Federation of Students’ Council Agenda

Regular Meeting

SLC MPR, UNIVERSITY OF WATERLOO
Chair: MICHAEL BEAUCHEMIN   Secretary: MANSI SHAH

ATTENDANCE

Please convey regrets to the Speaker of Students’ Council at speaker@wusa.ca.

Attendees:

• Beauchemin, Michael (President)
• Small, Jason (Deputy Speaker)
• Yang, Edward (Assistant Secretary)
• Velling, Seneca (VP Operations and Finance)
• Fitzpatrick, Amanda (VP Student Life)
• Gerrits, Matthew (VP Education)
• Rodney, Victoria
• Jeon, Stephanie
• Parboodial, Shelbee (President, AHSUM)
• McComiskey, Kaitlynn Angela
• Nasir, Syeda Shehnoor
• O’Meally, Taijah
• Dragusin, Rebecca
• Tait, Abigail
• Dack, Caroline (President, ASU)
• Ren, Andy
• Lindstrom-Humphries, Delainey (President, EngSoc A)
• McGee, Ellen (President, EngSoc B)
• Brodsky, Guy
• Mathouda, Damanpreet
• Giesbrecht, Michelle (President, ESS)
• Mehta, Navya
• Chang, Diana
• Hunte, John
• Sharma, Kanan
• Hildebrandt, Garrett
• Wang, Yuqian (Ina) (President, MathSoc)
• Parkyn, Colin
• Lau, Mackenzie
• Roxas, Nikka (Niks) Ysabella
• Soo, Sebastian
• Hasan, Zahra (Designate, SciSoc)
• Sedik, Marco (Designate, SoPhS)  • Lawless, Sammy (Designate, SJUSU)
• Chan, Samantha (President, RASC)  • Plante, Connor (Chair of the Board)

Expected Absences:
• Town, Megan
ORDER OF BUSINESS

1 Preliminaries 4
1.1 Call to order (Attention) .................................. 4
1.2 Territorial Acknowledgement (Information) .................. 4
1.3 Ratification of Society & Pro Temp. Designates (Decision) .... 4
1.4 Approval of the Agenda (Decision) .......................... 4

2 Approval of the Minutes (Decision) .......................... 4

3 Reports 5
3.1 Executive Reports (Information) ............................ 5
3.2 Board of Directors Report (Information) ..................... 5
  3.2.1 Increases to the Federation of Students’ Fee (Decision) .... 5
3.3 Representative Reports (Information) ........................ 5
3.4 Officers of Council Reports (Information) .................... 6
3.5 Standing Committees or Commissioners Reports (Information) 6
  3.5.1 Report of the Budget and Appropriations Committee .... 6
  3.5.1.1 Amendments to Policy 29 (Decision) .................. 6
  3.5.1.2 Extension of Fee Review Deadline (Decision) .......... 7

4 Special Orders 7
4.1 CoSMH Presentation (Information, 1:00PM) .................. 7

5 General Orders 7
5.1 Amendments to Procedure 23 (Decision) ..................... 7
5.2 Amendments to Policy 20 (Decision) ........................ 7
5.3 Amendments to Procedure 10 Regarding EAC (Decision) .... 8
5.4 Student Refugee Program Policy (Decision) ................... 8
5.5 Shifting Management of the Off-Campus Community Service (Decision) 8
5.6 Service Name Change (Decision) ............................. 8

6 New Business 9

7 Announcements 9

8 Adjournment (Decision) ................................. 9

Appendices 10
  Appendix A - Executive Reports .............................. 11
  Appendix B - Chair of the Board of Directors Report ........... 52
  Appendix C - Policy 29 Amendments (First Reading) ........... 54
  Appendix D - Procedure 23 Amendments ........................ 66
  Appendix E - Policy 20 Amendments (First Reading) .......... 69
  Appendix F - Procedure 10 Amendments (EAC) ................. 72
  Appendix G - Proposed Student Refugee Program Policy (First Reading) .......................... 75
  Appendix H - Administration of the Off-Campus Community Service .......................... 80
1 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.

1.1 CALL TO ORDER

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

1.2 TERRITORIAL ACKNOWLEDGEMENT

Pursuant to Federation Policy 50, Indigenous Engagement and Inclusivity, the Federation of Students’ Council acknowledges:

The University of Waterloo is on the traditional territory of the Neutral, Anishinaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, land promised to the Six Nations, which includes six miles on each side of the Grand River.

1.3 RATIFICATION OF SOCIETY & Pro Tem. Designates

Pursuant to Policy 55, Society Presidents and Designates on Council, the selection of a designate or appointment of a pro tempore councillor to fill a temporary vacancy by a constituency Society must be ratified by the Students’ Council at the first regular meeting following such selection. Ratification may not be unreasonably withheld by Council.

Be it resolved that Council ratifies Rebecca Dragusin as pro tem. councillor for the Arts constituency as selected by the Arts Student Union.

1.4 APPROVAL OF THE AGENDA

Be it resolved that Council approve the Agenda, as presented.

The Speaker assumes the motion to adopt the Agenda, as presented or amended

2 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.

There are no minutes ready for approval at this time.
3 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.

3.1 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. The written reports can be found in Appendix A.

1. President (Michael Beauchemin)
2. Vice President of Operations & Finance (Seneca Velling)
3. Vice President of Education (Matthew Gerrits)
4. Vice President of Student Life (Amanda Fitzpatrick)

3.2 Board of Directors Report

The Chair of the Board (Connor Plante) will highlight key aspects of their written report 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. Please see Appendix B for the written report.

3.2.1 Increases to the Federation of Students’ Fee

Be it resolved that Council ratify the recommended Board-approved increases to the Federation of Students’ Fee, as presented in the affixed schedule, in accordance with Article 4.2(1)(b)(ii) of the Bylaws;

Be it further resolved that the foregoing increases are to be apportioned by the Office of the VP Operations and Finance amongst the WUSA Operating Levies, subject to approval by the Budget and Appropriations Committee.

Note: The Schedule of Fee Increases for Spring 2020 term and the accompanying presentation are to be provided to Council by January 17th at 11:59 AM, half a business day following the decision of the Board of Directors.

Submitted By: Connor Plante and Seneca Velling.

3.3 Representative Reports

To be delivered orally or in writing by Councillors or the Constituency Caucus. Any questions relating to the report or any other matter may be asked following the oral report.

1. Applied Health Sciences Caucus
2. Arts Caucus
3. Engineering Caucus
4. Environment Caucus
5. Mathematics Caucus
6. Science Caucus
7. Cambridge
8. Kitchener
9. Stratford
10. St. Jerome’s
11. Renison

3.4 Officers of Council Reports
To be delivered orally. Any questions relating to the report or any other matter may be asked following the oral report.

