



ANNUAL GENERAL REPORT
2022 - 2023

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PRESIDENT'S MESSAGE



Greetings ACE-WIL members!

I hope you are all enjoying the change to warmer weather and the excitement of graduation on our campuses on the horizon.

Please take the time to read through our ACE-WIL 2022-2023 Annual Report. This year, our Board and committees have worked hard to identify ways of doing what we do better by examining our internal processes and finding ways to work more efficiently. We started in June 2022 with formal Board training, which fostered some good discussions and gave us additional tools to be more effective, and we've continued to implement these throughout the year. Our hopes are that these changes will also allow for smoother onboarding and transitions within our association as well as make it easier for more members to engage in the work we do (Appendix: Goal 1.1).

As we've transitioned to a time when the COVID-19 pandemic is no longer the public health emergency it once was and most of us have adopted hybrid work arrangements, the Board has transitioned back to meeting four times per year instead of monthly: virtually in September; November; and January; then in-person with a hybrid option each May.

In our last meeting of the year this May, the ACE-WIL Board will continue to look at and discuss what is working well, what we can do better, and how we can create diverse opportunities for engagement for members based on their own interest, goals, skills, and schedule (Goal 1.2). If you have ideas you'd like to share for how we can do this, please send them to president@acewilbc.ca. We will also be looking at other ways for members to share their thoughts and ideas with us.

As of the end of this March, our membership reached 333 members! Our Membership Committee has taken on and streamlined the task of processing new memberships and continues to welcome new members. They've also conducted an environmental scan of membership structures and fees for further discussions and will be exploring the concept of Community of Practice (CoP) to see how we might employ this within our association (Appendix: Goal 2.1 and 2.2).

This year, Our External Partnership & Events Committee has focused efforts on building relations with CPHR BC as well as reinvigorating our Friends of ACE-WIL Newsletter (Appendix: Goal 3.1-3.3). They have also been creating new ACE-WIL supporting material for conferences and events.

In terms of partnerships, [TalentMATCH](#), which came to a close at the end of 2022, was a strong initiative that allowed us to develop connections with museums, arts, tourism, culture, and hospitality (MATCH) organizations, as well as develop a number of educational resources for supporting organizations in their hiring of students (Appendix: Goal 3 subpoints). With BCcampus,

we held a town hall in October 2022 featuring TalentMATCH that can be viewed here: <https://acewilbc.ca/events/ace-wil-town-hall-talent-match-and-more/>.

We continue to collaborate with BC WIL Council on advocacy and initiatives to advance our shared goals and priorities for the growth of quality WIL in our region (Goal 4.1). Our Awards Committee also continues to help us to recognize and celebrate our students and partners who have made positive contributions to organizations, workplaces, and/or community through their WIL experience (Appendix: Goal 4.2). I'm again excited to present these and celebrate our winners at our AGM.

In 2022-2023, our PD Committee provided accessible opportunities for our members to learn more about the United Nations Sustainable Development Goals and have gathered this information and learning in our [ACE-WIL Resource Hub - UN SDG in WIL and Career](#) . Our Communications Committee has also been working steadily through the year with their small but mighty team to produce our monthly e-news blast as well as other communication initiatives, keeping our members informed (Appendix: Goal 1.3).

I know that many of us are eager to gather in person again, so it was a difficult decision to postpone our conference to May 2024 amid concerns of budget cuts and direct competition with similar conferences. We are, however, trialing regional viewing parties for our May 30th PD events to keep our events accessible but also allow members to still connect in-person.

Our Research Committee has continued their work on Nudge Theory for WIL Practitioners and have presentations at both the upcoming CEWIL and WACE conferences, so be on the lookout for their sessions if you'll be attending these conferences this June!

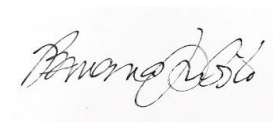
As usual, we've included B.C. Co-op Placement data from post-secondary institutions across our region. Thank you to our institutions for submitting the annual data and particularly to Andrea Giles at the University of Victoria for gathering and compiling this data, which allows us to have an informative picture of co-op this past year as well as compare this year to previous years.

I continue to be proud of all that we're able to achieve through our association. An immense thank you to our volunteers for their dedication and time to keep this work and our community moving forward.

As my term as ACE-WIL President ends, I also want to thank my family for their support; my supervisors, Julie Walchli and Linda Gully, for allowing me to step into this position; Jennie Nilsson, whose guidance, especially during my first year as President, was invaluable; Stephanie Greaves who has stepped up to support me and the Board in several ways this past year, including co-chairing our upcoming conference and compiling this annual report. Getting the chance to work with Stephanie more closely this year, I know that I leave you all in good hands!

Thank you all for allowing me to serve our association and membership as President and for the work that you do.

Anna Jubilo



President, ACE-WIL BC/Yukon

LIST OF DIRECTORS AND OFFICERS (2022-23)

ACE WIL BC/Yukon is pleased to acknowledge the 2022-2023 Executive and Directors.

TITLE	NAME	ASSOCIATION
President	Anna Jubilo (2021-2023)	University of British Columbia, Vancouver
President Elect	Stephanie Greaves (2022-2023)	Simon Fraser University
Past President	Jennie Nilsson (2021-2023)	University of Victoria
Treasurer & Business Officer	Chelsey Evans (2022-ongoing)*	University of Victoria
Secretary	Nina Bennett (2022-2023)*	Justice Institute of B.C.
BC WIL Chair	Heather Workman	Langara College
Directors at Large	Melissa Fournier (2021-2022)*/ Lina Guo (2022-2023) Kim Pham (2021-2023) Tracey Woodburn (2022-2024)	College of New Caledonia/ Vancouver Island University Selkirk College Coast Mountain College
Co-op Colleges/Institutes Director	Nina Bennett (2022-2024)*	Justice Institute of B.C.
Co-op University Director	Jamie Snow (2020-2024)*	University of British Columbia, Okanagan
WIL Colleges/Institutes Director	Anita Budisa-Bonneau (2019-2023)	North Island College
WIL University Director	Natasha Dilay (2019-2023)	Royal Roads University
Interior Regional Director	Jamie Noakes (2022-2024)	Thompson Rivers University
Lower Mainland/ Vancouver Island Regional Director	Claudia Sperling (2022-2024)*	Camosun College
Awards Committee Chair	Lianne Johnston	Douglas College
Communications Committee Co-Chairs	Natasha Dilay Sarah Gibson	Royal Roads University Thompson Rivers University
External Partnerships & Events Committee Co-Chairs	Heather Workman Jacqueline Craig	Langara College British Columbia Institute of Technology
Membership Committee Co-Chairs	Drew Jenkins Cristina Eftenaru	Simon Fraser University Simon Fraser University
Professional Development Committee Chair	Meg Thompson	University of Victoria
Research & Initiatives Committee Co-Chairs	Stephanie Greaves Kim Pham	Simon Fraser University Selkirk College
Ministry Liaison	Brian Train	Ministry of Advanced Education

*Indicates that the position is being vacated before end of elected term in brackets. See Nomination Report in this document for more details.

AGM 2023 AGENDA

ACE-WIL

Annual General Meeting

Thursday, June 1, 2023, 12:00 p.m. – 1:00 p.m.

Online Via Zoom

1. **Welcome** – Anna Jubilo
2. **Land Acknowledgement** – Stephanie Greaves
3. **Approval of Agenda** – Anna Jubilo
4. **Approval of 2022 AGM Meeting Minutes** – Anna Jubilo
5. **President’s Message** – Anna Jubilo
6. **BC WIL Council Report** – Heather Workman
7. **Financial Report** – Chelsey Evans
8. **Motion to Approve Financial Report from April 1, 2021 – March 31, 2022**
9. **Motion to Approve Minor Editorial Edits to the ACE-WIL Bylaws**
10. **Awards Report** – Lianne Johnston
11. **Nomination Report** – Anna Jubilo
12. **Other Business**
13. **Adjournment**

AGM DRAFT MINUTES 2022

ACE Annual General Meeting | DRAFT Minutes

Tuesday, May 17, 2022, 12:00 P.M. – 1:00 P.M.

Online Via Zoom

- 1. Welcome and Board Introductions** – Anna Jubilo
- 2. Approval of Agenda** – Motion moved by Jennie Nilsson. The motion carried with all in favour.
- 3. Approval of 2021 AGM Meeting Minutes** – Motion moved by Allison Benner. The motion carried with one abstention and none opposed.
- 4. President’s Message** – Anna is very proud how our group has come together. We have continued our Town Halls and our committees have worked to carry on the legacies of numerous provincial funding projects. Anna went onto mention the growth in our association’s membership, the largest to date and we have a healthy bank balance. (refer to pp3 & 4 of 2021-2022 AGM)
- 5. BC WIL Council Report** – Julie Walchli noted the Council is a standing committee working at arm’s length of ACE-WIL. Julie mentioned the Council has continued work with the BC Government’s Phase 2 COWIL funding. Julie introduced Heather Workman stepping into the Chairs’s position this year and thanks to Andrea Giles for long tenure as Secretary for the Council. The Council supported the Ministry to adjudicate over \$5 million of funding dollars in this 2nd phase. One of the special projects highlighted through the funding initiative was to assess a framework of WIL outcomes through experiential education to support a post-pandemic recovery. (refer to pp.10 & 11 of 2021-2022 AGM)
- 6. Financial Report** – Claudia Sperling shared bank balance 99,243.97 end of last year, end of this year March 31/2022 \$99,487.69. Claudia noted there have been expenditures over the last year, which might look large, primarily due to some funded provincial projects, which have to go through UViC; \$29000.00 in membership fees and \$1500.00 for outstanding membership. Claudia also noted additional expenditures for the website and Professional Development. & Award Committees. Very healthy bank account currently \$102,000.00. This will be Claudia’s last report, as Chelsey Evans from UViC will step in. (refer to pp. 12-15 of 2021-2022 AGM).
- 7. Motion to Approve Financial Report, April 1, 2021 – March 31, 2022.** Motion

moved by Allison Benner. Motion carried with all in favour.

8. **Motion to Approve the Adoption of CEWIL's new WIL definition:** "*Work-integrated learning is a form of curricular experiential education that formally integrates a student's academic studies with quality experiences within a workplace or practice setting. WIL experiences include an engaged partnership of at least: an academic institution, a host organization, and a student. WIL can occur at the course or program level and includes the development of student learning objectives and outcomes related to: employability, agency, knowledge and skill mobility and life-long learning.*" Motion moved by Muriel Klemetski. Motion carried with all in favour except 1 abstention).
9. **Awards Report** – Lianne Johnston was very appreciative of the work the Committee has accomplished this past year. The association celebrated the recognition of both Co-op and WIL recipients from Colleges and Universities. Jennifer Phillips, Co-op & Internship Coordinator with Camosun College, welcomed Ted Wallbridge, Wallbridge, Ministry of Social Development and Poverty Reduction, recipient of the Industry Partner of the Year Award. Finally Jennie Nilsson, CEWIL Canada introduced the Outstanding Contribution Award recipient, Helena Prins. (Refer to pp.31-36 in the 2021-2022 AGM for all recipients.)

Nomination Report – Anna Jubilo

Single nominations received before April 14 deadline for **Director at Large** (Tracey Woodburn with Coast Mountain College) and **Co-op Colleges/ Institutes Director** (Nina Bennett – Justice Institute of BC) positions.

President -Elect no nominations received by April 14

Muriel Klemetski nominated Stephanie Greaves from SFU

2nd call for additional nominations – none

3rd call for additional nominations – none

Nominations closed and motion to have Stephanie Greaves appointed as President Elect. Motion moved by Allison Benner. Motion carried with all in favour.

Secretary, no nominations received by April 14

1st call for Secretary nominations - none

2nd call for Secretary nominations - none

3rd call for Secretary nominations – none

Board meets June 10 to appoint someone temporarily until next AGM.

Regional Director, Interior, no nominations received by April 14

Heather Workman nominated Jamie Noakes, TRU

2nd call for Regional Director, Interior – none

3rd call for Regional Director Interior – none

Nominations closed and motion to have Jamie Noakes appointed as Regional Director, Interior. Motion moved by Allison Benner. Motion carried with all in favour.

Regional Director, Lower Mainland/Vancouver Island- vacant with Stephanie Greaves moving into President Elect position

Claudia Sperling, Camosun self-nominated.

2nd call for **Regional Director, Lower Mainland/Vancouver Island** – none

3rd call for **Regional Director, Lower Mainland/Vancouver Island** – none

Nominations closed and motion to have Claudia Sperling appointed as Regional Director, Lower Mainland/Vancouver. Motion moved by Jennie Nilsson. Motion carried with all in favour.

10. Other Business – Anna Jubilo

11. Adjournment 1:00pm. Motion moved by Chelsey Evans. Motion carried with all in favour.

BC WIL COUNCIL ANNUAL REPORT 2022-2023

BC WIL Council Annual Report

The BC WIL Council has had another active year supporting work integrated learning (WIL) on BC campuses through collaborative information sharing meetings and consultations with WIL entities and Ministry contacts. The Council has returned to the original meeting schedule of three times a year although still meeting via Zoom versus in person. Work continued on Phase 2 COWIL projects for many campuses and concluded with the close of 2022. Updates to the ACE WIL BC Resource Hub and dashboard were also made. It cannot be stressed enough, the powerful impact of this investment in WIL projects supported by significant funding. The combined total of \$14.5 million for Phase 1 and Phase 2 WIL projects by the Ministry of Advanced Education, Skill's & Training is continuing to influence, support and impact WIL students and practitioners both within and beyond British Columbia.

Work continues on the WIL Impact Framework. This was one of the special COWIL projects driven by the BC WIL Council, to assess the outcomes of work integrated learning and demonstrate the value of this model of experiential learning for the post-pandemic rebound. Thank you to Julie Walchli for continuing to direct this project that will survey and measure the economic and social impacts of WIL in BC. This Framework will be available for all BC schools to utilize and measure WIL effects on students and communities.

Jointly the President of ACE WIL BC and Chair of the BC WIL Council submitted a letter to the Ministry regarding the complex new Future Ready Skills Plan. The statement outlined how well the 25 public post-secondary institutions worked together to achieve local, regional and provincial WIL shared resources and initiatives, and suggested continuing this type of collaborative WIL work could also be impactful in this new post COVID growth initiative. The detailed Future Ready Skills Plan is due spring 2023.

The BC WIL Council was asked to encourage individual campuses and all WIL programs to participate in the consultation by Couragetooact.ca/elp regarding a multi-pronged survey from the National Research to Action Project Addressing Sexual Harassment in Experiential Learning. The BC survey response was excellent with a second phase consultation to develop resources and a toolbox occurring now.

Open discussions were robust on many topics such as the lingering effects of COVID on campuses and the economy and IRCC's decision to increase work hours allowed for international students and the impact it is having on student participation in academic courses and WIL work terms. The Council also updated the May 25th, 2005 Agreement in Principle on "Co-op Program Definitions and Transferability Guidelines" between BC's public post-secondary institutions to reflect the new BC WIL Council name.

Thank you to all Council members for your participation and engagement with Council activities. Big appreciation to Danielle Johnsrude in her role as Vice-Chair and Andrea Giles for coordinating Council communications as Council Secretary and, for keeping our co-op data current. “The Provincial Co-op Data Report showed the 2021-22 academic year concluded with 293,329 placement weeks (that is, 18,297 placements). This is a 27.90% increase of placement weeks over 2020-2021.” Very remarkable for this point in time. We continue to appreciate the ability to collaborate and consult with our Ministry contacts, (now the Ministry of Post-Secondary Education and Future Skills,) on all matters WIL.

Council Members:

Joan Pascual, BCIT; Claudia Sperling, Camosun College; Lara Duke, Capilano University; Tracey Woodburn, Coast Mountain College; Dr. Paula Hayden Director, College of New Caledonia; Rhonda Sheridan (acting for Stephanie Wells,) College of the Rockies; Lianne Johnston, Douglas College; Shannon McKinnon, Emily Carr University of Art and Design; Nina Bennett, Justice Institute of British Columbia; Melissa Krahn (Acting for Julia Denker), Kwantlen Polytechnic University; Brian Train, Ministry of Advanced Education (ex officio); Anita Dumont, Nicola Valley Institute of Technology; Anita Budisa-Bonneau, North Island College; Kathy Handley, Northern Lights College; Alison Gibson, Okanagan College; Natasha Dilay, Royal Roads University; Celina Duarte, Selkirk College; Tanya Behrisch (Acting for Muriel Klemetski), Simon Fraser University; Shawn Read, Thompson Rivers University; Julie Walchli, University of British Columbia; Anna Jubilo, University of British Columbia (ACE-WIL BC President) (ex officio); Justin Foster Interim replacement University of Northern British Columbia; Liana Thompson, University of the Fraser Valley; Rachel Warick, Vancouver Community College.
Heather Workman, Langara College (BC WIL Council Chair); Danielle Johnsrude, Vancouver Island University (BC WIL Council Vice Chair); Andrea Giles, University of Victoria (BC WIL Council Secretary).

