidoc imager, real-time PCR, tissue homogenizers, vibrating microtomes and -80 freezers. Dr. Wright has dedicated computational server space in the John Buhler Research Centre for the analysis of high throughput genomic data.

### **Drs. Marrie, Marriot, and Patel**

Drs. Marrie, Marriot, and Patel are clinician-scientists who hold faculty positions within the University of Manitoba and clinical appointments within Shared Health. They have access to patient exam rooms throughout Health Sciences Centre Winnipeg (i.e., MS Clinic, 7th Floor of the Thorlakson Building, and PsychHealth), and collectively employ 2 Research Coordinators, and a Research Nurse for research involving human participants.

#### **(ii) An indication of future requirements, including a proposed strategy for obtaining these resources.**

Although not a requirement, it is foreseeable (and indeed one of the primary goals motivating the formation of the MMSRC) to better position this group of MS researchers to enhance our competitive edge in applying for large-scale team grants (e.g., New Frontiers, etc.), infrastructure grants (e.g., CFI Innovation Fund, etc.), and potentially attract private donations that could/would be used to acquire new state-of-the-art research equipment and perhaps even infrastructure to physically bring our members closer together in a shared research space. Another, longer-term goal (again, not a requirement per se) would be to expand our collaborative network – and perhaps eventually recruit new staff/faculty members – to bring in experts in “big data” analytics (e.g., data science, predictive modeling, machine learning, etc.). Although working within our established research domains can lead to exciting new advances, combining findings across studies and from multiple modalities has the potential to fill in gaps between basic and clinical research, and leads to transformative breakthroughs in disease mechanisms and treatments.

### ***Relationship with other research groups within the University of Manitoba***

Establishment of the MMSRC will further strengthen the neuroscience research community in Manitoba. Existing affiliations and collaborations of the MMSRC core membership with other neuroscience centers and networks include the Spinal Cord Research Center (SCRC), the Neuroscience Research Program at HSC, the Division of Neurodegenerative Disorders at St. Boniface, the Manitoba Neuroscience Network (MNN), and the Medical Rehabilitation and Kinesiology Groups at Fort Garry. The MMSRC will invite researchers within these groups to present at MMSRC seminar series and annual research day. Most Fort Garry faculty members and trainees with a neuroscience focus are members of the Manitoba Neuroscience Network (MNN). Establishment of the MMSRC will be announced through MNN’s email communications and social media platforms and by direct communications with the units located at the Fort Garry campus. The MMSRC will work closely with HSC leadership in the establishment of the proposed Manitoba Brain Institute (see letters from Drs. Anderson and Beaudin), with the mutual goal of promoting neuroscience research in Manitoba. Given the strength of MS basic, translational and clinical

research at the University of Manitoba and the Health Sciences Centre MS Clinic, the MMSRC will be uniquely positioned to significantly contribute to the collective goal of enriching these neuroscience training and research programs.

***Relationship with other groups and organizations outside the University of Manitoba***

The MMSRC Outreach and Public Relations Committee will take leadership in identifying stakeholders and knowledge users to join the centre. As indicated above, the MMSRC will announce its establishment through the Manitoba Neuroscience Network that has a broad membership locally including the University of Winnipeg and Brandon University. Additionally, we will send emails to the Vice President of Research of these universities to announce the establishment of MMSRC and its mission. This would facilitate engaging researchers outside of U of M.

Nationally, we will introduce MMSRC to the Canadian MS community and stakeholders through the MS Society of Canada. Drs. Karimi and Figley (MMSRC Director and Associate Director) and several other MMSRC core members serve on various scientific and advisory committees of the society. Importantly, MMSRC core members have already been engaged in outreach and networking activities organized by the MS Society of Canada and its Manitoba Division. As an example, MMSRC members have worked closely with the endMS National Training Program to promote mentorship and networking opportunities for MS trainees from across Canada. Due to these efforts, University of Manitoba has been selected to host the 2024 endMS Summer School in Winnipeg. This opportunity will provide a great platform for MMSRC to enhance its engagement at local, provincial, and national outreach activities. Moreover, Dr. Pamela Kanellis, the Assistant Vice President of Research of the Multiple Sclerosis Society of Canada, and Mr. Brian Lerner, a public figure in MS advocacy, are both confirmed members of the MMSRC External Advisory Committee.