1. Speaker (Michael Beauchemin)
2. Deputy Speaker (Jason Small)
3. Secretary (Mansi Shah)

3.5 Standing Committees or Commissioners Reports
To be delivered orally or in writing by the Committee chair or Commissioner. Any questions relating to the report or any other matter may be asked following the oral report.

3.5.1 Report of the Budget and Appropriations Committee

3.5.1.1 Amendments to Policy 29

Be it resolved that Council give leave to introduce the first reading of the revised Policy 29, Ancillary Fees and Member Dues, as presented in Appendix C.

Note: The policy will be finalized in review with management, PPC, and the Board of Directors.

Submitted By: Seneca Velling.
3.5.1.2 Extension of Fee Review Deadline

*Speaker’s Note:* This motion requires a two-thirds (\(\frac{2}{3}\)) approval.

**Be it resolved** that Council amend the deadline for the conclusion of the Ancillary Fee Review so as to allow the review to occur over the Winter 2020 Term, to be received by Council in a timely fashion.

Submitted By: Seneca Velling.

4 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.*

4.1 CoSMH Presentation

**This item is scheduled to begin at 1:00PM.** At such time the Speaker shall suspend debate for consideration of this Order. If debate has not been suspended, Councillors are encouraged to call for the Orders of the Day.

For Information: Presentation and Questions from John Hirdes, Chair of the Committee on Student Mental Health

5 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.*

5.1 Amendments to Procedure 23

**Be it resolved** that Procedure 23, *Review of Memberships with External Advocacy Organizations*, be amended as attached in Appendix D.

Submitted By: Matthew Gerrits.

5.2 Amendments to Policy 20

**Be it resolved** that the proposed amendments to Policy 20, *External Political Organization Membership*, attached in Appendix E be received for first reading and referred to the Policies and Procedures Committee for formatting revisions and to the Board of Directors for feedback.
Be it further resolved that the revised amendments shall be returned to Council for approval at its February 9th meeting.

Submitted By: Matthew Gerrits.

5.3 AMENDMENTS TO PROCEDURE 10 REGARDING EAC

Be it resolved that §J.V. (Standing Committees, Education Advisory Council) of Procedure 10, Committees of Students’ Council, be amended as attached in Appendix F.

Submitted By: Matthew Gerrits.

5.4 STUDENT REFUGEE PROGRAM POLICY

Be it resolved that Council give leave for the first reading of the Student Refugee Program (SRP) Policy, as presented in Appendix G, and refer the policy to the Policies and Procedures Committee for review;

Be it further resolved that the Office of the Vice President, Operations and Finance shall seek consultation from all relevant stakeholders, program administrators and campus partners involved in the Student Refugee Program, and provide this consultative feedback to the Policies and Procedures Committee for consideration.

Submitted By: Seneca Velling.

5.5 SHIFTING MANAGEMENT OF THE OFF-CAMPUS COMMUNITY SERVICE

Be it resolved that Council accepts the report of the Office of the Vice President, Student Life in Appendix H regarding the administration of the Off-Campus Community service;

Be it further resolved that Council directs and authorizes the Policies and Procedures Committee to amend procedure to reflect this management exception.

Submitted By: Amanda Fitzpatrick.

5.6 SERVICE NAME CHANGE

Be it resolved that Council accepts the decision to change the name of the “Food Bank” student run service to the “Food Support Service”.

Be it further resolved that Procedure 25, Federation of Students’ Services, be amended to reflect this change.
6 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.

7 ANNOUNCEMENTS

NEXT MEETING

The next regular meeting of Council is scheduled for February 9th, in the SLC MPR. Councillors are also invited to attend a presentation from OUSA on January 30th, starting at 5:00PM, location to be confirmed.

8 ADJOURNMENT

Be it resolved that the Chair adjourns the meeting no later than 6:00PM.
APPENDICES
APPENDIX A - EXECUTIVE REPORTS

President

Michael Beauchemin

19 January 2020

Waterloo Undergraduate Student Association
Formerly known as Federation of Students, University of Waterloo
1.0 Monthly Summary

December was a relatively quiet month in most regards. It started off a little bit busier as I had taken on some extra work from the SL portfolio for a few days. I also managed to hire a CRO before I headed off to Philadelphia for some personal professional development. Shortly after my return, Amanda and I hosted some members of Western’s USC for them to learn about UW and for us to exchange best practices. Shortly before breaking for the holidays, I met with the coordinators for MATES to introduce to them a method for growing the Service and to let them know that if they put together a proposal, I’ll fight for it University side. MATES has historically had some ill luck with that, but I’m happy to bring a victory to the service, if I can. Over the break, I had planned on doing a significant amount of work but I was convinced not to do nearly that much and instead use the time for much needed rest. I arrived back at work and life suddenly became very busy again. This term, I will be focusing my efforts so that we can deliver a Long Range Plan by the end of April, and this means that some of my other focus areas may suffer, as I ramp up work on the LRP and attempt to maintain my recurring commitments. In January, we are shifting our focus toward transition efforts and prioritization to avoid burning out on our way across the finish line.

1.1 Senate

Senate didn’t have a meeting in December, but look forward to the February update when I will tell you all about the January 20, 2020 meeting of Senate.

1.2 Board of Governors

Likewise, the Board of Governors didn’t have a meeting in December and the next one will be in February. However, the Governors were invited to a dinner on Wednesday 8 January, 2020. At the dinner, we were asked to provide commentary on the initial draft of the University’s advancement campaign. Different thematic areas were identified for 2020 (year one of a 10-year campaign intending to raise one billion dollars), all based on the approved Strategic Plan. Interestingly, this first draft neglected to mention community or belonging, a key facet of the Strategic Plan (one of three pillars), so I kindly reminded Feridun and others of the importance of student community and culture not just for us, but because of the impact we can have on the companies who hire us for co-ops, and for when we graduate and begin to make an impact on the world.

1.3 Societies

I will be updating the Societies Resource Manual by the end of January as an outgoing labour of love. Societies Memorandum is nearing completion and is about ready to be shared with the Committee of Presidents. Societies should know that a new FOB process is being instated – Society FOBs can be activated by filling out a General IT Request on request.feds.ca with the room number and the Society Event Form Submission number at least 1 business day before your event. If you need FOB support within 24 hours of your event, please get in touch with me for next steps.
1.4 Committee on Student Mental Health (CoSMH) (Feedback Form)
No meetings for this in a while. John Hirdes is presenting at the upcoming meeting of Council, so you’ll be able to ask him all your questions then. The CoSMH should be super pleased with Seneca’s work to improve Mental Health Supports through the Health Plan (John has already expressed that the improvements are stellar)

1.5 Volunteer Discounts
You’re all entitled to discounts (currently 10% at INews) through the volunteer discount program. Sign into request.feds.ca and click IT Requests, then select Volunteer Discount and fill in your info (you’re volunteers for Societies or for Council/Board), and then I’ll just approve you. Easy peasy!