FINANCIAL REPORT

ASSOCIATION FOR CO-OPERATIVE EDUCATION & WORK-INTEGRATED LEARNING - BC/YUKON APRIL 1, 2022 - MARCH 31, 2023

OPENING BALANCE Beginning April 1, 2022 **\$99,487.69**

REVENUES	
ADM - 2022-2024 Membership fees (COTR X8)	\$800.00
ADM - 2022-2024 Membership fees (VCC X1)	\$100.00
ADM - 2022-2024 Membership fees (ECUAD X2)	\$200.00
ADM - 2022-2024 Membership fees (UBC X2)	\$200.00
ADM - 2022-2024 Membership fees (UNBC X 3)	\$300.00
ADM - 2022-2024 Membership fees (SFU X1)	\$100.00
ADM - 2022-2024 Membership fees (VIU X10)	\$1000.00
ADM - Reimbursement from UVic (Talent MATCH program - Round 2, Sept 2021 - Mar 2022)	\$6,698.05
ADM - 2022-2024 Membership fees (RRU X5)	\$500.00
ADM - 2022-2024 Membership fees (OKCollege X2 prorated at 1.5 year membership)	\$150.00
ADM - 2022-2024 Membership fees (Royal Road Uni x1 prorated at 1.5 year membership)	\$75.00
ADM - 2022-2024 Membership fee (NAIT x 1 prorated at 1.5 year membership)	\$75.00
ADM - 2022-2024 Membership fee (CAPU x 1 prorated at 1.5 year membership)	\$75.00
ADM - 2022-2024 Membership fee (SFU x 1 prorated at 1 year membership)	\$50.00
PD - Silver Level Sponsorship "November 2021 Symposium" (UVic)	\$3,375.13
CONF- 2024 ACE-WIL Conference Registration	\$581.33
CONF- 2024 ACE-WIL Conference Registration-Partial	\$290.51
CONF- 2024 ACE-WIL Conference Registration	\$581.33
CONF- 2024 ACE-WIL Conference Registration	\$581.33
CONF- 2024 ACE-WIL Conference Registration	\$1,162.66
CONF- 2024 ACE-WIL Conference Registration	\$2,325.32
CONF- 2024 ACE-WIL Conference Registration	\$581.33
CONF- 2024 ACE-WIL Conference Registration	\$581.33
CONF- 2024 ACE-WIL Conference Registration	\$581.33
CONF- 2024 ACE-WIL Conference Registration	\$581.33
Total Revenues to March 31, 2022	\$21,545.98

EXPENDITURES	
ADM - Talent MATCH (April Canva, Mad Mimi, printing) (reimbursement to Debby Reis)	(\$164.00)
ADM - Talent MATCH (parking) (reimbursement to Alana Hibbert)	(\$21.00)
ADM - Talent MATCH (meals, taxi) (reimbursement to Debby Reis)	(\$111.09)
ADM - Talent MATCH (interpreting services) (ASL Interpreting Inc)	(\$273.00)
ADM - Talent MATCH (May Canva, Mad Mimi) (reimbursement to Debby Reis)	(\$33.57)
ADM - EDI Resource Hub webinar (Akanksha Thakur)	(\$350.00)
ADM - Talent MATCH (interpreting services for non-profits event) (ASL Interpreting Inc)	(\$147.00)
ADM - Talent MATCH (Vantage Point membership) (reimbursement Miranda Maslany)	(\$100.00)
ADM - Talent MATCH (postage) (reimbursement to Debby Reis)	(\$14.28)
ADM - Vantage Point Board Training: Board Fundamentals	(\$700.00)
ADM-CEWIL Canada 2022 Conference Sponsorship	(\$500.00)
ADM-BC Societies 2022 Registry (e-transfer to Chelsey Evans)	(\$40.00)
ADM- SFU WIL reimbursement- event costs for ACE-WIL board meeting	(\$376.35)
ADM - Vantage Point: Custom Sustainability/succession planning and mileage - INV #0000284	(\$2,081.88)
ADM- Pathwise Solutions Inc - INV 2323 - annual website hosting fee of the ACE-WIL site	(\$1,890.00)
ADM- CEWIL - INV CC23-SP11 - 2023 CEWIL conference sponsorship	(\$500.00)
ADM - Westland Insurance Grp - 2023 Commercial Liability Insurance Policy #PSL0039603866 (\$2,123) + Directors & Officers Liability Insurance Policy	(\$4,777.00)

#DOL0539607242 (\$1,853) + Cyber Liability Insurance Policy #ESL0039603659 (\$350) + \$451 company fees	
ADM - Giesbrecht & Associates CPA - statement - REF. NO. 00005183	(\$1,249.50)
RC - BCIT - Extend Cait's time for researching/creating Toolkit	(\$1,000.00)
RC- Research Committee Co-op Student Conference Registration- BI for Social Good- Cait Cameron	(\$315.00)
RC- Writing Short is Hard Consulting - INV 2023-14 - Hiring expenses for Cait Cameron	(\$1,882.01)
ERC - CPHR BC & Yukon - 16th Annual Northern Symposium & social in Prince George	(\$2,000.00)
ERC - Heather Workman - reimbursement for cost to ship banners	(\$111.78)
CONF- City of New Westminster - ACE WIL BC conference 2023 deposit	(\$15,598.30)
CONF - Inn at the Quay - ACE-WIL BC 2023 Banquet deposit	(\$1,000.00)
CONF - Carmen Wright Communication/Design - planning and tactical support for the ACE-WIL 2023 conference	(\$3,937.50)
PD - Meg Thompson - reimbursement for cost to purchase thank you cards and OneCard	(\$116.75)
AWRDS - Clarke's Recognition Products (Shipping IPOTY; Outstanding Contribution to Victoria)	(\$28.46)
AWRDS - Clarke's Recognition Products (Shipping SOTY x 2 to Vancouver)	(\$34.68)
AWRDS - College WIL Student of the Year (Madeleine Beach)	(\$500.00)
AWRDS- Bethanea Chou - 2022 SOTYA - Co-op University award recipient	(\$500.00)
AWRDS- Molly Mifsud Chou - 2022 SOTYA - Co-op College award recipient	(\$500.00)
AWRDS- Mishal Arif - 2022 SOTYA - WIL University award recipient	(\$500.00)
AWRDS- Jacqueline Sperber - 2022 SOTYA - WIL College award recipient	(\$500.00)
Total Expenditures to March 31, 2023	(\$41,853.15)

BALANCE FORWARD APRIL 1, 2022	\$99,487.69
Total Revenues to March 31, 2023	\$21,545.98
Total Expenditures to March 31, 2023	(\$41,853.15)
Balance at March 31, 2022 Bank Account	\$79,180.52

BREAKDOWN OF REVENUES & EXPENDITURES	EXPENDITURES	REVENUES
ACE-WIL Administration Costs: Insurance, Taxes, Strat Planning	(\$12,114.73)	
ACE-WIL Administration: COWIL	(\$1,213.94)	\$10,073.18
ACE-WIL Administration: Membership Revenue		\$3,625.00
ACE-WIL 2023 Conference	(\$20,535.80)	\$7,847.80
Professional Development Committee	(\$116.75)	
External Relations Committee	(\$2,111.78)	
Communications Committee		
Communications: Website		
Membership Committee		
Research Committee	(\$3,197.01)	
Awards Committee	(\$2,563.14)	
	(\$41,853.15)	\$21,545.98

AWARDS COMMITTEE

Annual Committee Report

2022 - 2023

Presented By

Chair:

- Lianne Johnston (Douglas College)
-

Committee Members:

- Christy Dodds (CAPU)
- Lynda Robinson (Vancouver Island University)
- Meg Thompson (University of Victoria)
- Sue Brown (Royal Roads University)
- Chelsea Hunter (SFU)

The Awards Committee manages the nomination and awarding process for three annual award categories.

Committee Mandate:

The Awards Committee is responsible for the following:

- Annual review and updates to the awards forms, guidelines and timelines;
- Promotion of the ACE-WIL BC awards to membership, in partnership with the Communications team;
- Vet nominations and determine the AC- WIL/BC Yukon award recipients;
- Ensure an unbiased awards process, and;
- Annual review and update of process and materials.

The 3 Award categories include:

- Student of the Year Award (SOTYA)
 - Industry Partner of the Year Award (IPOTYA)
 - Outstanding Contribution Award (OCA)
-

2022 in Review

June:

After reviewing CEWIL's rubric, discussion continued and was agreed upon by committee members to create two rubrics; one for Co-op and one for WIL Student of the Year Awards.

October:

The committee met to refine language for both rubrics, payed close attention to new WIL rubric categories, shared with and received ACE-WIL's Board for approval.

November:

Focused on Board's Strategic Plan Goal 4.1: "*Strengthen collaborative efforts of WIL as key contributor to economic growth and future of workforce development.*" The committee has initiated this process through the inclusion of the second rubric for WIL students. SOTYA nomination form revised to reflect separate applications for Co-op University and College students and WIL University and College students.

Memo for e-newsletter shared with Communications Committee to promote nominations.

Awards:

December SOTYA awards competition launched

2023

- January 30 SOTYA applications closed
- February SOTYA Committee meets to confirm award recipients
- **11** applications received:
 - **CO-OP UNIVERSITY:**
 - **Recipient:** Bethanea Chou, UBC
 - **Honourable Mention:** Mary Thomson, Capilano University
 - **CO-OP COLLEGES:**
 - **Recipient:** Molly Mifsud, Camosun
 - **Honourable Mention:** Paterson How, Langara
 - **WIL UNIVERSITY:**
 - **Recipient:** Mishal Arif, Royal Roads University
 - **Honourable Mention:** N/A
 - **WIL COLLEGES:**
 - **Recipient:** Jacqueline Sperber, Camosun
 - **Honourable Mention:** N/A
- The committee also discussed and implemented, with the Board's approval, revised language to be more inclusive for all WIL employers for the Industry Partner of the Year Award nomination form. The nominations opened for submissions this month. The committee realizes revising the nomination language is a necessary step to ensure transparency for all. This is an ongoing process and will continue throughout the year.

March:

March 13 Industry Partner of the Year (IPOTY) and Outstanding Contribution Award (OCA) applications closed. **4** applications received for IPOTY and none received for OCA.

IPOTY Award:

- Recipient – Bonnie Burnside, Downtown Surrey Business Improvement Association

- Honourable Mention: Clayton Cross, Coast Performance Rehabilitation Inc.

Outstanding Contribution Award: N/A

Awards for both SOTYA and IPOTY recipients ordered and delivered

2023 Forecast:

Action items:

1. Review IPOTY nomination form to ensure equity and inclusiveness for both Co-op and WIL employers. Create rubric to assist with outcomes.
2. Create timely reminders to ACE-WIL members for our 3 Awards through e-newsletter and Social Media platform; LinkedIn.

COMMUNICATIONS COMMITTEE

Annual Committee Report

2022 - 2023

Presented By

Co-Chairs:

- Natasha Dilay, RRU
 - Sarah Gibson, TRU
-

Committee Members:

- Newsletter Coordinator: Diane Luszniak, UVic
 - Web Coordinator: Samantha Thoms, UVic
 - Communications Coordinator: Chelsea Hunter, SFU
 - Social Media Coordinator: Lina Guo, VIU
-

Year in Review

The Communications Committee expanded our mandate from a member facing (internal) focus to now include industry partners and key stakeholders (external) focus. Therefore, we are refining committee roles and responsibilities to improve our existing communication channels (Monthly E-newsletter, Email Announcements, WIL Practitioner job postings, and all ACE-WIL Website updates) and integrating new communication initiatives such as (an enhanced social media presence on LinkedIn, and an externally focussed E-newsletter, "Friends of ACE-WIL E-news"). Industry partner initiatives will be in collaboration with the External Partnerships and Events Committee. The Committee coordinates consistent, scheduled communication programming throughout the year and also responds to the needs and requests of the growing and evolving provincial association. Additional areas of focus were the exploration of a newly created Website Committee that is planned to take on the technical components of the ACE-WIL website along with the ongoing ACE-WIL Hub maintenance and representation on the ACE-WIL conference organizing committee.

Activities Report for 2022-2023

- Curated and Distributed monthly E-newsletters (10 editions September through June)
- Promoted time sensitive information as needed through member E-Blasts by request
- Maintained and updated ACE-WIL website
- Collaborated with Board and Committee Chairs to facilitate internal and external communication needs

- Supporting Conference Communication and promotion needs

Strategic Priorities for 2023-2024

- Facilitate the communication of information between ACE-WIL stakeholders, including executive, board members, members, and industry partners
- Foster engagement and interaction among ACE-WIL members
- Manage and to apply design standards across ACE-WIL communication media
- Manage the ACE-WIL website
- Curate WIL stories and source news to feed new social media activities
- Collaborate on strategic initiatives with External Partnerships and Events Committee
- Provide communications support and resources to 2024 ACE-WIL Conference Communications

CONFERENCE COMMITTEE

Annual Committee Report

2022 - 2023

Presented By

Co-Chairs:

- Stephanie Greaves
 - Kim Pham
-

Committee Members (Current):

- Anita Budisa-Bonneau
- Jen Coffey
- Chelsey Evans
- Sarah Gibson
- Lina Guo
- Anais Holdaway
- Drew Jenkins
- Lianne Johnston
- Rhianna Nagel
- Jennie Nilsson
- Jamie Noakes
- Helena Prins
- Jamie Snow
- Meg Thompson
- Jennifer Weintraub
- Heather Workman

Former Committee Members:

- Monty Raisinghani
 - Kristina Tzetzos
 - Nancy Ng
 - Wendy McKay
 - Alejandra Huerta Guerra
-

Summary of Committee Activity for 2022-2023

In June 2022, planning for the 2023 ACE-WIL BC conference began. The committee booked and gave deposits for hotel and venues; received Board approval on a budget; established conference sub-committees; developed timelines on Monday.com task board and scheduled regular group meetings.

Carmen Wright was contracted to support with the creation of the conference branding, website and supporting collateral. Pathwise was contracted to add the option of online payments (using Stripe) along with integrated registration and proposal submission from within the ACE-WIL website.

In October 2022, the decision was made to postpone the conference to May 2024 amid concerns of budget cuts and direct competition with similar conferences. The event was

scaled down to 2 days from 2.5 days; the venue contracts were renegotiated; and the budget was revised. The overall registration cost per person was reduced along with overall net projected profits.

In Feb 2023, early bird registration for the conference opened and to date, there have been 15 registrations received.

On April 17, 2023, the Anvil Centre increased its contract price by \$5, 369.76, citing rising food and labour costs.

Future Committee Activities

Between now and March 2023, the focus of the conference committee will be on encouraging the submission of proposals; building/publishing a conference program; securing sponsorships; encouraging registration through targeted promotions; and creating & deploying the session & meal selection form (with the help of Pathwise).

Update on Strategic Plan Goals for 2022-2023:

The impact of the conference supports all 4 goals found in the strategic plan:

- **GOAL 1:** To cultivate valuable contributions to the growth of the work-integrated learning field, profession, and ACE-WIL community.
- **GOAL 2:** To strengthen collaboration across work-integrated learning practitioners, faculty, and other individuals supporting work-integrated learning initiatives across institutions in British Columbia.
- **GOAL 3:** For partners to recognize the value of work-integrated learning.
- **GOAL 4:** To strengthen collaborative efforts between institutions to further demonstrate work-integrated learning as a key contributor to economic growth and future workforce development

EXTERNAL PARTNERSHIPS & EVENTS COMMITTEE

Annual Committee Report

Formerly External Relations Committee

The External Partnerships and Events (EPE) currently has seven members. We always welcome new members to support and participate in association outreach activities.

