Federation of Students Council
Agenda for the meeting of July 24th, 2016 @12:30pm
Student Life Centre Multi-Purpose Room

Speaker: Alexander Wray
Secretary: Sacha Forstner

Expected Attendees: Christos Lolas, Deanna Priori, Brian Schwan, Tomson Tran, Antonio Brieva, Alexa Fuentez, Jeremy Spira, Antonio Clarke, Adrian Machado, Denton Liu, Spencer Dobrik, Midori Armstrong, Matthew Gerrits, Alex Liu, Tristan Potter, Patrick Melanson, Charles Teasdale, Razan Qaoud, Akriti Agrawal, Jason Copeland, Muhammed Tahir, Norman Hu, Mistry Harsh, Quentin Cheung, Aryeh Fortinsky, Jackie Ketchener, Sarah Wiley, Ilia Sucholutsky, Marcus Abromovitch, Natasha Crasto

Excused Attendees:

1. Approval of the Agenda

2. Consent Agenda
   a. Motion: Resolved, Council approves minutes of the June 25th Meeting
   b. Motion: Resolved, Council accepts the following reports for information:
      i. Report of the President
      ii. Report of the Vice-President, Internal
      iii. Report of the Vice-President, Operations and Finance
      iv. Report of the Vice-President, Education
      v. Report from Member Potter, Math
      vi. Report from the Engineering Constituency
      vii. Report from Academic Affairs Commissioner
      viii. Report from Government Affairs Commissioner
   c. Motion: Resolved, Council approves the amendments to Council Procedure 9. Meetings of Students’ Council as presented.
   d. Motion: Resolved, Council approves the Syllabi Policy as presented.
   e. Motion: Resolved, Council approves the Community Kitchen Bookings Procedure as presented.
   f. Motion: Resolved, Council approves the Volunteer Appreciation Procedure as presented.
   g. Motion: Resolved, Council recommends to the Board of Directors amend the bylaws to allow for elections of Executive and Councillors to take place during January 23 through January 25, 2017.
   Resolved, upon such amendment, Council sets the following dates pertaining to the 2017 election:
3. Reports and Updates
   a. For Information:
      i. Executive Updates
      ii. Delegations to Council
         1. Waterloo Public Interest Research Group
      iii. Officers Updates
         1. Report on Absences
      iv. Standing Committee Reports
      v. Special Committee Reports

4. Special Orders
   a. For Information: Presentation from Waterloo Public Interest Research Group (WPIRG) – 12:50pm

5. General Orders
   a. Sexual Violence Policy Stance (Brieva)
      i. **Motion:** Resolved, whereas the University’s proposed sexual violence policy (Policy 42) fails to incorporate preventative measures such as consent training and bystander intervention training; Council does not approve of the policy until it includes a greater commitment to sexual violence education, awareness and training.
   b. For Discussion:
      i. University One-Stop Student Service (Lolas)
      ii. Lester and University Area Stop Signs (Melanson)
   c. Referendum Proposal (Abramovitch)
      i. **Motion:** Resolved, Council, in accordance with procedure, shall call a referendum with the following question:
“Do you support the removal of the automatic $4.75 WPIRG fee charged to all students at the beginning of every term in favour of a voluntary fee giving students the right to choose if they wish to donate?”;

Further, the dates for the referendum shall be Monday September 19th, 2017 to Wednesday September 21st, 2017 with the campaign period occurring from Monday September 12th, 2017 to Wednesday September 21st, 2017.

d. Fall Term Council Meeting Dates:

   i. **Motion**: Resolved, Council schedules the regular meetings for Fall Term on the following dates:

   - Sunday September 25, 2017 at 12:30pm
   - Sunday October 16, 2017 at 12:30pm
   - Sunday November 20, 2017 at 12:30pm
   - Sunday December 4, 2017 at 12:30pm

6. Other Business

7. Announcements

8. Adjournment
CALL TO ORDER

The regular meeting of Students’ Council assembled at 12:30 in QNC 1507. Speaker Alexander Wray took the Chair, and Sacha Forstner acted as Secretary. The Chair verified that the meeting was properly constituted in accordance with the Corporation’s bylaws, policies, and procedures, that due notice had been given to all members, and that a quorum was present.

The Chair called the meeting to order at 12:38.

I. APPROVAL OF THE AGENDA

Council heard a motion to approve the agenda for the meeting.

Schwan and Qaoud.

Lolas and Potter moved to amend the agenda to set the StudentCare Legal Presentation as a Special Order, and the Budget Approval as a General Order.

The question was called on Lolas’ amendment, and the motion carried.

The question was called on the primary motion, and it carried.

II. SPECIAL ORDER: STUDENTCARE LEGAL PRESENTATION

At 12:50, in accordance with the agenda, Council heard a presentation by StudentCare regarding legal insurance for students. Representatives of StudentCare explained that they currently provide the Feds Student Health & Dental Plan, and are looking to expand their service to Student Legal Protection. The goal of this protection is to improve access to justice for students in the areas of housing/tenants rights, employment rights, and student appeals/suspensions. Students who buy in to this service would get access to a free legal consultation hotline underwritten by DAS that would connect students with medium and large law firms. The only requirement is that the legal aid...
couldn’t be used to sue the Student Union. The first step is to assess demand, and determine if the student body actually wants this service. StudentCare can provide phone surveys if need be.

Councillors asked questions regarding uptake of this service at other schools, and applicability of the service to class action lawsuits. StudentCare explained that this service has been pilot-tested at four schools in Quebec, but is still in its first year, so there isn’t much data. However, they committed to following up with Council re: hotline use at the pilot schools. The service does not generally apply to class action lawsuits.

III. CONSENT AGENDA

Council heard a motion to approve all items on the consent agenda, including:

1. That the minutes from the Council meeting on June 5 2016 be approved;
2. That Council Procedure be amended such that the Research and Policy Officer become a non-voting member of the Policies and Procedures Committee;
3. That Council accept all submitted reports for information.

*Gerrits and Machado. Carried.*

IV. REPORTS

*President Lolas:*
As most of the contents that would normally be discussed in the President’s Report were other agenda items, the report was brief. The President described his participation the previous day in a Feds Canoe Trip, and discussed the work of two of his committees. The President’s Advisory Committee has mostly met to discuss the Draft University Policy on Sexual Violence, while the Policies and Procedures Committee has been discussing remote participation as tasked by Council. A procedural amendment on remote participation is expected in time for the July Council meeting. The amendment is expected only to apply to individuals living outside of the 100km travel radius.

*Vice President Internal Priori:*
The Council of Presidents met on June 9th, and discussed the Feds-Societies relationship, Society governance structures, and the Societies’ plans for the year, as well as mental health initiatives and the upcoming Feds beach trip. The Toronto Coop Connections Chapter held a Bomber Wednesday in Toronto, and is on track to do it again at the same location in the Fall and Winter. There has also been discussion with the University about a Feds-hosted undergraduate event on Reunion Weekend, but these talks are still in their preliminary stages.

*Vice President Operations & Finance Schwan:*
The Bombshelter Pub now has fresh mint leaves grown on its patio to use as an ingredient. Campus Bubble is selling soft serve ice cream at $0.99 for the rest of the summer, with a slightly increased price slated for the Fall. The Fed Bus will be serving Markham and Guelph beginning in the Fall. The Community Kitchen is almost ready, and a set of Policies and Procedures governing its use are expected to be brought before Council at its July meeting.
A Councillor asked a question about potential Fed Bus service to transport students between the Stratford and Waterloo campuses. Schwan committed to investigating the matter and following up at a later date.