2.0 Initiatives and Objectives

2.1 Elections Review
Paused, pending completion of the Elections.

2.2 Embed and Enable Better Mental Health and Peer Supports
I talked to MATES about ideas and we had a good meeting that should allow for some good forward movement before the end of the year, depending on their ability to do work. If you would like to support the coordinators efforts, please reach out to me or Amanda soon.

2.3 Governance Process and Organizational Impact
We’re working on this. Pending a senior leadership retreat and some procedure updates. Look forward to February or March update.

2.4 Long Range Plan
Look forward to a big consultation session with the Council at the February Meeting.

2.5 Marketing Rebrand
I should really just remove this item. Rebranding continues to occur for some of our subsidiary portions (Services and Businesses)

2.6 Organizational Prioritization
Organizational prioritization had mixed success as other priorities arose and work continued to happen and be pushed. We’re taking a second swing at things during our upcoming retreat to refocus our efforts.
2.7 Policy and Procedures Updates
PPC will be meeting weekly this term as available to push through more updates. Unfortunately, my own ability to write policy and procedure is severely limited, so I’m planning on making several advancements with the policy/procedure front in May-July.

2.8 Satellite Campus Engagement
Matt is planning a meeting with folks at Stratford and we’ll be going out with staff and uni admin to engage well with the Stratford students, society, and staff members.

2.9 Societies Memorandum of Understanding
Closing in on a final draft that is able to be presented to COPs. I wanted to go through it at our December meeting, but we lacked quorum.

2.10 University Policy Review
Submitting suggestions to Policy 33 review committee to allow us to represent students on their behalf, instead of forcing students to be their own representatives and advocates, which could be difficult or impossible to do, especially on top of school work.

3.0 Committee Updates

3.1 Ad-Hoc Committee on General Meeting Engagement (Joint)
No updates to speak of.

3.2 Ad-Hoc Committee on Organizational Transition (Board)
This committee has stalled because of committee member workload, but Matt and I (committee members) will be working on some changes for the upcoming transition, regardless.

3.3 Committee of Presidents (COPs)
Last meeting was inquorate. My fault, December was a bit of a mess.

3.4 Policies and Procedures Committee
Policy updates coming soon to a Council near you.

3.5 Waterfowl Mascot Committee
My Vice chair has not yet acted on being vice chair and the committee hasn’t met to consider any business.

3.6 Honorary Lifetime Membership Committee
Hasn’t met yet.
Vice President,
Operations & Finance

Seneca J. Velling

19 January 2020
1.0 Monthly Summary

1.1 Human Resources

Cost increase estimates have been developed for the re-grading from the Organizational Restructure that completed last month. These costs, in addition to a reserve for Societies staff that was advised to exist by our lawyers, has been sent to the Board for approval for the Spring 2020 Fee Increases. In general it should be noted the excellent value-for-money students have received heretofore for staffing. Given the substantial increases that are contractually obligated under UW Policies and agreement with UW, we are now set to adequately remunerate staff in parity with campus and market levels.

1.2 Student Choice Initiative and Fee Review

The Budget & Appropriations Committee has prepared the attached principles for the fees review. It is unrealistic in the estimation of the committee to have a review completed by the January meeting of Council, and as such a request has been put forth for the review to take place over the Winter 2020 Term.

Analysis of opt-out rates for Winter 2020 has now completed as well, and are in good alignment with expectations (that as unaware rates go down the opt-out rates would increase). Not included in the below table are the rates for Imprint: 37.65% (W20) vs. 26.53% (F19).

<table>
<thead>
<tr>
<th>Fee Name</th>
<th>Unaware % Fall 2019</th>
<th>% Point Change</th>
<th>Opt out % Fall 2019</th>
<th>% Point Change</th>
<th>Opt Out % / Dollar $ x 100</th>
<th>% Point Change</th>
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<tr>
<td>Student Refugee Program (SRP)</td>
<td>66.24%</td>
<td>-8.02%</td>
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<td>Optometry Student Society*</td>
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<td>7.86%</td>
<td>0.68%</td>
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<td>Asct &amp; Fin Association Fee*</td>
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<td>-7.20%</td>
<td>14.21%</td>
<td>4.06%</td>
<td>0.47%</td>
<td>0.61%</td>
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Averages excluding Orientation

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<tr>
<th>Fee Name</th>
<th>Unaware % Fall 2019</th>
<th>% Point Change</th>
<th>Opt out % Fall 2019</th>
<th>% Point Change</th>
<th>Opt Out % / Dollar $ x 100</th>
<th>% Point Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVERAGE</td>
<td>65.18%</td>
<td>-8.03%</td>
<td>21.98%</td>
<td>5.40%</td>
<td>3.83%</td>
<td>4.05%</td>
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<td>STDEV (v-.)</td>
<td>8.04%</td>
<td>1.13%</td>
<td>4.95%</td>
<td>4.85%</td>
<td>4.84%</td>
<td>3.82%</td>
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<tr>
<td>AVERAGE (WUSA Fees)</td>
<td>66.82%</td>
<td>-8.68%</td>
<td>21.86%</td>
<td>7.94%</td>
<td>6.39%</td>
<td>8.77%</td>
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<td>0.00%</td>
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<td>0.62%</td>
<td>2.75%</td>
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<td>3.84%</td>
<td>1.41%</td>
<td>1.87%</td>
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<td>STDEV (Societies)</td>
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<td>1.34%</td>
<td>4.78%</td>
<td>5.60%</td>
<td>0.94%</td>
<td>1.36%</td>
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Opt-out Percentages from F19 to W20

Normalized Opt-out Percentage (%/$) from F19 to W20
1.3 Budget & Appropriations Committee

The Committee is reviewing the third draft of the Ancillary Fees & Member Dues Policy which will govern all undergraduate ancillary fees which are not governed under the fees protocol agreed to by UW. This model pre-dates the Student Choice Initiative, but is consistent with its requirements in either regard. This has been submitted to Council for first reading.

The Committee has also approved a budget shifts in line items requested by RAISE.

A propose has been circulated to the Committee of Presidents for a Societies Fluctuation Reserve (see attached proposal), the terms of reference of which would live in Council Procedures (likely). Complementary procedures and policy regarding the reserves and reserve funds for WUSA have been developed and are being circulated to the Board, Auditors, and the Accounting Department for further review.