Presented By

Co-Chairs:

- Jacqueline Craig (BCIT)
 - Heather Workman (Langara)
-

Committee Members (Current):

- Jamie Noakes (TRU)
 - Chelsey Evans (UVIC)
 - Mohna Baichoo (Capilano U)
 - Lana Van Velthuisen (Langara) - on leave
 - Jamie Snow (UBC-O) - welcome to our newest committee member!
-

1. SUMMARY OF COMMITTEE ACTIVITY FOR 2022-2023:

- The External Partnerships & Events Committee (EPE) conducted monthly zoom meetings to connect and update on activities.
- Co-Chairs attended board meetings to provide committee updates and contribute to board initiatives
- Focussed on External Partnerships, reaching out to, and responding to requests by organizations on behalf of ACE WIL BC. Selected Chartered Professionals in Human Resources of BC & Yukon or CPHR as target partner for 2022/23
- Updated the funders / wage subsidy list for use at conferences and website
- With Carmen Wright's expertise had two new stand up ACE WIL BC banners made to display at conferences
- Built out new partnership with the CPHR BC.
 - Boothed virtually and in-person at the CPHR April 2022 conference
 - Presented benefits of ACE WIL BC in-person at their Prince George Northern Symposium in February 2023.
 - Hosted a CPHR run Round Table discussion in March where we promoted the various forms of WIL and shared how easy it is to initiate a relationship and hire from campuses across the province and demonstrated how to utilize the ACE-WIL job portal.

- Reinvigorated the Friends of ACE-WIL Newsletter by putting together content on the impact of WIL and forwarded to Communications Committee to populate newsletter template. Sent newsletter to the Friends list of 300+ employers on National WIL Day March 22, 2023.

2. FUTURE COMMITTEE ACTIVITIES:

- Identified need to spruce up the ACE WIL booth with ACE-WIL post cards, ACE-WIL swag, an ACE WIL follow up package. In the process of putting together resources for booting at events
- Plan to compile and distribute Friends of ACE Newsletter bi-annually (March & November,) by supplying print ready content to Communications Committee for distribution via the Friends of ACE e-newsletter template. Will add the 700 employer contacts curated via the Talent Match initiative in time for the fall newsletter
- Preparing CPHR conference presentation submission due summer 2023, to present in spring 2024
- Since the CPHR, focus has been so fruitful, we will continue with this partnership for the 2023/2024 year.

3. UPDATE ON STRATEGIC PLAN GOALS FOR 2022-2023

Strategy 1.3 Strengthening member communications:

- Created Friends of ACE Newsletter to distribute March 21, 2022 and will distribute second issue in November
- Co-chair of BC WIL Council (Heather Workman,) will continue to orientate & ensure new BC WIL Council members understand the symbiotic relationship between the Council and the Association, support participation in ACE WIL BC Committee and Board

Strategy 3.1 Creating more strategic partnerships with organizations in key emergent industries:

- Discussed establishing a working group from various industries to broaden awareness in diverse industries, but decided to defer due to lack of capacity demands from building new partnership with CPHR. The CPHR membership is diverse however and EPE Committee members are able to connect this way to a wide range of organizations

Strategy 3.2: Increasing opportunities for networking with a diversity of organizations and partners

- Focussed on CPHR conferences, round tables and meeting opportunities. Jamie Noakes is also a member of CPHR BC.
- Due to the number of opportunities CPHR offers, the EPE committee needs to review, consider, pitch and have committee members deliver, this is enough volume for the present

- Do respond to outside requests such as request for information or consultation from other WIL organizations

Strategy 3.3: Strengthening ACE-WIL representation in provincial associations

- Have identified a list of potential associations

Strategy 3.4: Amplifying and diversifying success stories from students and organizations.

- Individually re-share and like ACE WIL BC news stories
- Used WIL data for Friends of ACE Newsletter to amplify impact of WIL students on economy
- Share stats when presenting on behalf of ACE WIL BC

Strategy 3.6: Developing educational resources to support organizations in their hiring of students.

- The EPE Committee was the main organizer of the virtual ACE WIL BC Symposia to highlight the COWIL Phase 1 and Phase 2 projects. These presentations and / or resources are on the ACE WIL BC Resource Page
- Regularly discuss and highlight resource options when attending other events or in discussion with WIL practitioners

4. PARTING KUDOS:

- The committee would like to celebrate and acknowledge the energy and enthusiasm **Jacqueline Craig (BCIT)** has contributed to this committee. Jacqueline has been an excellent co-chair and hands-on leader who has been an instrumental part of the “External” team. Jacqueline is a key innovator and motivator and appreciate her serving as co-chair for the last four years. We are very thankful for her insights and wish her well! Thank- you Jamie Noakes (TRU) for stepping up to co-chair for 2023/24!

MEMBERSHIP COMMITTEE

Annual Committee Report

2022-2023

Presented By:

Co-Chairs:

- Cristina Eftenaru (SFU)
 - Drew Jenkins (SFU)
-

Committee Members:

- Tara Bond (TRU) – stepping down
 - Cristina Eftenaru (SFU)
 - Alon Eisenstein (UBC-O)
 - Drew Jenkins (SFU)
 - Shannan Liang (Douglas College)
 - Dionne Oorange (Langara College)
-

Summary of Committee Activity for 2022-2023

In 2022-2023, the Membership Committee continued to undergo a process of transition. We have explored ways to collaborate and better align what we do with the ACE-WIL Strategic Plan. The Committee has focused on the following activities:

- Member Processing (online database)
 - Membership Engagement
 - Strategic Exercise
-

Detailed Committee Activities of 2022-2023

Member Processing (online database):

The ACE-WIL membership is 333 as of March 31, 2023. The committee has processed and welcomed new/transfer members throughout the year and is preparing for a membership drive in early 2024.

As the task of processing new members was transitioned to the committee recently, our volunteers have worked on streamlining the process, including creating a checklist with specific steps and identifying key institutional and Board contacts involved in the process. We hope that the checklist will help with future transitions and succession planning as the committee continues to grow and individual roles evolve.

Committee members have received multiple requests for membership from individuals who did not qualify to join the Association as per the current bylaws. However, as decided by the Board, we have implemented a temporary measure to accept several individuals as Affiliate Members until new bylaws are in place, if approved. We will continue to address these types of requests and bring those more complex to the Board's attention.

We have also conducted an environmental scan of other professional associations' membership structures and fees and presented it to the Board for further discussions on membership structure—current and potential new membership types, along with the corresponding fees. The committee has submitted a proposal for new membership types to the Board for review and decision.

Membership Engagement:

Welcome: Along with the processing of new/transfer members onto the online database, our committee is responsible for the initial communication, welcoming new members via email, and maillist subscription. The transition of these tasks from the Business Officer to the Membership Committee went smoothly and there are no issues to report at this time.

Recognizing ACE-WIL volunteers: The Membership committee has continuously recognized volunteers through *Humans of ACE Project*. We endeavoured to create various ways to create the introductions in order to increase access and make posts more interesting and relevant. In 2022-2023, we featured 5 volunteers who were either new to the ACE-WIL Board or assumed new Board roles.

Cross-committee collaboration. The membership Committee is committed to collaborating with other ACE-WIL committees to ensure that our work is relevant at the Board, committee, and membership levels. We have been collaborating with the following committees:

- *Communication.* Our committee has been collaborating with the Communication Committee on newsletter via Humans of ACE section.
- *Professional Development.* Prior to the COVID-19 pandemic, the Membership Committee prepared an exercise for Professional Development Events. The Committee's involvement in this aspect was minimal over the past year. One member is part of the Conference organizing group.
- *External Partnerships and Events.* One volunteer participated in an employer event to survey the potential of creating an employer/HR membership type.
- *Website.* One volunteer was the liaison with the Website Committee, which has since become a subset of the Communication Committee.

Strategic Exercise:

Over the course of the year, the Membership Committee has continued to refine the mandate and to find ways to better align with the ACE-WIL Strategic Plan. In late 2022, we reached a critical point when we decided to undergo a novel (re)visioning exercise, consisting of 5 phases. The Co-Chair is the lead/facilitator of the exercise, and every committee member has the opportunity to be closely involved in the development of one exercise phase. At the time when this report was submitted, the committee had completed the first 3 phases and the exercise is set to be finalized by June 2023. Our hope is that by participating in this strategic exercise, we better understand our committee mandate and our individual roles in supporting the committee, the Board, and our membership. In doing so, we have the opportunity to create and propose new initiatives as well as discontinue those that do not align with the strategic plan and the mission of the association and/or committee.

Future Committee Activities

Member Processing (online database):

The Committee is currently looking into clarifying the following:

- Whether there is a need for support from the Board as we prepare for the membership drive - starting approx. Jan 2024 - *finalize in the latter part of 2023*
- Whether the current process needs to be adjusted as the Board structure changes - *planning for a meeting with the Business Officer and/or Treasurer after 2023 AGM*
- Awaiting Board decisions on:
 - Committee proposal on expanding the membership types - *to be discussed at the upcoming Board meeting*
 - Membership fee and/or in relation to conference registration - *to be discussed at the next Board meeting*

Membership Engagement:

Welcome. The committee is in the process of advancing on the following:

- Revise the current Welcome message to make it more relevant - *in progress, to be completed by September 2023*
- Find ways to better use of LinkedIn Group - *exploration stage, to be completed by the 2024 membership drive*
- Identify whether there are any website metrics to help assess the initial part of membership engagement - *exploration stage, to be completed by late 2023 (depending on website changes)*

Recognizing ACE-WIL Volunteers. For the next year, our goals in this area are:

- Feature 4 - 6 volunteers using a variety of formats - *complete by March 31, 2024*
- Collaborate with the ACE President and the Board on finding a sustainable way to recognize volunteers each year (e.g., Volunteer Week, newsletter, awards, etc.) - *in progress*

Cross-committee collaboration. We will continue our collaboration with the following committees:

- *Professional Development.* As more hybrid and in-person events are being planned (e.g., PD and 2024 Conference), the committee will be connecting with organizers to create opportunities to engage our membership.
- *External Partnerships and Events.* We will identify future opportunities for involvement.
- *Website.* We find that it is important for our committee to have representation as the website changes and help create tools pertaining to the member processing and preparation of reports. We will inquire more about this topic in the near future.
- *Communication.* Our committee will continue the collaboration in the upcoming year for volunteer recruitment, LinkedIn Group use, and Humans of ACE.

Strategic Exercise:

We will report on the outcome of this exercise at a later time. We also hope that we can help create a framework of meaningful committee engagement for future volunteers.

Committee Planning for Future – Directions and Initiatives

The Committee has identified the following priorities for the next year:

- Upon completion of the strategic exercise, we hope that clearer roles, responsibilities, and expectations will emerge to allow us to contribute to the association more purposefully. In doing so, we expect to ease future recruitment as each role on the committee require specific skills and interests that we can include in the call for volunteers.
In response to one component of the Strategic Plan and as an endeavour to create opportunities and ladders of engagement into the culture of the association, the committee will explore the concept of *Community of Practice (CoP)*. As this new and major initiative emerges, committee members will work on the following:
 - Conduct research (e.g., relevant literature, experiences, best/next practices) to identify practices that could be implemented in ACE-WIL
 - Environmental scan/survey to find out whether there are CoPs or groups that call themselves CoPs within the association (e.g., EI/EQ, international co-ops, etc.)
 - Find what CoP may mean for the association in the future and how CoP may support building the ladders of engagement
 - One volunteer will take the lead on the process of establishing CoP in ACE-WIL (by September 2023)
 - Another priority for the upcoming year is to identify measurable outcomes—where possible—to ensure that the work of the committee is aligned with the strategic plan and that our efforts have meaningful outcomes.
 - There is interest amongst the committee members in finding new ways to recruit and retain members from Yukon and to expand the exposure to membership other WIL practitioners and faculty within the reach of the Association. We hope to participate in this as committee or in collaboration with Board members or other committees.
 - One member is regretfully stepping down from the committee.
 - We are looking at ways to recruit new volunteers in the near future (referrals, inquiries, send out a call for volunteers, etc.).
-

Update on Strategic Plan Goals for 2022-2023

See above

Report completed by the Co-Chairs & approved by the Committee members

Date: April 18, 2023

PROFESSIONAL DEVELOPMENT COMMITTEE

Annual Committee Report

April 1, 2022 - March 31, 2023

Presented By:

Chair:

- Meg Thompson

Committee Members:

- Helena Prins (BC Campus)
- Rhianna Nagel (UVic)
- Tracey Woodburn (Coast Mountain College)
- Alejandra Huerta Guerra (Royal Roads)

Note: At the end of March 2023, Nancy Ng (CapU) resigned from the committee due to a job change

Summary of Committee Activity for 2022-2023

- May 2022 (second PD event for spring 2022):



Date	May 4, 2022
Time	10:00 AM to noon
Location	Virtual via Zoom
Topic	Making the global personal: The United Nations Sustainable Development Goals in WIL and Career Curricula
Cost	\$1500.00 (Lindsay Wood received approval from Brian Train to use funds from her COWIL project to cover the costs)
Session presenter	Dr. Candy Ho

○ Highlights:

- Opportunity to engage with the 17 UN Sustainable Development goals in the context of WIL and career curricula
- Helped create learning and development to enhance the Association's collective wisdom around SDG's call to action in the name of making our world a better place
- Activities and networking opportunities to support member engagement and connections

- Registrants asked to complete a pre-event learner survey
 - PD Committee worked closely with the Communications Committee to ensure wide reach via ACE-WIL e-newsletter, website and LinkedIn
 - Based on low post-event return rate for the March 9th PD event, the PD Committee scheduled time within the May 4th PD session for members to complete the survey before the event concluded
- **September 2022 to November 2022:** PD Committee meetings through fall 2022 focused on planning for the November PD event

Building on our Spring workshop, we will delve further into learning and teaching with the UN Sustainable Development Goals (SDG) in mind. Participants will explore this topic with CIFAL Victoria and colleagues. By the end of the session, participants will identify which SDGs are relevant in their teaching and begin to create strategies for building or enhancing meaningful learning experiences in this area.

Date	November 21, 2022
Time	10:00 AM to noon
Location	Virtual via Zoom
Topic	Learning and Teaching the United Nations Sustainability Goals
Cost	\$1500.00 (Lindsay Wood received approval from Brian Train to use funds from her COWIL project to cover the costs)
Session presenter	from UVic : Rhianna Nagel (Community Engaged Learning Coordinator), Anya Hall (PhD Education and CIL Research Assistant), Ken Josephson (Dept. of Geography, Community Mapping) and video clips from Crystal Tremblay (Director, CIFAL Victoria) and Mat Hukuluck (Head, Advanced Research Services & Digital Scholarship Librarian)

- **Highlights:**
 - 31 attended - registration includes PD Committee members
 - PD session provided opportunity to continue the important discussions around SDGs and raise awareness on the purposes and supports via CIFAL <https://www.uvic.ca/about-uvic/cifal/index.php>
 - Added to learning from the spring 2022 PD session (Dr. Candy Ho Making the Global Personal: The UN Sustainable Development Goals in WIL and Career Curricula)
 - Provided opportunity for PD committee (via support from Communications Committee) to highlight the [ACE-WIL Resource Hub - UN SDG in WIL and Career](#)
 - Networking activities supported member engagement
 - Members given a few minutes prior to end of session to complete post-event survey as member feedback critical to building on success of PD events (12 responses)
 - Julie Walchli provided brief information on WIL Outcomes Module (BC WIL Council)

- **January 2023 to mid-April 2023:**

The work of the PD Committee focused on the following:

- I. *Develop communication plan to ensure consistent approach to PD events with goal to increase interest and registration numbers*
 - Created intentional communications plan/workflow with clear timelines to ensure consistent and multi-pronged approach to communications and marketing
 - PD Committee members reference workflow at all meetings leading up to events to ensure consistency in approach, alignment with ACE-WIL Communications Committee with the aim to encourage strong registration numbers
 - Invited Co-Chairs of the ACE-WIL Communications Committee to attend a PD Committee meeting to share our plan and timelines to ensure all aspects aligned with Communication Committee procedures. For example, send all PD related requests through central Communication Committee email, submit all e-newsletter requests by the 9th of each month to ensure PD material is slotted in to monthly e-newsletter
- II. *Plan Spring PD event for the ACE-WIL membership*

- **May PD event to support a COWIL project and ACE-WIL member's topics of interest.**

The PD Committee spent a great deal of time brainstorming PD topics and potential speakers based on input through post-PD event surveys in addition to hot topics that we come across through our daily work. Our PD committee continuously came back to the vision of finding some way to honour, support and showcase one or more COWIL projects that emerged from 2019 to 2022. An email was sent to COWIL project leads to invite participation to lead a PD session on the following topics, both of which were noted by members as topics of interest in post event surveys: 1) coaching, and 2) building, retaining and enhancing community/employer partnerships. Members were also invited to put their names forward through one of the monthly ACE-WIL e-newsletters. The PD Committee is excited to support Andrea Sator and Nancy Johnson at their May 30th PD session present on *ACE-WIL practitioner's Professional Development: Supporting the WIL Student Journey*. The presentation fits in to a coaching theme and will guide participants to unpack the "course" and learn about the frameworks, the learning model and various uses.

