Order of Business

In an effort to be clearer around the process being followed for the meeting, this agenda was constructed with notes from previous and current officers of Council.

Preliminaries  2
  Call to Order  2
  Appointment of Officers  2
  Approval of the Agenda  2

Approval of the Minutes  2

Items for Adoption by Consent  2

Reports  2
  Executive Reports  2
  Report from the Officers of Council  2

Special Orders  2

Business Arising from the Minutes  3

General Orders  3

New Business  4

Adjournment  4

Acknowledgments  6
Preliminaries

Adding items to the agenda requires a two-thirds vote, although new items of business can still be raised without needing that vote once the entire agenda is complete.

Call to Order

Be it resolved that the Speaker calls the meeting to order at 12:30 PM.

Approval of the Agenda

Be it resolved that Council approve the agenda as presented.

Approval of the Minutes

The minutes of a meeting are the official record of what happened at that meeting, and contain the authoritative versions of the actions taken at the meeting. If there are significant reservations about the minutes, the approval may be dispensed with, and the minutes will be returned at the subsequent meeting for approval.

Approval of the Minutes

Be it resolved that Council approve the minutes of the May 27th, 2018 meeting as presented.

Items for Adoption by Consent

Per Council Procedure 9, items on the consent agenda will be considered in gross, without debate or amendment. Items will be moved from the consent agenda to the regular agenda upon the request of any member. The purpose of the consent agenda is not to suppress debate but to allow Council to quickly consider and approve uncontroversial items.

Committee Procedural Amendments

Be it resolved that Council approves procedural amendments recommended by Budget Committee to Procedure 5, Budget Preparation, as presented. – Kurt MacMillan

Be it further resolved that Council ratifies the editorial amendments made by Officers of Council to Procedure 10, Committees of Students’ Council, as presented. – Seneca Velling

Reports

Motions arising directly out of a report, including to adopt recommendations in the report, may be considered immediately after the report without having to wait until later in the meeting. No action is required to receive a report. If Council decides to adopt or accept a report, then it is endorsing the entire report and not just the recommendations.

Executive Reports

Each executive will highlight key aspects of their written reports in an oral report that lasts no longer than 2 minutes, to be followed immediately by a question period lasting no longer than 10 minutes per executive.

1. President
2. Vice President, Student Life
3. Vice President, Operations and Finance
4. Vice President, Education

Report from the Officers of Council

To be delivered orally. Any questions relating to the report or any other matter may be asked following the oral report.
Special Orders

A special order is an item of business that will take precedence over all other business at the designated time for the special order. As it suspends the normal rule that each item must be disposed of before another can be brought up, setting or removing a special order requires a two-thirds majority vote unless originally included in the agenda.

Business Arising from the Minutes

Business arising from the minutes is business carried on to a meeting from the previous meeting.

Committee Dissolution

For information: Leadership Awards Committee (LAC) has been consolidated under Internal Administration Committee (IAC). Membership of IAC remained unchanged, but because of dissolution Directors lost one (1) seat and the president lost one (1) seat from the LAC committee composition. Vice President, Student Life who already maintained the role of chair on the IAC remains in this position now overseeing the combined functions of internal administration, student life awards selection, and leadership awards selection.

Distribution of Council Seats

For information: See the attached memorandum from the Executive Board detailing the cause of seating discrepancy and the appendices including calculations and raw student data the lead to the seating distribution error.

For information: The Board of Directors has authorized the President, or a designate thereof, to add an additional Engineering faculty students’ councillor seat to correct the seating distribution error.

External Advisory Review Committee

Be it resolved that Council elects _______ and _______ to the Councillor seats as well appoints _______, _______, and _______ to the student-at large seats of the External Advocacy Organization Membership Review Sub-committee. Be it further resolved that Council authorizes the Education Advisory Committee to determine the external advocacy organization(s) for annual review by the sub-committee.

General Orders

A general order is an item of business that is ordered to be taken up at a meeting. Time limits to discussions indicate the point at which the Speaker will end the discussion unless Council directs otherwise.

New Policies

Be it resolved that Council gives leave to introduce for first reading of a Mental Health Policy; and be it further resolved that Council refers the policy and records of first reading to the Policies & Procedures Committee. – Alexander Eyre

Be it resolved that Council approves the Value-for-Money Policy and tasks the Policies & Procedures Committee to make such procedural amendments for policy compliance. – Alexander Eyre

Be it resolved that Council approves the Freedom of Information and Secrecy in Corporate Governance Policy; and be it further resolved that Council tasks the Board of Directors to develop, in consultation with Council, mechanisms for Freedom of Information Requests for information not immediately publically available to the membership, including but not limited to a website request form. – Seneca Velling

Online Committee Nominations

Be it resolved that Council tasks the Policies & Procedures Committee to draft procedures for effective online nomination for Council committee seats. – Tomson Tran
**MC Air Quality Concerns**

*See attached memorandum* on Air quality in MC building and advocating public University air quality measurement.

**WHEREAS** there are student concerns about the air quality in MC, with respect to pm\(_{2.5}\) particulates and the impacts it has on student health;

**BIRT** Council tasks Mathematics Councillors to follow up with the student to obtain additional information regarding their findings, to share any further information with the Federation Executive Board, and to present the results at the next meeting;

**BIFRT** Council directs the Federation to independently verify the levels of pm\(_{2.5}\) particulate levels in the MC building, report the results to the Federation Executive Board, and present the results to Council at the next meeting;

**BIFRT** Council directs the Federation to independently verify the levels of other particulates in the MC building, if feasible, including but not limited to: pm\(_{10}\), Volatile Organic Compounds (VOCs), dust, mould, and fiberglass; and to report any such air quality testing results to the Federation Executive Board, and present the results to Council by the next meeting;

**BIFRT** Council directs the Federation Executive Board to share any results to Council via the mailing list as information becomes available, but at latest by the next regular meeting;

**BIFRT** Council tasks the VP Education to advocate to the University’s [Environment, Health, and Safety Office](#) to conduct its own immediate review on the premises and make public all air quality findings; and

**BIFRT** if any such testing conducted by the Federation or University demonstrates air quality concerns that are beyond recommended limits for health standards imposed by regulatory agencies, the Federation of Students requests:

1. the immediate relocation of all classes in MC which may be at risk of exposure to other buildings until such times as the situation can be adequately contained and addressed,
2. the prompt investigation of air quality in other buildings on campus constructed prior to 1990, to ensure that risk is localized to MC, and
3. escalation of the matter to the Ministries of Health and Labour.

– Deon Hua

**Meeting of Committees**

*Whereas* some Feds Committees have not held their first meeting for the 2018-2019 year, *be it therefore resolved that* the Feds Executive hold a meeting by July 1 for each committee which has not yet held their first meeting. – Christopher Kocko

**First-year Council**

**For discussion:** Re-instating the first-year council to facilitate first year student union engagement. – Seneca Velling (on behalf of Nickta Jowhari)

**Feds & Imprint Elections Promotion**

**For discussion:** Some students expressed concern regarding communication of polling sites, election promotion and awareness campaigns by Imprint failing to reach students, and advocacy to government for student voting locations on campus to be consistent between Federal and Provincial elections. – Seneca Velling & Deon Hua

**New Business**

*Any Councillor may raise any item of concern during new business. Generally, long discussions without a specific motion before Council should be avoided, and are technically against the rules of procedure. If a Councillor has any questions about the procedure, form, or content, they should ask the Speaker.*

**Adjournment**

Adjournment scheduled at 2:30 PM.
Acknowledgments

Some recognition of effort is required for the past and current officers of Student’s Council, as their hard work has led to vast improvements to the efficiency and efficacy of this body, including in the improvements made in the construction of this agenda and the attached minutes. The following members in particular have devoted an extraordinary amount of time and effort to the cause of amplifying discussions on student issues and improving the clarity of debate:

- Alexander Wray (Speaker, 2016-2017), for his efforts to run concise and productive meetings.
- Andrew Clubine (Speaker, 2014-2015), for his efforts in introducing transparent procedure to the operations of Council.
- Sacha Forstner (Secretary, 2016-2017), for his efforts in bringing the operations and decisions of Council to the at-large student population.
President’s Report to Council
Richard Wu
Sunday, June 18th, 2018

1.0 Council Seat Allocation and By-elections; Fall General Meeting

At Council’s request, Council seat allocations were reviewed in accordance with Council procedure. A memorandum describing the results of this review are attached.