1.4 Internal Funding Committee

The Committee has met to approve funds for students and groups applying to the EOI Fund. The Committee will meet in the coming week for 5 applications received in the month of December after the last Council meeting, as well as to plan SLEF’s migration to the Committee.

The UW Administration have reviewed SLEF Bylaw proposals and have thus far viewed the updated documentation favorably (attached is an updated copy). This will be presented to the SLEF Board of Directors for approval. Following this Council will be asked to determine an appropriate voluntary student contribution for the endowment. $15-20 is being proposed at current.
1.5 Planning, Student Space, and Works Committee (PSWC)

Councillors, Directors, Societies’ Executive/Boards, and other student groups are encouraged to participate in the Capital Improvement Plan: Solicitation of Proposals and Capital Needs Assessment (https://forms.office.com/Pages/ResponsePage.aspx?id=685YobAEf0GogOyMNQ5rRa8g3MbIrVPs_ZnEwB4IK1UN0hiVEZTIDi2VldaUjVKRjgyWUxDOThGTC4u) to frame the next 5-10 years of capital planning and to inform the Capital Budget development process. As a reminder, Societies will be allocated budget from the $15.00 termly capital program fee for large capital improvement, expansion, or renewal projects. Such funding will be earmarked in the budgeting process to be used at the Societies’ discretion with some oversight from PSWC if costs approach or exceed $500,000, however such allocations will be based on the Capital Improvement Plan. Ergo, it is imperative that if your society seeks funding support for major capital projects or access to earmarked resources that those society needs get appropriately captured in the Capital Improvement Plan. Please fill out the survey for every capital project or idea your society has (even if they are 3-5-10 years out).

1.6 Ginny Lee Emergency Memorial Loan Fund

WUSA has received a few applications for emergency loans over the last months, which have been granted. The Office of the VP Operations & Finance is confident in the ability of the recipients to repay loans and the Board approved these actions. Procedural amendments to the terms of this Council-directed fund have been prepared, including allowing emergency issuance by the President to avoid the problems experienced by the Board in having last minute Emergency meetings to award funds.

The organization is planning to publicize the loan fund more, including listing it on the wusa.ca/services page which outlines all services, commissions, and offerings. However, this will likely lead to substantially more interest. SAFA has inquired about the possibility of bursaries for students before loans (i.e. using loans as a last resort). The Office of the VP Operations & Finance will be reviewing the merits of an Emergency Loan and Bursary contribution, as a voluntary fee, which will support the loan fund and a bursary fund to allow for increased student support. This proposal will be presented to Council if it is determined this is an advisable direction.

1.8 Two-Ply Toilet Paper

WUSA and Plant Operations, Environmental Services division have completed the Washroom Consumables RFP. Two-ply toilet paper will now be rolled-out across campus beginning in February and running through Spring, until all installation and servicing is finalized for ongoing distribution. In the meantime, certain high-traffic areas have two-ply already installed.

1.9 SLC/PAC Expansion Construction

Construction is on track for the opening of the food court in mid-February 2020.
2.0 Contractual Affairs

2.1 Health Plan
The Health Plan Oversight Committee voted unanimously to expand mental health coverage. New limits for Calendar Year 2020 are 80% up to $800.00 for psychologists, registered social workers, psychotherapists, and clinical counsellors. In addition, the referral from a medical doctor requirement has been removed.

Last but not least, the new EmpowerMe Student Assistance Program, modelled after corporate EAPs, has launched and is quickly being integrated with UW Campus Wellness & Counselling Services.

2.2 Negotiation of U-Pass Renewal
The VP Education and I are meeting with GRT and other Regional stakeholders for the continued renegotiation of U-Pass beyond FY 2020 in the coming week.

Since the last meeting, GRT and WUSA have agreed to a potential fees framework for UPass that will preserve reasonably moderate rate increases in the UPass fee to achieve revenues targets for GRT at parity with the municipal tax levy supporting the transit service while reducing year-over-year increases for students. This may result in a one-time formative increase to the UPass fee in exchange for lower rates year-over-year. Further updates will be provided when details are agreed upon. When the time comes, Council will be asked to vote on whether to continue the UPass program for undergraduate students and accept the fee rates before the Board of Directors approves the contract.

It should be noted that GRT has agreed to include Councillors, Directors, and Officers of the student government as exceptions, allowing opt-ins for these groups even if reduced course load status exists (this also provides for Executives to have access to UPass while in office).

2.3 Societies Memorandum Legal Review
No further updates thus far.
UNDERGRADUATE ANCILLARY FEES REVIEW

Principles and Approach

1. **Status of Fees** – A fee can be compulsory or optional (including voluntary), subdivided into the following structures:
   a. **Compulsory Fees**
      i. Non-refundable
      ii. Refundable
   b. **Optional Fees**
      i. Opt-out
      ii. Opt-in

2. **Null Hypothesis** – To provide reasonable fairness in review, all fees “begin” as optional in nature until necessary and sufficient conditions have been met to classify them alternatively. In beginning the review process, all fees under review shall at first be assumed to be optional until reasonable justification against an agreed upon criteria or principled standards determines them to be best served as compulsory.

3. **Democratic Decision-making by the Student Body** – A hallmark of student government enshrined in the charter of the Federation of Students is to be representative, democratic, and responsible. As such, the student government believes that decisions made by referenda (democratic means) or through the Students’ Council (republican means) fundamentally represent the will of the undergraduate students and demand the utmost respect.

4. **Student Demand and Perception of Value** – The student government believes that offerings and programs supported by fees should have reasonably sufficient student demand or perceived value.

5. **Promotion of Welfare and Interests, related to Common Interests** – The student government must comply, without derogation, with its Charter of Incorporation; as such, all offerings and programs must promote the welfare and interests of the undergraduate students of the University of Waterloo only in matters respecting their common interests. In this regard, a review should consider how well the offerings and programs supported by a fee comply with the Charter of the Federation of Students.

6. **Desire for Open Access/Minimization of Free Riders** – The student government should minimize the extent of free riders for public goods and, where appropriate, strive to maintain open access to those in need. Therefore, the organization believes that it is prudent to assess whether offerings and programs are public goods in nature or whether they should be treated similarly. To this extent, the following standards should be employed:
   a. **Status as a Public Goods/Services or Not** – does a fee support something that is strictly defined as a public good/service, i.e. by the following characteristics:
      i. **Non-rivalry** refers to the fact that the goods do not dwindle in supply as people consume them (i.e. Has an ever more limited capacity as that good is consumed).
      ii. **Non-excludability** means just that the good is available to all and cannot be withheld, even from people who do not contribute to its public funding (i.e. is entirely unpoliceable/unenforceable).
b. **Selective Excludability or Needs-based Access** – does a fee support a function that should not be exclusive (or is desired to be non-exclusive), even if it feasibly could be made exclusive. To what degree is such exclusion feasible in any case.