- III. *Develop consistent and respectful process for approach to thank you gifts for PD presenters. Present to Board for approval.*

In March 2023, Meg (on behalf of the PD Committee) presented a motion to the Board to address the desire of the PD Committee to adopt a consistent approach to providing thank you gifts to ACE-WIL members and community partners who support our organization through PD presentations at our annual events (does not pertain to thank you gifts related to ACE-WIL conferences). Individuals, businesses or organizations that charge for their PD presentations will not receive thank you gifts for their services.

Background:

As noted in # 4 below, the actions of the PD Committee are guided by supporting the mission and mandate of our association to provide high quality PD activities and opportunities. In addition, given ACE-WIL members across all committees are all volunteers, including Board members, the PD Committee is committed to finding ways to streamline processes to reduce volunteer workloads. One way to reduce the work of the PD Committee and Board members, and more importantly to demonstrate gratitude and respect to PD presenters, is to have an

agreed upon approach to thank you gifts that can be consistently applied at each PD event. The approach presented to the Board was based on an environmental scan of public information from 12 Canadian post-secondary institutions, conducted by UVic’s Learning and Teaching Support and Innovation unit (LTSI), in 2021.

The following is the approved motion to the ACE-WIL Board that will now guide the PD Committee’s approach to thank you gifts:

At the discretion of the ACE-WIL BC PD Committee, provide thank you gifts of up to \$100 for each ACE-WIL member or community partner who offers their time, energy, and expertise to support learning and development as a presenter at an ACE-WIL PD organized event.

- IV. *Create ACE-WIL overarching PD theme for 2023 to align with ACE-WIL Strategic Plan (see # 4 below for details)*

Future Committee Activities

Planning for the fall PD event will begin in September 2023:

Date	May 30, 2023
Time	10:00 AM to 11:30 AM (includes 30-minutes networking)
Location	Virtual via Zoom to support accessibility (to support members whose institutions are facing budget restrictions and for members who would otherwise have to travel to attend, and may not have institutional support to do so)
Topic	ACE-WIL practitioner’s Professional Development: Supporting the WIL Student Journey
Cost	\$1500.00 (Lindsay Wood received approval from Brian Train to use funds from her COWIL project to cover the costs)
Session presenter	Andrea Sator and Nancy Johnson (SFU)

Update on Strategic Plan Goals for 2022-2023

Mandate:

Identify professional development opportunities for the ACE-WIL members; Implement and oversee professional development activities for the ACE-WIL members during the Fall and Spring of each calendar year; Support professional development opportunities for ACE-WIL members; Advise and make recommendations to the Board concerning professional development needs; Partner with other committees as appropriate on matters of common interest; Provide quarterly reporting (3x per year) at each board meeting and annually for the AGM

Alignment with the ACE-WIL Strategic Plan

The ACE-WIL PD Committee is committed to supporting the mission of the association which includes providing “high-quality professional development for our members” and opportunities to “facilitate a forum for the exchange of ideas and experience” (Mission – Strategic Plan). With backing by the ACE-WIL Board, the spring PD session will support Goal 1, 1.2.

RESEARCH AND INITIATIVES COMMITTEE

Annual Committee Report

April 1, 2023

Presented By:

Chair:

- Andrea Sator (SFU)
-

Committee Members:

- Earl Anderson (BCIT)
- Letitia Henville (UBC)
- Sarah McQuillan (UVic)
- Cait Anderson (UBC - Research Assistant)

Committee Mandate:

Engage in original research that supports ACE-WIL BC stakeholders.

Next Steps:

- We received funding from Innovate BC hired a graduate student that is working on a toolkit about Nudge Theory for WIL Practitioners.
- Discuss membership of the committee, new chairs (or co-chairs).
- Letitia will be presenting about our project at the upcoming CEWIL and WACE conferences.

AWARDS 2022

UNIVERSITY STUDENT CO-OP AWARD

Bethanea Chow – University of British Columbia



As a second-generation immigrant who persevered through financial adversity, Bethanea strives to make the world more equitable and emotionally intelligent through education. Bethanea exceeded expectations for a first-term Co-op student by co-creating a 1-year leadership-training program for all 1,000+ Yukon Government employees in her department. By creating 20+ hours of curriculum and delivering the initial in-person training, she leaves a legacy that will help Yukon Government employees reach their leadership potential for years to come.

Currently, through 3 prominent roles at the UBC Sauder School of Business, Bethanea offers career development coaching appointments to 4,700 students, shapes the career fundamentals core course curriculum for all 1,000 second-year business students, and mentors new Co-op students in small groups. Her work with the Yukon spring boarded her career and she is excited to join Deloitte as a Human Capital consultant for her May 2023 work.

UNIVERSITY STUDENT CO-OP AWARD, HONOURABLE MENTION

Mary Thomson – Capilano University



Mary is a Capilano University student in her third year in the Tourism Management Program. She spent her summer co-op on the Sunshine Coast working at the Gibsons Public Market; a not-for-profit establishment with local food merchants, a bistro, collect-hold-release aquarium and offering community programs and events.

As the Special Events Assistant Coordinator, Mary's job involved a lot of teamwork, multitasking, and networking. Her main areas of focus were event planning for night markets, kids cooking classes, adult cooking workshops, and seniors' programs. In addition, she handled volunteer coordination and community outreach to local businesses. Every day on the job provided her with the opportunity to learn something new and enhance her skillset!

COLLEGE STUDENT CO-OP AWARD
Molly Mifsud - Camosun College



During Molly's time at Tall Tree, she had the chance to work on projects that helped the organization thrive. She made administrative changes that improved the efficiency of their care, such as revising their intake process to handle a larger volume of inquiries. The revision of these systems allowed the team to connect patients with clinicians more efficiently to ensure that individuals were getting the help that they needed.

Molly also spent three months improving their Cognitive Behavioural Therapy for Anxiety course by gathering feedback from past patients and incorporating current research into the revised curriculum. She assisted the clinical director in launching a new behavioral change program, which required her to develop her own clinical skills, create a training curriculum, and onboard new clinicians. Molly's work at Tall Tree allowed her to make meaningful contributions to the success of the organization and the well-being of the patients.

COLLEGE STUDENT CO-OP AWARD, HONOURABLE MENTION
Paterson How - Langara College



Paterson How is currently in his final term of his Associate of Computer Science degree at Langara College, after completing an 8-month Co-op with the software company, Workday.

The position as a Quality Assurance engineer cemented his love for technology and he was very pleased to get the opportunity to work on services that will be used by his fellow postsecondary students. In his downtime, Paterson loves theatre and music alongside board games and the occasional tabletop roleplaying game.

UNIVERSITY STUDENT WIL AWARD
Mishal Arif – Royal Roads University



Mishal Arif is a Royal Roads master's candidate and a dedicated research technologist at the Centre for Innovation and Research into Unmanned Systems (CIRUS) at SAIT. She specializes in developing innovative solutions using remotely piloted aerial systems (RPAS) for a wide range of industry applications.

Mishal recognized a disaster risk reduction need for an Indigenous community and developed a unique research opportunity under the mentorship of subject matter experts at SAIT. Mishal's final year capstone paper focuses on the role of advance technology in disaster risk reduction for marginalized communities. She also is a dedicated volunteer of Canadian Red Cross and has worked with various organizations to help promote disaster risk reduction and community engagement.

COLLEGE STUDENT WIL AWARD
Jacqueline Sperber – Camosun College



Jacqueline Sperber, a Post-Degree-Diploma Business Administration in Marketing student, did not only stand out in her co-op achievements through cross-functional teamwork and a solid understanding of the field she was working in, but she also was able to apply tools and strategies learned in her program to succeed in every aspect of her co-op experience, academically, personally, and professionally.

Jacqueline earned her place on the dean's list while in her program and proved that she could apply academic education to a real-life work environment.

Jacqueline flawlessly transitioned from a co-op intern to an Email Marketing Specialist and has provided the business with growth, in her field of expertise, ever since. She grew not only into a work team but into the North American work culture and was able to use her soft skills to build bridges between cultures that provided value for both sides.

ACE/WIL INDUSTRY PARTNER OF THE YEAR 2022
RECIPIENT – DOWNTOWN SURREY BUSINESS IMPROVEMENT ASSOCIATION

Nomination Letter from Simon Fraser University

Simon Fraser University's Work Integrated Learning program is compelled to nominate **Bonnie Burnside and the Downtown Surrey Business Improvement Association (DSBIA)** for the 2022 ACE-WIL CO-OP/WIL Industry Partner of the Year Award. The DSBIA has been an invaluable partner to our institution, having supported 158 Co-op work terms since 2009, and specifically, 17 work terms in 2022, demonstrating an unwavering commitment to supporting the professional growth of SFU Co-op students.

As a non-profit organization with only three core staff, the DSBIA creates the opportunity for the students to take on a high level of responsibility. Each student manages a career-relevant portfolio such as graphic design, placemaking, and safety research, while also collaborating with the student team to implement high-level communications, events, and initiatives. They work with external stakeholders, including local businesses, government, and academic institutions, providing them with valuable networking opportunities. The students are engaged with challenging projects, including facilitating "Community Conversations" dialogue sessions on topical issues with community members, finding innovative solutions for small businesses' issues, and being creative within limited resources to run public activities. Through their research projects, students have even had the opportunity to put forward recommendations to the DSBIA Board or City of Surrey. There is no question that the work experience provided by the Downtown Surrey BIA has exceeded SFU Co-op's expectations in comparison to other work terms, and many of the students cite their time with the BIA as a foundation for future success.

Student Testimonial from Selena Thandi

"Having the opportunity to work at the Downtown Surrey Business Improvement Association for eight months has been an extremely valuable experience in my career. I was made to be comfortable in my environment and apply myself in ways I never have before. I am very fortunate that not only was I able to apply skills I already had in new and refreshing ways, but I was also able to learn a variety of new skills. Working as a Communication and Marketing intern gave me the opportunity to not only develop my professional writing skills and work independently, but also learn how to work in a team and communicate ideas on behalf of other people.

Later, in my role as the Area Enhancement intern, I was able to explore and develop different skills. I had the opportunity to write a grant proposal which allowed me to practice applying communication skills in a practical way and learn new skills such as budget planning. The community cleanup I organized allowed me to gain confidence in my ability to lead people and navigate unfamiliar situations as well as develop my organizational skills. Through this co-op experience I've learned about my strengths as a worker, and about what could be improved. I am excited to apply the skills I've learned in my career and beyond.

Thank you, Bonnie and the team at the DSBIA, for giving me the opportunity to build my confidence and grow as a working professional."

HONOURABLE MENTION –COAST PERFORMANCE REHABILITATION

Nomination Letter from Capilano University

On behalf of Capilano University, it is my pleasure to recommend COAST Performance Rehabilitation (COAST) for consideration for the ACE-WIL Coop/WIL Industry Partner of the Year Award 2022.

COAST has been part of our Work-Integrated Learning opportunities since the inception of the Professional Practice stream in the School of Kinesiology degree program offered in the Faculty of Global and Community Studies in 2021. They were one of the first community partners that we paired with when securing field placement positions and they continue to be an asset in providing exceptional learning experiences for our students both at their clinic in North Vancouver and on our campus.

[KINE 397](#) is the field placement course. As part of this course, students are asked to complete 40 hours of work experience in the community in an area of work they are interested in as a future career. COAST remains one of our most highly sought placement positions. At COAST, students are exposed to a multi-disciplinary clinic that caters to a diverse clientele with various injuries and health concerns. Students that are lucky enough to land this placement can shadow the Athletic Therapist, Clayton Cross, who is also a co-owner of the clinic. In this experience students additionally observe the work of Physiotherapists, Chiropractors, Kinesiologists, Registered Massage Therapists and more. The clinic provides weekly education sessions where an expert comes to COAST to facilitate some aspect of capacity building that the students can sit in on. In this way the students are supported in honing their soft skills, while putting their knowledge to work. Students are encouraged to be collaborative in their placements at COAST and work directly with Clayton, to create learning outcomes for their time in the clinic and beyond. The students are invited to get 'hands on' when their scope of practice allows or to watch and observe more complicated cases. Clayton also provides readings, resources and case studies to the students so they can further their knowledge when not physically at the clinic. While Clayton acts as the main mentor, the student is immersed in a clinical environment and is party to everything from intake of patients to administration of care, record keeping, and even clean up and sanitization. Everyone acts as a mentor at COAST because nearly everyone there has been in the shoes of the student before, and heavily invest in the success of the student.

Student Testimonial from Alysha Monk, CapU Kinesiology Program

“The skills I developed at Coast Performance Rehab were invaluable to my learning journey, knowledge application, and confidence as I prepare to graduate this Spring. I left my field placement feeling excited about entering the world of health care and confident that I could work alongside these practitioners to provide exceptional client care.”

**OUTSTANDING CONTRIBUTION OF THE YEAR 2022
RECIPIENT - LIANNE JOHNSTON, DOUGLAS COLLEGE**



Lianne has been a contributing member of the ACE-WIL community for almost 15 years, dedicating her time, energy and ideas in various capacities to the ACE-WIL membership. Lianne has consistently demonstrated a deep commitment to our association and a willingness to go above and beyond to help others. Her contributions have been invaluable, and we are truly grateful for her unwavering commitment to work integrated learning.

Lianne has served as Secretary for the association for four years, managing the difficult task of keeping official records for the association during a time of massive growth, funding and change. It is

no small feat to keep track of fast-paced Board discussions and action items. Her dedication and hard work have been instrumental in helping the Board transition and grow.

Lianne has also been leading the Awards committee, overseeing the evolution and updating the criteria and processes for our various association recognition awards. Lianne worked tirelessly to bring recommendations to the Board, and take Board feedback to the committee, ensuring that we are recognizing our students, partners, and members for all that they do to forward the goals of work integrated learning in BC.

Moreover, Lianne has also served on various conference committees over the years, contributing her time, ideas and expertise to programming, logistics, social and more.

However, much more than her contributions to the goals of the association is Lianne's willingness to share, mentor, and help anyone that needs it. Lianne's kindness, generosity of time, and wonderful calm demeanor have been a true inspiration.

Congratulations to Lianne on this award. It is truly well-deserved!

NOMINATION REPORT 2022-2023

In accordance with ACE WIL BC/Yukon bylaws, nominations were requested for the 2023-2025 Board of Directors (two-year terms).

Anna Jubilo will be moving into the ACE-WIL Past President position, and Stephanie Greaves will be moving into the President position; therefore, the position of **President-Elect** is up for election.

To ensure more financial oversight, the board has decided to separate the positions of Business Officer and Treasurer, so the position of **Treasurer** will be up for election this year.

A few board members have left or will be leaving their positions before the end of their terms:

- Melissa Fournier has taken on a new role outside of Co-op and WIL, so her **Director-at-Large** position is up for election.
- Nina Bennett is temporarily moving overseas. As a result, Nina will need to step away from the **Co-op Colleges/Institutes Director** position, but aims to rejoin ACE-WIL on her return. Nina was also temporarily appointed by the board as **Secretary** for the past year. As a result, these two positions are also up for election.
- Jamie Snow will be stepping down from her position on the ACE-WIL Board after 3 years, so her position as **Co-op University Director**, is up for election. Jamie will be continuing to support ACE-WIL through our External Partnership & Events and Conference Committees.
- Lastly, Claudia Sperling, who has been a long-time member of the board in various positions including President and Business Officer, will also be moving on to take on the role of Chair of the CEWIL Accreditation Council, so her current position of **Regional Director, Lower Mainland/Vancouver Island** on the board is up for election.

Anita Budisa-Bonneau has completed 2 two-year terms on the board, so her position as **WIL Institutes/Colleges Director** is also up for elections this year.

Thank you to Kim Pham who has agreed to renew her term for another two years. Jamie Noakes and Tracey Woodburn will continue on the board in their second year of their first term.

In summary, nominations were solicited for the following positions:

1. President-Elect
2. Secretary
3. Treasurer

4. WIL University Director
5. Co-op University Director
6. WIL Institutes/Colleges Director
7. Regional Director, Lower Mainland/Vancouver Island
8. Director At Large (1)

Nominations were accepted electronically with a deadline of Tuesday, February 28, 2023, by 4:30 p.m. PST. One nomination each has been received for the following positions. See names of nominees below and nomination bios at the end of this report.

