

Annual Report Template

Context:

This template will be used to collect the required content requested for the PSI Annual Reports which will be submitted to the Ministry of Advanced Education.

Instructions:

- Use the links in the Table of Contents tab to provide the required content requested in the Annual Report Guidelines. Ensure required content is completed in the appropriate tab.
- This template encourages short and concise submissions such as using bulleted content, instead of a narrative-style format.
- Include audited financial statements as a separate attachment to your institution's annual report submission.
- Self-generated revenue information can be inserted into the chart in Tab 5 unless it is included as a separate attachment with all necessary elements included. Use any format that is clear and complete. **The self-generated revenue reporting requirement has been fulfilled for the 2023-24 fiscal year.**
- Capital report information can be inserted into the chart in Tab 6 unless it is included as a separate attachment with all necessary elements included. Use any format that is clear and complete.

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Institution Information

Institution name: NORTHERN LAKES COLLEGE

President name: DR. GLENN MITCHELL

Board Chair name: MR. BARRY SHARKAWI

1. Accountability Acknowledgement (a & b)

Publicly funded post-secondary institutions

a. Accountability Statement:

The Northern Lakes College Annual Report for the year ended June 30, 2024 was prepared under the Board's direction in accordance with the Sustainable Fiscal Planning and Reporting Act and ministerial requirements established pursuant to the Post-Secondary Learning Act. All material economic, environmental, or fiscal implications of which we are aware have been considered in the preparation of this report.

Signature:



b. Management's Responsibility for Reporting:

Northern Lakes College management is responsible for the preparation, accuracy, objectivity, and integrity of the information contained in the Annual Report. Systems of internal control are designed and maintained by management to produce reliable information to meet reporting requirements. The system is designed to provide management with reasonable assurance that transactions are properly authorized, are executed in accordance with all relevant legislation, regulations and policies, reliable financial records are maintained, and assets are properly accounted for and safeguarded.

The Annual Report has been developed under the oversight of the institution audit committee, as well as approved by the Board of Governors and is prepared in accordance with the Sustainable Fiscal Planning and Reporting Act and the Post-Secondary Learning Act.

The Auditor General of Alberta, the institution's external auditor appointed under the Post-Secondary Learning Act, performs an annual independent audit of the consolidated financial statements which are prepared in accordance with Canadian public sector accounting standards.

Signature:



2. Public Interest Disclosure (Whistleblower Protection) Act

The Board of Governors for Northern Lakes College originally approved the Safe Disclosure Policy in October 2014. In October 2018, a review of the Safe Disclosure Policy was performed and changes were made to meet recent legislative changes. The Safe Disclosure Policy was reviewed and reaffirmed by the Board of Governors in April 2020 and October 2022.

The goal of this policy is to make it the responsibility of all College community members to report concerns about violations of Northern Lakes College governing policies, procedures, regulations, or suspected violations of laws that govern College operations. This policy fosters an environment where all members of the College community can report wrongdoings or suspected wrongdoings without reprisal. The Safe Disclosure Policy has been communicated to all employees and is available on the Northern Lakes College website.

In fiscal year 2023-2024 the College received 0 (zero) safe disclosure policy complaints.

3. Goals and Performance Measures

A. Student supports and services and their responsiveness to the evolving needs of students (e.g. academic, financial, mental, and physical well being etc.)

1. A growing number of students continued to choose NLC, and our accessible Supported Distance Learning model, as their educational partner. From 2022-2023 to 2023-2024, Northern Lakes College experienced Full Load Equivalent (FLE) growth of 12.6% and headcount growth of 9.6%. In the last five academic years, since 2019-2020, NLC has grown 45.4% in FLEs and 34.9% in headcount.
2. Accessible, community-based learning opportunities delivered through Supported Distance Learning (SDL) ensured Northern Lakes College programs and services were accessible to learners, removing the geographic barriers that challenge many rural, remote, and underrepresented learners. Of our Alberta-based students, 66% were from a rural area, when reviewed against the Government of Alberta list of urban and rural communities. Alberta-based students comprised 96% of the student body.
3. For students who wished to access a physical site, Northern Lakes College provided students with more points of physical access than any other post-secondary in Alberta. With 31 campuses, CAP Sites, and CampusAlberta partnership sites, students in many communities had the option to attend onsite to access technology and support. In addition, Northern Lakes College offered Power Engineering at the NLC Shell Canada Power Engineering & Technology Centre in Peace River, trades education at the NLC Trades & Technology Centre in Slave Lake, and an inmate education program at the Peace River Learning Centre.
4. New programs were delivered or existing programming expanded to meet the emerging needs of the economy. Northern Lakes College added Pre-Employment Pipe Trades, Class 1 Driver Training, Integrated Fire & EMS, Indigenous Administration Certificate micro-credential, Child and Youth Care diploma, and Human Resource Management Diploma (two-year program).
5. Northern Lakes College provided increasing Work Integrated Learning (WIL) opportunities to learners, with 78% of programs including WIL. From 2022-2023 to 2023-2024, student participation in WIL opportunities increased by 22.8%. From 2021-2022 to 2023-2024, the increase was 44.5%.