*There was no report from the Vice President Education presented at this meeting.*

*There was no Speaker’s report presented at this meeting.*

**V. 2016-2017 OPERATING BUDGET**

Vice President Schwan presented the 2016-2017 operating budget, detailing expected revenues of approximately $3 million in student fees, and projected expenses delivering a ~$5000 deficit. Schwan led Council through the summary of each Executive Portfolio budget by department, answering minor clarifying questions from Councillors.

Council heard a motion to approve the non-commercial operating budget for the 2016-2017 fiscal year.

*Qaoud and Lolas. Carried.*

**VI. GENERAL ELECTION DATES**

President Lolas led a discussion regarding potential dates for the next Feds General Election. General concerns with the current dates revolve around the high volume of work faced by students at that time in the term, which reduces voter turnout and discourages candidacy. One proposed solution is to move the election dates into January.

Councillors expressed general support for the idea. Some expressed concerns about voting and students on coop, and wondered whether it would be possible for campaigning to begin in the Fall. Others speculated that it might be more enjoyable to announce the results at 10pm on a Wednesday night in the Bombshelter Pub.

Lolas promised to have the Policies and Procedures Committee consider the issue.

**VII. PROPOSED GENDER NEUTRAL DEGREE OPTION**

Councillor Potter led a discussion on the University’s proposed ‘gender neutral degree.’ This proposal would allow students to choose to have their diploma – but not their official transcript – read “Baccalaureate” instead of “Bachelor” upon graduation. It would not cost the University any time or money to make this change.

Councillors expressed general support for the idea.

**VIII. UNIVERSITY SEXUAL VIOLENCE POLICY FEEDBACK**

President Lolas led a discussion on the University’s proposed Sexual Violence Policy. Generally, feedback has indicated a very negative response to the flowchart, but a very positive response to the policy. Primary concerns seemed to revolve around whether or not to include sexual harassment in the policy. Councillors seemed generally favourable to the idea of inclusion.
There was also concern that one Sexual Violence Coordinator may not be enough, but an examination of other schools with similar positions suggests that it will work.

IX. SLC/PAC DESIGN WALKTHROUGH

President Lolas presented the preliminary design of the SLC/PAC Expansion. Highlights included a revamp of the fitness centre, a new location for Booster Juice, a rock climbing wall, a student lounge, a large bookable space for up to 150 people which can be expanded to fit nearly 300 people, multiple sizes of bookable rooms, and multi-faith space. Councillors asked questions about gender neutral change room space in the PAC expansion, and single-stalled showers, which Lolas confirmed was a part of the plan. A Councillor also asked about space for the Imprint, and Lolas confirmed that the student newspaper had been involved in the discussions.

Lolas informed Councillors of the difficulty in connecting the SLC to the MC due to the significant difference in grade between the two buildings. Questions were asked about AODA compliance, and potentially connecting to the QNC instead. Lolas reaffirmed that the bridge would ultimately improve on AODA standards, and that connecting to the QNC was impossible.

Lolas promised to circulate the design floor plans to Councillors in the near future.

X. OTHER BUSINESS – PROCEDURE 9 AMENDMENT

Council heard a motion to amend Council Procedure 9, §D(I.4), to change “no more than four days” to “no less than four days.”

President Lolas explained that this amendment would guarantee Council a minimum amount of time to read the agenda prior to a meeting.

Lolas and Schwan. Carried.

ADJOURNMENT

Adjournment was moved at 14:33.

Potter and Tran. Carried.
Chris Lolas
President

July 2016

Federation of Students
University of Waterloo
Executive Report

**SLC/PAC Expansion**

*Design*
We’re at the annoying stage where risers and shafts and columns are appearing in the middle of spaces we weren’t expecting, so some shuffling is needing to be done. Nothing drastic, and in some cases columns are even beneficial (they can provide outlets in the middle of large rooms!).

*Cooling*
Plant ops has confirmed that we are able to hook up to a central chilled water system, as opposed to installing our own. Long story short, this saves us big on money, space, and is perhaps the biggest sustainable initiative regarding the building. It’s a big win for SLC/PAC.

**UW Policies**

*Sexual Violence Policy*
The working group had its first meeting since collecting feedback. Will be adding more text surrounding co-op students and other university-related experiences at a distance from campus. Will look into adding more wording surrounding preventive measures.

**Other Notes**

In fun news: I represented Feds at Canada Day, introducing Francesco Yates; Pride TO, where I drove the truck with Glow; and Beach Day at Grand Bend.

I’ve also started on the steering committee for a new “one-stop” service on campus. Will discuss and hear input at Council.

By-law Cleanup Committee continues to meet frequently, and is working on many amendments to the by-laws, little of which I expect to be controversial.
**PAC**

Did not meet since last meeting. Did receive and review alternate SV flowchart.

**PPC**

PPC met July 15. Discussed thoroughly the proposed remote attendance procedure, for approval at this meeting. PPC also reviewed the proposed changed election dates, and is prepared to amend elections procedure if today’s motion is approved.
Hello Councilors, I hope everyone has been staying cool in this heat!

Here are some term long goals that I have been making progress with:

1. Create a resource manual for Society Presidents including resources they have access to, what Feds can do for societies etc… (ongoing end of Spring 2016)
2. Work on Campus Life Department 3 year strategic plan (by end of Spring 2016); one year strategic plan has been completed
3. Begin the service review process

Updates from June:
- Because every society is so unique, the Society Relations Commissioner has created a document to better help Feds understand the organization, turnover and structure of societies.
- There was a second COPs meeting this term, to work on planning for next term, set some goals and see where Feds can be of better support
- Volunteer Extravaganza happened on July 18th! Lots of deserving students were given awards and lots of prizes were won.
- IAC is still meeting weekly, we’re getting through a lot of club applications as well as amendments to constitutions
- Visited both Architecture and Pharmacy campuses, learned about some different issues that students are facing and beginning to start conversations to try to alleviate these issues.
- CRT is going to be on call for three test nights, July 22, 29, and August 5. They will be operating from 8 pm on the Friday night to 8 am on Saturday morning
- Went to Pride and had an incredible time with students, very proud that UWaterloo was being represented, big thanks to glow for organizing that!
- Beach Day happened on July 16th. We brought almost 270 students to Grand Bend for the day. The weather was perfect and Chris got sunburnt again.

Currently Working on
- Still working on developing an idea for what the current student event should look like at Reunion. Please email me if you have any thoughts!
- Preparing for Fall term discussion about the fee that fourth year pharmacy students pay, this is a long discussion, so please reach out if you’re interested in this
- Creating a plan for future satellite campus visits, and Feds on Tour as a whole

If you have any comments, concerns, complaints or compliments about campus life (or anything about the university and Feds) feel free to reach out!

vpin@feds.ca | @uwFedsVPI | SLC 1104
Brian Schwan
VP Operations & Finance

July 2016

Federation of Students
University of Waterloo
Executive Report

1) Month Summary
2) Committees
3) Current Projects /Initiatives
4) Future Projects/Initiatives

Month Summary

The Bombshelter:
LTO grilled cheese on special at the bomber.
Last bomber is July 27th

International News
Now serving hot Jamaican patty’s as well as cinnamon buns!

Campus Bubble/Bento:
Campus Bubble will be switching back to Wasabi starting July 25th.