1. **Treasurer:** Chelsey Evans
2. **WIL University Director:** Kyle Guay
3. **Co-op University Director:** Ryan McDonald
4. **Regional Director, Lower Mainland/Vancouver Island:** Lina Guo
5. **Director At Large (1):** Alon Eisenstein

We did not receive nominations for the **President-Elect, Secretary, and WIL Institutes/Colleges Director** positions before the deadline; therefore, we will have a Call for Nominations from the floor for these three positions during the AGM on June 1, 2023.

As Chelsey Evans is currently the ACE-WIL Business Officer/Treasurer, the ACE-WIL Board will be looking to appoint a new Business Officer at their May 24, 2023 board meeting who will begin in this position at the beginning of June 2023.

My sincerest thank you to all board members, including Committee Chairs and Co-chairs for contributing their experience, skills, time, energy and collegiality to the board this year and supporting me in my role as President. We look forward to electing and introducing the new 2023-2024 ACE-WIL Board at this year's ACE-WIL AGM.

Nominee Bios:

- ***Nominee for Treasurer: Chelsey Evans, Director of Operations, Co-operative Education and Career Services- University of Victoria***

Chelsey Evans serves as the Director of Operations with Co-operative Education and Career Services at the University of Victoria. In this role, she is responsible for the development and implementation of the unit's operational and strategic plans, and oversees the human resources management and financial management within the unit. Prior to this position, she served as the Associate Director, Optional and Professional Programs where she was responsible overseeing the academic and administrative aspects of co-operative education programs and other forms of experiential learning, including career development services for the Optional and Professional Programs, comprising of 7 faculties and over 20 programs.

In May 2022, Chelsey took on the role of Business Officer/Treasurer for ACE-WIL BC. She also serves on the ACE WIL External Partnerships and Events committee. At the CEWIL level, Chelsey is the chair of the Membership Committee.

Chelsey holds a BA in Psychology from UBC, a Master of Education degree in Adult Education from the University of Alberta, an Advanced Management Program Certificate from the Peter B. Gustavson School of Business (UVic), and is currently enrolled in Captus Institute's Academic Program working toward the completion of her Chartered Professional in Human Resources (CPHR) designation.

Linked In: <https://www.linkedin.com/in/chelseypaulaevans/>

- ***Nominee for WIL University Director: Kyle Guay, Instructor/Field Studies Convener, School of Kinesiology, Capilano University***

As a member of the Kinesiology department for the past 8-years, Kyle has always valued the practical application of WIL. Whether considering job shadowing in high school, co-op programs in post-secondary, or the self-directed field placements one might consider during their summer months, Kyle feels getting experiences outside the classroom is such an important component to everyone's educational journey. Personally, Kyle feels his best learning was done either in the lab or at the summer internships he sought out on his own. So naturally, when the KIN program at Cap U was transitioning from a diploma to a degree, Kyle was one of a couple instructors who strongly pushed for mandatory work experience to be woven into their second two years. This passion for WIL led to the development of 4 new courses and a new position in the department for Kyle to actively seek partnerships in the community. As Cap U program grows, Kyle hopes to further develop knowledge of, and participation in, the WIL community. As a rapidly growing entity in post-secondary institutions, Kyle would like to represent the strong history of WIL at Cap U and learn how we can make it better for future students.

- ***Nominee for Co-op University Director: Ryan McDonald, Co-op Coordinator, Simon Fraser University***

Professionally, Ryan has worked at SFU, in the Co-op Program for the past 15 years. Over that period, Ryan has supported students in wide range of programs including Business; Science; Arts; and Applied Sciences. For the past 11 years, Ryan has worked with the Mechatronic Systems Engineering and Software Systems Students. Ryan is currently the Co-op Representative on the Computing Science Undergraduate Program Committee and has previously served on the Mechatronic Undergraduate Curriculum Committee and the Co-op Workshop Planning Committee.

Outside of work, for the past 6 years, Ryan has volunteered as a Scouter for Beavers, Cubs and Scouts with the 1st Laityview Scout Group. Ryan works with kids from 5-14, mentoring them in developing social, personal and outdoor skills and environmental and community awareness. For the past 5 years, Ryan has also been the Contact Scouter for the Beaver and Cub programs. This involves leading the process of planning and executing weekly meetings, weekend camps and larger events, and representing the programs at Group Committee and Regional Area Meetings, as well as managing a small budget for the program and keeping the books. Ryan also support a group of 10 Scouters, assisting them in their own training and leadership development and ensures that the group follows the strict bylaws and guidelines of Scouts Canada.

Personally, Ryan is the father of two boys (ages 10 and 12), a step-father of two girls (of the same age), and has a Cowboy Corgi, who all keep life exciting. Ryan enjoys hiking, motorcycle riding, camping and is happy to be able to go travelling again. Ryan has recently started an acting class with the goal of participating in small local theatre shows.

- ***Nominee for Regional Director, Lower Mainland/Vancouver Island: Lina Guo, Work-Integrated Learning Faculty, Vancouver Island University***

After completing her Master's Degree in Education at UVic, Lina held various administrative roles at Royal Roads University in students' career success and work-integrated learning. In early 2020, Lina transitioned to become an Employment Facilitator at Camosun College, where Lina worked with both students and employers. Since June 2022, Lina has been working as a Work-Integrated Learning Faculty at Vancouver Island University, collaborating closely with students in Computer Science, Engineering, Information Technology & Applied Systems and Professional Baking.

- ***Nominee for Director At Large: Alon Eisenstein, Assistant Professor of Teaching, UBC Okanagan***

Dr. Eisenstein has been developing, teaching and studying use of experiential learning and work-integrated learning pedagogies in teaching innovation and entrepreneurship since 2014. Initially, as part of his work at the University of Toronto's Impact Centre, Dr. Eisenstein developed and taught an undergraduate internship-based course, as well as summer programs for visiting international students from partner institutions in Europe and Asia. Throughout his work at the University of Toronto, Dr. Eisenstein established a peer-group of educators from across the three campuses whose work is related to work-integrated learning, and led several campus-based symposia. In the fall of 2019, Dr. Eisenstein organized and hosted the first national symposium on the topic of entrepreneurial work-integrated learning, which was attended by researchers and practitioners from academia and industry from across Canada. Since joining the UBC Okanagan's School of Engineering in 2021, Dr. Eisenstein has introduced and taught several courses on the topics of entrepreneurship, innovation and leadership, applying experiential learning pedagogy throughout. Building on his previous experience, Dr. Eisenstein has launched a new Entrepreneurial Work-Integrated Learning (EWIL) for the Masters of Engineering program. Dr. Eisenstein is currently leading two Scholarship of Teaching and Learning studies, one which examines the impact of a curricular Indigenization intervention in an undergraduate engineering course, and a second that examines the factors that lead to students' success and satisfaction in EWIL practicum experiences. Dr. Eisenstein has authored several peer-reviewed papers and book chapters on the topic of Entrepreneurial Work-Integrated Learning (EWIL). While in Ontario, Dr. Eisenstein was an active member with Education at Work Ontario (EWO) and CEWIL Canada, and has presented his work at the annual CEWIL conference.

CO-OPERATIVE EDUCATION PLACEMENT STATISTICS

B.C. CO-OP PLACEMENT WEEKS BY REGIONAL LOCATIONS

Terms: K22 F22 S23 | Institutions: BC Only | Programs: Both

Area/Inst.	Male	Female	Local Region	Vancouver Island	Lower Mainland	Other B.C.	Outside Province	Outside Canada	TOTAL
CAPILANO	256	560	448	80	448	160	128	-	816
FRASER VALLEY	896	688	1,504	32	1,504	16	32	-	1,584
KWANTLEN	2,704	1,568	4,176	16	4,176	80	-	-	4,272
SFU	37,312	32,016	61,264	1,248	61,264	1,296	4,560	960	69,328
THOMPSON	2,176	1,968	3,344	32	400	3,344	336	32	4,144
UBC	70,320	50,176	93,024	2,688	93,024	6,720	14,560	3,504	120,496
UBCO	2,960	2,080	2,688	464	672	2,688	1,216	-	5,040
UVIC	41,184	24,720	35,936	35,936	16,304	3,840	7,232	2,592	65,904
VIU	1,444	778	1,420	1,420	346	228	164	64	2,222
University Group	159,252	114,554	203,804	41,916	178,138	18,372	28,228	7,152	273,806
CAMOSUN	2,960	2,720	5,168	5,168	384	48	64	16	5,680
DOUGLAS	800	656	1,360	-	1,360	48	48	-	1,456
LANGARA	1,216	832	2,032	-	2,032	-	-	16	2,048
NORTH ISLAND	32	-	32	32	-	-	-	-	32
OKANAGAN	1,536	720	2,016	16	80	2,016	144	-	2,256
SELKIRK	416	176	560	-	16	560	16	-	592
College Group	6,960	5,104	11,168	5,216	3,872	2,672	272	32	12,064
BCIT	5,850	1,639	7,254	17	7,254	105	96	17	7,489
Institute Group	5,850	1,639	7,254	17	7,254	105	96	17	7,489
OVERALL	172,062	121,297	222,226	47,149	189,264	21,149	28,596	7,201	293,359

PERCENTAGE OF B.C. CO-OP PLACEMENT WEEKS BY REGIONAL LOCATIONS

Terms: K22 F22 S23 | Institutions: BC Only | Programs: Both

Area/Inst.	Male	Female	Local Region	Vancouver Island	Lower Mainland	Other B.C.	Outside Province	Outside Canada	TOTAL
CAPILANO	31.4%	68.6%	54.9%	9.8%	54.9%	19.6%	15.7%	0.0%	100.0%
FRASER VALLEY	56.6%	43.4%	94.9%	2.0%	94.9%	1.0%	2.0%	0.0%	100.0%
KWANTLEN	63.3%	36.7%	97.8%	0.4%	97.8%	1.9%	0.0%	0.0%	100.0%
SFU	53.8%	46.2%	88.4%	1.8%	88.4%	1.9%	6.6%	1.4%	100.0%
THOMPSON	52.5%	47.5%	80.7%	0.8%	9.7%	80.7%	8.1%	0.8%	100.0%
UBC	58.4%	41.6%	77.2%	2.2%	77.2%	5.6%	12.1%	2.9%	100.0%
UBCO	58.7%	41.3%	53.3%	9.2%	13.3%	53.3%	24.1%	0.0%	100.0%
UVIC	62.5%	37.5%	54.5%	54.5%	24.7%	5.8%	11.0%	3.9%	100.0%
VIU	65.0%	35.0%	63.9%	63.9%	15.6%	10.3%	7.4%	2.9%	100.0%
University Group	58.2%	41.8%	74.4%	15.3%	65.1%	6.7%	10.3%	2.6%	100.0%
CAMOSUN	52.1%	47.9%	91.0%	91.0%	6.8%	0.8%	1.1%	0.3%	100.0%
DOUGLAS	54.9%	45.1%	93.4%	0.0%	93.4%	3.3%	3.3%	0.0%	100.0%
LANGARA	59.4%	40.6%	99.2%	0.0%	99.2%	0.0%	0.0%	0.8%	100.0%
NORTH ISLAND	100.0%	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%
OKANAGAN	68.1%	31.9%	89.4%	0.7%	3.5%	89.4%	6.4%	0.0%	100.0%
SELKIRK	70.3%	29.7%	94.6%	0.0%	2.7%	94.6%	2.7%	0.0%	100.0%
College Group	57.7%	42.3%	92.6%	43.2%	32.1%	22.1%	2.3%	0.3%	100.0%
BCIT	78.1%	21.9%	96.9%	0.2%	96.9%	1.4%	1.3%	0.2%	100.0%
Institute Group	78.1%	21.9%	96.9%	0.2%	96.9%	1.4%	1.3%	0.2%	100.0%
OVERALL	58.7%	41.3%	75.8%	16.1%	64.5%	7.2%	9.7%	2.5%	100.0%

B.C. CO-OP PLACEMENT WEEKS BY EMPLOYERS
Terms: K22 F22 S23 | Institutions: BC Only | Programs: Both

Area/Inst.	PUBLIC SECTOR					PRIVATE SECTOR			SUBTOTAL PRIVATE	TOTAL
	Federal Government	Provincial Government	Municipal Government	Federal Agency	Provincial Agency	SUBTOTAL PUBLIC	Non-Profit Organization	Private Business		
CAPILANO	-	-	32	-	32	64	96	656	752	816
FRASER VALLEY	480	384	96	32	-	992	32	560	592	1,584
KWANTLEN	560	416	32	80	448	1,536	96	2,640	2,736	4,272
SFU	4,448	992	592	3,264	9,872	19,168	3,072	47,088	50,160	69,328
THOMPSON	48	880	112	32	944	2,016	64	2,064	2,128	4,144
UBC	5,232	2,784	1,824	2,128	15,856	27,824	4,720	87,952	92,672	120,496
UBCO	624	928	160	-	-	1,712	64	3,264	3,328	5,040
UVIC	4,128	3,904	672	1,152	10,976	20,832	3,872	41,200	45,072	65,904
VIU	-	-	-	-	-	-	48	2,174	2,222	2,222
University Group	15,520	10,288	3,520	6,688	38,128	74,144	12,064	187,598	199,662	273,806
CAMOSUN	640	512	64	208	304	1,728	240	3,712	3,952	5,680
DOUGLAS	16	112	-	112	208	448	16	992	1,008	1,456
LANGARA	-	64	-	64	16	144	144	1,760	1,904	2,048
NORTH ISLAND	-	-	-	-	-	-	-	32	32	32
OKANAGAN	16	176	432	-	-	624	-	1,632	1,632	2,256
SELKIRK	-	32	32	-	96	160	-	432	432	592
College Group	672	896	528	384	624	3,104	400	8,560	8,960	12,064
BCIT	352	-	-	65	566	983	112	6,394	6,506	7,489
Institute Group	352	-	-	65	566	983	112	6,394	6,506	7,489
OVERALL	16,544	11,184	4,048	7,137	39,318	78,231	12,576	202,552	215,128	293,359

PERCENTAGE OF B.C. CO-OP PLACEMENT WEEKS BY EMPLOYERS
Terms: K22 F22 S23 | Institutions: BC Only | Programs: Both

Area/Inst.	PUBLIC SECTOR					PRIVATE SECTOR			PRIVATE	TOTAL
	Government	Government	Government	Agency	Agency	PUBLIC	Organization	Business		
CAPILANO	0.0%	0.0%	3.9%	0.0%	3.9%	7.8%	11.8%	80.4%	92.2%	100.0%
FRASER VALLEY	30.3%	24.2%	6.1%	2.0%	0.0%	62.6%	2.0%	35.4%	37.4%	100.0%
KWANTLEN	13.1%	9.7%	0.7%	1.9%	10.5%	36.0%	2.2%	61.8%	64.0%	100.0%
SFU	6.4%	1.4%	0.9%	4.7%	14.2%	27.6%	4.4%	67.9%	72.4%	100.0%
THOMPSON	1.2%	21.2%	2.7%	0.8%	22.8%	48.6%	1.5%	49.8%	51.4%	100.0%
UBC	4.3%	2.3%	1.5%	1.8%	13.2%	23.1%	3.9%	73.0%	76.9%	100.0%
UBCO	12.4%	18.4%	3.2%	0.0%	0.0%	34.0%	1.3%	64.8%	66.0%	100.0%
UVIC	6.3%	5.9%	1.0%	1.7%	16.7%	31.6%	5.9%	62.5%	68.4%	100.0%
VIU	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.2%	97.8%	100.0%	100.0%
University Group	5.7%	3.8%	1.3%	2.4%	13.9%	27.1%	4.4%	68.5%	72.9%	100.0%
CAMOSUN	11.3%	9.0%	1.1%	3.7%	5.4%	30.4%	4.2%	65.4%	69.6%	100.0%
DOUGLAS	1.1%	7.7%	0.0%	7.7%	14.3%	30.8%	1.1%	68.1%	69.2%	100.0%
LANGARA	0.0%	3.1%	0.0%	3.1%	0.8%	7.0%	7.0%	85.9%	93.0%	100.0%
NORTH ISLAND	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	100.0%
OKANAGAN	0.7%	7.8%	19.1%	0.0%	0.0%	27.7%	0.0%	72.3%	72.3%	100.0%
SELKIRK	0.0%	5.4%	5.4%	0.0%	16.2%	27.0%	0.0%	73.0%	73.0%	100.0%
College Group	5.6%	7.4%	4.4%	3.2%	5.2%	25.7%	3.3%	71.0%	74.3%	100.0%
BCIT	4.7%	0.0%	0.0%	0.9%	7.6%	13.1%	1.5%	85.4%	86.9%	100.0%
Institute Group	4.7%	0.0%	0.0%	0.9%	7.6%	13.1%	1.5%	85.4%	86.9%	100.0%
OVERALL	5.6%	3.8%	1.4%	2.4%	13.4%	26.7%	4.3%	69.0%	73.3%	100.0%