Reference the Annual Report 2023-2024 publication for further information regarding student supports and services.

B. Strategic research priorities (for research institutions), applied research, and scholarly activities

1. Conducted a student survey regarding the Northern Lakes College Supported Distance Learning (SDL) model. The SDL model includes eight components: 1) tutoring, 2) career advising, 3) IT support, 4) library access and writing support, 5) counselling, 6) Educational Supports, 7) instructor-led learning environments, and 8) 24/7/365 (i.e., the ability to study Anytime, Anywhere). The overall goal of the survey was to assess student usage and satisfaction with the resources and services that are part of the SDL model. In addition to evaluating overall student usage and satisfaction, a series of analyses were conducted to determine whether there were significant differences between certain demographic groups; group differences in usage rates could signify barriers and/or indicate where information about the resources/services would be best targeted. The findings were shared with the Senior Leadership Team and may now be used to inform efforts for promoting the resources and services available to students as part of the SDL model.

Key findings:

- In line with NLC’s core value of accessibility, students ranked 24/7/365 (Anytime, Anywhere) as the most important component.
- 94% of respondents were satisfied with the ability to study Anytime, Anywhere, and several students described this format as the primary reason they were able to pursue their education.
- Satisfaction rates among those who used SDL components were high, with the average satisfaction rate across all SDL components being 90%.

2. Participated in LEARN (Labour Education Applied Research North) consortium, a joint initiative with Keyano College, Northwestern Polytechnic, and Portage College focused on labour force and economic research to inform programming. LEARN partnered with the Rural Development Network to conduct a research project about work-integrated learning (WIL), which culminated in a best practices report for implementing WIL in Canada.

3. NLC employees were involved in scholarly activities outside of their positions at the College, including authoring peer-reviewed journal articles and contributing to chapters in edited books. Further, one faculty member is in development on a feature-length documentary film about the legacy of uranium mining on Indigenous lands; this employee has also been interviewed about their research on UFOs for a television series on A&E.

Reference the Annual Report 2023-2024 publication for further information regarding applied research and scholarly activities.

C. Collaborations with other learning providers (e.g. publicly funded post-secondary institutions, First Nations Colleges, or Private Career Colleges)

- 1. Offered the Community-Based Bachelor of Education through a partnership with the University of Calgary. Offered Academic Upgrading and Practical Nurse to communities served by Lakeland College, and offered access to our programming in Drayton Valley, Hinton, Taber, and Whitecourt. Continued partnerships to offer the Social Work Degree with the University of Calgary and a Registered Nurse pathway to our Licensed Practical Nurse graduates through Athabasca University.
- 2. Operated eight Community Adult Learning Programs (CALPs) in underserved locations, provided space for other CALPs within campuses where requested, and partnered with CALPs to offer programs such as Life Skills.
- 3. Partnered with the Woodland Operations Learning Foundation (WOLF) for forestry-related training, PEMAC (Plant Engineering and Maintenance Association of Canada) for Asset and Maintenance Management training, and Lesser Slave Regional Fire Service and Lakeland College for Integrated Fire & EMS (PCP) training.
- 4. Assisted the Community Education Committees (CECs) and their Council (CCEC) to identify educational needs in their communities and increase access to non-credit programming to increase employability and build community capacity. The CCEC sponsored on-demand webinars, individual courses from CTRL / Achieve, and provided opportunity to explore financial training with three courses from CPA of Alberta. CECs sponsored courses offered for free, or at a discounted rate, included safety courses, babysitting, computer basics, a carpentry camp, and individual sponsorship of leadership and mental health courses. In total, the CCEC and CEC-sponsored courses and events had 433 enrolments.
- 5. The College experienced an increase of 39.7% in Dual Credit enrolments, providing high school students across 30 school divisions with access to 17 College programs. Partnered with two Alberta school districts to establish collegiate schools; Fort Vermilion School Division in northern Alberta, and Black Gold School Division headquartered in Nisku.

Reference the Annual Report 2023-2024 publication for further information regarding collaborations with other learning providers.

4. Financial Information

Please see the audited financial statements beginning on page 70 of the Northern Lakes College Annual Report 2023-2024 publication.

5. Self-generated Revenue

The self-generated revenue reporting requirement has been fulfilled for the 2023-24 fiscal year.