By-election nomination period concluded on the 11th of June, with 6 acclaimed councilors (Applied Health Science and Math faculties). Campaign period for contested seats will begin on the 18th of June.

Fall General Meeting date has been set – October 24th, 2018, set to begin at noon.

2.0 Feds Committees

Members of the Policies & Procedures Committee (PPC), President’s Advisory Committee (PAC), Task Force for General Meeting Engagement and Council Reforms, and Waterfowl Mascot Committee have not convened since last Council meeting, but were contacted to set up first meetings for the term. With specific reference to PPC, Policies 48 and 49, among others, will be reviewed and amended, should it be necessary, to ensure compliance with Policy 21: Freedom of Expression. Additionally, a new policy on Mental Health & Campus Wellness proposed by several Councilors will be reviewed, and prepared for presentation.

3.0 Ongoing Projects, University and Municipal Affairs

3.1 SLC/PAC Expansion – Members of the project teams have been and are continuing to meet to discuss current progress of the expansion, and make decisions pertaining to the interior design of the dining space.

3.2 Unsanctioned Public Gatherings Task Force, City of Waterloo – Along with Matthew Gerrits, Vice President, Education, and Benjamin Easton, Municipal Affairs Commissioner, had preliminary discussions with various community stakeholders at City Hall to discuss unsanctioned public gatherings (e.g. St. Patrick’s Day, Homecoming, etc.) and strategies to reduce harm to students.

3.3 Sexual Violence Response and Prevention – Met with Kate McCrae, along with other executives, to discuss priorities for the year and how Feds and SSO may be able to align priorities. With respect to my portfolio, we discussed the possibility of implementing bystander training for Orientation Leader Training. I have registered to attend a free “train the trainer” event on Upstander Training at Western with Amanda Cook, the Sexual Violence Response Coordinator, to gain insights into what this training might look like.

3.4 Policy 42 Review Committee – Committee has convened once since previous Council meeting. Discussions and amendment of this policy is ongoing and continues to be fruitful.

4.0 Roundtable with Kathleen Wynne

I, along with Matthew Gerrits, Vice President, Education, met with Kathleen Wynne, former Prime Minister Paul Martin, and students from the University and the community at large to discuss the secondary and post-secondary student experience in Ontario. Topics included OSAP funding, provision of mental health services and resources on campus, and the future of our educational infrastructure.
Savannah Richardson
Vice President Student Life
Report

June 18th, 2018

Federation of Students
University of Waterloo
1.0 General Update

**Services**
Currently hiring two coordinators for the new service. Interviews took place the week of June 11\textsuperscript{th}, and offers will be sent out sometime in the next two weeks.

Working with the Services Manager to strike a student-run services advisory committee for best-practice and idea sharing. Discussions on a vision for the group, and who would be best involved from services have taken place.

**Clubs**
Discussions with Clubs manager on how to move forward with continuing to provide the best support we can for clubs.

**Societies**
First Committee of Presidents meeting went well! Lots of very positive, and open dialogue about Beach Day (July 14\textsuperscript{th}), goals for the term, and communication best practices for the term. We had 7 society representatives present (not all presidents were available). The next meeting is on June 18\textsuperscript{th}.

The Society Relations Commissioner (SRC) is looking into training options specific for society executives. This will be an on-going project. The SRC is also working away on responding to society event forms.

**Miscellaneous**
Met regularly over the last month with campus partners to discuss wellness initiatives.

The Provost Advisory Committee on Equity (PACE) met and the topic of engaging with students on equity related topics was brought up for discussion.

VPSL action plan has been created and is being shared with the Executive Board for feedback.

2.0 Committee Updates

**Internal Administration Committee**
First meeting will take place on June 21\textsuperscript{st}. There are a couple of new club applications for consideration on the agenda.

**Campus Life Advisory Committee**
First meeting will take place on June 25\textsuperscript{th}. The agenda will be fairly heavy with discussions on structured reporting templates, and next steps for the new service on the agenda.

**Internal Funding Committee**
First meeting will take place on June 26\textsuperscript{th}. We have a few funding proposals for consideration which will be on the agenda.
Kurt MacMillan
Vice President Operations & Finance
Report

June 18th, 2018

Federation of Students
University of Waterloo

www.feds.ca
1.0 General Update

Miscellaneous
Had weekly meetings with multiple managers regarding marketing, accounting, and commercial operations.

UPASS agreement has been written up with help of VPED to look at opt-in options for upcoming terms.

VPOF action plan has been created and is being shared with the Executive Board for feedback.

2.0 Committee Updates

Budget Committee
First meeting took place on June 9th. We discussed the roles as members of the Budget Committee with an overview of organization’s financial statements. Will have next meeting set for beginning of July where we will go over budget-to-actuals review and further discuss new ways of presenting the budget.
Matthew Gerrits
Vice President Education
Report

June, 2018

Federation of Students
University of Waterloo
0.0 Announcements

**Election Engagement:** We had a high level of engagement with our marketing campaigns, and used the Feds promo team to direct people to their proper voting stations. We ran into some communication issues with Elections Ontario and the university, but found that we managed pretty well with contingencies when plans changed.

**Action Plan:** My action plan is in an advanced draft, with most priorities identified, and will soon be reviewed by other executive and my staff to ensure that listed rationale are in line with strategic objectives.

**GR Lunch:** Had a meeting with Canadian university government relations workers, used it as an opportunity to bring Sophie from OUSA in. Had a follow-up with Sophie about potential process improvements for OUSA this year.

1.0 University-Related Activities

1.1 Feds Committees:

**Education Advisory Council**
**Responsibilities:** To advise the Vice President Education on academic issues facing Waterloo students.
**Synopsis:** We had a meeting touching on the issues of a potential fall reading break, issues surrounding workplace safety, had an introduction to OUSA and others.

**Co-op Students Council**
**Responsibilities:** To advise the Vice President Education on co-op related issues, and to serve as an opportunity to interface with the Co-op Experience Staff.
**Synopsis:** Has met twice since my last update, and has included discussions surrounding employment statistics, and also had conversations about what topics, such as Waterloo Works, may be possible for future meetings.

1.2 University Committees:

**Undergraduate Student Relations Committee**
**Responsibilities:** A forum to discuss undergraduate student issues in a broad sense at UW.
**Synopsis:** Has not met since last report.

**Co-operative Education Council**
**Responsibilities:** A forum to review and to advise Co-op at UW.
**Synopsis:** Discussed co-op stats, and had an introduction to the next-generation experiential education initiatives that CEE will be engaging in as part of new MAESD expectations regarding experiential education.

**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-generalcounsel/committees-and-councils/senate-undergraduate-council/senate-undergraduate-councilagenda-and-minutes

CEPT2/CTAPT
Responsibilities: Investigating how course evaluations are done and how to improve them.
Synopsis: Has not met since last council meeting.

Reading Week Review Committee
Responsibilities: Assess the possibility of changes to reading break structure.
Synopsis: CTAPT has met to review hiring terms for a graduate level researcher to provide a literature review of current practices surrounding complementary teaching assessment, as well as overall assessment methods.

Co-op Comprehensive Review Committee
Responsibilities: Study and develop recommendations surrounding process with regards to the Co-op Fee.
Synopsis: There has been some changeover within the project, with former Co-op Affairs Commissioner Hannah Beckett now working for co-op and taking a lead on the project. Meetings have centered around communication of the current state analysis.

Provost Advisory Committee on Timetabling
Responsibilities: Look into scheduling and in particular the new scheduling system. Synopsis: I was not able to attend the most recent meeting, but there were discussions about a new priority schedule, as well as discussions about time tabling software.

Student Technology Advisory Committee
Responsibilities: Look into scheduling and in particular the new scheduling system. Synopsis: Has not met since last council meeting.

Undergraduate Operations Committee
Responsibilities: Makes non policy decisions on undergraduate issues. Synopsis: This meeting is confidential.

Teaching and Learning Spaces Committee
Responsibilities: Look into improving teaching and learning spaces on campus
Synopsis: We have had some discussions about retaining a researcher to develop a set of guidelines for new capital additions as well as retrofits. We discussed the effects of deferred maintenance and availability of classroom space on ability to update existing spaces.