B.C. CO-OP PLACEMENT WEEKS BY OCCUPATIONAL GROUPING

Terms: K22 F22 S23 | Institutions: BC Only | Programs: Both

Institution	Admin / Business	Agriculture	Computer Science	Engineering	Health/ Legal	Hosp/Tourism Recreation	Humanities / Social Sci.	Science	Technical / Trades	Total
CAPILANO	-	-	-	-	-	816	-	-	-	816
FRASER VALLEY	432	-	464	-	-	-	176	512	-	1,584
KWANTLEN	2,000	-	1,888	-	96	-	-	288	-	4,272
SFU	15,136	-	20,160	10,608	1,664	-	15,008	6,752	-	69,328
THOMPSON	1,632	-	1,200	400	-	64	400	432	16	4,144
UBC	9,632	-	24,832	52,032	-	-	11,280	22,720	-	120,496
UBCO	1,040	-	-	-	96	-	960	2,944	-	5,040
UVIC	14,272	-	5,856	28,368	4,320	-	6,240	6,848	-	65,904
VIU	-	-	96	144	-	1,982	-	-	-	2,222
University Group	44,144	-	54,496	91,552	6,176	2,862	34,064	40,496	16	273,806
CAMOSUN	2,656	-	416	-	-	1,056	368	-	1,184	5,680
DOUGLAS	608	-	784	-	-	-	16	48	-	1,456
LANGARA	1,568	-	448	-	-	-	-	32	-	2,048
NORTH ISLAND	16	-	-	-	-	16	-	-	-	32
OKANAGAN	992	-	112	80	-	-	-	-	1,072	2,256
SELKIRK	160	-	32	-	-	-	368	32	-	592
College Group	6,000	-	1,792	80	-	1,072	752	112	2,256	12,064
BCIT	-	-	-	-	-	48	-	464	6,977	7,489
Institute Group	-	-	-	-	-	48	-	464	6,977	7,489
OVERALL	50,144	-	56,288	91,632	6,176	3,982	34,816	41,072	9,249	293,359

PERCENTAGE OF B.C. CO-OP PLACEMENT WEEKS BY OCCUPATIONAL GROUPING

Terms: K22 F22 S23 | Institutions: BC Only | Programs: Both

Institution	Admin / Business	Agriculture	Computer Science	Engineering	Health/ Legal	Hosp/Tourism Recreation	Humanities / Social Sci.	Science	Technical / Trades	Total
CAPILANO	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	100.0%
FRASER VALLEY	27.3%	0.0%	29.3%	0.0%	0.0%	0.0%	11.1%	32.3%	0.0%	100.0%
KWANTLEN	46.8%	0.0%	44.2%	0.0%	2.2%	0.0%	0.0%	6.7%	0.0%	100.0%
SFU	21.8%	0.0%	29.1%	15.3%	2.4%	0.0%	21.6%	9.7%	0.0%	100.0%
THOMPSON	39.4%	0.0%	29.0%	9.7%	0.0%	1.5%	9.7%	10.4%	0.4%	100.0%
UBC	8.0%	0.0%	20.6%	43.2%	0.0%	0.0%	9.4%	18.9%	0.0%	100.0%
UBCO	20.6%	0.0%	0.0%	0.0%	1.9%	0.0%	19.0%	58.4%	0.0%	100.0%
UVIC	21.7%	0.0%	8.9%	43.0%	6.6%	0.0%	9.5%	10.4%	0.0%	100.0%
VIU	0.0%	0.0%	4.3%	6.5%	0.0%	89.2%	0.0%	0.0%	0.0%	100.0%
University Group	16.1%	0.0%	19.9%	33.4%	2.3%	1.0%	12.4%	14.8%	0.0%	100.0%
CAMOSUN	46.8%	0.0%	7.3%	0.0%	0.0%	18.6%	6.5%	0.0%	20.8%	100.0%
DOUGLAS	41.8%	0.0%	53.8%	0.0%	0.0%	0.0%	1.1%	3.3%	0.0%	100.0%
LANGARA	76.6%	0.0%	21.9%	0.0%	0.0%	0.0%	0.0%	1.6%	0.0%	100.0%
NORTH ISLAND	50.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	100.0%
OKANAGAN	44.0%	0.0%	5.0%	3.5%	0.0%	0.0%	0.0%	0.0%	47.5%	100.0%
SELKIRK	27.0%	0.0%	5.4%	0.0%	0.0%	0.0%	62.2%	5.4%	0.0%	100.0%
College Group	49.7%	0.0%	14.9%	0.7%	0.0%	8.9%	6.2%	0.9%	18.7%	100.0%
BCIT	0.0%	0.0%	0.0%	0.0%	0.0%	0.6%	0.0%	6.2%	93.2%	100.0%
Institute Group	0.0%	0.0%	0.0%	0.0%	0.0%	0.6%	0.0%	6.2%	93.2%	100.0%
OVERALL	17.1%	0.0%	19.2%	31.2%	2.1%	1.4%	11.9%	14.0%	3.2%	100.0%

PERCENTAGE OF B.C. CO-OP PLACEMENT WEEKS BY OCCUPATIONAL GROUPING

Terms: K22 F22 S23 | Institutions: BC Only | Programs: Both

Placement Weeks 2016/17 2017/18 2017/18 2018/19 2018/19 2019/20 2019/20 2020/21 2020/21
2020/21 2021/22

Area/Inst.	TOTAL	TOTAL	% Loss / Gain	TOTAL	TOTAL	% Loss / Gain	TOTAL	TOTAL	% Loss / Gain	TOTAL	TOTAL	% Loss / Gain	TOTAL	TOTAL	% Loss / Gain
CAPILANO	672	672	-19.2%	672	608	-9.5%	608	688	13.2%	688	400	-41.9%	400	1,456	264.0%
FRASER VALLEY	2,016	1,920	-4.8%	1,920	1,968	2.5%	1,968	1,232	-37.4%	1,232	2,016	63.6%	2,016	1,584	-21.4%
KWANTLEN	5,936	6,304	6.2%	6,304	4,416	-29.9%	4,416	2,864	-35.1%	2,864	4,832	68.7%	4,832	4,272	-11.6%
SFU	63,552	65,872	3.7%	65,872	66,368	0.8%	66,368	55,584	-16.2%	55,584	72,096	29.7%	72,096	69,328	-3.8%
THOMPSON	3,440	4,800	39.5%	4,800	4,208	-12.3%	4,208	3,440	-18.3%	3,440	4,592	33.5%	4,592	4,144	-9.8%
UBC	88,224	97,424	10.4%	97,424	96,832	-0.6%	96,832	85,200	-12.0%	85,200	110,848	30.1%	110,848	120,496	8.7%
UBC-Okanagan	1,664	2,432	46.2%	2,432	3,696	52.0%	3,696	3,792	2.6%	3,792	4,832	27.4%	4,832	5,040	4.3%
UNBC	0	0		0	0		0	0		0	0		0	0	
UVIC	66,336	68,608	3.4%	68,608	65,712	-4.2%	65,712	59,520	-9.4%	59,520	69,680	17.1%	69,680	65,904	-5.4%
VIU	3,984	4,416	10.8%	4,416	2,992	-32.2%	2,992	816	-72.7%	816	3,616	343.1%	3,616	2,222	-38.6%
University Group	235,824	252,384	7.0%	252,384	246,880	-2.2%	246,880	212,848	-13.8%	212,848	273,968	28.7%	273,968	273,806	-0.1%
CAMOSUN	5,436	5,940	9.3%	5,940	5,820	-2.0%	5,820	3,904	-32.9%	3,904	5,520	41.4%	5,520	5,680	2.9%
DOUGLAS	880	1,280	45.5%	1,280	1,984	55.0%	1,984	1,264	-36.3%	1,264	1,360	7.6%	1,360	1,456	7.1%
LANGARA	2,016	2,048	1.6%	2,048	1,776	-13.3%	1,776	1,600	-9.9%	1,600	2,208	38.0%	2,208	2,048	-7.2%
NORTH ISLAND	352	208	-40.9%	208	368	76.9%	368	320	-13.0%	320	304	-5.0%	304	32	-89.5%
OKANAGAN	3,120	2,800	-10.3%	2,800	2,768	-1.1%	2,768	1,328	-52.0%	1,328	1,744	31.3%	1,744	2,256	29.4%
SELKIRK	720	816	13.3%	816	1,056	29.4%	1,056	848	-19.7%	848	672	-20.8%	672	592	-11.9%
College Group	12,524	13,092	4.5%	13,092	13,772	5.2%	13,772	9,264	-32.7%	9,264	11,808	27.5%	11,808	12,064	2.2%
BCIT	6,810	7,357	8.0%	7,357	8,016	9.0%	8,016	7,212	-10.0%	7,212	7,553	4.7%	7,553	7,489	-0.8%
Institute Group	6,810	7,357	8.0%	7,357	8,016	9.0%	8,016	7,212	-10.0%	7,212	7,553	4.7%	7,553	7,489	-0.8%
OVERALL	255,158	272,833	6.9%	272,833	268,668	-1.5%	268,668	229,324	-14.6%	229,324	293,329	27.9%	293,329	293,359	0.0%

APPENDIX

ACE-WIL 2021-2026 STRATEGIC PLAN

Respectfully acknowledging that this Strategic Plan has been written by a community of individuals who live, learn, and work on ancestral, traditional, and unceded territories of many First Nations people across British Columbia.

ACE-WIL's Mandate:

VISION: ACE-WIL BC/Yukon is committed to leading excellence in post-secondary experiential learning through Co-operative Education and Work-Integrated Learning experiences.

MISSION: ACE-WIL BC/Yukon is a non-profit organization whose purpose is to:

- promote Co-operative Education and Work-Integrated Learning to students, employers and key stakeholders
- provide high-quality professional development for our members
- facilitate a forum for the exchange of ideas and experience
- liaise with other organizations involved in related interests
- maintain a leadership role provincially, nationally and internationally in the field of Co-operative Education and Work-Integrated Learning

VALUE: ACE-WIL strives to fulfil its mission through the practice and modeling of seven core values.

- **Leading edge professional development.**
Investing in multi-faceted professional learning to develop members' knowledge.
- **Strong relationships and networks.**
Building a vibrant professional learning community within a culture of collaboration that honours the diversity of all members.
- **Innovation.**
Recognizing, adapting and responding effectively to the changing practical needs of students, industry partners and institutions, while at the same time adhering to provincial and national standards.
- **Strong advocacy.**
Maintaining a strategic and effective advocacy role that ensures sustainability and advancement.
- **Clear communication.**
Building systems of communication within ACE-WIL BC/Yukon that are transparent, timely, systematic, and respectful of all voices.
- **Proactive media relations.**
Clearly communicating the benefits of Co-operative Education and Work-Integrated Learning to post-secondary institutions, provincial and national governments, employers, students and other key stakeholders.
- **Quality research.**
Supporting research efforts that enable students, partner organizations and membership to understand and advance Co-operative Education and Work-Integrated Learning.

ACE-WIL's Mandate:

ACE-WIL Board members engaged an external consultant over the course of 10 months (July 2020 - April 2021) to facilitate a process grounded in principles of Design Thinking that led to the development of this Strategic Plan.

All members of the Board, in addition to ACE-WIL membership broadly through an online survey, contributed reflections on ACE-WIL activity from 2014-2019 and identified areas for growth and consideration for ACE-WIL in 2020-2025. Emergent patterns in these reflections exposed key challenges and opportunities faced by ACE-WIL. The Board has collaboratively built this shared vision for ACE-WIL's next five years in response to these challenges and opportunities with four core goals and 15 focused strategies.

The efforts to engage in this process over the course of a 10 month period, during a global pandemic do not go unseen. Thank you to Robyn Leuty, who led us through the process of envisioning and creating this plan. Appreciation and gratitude to each individual member of the Board for their sustained commitment in the design of this Strategic Plan.

- Allison Benner
- Anita Budisa-Bonneau
- Jacqueline Craig
- Natasha Dilay
- Shawn Erikson
- Sarah Gibson
- Stephanie Greaves
- Lianne Johnston
- Helen Kobrč
- Jennie Nilsson
- Erin Pedro
- Karima Ramji
- Andrea Sator
- Sanya Sivic
- Jamie Snow
- Claudia Sperling
- Meg Thompson
- Julie Walchli
- Lindsay Wood
- Heather Workman

Terms of Reference – This Strategic Plan makes reference to specific terminology that, in the context of this document, is associated with the following interpretations:

- **Work-integrated learning (WIL):** adheres to [CEWIL Canada's definition of WIL](#) as a model and process of curricular experiential education that formally and intentionally integrates a student's academic studies within a workplace or practice setting. WIL experiences include an engaged partnership of at least: an academic institution, a host organization, and a student. WIL can occur at the course or program level and includes the development of learning outcomes related to employability, personal agency, and life-long learning.
- **'Work-integrated learning types':** refers to the nine specific forms of work-integrated learning as defined by [CEWIL Canada](#) and include applied research, apprenticeships, co-operative education, entrepreneurship, field placements, internships, mandatory professional practica/clinical placements, service learning, and work experience.
- **'Partner':** meaning any employer, community member, or government official that provides work-integrated learning opportunities for students.

- **'Institution'**: refers to any post-secondary educational institution (college or university) in the region as defined by the Minister responsible for post-secondary education in British Columbia.
 - **'Members'**: meaning all individuals with a paid membership with ACE-WIL.
-

CORE GOALS AND STRATEGIES

Four core goals have been established to inform ACE-WIL activity from 2020-2025. These goals are critical to advancing the work-integrated learning field and profession within British Columbia and the Yukon, as well as strengthening ACE-WIL's reputation as a provincial, national, and global leader in the work-integrated learning field and profession.

Aligned with each goal are specific strategies designed to help ACE-WIL achieve these goals. Each strategy is associated with key deliverables, as well as identified persons that are responsible for its implementation. Given current ACE-WIL activity, specific considerations have been outlined that will be important to address in order to ensure successful execution of each strategy's deliverables.

- 1. To cultivate valuable contributions to the growth of the work-integrated learning field, profession, and ACE-WIL community.**
 - 1.1. Building an intentional process for the recruitment, onboarding, and ongoing engagement of members.
 - 1.2. Creating diverse opportunities for engagement for members.
 - 1.3. Strengthening member communications.
- 2. To strengthen collaboration across work-integrated learning practitioners, faculty, and other individuals supporting work-integrated learning initiatives across institutions in British Columbia.**
 - 2.1. Establishing a Community of Practice for each of the different types of WIL.
 - 2.2. Amplifying existing stories shared by institutions, that highlight the unique and diverse WIL experiences, impact, and funding opportunities for students, practitioners, faculty, organizations, and institutions.
- 3. For partners to recognize the value of work-integrated learning.**
 - 3.1. Creating more strategic partnerships with organizations in key emergent industries.
 - 3.2. Increasing opportunities for networking with a diversity of organizations and partners.
 - 3.3. Strengthening ACE-WIL representation in provincial associations.
 - 3.4. Amplifying and diversifying success stories from students and organizations.
 - 3.5. Promoting incentives and funding opportunities to increase organizational engagement in WIL.
 - 3.6. Developing educational resources to support organizations in their hiring of students.
 - 3.7. Establishing an annual budget to support the sustainable and strategic growth of ACE-WIL's external relationships.
- 4. To strengthen collaborative efforts between institutions to further demonstrate work-integrated learning as a key contributor to economic growth and future workforce development.**

- 4.1. Increasing intentional involvement of institutions in the process of recognizing, celebrating, and awarding students who have made positive contributions to organizations, workplaces, and/or community through their WIL experience.
 - 4.2. Working in collaboration with the BC WIL Council on initiatives and projects to advance shared goals and priorities for the growth of quality WIL within the province.
 - 4.3. Increasing opportunities for representatives from different institutions to share progress in advancing WIL efforts on their respective campus.
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CONSIDERATIONS FOR IMPLEMENTATION

There are some overarching considerations that will need to be addressed as ACE-WIL works towards these core goals over the next five years that will be critical to the organization's success.