Revenue Type	Description	Amount
A. Tuition and Mandatory Fees (examples: domestic tuition, International Student Tuition, Continuing Education, mandatory fees, etc.) Please use one line per item.		
	Subtotal	\$ -
B. Auxiliary/Ancillary Services (examples: bookstores, student residences, parking lots, laundry services, printing, sports and recreational facilities, rentals and catering services, cafeterias, etc.) Please use one line per item.		
	Subtotal	\$ -
C. Donations and Investment Income (examples: total cash donations, donations in-kind, interest on endowments, etc.) Please use one line per item.		
	Subtotal	\$ -
D. Research Grants (examples: research grants from not for profit, grants from other governments, grants from businesses, etc.) Please use one line for each source group and include only grants not received from the Province of Alberta.		
	Subtotal	\$ -
E. Other Grants (examples: grants from not for profit, grants from other governments, grants from businesses, etc.) Please use one line for each source group and include only grants not received from the Province of Alberta.		
	Subtotal	\$ -
F. Land Trusts and For-Profit Ventures (any revenue-generating subsidiary entity, total revenue). Please use one line per entity and describe the ventures key area(s) of business in the description.		
	Subtotal	\$ -
G. Other - Any other self-generated revenue not captured in the previous categories.		
	Subtotal	\$ -
Grand Total:		\$ -

6. Capital Report

Types of Project and Funding Sources					
Type: Proposed New Expansion Maintenance	Project Description	Total Project Cost	Funding Source: % Gov of Alberta % Gov of Canada % PSI funds % donation % foundation % industry	Funding Received to Date and Source	Revised Funding Sources
Priority Projects (Top 3 Capital Priorities)					
New	Community Learning Centre Replacements Phase 1	\$5,000,000	100% PSI	Board of Governors restricted funds.	No change
New	Information Technology Upgrades	\$3,800,000	100% PSI	Board of Governors restricted funds. Project will be a blend of operating and capital funds.	No change
New	Canada Infrastructure Program	\$6,800,000	50% GoC 50% PSI	GoC funding is provided on a reimbursement basis. The College portion is restricted by the Board.	No change
Other					
Maintenance	HVAC Upgrade and Utility Relocation in Slave Lake	\$1,920,000	100% GOA	Full funding received from GoA.	No change
New	High Prairie Campus Residence Construction	\$3,500,000	100% PSI	Board of Governors restricted funds.	No change

7. Free Speech Reporting

Reporting Measure 1: Free Speech Policy Information	<ul style="list-style-type: none">• Please provide the website address where your institution’s free speech policy is posted.• Has your institution amended its free speech policy during the 2023-24 fiscal year?<ul style="list-style-type: none">• If yes, please explain the change and the reason for making the change.• Outline any intersecting administrative policies or costs (e.g. venue booking fees, security costs) at your institution that could impact event booking. <p>The Free Speech Policy is available on the Northern Lakes College website: https://www.northernlakescollege.ca/public/download/files/251582</p> <p>The Board of Governors for Northern Lakes College approved the Free Speech Policy in October 2019. No changes were made to the policy during fiscal year 2023-2024.</p>
Reporting Measure 2: Cancelled Events	<ul style="list-style-type: none">• During the 2023-24 fiscal year, were any events at your institution cancelled for reasons related to free speech?<ul style="list-style-type: none">• If yes, provide a description of the event, including context.• Discuss the concerns which led to the event’s cancellation.• Describe how the cancellation decision fit within the institution’s free speech policy and include information on other institutional policies that were considered when making the decision.• If any complaints arose from the event’s cancellation, please provide further details regarding the complaints under Reporting Measure 3. <p>In fiscal year 2023-2024, the College canceled 0 (zero) events for reasons related to free speech.</p>
	<ul style="list-style-type: none">• During the 2023-24 fiscal year, did your institution receive any complaints related to free speech issues?• Note: These are complaints that were submitted in accordance with the institution’s free speech policy and through the procedures identified by the institution. These are not complaints related to labour disputes or other issues which are captured by agreements and contracts separate from the institution’s free speech policy. <p>For each complaint:</p> <ul style="list-style-type: none">• Please provide a description of the complaint, including context.• Discuss how the institution managed the complaint. Was the complaint addressed using the procedures set out in the institution’s policy? How were issues resolved?

Reporting Measure 3: Free Speech-Related Complaints	In the fiscal year 2023-2024, the College received 0 (zero) free speech-related complaints.	
	• Provide the following summary data for free speech-related complaints submitted in accordance with the institution’s free speech policy and through the procedures identified by the institution:	
	Total number of complaints	NONE (0)
	Total number of complaints that did not progress through the institution’s resolution process as determined by institutional policy.	NONE (0)
	Total number of complaints where it was determined that the free speech policy was not followed.	NONE (0)
Reporting Measure 4: Additional Information		
	•Please provide any additional information on any other areas of concern related to campus free speech that may not be captured under the other reporting measures.	

8. Board of Governors Training on For-profit Ventures

There was no requirement for training in fiscal 2023-2024.