Open Learning Task Force
Responsibilities: Encouraging the development of open learning on campus
Synopsis: Had discussions about a path for the year, including potential events to promote open learning.

2.0 External Activities

2.1 Municipal/Regional-level
Town & Gown Steering Committee, City of Waterloo (Benjamin Easton)
**Responsibilities:** Bring together a smaller group of municipal stakeholders to assist with direction-setting for the broader Town & Gown Committee.  **Synopsis:** Has not met since last meeting

Unsanctioned Public Gatherings Task Force, City of Waterloo (Benjamin Easton)
**Responsibilities:** Represent UW students in ongoing discussion about large unsanctioned gatherings happening in the City of Waterloo
**Synopsis:** Had an initial process meeting.

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:** Have had Transition, Welcome, and am currently involved at Strategic conferences. Have determined that we will host the winter general assembly at Waterloo.

**Ontario Undergraduate Student Alliance (OUSA) Steering Committee**
**Responsibilities:** Represent UW undergraduate students to OUSA. **Synopsis:**
Selected executive team for the year, saw preliminary budget, other confidential matters.

2.3 Federal-level
**UCRU**
**Responsibilities:** To advocate on behalf of students to the Federal Government. UCRU is made up of student leaders from U15 schools across Canada.
**Synopsis:** Selected the UCRU Chair for the year.

3.0 Other Stakeholder Meetings

3.1 University-level:
**Mario Coniglio, Associate Vice President Academic:** Talked about partial grade return, the syllabi repository, and Saturday midterms.
**Rob Esselment, Government Relations:** Talking about the new PC government, university strategy, and communication about potential beneficial message overlap.
**Catherine Newell-Kelly, Registrar:** Talked about processes surrounding name changes, about fall break, and about resources and initiatives within her portfolio.
**Chris Read, Associate Provost, Students:** A largely introductory meeting, but spoke about mental health on a cursory level.

3.2 Municipal/Regional-level:
**Shawn Cruz & Shannon Kelly, Laurier Students’ Union:** Met with VPUA and AVP Municipal to discuss chances for overlap in municipal advocacy this year.

3.3 Provincial-level:
**Andrea Horwath, Ontario NDP Leader:** Met briefly at a campaign stop to introduce self
Kathleen Wynne, Ontario Liberal Leader: Met at a campaign stop, and had a subsequent round table.

3.4 Federal-level:
None

3.5 Other:
None

5.0 Upcoming Activities

- Completion of action plan is the most important at this point.
- Initiation of GRT amendments is notable, and a memo should soon be sent out.
Report on Seat Allocation Calculations for 2018-19

Prepared by:
Matthew Gerrits, VP Education

June, 2018

Federation of Students
University of Waterloo
**Introduction**

At the last Council meeting, it was noted that the seat allocation for Math for this year’s Students’ Council was less than Engineering, and there was a question as to why this was the case, considering the apparent larger number of Engineering students. The Council tasked the Board with determining whether another seat should be added.

**Preliminary Findings**

After the meeting, data was pulled from Institutional Analysis and Planning Student Headcounts, which, according to the membership formula found in the Feds bylaws, suggested that Engineering should be entitled to seven seats. A summary of results was presented to the Board of Directors, along with a summary of an email chain which seemed to suggest that the root cause of the disparity was due to subtracting two seats from the Engineering allocation.

**Board Decision**

The Board decided upon this information that permitting the addition of an Engineering seat was the most advisable course of action in agreement with Feds bylaws.

**Subsequent Findings**

After the decision of the Board, more follow-ups were pursued with staff. A second email thread was found where an alternative counting method was used to calculate the seats initially. In this counting method, the number of students in Math was higher than that in Engineering. Because of the denominative effect of the allocation formula, this led to Engineering to have a seat allocation of only six, and that the disparity may have originated from this calculation instead.

**Next Steps**

In light of two different interpretations, the Executive Board chose to implement the decision of the Board, and instruct an additional seat to be added to the election. However, the Executive Board recognizes the undesirable state of ambiguity that this situation presents.

In the coming months, and by the end of September, the Executive Board will investigate which data source represents the most accurate portrayal of the actual membership of Feds constituencies, and deliver a report to Board, including with a recommended procedure to ensure that future allocation decisions are transparent, predictable and accurate.
BUDGET AND APPROPRIATIONS

Scope and Definitions:

1. Executive Board: Executive Board is responsible for outlining and communicating the yearly strategic goals that are to be achieved through resource allocation. The Executive Board will act in the best interests of the membership, and work towards implementation of their action plans where reasonable and financially feasible for the Corporation. The Vice President, Operations & Finance (VPOF) is responsible for preparation of a Budget, in consultation with the Executive Board, Students’ Council, and the Board of Directors.

2. Budget & Appropriations Committee: Budget & Appropriations Committee is responsible for an in-depth review of any prepared budgets. The Budget & Appropriations Committee is responsible for reviewing department budgets in relation to the strategic policy directions established by Council and the Federation’s Strategic Plan. The Committee will review the proposed budget for the value of expenditures generally, and provide tangible recommendations on approval of the budget to Council. Budget & Appropriations Committee shall ensure Executive Board’s formulated budget proposals act on the strategic direction for the membership as it pertains to expenditure of member dues. Budget & Appropriations Committee will regularly evaluate the budgetary process and underlying procedures to improve efficiency in the budget preparation and shall receive year-to-date actuals of expenditures to ensure use of resources is in alignment with their allocation.

3. Students’ Council: Students’ Council shall ensure the Executive Board’s formulated budget vetted by Budget & Appropriations Committee is in the best interests of membership and review the Executive action plans to generally establish whether the proposed budget conforms to the strategic direction of the Corporation as established through policy and Executive goals. Council is empowered to prepare and approve the Federation of Students’ annual budget, insofar as the budget pertains to the expenditure of members’ dues, and exempting those portions of the budget restricted by the Board.

4. Board of Directors: The Board of Directors holds the final authority for approval of the Federation of Students financial expenditures. The Board will consider the budget prepared and approved by Council, in conjunction with the strategic directions established in the Long Range Plan and Executive Board action plans in arriving at its decision.
Budget Preparation:

4 Month Budget- May – August or until the VPOF elect creates and receives approval for the current fiscal year’s budget.

Operating budget
The outgoing Vice-President, Operations and Finance shall, with the advice and consent of the outgoing Budget & Appropriations Committee, create a 4-month budget that will identify operating costs that are fixed along with targets that are deemed appropriate for organizational need for the first 4 months of the fiscal year. These expenditures shall generally be based on the allocations from the previous 8-month budget. The expenditures allocated in this budget shall be based off the actual operating costs to ensure the organization is operational for the initial portion of the Spring term. This budget will bridge new Executive, Councilors, and Directors into the preparation of an 8-month budget over the course of the Spring term.

This budget shall be up to a 4-month period and will expire on Aug 31st of each year or will be considered replaced when the 8-month budget is approved by both Students’ Council and the Board of Directors.

Fiscal Year Budgeting Process

The dates within this procedure apply to the case in which the target date for presentation of the budget to the Students’ Council second meeting. This schedule is to act as a guideline to the Vice-President, Operations and Finance and the Budget & Appropriations Committee of the Federation of Students.

March: The Vice-President, Operations and Finance obtains projected enrolment figures for the Spring and Fall terms and calculates the expected total Federation of Students Fees to be collected. In co-operation with the Vice-President, Operations and Finance elect and the General Manager, the Vice-President, Operations and Finance shall circulate a Budget Preparation Package to the Business Managers.

First Meeting of Students’ Council: A Budget & Appropriations Committee will be struck at the first meeting of the new Students’ Council.

April: All current executives shall work with executives-elect and the appropriate managers to determine appropriate budgets for the upcoming year based off organizational priorities, Council stances, and incoming executive priorities.

Note: The term Vice-President, Operations and Finance refers to the newly elected Vice President, Operations and Finance from this point forward in this procedure.
May: The draft service budgets shall be completed and circulated to the Executive Board, the Budget & Appropriations Committee, and the appropriate service directors. Concerns can be addressed to the Vice-President, Operations and Finance, and justification for suggested changes will be received in writing. The Budget & Appropriations Committee shall meet to discuss these concerns. If changes are deemed warranted and possible, they will be completed and approved prior to the budget being brought forth to Council.