1. Reflection of Equity, Diversity, Inclusion, and Decolonization.

Engage specialists in areas of equity, diversity, inclusion, and decolonization to review this Strategic Plan to ensure that these critical values are appropriately reflected and integrated throughout goals, strategies, and deliverables. This positions these values centrally, rather than as an isolated goal.

2. Clarifying Regional Representation.

ACE-WIL's mandate currently reflects excellence in work-integrated learning in British Columbia and the Yukon; however both regions are not equally represented in these core goals and strategies. Consideration of the lack of Yukon represented throughout this Strategic Plan should be addressed, if ACE-WIL is continuing to represent work-integrated learning across both of these regions.

3. Membership Capacity.

Reinforced throughout these discussions, it has been noted that ACE-WIL success has been built on the volunteerism of its members. Members have finite capacities as they balance professional responsibilities within their organizations and institutions, with other volunteer commitments with ACE-WIL. Members also have particular skills and experiences in certain areas. The execution of this Strategic Plan may require expanded membership, especially in areas of digital design and communications in order to advance organizational progress towards each of the core goals.

4. Intentional Prioritization.

Recognizing the volunteer capacity of ACE-WIL members, as well as that this Strategic Plan spans a five-year period, a prioritization of these strategies for effort, impact, and importance for contributing to the current landscape of work-integrated learning should be conducted.

5. Operational Integrity.

Organizational values are critical in influencing how these strategies are operationalized. ACE-WIL has 7 values; however further discussion is needed to increase awareness of these values and how they will inform the successful execution of this Strategic Plan.

6. Organizational Sustainability.

Establishing organizational expectations and frameworks for the documentation of annual progress made on each strategy's deliverables. This acknowledges the transient nature of the organization's membership and will help to ensure the organization can sustain and build on growth year-over-year.

GOAL 1: To cultivate valuable contributions to the growth of the work-integrated learning field, profession, and ACE-WIL community.

Advancing this goal will help ACE-WIL to:

- Increase organizational capacity for sustained contributions to provincial and national WIL.
- Build diverse representation across institutions to enhance quality WIL.
- Strengthen community within ACE-WIL and the WIL profession.
- Leverage contributions made by members to further strengthen provincial reputation within the WIL field.

Strategy	Deliverable	Accountability	Considerations
1.1 Building an intentional process for the recruitment, onboarding, and ongoing engagement of members.	<ul style="list-style-type: none"> • Design and disseminate a survey to all members to explore supports in place from their institutions to enable active contribution to, and engagement in, ACE-WIL activity. • Develop and share resources and strategies for ensuring adequate support from senior leadership (where applicable) for members to engage in, and contribute to ACE-WIL activity. • Create an intentional recruitment process for attracting members that represent different types of WIL and institutions. • Build an intentional onboarding process for new members to understand areas for engagement and participation within ACE-WIL. • Host a new member orientation on an as per needed basis 	Membership Committee	<ul style="list-style-type: none"> • Ensure all members are aware of the process for recruitment and onboarding. • Ensure invitations to participate are associated with tangible deliverables with clear timelines. • Create clear project briefs and associated commitments involved.
1.2 Creating diverse opportunities for engagement for members.	<ul style="list-style-type: none"> • Establish Communities of Practice for members around shared interests within the WIL field and profession. • Create opportunities for scaffolded learning and professional development that enhances ACE-WIL's collective wisdom and works towards presentations at town halls, conferences, symposia, etc. 	Membership Committee Professional Development Committee	<ul style="list-style-type: none"> • Consider the precarious nature of roles created through provincially funded projects and the associated impacts on sustainability of work, projects, etc. • Use ACE-WIL Symposium to identify areas of interest for convening Communities of Practice.

	<ul style="list-style-type: none"> • Create opportunities for members to shadow committee meetings as a way to explore interests and potential areas for participation within ACE-WIL. 		<ul style="list-style-type: none"> • Include opportunities for involvement in committees in initial welcome email/package.
1.3 Strengthening member communications.	<ul style="list-style-type: none"> • Establish standards of practice to increase accessibility and inclusivity of all ACE-WIL activities (virtual and in-person). • Identify and implement sustainable models for continuing to host virtual town halls. • Increase opportunities amongst members between provincial, national, and global associations to leverage communications around shared priorities and initiatives including CEWIL, WACE, other provincial WIL organizations, institutional faculty, BCcampus, etc. • Share member stories through establishing a “member spotlight” within the ACE-WIL newsletter. • Strengthen work with BC WIL Council (via BC WIL representative) to advocate for increased support of institutional leadership for active contribution to ACE-WIL and broader WIL field and profession. • Identify digital platforms (i.e. Slack, ACE-WIL website) that can foster informal communication between members and create ease in sharing opportunities to contribute to new and emerging initiatives or projects within the ACE-WIL community. 	All Committees	<ul style="list-style-type: none"> • Increase support and resources for the Membership Committee. • Consider skill sets of members, specifically around digital design and communications (additional learning/skill building may be required). • Consult and collaborate with EDI specialists. • Leverage existing technology to increase accessibility for participation. • Ensure annual budget requests includes additional expenditures associated with enhancing access to technology to sustain virtual offerings and communications.

GOAL 2: To strengthen collaboration across work-integrated learning practitioners, faculty, and other individuals supporting work-integrated learning initiatives across institutions in British Columbia.

Advancing this goal will help ACE-WIL to:

- Contribute to enhanced understanding of the different [types of WIL](#) as forms of experiential learning.
- Contribute to enhanced understanding of the value and impact of WIL to institutions and partner organizations.
- Increase knowledge of, and access to provincial and national funding opportunities.
- Build capacity for consistent design and delivery of quality curricular WIL.
- Enhance diversity of membership to reflect a broad range of institutions, types of WIL, roles within higher education, and professional experiences.

Strategy	Deliverable	Accountability	Considerations
2.1 Establishing a Community of Practice for each of the different types of WIL.	<ul style="list-style-type: none"> • Communities of Practice meet 2 per year (1/academic term) (<i>recommendation only</i>). • Communities of Practice presentation on their respective type of WIL at an ACE-WIL professional development event/opportunity (once per year). • Increased number of participants in ACE-WIL professional development events. • Increased number of nominations reflecting non co-op WIL experiences. 	Membership Committee	<ul style="list-style-type: none"> • Membership Committee to convene Communities of Practice. • Make intentional referrals to WIL practitioners and faculty members supporting all types of WIL across institutions, to participate in their respective Community of Practice. • Consider incentivization for being involved in such a community of practice. • Consider ways to ensure student representation in each Community of Practice. • Leverage existing digital platforms for members to express interest and engage in group (can use LinkedIn and/or website). discussions.
2.2 Amplifying existing stories shared by institutions, that highlight the unique and diverse	<ul style="list-style-type: none"> • Generate a master contact list with main contacts representing all the types of WIL being supported within institutions. This could be used to communicate information and promote membership. 	Communications Committee	<ul style="list-style-type: none"> • Use I-WIL (Ihub) funding to identify non-co-op WIL practitioners. • Connect with CEWIL to help generate this master list. • Generation of a master contact list

<p>WIL experiences, impact, and funding opportunities for students, practitioners, faculty, organizations, and institutions.</p>	<ul style="list-style-type: none"> • Develop a distribution list with role-specific emails that can be used for a scheduled release of stories that are tagged based on CEWIL WIL definitions. • Monthly newsletter features stories that reflect all types of WIL, as well as provincial, national, and global funding opportunities. • Bi-monthly or twice per year [<i>recommendation only</i>] newsletter feature “Submit an EDI Resource, Action or Commitment” – members can share how their units are making progress towards EDI in WIL. 		<p>may involve non-members and would require outreach to those individuals to encourage engagement in ACE-WIL.</p> <ul style="list-style-type: none"> • Ensure equal number of stories are shared that reflect non co-op WIL experiences. • Amplify existing stories and opportunities in sync with internationally recognized dates of relevance (eg: Black History Month, Indigenous Awareness Weeks, Queer History Month etc.) if and when applicable.
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GOAL 3: For partners to recognize the value of work-integrated learning.

Advancing this goal will help ACE-WIL to:

- Benefit from new and diverse opportunities for students to contribute innovative thinking, skills, and new perspectives to advance organizational priorities from a range of industries and disciplines.
- Build an expanded and diverse network of partners participating in events and activities, in support of provincial WIL efforts.
- Strengthen contributions of institutions to economic growth through development of career-ready graduates with practical workplace or community experiences and employability skills who are prepared to enter and contribute to provincial workforces.

Strategy	Deliverable	Accountability	Considerations
3.1 Creating more strategic partnerships with organizations in key emergent industries.	<ul style="list-style-type: none"> • Establish a working group, reflecting representation from diverse industries. • This working group would meet at least twice a year to advise on ACE-WIL initiatives, provincial WIL activity, and any emergent themes such as COVID-19, green energy, Indigenous community-based organizations, biotechnology, health, etc. • Identify barriers experienced by partners to participating in WIL activity. 	External Partnerships & Events Committee	<ul style="list-style-type: none"> • Capacity of partners. Organizations may have limited capacity for participating. • Identify existing partnerships that could be connected more intentionally with ACE-WIL. • Members hold important relationships and connections with all types of WIL within institutions. • Coordinate with the BC WIL Council to strengthen development of provincial relationships with organizations. • Work towards educating employers and ensuring our employer and community partners are hosting equitable and safe work spaces for diverse students.
3.2 Increasing opportunities for	<ul style="list-style-type: none"> • Identify networking opportunities in which members are already participating and 	External Partnerships & Events Committee	<ul style="list-style-type: none"> • Financial constraints of ACE-WIL budget for additional opportunities

networking with a diversity of organizations and partners.	<p>develop an inventory that can be maintained from year-to-year.</p> <ul style="list-style-type: none"> • Ensure at least one Board representative participates in 3-5 networking events that are identified by the Board on an annual basis. 	ACE-WIL Board of Directors	and memberships.
3.3 Strengthening ACE-WIL representation in provincial associations.	<ul style="list-style-type: none"> • Identify provincial associations in which members are already participating and develop an inventory that can be maintained from year-to-year. • Ensure that ACE-WIL has representation (in the form of membership) in relevant provincial associations including BC Campus, BC Chamber of Commerce, HRMA, MATCH, CPA, key SWPP partner organizations, as well as other organizations that reflect emergent industry areas (associations and representatives to be identified on an annual basis). 	External Partnerships & Events Committee	<ul style="list-style-type: none"> • Explore opportunities with provincial associations to have visual representation (and link) of ACE-WIL on websites. • Explore the inclusion of ACE-WIL communications (i.e. feature articles) in relevant provincial association's communication directed towards their membership (i.e.. newsletters and social media posts).
3.4 Amplifying and diversifying success stories from students and organizations.	<ul style="list-style-type: none"> • Double the number of followers from partners on ACE-WIL LinkedIn page. • Use WIL data to create compelling narratives about the organizational, institutional, and economic benefit of WIL. • Increase engagement from members on LinkedIn to promote ACE-WIL events, initiatives, and opportunities. • Create metrics for successful engagement in digital media and communications (website, emails, social media, etc.) to establish benchmark data. • Establish practices that collect and highlight collective community success stories, in addition to individual stories. 	<p>Communications Committee</p> <p>External Partnerships & Events Committee</p> <p>Professional Development Committee</p>	<ul style="list-style-type: none"> • Leveraging existing ACE-WIL digital channels such as LinkedIn, website, and other forms of digital communication to amplify stories. • Hosting sessions around effective use of LinkedIn for members to increase engagement via LinkedIn. • Consider whether possible to hire a Co-op student to support this strategy.

<p>3.5 Promoting incentives and funding opportunities to increase organizational engagement in WIL.</p>	<ul style="list-style-type: none"> • Leverage LinkedIn as a platform to share incentives and funding opportunities for WIL. • Use “Friends of ACE-WIL” distribution list to communicate and share incentives and funding opportunities for WIL within the province. • Host info sessions for an external audience to showcase experiences and impact with WIL funding opportunities. 	<p>Communications Committee</p> <p>External Partnerships & Events Committee</p>	<ul style="list-style-type: none"> • Establish a regular frequency for info sessions. • Hosting sessions around effective use of LinkedIn for members to increase engagement via LinkedIn. • Leverage paid ACE-WIL Zoom account through BC Campus. • Consider whether possible to hire a Co-op student to support this strategy.
<p>3.6 Developing educational resources to support organizations in their hiring of students.</p>	<ul style="list-style-type: none"> • Compile a resource package of all the materials that have been developed by provincially funded projects to advance WIL within the province. • Establish a monthly feature of “WIL resources” in ACE-WIL e-newsletter. 	<p>Communications Committee</p> <p>Professional Development Committee</p>	<ul style="list-style-type: none"> • Hire a student to curate resources from provincially funded projects across institutions, and design the digital resource package. • Create an annotated list that categorizes resources into thematic areas for easy access and navigation. • Ensure resource package is easily accessible to partners. • Establish a strategy and digital platform for gathering resources, potential to leverage Symposium and Resource Hub.
<p>3.7 Establishing an annual budget to support the sustainment and growth of ACE-WIL’s external relationships.</p>	<ul style="list-style-type: none"> • Initiate a \$5,000 per year budget for the External Partnerships & Events Committee (inclusive of membership association costs). 	<p>ACE-WIL Board of Directors</p>	<ul style="list-style-type: none"> • Committee required to submit projected budget forecasts for each fiscal year to be discussed and approved by the Board.

GOAL 4: To strengthen collaborative efforts between institutions to further demonstrate work-integrated learning as a key contributor to economic growth and future workforce development.

Advancing this goal will help ACE-WIL to:

- Increase awareness and understanding from senior leadership within institutions of how students are able to contribute to important areas including economic growth, innovation, and equity, diversity, and inclusion.
- Strengthen its reputation as a global leader in the WIL field and profession.
- Contribute to increasing institutional support from all institutions for all types of WIL.

Strategy	Deliverable	Accountability	Considerations
<p>4.1 Increasing intentional involvement of institutions in the process of recognizing, celebrating, and awarding students who have made positive contributions to organizations, workplaces, and/or community through their WIL experience.</p>	<ul style="list-style-type: none"> • Establish a strategy for publishing a monthly communication of student contributions from different institutions on a rotational basis through existing channels within institutions and provincial associations. • Create more opportunities for members to showcase students and WIL programs from their respective institutions (at least one story/month). • Increase the number of institutions nominating students for ACE-WIL awards, that reflect a diversity of WIL types. • Integrate a nomination form for end-of-work term evaluations for either students and/or partners who want to share their WIL experience. 	<p>Awards Committee Communications Committee</p>	<ul style="list-style-type: none"> • Leverage the stories collected and the frameworks built through the Impact 2020 project. • Consider representation in the stories that are shared to ensure the stories are reflective of the diversity of institutions, types of WIL, and student identity demographics.

<p>4.2 Working in collaboration with the BC WIL Council on initiatives and projects to advance shared goals and priorities for the growth of quality WIL within the province.</p>	<ul style="list-style-type: none"> • Share BC WIL Council reports on a regular basis through existing ACE-WIL communication channels. • ACE-WIL President and BC WIL Council Chair to work with their respective members to identify and increase areas for collaboration • ACE-WIL President and BC WIL Council Chair to report back regularly to their constituencies. • Increase awareness of new and/or expanded WIL programming being designed across all institutions. 	<p>President, ACE-WIL Chair, BC WIL Council</p>	
<p>4.3 Increasing opportunities for representatives from different institutions to share progress in advancing WIL efforts on their respective campus.</p>	<ul style="list-style-type: none"> • Host quarterly virtual town halls for institutions. • Share progress and updates through monthly newsletter communications. • Create a mechanism on ACE-WIL website to ease submitting content for sharing through existing ACE-WIL communication channels. 	<p>Professional Development Committee Communications Committee</p>	<ul style="list-style-type: none"> • Consider connection and integration across all ACE-WIL activities, specifically town halls and communities of practices. • Integrate a strategy for collecting submissions for monthly newsletter at virtual town halls. • Ensure multi-directional communication between ACE-WIL and institutions (i.e. provide opportunities for institutions to share with ACE-WIL). • Ensure stories are communicated through the various formats identified by Carmen Wright in the WIL Communication Strategy.