7. **Needs Assessment** – The student government recognizes that there are instances where there is reasonable necessity for a function to exist that goes beyond student demand and willingness to fund that function (e.g. a program which perhaps would be readily used but that cost presents a prohibitive barrier).

8. **Taxable Status** – The student government should seek to maximize taxable benefits where it is possible, to minimize impact on service levels and generally the provision of offerings/programs.

9. **Charitable Contributions** – The student government recognizes that students may voluntarily donate their money as they see fit and if donation is to be opt-out, then it should be simple and barrier free,

10. **Economies of Scale and/or Collective Bargaining** – The student government supports providing attractive collective benefits for its membership, as such a review should consider whether offerings rely on economies of scale or collective bargaining to reasonably exist in the capacity that they do.

11. **Legal and Contractual Obligations** – The student government has a duty to meet legal, contractual, and policy obligations imposed by statute, regulation, and when applicable various University policies and/or procedures.

12. **Alternative Funding Arrangements & Autonomy** – The student government believes that programs and offerings that can be supported through user-fees, external sponsorship, university support, in-kind donation, or other non-“student fee” methods should be supported through these means first, prior to reliance on student fees, provided that doing so does not unreasonably compromise the independence and autonomy of the student government.

13. **Minimizing Fees Impact and Fiduciary Responsibility** – All fee changes to undergraduate fees should be evaluated and agreed upon with the principles of affordability, predictability, and access for students. The student government seeks to maintain an affordable suite of fees, without harming the ability to deliver its services and engage in advocacy efforts, and without endangering its long-term financial wellbeing.

14. **Maintaining Minimum Service Levels** – All offerings and programs determined through democratic means to be supported by students should be able to meet service level expectations set by students, in the short-term (or in the longer-term should be reconsidered or wound-up).

15. **Transparency/Clarity** – The student government believes that fees should be appropriately unbundled on the fees statement to be clear which programs and offerings those fees support. Consideration should be given to the user interface and methods for qualitative feedback on fees decisions made by a user.

16. **Equal Application of Principles** – The student government believes that all undergraduate fees should be afforded the same privileges or immunities as other fees and no fee shall be denied equal application of these principles. Similarly, there should be equal standards for changing a fee from being optional to compulsory as the reverse.
Criteria & Rubric
TBD
Section 1. Introduction and Interpretation

(1) Purpose

The objects of the Endowment Fund, as defined in the Constitution of the Fund, are to raise funds to be used for an On-going Commitment to Improving the Quality of Student Life at the University of Waterloo and to make recommendations with respect to the investment and administration of such funds and the application of such funds in furtherance of such improvement.

The Endowment Fund is always to act in the best interests of undergraduate students and to make recommendations only with respect to expenditure of income in a fair and equitable manner keeping in mind the needs of all undergraduate students at the University of Waterloo.

(2) Definitions

For the purposes of these bylaws, unless the context requires others:

a. The name of the organization is the University of Waterloo Student Life Projects Endowment Fund, herein referred to as the “Endowment Fund” or “Fund” or “Student Life Endowment Fund”;

b. The term “Funds”, as defined in the Constitution, shall mean the funds raised by the Endowment Fund and held by the University on separate account in accordance with this constitution and all income accrued thereto;

c. “Board of Directors” in these bylaws shall refer to the Fund’s Board of Directors, unless otherwise indicated.

d. “Income” shall refer to only those funds generated through the investment of donations, which may be spent;

e. “Funding Amount” or “Net Funds Available” refers to the amount of money allocate towards funding grants for the current fiscal year;

f. “Endowment Principal” denotes the section of Funds that shall not be used for expenditure, save whereas otherwise provided for by the Board of Directors;

g. “Funding Grants” or “Approved Funding” or “Funding Allocated” denotes monies donated or to be donated, for specific purposes as approved by the Funding Committee or the Board of Directors.

Unless otherwise specified in the above definitions, the definitions of the Federation of Students’ Bylaws and Procedures shall be understood to apply to these bylaws.
(3) Restrictions

At no time may any part of these bylaws be suspended, unless the part being suspended specifically provides for such action.

(4) Resolution of Conflict

In the event of a conflict between the Fund’s governing documents, preference shall be assigned to each type of document from most to least significant as follows:

- a. The Constitution of the Student Life Endowment Fund and any indentures or amendments thereto;
- b. The Letters Patent and Supplementary Letters Patent of the Federation of Students, relevant contracts or agreements between University and the Federation of Students, and other documents executed by the Board of Governors;
- c. The Bylaws of the Federation of Students;
- d. These Bylaws of the Student Life Endowment Fund and other Procedures of Council;
- e. Funding guidelines adopted by the Funding Committee

To the fullest possible extent, the governing documents of the Fund will be interpreted and implemented with a view of upholding and enforcing the Federation of Students’ Policies.

(5) No Power to Sign on Behalf of the Federation or University

The Endowment Fund shall have no power to make any financial commitments or undertakings of any kind that might be contractually binding on the Federation of Students or University of Waterloo and all formal documents making any commitments or contracts shall be signed in the name of the Federation and the University in a manner and by such persons as shall be directed by the Board of Directors of the Federation and Board of Governors of the University, respectively.

(6) Federation of Students not to be Affected

The powers of the Endowment Fund as provided in the Constitution and herein, or as they may be executed, shall in no way interfere with or otherwise adversely affect the autonomy of the Federation of Students in the exercise of its powers, authorities, duties, or regular conduct of its affairs. The funds raised for the Endowment Fund and the interest earned shall not have an adverse effect on the funding of the Federation of Students.

(7) Federation to be Reimbursed for Expenses

All direct and indirect expenses of the Endowment Fund shall be paid by the Endowment Fund from its earnings, and that the general accounts of the Federation and/or University shall be fully reimbursed from the particular accounts of the Endowment Fund, unless otherwise stipulated in a written agreement with the Federation and/or University, for all or any services
provided to the Endowment Fund or expenditures made by the Federation or University in connection with management or operation of the Endowment Fund including the cost of hiring a separate "money manager" to administer the Funds, as approved by the Board of Directors of the Fund.