June: The budget shall be brought forward to the second meeting of Council, and will be presented no later than the third.

This is to allow for proper actuals to be obtained from year previous and to have more accurate budget proposal. This in turn will also mitigate the changes needed to be made in subsequent months due to having more accurate data to calculate resource allocation.

Ongoing termly: The Vice President, Operations and Finance is responsible for providing a termly updates to Council and Budget & Appropriations Committee regarding the budget-to-actuals. Budget & Appropriations Committee will review the information and compile a report with the Vice President, Operations and Finance to Council. This will be completed at least once per academic term in a governing year. The Council meeting where the updates are provided is subject to the discretion of the Vice President, Operations and Finance. Under the direction of the Vice President, Operations & Finance, the Budget & Appropriations Committee will regularly evaluate budgetary process and underlying procedures to improve efficiency in budget preparation.

The Budget & Appropriations Committee is not limited in the number of meetings and so, shall meet as required throughout this process to ensure information and resource allocation is communicated in an effective manner. It is essential that Budget & Appropriations Committee works in the most efficient manner possible. It is recommended that Budget & Appropriations Committee meet at least termly to assess appropriations and year-to-date expenses.

Formatting of the Budget

1. Budgets shall be created in a report template.
2. The template shall include the previous fiscal year budget and actuals along with the proposed budget for the upcoming fiscal year.
3. Each department shall have a written component to the budget that outlines strategy, highlights and explains how the budget meets strategic priorities, and demonstrates value-for-money for the expenditure of member dues.
4. Changes in line items, and their creation or deletion, shall be explained in a concise manner.
5. The report shall include a Corporate Overview produced by the Board of Directors and Budget & Appropriations Committee.
6. The report shall be published to be available to the entire membership

8-Month Budget Preparation:
Presentation of the Budget Draft
Prior to the Meeting
1. The budget draft shall be circulated to Councilors as part of the Agenda package. This draft should include the budget figures from the previous year as well as available actuals (or best approximations where necessary). In addition, the report shall include the justifications listed above.
2. A copy of the budget draft will be made available on the Federation of Students Website.
3. A copy of the budget draft will be made available for review in the Federation of Students Office.
4. The Vice-President, Operations and Finance will make themselves available to Councilors in the weeks leading up to this Council meeting to answer questions.
5. Vice-President, Operations and Finance shall respond to budget inquiries as soon as reasonably possible.

At the meeting:
1. The Vice-President, Operations and Finance shall explain how the Federation of Students fee contributes to the budget and justify the figures presented.
2. The Vice-President, Operations and Finance shall present the budget figures and provide justification where they deem necessary. Further, the Vice-President, Operations and Finance shall answer questions directed from Students’ Council and provide clarification where necessary.
3. The Speaker shall invite commentary on the Budget, following review by the Vice-President, Operations and Finance.
4. Suggested modifications will be presented by members of Students’ Council to the Vice-President, Operations and Finance and voted upon.
5. If no concerns are brought forth, and the presented budget has been approved by Budget & Appropriations Committee prior to presentation to Council, the budget may be voted upon for approval.

Budget Draft Revision
1. The Budget & Appropriations Committee shall take the approved modification suggestions and revise the budget draft where necessary and possible.
2. A new budget proposal containing these modifications shall be presented at the third meeting of the spring term, or at an emergency budget meeting called by the Executive Board if necessary. The presentation shall follow the same procedure as outlined above. At this time, the Vice-President, Operations and Finance will either recall the Budget & Appropriations Committee to make further revisions based on the new set of recommendations, or seek a motion to approve the budget as updated. If the budget does not gain approval, the Budget & Appropriations Committee shall be recalled to further modify the budget based on these recommendations and seek approval at the next council meeting.
3. Once Council approval is given for the Federation of Students’ Budget, exempting those portions restricted by the Board of Directors, it shall be referred to the next Board of Directors meeting for final approval. Final authority to approve or reject financial expenditures rests with the Board of Directors. If the Board of Directors wishes to modify or amend the budget as it pertains to members dues any such modifications, excepting
those to portions of the budget restricted by Board, must seek approval by Council for the expenditure of member dues pursuant to Bylaws (Article 8 Section 7).

Note: Council may, through a motion to “suspend of the rules”, per parliamentary authority (RONR 11th Edition), move to approve budgetary modifications and line-items on the floor.

Budget Revision, Deviation, and Procedure Review
1. The Vice-President, Operations and Finance shall review the approved Budget with the Executive Board and any relevant staff members.
2. In the case of line items within a Department, funds may be transferred between lines upon written application to the Executive Board member responsible for that service and approval by the Executive Board. Budget & Appropriations Committee should be informed in the event of changes to the Students’ Council approved budget.
3. A deviation in the expenditures of a budget line from the budgeted amount by greater than 10%, if equal to or exceeding $500, must be presented to the Board of Directors for approval. Notwithstanding the foregoing, any deviation equal to or exceeding $1,000 must be presented to the Board of Directors for approval. Budget & Appropriations Committee should be informed in the event of changes to the Students’ Council approved budget.
4. All revisions thereafter must comply with the Board of Directors budget procedure.
5. All changes to the Students' Council budgetary procedures are subject to approval from the Budget & Appropriations Committee and Students’ Council.

Budget-to-Actuals Review
1. Budget & Appropriations Committee shall be recalled by the Vice President, Operations and Finance, to review the end of year actuals. Actuals shall be compared to the budget and deviations shall be justified.
2. Budget & Appropriations Committee shall prepare budgetary and procedural recommendations with the out-going Vice President, Operations and Finance, to the incoming Vice President, Operations and Finance, the incoming Council.

Committee Proceedings and Confidentiality
1. The deliberations of Budget & Appropriations Committee prior to the disclosure of a finalized budget draft or report to the Students’ Council shall, if necessary, be conducted in confidentiality.
2. All members of the Budget & Appropriations Committee will be required to annually complete and submit a Confidentiality Declaration, which will be in congruence with the requirements of those procedures established by the Students’ Council and Board of Directors, to the Vice President, Operations & Finances upon their election or appointment to the committee.
3. The committee may vote to make any matter or records pertaining to budget deliberation public, save those which are restricted by the Board of Directors. No such action shall be conducted without the support of the Vice President, Operations & Finance.
Committees of Students’ Council

A. Overview

I. Purpose
1. This procedure outlines operational elements of the meetings of Students’ Council Standing Committees and ad-hoc committees. The procedure clarifies participating in the meeting through telecommunications, committee status, reporting requirements, and attendance at committee meetings.
2. This procedure also outlines each of the Standing Committees of Council.

II. Date of Approval and Review
1. This procedure shall be reviewed at least once per year.

B. Duties and Powers
The Committees shall:
1. Carry out the duties listed in their terms of reference and in accordance with any other instructions of Council;
2. Provide a written report on the activities of the committee, to Council, at least once per term; which will be presented by the Chairperson, or a designate thereof.
3. The Chairperson, or a designate thereof from the Committee, shall provide an oral report to Council monthly on the activities or deliberations of the Committee. The Chairperson shall report the regular attendance and absences of members to the Secretary of Council monthly.
4. Appoint, unless otherwise listed in these procedures, a Chairperson and Vice Chairperson for the Committee.

C. Committee Membership
1. When a committee's membership specifies that a position is reserved for at-large positions, then Councillors shall be eligible to be appointed only when there is no at-large student interested in that position.
2. Where a committee's terms of reference do not specify otherwise, the term of office of a committee member is until the end of the governing year of the Council that appointed them.
3. Where a committee's terms of reference specify that the term of office of a committee or a member is a year, and no other context is provided, then that means a Council governing year.

D. Meeting Participation
1. All committee meetings shall be open to the public unless the committee determines that there is a need for confidentiality when considering a specific item of business. Confidential business shall still be recorded in committee minutes, and may be redacted at the consent of the chairperson of the committee and Speaker of Council.
2. Any member of the Federation may request that the chair of a committee inform them of the time and location of meetings of that committee, and the chair shall honour such a request.
3. If a member of a committee cannot be physically present, members may participate in a meeting through telecommunications whenever practical.
4. Members may not send a proxy to a committee meeting on their behalf; and
5. A committee may limit the amount of debate permitted on a motion or discussion, but not to fewer than two 10-minute speaking turns per member. A member may allow a visitor to use one of their speaking turns if the committee does not grant a turn to the visitor.