Bylaws

ACE-WIL Association for Co-operative Education and Work-Integrated Learning British Columbia / Yukon Territory

Part 1 -- Interpretation

1. (1) In these bylaws, unless the context otherwise requires,
 - (a) "College" means a college or institute in the region as defined by the Minister responsible for post-secondary education in British Columbia,
 - (b) "director/directors" means the Directors of the Society,
 - (c) "person" includes corporation and Societies,
 - (d) "registered address" of a member means the member's address as recorded in the register of members,
 - (e) "Society Act" means the Society Act of the Province of British Columbia in force and all amendments to it,
 - (f) "University" means a university in the region as defined by the Minister responsible for post- secondary education in British Columbia.
 - (g) "Co-operative Education", a form of work-integrated learning, means a process of education which formally integrates a student's academic studies with paid work experience in employer organizations,
 - (h) Curricular "Work-Integrated Learning" means a model and process of experiential education, which formally and intentionally integrates a student's academic studies with learning in a workplace or practice setting. Curricular WIL can occur at the course or program level and includes the development of learning outcomes related to employability, personal agency and life-long learning.
- (2) The definitions in the Society Act of British Columbia on the date these bylaws become effective apply to these bylaws.
2. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

Part 2 -- Membership

Members Definition

3. The members of the Society are the applicants for incorporation of the Society, and those persons or institutions who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.

Categories of Membership

4. The Board of Directors may accept any of the following as members
 - (a) any person who is employed at a public post-secondary institution and supports the purposes of the Society who applies to the Directors for Individual membership in the society
5. The Board of Directors may appoint individuals who support the activities of Co-operative Education as Honorary Members.
6. Every member shall uphold the constitution and comply with these bylaws.

Member in Good Standing

7. All members are in good standing except a member who has failed to pay the current annual membership fee or any other subscription or debt due and owing by the member to the Society and the member is not in good standing so long as the debt remains unpaid.

Dues

8. (1) The Board of Directors shall determine the amount of the first annual membership dues for all categories of membership and subsequently the Board may recommend annual membership dues to the general membership who shall determine the dues at the annual general meeting of the Society.
 - (2) Dues are to be paid by the start of the fiscal year.

Termination of Membership

9. A person shall cease to be a member of the Society
 - (a) by delivering a resignation in writing to the secretary of the Society or by mailing or delivering it to the address of the Society;
 - (b) on death or in the case of a corporation on dissolution;
 - (c) on being expelled by a special resolution of the general membership; or
 - (d) on having been a member not in good standing for 3 consecutive months following the start of the fiscal year.

Suspension/Expulsion

10. (1) The Board of Directors may suspend a member for cause until the next general meeting of the Society. The member may appeal the suspension to the membership at a General Meeting. If the suspension is not ratified the member's status shall be reinstated subject

to any conditions imposed by the members at the general meeting.

- (2) A member may be expelled by a special resolution of the members passed at a general meeting.
- (3) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
- (4) The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

Part 3 -- Meetings of Members

11. General meetings of the Society shall be held at the time and place, in accordance with the Society Act, that the Directors decide.
12. Annual General Meetings of the Society shall be held at least once in every calendar year at the time and place, in accordance with the Society Act, that the Directors decide, but in any event, not more than 15 months after the last annual general meeting.
13. The Directors may convene a Special General Meeting. Any 15 members may cause the Board of Directors to convene a Special General Meeting.

Notice of Meetings

14. (1) Notice of a general meeting shall specify the place, day and hour of meeting, and, in the case of special business, the general nature of that business.

(2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
15. Notice of an Annual General Meeting of the Society shall be given to each member not less than 14 days prior to the meeting unless the members waive or reduce the period of notice for a particular meeting by unanimous consent in writing.

Part 4 -- Proceedings at General Meetings

16. Proceedings include
 - (a) all business at a special general meeting; and
 - (b) all business transacted at an annual general meeting, except,
 - (i) adoption of the agenda;

- (ii) the consideration of the financial statements;
- (c) the report of the Directors;
- (d) the report of the auditor, if any;
- (e) the election of Directors;
- (f) the appointment of the auditor, if required;
- (g) the report of the Standing Committees;
- (h) the other business that, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.

17. (1) No business, other than the election of a Chair and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
- (2) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- (3) A quorum is 10% of members present or a greater number that the members may determine at a general meeting.

Adjourned Meetings

18. If within 20 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 20 minutes from the time appointed for the meeting, the members present constitute a quorum.
19. (1) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in the bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.

Chair

20. Subject to bylaw 21, the President of the Society, the **Vice President [motion to change to: President-Elect]** or in the absence of both, one of the other Directors present, shall preside as chair of a general meeting.

21. If at a general meeting
- (a) there is no President, **Vice President [motion to change to: President-Elect]** or other Director present within 20 minutes after the time appointed for holding the meeting; or
 - (b) the President and all the other Directors present are unwilling to act as chair, the members present shall choose one of their number to be chair.
22. (1) No resolution proposed at a meeting need be seconded and the chair of a meeting may move or propose a resolution.
- (2) In case of an equality of votes the chair shall not have a casting or second vote in addition to the vote to which the Chair may be entitled as a member and the proposed resolution shall not pass.

Voting

23. (1) Each person in good standing present at a meeting of members is entitled to one vote.
- (2) Every Director shall have one vote at meetings of the Society. E-voting is allowed at General Meetings.
- (3) Member voting is by show of hands.
- (4) Voting by proxy is not permitted.
24. A Society, corporate or institution member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative shall be reckoned as a single member for all purposes with respect to a meeting of the Society.

Part 5 -- Directors and Officers

Directors

25. (1) The Board of Directors shall consist of elected Directors as described in clause 25(3), the Directors filling positions described in clause 25 (4) and a Director appointed by the Minister responsible for post-secondary education in the Province of British Columbia.
- (2) The elected Directors shall serve for a two-year term. An elected Director may be elected for no more than 2 consecutive terms.
- (3) The Board of Directors shall consist of balanced representation from across the province, across public post-secondary institutions and across operational roles in each

of the following categories:

- (a) President [motion to add President]
- (b) Vice President [motion to change to: President-Elect]
- (c) Secretary [motion to add Secretary]
- (d) Treasurer [motion to add Treasurer]
- (e) Three directors-at large
- (f) One from the region of the Lower Mainland or Vancouver Island regions as defined by the Minister responsible for post-secondary education in the Province of British Columbia
- (g) Two from the region in the Province of British Columbia not included in subsection (3) (d), and/or from the Yukon
- (h) One Co-operative Education Director for Colleges or Institutes, and
- (i) One Co-operative Education Director for Universities
- (j) One Work-Integrated Learning Director for Colleges or Institutes
- (k) One Work-Integrated Learning Director for Universities, and
- (l) Past President

(4) A person in each of the following positions shall be a Director:

- (a) The Chair the Accountability Council for the Co-operative Education and Work-Integrated Learning – BC (ACCEE-WIL-BC) [motion to change to: BC Work-Integrated Learning Council (BC WIL)] or the Chair's designate,
- (b) The BC/Yukon Regional Representative of Co-operative Education and Work-Integrated Learning Canada (CEWIL Canada), and
- (c) A Chair of a Standing Committee of the Society. Co-chairs shall be considered to be one Director.

who shall be a Director for no more than 4 consecutive years.

Remuneration of Directors

26. No Director shall be remunerated for being or acting as a Director but a Director may be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Society.

Indemnification

27. In accordance with the Society Act, the Society shall indemnify and save harmless all Directors acting in their capacity as Directors of the Society, for any acts or omissions which are done honestly, in good faith with a view to the best interests of the Society and with the belief that they are lawful.

Nominating Committee

28. The Officers of the Society shall appoint a Nominating Committee in January of each year. The Nominating Committee shall proceed as follows:
- (a) in January the Committee will solicit names of nominees from the members for the positions scheduled to be vacant the following May;
 - (b) a member shall submit the following to the Nominating Committee by February 15,
 - (i) the nominee's name for election as a Director
 - (ii) a brief biographical sketch of the nominee,
 - (iii) a written consent of the nominee to stand for election as a Director,
 - (iv) an indication of which categories the nominee is qualified to represent and if qualified for more than one an indication of the nominee's preference;
 - (c) each nominee shall be assigned to stand for election in only one category,
 - (d) the Nominating Committee shall assign nominees to categories,
 - (e) the Nominating Committee shall prepare a ballot of nominated candidates and distribute it to the members in good standing by March 15,
 - (f) members shall submit the ballots for counting no later than April 15 to the Nominating Committee, and
 - (g) the Nominating Committee shall report the results to the annual general meeting in May.
29. A Director shall cease to be a Director of the Society
- (a) by delivering a resignation in writing to the secretary of the Society or by mailing or delivering it to the address of the Society,
 - (b) on death or in the case of a Society or corporation on dissolution,
 - (c) on being removed by the membership by a special resolution,
 - (d) on failing to attend three consecutive meetings without cause,
 - (e) on ceasing to qualify as a representative of the category the director represents, or
 - (f) on ceasing to be a member in good standing for 3 consecutive months following the fiscal year.

Officers

30. (1) The Executive Officers of the Society shall consist of no less than **four elected Directors** consisting of the President, Vice President [motion to update to President-Elect], Secretary and Treasurer of the Society.
- (a) Each Elected Executive Officer shall serve a two-year term. At the end of the Vice President [motion to update to President-Elect] two-year term, they shall move into the role of President; at this point the President will move into the role of Past President.
- (2) The Board of Directors may appoint one or more persons as Officers of the Society who

shall have such power, responsibilities and terms of office as the Directors may determine by resolution.

31. (1) In the case where the Vice President [motion to update to President-Elect] is not available to move into the role of President, a President and Vice President [motion to update to President-Elect] may be elected in the same Annual General Meeting, to ensure succession.
- (2) If no successor is appointed the person previously elected or appointed continues to hold office.

Vacancy

32. (1) If a vacancy in the Board of Directors occurs between Annual General Meetings, the Directors may appoint a member in good standing who is a representative of the category of the Director whose position is vacant.
- (2) A Director so appointed holds office only until the conclusion of the next Annual General Meeting of the Society.
- (3) A Director is eligible for re-election at an Annual General Meeting.
33. No act or proceeding of the Directors is invalid only by reason of there being less than the prescribed number of Directors in office.

Part 6 -- Proceedings of Directors

34. (1) The Directors may exercise all the powers and do all the acts and things that the society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in general meeting, but subject, nevertheless, to
- (a) all laws affecting the Society;
 - (b) these bylaws; and
 - (c) rules, not being inconsistent with these bylaws, which are made by the Society in general meeting.
- (2) No rule, made by the Society in general meeting, invalidates a prior act of the Directors that would have been valid if that rule had not been made.
- (3) Any rule adopted by the Directors shall be binding until the next general meeting when it is ratified. If the rule is not ratified it ceases to have force and effect.
35. (1) The Directors shall meet at least three times a year at the places they think fit to

dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit and shall receive reports of the Standing Committees at least three times a year.

- (2) The quorum necessary to transact business of the Directors is 3.
- (3) The President shall be chair of all meetings of the Directors, but if at a meeting the President is not present within 30 minutes after the time appointed for holding the meeting, the Vice President [motion to update to President-Elect] shall act as Chair; but if neither is present the Directors present may choose one of their number to be Chair at that meeting.
- (4) The Secretary, at the request of a Director, shall convene a meeting of the Directors.

Committees

36. (1) The Directors may delegate any, but not all, of their powers to committees consisting of at least one Director and members as they see fit.
 - (2) A committee so formed, in the exercise of the powers so delegated, shall conform to any rules imposed on it by the Directors, and shall report to the Directors and the membership as requested.
 - (3) The membership may establish or dissolve Standing Committees at the Annual General Meeting and at least one member of a Standing Committee shall be a Director.
37. Members of committees shall elect a Chair of the committee; but if no chair is elected, or if at a meeting the Chair is not present within 15 minutes after the time appointed for holding the meeting, those present who are members of the committee shall choose one of their number to be Chair of the meeting.
38. The members of a committee may meet and adjourn as they think proper.
39. For a first meeting of Directors held immediately following the appointment or election of a Director or Directors at an annual or other general meeting of members, or for a meeting of the Directors at which a Director is appointed to fill a vacancy in the Directors, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be constituted, if a quorum of the Directors is present.
40. A Director who may be absent temporarily from the region may send or deliver to the address of the Society a waiver of notice, which may be by any written communication, of any meeting of the Directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
 - (a) no notice of meeting of Directors shall be sent to that Director; and
 - (b) any and all meetings of the Directors of the Society, notice of which has not been given to that Director shall, if a quorum of the Directors is present, be valid and

effective.

41. (1) Questions arising at a meeting of the Directors or committees shall be decided by a majority of votes.
- (2) In case of an equality of votes the Chair does not have a second or casting vote.
42. No resolution proposed at a meeting of Directors or committees need be seconded and the Chair of a meeting may move or propose a resolution.
43. A resolution in writing, signed by all the Directors and placed with the minutes of the Directors is as valid and effective as if regularly passed at a meeting of Directors.

Part 7 -- Duties of Officers

44. (1) The President shall preside at all meetings of the Society and of the Directors.
- (2) The President is the chief executive officer of the Society and is responsible for the execution of the duties of the Society.
45. The Vice President **[motion to update to President-Elect]** shall carry out the duties of the President during the President's absence.
46. The Secretary shall
 - (a) conduct the correspondence of the Society;
 - (b) issue notices of meetings of the Society and Directors;
 - (c) keep minutes of all meetings of the Society and Directors;
 - (d) have custody of all records and documents of the Society except those required to be kept by the Treasurer;
 - (e) have custody of the common seal of the Society; and
 - (f) maintain the register of members.
47. The Treasurer shall
 - (a) keep the financial records, including books of account, necessary to comply with the Society Act;
 - (b) render financial statements to the Directors, members and others when required;
 - (c) ensure that all financial and other documents binding the Society are signed by the Treasurer as authorized to act on behalf of the Society; and,
 - (d) maintain appropriate insurance for activities of the Society and to indemnify Directors as prescribed.

48. The offices of Secretary and Treasurer may be held by one person who shall be known as the Secretary Treasurer.
49. In the absence of the Secretary from a meeting, the Directors shall appoint another person to act as Secretary at the meeting.

Part 8 -- Seal

50. The Directors may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.
51. The common seal shall be affixed only when authorized by a resolution of the Directors and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the President and Secretary or President and Secretary Treasurer.

Part 9 -- Borrowing

52. In order to carry out the purposes of the Society the Directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide in an amount up to 500 dollars in Canadian currency.
53. The members may by special resolution restrict or extend the borrowing powers of the Directors, but the special resolution expires at the next Annual General Meeting.

Part 10 -- Auditor

54. This Part applies only where the society is required or has resolved to have an auditor.
55. The first auditor shall be appointed by the Directors who shall also fill all vacancies occurring in the office of auditor.
56. At each Annual General Meeting the Society shall appoint an auditor to hold office until a successor is elected at the next Annual General Meeting.
57. An auditor may be removed by ordinary resolution.
58. An auditor shall be promptly informed in writing of appointment or removal.
59. No Director, member or employee of the Society shall be auditor.
60. The auditor may attend general meetings.

Part 11 -- Fiscal Year

61. The fiscal year of the Society shall be April 1 to March 31.

Part 12 -- Notices to Members

62. A written notice may be given to a member either personally or at the member's last registered address including electronic or facsimile address.
63. A notice sent shall be deemed to have been given on the second day following that on which the notice is sent, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and sent.
64. (1) Notice of an Annual General Meeting shall be given to
- (a) every member shown on the register of members on the day notice is given; and
 - (b) the auditor, if Part 10 applies.
- (2) No other person is entitled to receive a notice of an Annual General Meeting.
65. (1) Notice of a general meeting of the Society shall be given to each member not less than 14 days prior to the meeting unless the members waive or reduce the period of notice for a particular meeting by unanimous consent in writing.
- (2) Notice of a general meeting shall specify the place, day and hour of meeting, and, in the case of special business, the general nature of that business.
- (3) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

Part 13 -- Bylaws

66. On being admitted as a member, each member is entitled to and shall receive, without charge, a copy of the constitution and bylaws of the Society.
67. These bylaws shall not be altered or added to except by special resolution as defined by the Society Act of British Columbia.

Originally signed and witnessed December 9, 1992.

Bylaws revised January 17, 1997; Bylaws revised January 16, 1998; Bylaws revised February 7, 2003; Bylaws revised May 14, 2014; [motion to add: Bylaws revised May -17, 2018.]

Bylaws revised May 17, 2018. [motion to replace with: Bylaws revised May 20, 2021.]

Witnessed at Victoria, BC



President, Jennie Nilsson

Witnessed at Vancouver, BC

Secretary, Lianne Johnston