Feds Used Books:
Nothing to report

FedBus:
Nothing to report

Committees

2. A. Budget Committee
Responsibilities: Vet budgets of student’s council
Partners: Budget committee, VPOF, General Manager, Pres, VPIN, VPED, Special Events, Orientation
Members: Brian Schwan, Razan Qaoud, Alexander Wray, Matthew Gerrits, Steven Tang
Goal: Creates budget proposal to be passed by Council
Synopsis: N/A budget is officially passed by both board an council. Will be online shortly.

Current Projects/Initiatives

3.B. Community Kitchen
We now have possession of the keys, will be having the launch date for September!
0.0 Announcements

Politics on the Patio: The event was held on Thursday July 14th and was a great success. Hon. Minister Bardish Chagger, Hon. Minister John McCallum, Councilor Melissa Durrell, MPP Diaene Vernile, Hon. Minister Kathryn McGarry, and Councilor Jeff Henry were all in attendance to speak with students.

OUSA: The Provincial lobby priorities for OUSA this year will be data collection and centralization, sexual violence prevention and response, student services, work integrated learning, Ontario Student Grant implementation, and tuition.

1.0 University Committees

Undergraduate Student Relations Committee
**Responsibilities:** A forum to discuss undergraduate student issues in a broad sense at UW.
**Synopsis:** Discussed the new sexual violence policy, consent training and sexual violence prevention, gender neutral degree options, and fees for students at satellite campuses.

Co-operative Education Council
**Responsibilities:** A forum to review and advise on Co-op at UW.
**Synopsis:** Discussions about why students leave co-op continued and myself and a staff member from CECA have been tasked with creating a survey on the matter. Thank you to Bomber for catering!

Senate Undergraduate Council
**Responsibilities:** To consider questions involving academic quality and undergraduate studies and provide recommendations to go forward to Senate
**Synopsis:** Agenda and minutes can be found here: https://uwaterloo.ca/secretariat-general-counsel/committees-and-councils/senate-undergraduate-council/senate-undergraduate-council-agenda-and-minutes

English Language Proficiency Working Group
**Responsibilities:** Advises the Provost and his Special Advisor on English Language Competency on strategies to implement the recommendations of the Stubley Report on English Language Proficiency. Is looking at alternatives to the ELPE.
**Synopsis:** Has not met.

Course Evaluation Task Force (Sacha Forstner)
**Responsibilities:** Investigating how course evaluations are done and how to improve them.
**Synopsis:** Committee is currently on hold while Mario Coniglio develops concrete materials to be discussed.

Outstanding Academic Programming Theme Group
**Responsibilities:** Enhance the learning experience for all students, reshape the traditional classroom and expand the impact and reach of Waterloo programs.
**Synopsis:** Has not met since last council meeting.

Experiential Education Theme Group
**Responsibilities:** Build world-ready graduates who are at home in culturally diverse environments.
**Synopsis:** Updates about co-op 2.0, still in the early stages of conception. Also looking for ways to improve experiential learning in courses.

Provost Advisory Committee on Timetabling
**Responsibilities:** Look into scheduling and in particular the new scheduling system.
**Synopsis:** Has not met since last council meeting.
Student Technology Advisory Committee
Responsibilities: To advise IST on campus technology.
Synopsis: This committee has not been active for a while so I have been working with Bruce Campbell from IST, with the support of the GSA, on bringing it back. We are currently in the process of restructuring the committee to make it more sustainable and effective. We hope to have the first meeting soon, and are just waiting on Bruce Campbell to write terms of reference.

Undergraduate Operations Committee
Responsibilities: Makes non policy decisions on undergraduate issues.
Synopsis: The meetings discussions are confidential.

Teaching and Learning Spaces Committee
Responsibilities: Look into improving teaching and learning spaces on campus
Synopsis: Worked on a report of the progress and current recommendations of the committee.
Feds will be doing a “Best and Worst Classroom Contest” in the fall term.

Academic Integrity Communications Working Group
Responsibilities: Fostering a culture of academic integrity on campus.
Synopsis: Has not met since last council meeting.

2.0 External Activities
2.1 Municipal/Regional-leveler
Town & Gown Steering Committee, City of Waterloo (Antonio Brieva)
Responsibilities: Bring together a smaller group of municipal stakeholders to assist with direction-setting for the broader Town & Gown Committee.
Synopsis: Planned and prioritized for the year ahead.

Town & Gown Committee, City of Waterloo (Antonio Brieva)
Responsibilities: Represent UW students to all of the stakeholders involved in the Town & Gown Association, bring forward student concerns, and identify opportunities for integration in the community.
Synopsis: Antonio joined the Housing sub-committee, the Neighborhood Engagement sub-committee, and the Return to Campus sub-committee. The Housing sub-committee will be doing a survey on student housing, and Antonio will also have an opportunity to speak about student housing at an affordable housing forum.

2.2 Provincial-level
Ontario Undergraduate Student Alliance (OUSA)
Responsibilities: Represent UW students to the provincial government through an alliance of like-minded undergraduate student associations. For more information on OUSA visit:
www.ousa.ca.
Synopsis: See notes on Steering Committee below.

Ontario Undergraduate Student Alliance (OUSA) Steering Committee
Responsibilities: Represent UW undergraduate students to OUSA.
Synopsis: We had our Strategy Conference in which Steering Committee members and OUSA staff plan out the year for OUSA. The Provincial lobby priorities for OUSA this year will be data collection and centralization, sexual violence prevention and response, student services, work integrated learning, Ontario Student Grant implementation, and tuition. We will be doing two campaigns, one on work integrated learning and another on diversity and equity. The policy papers that will be presented to the fall General Assembly include Rural and Northern Students, Sexual Violence, and Ancillary Fees. I will be authoring the Sexual Violence paper with a few other students including Antonio Brieva, and I will also be editing Rural and Northern Students. The papers for the winter General Assembly will be selected at the fall General Assembly. We also approved the budget for the year, which included an increase to full time staff salaries.
3.0 Meetings with Decision-makers

3.1 University-level:
Bruce Campbell: Discussed STAC committee and requested to be given access to a demo version of Office 365.
Ray Darling: We talked about making it easier for students to change their name and gender on campus, sexual violence prevention training, the gender neutral degree option and efforts to move more university forms online. All of which Ray was supportive of.
Ryan King: Antonio Brieva and I met with Ryan to talk about the services related to off campus housing that the university offers, where we see gaps and where we can work together.
Mat Thijssen: See notes on Community Access Bike Share in 3.2.
Gabrielle Smith: Aaron Francis and I met with Gabrielle to discuss and work on a survey about why students leave co-op.

3.2 Municipal/Regional-level:
Community Access Bike Share: Brendan Lowther, Antonio Brieva, Mat Thijssen and myself met with staff from the Community Access Bike Share program to discuss the possibility of getting a bike share program on campus.
City Councilor Melissa Durrell: Melissa and I spoke briefly at Politics on the Patio about my municipal priorities. Antonio also talked with her about his idea for an Uptown Waterloo blog series.
City Councilor Jeff Henry: Jeff and I spoke briefly at Politics on the Patio about my municipal priorities.

3.3 Provincial-level:
Hon. Minister Kathryn McGarry: I spoke with Kathryn briefly about some of my provincial priorities at Politics on the Patio
MPP Daiene Vernile: I spoke with Daiene briefly about some of my provincial priorities at Politics on the Patio.