***Composition of MMSRC External Advisory Board***

**Dr. V. Wee Yong**



Dr. Yong is a Professor and Canada Research Chair in Neuroimmunology at the Hotchkiss Brain Institute and the Departments of Clinical Neurosciences and Oncology at The University of Calgary. He is a world-renowned MS researcher who directs both the provincial Alberta MS Network and the Alberta endMS Regional Research and Training Center and co-leads the MS NeuroTeam at the University of Calgary. Dr. Yong is a past Chair of the Medical Advisory Committee of the MS Society of Canada, past President of the International Society of Neuroimmunology, and continues to co-direct its Global Schools of Neuroimmunology. He received the 2003 Queen's Golden Jubilee Medallion for volunteer activities on behalf of the MS Society of Canada, and is an elected fellow of both the Canadian Academy of Health Sciences and the Royal Society of Canada. Dr. Yong received the 2017 Allyn Taylor International Prize in Medicine, and has published over 335 peer-reviewed articles with >24,000 citations (h-index of 89).



**Dr. Sarah Morrow**



Dr. Morrow is an Associate Professor in the Department of Clinical Neurological Sciences at Western University (London, ON), and a neurologist in the London MS clinic and London Health Sciences Centre. In addition to her clinical work, Dr. Morrow has an active research program, with over 70 peer-reviewed publications in the area of MS. She established the first MS Cognitive clinic in Canada (located at the Parkwood Institute), is a Board Member for the Consortium of MS Centers, and sits on the editorial boards of both the International Journal of MS Care and the Canadian Journal of Neurological Sciences. She is on the steering committee of MS in the 21st Century, an international collaboration with the aim of defining how MS treatment and standard of care should look in the 21st century. Dr. Morrow's research interests focus on cognition in MS and the use of corticosteroids for the treatment of relapses in MS.

**Dr. Pamela Kanellis**



Dr. Pamela Kanellis is the Assistant Vice President of Research with the Multiple Sclerosis Society of Canada. Over the last 10 years, she has been working with cross-sector stakeholders to support research and innovation. Most recently, she was a Senior Director, Research at the Canadian Institute for Advanced Research, a Canadian-based organization that brings together interdisciplinary research networks to address questions of global importance. In addition to working with international research networks, she also led the CIFAR Azrieli Global Scholars program that aims to develop the next generation of research leaders.

**Mr. Brian Lerner**



Mr. Brian Lerner practices corporate and commercial law, focusing on mergers/acquisitions, corporate finance, corporate governance, commercial real estate and other general commercial law matters. Mr. Lerner has also been an extremely active member of the MS community at both the local and national levels. He established the Hilary Kaufman Lerner Memorial Fund through the University of Manitoba, and has also previously chaired the Board of Directors of the Manitoba Division of the Multiple Sclerosis Society of Canada, served on the Board of Directors for the national Multiple Sclerosis Society of Canada (2009-2012), and is a current member of the Board of Directors for both the True North Youth Foundation and the Health Sciences Centre Foundation.

- g) **Financial Resources.** This shall include a detailed budget proposal for the first three to five years, which includes the anticipated revenue from all sources (i.e. University, government, industry, recovery of indirect costs, royalties, etc.) and proposed annual operation costs, as well as plans for seeking external funding.

**BUDGETED REVENUE (First 5 Years):**

<b>Initial Start-Up Revenue</b>	
RFHS Dean's Office	\$15,000 <i>*Outlined in LOS from Dr. Peter Nickerson</i>
HSC Research Department	\$12,000 <i>*Outlined in LOS from Dr. Paul Beaudin</i>
<b>Annual Operating Revenue</b>	
Annual MS Research Day	\$2,600 (x5 years) = \$13,000 30 Trainees and research staff @ \$20 registration 20 Faculty and clinicians @ \$100 registration
	<b>Total: 40,000</b>

**BUDGETED EXPENDITURES (First 5 Years):**

<b>Initial Start-Up Costs</b>	
MMSRC Website Development	\$0 (in-kind contribution from RFHS) <i>*Outlined in LOS from Dr. Peter Nickerson</i>
<b>Annual Operating Costs</b>	
Website Hosting and Maintenance	\$0 (in-kind contribution from RFHS) <i>*Outlined in LOS from Dr. Peter Nickerson</i>
External Visiting Speakers (two per year)	\$0 (in-kind contribution from MNN) <i>*Outlined in LOS from Dr. Chris Anderson</i>
Annual MS Research Day	\$7,500 (x4 years) = \$30,000 \$0 (1 year; in-kind contribution from MNN) <i>*Outlined in LOS from Dr. Chris Anderson</i>
Annual Trainee Awards (1,750 for two travel awards, 300 for three poster prizes)	\$2,000 (x5 years) = \$10,000
	<b>Total: \$40,000</b>