(8) Periodic Review by the Federation

The Endowment Fund, its Constitution, these bylaws, and funding guidelines shall be subject to periodic review by the Federation of Students, such review to be carried out in light of any new or revised policies or procedures established by the Federation of Students for the purpose of defining or controlling the affairs of earnings of funds held in trust by the University on behalf of the [Full Time Undergraduate Students]. Recommendations as to the Constitution of the Fund and investment of its principal balance shall be issued to the University of Waterloo for consideration by the University’s Board of Governors.

Section 2. Membership

(1) The membership of the Fund shall include but not be limited to, all Full Time University of Waterloo Undergraduate Students, and members of the Board of Directors and Funding Committee. Generally, the membership of the Federation of Students shall constitute membership of the fund.

(2) Membership in the fund shall not be tied to any dues or fees paid.

(3) Full members shall be represented by the Federation of Students’ Council, who shall be considered the delegates of the membership, elected in accordance with the Bylaws, Policies, and Procedures of the Federation of Students.

(4) Full members may:
   a. Vote in elections, referenda, and general meetings of the Fund held by the Federation of Students;
   b. Nominate a candidate for election to the position of committee member of the Funding Committee or director of the Endowment Fund;
   c. Stand as a candidate for election to the position of committee member of the Funding Committee or director of the Endowment Fund; and
   d. Any other rights of full members of the Federation of Students and as may be determined by the Students’ Council, as it may pertain to the Endowment Fund.

Section 3. General Meetings

(1) Timing and Organization

General Meetings of the Fund shall be held in the Region of Waterloo, at such location as the Board of Directors of the Fund may determine.
The Annual General Meeting of the Fund shall be considered the January Regular Meeting of the Students’ Council, as determined in accordance with the procedures of Council. Councillors shall be considered the voting members of the fund at such a meeting. The financial statements and report of the auditor must be presented at the Annual General Meeting of the Fund.

A Special General Meeting of the Fund may be called by any of the following:
   a. The Students’ Council;
   b. The Executive Director of the Fund;
   c. The Treasurer of the Fund;
   d. The Board of Directors of the Fund.

A call for a Special General Meeting must include the general nature of the business to be presented at the meeting.

(2) Notice

The notice period shall be that of the Students’ Council for regular meetings. In addition, initial notice shall be provided by the Executive Director of the Fund, or a designate thereof, at the preceding regular meeting of Students’ Council.

A member is entitled to participate in debate at the Annual General Meeting of the Fund, subject to the procedures of Students’ Council.

Only business included with the notice shall be transacted during the meeting, and all amendments proposed must be within the scope of the original motion.

(3) Quorum

Quorum for the transaction of business at any General Meeting shall normally be considered a quorum of Students’ Council. Notwithstanding the foregoing, a quorum for the transaction of business at any meeting may otherwise consist of at least fifteen-percent (15%) of full members present in person.

(4) Agenda

The following ordered list of items, as applicable, shall be the fixed order of the agenda for all General Meetings of the Fund, unless otherwise specified by the Board of Directors of the Fund:
   a. Call to Order (or motion to consider a special session of the Students’ Council)
   b. Comments from the Executive Director of the Fund
   c. Approval of the Minutes*
   d. Receiving the Auditor’s Report, Financial Statements, and Report of the Treasurer
   e. Other Agenda Items
* Normally, the Students’ Council may approve the minutes of General Meetings of the Fund at the next regular meeting of the Students’ Council.

Section 4. Board of Directors of the Fund

(1) Purpose

The Board of Directors shall primarily be responsible for high-level financial, operational, and strategic planning considerations of the Fund.

(2) Membership

There shall be a minimum of seven (7) and a maximum of nine (9) directors of the Board of Directors of the Fund, as defined in the Constitution. Directors must be at least eighteen (18) years of age, not found by a court to be of unsound mind, not bankrupt.

The Board of Directors shall consist of the following voting members:

- U.W. Vice President Academic & Provost, or their designate (ex officio);
- Associate Provost, Students (ex officio);
- Federation of Students President (ex officio);
- Federation of Students Vice President Student Life (ex officio);
- Federation of Students Vice President Operations & Finance (ex officio);
- Two (2) additional Federation of Students’ Board of Directors members;
- Up to two (2) additional undergraduate student directors*.

* Normally, the undergraduate student directors shall be Councillors, unless otherwise determined by the Students’ Council.

The Board of Directors of the Federation of Students shall elect reserved membership at their discretion. The Students’ Council shall elect any additional undergraduate student directors, in accordance with procedure.

No individual may hold multiple seats on the Board of Directors of the Fund.

The Executive Director of the Fund shall be Chair of the Funding Committee, unless otherwise provided for in procedures of Students’ Council.

(3) Term of Office

Excluding the ex officio members, the term of office for a director shall be twelve (12) months from the date of appointment or election, or the end of the governing year of the Students’ Council. Directors shall be eligible for re-election.

The office of a director shall be automatically vacated:
a. If a director resigns an office by delivering a written resignation to the Executive Director and the Secretary of the Fund;

b. If the director is found by a court to be of unsound mind;

c. If the director becomes bankrupt; or

d. If in the general meeting of members, duly called for that purpose, a resolution is passed by three-quarters (3/4) of voting members present at the meeting that the director be removed from office.

Provided that if any vacancy shall occur for any reason in this paragraph contained, the remaining members of the Board of Directors by majority vote, may fill the vacancy with a member of the Funding Committee.

(4) Quorum and Meetings

Quorum shall consist of a two-thirds (2/3) majority of the voting members of the Board of Directors of the Fund.

The Board of Directors of the Fund shall meet at necessary for the conduct of its business. Special meetings of the Board of Directors of the Fund may be called for any sufficiently urgent purpose, by:

a. The Executive Director of the Fund;

b. The Treasurer of the Fund;

c. The Provost or Associate Provost, Students;

d. The Students’ Council; or

e. A resolution of the Board of Directors of the Fund.

Notice of meetings of the Board of Directors of the Fund shall be given to all directors no less than ten (10) business days in advance. Notice of special meetings must be given to all directors no less than three (3) business days in advance, and state the general purpose of the business to be transacted. Meetings may be held without notice if every director provides written consent.

(5) Powers

The Board of Directors of the Fund shall oversee the management and administration of the affairs of the Fund, on behalf of the Federation of Students, and, save as hereinafter provided, generally may exercise all such other powers and do all such other acts and things as the Fund is by its Constitution and bylaws or otherwise authorized to exercise or do.