3.4 Federal-level:
Hon. Minister Bardish Chagger: I spoke with Bardish briefly at Politics on the Patio.
Hon. Minister John McCallum: I spoke briefly with John at Politics on the Patio.
AdvoCan: I had a conference call with schools involved in AdvoCan, a group of U15 schools across Canada that lobby together on Federal issues. We made plans for the year and had a preliminary discussion about priorities.

3.5 Other:

5.0 Upcoming Activities

- Ontario Universities Taking Action Against Sexual Violence Conference August 10-11
- OUSA Best Practice Sharing Day August 16
- OUSA Sexual Violence Policy Paper Think Tank August 18
FEDS COUNCILLOR REPORT

1. ENGAGEMENT
   A. Completed
      i. Chaired MathSoc Council meetings.
      ii. Advocated for Math social and academic events on social media.
      iii. Posted about issues effecting Math students on Reddit, Facebook, Twitter.
      iv. Answered questions in private messages and public forums.
      v. Brought student concerns to the Associate Dean Undergraduate, Feds Executives, various committees and councils, and the Dean of Math.
      vi. Interacted with students about the creation of a couple new MathSoc and/or Feds and/or Imprint services.
   B. Next Steps
      i. Interact with more constituents over social media.
      ii. Engage more students to be involved with advocacy efforts.
      iii. Engage more students in governances

2. WORK
   A. Completed
      i. Worked with MathSoc on advocacy issues.
         1. Public syllabus’ for Math courses, progress made, please ask for details.
         2. Exam bank expansion.
         3. Free textbooks from faculty for library, cooperation is good, ongoing.
         4. eLearning efforts, open course ware, etc.
      ii. PD1 Resume Rubric re-write is finished, should be implemented in near future.
      iii. Mental Health survey to determine how good counselling services is doing. In collaboration with other faculty societies, specifically EngSoc.
      iv. Coop “rate my work term” survey in collaboration with societies, Feds, and CECA.
v. Answered and responded to questions on social media relating to Feds and Math issues.
   1. At large committees, volunteer involvement, implementation of services, new advocacy efforts.

vi. Met with past MEF director on re-doing MEF “constitution and bylaws”.
   1. Looking into new approval systems the increase accountability.
   2. Taken on the role of Chair of MEF Board for W2017 in order to facilitate this.


viii. Working on a student run research journal, and a student run investment fund with interested students.

B. Next Steps
   i. Continue work on communications systems
   ii. Refactor MathSoc policies to be more Feds-like (increase readability)
   iii. Continue work on MEF constitution and bylaws, bulk of work to be next term.
FEDS Engineering Constituency Report:

Steps Taken:

- Consulted with students about proposed “Baccalaureate” option and proposed legal insurance option
- Conducted survey about proposed “Baccalaureate” option (results in graph below)
  - Received 62 responses
- Received EngSoc response about sexual violence policy, legal insurance, and FEDS election timing (included below)
  - EngSoc response highlights:
    - We don’t care where the sexual harassment policy goes exactly, but it should exist
    - EngSoc was torn on how to deal with false accusations. On one hand, some felt that it was important to have some kind of consequences for false accusations, but on the other hand, some felt that having specific wording for that might encourage people to prove all accusations false
    - EngSoc was not sure what we meant by the current FEDS election week being the “busiest week of winter term”. We (the Engineering constituency) will clarify our questions next time.
    - About the legal insurance: Reasonable option but should be opt-in not opt-out

Conclusions and Steps to be Taken:

- Continue to consult students about new sexual violence policy and legal insurance option
  - Conduct more polling on social media to gain a better understanding of current students’ opinions
- Clarify questions to EngSoc to receive further responses

Figure 1:
Results of poll on Baccalaureate option. Sample size was 62 people, mainly ECEs.
5.0 New Business
5.1 Info From Feds Council

- I sent out a draft of the sexual violence policy and want your opinion on it
- Background is that Feds was mandated to draft this policy, and they need it approved by 2017
- Q: Should the sexual violence policy be its own policy or bundled into the harassment policy?
  - Sexual violence can be a lot more specific and more severe than harassment. Being separated allow the policy to have more specificity
  - The structure of policy is to have sections and subsections, sexual violence could be a subsection of harassment
  - Options are having it in a new policy or included in general harassment
  - Q: Shouldn’t sexual violence be included in the policy anyways?
    - A: There is a policy, it is just very general and broad. They want to make it more specific and in detail about the associated punishment
  - Talking about severity is misleading. To say that sexual violence is more severe than other acts of harassment is dishonest with how people experience trauma. If our goal is sufficiently robust policy, the harassment policy should be made robust enough to handle it
  - Two completely different acts which shouldn’t necessarily be bundled together
  - It’s not the extent or severity, but the nature of these things which leads them to need to be treated differently. Sexual violence needs its own subsection or policy because of its nature
  - In terms of seeking help afterwards, they’re completely different issues. They need to be approached differently so it may be easier to separate them in policy as well.
  - One of the issues being dealt with on campus is making the lines of what constitutes sexual violence clearer. Unless there is a good reason for it not to be its own policy, making the handling of sexual violence clearer is good
  - Implementing a policy will take the decision of how events should be handled out of the hands of whoever is in charge and will lay a basis for whatever is done
  - Q: Does it make any difference whether it is on its own or underneath harassment?
    - A: It impacts readability and how people will interpret it, but the actual effect is the same regardless of where it is written.
  - Current policies in place are not sufficient to cover all cases, that’s why we need to draft more policy
    - Straw Poll Result: The policy should exist but we don’t care where it goes
- Q: Currently have a sexual violence response protocol. Part of that is that Waterloo Police is contacted if a complaint is vexatious. This is an agreement at the moment but Feds wants to know if it should be included in the policy?
  - That is intended to say that intentionally false accusations will be reported to waterloo police. The legal definition of vexatious is the important one
  - Sexual violence is a crime in Canada and should be reported to the police always
  - Policy is that campus police deal with it first and then it gets reported to the Waterloo Police
Yes, all things should be reported. That’s what’s happening. The question is whether we should specifically include vexatious reports in policy.

They carry the same severity for the person who is being accused. False or true accusations should be treated the same. However, there are also consequences for the slanderer.

There should be consequences, but it may not be relevant to the spirit of the documents to have specific cases about vexatious reports in the policy.

In the event that you are accused, it’s possible that you are banned from campus until the results of the hearing. This is the case for real or fake accusations. Having specific wording to discourage vexatious cases is good to reduce the frequency of unnecessary bans.

There will be a new position created if this gets implemented who is responsible for overseeing the process. This person will provide guidance to various parties before the case is reviewed. At their discretion, the accused could be deemed hazardous or detrimental to the accuser and could be given essentially a restraining order restricting their ability to be on campus.

Worry about who determines if a complaint is vexatious or not. Will people be more focused on that it is vexatious, which puts the onus on the reporter to prove that it’s not a vexatious accusation. False accusations happen and are devastating but if it’s in the policy, people may try to prove that things are vexatious.

Policy does encourage people to prove that it is vexatious because it is evaluated on a balance of probabilities. It benefits people to try to prove that the other person is making a false accusation. This is as opposed to the beyond reasonable doubt process used in law. I believe this is a flaw in the whole policy.

Isn’t proving that they didn’t do it what they’re going to try to do anyways?

In a balance of probabilities system, there are questions asked which delve into the accuser’s background. In the beyond reasonable doubt process, investigation into the accuser is not encouraged.