E. Removal of Committee Members
1. A committee member shall be considered absent from a meeting if they either do not attend or are more than 15 minutes late. The chair may excuse an absence if they were informed 24 hours prior to the committee meeting, or if extenuating circumstances apply. The chair's decision is final. All absences, and their justification, shall be recorded and provided to the Secretary of Council.
2. If a member has one (1) unexcused absence or four (4) absences to a committee, the chair must notify the member that they are at risk of removal. If, after being warned, they incur an additional excused or unexcused absence, as appropriate, then the chair may remove them from the committee, effective immediately.
3. When a chair removes a member from a committee, they shall inform the Secretary of Council, who shall report the matter to Council. Council shall consider a motion to reinstate the removed member at its next meeting.
4. If Council reinstates the removed member to the committee, then the member's absence count shall reset to zero (0), however, Council may set lower absence thresholds for the member's removal, either for a probationary period or for the remainder of their term on that committee.
5. If committee's membership status impedes the committee’s ability to fulfill its mandate, the chair can request that the President of the Federation of Students call a special meeting of Council to elect new members onto the committee. The President shall honour such a request if it is feasible and if the matter cannot wait until the next regular meeting of Council.
6. If a committee’s Chairperson fails to hold regular meetings, follow procedure, or is otherwise unable or unwilling to perform their duties, the Vice Chairperson shall hold meetings and, if determined by the Committee, shall assume the role for the remainder of
the governing term of Council. If both Chairperson and the Vice Chairperson are unable or unwilling to execute their duties, the Committee may appoint a Chairperson pro tem to fill the role and report the matter to the Speaker of Council.

7. Nothing in this section limits Council's authority to appoint or remove members from committees or to delegate that authority.

J. Standing Committees

I. Policies & Procedures Committee *(Elected yearly at the beginning of each governing term)*

a. Responsibilities

1. Ensure that Students’ Council policies and procedures are consistent with the bylaws of the corporation;
2. Review student councilor(s) policy proposals;
3. With the assistance of the Research and Policy Officer, the PPC and student councilor(s) will conduct research to develop and draft the policies;
4. Propose amendments, renewals, and newly developed policies and procedures to Council;
5. Ensure that any unwritten procedure commonly utilized by the Corporation be proposed in the form of a written procedure;
6. Ensure that the policy and procedure manual is updated and complete.

b. Membership

1. The President who shall be Chair; and
2. Two (2) voting members of Students’ Council;
3. Two (2) student-at-large;
4. The Speaker of Student’s Council, as a non-voting resource member; and,
5. The Research and Policy Officer, as a non-voting resource member.

c. Meetings

1. Meetings shall be held at least two weeks prior to each scheduled meeting of Students’ Council.
2. Meetings shall be held regularly between scheduled meetings of Students’ Council if any policies or procedures or proposals thereof are approved in First Reading.
3. A vice chair of the committee, appointed from the committee’s councilor membership, shall conduct the business of meetings if the chair is unable.

A. Term of Office

1. The term of office shall be one (1) year.
II. Budget & Appropriations Committee *(Elected yearly at the beginning of each governing year)*

**a. Responsibilities**

1. Assist with budget preparation in accordance with the Council Procedure governing budget and appropriations.
2. To review year-to-date expenditures and ensure consistency with the Council-approved budget, except where restricted by Board or where limited by Council Procedure procedures.
3. To assess budget-to-actuals and make recommendations to incoming Council and Vice President, Operations and Finance, as needed.
4. To continuously review and recommend improvements to the Council Procedure governing budget and appropriations to maximize efficiency.

**b. Membership**

1. The VPOF and VPOF-elect, as co-chairs;
2. 2 Directors for the fiscal year of the committee's term who are not Executives;
3. 1 Councillor for the fiscal year of the committee's term;
4. 1 student at-large; and
5. the General Manager as a resource member.

**c. Meetings**

1. Meetings shall be held as necessary at the discretion of the Chair.

III. Campus Life Advisory Committee *(Elected yearly at the beginning of each governing year)*

**a. Responsibilities**

1. Conducting regular evaluation of all programs within the student life/internal portfolio to examine the effectiveness and classification of each service, commission, or working group;
2. Identify the need for additional services and research/develop service proposals;
3. Recommend the creation and termination of services or other programs to Council;
4. Advise the VP Student Life on social issues and other issues related to campus life, including inequity, diversity, and mental and physical health;
5. Review the need for new services, administer services implementation, and oversee the development of those services;
6. Identify the desired outcomes and key performance indicators for new and existing Services;
7. Periodically (every 5-6 years) review and revise the evaluative process outlined in Council Procedure 25;
8. Consult with campus life staff as necessary; and,
9. Receive and review the annual service and commission reports to Student Council and make recommendations accordingly.
b. Membership
1. The Vice-President, Student Life, who shall be Chair;
2. Two (2) Councillors, one of whom shall be Vice Chair;
3. Two (2) students at-large;
4. The Director, Campus Life as a non-voting resource member; and,
5. The Services Manager as a non-voting resource member and as Secretary.

c. Meetings
1. Meetings shall be held at least three (3) times per academic term. To accomplish regular service review outlined in Council Procedure 25, it is prudent for CLAC to meet every two (2) weeks.

d. Term of Office
1. The term of office shall be one (1) year.

IV. Internal Administration Committee *(Elected termly at the beginning of each calendar term)*

a. Responsibilities
1. Administer Federation of Students’ clubs and services in accordance with the provisions of the Council procedures governing clubs and services;
2. Solicit nominations for the Federation of Students Leadership and Campus Life Awards.
3. Organize, administer, and award the Federation of Students Leadership and Campus Life Awards in accordance with the appropriate procedures.

b. Membership
1. The Vice-President, Internal, who shall be chair;
2. Two (2) Councillors;
3. Two (2) students at-large;
4. The Clubs Manager as a non-voting resource member and as secretary; and
5. The Services Manager, as needed as a non-voting resource member.

c. Meetings
1. Meetings shall be held at least three (3) times per academic term.

d. Term of Office
1. The term of office shall be one (1) academic term.
V. Education Advisory Council

a. Purpose

1. To advise the Vice-President, Education on matters relating to academic policy issues at the University of Waterloo, especially those being considered by the Senate and its related bodies.
2. To advise the Vice-President, Education on matters relating to the Federation's municipal, provincial and federal advocacy;
3. To advise and assist the Vice-President, Education in engaging with the membership on current issues, through means such as, but not limited to educational campaigns, membership surveys and external partnerships;

b. Responsibilities

1. To review and recommend updates of Students' Council's standing policies relating to the Education portfolio to the Policy and Procedures Committee and Students' Council;
2. To propose policy stances, from time to time, to the Policy and Procedures Committee and Students' Council on issues of major and ongoing concern to students;
3. To make decisions, from time to time, as deemed appropriate by the Committee, on the Federation's stance on urgent matters of concern to students;
4. To serve as the primary forum and focus groups for the Vice-President, Education and for campus partners who wish to gather student feedback on academic issues, and for the review of draft research papers presented by affiliate organizations including, but not limited to the Ontario Undergraduate Student Alliance.

c. Membership

The voting membership of the Committee shall be

1. The Vice-President, Education, who shall normally serve as Chair;
2. The President;
3. All Commissioners from the Vice-President, Education Portfolio;
4. Up to three (3) members of Students’ Council;
5. Up to three (3) at-large members appointed by the Committee, to be ratified by Students’ Council;
6. The Vice-President Academic or Vice-President Education of:
   a. Applied Heath Studies Undergraduate Members
   b. Arts Student Union
   c. Engineering Society A or B, whichever is "on" term;
   d. Environment Students’ Society
   e. Mathematics Society
   f. Science Society

The ex-officio, non-voting membership of the Council shall be

1. The Research and Policy Officer, who shall normally serve as the Secretary;
2. The Stakeholder Relations Manager, who shall serve as a resource member;
3. The Speaker of Students' Council;
4. All student Senators;
5. The Vice-President Academic of Engineering Society A or B, whichever is "off" term;
6. The Presidents of:
   a. Applied Health Studies Undergraduate Members
   b. Arts Student Union
   c. Engineering Society A or B (whichever is "on" term)
   d. Environment Students’ Society
   e. Mathematics Society
   f. Science Society