In terms of direct financial support, The University of Manitoba Rady Faculty of Health Sciences Dean's Office (Dr. Peter Nickerson) has committed \$15,000 and The Health

Sciences Centre Research Department (Dr. Paul Beaudin) has committed an additional \$12,000. Revenue to cover all additional operating costs will be generated via registration fees for the Annual MS Research Day, where exact registration rates can be determined depending on anticipated registration numbers.

***In addition to direct costs, a number of commitments have been made for significant in-kind contributions.*** In particular, The University of Manitoba Rady Faculty of Health Sciences Dean's Office (Dr. Peter Nickerson) has committed to support the development and maintenance of the MMSRC website, and to host it on the University server. The Manitoba Neuroscience Network (MNN; Dr. Chis Anderson) has committed to allot two external speakers per year to the MMSRC from the MNN Seminar Series. The other Monthly MNN Seminars will be held virtually to minimize cost and facilitate participation from MMSRC members across Manitoba; however, while these two presentations will be broadcast online as well, this will provide a fantastic opportunity to bring in high-profile MS researchers to Winnipeg to meet local MS researchers (including trainees) and discuss current/future collaborations. Moreover, the MNN (Dr. Chis Anderson) has committed to feature MS during one of the upcoming Annual MNN Conferences (in lieu of that year's Annual MS Research Day). This will be an incredible opportunity to bring in an additional, world-renowned MS Researcher, and to highlight all of the cutting-edge MS research happening right here in Manitoba with not only all of the MMSRC members, but also the broader Manitoba neuroscience research community.

Finally, although external funding is not required to support any of the proposed MMSRC initiatives within the first five years, pursuing large team operating/infrastructure/training grants is certainly one of the longer-term goals of the centre. Once established, MMSRC leadership and members (with the advice of the External Advisory Committee) will discuss strategic opportunities for external funding through outreach and fundraising activities and industry partnerships.

- (h) **Statements of Support and Commitment.** *Letters of support and commitment should be signed by the appropriate University officer(s) (i.e. department head, dean/director, the Vice-President (Research and International)). Any commitments or agreements to provide space, teaching release time or other resources, including the recovery of indirect costs from contract research, should be documented and signed by those authorized to make such commitments in the absence of such statements, it will be assumed that no such commitments or agreements have been made.*

**Support letters have been provided by:**

**Internal**

- **Dr. Peter Nickerson**, Vice Dean of Research, RFHS, University of Manitoba
- **Dr. Paul Beaudin**, Director of Research and Innovation at Shared Health/Health Sciences Center Winnipeg
- **Dr. Christopher Anderson**, Head of the Department of Pharmacology and Therapeutics, University of Manitoba, and the President of the Manitoba



Neuroscience Network

- **Dr. Peter Cattini**, Head of the Department of Physiology and Pathophysiology, RFHS, University of Manitoba

**External**

- **Dr. Wee Yong** (External Advisory Committee Member), Director, Alberta MS Network, at the Hotchkiss Brain Institute and the Departments of Clinical Neurosciences and Oncology at The University of Calgary
- **Dr. Sarah Morrow** (External Advisory Committee Member), Associate Professor in the Department of Clinical Neurological Sciences at Western University
- **Dr. Pamela Kanellis** (External Advisory Committee Member), Assistant Vice-President Research, The Multiple Sclerosis Society of Canada
- **Mr. Brian Lerner** (External Advisory Committee Member), B D Lerner Law Corporation, Past Director, Multiple Sclerosis Society of Canada, and past Chair of the Board of Directors, Multiple Sclerosis Society of Canada (Manitoba Division)
- **Dr. Christina Wolfson**. Director of endMS Training Program, the Multiple Sclerosis Society of Canada.