Policy should more than likely follow the law. In law, the accuser needs to prove that the accused did something.

As a victim of harassment, the current policy has let me down. Sometimes it is the university’s job to do something beyond what the law will do for you because it involves students and what the university believes in.

We distributed a diagram on the current reporting and disclosure pathways. Look it over and email feedback to me.

Q: Does anyone feel that the current timing of the Feds elections is not good?

They describe it as in the “busiest week” of winter term.

What is the busiest week of term? Who decides it’s the busiest? This is not a good question.

Q: Feds has opt-out health and dental insurance. How do you feel about opt-out legal insurance?

Q: What legalities would it cover?

A: Not sure

Reasonable option but should be opt-in not opt-out.
Q: Why is health insurance opt-out?
A: Legally you need to be covered under insurance of some kind. Especially minors and people living on campus. Over 18, you can opt out if you want to. Also lots of international students are not eligible for universal health care in Canada. It is better for them to get health insurance by default.

5.2 Sponsorship Committee

<table>
<thead>
<tr>
<th>Motion:</th>
<th>APPENDIX A – Views from the Sixth (If You’re Reading This Motion It’s Too Late)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mover:</td>
<td>Executive B</td>
</tr>
<tr>
<td></td>
<td>Thanks to everyone who laughed at Drake references. Sponsorship is meeting this Saturday to deliberate on the proposals of about 16 teams. The work involved is to read through the proposals, watch about 6 hours of presentations and then deliberate with the rest of the committee. It’s a good role because you get to see the teams that benefit from EngSoc and things they’re trying to do.</td>
</tr>
<tr>
<td>Seconder:</td>
<td>MECH 2020</td>
</tr>
<tr>
<td>Comments:</td>
<td>This is important.</td>
</tr>
<tr>
<td></td>
<td>• Accepted Nominations: Mark Frayne, Theresa DeCola, Kris Sousa, Kevin Zhang</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Motion:</th>
<th>Move into Camera</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mover:</td>
<td>CHEM 2020</td>
</tr>
<tr>
<td>Seconder:</td>
<td>ECE 2020</td>
</tr>
<tr>
<td>Result:</td>
<td>Motion Passes</td>
</tr>
<tr>
<td></td>
<td>• Moved out of camera</td>
</tr>
<tr>
<td></td>
<td>• Congratulations Kris</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Motion:</th>
<th>Amend to Include the Name of the Elected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mover:</td>
<td>ECE 2020</td>
</tr>
<tr>
<td>Seconder:</td>
<td>TRON 2020</td>
</tr>
<tr>
<td>Result:</td>
<td>Motion Passes, TRON 2018 Abstains</td>
</tr>
</tbody>
</table>

Result: Motion Passes
Overview

The Academic Affairs Commission exists to promote the furtherance of a superior academic environment at the University of Waterloo; one which respects students’ rights and produces high quality graduates. In service of this goal, the Commission administers the Feds Excellence in Undergraduate Teaching Awards, represents the Vice President, Education on Policy 70 Tribunals in CECA and on various other committees, provides assistance to students facing the petitions and grievances process, maintains an Academic Rights Handbook, and engages in a variety of advocacy initiatives. In 2016-2017, the Commission’s advocacy goals are centred around three broad categories – student rights, teaching quality, and effective course delivery.

Priorities this Term

Much of Spring 2016 was dedicated to “settling in,” and preparation for the year ahead. This included developing the annual action plan in collaboration with the VP Education, making introductions to committees, and making first connections with key stakeholders. However, there were specific priorities as well in each category:

- Student Rights: Examining the possibility of a Student Rights Charter, preparing draft revisions for the Academic Rights Handbook, and providing effective representation on Policy 70 Tribunals in CECA;
- Teaching Quality: Meeting with key stakeholders to evaluate the quality of the teaching environment on campus;
- Course Delivery: Assessing the feasibility of making course syllabi publicly available to all students.

Progress

Student Rights:

- A process for developing a Student Rights Charter was proposed, and ultimately put on hold indefinitely by Executive Board in favour of developing the Rights Handbook effectively;
- The Academic Rights Handbook was assessed and the decision was made to scrap it in favour of a robust rewrite, the drafting for which has already begun;
- Three Policy 70 Tribunals were held and the Commission sent a Feds representative to all of them.

Teaching Quality:

- One-on-one meetings were held with the Teaching Fellows in Applied Health Sciences, Engineering, and Environment, to discuss teaching quality, instructional support, course evaluations, and TA training;
A meeting was held with University AVP Academic Mario Coniglio to discuss the status of the Course Evaluations Project.

Course Delivery:

- An assessment was completed regarding the feasibility of publicly available course syllabi, concluding that the process is feasible and that Feds should advocate for it;
- In response to positive interactions with the University administration regarding publicly available syllabi, the Commission moved to draft a Course Syllabus Policy in collaboration with the Research and Policy Officer for approval by Students’ Council.

In addition to the above, the Commission also:

- Attended meetings of the Education Advisory Committee, Coop Students Council, the Academic Integrity Communication Working Group, and the Library Ambassadors Working Group;
- Assisted in a proposal for University Director of Academic Programs Quality Assurance Amanda Mackenzie regarding ways to effectively communicate academic integrity expectations to students;
- Made preparations for the 2016-2017 Feds Teaching Awards Program in conjunction with Marketing.

Next Steps

In Fall 2016, the Commission will build on its progress from the Spring and further the goals in its annual action plan by:

- Recruiting an Associate Commissioner, Feds Teaching Awards;
- Continuing meetings with the Faculty Teaching Fellows and meeting with other key stakeholders to assess and make recommendations regarding teaching quality on campus;
- Completing the revised Student Rights Handbook;
- Proceeding with the remainder of the Action Plan as scheduled.

Recommendations for the Future

Spring 2016 was not without its challenges. The process of developing an action plan is a difficult one, and swiftly changing realities demand a high level of flexibility. Future Commissioners will be wise to determine early what issues will and won’t require student consultation, so that those priorities can be communicated to Marketing and to Executive Board for assessment against Feds’ other consultation priorities for the year. It is also important to be able to consider different types of consultation, in the event that a survey is impossible. Furthermore, stakeholder meetings with faculty members and University administrators in July and August are unlikely to occur – these must be prioritized in May and June, lest they be postponed until September.

It would also be advantageous for Feds to establish a system of shared internal access to information. Specifically, a bank of reports, analyses, policy proposals, and meeting minutes accessible to the VP Education, the Commissioner, and the Research and Policy Officer would be ideal. To further this goal, detailed communication should happen via formal memos more often than via email.
Overview

The Government Affairs Commissioner is responsible for developing advocacy strategies and executing the VP Education’s external advocacy priorities (i.e. student housing, transit, domestic and international student tuition etc.). The execution of these priorities involves maintaining, developing relationships, and forming partnerships with university administrators, community organizations, Ontario Undergraduate Student Alliance (OUSA), local, regional, provincial, and federal political representatives.

Priorities this Term

1) Bike share station on campus

-Work with Feds’ bike centre service and an existing bike share program to explore the possibilities of getting a station on campus.

2) Student Housing

-Join TAGO sub-committee on housing: work on developing a more comprehensive survey.
-Get the Administration to at least prioritize or develop a long-term housing strategy.
-Advocate for increased enforcement power of the Landlord tenant board

3) Transit

-Continue to advocate for Tap Watcards by convincing the university that this is good for students, the university, and the GRT: what would it take to close the $17,000 gap to shift and phase into the tap technology?
-Convence the university to continue bus service around ring road once the LRT begins to operate.
-Advocate for re-route of bus routes once LRT is completed and begins to operate in January 2018.