The Board of Directors is expressly empowered to:

a. Propose changes to the voluntary contribution levels of the fund, subject to ratification by the Students’ Council, which shall be submitted to the Board of Governors of the University of Waterloo for final approval;

b. Set the funding priorities and accountability guidelines beyond what may be set out in these bylaws or other procedures of the Students’ Council;
c. Appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as prescribed by the Board of Directors of the Fund at the time of such appointment, subject to the Bylaws, Policies, and Procedures of the Federation of Students;
d. Review the finances of the Endowment Fund, including the annual audit;
e. The power to make any changes to the reporting, decisions, or act on behalf of the Funding Committee, as may be necessary for the proper financial management of the fund; and
f. Draft bylaws of the Endowment Fund, as may be required, in concert with the general aims and objects of the Endowment Fund relevant to the management of the affairs of the Endowment Fund, meetings of directors and of the Funding Committee, and without limiting the generality of the foregoing, these shall include at least the following:
i. Definition of quorum, frequency and notice of meetings, minutes and legal records, etc.,
ii. Formality of making and passing of resolutions, and voting procedures,
iii. Establishment of officers of the Endowment Fund and their duties and responsibilities,
iv. Establishment of any standing committees, and their powers, duties, and responsibilities,
Subject to ratification by the Students’ Council.

(6) Authentication of Acts of Directors

All acts of the directors of the Endowment Fund shall be taken or confirmed by way of resolution of the directors passed at a duly constituted meeting and duly recorded by written minutes. Within a period of not more than ten business days following the date of any duly constituted meeting of the directors, a copy of the minutes of the said meetings shall be forwarded or delivered, to all members of the Board of Directors of the Fund.

Section 5. Funding Committee

(1) Purpose

To act in the best interests of the undergraduate students and to make recommendations and decisions only with respect to the expenditure of income, as defined in the Constitution, in a fair and equitable manner keeping in mind the common needs and interests of all undergraduate students at the University of Waterloo.

(2) Composition

The Funding Committee shall be defined as a Committee of Students’ Council, determined in accordance and subject to the terms of office, quorum, and meeting frequency as required by
the Procedures of the Students’ Council.

(3) Powers

The Funding Committee shall administer the funds available including any available income, shall raise funds to be used for an On-going Commitment to Improving the Quality of Student Life at the University of Waterloo and to make recommendations with respect to the investment of such funds and the application of such funds in furtherance of such improvement.

The Funding Committee is expressly empowered to:

a. Generally, manage the affairs of the Fund, subject to these Bylaws and the Bylaws, Policies, and Procedures of the Federation of Students;
b. To review and grant approval for applications submitted to the Fund;
c. Solicit funds or use the available expendable funds for any operating expenses the Endowment Fund may incur, or in other ways approved by the Board of Directors and the University of Waterloo, subject to the provisions of these bylaws;
d. To guide the Board of Directors and the University of Waterloo by making recommendations to the administration of the University with respect to the use of the Funds held by the University on behalf of the Endowment Fund;
e. To receive monthly and yearly reports from the University with respect to the income and capital of the Funds;
f. Determination of funding rules and guidelines which comply with the priorities established by the Board of Directors and Constitution of the Endowment Fund;
g. To make recommendations to the Board of Directors on any other matter pertaining to the Fund.

(4) Conflict of Interest

In addition to those rules pertaining to the declaration of conflicts of interest for the Federation of Students, any Funding Committee member who chooses to present a proposal for funding before the Funding Committee must do the following:

a. Declare all potential, perceived, or actual conflicts of interest with respect to any matters under consideration by the Funding Committee, identifying the nature and extent of the interest;
b. Withdraw from the meeting when the matter is being discussed, and refraining from taking part in any discussion or vote in relation to the matter.

When the Funding Committee is of the opinion that a conflict of interest exists and has not been declared, the Funding Committee may declare, by resolution, carried by two-thirds (2/3) of its members present at the meeting, that a conflict of interest exists and the Funding Committee member thus declared to be in conflict shall withdraw from the meeting when the matter is being discussed and refrain from taking part in any discussion or vote in relation to the matter.
Section 6. Officers

(1) Officers

The Officers of the Endowment Fund shall be the:

a. Executive Director, who shall be the Vice President Operations & Finance of the Federation of Students, or their designate, and shall serve as Chair of the Endowment Fund;

b. Treasurer, who shall be appointed by the Vice President Operations & Finance of the Federation of Students, who shall serve as Vice Chair of the Endowment Fund;

c. Secretary, who shall be the Secretary of the Corporation of the Federation of Students, or their designate;

d. Those other officers or agents employed by the Board of Directors of the Fund for the management of the affairs of the Fund.

(2) Duties of Officers

The Executive Director of the Endowment Fund, or a designate, shall preside at all meetings of the Endowment Fund and shall see that all orders and resolutions of the Funding Committee and Board of Directors of the Fund are carried into effect.

Contracts, documents, letters of approval, or any instruments in writing approved by the Funding Committee or the Board of Directors of the Fund, requiring the signature of the Endowment Fund, shall be signed by the Executive Director or their designate, and documents so signed shall be binding upon the Endowment Fund without any further authorization of formality, subject to Section 1(5) of these bylaws.

The Secretary shall give or cause to be given all notices required to be given by the Endowment Fund, shall be custodian of the Endowment Fund’s logo and all minute books of the Endowment Fund and shall have such other powers and duties as may from time to time be assigned to them by the Executive Director, these bylaws, and the Board of Directors.

The Treasurer shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Endowment Fund. The disbursement of the Funds of the Endowment Fund, as directed by the Funding Committee, shall be monitored by the Treasurer and they shall render to the Funding Committee Members at the regular meeting, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the Endowment Fund. In addition, the Treasurer shall furnish at all regular meetings, or whenever they may require it, and accounting of all transactions and a statement of the financial position of the Endowment Fund for the directors of the Endowment Fund.

Section 7. Funding Sources
(1) Voluntary Student Contribution

The Voluntary Student Contribution (VSC) is a student donation to the Endowment Fund included on the list of optional and voluntary fees for undergraduate students, in an amount set by the Board of Directors of the Fund, subject to ratification by the Students’ Council.

All efforts will be made to ensure that monies collected through the VSC are tax deductible and such status shall be, to a reasonable extent, communicated to the parties from whom voluntary contributions are sought.

Any change in the level of the VSC shall be approved by the Board of Directors of the Fund, subject to ratification by the Students’ Council, prior to submission to the Board of Governors of the University for final approval. The Funding Committee may make recommendations to the Board of Directors of the Fund as to changes to the VSC based on the overall activity of the fund. No more than once per fiscal year at the Annual General Meeting of the fund may approve on behalf of the Board of Directors, at the recommendation of the Funding Committee, the indexing of the VSC for inflation.