October 18, 2021

Dr Digvir Jayas  
Vice-President (Research & International)  
University of Manitoba  
207 Administration Building  
Fort Garry Campus

Dear Dr Jayas,

On behalf of the Rady Faculty of Health Sciences, it is my pleasure to lend strong support for the establishment of the Manitoba Multiple Sclerosis Research Centre (MMSRC) as a Senate and University approved centre at the University of Manitoba. This centre will build on the strength of the existing world-class basic, translational and clinical research programs in multiple sclerosis (MS) in Manitoba. The vision of bringing together researchers, clinicians, knowledge users and stakeholders to facilitate collaborations and knowledge translation in MS research and care is innovative and timely for the University of Manitoba and the Province. MS is a chronic disease of the central nervous system that results in severe long-life disabilities in affected individuals who are often diagnosed at young age. Due to its high prevalence in Canada and the Prairie Provinces in particular, MS represents one of the greatest health challenges in Canada with high socioeconomic impact on Canadians and the health care system. As such, the MMSRC mission is closely aligned with the RFHS and the strategic plan of the University of Manitoba to promote translational research and knowledge mobilization in established areas of research excellence in Manitoba.

The MMSRC will integrate all three major areas of research in the MS field: basic, translational and clinical. Within these pillars, there are cutting-edge research programs within the RFHS with strong track records of accomplishments and histories of successful collaborations locally and externally. Formation of the MMSRC will create the necessary platform to promote the visibility of Manitoba MS researchers and position Manitoba and the University as a leading centre in the field of MS to attract top trainees and researchers to Manitoba. Neuroscience is an area of research priority for the University of Manitoba and the MMSRC will strengthen the existing neuroscience groups across the university and affiliated institutions such as the Spinal Cord Research Centre at RFHS, the Division of Neurodegenerative Disorders at St. Boniface, the Neuroscience Research Program in KIAM, as well as the Biomedical Engineering Program at the Fort Garry Campus. Importantly, the MMSRC will form a close partnership with community stakeholders including the MS Society of Canada and the Health Sciences Centre Foundation, among others, that will facilitate knowledge mobilization, public outreach, commercialization and fundraising activities.

In summary, RFHS will strongly and unreservedly support this initiative and is committed to facilitate establishment of this centre. We will also support creation and maintenance of a dedicated website for the MMSRC on the university server. Moreover, the Dean will provide \$7500 per year for 2 years to support initial MMSRC investigator meetings to help launch the research agenda of the Centre.

I would be happy to provide further information if required.

**Peter  
Nickerson**  Digitally signed by Peter  
Nickerson  
Date: 2021.10.18  
09:41:04 -05'00'

Peter Nickerson, MD, FRCPC, FCAHS  
Vice-Dean (Research) and Distinguished Professor  
Flynn Family Chair in Renal Transplantation  
Rady Faculty of Health Sciences | University of Manitoba

Medical Director, Transplant Manitoba  
Medical Consultant, Transplant Immunology Laboratory

Senate Committee for University Research  
University of Manitoba

Date: October 28, 2021

Dear Committee Members:

This letter is in strong support of establishing the Manitoba Multiple Sclerosis Research Centre (MMSRC). We know the prevalence of MS in Manitoba is particularly high compared to other Canadian jurisdictions. With a relatively early onset of disease, MS has long-term effects with significant impacts on quality of life for individuals and their families. MS also has ongoing impacts on health systems regarding treatment and management of the disease over the patient's lifespan.

Research in basic, translational, and clinical areas surrounding MS has been growing in recent years throughout Manitoba. Establishing the MMSRC is an excellent opportunity to harness and emphasize the potential for exponential gains in MS research knowledge via deliberate collective efforts among researchers in Manitoba. Our healthcare system strives to improve patient quality of life, while also seeking to reduce the impact of care on increasingly constrained health services. Finding effective treatments for this debilitating disease is an excellent example of how this can be accomplished and has a high value in our healthcare system.

Shared Health Research and Innovation is moving towards developing and supporting more collaborative 'bench to bedside' programs of research. The MMSRC is an excellent example of a collective approach to coordinating research on complex disease and the impact on patients. As part of a larger collaborative vision, discussions are underway between the Rady Faculty of Health Sciences, Shared Health and the HSC Foundation to develop a larger strategic institute in neurosciences research. In this greater collaborative vision, MS research via the MMSRC would be well poised to fit within this institute model as a major area of research emphasis.

As the Director of Shared Health Research and Innovation, I am highly supportive of this application and am happy to provide financial assistance in the sum of \$12,000 towards the development and establishment of the MMSRC.