Progress

1) Bike share station on campus

-After meeting with Community Access Bike share (CAB), a representative from the sustainability office, and Feds’ service manager, we are looking into partnering up with CAB and bring a pilot program to campus. CAB currently has a fleet of 80 bikes and 9 stations across the KW region — including Laurier campus. Before committing to the terms of the pilot CAB is proposing, we will consult with students via a survey we’ll be working on with our Policy Officer Aaron Francis.

2) Student Housing

-After speaking to Tanja Curic, a staff representative for the City of Waterloo sitting on the Town and Gown Committee (TAGO), I was able to join the housing subcommittee. I’ve received confirmation that the second, biannual student housing survey will be conducted this fall — a follow-up from the one conducted back in 2014. In addition, I’ve been invited to present at an affordable housing forum-taking
place on the fourth week of September. At this forum I’ll be looking at affordable housing through a student-housing lens by answering the following questions: How much are students paying for housing? What percentage of their budget is being spent on rent? How much can students depending on primarily financial aid pay per month for student housing?

-Met with Catherine Fife to partner up on a petition that asks for amendments to the residential tenancies Act to give more enforcement power to the Landlord & Tenant Board. Also, expressed our concern with the lack of pre-occupancy protections for tenants under the current Act in light of the Columbia One situation — especially with the high number of high-rise, student accommodations being built in the region.

3) Transit

-Will be meeting with Chris Read, Associate Provost Students, on July 26 to learn more about the $17,000 gap identified to me by the GRT as the hurdle holding back the possibility of shifting Watcards from the current technology to a tap system.

-Had a meeting with a representative from the 55-plus advisory group, and a colleague at Laurier to talk about the integration of existing and new bus routes once the LRT is up and running. Some of our priorities and interests align, so we’re looking at joining forces to make our regional and GRT advocacy voices that much stronger.

Next Steps

Besides the projects and priorities I will continue to work on next term I will also be prioritizing the following:

-Writing the sexual violence and prevention OUSA policy paper with Sarah and colleagues from Macmaster University and Brock University.

-International student tuition: Continue to advocate to the university for a predictable framework. Depending on response, we’ll also explore ways in which we can turn our advocacy efforts to the province on this issue.

Recommendations for the Future

My one major recommendation is to explore the possibility of finding office space for commissioners. This will help us get our administrative work done efficiently, during work hours.
Amendment to Council Procedure 9. Meetings of Students’ Council

Section I. Attendance Requirement

I. Absences

1. A Councillor is considered to be absent from a meeting if they either miss the meeting, arrive 30 or more minutes late, or leave before the meeting adjourns or the scheduled adjournment time in the distributed agenda, whichever is earlier; but not if they live outside the Region of Waterloo and their travel costs could not be reimbursed by the Federation, as decided by the Board of Directors.
2. The Speaker has the discretion to determine whether or not an absence is excused. The decision of the Speaker cannot be appealed.
3. The Speaker shall not excuse a Councillor for missing or arriving late to a meeting unless extenuating circumstances apply or that Councillor contacted the Speaker before the meeting’s start to inform the Speaker of their absence.

II. Notice & Reporting

1. After a Councillor’s first unexcused absence or third total absence, the Speaker shall notify them of this and remind them that a further absence may result in them being subject to a motion for removal.
2. After a Councillor’s second unexcused absence or fourth total absence, and after every further unexcused absence, the Speaker shall notify them of this and shall report the absences to Council at its next meeting.

III. Consideration of Motion

1. Once a Councillor has accumulated two unexcused absences or a fourth total absence, and after every further unexcused absence, any Councillor may make a motion to remove them from their seat.
2. A motion to remove a councillor must be voted on by secret ballot.
3. A motion to remove a councillor is subject to additional procedural requirements as described in the bylaws

IV. Remote Participation

1. Members of Students’ Council may participate remotely if they meet all the following conditions:
   a. Holds residency or is on Federation business outside the travel compensation zone, as determined by the Board of Directors;
   b. Are able to participate using a method specified in clause two (2).
2. The following methods of remote participation may be used, at the Speaker’s discretion
   a. Voice phone call (eg. teleconference, Facebook voice call)
   b. Video-conferencing system (eg. Skype, Google Hangouts)
   c. All other telephone, electronic or other communication facilities that permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously.

3. When a member is participating remotely, the Speaker shall periodically check with the remote member(s) to determine if they would like to participate in discussion, or make a motion. When holding a vote, the Speaker shall count the votes of remote member(s) prior to initiating the in-person vote count. When holding a secret ballot vote, the method of counting ballots from remote participants shall be at the discretion of the speaker that preserves the integrity and secrecy of the vote.

Appendix: Example Methods of Remote Secret Ballot Voting
As a resource to the Speaker, the following methods of secret ballot voting are presented here. Other methods may be used, depending on the situation.

A. For use in video conferencing
   Speaker to write down vote options (eg. Yes, No, Abstain) on separate ballots. Speaker shuffles and reveals ballots to camera, without viewing them. Remote attendee selects which option (eg. the middle ballot). Speaker blindly adds ballot to collection, discards remaining ballots.

B. For use in teleconferencing
   Secretary leaves room. Speaker to write down vote options (eg. Yes, No, Abstain) on separate ballots. Speaker shuffles and places face down in agreed order with remote attendee. Speaker leaves room, Secretary enters. Remote attendee selects option (eg. the left one). Secretary blindly adds ballot to collection, discards remaining ballots.

C. For use when voter accepts partial revelation of vote
   Remote attendee emails vote to Speaker. Speaker adds that choice as ballot to collection.
Undergraduate Course Syllabi

Whereas the University of Waterloo requires all course instructors to develop a syllabus and provide it to students by the last day of the first week of classes;

Whereas the Federation of Students believes that unfettered access to course syllabi is essential for effective degree planning and a benefit to students’ long term academic success; and

Whereas the Federation of students believes that the widespread and accessible circulation of course syllabi will enhance accountability and transparency and support the ability for students to independently verify whether or not courses are meeting the expected curricular standard;

BIRT the Federation of Students believes that all syllabi from the most recent undergraduate course offerings should be made available before the start of course selection period in a given term and, following the immediate end of the first week of classes, all syllabi should be provided to the respective undergraduate faculty offices where a publicly accessible digital repository of current and recent syllabi should always be maintained;

BIFRT after the first week of class, syllabi should only be changed with the unanimous consent of the students in said class and while course syllabi should clearly describe course structure, content and class-specific policies, the University should provide general, non-specific components with a one-time digital communique at the beginning of each term;

BIFRT the VP Education shall work with the undergraduate operations committee to ensure adherence across campus to this and related university policy on syllabi and the Academic Affairs Commission shall be responsible for liaising with the student societies on a regular basis to verify that each Faculty is updating their repository consistently.
COMMUNITY KITCHEN BOOKINGS Draft

A. Statement of Intent:

The Federation of Students shall take every reasonable measure to accommodate the needs of student groups seeking to book the Community Kitchen facility located in the Student Life Centre.