7. A representative from each student society operating at satellite and AFIW campuses:
   a. Conrad Grebel Students' Council
   b. Global Business and Digital Arts Society
   c. Renison Academic Student Council
   d. St. Jerome's Union
   e. Waterloo Architecture Student Association

   d. Meetings

1. The Committee shall meet at least three (3) times per academic term.
2. Quorum shall be a majority of voting members.
3. Meetings of the Committee shall normally be open. Notwithstanding, the Chair may, from time to time, when topics discussed are of a sensitive nature, determine that a meeting or part thereof be conducted in confidence.
4. Speaking rights shall normally be reserved to voting and ex-officio members of the Committee. Notwithstanding, the Chair may, from time to time, grant limited speaking privileges to guests.
5. When the Vice-President, Education in unable to Chair, they will appoint one of the member Commissioners to serve as Chair.

   e. Term of Office

1. The term of office for at-large and Councillor membership shall be one (1) academic year, ending April 30 of the year of service. All other members' membership is contingent on retaining their position.

   f. Other Notes

1. In general, issues related to Cooperative and Experiential Education will not be under the purview of this committee. These will be discussed at Coop Students' Council. When appropriate, updates will be provided by the Vice-President, Education to the Committee.
2. In general, issues related specifically to academic and operation concerns at the Kitchener, Cambridge and Stratford campuses will not be under the purview of this committee. These will be discussed at the Executive Committee. When appropriate, updates on these issues will be provided by the Vice-President, Education to the Committee.
VI. President’s Advisory Committee *(Elected yearly at the beginning of each governing year)*

**a. Responsibilities**

1. Advise the President on decisions made regarding University representation including student services, undergraduate student issues, and business of the University Senate.
2. Make decisions on behalf of Students’ Council relating to the Presidents’ portfolio. Such decisions may only be made when, in the opinion of the committee, they justifiably do not warrant the consideration of Students’ Council and are approved by the Speaker.
3. Make recommendations to the President on Feds governance structures.
4. Provide advice and recommendation on student appointments by the President to University committees for consent by Council.

**b. Membership**

1. The chairperson who shall be the President;
2. One (1) voting member of the Board of Directors, to be elected by Students’ Council at the start of each academic term;
3. Up to two non-Executive (2) members of Students’ Council to be elected by Students’ Council at the start of each academic term;
4. Up to two (2) students-at-large to be elected by Students’ Council at the start of each academic term;
5. Research and Policy Officer, *ex officio*, non-voting; and,
6. Speaker (or Deputy Speaker) of Council, *ex officio*.

**c. Meetings**

1. This committee must meet at least once monthly, excluding the exam period.

**a. Term of Office**

1. The term of office shall be one (1) academic term

VIII. CO-OP Students’ Council *(Elected termly at the beginning of each calendar term)*

**a. Responsibilities**

1. The Co-op Students’ Council is a body that meets to facilitate regular feedback channels between undergraduate students and the Department of Co-operative Education and Career Action and the Federation of Students on issues relating to co-operative education. It is a forum for students to advise the Vice President, Education, and CCA staff of current attitudes and opinions towards existing operations and to provide suggestions and advice for improvement. The Council’s mandate covers a range of CCA operational issues including: job placement software (e.g. WaterlooWorks), student-staff
relationships at CCA, student support through co-op process, progress on CECA projects, employment standards, availability and diversity of jobs, etc.

2. Such other tasks or mandates as ordered by the Vice President, Education, or requested by the Department of Co-operative Education and Career Action.

b. Membership

1. The Vice-President, Education or a representative thereof whose mandate includes co-operative education matters, who shall be Chair;
2. Three (3) voting members of Students’ Council enrolled in co-op, elected termly;
3. Two (2) students-at-large enrolled in co-op, elected termly;
4. Faculty Society student representatives of the Co-operative Education Council or a designated student enrolled in a co-op program;
5. Representatives from respective student societies operating at a satellite campus and Affiliated and Federated Institutions of Waterloo that offer co-op programs (Cambridge, Kitchener, St. Jerome’s, Renison);
6. Director, Student & Faculty Relations, non-voting
7. Co-op Student Experience Manager, non-voting

c. Meetings

1. This committee must meet at least two times per academic term.
2. Quorum for any meeting of this committee shall be a majority of those members elected by Students’ Council.

X. Internal Funding Committee

a. Responsibilities

1. Administer the Enterprise, Opportunity, and Innovation Fund and the Special Projects Fund in accordance with the appropriate procedures.

b. Membership

1. The Vice-President, Internal, who shall be chair;
2. Two (2) Councillors;
3. Two (2) students at-large; and
4. The Campus Life Director, as a non-voting resource member.

c. Meetings

1. This committee shall meet as needed to fulfill their duties.
**d. Term of Office**

1. The term of office shall be one (1) year.

**XI. Honorary Lifetime Membership Committee**

**a. Responsibilities**

1. Solicit nominations for honorary lifetime memberships.
2. Review the names of individuals for consideration for honorary lifetime membership in the Federation of Students, in accordance with the appropriate procedures.
3. Prepare a report recommending individuals for honorary lifetime membership, which shall be presented to the March General Meeting on behalf of Council.

**b. Membership**

1. The President, who shall be chair;
2. The General Manager, as a non-voting member;
3. One (1) Director;
4. One (2) Councillor; and
5. Three (3) students-at-large.

**c. Meetings**

1. The committee will meet as necessary to fulfill its duties.

**d. Term of Office**

1. The committee will be formed at the first meeting of the Winter term.
2. The term of the committee shall be one (1) academic term.
Mental Health Policy

Definitions

1. President’s Advisory Committee on Student Mental Health (PAC-SMH): A university committee formed in summer 2017 to collect information on student mental health and develop a set of recommendations to improve wellness on campus.

2. Question, Persuade, Refer (QPR) training: This training teaches students, staff, and faculty how to recognize and support someone who may be having thoughts of suicide. It is an education and awareness program that provides direction as to how to Question a person with thoughts of suicide, how to Persuade them to get help, and how to Refer the person to appropriate professional resources. Training content includes “How to Question, Persuade and Refer someone who may be suicidal”, “How to get help for yourself or learn more about preventing suicide”, “Common causes and warning signs”, and “How to get help for someone in crisis”. The duration of this training is 1.25 hours.

3. MHFA Adults Who Interact with Youth is a program that focuses on mental health problems and first aid for youth ages 12 to 24.

4. Mental Health First Aid Basic (MHFA Basic) and Mental Health First Aid Adults Who Interact with Youth: MFSA is help provided to a person developing a mental health problem or experiencing a mental health crisis. It is given to someone experiencing a mental health issue until appropriate treatment is found or until the crisis is resolved. The MHFA Canada program aims to improve mental health literacy and provide the skills and knowledge to help people better manage potential or developing mental health problems in themselves, a family member, a friend or a colleague.

5. [TO DO] Crisis Support Worker Vs. Counsellor vs. Psychologist vs. Psychiatrist

Policy

I. Campus Life Advisory Committee Responsibilities

WHEREAS PAC-SMH was primarily comprised of faculty, department heads, representatives from different campus resources; only two seats were occupied by undergraduate students (Feds President and one student at large).

BIRT the Federation of Students empowers the Campus Life Advisory Committee (CLAC) to evaluate existing mental health programs, establish new programs if necessary, and advocate for change throughout campus.

BIFRT CLAC will be responsible for creating a timeline for the implementation of the actions prescribed in this article and will be responsible in working with the Feds Executive to implement it.

BIFRT CLAC will endeavour to promote a positive school environment with many opportunities for engagement with the school community through Feds’ various services and programs.
II. Mental Health Training

WHEREAS the PAC-SMH report Recommendation #17 prescribes extending opportunities and encouraging faculty to participate in various forms of Mental Health training offered on campus.

WHEREAS the University of Waterloo currently offers ten free annual "Mental Health First Aid Training" (hereafter “MHFA”) campus wide,

WHEREAS MHFA Basic was developed to help people provide initial support to someone who may be developing a mental health problem or experiencing a mental health crisis,

BIRT that the Federation of Students strongly advocates for the administration of Question, Persuade and Refer (QPR) training, or a similar program, for all new faculty and staff that interact with students. Training certification should be renewed as needed.