Sincerely,



Paul Beudin, MSc-SLP, PhD  
Director of Research and Innovation  
Shared Health  
HSC MS750-820 Sherbrook Street, Winnipeg, MB R3E 1R9  
O (204) 787-4128 | C (204) 391-1582 | F (204) 787-4547



**University  
of Manitoba** | Rady Faculty of  
Health Sciences

Neuroscience Research Program  
Kleysen Institute for  
Advanced Medicine  
710 William Avenue SR424  
Winnipeg, Manitoba  
Canada R3E 0Z3  
204 318 2565  
chris.anderson@umanitoba.ca

Senate Committee for University Research  
University of Manitoba

October 12, 2021

Dear Committee Members:

This letter is intended to support the application to establish the Manitoba Multiple Sclerosis (MS) Research Centre at the University of Manitoba (MMSRC). The latest University of Manitoba strategic research plan established integrative research in health and well-being as a major theme of emphasis. It articulates a vision to form research “Clusters” comprised of multidisciplinary, multi-pillar researchers who consolidate strengths and engage patients and decision makers to address specific gaps in health research.

This application epitomizes that strategy by bringing together exceptional individual researchers from several separate but related disciplines, to forge a focused research team dedicated to improving outcomes for patients with MS and their caregivers. The MMSRC combines a diverse group of male and female researchers at all career stages, with world-class expertise in fundamental neurosciences, therapeutic development, neuroimaging, clinical MS care, clinical trials, epidemiology, genetics and precision medicine. While each team member has an established or emerging track record of research excellence, together they have strong synergistic potential to produce transformational outcomes that generate tangible improvements in clinical care for Manitobans with MS. In doing so, they are likely to advance their collective international footprint in MS research and thrive in national and international MS research networks of excellence.

The MMSRC also fits the overarching vision for neurosciences research in Manitoba. Over 65 neuroscientists are currently distributed throughout several UM faculties, colleges and departments. Since the 2010 founding of the Manitoba Neuroscience Network (MNN), there has been collective intent to unite the research, outreach, training and fundraising visions of Manitoba neuroscientists. Between 2009 and 2015, the UM and Shared Health Manitoba earmarked over \$65 million to create state-of-the-art infrastructure and recruit world-class neuroscientists to the Kleysen Institute for Advanced Medicine. This group is powered by a collaborative partnership among the Rady Faculty of Health Sciences, Shared Health Manitoba and the Health Sciences Centre Foundation. Emergence of this program and these partnerships is empowering the next step, with a vision to create a brain sciences institute at the HSC. The institute model in development will unite UM and HSC areas of strength in clinical areas important to Manitobans, including traumatic brain injury, autism spectrum disorders, Parkinson’s disease, stroke, dementia and mental health disorders. Establishment of the MMSRC, with HSC and UM experts, will enable extension of the institute model to incorporate MS as a major area of emphasis.

Emergence of the MMSRC is timely and helps underpin development of an institute as a major emerging strategic neurosciences initiative. Accordingly, the MNN would like to support the initiative in any way possible. The MNN has an established seminar and visiting speaker program, and is pleased to dedicate support for 2 visiting speakers per year related to MS research. The in-kind value of this contribution is estimated at \$5000 per annum and is intended to fuel collaboration and connectivity that further strengthens MS research in Manitoba. In addition, the MNN will support MS research by agreeing to establish MS as the theme of its 2022 or 2023 annual scientific meeting, and is open to finding ways of

highlighting MS research each year at this event.

Overall, I am very supportive of this application. MS affects Manitobans disproportionately compared to other regions of the world. Thus, it is important for our Manitoban research community to establish MS as a research focus. That has been happening with the gradual recruitment and now emergence of a strong group of individuals with common ties in MS. Now is an opportune time for these individuals to unite with the objective to improve health and well-being of Manitobans by integrating basic, clinical, health systems and population-based research. As Director of the Kleysen Institute for Advanced Medicine Neuroscience Research Program and President of the Manitoba Neuroscience Network, I am pleased to help this effort in any and all ways that I can.