The following are considered recognized internal groups for Community Kitchen bookings and are permitted to two bookings per term:

1. The following student groups are recognized:
   a. Engineering Society "A" & Engineering Society "B";
   b. Environmental Studies Society;
   c. Mathematics Society;
   d. Applied Health Sciences;
   e. Arts Student Union;
   f. Science Society;
   g. St Jerome’s Student Union
   h. Federation of Students Services
   i. Waterloo Architecture Students Association; and
   j. Federation of Students’ Clubs;

2. Any student group that is not recognized above shall be considered external to the Federation of students. External groups are permitted 1 booking per term. External groups may include but are not limited to:
   a. Village Residence Council;
   b. St. Jerome's University Residence Council;
   c. Students’ Council of St. Paul's United College;
   d. Students’ Council of Conrad Grebel University College; and
   e. Students’ Council of Renison College;
B. Booking Rules and Procedures:

1. All bookings must be submitted to and approved by the Area Manager, Food Operations who must be given at least two weeks’ notice. So as not to interfere with business and programming plans, the Area Manager will have full discretion to determine dates of availability. Bookings must be submitted through the bookings email communitykitchen@feds.ca

2. The Area Manager, Food Operations, and Vice-President, Operations & Finance, and the General Manager (or designate) reserve the right to cancel any booking with reasonable cause. The Area Manager, Food Operations will provide the group with details of the reasons for cancellation. Notwithstanding the above, bookings shall not be cancelled in order to let another booking take place at the same time.

3. In order to comply with municipal health by-laws, all food to be prepared in the kitchen must be ordered in advance through the Area Manager, Food Operations. Further, each student group must be accompanied by a staffer who is certified in food handling health and safety, the cost for which will be borne by the respective student group in a three (3) hour block. The hourly rate for the staffer will be established at the beginning of each fiscal year (May-April) by the Vice-President, Operations & Finance through consultation with the SLC Management Advisory Committee. To the extent that it is required, student groups will be expected to designate a portion of their booked time towards clean-up.

4. Co-bookings with other student groups shall be permitted and shall be subject to the above conditions. Co-bookings shall count towards one of the booking student group’s termly bookings, to be determined by the booking student groups. Any grievances shall be settled by the Vice-President, Internal and the Vice President Operations and Finance or designates.

5. Bookings are to be used by the booking group(s) only and are not transferable to other groups or any other organization.

6. The Federation Orientation Committee will be given priority for the duration of Orientation Week.

7. The failure to comply with any of the above on more than one occasion may result in the loss of booking privileges, including a lifetime ban from the community kitchen facilities. In the event of a first violation, the student group in question will receive a detailed warning from the Vice-President, Operations & Finance or designate.
Volunteer Appreciation, Skill Development, and Team Building

Feds strives to ensure that volunteers’ contributions are recognized and that volunteers are appreciated. Appreciation is not viewed as compensation for the work that volunteers do, but it is a way for Feds to thank volunteers. Further, Feds encourages further skill development and team building among all of our volunteers, and provides opportunities to do so where appropriate.

A) Volunteer Categories

At the beginning of each fiscal year the executive team in conjunction with appropriate full-time staff members is to place volunteers into one of the following categories:

**Category 1:** High-level responsibility in managing an internal Feds entity. Directly manage multiple volunteers and a significant budget. Work with a Feds FTS who has responsibilities outside of the specific program or operation. Commit at least 10 hours per week.

**Category 2:** Responsibility and decision-making authority within an area of an internal Feds entity. Manage multiple volunteers and a portion of the program or operation’s budget. Work with a Feds FTS or Level 1 volunteer whose primary responsibility is the specific program or operation. Commit between 5 and 10 hours per week.

**Category 3:** High-level responsibility in overseeing the organization. Do not regularly manage volunteers. Work with multiple Feds FTS who have responsibilities outside of the specific program or operation. Commit between 5 and 10 hours per week.

**Category 4:** High-level responsibility in managing an external entity. Directly manage volunteers and a small budget. Do not work with Feds FTS outside of the support areas. Commit several hours per week.

**Category 5:** High-level responsibility in managing an external entity. Directly manage multiple volunteers and a large budget. Do not work with Feds FTS outside of the support areas. Commit several hours per week.

**Category 6:** Low-level responsibility within an internal Feds program or operation. Do not regularly manage volunteers. Do not work with Feds FTS. Commit between 2 and 5 hours per week.

**Category 7:** Mid-level of responsibility in managing an internal Feds program or operation. Does not regularly manage volunteers. Does not work with Feds FTS but reports directly to a coordinator or executive of a Feds service. Responsible for managing student physical and/or mental health needs on a regular basis. Commit
several hours based on need of general event, program or required minimum hours set by the organization.

The categorization shall be determined using the following criteria:

**Responsibility level:** The scope and depth of the operation for which the volunteer is solely responsible for.

**Independence from Feds:** Whether or not the group that the volunteer works for is an internal Feds entity. Entities are considered internal when their budget is included in the annual Feds operating budget. External entities, as referred to in this procedure, are entities for which Feds holds ultimate responsibility but oversee their own budgets. It is assumed that volunteers with external entities will be additionally appreciated through that entity’s budget.

**Number of direct reports:** The number of additional volunteers reporting to the position, and the scope of their responsibilities.

**Support from Feds staff:** The extent to which the volunteer works with Feds full-time staff, executive, and certain part-time volunteers.
B) Volunteer Appreciation

Appreciation for one-time volunteers at events, including required one-time use clothing, should be built into the event’s budget and should be reflective of the type of work being done at the event.

Volunteer appreciation will include anything spent on a volunteer that is not a direct cost of running an event, or considered skill development or team building (see guidelines below).

Volunteer appreciation shall be budgeted for as per the following guidelines:

<table>
<thead>
<tr>
<th>Category</th>
<th>Category 1</th>
<th>Category 2</th>
<th>Category 3</th>
<th>Category 4</th>
<th>Category 5</th>
<th>Category 6</th>
<th>Category 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Extravaganza Invite</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Dinner or Appreciation Event (per person in attendance)</td>
<td>$30* per person, per term</td>
<td>$30* per person, per term</td>
<td>$20* per person, per term</td>
<td>$20* per person, per term</td>
<td>$10* per person, per term</td>
<td>None</td>
<td>$20* per person, per term</td>
</tr>
<tr>
<td>Gift</td>
<td>$30* per person, per term</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Discount Card</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Honorarium</td>
<td>Up to $350 per person, per term at the discretion of the supervisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C) Skills Development (Travel, Conference, and Professional Development)

Skills development will include attendance at conferences and all associated costs and development sessions hosted for volunteer teams. It also includes training and networking events hosted for volunteers. Skills development opportunities should be made available to as many volunteers as possible.

Skills development shall be budgeted for as per the following guidelines:

<table>
<thead>
<tr>
<th>Services</th>
<th>Up to $3000* per service, per year at the discretion of the VPIN; provided that there is sufficient reason for spending (will only be budgeted if reason is provided).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commissions</td>
<td>Up to $200* per commission, per year.</td>
</tr>
<tr>
<td>Special events</td>
<td>$3000* per year</td>
</tr>
<tr>
<td>Council</td>
<td>$3000* per year</td>
</tr>
<tr>
<td>Board</td>
<td>$2000* per year</td>
</tr>
<tr>
<td>Clubs</td>
<td>$500* per year (to be spent by Feds on all clubs)</td>
</tr>
<tr>
<td>Societies</td>
<td>$1500* per year (to be spent by Feds on all societies)</td>
</tr>
<tr>
<td>Federation</td>
<td>Up to $400* per year per Federation Orientation Committee member under the responsibility of the Federation of Students.</td>
</tr>
<tr>
<td>Orientation</td>
<td></td>
</tr>
<tr>
<td>Committee</td>
<td></td>
</tr>
</tbody>
</table>

D) Team Building (Entertainment, Promotion, and Meetings)

Team building will include food at meetings, activities for volunteers during the term, required multi-use clothing, and Feds-branded swag handed out during the term that is not an appreciation gift.