BIFRT that the Federation of Students will train all its full-time employees who interact with students with QPR training;

BIFRT that the Federation of Students advocates for a cost-benefit analysis gauging the feasibility of expanding the Mental Health First Aid Basic and Mental Health First Aid Adults Who Interact with Youth

BIFRT that the Federation of Students advocates to the University of Waterloo for more mental health training for new employees, staff and faculty.

III. Counselling Services

WHEREAS the PAC-SMH Report Recommendation #27 intends increasing the number of wellness support workers to “1 counsellor/psychologist FTE for every 1,000 students”,

WHEREAS there exists a backlog for psychological assessments of _____ and normal counsellors are not qualified to perform psychological assessments,

WHEREAS counsellors currently divide their time between intake, traditional counselling, case work, facilitating workshops/seminars, staff training/hiring, on-call duties and crisis support work,

WHEREAS the PAC-SMH Report Recommendation #20 advocates for the university to “Develop a campus-wide training program in resiliency”,

BIRT the Federation of Students will work with the university to gauge the feasibility of offering resiliency seminars.
BIRT the Federation of Students recommends the additional hiring of 5 crisis support workers, separate from the core team of counsellors, to solely deal with daily high risk cases and crisis that arise on campus.

BIFRT Feds lobby the University to implement PAC-SMH Report Recommendation #27, particularly ensuring there is 1 counsellor/psychologist for every 1,000 students.

BIFRT the Feds President and VP of Education work with PAC-SMH to deliver a public breakdown of the tasks and roles of all the wellness support workers in addition to the number of the new counselling positions that have been filled and any vacancies in those positions.

BIFRT Feds recommends the university hire assessment psychologists whose primary role would be to perform psychological assessments to eliminate the current backlog.

IV. Advertisement of Mental Health Services

WHEREAS many students are not aware of existing mental health programs on campus,

WHEREAS PAC-SMH Report Recommendation #20 prescribes to make “information and resources about mental health easy to find”

BIRT Feds will devote more resources into advertising the existing Feds, University, and external mental health programs available to students.

BIFRT Feds will advocate to the University and the faculties to develop a plan of informing students of mental health services provided by the organization.

BIFRT Feds will implement an information session describing mental health resources during orientation for incoming students, and will provide that information within orientation literature. This will be done in cooperation with university faculties.
Value-for-Money Policy

Definitions

1. “Request for Proposal” (RFP) refers to a solicitation for proposals, through a bidding process, by the Federation of Students for interest in procurement of vendors, services or assets (eg. Auditor or Legal Counsel). RFP is a standard process for any large procurement expense on an external contract.
   a. “Proponent” or “Bidder” refers to the entity that submits a Proposal in response to this RFP.
   b. “Services” refers to any services proposed by the Proponent as a response to this RFP.
   c. “Selected Proponent” refers to the Proponent that has been awarded the right to negotiate and complete an Agreement with the Federation of Students to be approved by the Board of Directors.

2. “Ongoing Contracts” means a contracted service provided to Federation of Students that would normally be provided year-over-year.

3. “Agreement” refers to an agreement executed with the Federation of Students for the provisioning of the services on terms and conditions deemed satisfactory by the Board of Directors. The terms and conditions of the Agreement will be discussed and negotiated between the Board of Directors of the Federation of Students and the Proponent.

4. “Value-for-money” (VFM, “value”) is the achievement of a desired procurement outcome at the most suitable, but not necessarily the lowest, price based on balanced consideration of financial and nonfinancial factors relevant to the procurement which is used to benchmark expenditure in service provision, use, and conclusion.

5. “Principal Actors” is defined as the governing body, person, or persons, directly responsible for the design, tendering, approval, and/or ratification of an agreement, memorandum, or contract involving the provision of services to the Corporation in exchange for money. In accordance with the Bylaws, the Board of Directors is the ultimate principal actor on all such matters, though this definition may also include those to whom they have lawfully delegated authority.

Policy

WHEREAS Requests for Proposal should reflect the long term strategy and short term operational objectives of the corporation,

WHEREAS the Federation of Students believes in achieving the optimum value per student dollar spent and strives for continuous improvement in all aspects of service delivery to students,
WHEREAS the Federation of Students believes in balanced consideration of minimum cost to students for services and quality of service;

BIFRT principal actors responsible for any major expenditures or ongoing contracts must always be able to demonstrate the superior value-for-money of that expense relative to comparable options;

BIFRT any ongoing contractual expenses shall be reviewed for value by the responsible principal actor at least once every five (5) years through a reportable mechanism, such as a Request for Proposal;

BIFRT summary documentation to describe the nature of any contractual expenses of the Federation of Students shall be developed and updated periodically, in a manner determined by the Board of Directors, to inform the general membership of such;

BIFRT the Board of Directors shall regularly review the corporation for continuous improvement in the way in which it exercises its functions, having regard to the value-for-money of membership dues through assessment of:
   a. effectiveness -- reviewing the impact of spending by reviewing outcomes, and
   b. efficiency -- reviewing the productivity of the corporation, and
   c. economy -- reviewing contributing factors to the provision of services and operations, and shall provide Students’ Council an annual report of such;

BIFRT the Board of Directors shall develop operating procedures to reflect the above principles that shall:
   a. prioritize accountability, transparency, long term strategy considerations, and maximization of free market competition weighted by performance history, and
   b. Incorporate assessment of flexibility to adapt to changes, analysis ensuring whole-life costs of any such actions are commensurate with budgeting and long term financial considerations and include associated transaction costs, and
   c. seek to achieve or advance the Federation of Students’ policy or advocacy objectives in a manner that satisfies stakeholders;

BIFRT the Students’ Council and its committees shall attempt to maximize value-for-money in the regular assessment of student-run services and annual budgetary preparation:
   a. through appraisal of the needs and priorities of the undergraduate student body, and
   b. by ensuring appropriate cost with regard to level of quality provided in the provision of services to students, and
   c. by ensuring services are adequately delivered to meet students’ needs, and
   d. through regular review of student services' reporting to ensure continuous improvement;

BIFRT the Students’ Council shall develop procedures to reflect the above principles.
Proposal: Freedom of Information and Secrecy in Corporate Governance Policy

Definitions

1. An “Entity” refers to any employee, agent, subsidiary, organ, service, society, club, commercial operation, commission, committee, or governing body within the Federation or with which the Federation participates or is party to. This classification shall be stratified:
   a. “University Entity” shall indicate a body to which the Federation holds membership, seats, or serves on within the governing structure of the University of Waterloo (e.g. UW Senate);
   b. “External Entity” shall indicate a body to which the Federation is member of or party to (e.g. Ontario Undergraduate Student Alliance);
   c. “Internal Entity” shall indicate any entities internally governed, administered, or overseen by or reported to within the Federation of Students; and
   d. “Autonomous Entity” shall indicate those societies or subsidiaries with autonomous financial control and independent governing boards within the Federation structure.

2. “Freedom of Information Request” means any request by membership for documentation of the Federation or entities of the Federation that complies with the law and those restrictions established by the Board of Directors pursuant to this policy.

3. “Exemption” refers to the right or privilege to dispense with general rules, policies, or procedures pertaining to Freedom of Information requests subject to the limitations as established herein.

4. “Confidential” or “Confidential Matters” refers to deliberations, records, or documents that fall under confidential or in camera sessions of governing bodies, or any other information reasonably restricted by the Board of Directors through procedures established pursuant to this policy.