Sincerely,

**Chris Anderson**  Digitally signed by Chris Anderson  
Date: 2021.10.16 10:04:09 -05'00'

Chris Anderson, PhD  
Director, Neuroscience Research Program  
Kleysen Institute for Advanced Medicine  
University of Manitoba and Shared Health Manitoba

October 5, 2021

Dr. Digvir Jayas  
Vice-President (Research and International)  
202 Administration Bldg.  
66 Chancellors Circle  
University of Manitoba  
Winnipeg, MB R3T 2N2 Canada

Dear Dr. Jayas:

I am writing this letter to strongly and enthusiastically support the creation and establishment of the Manitoba Multiple Sclerosis Research Centre (MMSRC) and its research team, under the leadership of Dr. Soheila Karimi as Director.

Dr. Karimi is a Professor in the Department of Physiology & Pathophysiology with a documented history of competitive research funding focused on multiple sclerosis, including neuroinflammation, myelin repair, stem cells and regenerative medicine. Dr. Karimi is a natural leader, highly motivated, with demonstrated organizational skills and a strong work ethic. Dr. Chase Figley, an Associate Professor in the Department of Radiology is identified as the Associate Director. The research team includes an additional six core members; specifically, three active biomedical scientists (Dr. J. Kornelson/Radiology, Dr. K. Kowalec/Pharmacy, and Dr. G. Wright/Pharmacology & Therapeutics) and three clinicians (Dr. R.A. Marrie and Dr. J. Marriott/Internal Medicine, and Dr. R. Patel/Clinical Health Psychology). Their common interest, complementary expertise and commitment to collaborate will increase competitiveness for funding as well as the potential for knowledge discovery and translation to treat, reverse and/or hopefully cure multiple sclerosis.

This proposal is also timely and fills a void at our University and in Manitoba. I am convinced that the MMSRC will provide an opportunity for greater networking across the country and internationally, as well as the basis for new research and training opportunities at our Institution because of its multidisciplinary focus on a highly relevant disease in Manitoba and Canada. The MMSRC will certainly enrich the overall education and training programs within our Department. The quality of the research team and its leadership makes me confident that once a centre focussed on multiple sclerosis is established, it will help attract top trainees that are interested in basic, clinical and translational research in multiple sclerosis to the Department and the University of Manitoba. Drs. Karimi, Figley and Kornelson already have a track record of recruiting and supervising trainees in our Graduate Program.

Once again, I strongly and enthusiastically support this initiative.

Sincerely



Peter A. Cattini  
Professor & Head  
Physiology & Pathophysiology  
Henry G. Friesen Chair  
Endocrine & Metabolic Disorders  
University of Manitoba



## CUMMING SCHOOL OF MEDICINE

Department of Clinical Neurosciences  
3330 Hospital Drive NW  
Calgary, AB, Canada T2N 4N1  
T 403.220.3544  
F 403-210-8840  
vyong@ucalgary.ca  
<http://www.vweeyong.com>  
<http://www.AlbertaMSNetwork.ca>

October 2, 2021

Dr. Soheila Karimi  
Professor  
Department of Physiology and Pathophysiology,  
Rady Faculty of Health Sciences, Max Rady College of Medicine,  
University of Manitoba

Dear Dr. Karimi:

This letter is to confirm my strong enthusiasm and support in the establishment of the Manitoba Multiple Sclerosis Research Centre (MMSRC), where you will be the founding director. Having gone through a similar experience here at the University of Calgary in co-directing the Hotchkiss Brain Institute's Multiple Sclerosis Program since its inception in 2004, and also in founding and directing the Alberta MS Network in 2009, I cannot emphasize enough the importance of your initiative. Let me predict some of your forthcoming successes as a result of having a center dedicated to MS research and training, based on my own experience here.

With a center dedicated to MS research activities, you will elevate your capacity to attract new talents (scientists and trainees) to the University of Manitoba. You will have a number of laboratories currently working on inflammatory and neuroscience research transfer some of their expertise to the MS network, further increasing your critical mass. The center will become a home for interdisciplinary basic science, clinical and translational collaborations, thereby facilitating the translation of bench findings to the clinic to improve the prognosis of MS. Donors will now have an identifiable focus and center to contribute to, providing much needed resources to escalate your university's already strong activities in MS. Pharmaceutical companies with programs in MS will seek you out, in an effort to conduct innovative academic-industry collaboration and discoveries that benefit all sectors. MMSRC will also serve as a beacon of hope for people living with MS. Your trainees at MMSRC will also have a dedicated focus of giving back to the community, thereby teaching the next generation on conducting science that is not only fundamental in nature, but also socially responsible.