Team building shall be budgeted for as per the following guidelines:

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 2</th>
<th>Category 3</th>
<th>Category 4</th>
<th>Category 5</th>
<th>Category 6</th>
<th>Category 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20* per person, per term</td>
<td>$20* per person, per term</td>
<td>$20* per person, per term</td>
<td>Flat $300* per term</td>
<td>$20* per person, per term</td>
<td>$15* per person, per term</td>
<td>N/A</td>
</tr>
</tbody>
</table>
E) Budgeting Process

Volunteer appreciation is to be budgeted for in each area, under the Volunteer Appreciation line.

Skills development is to be budgeted for in each area, under the Travel, Conference, and Professional Development line.

Team building is to be budgeted for in each area, under the Entertainment, Promotion, and Meetings line.

All of the above will be budgeted for in the appropriate department, with the exception of the volunteer extravaganza, which will be budgeted in the VPIN budget.

* In 2012 dollars to be reviewed every 4 years- (removed CPI adjustment each year and changed to review 4 years).

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Service Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Commissioners</td>
</tr>
<tr>
<td>Category 2</td>
<td>Service Execs</td>
</tr>
<tr>
<td></td>
<td>Welcome Week Coordinators, Team Feds Coordinators</td>
</tr>
<tr>
<td>Category 3</td>
<td>Councilors</td>
</tr>
<tr>
<td></td>
<td>Directors</td>
</tr>
<tr>
<td>Category 4</td>
<td>Club Execs</td>
</tr>
<tr>
<td>Category 5</td>
<td>Society Execs</td>
</tr>
<tr>
<td>Category 6</td>
<td>WTFeds Volunteers</td>
</tr>
<tr>
<td></td>
<td>Service Volunteers</td>
</tr>
<tr>
<td></td>
<td>Welcome Week/Wrap Up Week Volunteers</td>
</tr>
<tr>
<td></td>
<td>Commission Members</td>
</tr>
<tr>
<td></td>
<td>Committee Members</td>
</tr>
<tr>
<td>Category 7</td>
<td>Service volunteers that undergo significant training (ie: CRT Members, OCC Dons, Glow and WC Peer Support)</td>
</tr>
</tbody>
</table>
Volunteer Appreciation, Skill Development, and Team Building

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**Category 4:** High-level responsibility in managing an external entity. Directly manage volunteers and a small budget. Do not work with Feds FTS outside of the support areas. Commit several hours per week.

**Category 5:** Mid-level responsibility within an internal Feds program or operation. Do not regularly manage volunteers. Work with multiple Feds FTS who have responsibilities outside of the specific program or operation. Commit between 2 and 5 hours per week.

**Category 6:** Low-level responsibility within an internal Feds program or operation. Do not regularly manage volunteers. Do not work with Feds FTS. Commit between 2 and 5 hours per week.

**Category 7:** Mid-level of responsibility in managing an internal Feds program or operation. Does not regularly manage volunteers. Does not work with Feds FTS but reports directly to a coordinator or executive of a Feds service. Responsible for managing student physical and/or mental health needs on a regular basis. Commit
several hours based on need of general event, program or required minimum hours set by the organization.

The categorization shall be determined using the following criteria:

**Responsibility level:** The scope and depth of the operation for which the volunteer is solely responsible for.

**Independence from Feds:** Whether or not the group that the volunteer works for is an internal Feds entity. Entities are considered internal when their budget is included in the annual Feds operating budget. External entities, as referred to in this procedure, are entities for which Feds holds ultimate responsibility but oversee their own budgets. It is assumed that volunteers with external entities will be additionally appreciated through that entity's budget.

**Number of direct reports:** The number of additional volunteers reporting to the position, and the scope of their responsibilities.

**Support from Feds staff:** The extent to which the volunteer works with Feds full-time staff, executive, and certain part-time volunteers.
### B) Volunteer Appreciation

Appreciation for one-time volunteers at events, including required one-time use clothing, should be built into the event’s budget and should be reflective of the type of work being done at the event.

Volunteer appreciation will include anything spent on a volunteer that is not a direct cost of running an event, or considered skill development or team building (see guidelines below).

Volunteer appreciation shall be budgeted for as per the following guidelines:

<table>
<thead>
<tr>
<th>Category</th>
<th>Category 1</th>
<th>Category 2</th>
<th>Category 3</th>
<th>Category 4</th>
<th>Category 5</th>
<th>Category 6</th>
<th>Category 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Extravaganza Invite</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Dinner or Appreciation Event (per person in attendance)</td>
<td>$30* per person, per term</td>
<td>$30* per person, per term</td>
<td>$20* per person, per term</td>
<td>$20* per person, per term</td>
<td>$10* per person, per term</td>
<td>$20* per person, per term</td>
<td></td>
</tr>
<tr>
<td>Gift</td>
<td>$30* per person, per term</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Discount Card</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Honorarium</td>
<td>Up to $350 per person, per term at the discretion of the supervisor</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*To be reviewed every four years
C) **Skills Development (Travel, Conference, and Professional Development)**

Skills development may include specialized training such as University organization and human development courses and/or themed networking events hosted for volunteers. Skills development opportunities should be made available to as many volunteers as possible.

D) **Team Building (Entertainment, Promotion, and Meetings)**

Team building may include food at meetings, activities for volunteers during the term, required multi-use clothing, and Feds-branded swag handed out during the term that is not an appreciation gift.

E) **Budgeting Process**

Volunteer appreciation is to be budgeted for in each area, under the Volunteer Appreciation line.

Skills development is to be budgeted for in each area, under the Travel, Conference, and Professional Development line.

Team building is to be budgeted for in each area, under the Entertainment, Promotion, and Meetings line.

All of the above will be budgeted for in the appropriate department, with the exception of the volunteer extravaganza, which will be budgeted in the VPIN budget.
<table>
<thead>
<tr>
<th>Category</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1</td>
<td>Service Coordinators</td>
</tr>
<tr>
<td></td>
<td>Commissioners</td>
</tr>
<tr>
<td>Category 2</td>
<td>Service Execs</td>
</tr>
<tr>
<td></td>
<td>Welcome Week Coordinators,</td>
</tr>
<tr>
<td></td>
<td>Team Feds Coordinators</td>
</tr>
<tr>
<td>Category 3</td>
<td>Councilors</td>
</tr>
<tr>
<td></td>
<td>Directors</td>
</tr>
<tr>
<td>Category 4</td>
<td>Club Execs</td>
</tr>
<tr>
<td>Category 5</td>
<td>Society Execs</td>
</tr>
<tr>
<td>Category 6</td>
<td>WTFeds Volunteers</td>
</tr>
<tr>
<td></td>
<td>Service Volunteers</td>
</tr>
<tr>
<td></td>
<td>Committee Members</td>
</tr>
<tr>
<td>Category 7</td>
<td>Service volunteers that undergo significant training (ie: CRT Members, OCC Dons, Glow and WC Peer Support)</td>
</tr>
</tbody>
</table>