Policy

WHEREAS, Policy 1 Secrecy in University Governance declares the "essence of higher education is open and free discussion" which is "not realized when the governance of institutions of higher learning is conducted in secrecy" which begets situations where students and staff are unable to exercise their rights and responsibilities as members of the institution,

WHEREAS a restricted flow of information, inability to access such information, or failure to disclose what should be public information produces unnecessary and harmful tensions within the institution and degrades the atmosphere of openness, integrity, accountability, and transparency that are crucial to the effective oversight and operations of the organization,
WHEREAS the Federation of Students believes in equal and unfettered access to all
documentation regarding the corporation or arising from the regular business or operations of
the corporation by the membership; and therefore,

BIRT all decisions in the governance, administration, and operation of the Federation should be
made in a democratically open, transparent, and accountable manner;

BIFRT all documents, save those portions with business dealing with confidential matters,
should be made publically accessible and available upon request by a member of the student
body in a timely fashion without information withheld, except where deemed confidential by the
appropriate governing body;

BIFRT the Federation will comply with any and all solicitations for information in a timely
manner, save where such disclosure would breach confidentiality or contractual obligations,
including but not limited to making public and accessible all procedures for request of
documentation from any entity of the Federation; and, further, the Federation will respond to
requests for information within two (2) business days;

BIFRT the Federation shall not unduly withhold publication or disclosure of decisions of
governing bodies within the Federation or those external or university entities the Federation is
member to; and, further, the Federation shall disclose all records of deliberations of its
governing bodies within seventy-two (72) hours of approval of records unless directed by the
relevant governing body that it shall be made available sooner;

BIFRT the Federation shall advocate and appeal for the public disclosure or development of
procedural mechanisms for public disclosure of information by autonomous, external, and
university bodies;

BIFRT the Federation shall assist membership and other parties, as approved by Students’
Council, in the pursuit, acquisition, and release of documentation from autonomous, university,
and external bodies;

BIFRT Every exception to the principles of open decision-making and free access to information
must be justified by the person or persons making it. Exemptions to freedom of information
requests from membership and exemptions from timely public disclosures shall include:

1. Those specifically authorized under criteria\(^1\) established by the Board of Directors to be
kept confidential in the interest of legal affairs, commercial operations which under good
business practice would not ordinarily be publicly disclosed, matters pertaining to human
resources where such disclosures would violate right to privacy or the law, or such other
matters as deemed by the Board to substantially harm the Federation;

\(^1\) Any such criteria or procedures for authorized exemptions shall be made publically available pursuant to
this Policy.
2. Those related solely to the internal personnel rules, discipline, and practices that are restricted under UWaterloo Human Resources policy and related agreements with the Federation’s Board of Directors;

3. Documentation the disclosure of which would constitute a clearly unwarranted invasion of personal privacy under the Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c. F.31);

4. Those records or information compiled for contractual purposes prior to the finalization of contract negotiations, but only to the extent that the production of such records or information,
   a. could reasonably be expected to interfere with negotiation proceedings, or,
   b. would disclose techniques, procedures, and other critical information limiting the negotiation capability of the Federation;

BIFRT if the Students’ Council feels or receives complaint that the Federation has acted arbitrarily or capriciously with respect to the withholding, they shall constitute a joint committee of the Officers of Board and Council, chaired by the Speaker of Council or a designate thereof approved by Council, which shall promptly initiate a proceeding to determine whether such grievance is legitimate and publish a written report of their findings for both Board and Council, that itself shall be accessible to the membership; and, if grievances are deemed legitimate, the Board of Directors shall determine if disciplinary action is warranted against the individual or entity who was primarily responsible for the withholding;

BIFRT any bylaws, charters, policies, procedures, plans, contracts where not restricted by the Board, and reports of the Federation of Students shall be made publically available to membership and listed on the Federations’ website; any modifications or amendments made to policies or procedures by the relevant governing body shall be updated and disclosed within seventy-two (72) hours unless directed by the relevant governing body that it shall be made available sooner;

BIFRT contracts to be deliberated on or authorized by Board of Directors shall be reviewed by Council or their appointed representative(s), before such a measure goes to a vote, who shall provide their written opinion on whether the proposed contract is consistent with the view of their constituents and shall not harm them;

BIFRT the Federation shall strive to provide reasonable opportunities for public review and questioning by the membership of any major decisions that are likely to impact undergraduate students;

BIFRT the Board of Directors shall develop operating procedures to reflect the above principles that shall prioritize accountability and transparency; and,

\[2\] Any such written opinion of Council shall be non-binding and shall be made publically available to the membership.
BIFRT the Students’ Council shall develop procedures to reflect the above principles that shall prioritize accountability and transparency.
Math & Computer (MC) Air Quality Concerns Memorandum
Deon Hua, Mathematics Council

Executive Summary

Last week, a post was made on the /r/uwaterloo subreddit claiming that the air quality in MC is poor and is causing respiratory discomfort. The author believes that the building’s air quality is the source of their ‘bronchitis and persistent cough’. In addition, the author claims that they observed pm$_{2.5}$ levels of 71.3 µg/m$^3$, measured on a personal air quality measuring device. Numerous responses to the original post from other students indicated similar concerns and corroborated the account, including noting MC was not the only building where chronic exposure caused discomfort.

It is recommended that Council obtain more information about the air quality situation in MC by following up with the student, independently conducting tests in MC, as well as advocating the immediate air quality testing of MC by the University with results made publically available.

Observations

I was alerted to a reddit post about the air quality in MC last week. In the post, the student claims that the air quality in MC is poor and believes that it contributes to their ‘bronchitis and persistent cough’ as well as a multitude of other symptoms including but not limited to: dryness and irritation of eyes, nose, throat, and skin; headache; fatigue; shortness of breath; hypersensitivity and allergies; sinus congestion; coughing and sneezing; dizziness; and nausea.

The student claims that they have observed pm$_{2.5}$ levels of 71.3 µg/m$^3$ in MC. The US EPA’s pm$_{2.5}$ safe standard is set to 12 µg/m$^3$ annually and 35 µg/m$^3$ for a 24-hour period.

They were unable to measure levels of other particulates, such as pm$_{10}$, Volatile Organic Compounds (VOCs), dust, mould, and fiberglass.

Recommendations

As the amount of information available is currently limited, Council should investigate this concern further by:
- Following up with the student who posted on Reddit for further details and observations;

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1 https://www.reddit.com/r/uwaterloo/comments/8o6e51/poor_air_quality_in_mc_building_should_i_sue_the/

2 https://www3.epa.gov/region1/airquality/pm-aq-standards.html
- Independently conducting air quality tests in the MC building to verify the student’s observations with respect to $\text{pm}_{2.5}$;
- Independently conducting tests in the MC building for other types of particulates (e.g. $\text{pm}_{10}$, VOCs, dust, mould, and fiberglass); and
- Advocating to the University’s Environment, Health, and Safety Office to conduct its own review on the premises immediately and make public all air quality findings.

In the circumstance the claims are confirmed, Council should consider:
- Requesting the immediate relocation of all classes which may pose chronic or acute exposure risks to other buildings until such times as the situation can be adequately contained and addressed;
- Investigating air quality in other buildings on campus constructed the prior to 1990, to ensure the perceived risk is localized to MC; and
- Escalation of the matter to the Ministry of Health for health hazards and Ministry of Labour for provincial OSHA compliance concerns.
**Math & Computer (MC) Air Quality Concerns Motion**

**WHEREAS** there are student concerns about the air quality in MC, with respect to \( \text{pm}_{2.5} \) particulates and the impacts it has on student health;

**BIRT** Council tasks Mathematics Councillors to follow up with the student to obtain additional information regarding their findings, to share any further information with the Federation Executive Board, and present the results at the next meeting;

**BIFRT** Council directs the Federation to independently verify the levels of \( \text{pm}_{2.5} \) particulate levels in the MC building, report the results to the Federation Executive Board, and present the results to Council at the next meeting;

**BIFRT** Council directs the Federation to independently verify the levels of other particulates in the MC building, if feasible, including but not limited to: \( \text{pm}_{10} \), Volatile Organic Compounds (VOCs), dust, mould, and fiberglass; and to report any such air quality testing results to the Federation Executive Board, and present the results to Council by the next meeting;

**BIFRT** Council directs the Federation Executive Board to share any results to Council via the mailing list as information becomes available, but latest by the next regular meeting;

**BIFRT** Council tasks the VP Education to advocate to the University’s [Environment, Health, and Safety Office](#) to conduct its own immediate review on the premises and make public all air quality findings; and

**BIFRT** if any such testing conducted by the Federation or University demonstrates air quality concerns that are beyond recommended limits for health standards imposed by regulatory agencies, the Federation of Students requests:

1. the immediate relocation of all classes in MC which may be at risk of exposure to other buildings until such times as the situation can be adequately contained and addressed,
2. the prompt investigation of air quality in other buildings on campus constructed prior to 1990, to ensure that risk is localized to MC, and
3. escalation of the matter to the Ministries of Health and Labour.