I can go on elaborating on some more benefits, but I hope that I have highlighted enough the importance of MMSRC. Moreover, with you leading the helm, and with your well known international reputation in neuroscience and your dynamic energy, I have no doubt that Manitobans and Canadians will reap the benefits of the discoveries at MMSRC for many years to come.

Thank you also for the honor of serving on your External Advisory Committee. I am very happy to accept your invitation. I look forward to the many discoveries and contributions that will be made at MMSRC for many years to come.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'V. Wee Yong', with a stylized flourish at the end.

V. Wee Yong, PhD, FCAHS, FRSC

Professor

Co-Director, Hotchkiss Brain Institute MS Brain and Mental Health Team

Director, Alberta MS Network

President (2014-2016), International Society of Neuroimmunology

September 28, 2021

Dr. Soheila Karimi, PhD  
Professor, Department of Physiology & Pathophysiology  
Rady Faculty of Health Sciences  
University of Manitoba  
Room 629 BMSB - 745 Bannatyne Avenue  
Winnipeg, MB, R3E 0J9

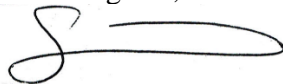
Dear Professor Karimi:

I am pleased to write this letter in support of the proposed Manitoba Multiple Sclerosis Research Centre (MMSRC) and serve as an External Advisory board member. Based on the history of MS research, as well as the growing number of MS researchers in Manitoba, the formation of this Centre is timely and should help to elevate the profile of important basic, translational, and clinical work being conducted at the University of Manitoba, Health Sciences Centre – Winnipeg, and elsewhere throughout the province. I certainly agree that bringing together basic scientists, clinician scientists and trainees will enhance the quality and quantity of local collaborations, as well as improve the training environment and networking opportunities for graduate students, residents, and fellows in MS.

Other prairie provinces with established MS research networks and centres (i.e., the Alberta MS Research Network and the Cameco MS Research Centre in Saskatchewan) have also had excellent success in terms of public outreach and raising local awareness among MS patients and other community members about the importance of MS research, so I commend the comprehensive public outreach plan of the MMSRC to do the same in Manitoba.

For these reasons, I gladly accept your invitation to serve on the External Advisory Board, and look forward to working together to guide the exciting efforts of the MMSRC.  
Sincerely,

Warm regards,



Sarah A. Morrow MD, MS, FRCPC, FAAN  
Associate Professor of Neurology  
Director, London (ON) MS Clinic  
Department of Clinical Neurological Sciences  
University of Western Ontario (Western)

August 26, 2021

Soheila Karimi, PhD  
Professor, Dept. of Physiology & Pathophysiology  
Chair, Departmental Award and Recognition Committee  
Scientist, Children's Hospital Research Institute of Manitoba  
Principal Investigator, Spinal Cord Research Center, Rady Faculty of Health Sciences, Max Rady College of Medicine  
University of Manitoba  
745 Bannatyne Avenue, 629 BMSB  
Winnipeg, MB R3E 0J9

Dear Dr. Soheila Karimi,

The Multiple Sclerosis Society of Canada is writing a letter of support for the proposal to establish the first Manitoba Multiple Sclerosis Research Centre (MMSRC). The mission of the MMSRC will be to bring together researchers, clinicians, trainees and knowledge users committed to advancing MS research and care in Manitoba.

The MS Society of Canada is an organization with a mission to connect and empower the MS community to create positive change. Since 1948 the MS Society of Canada has provided over \$200 million in funding for MS research. As part of our mission, the MS Society of Canada aims to accelerate, disseminate and support research in MS. The MS Society of Canada supports research that is fundamental as well as applied, non-clinical or clinical in nature, including projects in patient management, care and rehabilitation.

The MS Society is in support of the establishment of this new centre focused on multiple sclerosis and believe this is timely and has the potential to promote collaboration among the exceptional researchers in Manitoba. The MMSRC has the potential to increase the visibility of Manitoba MS research in both national and international MS research communities. Additionally, the MS Society is pleased to be offered a position to serve on the External Oversight Advisory Board for the MMRSC where we can help amplify the centre's successes and work together to help translate research findings to the broader MS community.

Sincerely,



Pamela Kanellis, PhD  
Assistant Vice-President, Research  
Multiple Sclerosis Society of Canada

October 18, 2021

Dr. Soheila Karimi, PhD  
Professor, Department of Physiology & Pathophysiology  
Rady Faculty of Health Sciences  
University of Manitoba  
Room 629 BMSB - 745 Bannatyne Avenue  
Winnipeg, MB, R3E 0J9

Dear Dr. Karimi:

**Re:** Manitoba Multiple Sclerosis Research Centre

I am pleased to provide this letter in support of the proposed Manitoba Multiple Sclerosis Research Centre.

By way of background, I am a former member of the national board of directors of the MS Society of Canada, as well as a former chair of the Manitoba Division. More importantly, my late wife, Hilary, lived with MS for over 30 years from her diagnosis until her passing in 2016. I was privileged to share in her life, and the many challenges she faced in dealing with her illness and with the limited medical options available to her in Manitoba during that time.

I believe my experiences give me some degree of insight into the importance of having a local centre of research excellence. With full knowledge of the high rate of incidence of MS in Manitoba, it never ceased to amaze both Hilary and me how little research was being undertaken here. In particular, while some incredible efforts were and are being made on an individual basis, the lack of a comprehensive and coordinated approach to research in Manitoba has been a sore point in our general "MS community of stakeholders" for far too long.

A centre focused on bringing together dedicated researchers and other medical professionals, in an organized and collaborative manner, is long overdue in Manitoba. From a community perspective, this would be a game changer. To start, it would elevate expectations and provide greater hope for those most affected in our province, simply by virtue of the knowledge that we choose to make research a priority. More tangibly, an expanded and dedicated team of researchers would undoubtedly strengthen and increase the scope of collaboration, recruitment and training, and move Manitoba to a position of prominence in national and global research. This in turn cannot but help to lead to better access to funding sources outside Manitoba and ultimately, real and timely improvements in the treatment and care directly available for Manitobans.

I have no doubt that this proposed research centre will be embraced by stakeholders and the community at large. It will serve as a beacon of hope and a rallying point for all those in our province whose lives have been affected by MS. This project deserves the full support of those who make health policy and funding decisions. I humbly offer my full support and promise to do what I can to help make this project a success.

Yours truly,

**MLT AIKINS LLP**

Per:

  
Brian D. Lerner

BDL:cw

October 5, 2021

Dr. Soheila Karimi, PhD  
Professor  
Dept. of Physiology & Pathophysiology  
Scientist, Children's Hospital Research Institute of Manitoba  
Rady Faculty of Health Sciences, Max Rady College of Medicine  
University of Manitoba  
745 Bannatyne Avenue, 629 BMSB  
Winnipeg, MB R3E 0J9 Canada

Dear Dr. Karimi,

On behalf of the endMS National Training Program, I am writing to provide the Program's strong support for your upcoming application for the creation of an MS Centre in Manitoba (the Manitoba Multiple Sclerosis Research Centre MMSRC).

The goals of the endMS Training Program are threefold: to enhance knowledge and skills relevant to MS research; to increase and sustain intent to pursue MS research; and to foster opportunities to conduct MS research in Canada. There is no doubt that the proposed MMSRC will share these goals and will certainly expand these goals as part of its mission to bring together researchers, clinicians, trainees and knowledge users to advance MS research and care in Manitoba.

Since the endMS Training Program's launch in 2010, trainees from across Canada have benefitted in several ways from the dynamic, growing MS research community in Manitoba, including the development of the program's curriculum (Dr. Ruth Ann Marrie), hosting the 2012 endMS Summer School (Dr. Ruth Ann Marrie), contribution as a SPRINT mentor (yourself) and a SPRINT alumni who is now on faculty at the University of Manitoba (Dr. Kaarina Kowalec). This does not include the trainees in Manitoba who have attended endMS Summer Schools and engaged in the Program's outreach and networking activities. We are excited for this to continue and be enriched through the creation of the MMSRC.

We are also delighted that you are interested in hosting a second endMS Summer School in Manitoba as early as 2024 (contingent, of course, on the continued funding of the endMS Training Program).

Best wishes,



Christina Wolfson, PhD  
Director, endMS National Training Program

endMS National Training Program, The Research Institute of the McGill University Health Centre

The Montreal General Hospital, 1650 Cedar Avenue, Building R, Room 2.115, Montreal, QC H3G 1A4  
Telephone: 514-843-1442 • Toll Free: 1-877-288-2570 • Fax: 514-934-0115 • [www.mssociety.ca/trainingprogram](http://www.mssociety.ca/trainingprogram)

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