The collection of the VSC is subject to the following conditions:

a. The VSC is collected according to the University of Waterloo’s policies on incidental fees, and complies with any fee protocols or agreements entered into between the Federation of Students and the University of Waterloo;

b. All proceeds generated by the VSC become part of the Endowment Fund;

c. The VSC shall be entirely voluntary/optional at point-of-payment, insofar as possible; otherwise, all VSC contributions shall be made fully refundable.

(2) External Contributions

The Endowment Fund, its Officers, and directors, shall strive to seek external contributions and solicit donations to the Endowment Fund. Efforts will be made to work with the relevant University administration to solicit donations from alumni, partners, University affiliates, and other external parties that seek to improve student life and experience at the University of Waterloo.

Section 8. Expenditures

(4) Handling of Income

The Executive Director of the Fund, in conjunction with the Treasurer, shall ensure annually that an amount equal to the Consumer Price Index (CPI) of the previous year applied to the entire Endowment Principal is directed back into the Endowment Principal to protect against inflation.

(1) Administrative and Promotional Costs
The Funding Committee may set aside up to 5% of the total funding amount generated through Endowment Fund investment each year for administrative and promotional expenditures, which may also be included in the Federation of Students’ approved budgets.

(2) Administrative Costs

The Funding Committee may, in addition to what is budgeted for as an allowable expense against the Fund for operating and promotional expenses as part of the Federation of Students’ approved budgets, set aside up to 5% of the total funding amount generated through Endowment Fund investment each year for administrative expenditures.

(3/5) Priorities of and Eligibility for Funding

Any Full Time undergraduate student or group of students can apply to the fund. The submission should be student driven and should not be representing a Department on Campus. The submission and work resulting from a successful application should be completed by students.

The Funding Committee shall determine the use of funds for such student life needs that fit within the stated priorities below, and such other purposes as the Board of Directors may consider appropriate.

As amended from the original guidelines, the priorities for student life projects shall be defined to be:

a. The improvement of health, wellness, and safety on all campuses;

b. The improvement of accessibility on all campuses;

c. Building a stronger student community;

d. The renovation to student-operated, or managed spaces;

e. Connecting students to available university resources;

f. The improvement of current lounge and study spaces;

g. Activities promoting or furthering the academic goals of the Federation of Students;

h. Joint projects with Municipal or Regional governments that improve student wellbeing;

Any projects outside the sphere of these priorities would still be eligible for funding, but as funds are limited, such projects would receive slow and careful consideration before any funding is granted.

Any party deemed eligible for funding must consent to the public release of their organization or affiliation, and, if approved for funding the following: their application package, the amount of funding allocated, and any associated documentation arising from the decision of the Funding Committee in the distribution of funds to the applicant.

(4/5) Public Disclosure and Accountability
A list of all projects funded shall be made publically available to the membership and be listed. Listed information shall include:

- Applicant, their organization, or their affiliation;
- Project’s name and purpose;
- Term in which funding was approved;
- Amount granted; and
- Projected budget breakdown, and the written decision of the Internal Funding Committee.

The Funding Committee shall not authorize funding for any applicant who refuses to comply with the above public disclosure requirements.

The following measures are in place to ensure the funds disbursed through the Endowment Fund are spent as intended. Once a decision has been made to fund a project, the following must occur:

- An implementation timeline must be presented to the Funding Committee Chair from the project’s coordinator or their office;
- The appropriate Department Head or Faculty Dean (for the University) or manager (external or otherwise) will be notified of any decision to fund a project within their area of responsibility;
- The project’s coordinator or their office must agree to present an implementation report to the Chair of the Funding Committee for consideration that will detail the effectiveness (or lack thereof, as the case may be) of the project, confirmation that the funds for the project comply with the approved use of the funds, and provision of all invoices and itemized receipts; if the Chair deems it necessary, the project’s coordinator will be asked to appear before the Funding Committee to answer questions;
- Any other conditions deemed necessary or appropriate for approval of funds by the committee.

The Funding Committee may set additional regulations or conditions as to access for additional funding, dates before or after which funding may not be requested, requirements as use of funds, and conditions for forfeiture of funding which shall be outlined in guidelines provided to the project’s coordinator or party awarded funding.

Section 9. Amendments

(1) Approval of Amendments

Any part of these bylaws may be amended from time to time by a two-thirds (2/3) vote of the Board of Directors of the Fund, and shall take effect immediately or on a date set by the Board.

Normally, the Funding Committee shall review and provide recommendation on all proposed amendments to be voted upon by the Board of Directors of the Fund.
(2) Ratification of Amendments

All amendments to these bylaws, including the repeal or re-enactment of any part thereof, shall require confirmation by the Students’ Council at a regularly scheduled meeting, and, in default of confirmation thereat, ceases to have effect at and from that time, and in that case no new amendment of the same or like substance has any effect until confirmed by the Students’ Council.

The Students’ Council may confirm or reject any proposed amendments to these bylaws. Further amendment shall not be permitted without first the review and approval of the Board of Directors of the Fund.
Committee of Presidents
Students’ Council,
Waterloo Undergraduate Student Association

Addressing Societies Retained Earnings and Opt-outs: Societies Fluctuation Reserve

Be it resolved that the Committee of Presidents approves the affixed proposal and authorizes the creation of the Societies Fluctuation Reserve (SFR), as presented, and recommends the same to the Board of Directors.

Be it further resolved that Section 2(a)(iv) of the Societies Agreement, or any successor thereto, and other relevant sections regarding retained earnings, reserves, and not-for-profit status, shall be construed in accordance with this proposal.

SOCIETIES FLUCTUATION RESERVE

Name:
The name of the reserve shall be the Societies Fluctuation Reserve ("reserve"). It is to be held as part of a separate account, with respect to the General Operating Fund, and overseen by the Committee of Presidents.

Purpose:
The Societies Fluctuation Reserve ("reserve") represents funds available to the constituency Societies ("Societies"), held by the Federation of Students, University of Waterloo ("Federation") in trust, which are available to:

(1) Buffer against fluctuation in experienced payment rates for the various optional Society fees and to offer means for transferring surpluses from advantageous terms to periods of losses to provide temporary relief or to support necessary operations based on trends in year-over-year opt-out rates;

(2) Reduce pressure on the student fee rates for the Societies that may be caused during times of internal restructuring and change, where time is needed to plan for mid-to-long-term impact on student fees, and to address short-term impacts on supplement fees revenues in each Societies’ operating budgets during unforeseen issues in external environment (e.g. economic downturns, unexpected decreases in student enrollment, uncertainty in government or university regulatory environments);

(3) Support, to a reasonable extent, via internally financed loan or grant significant purchases and capital expenditure in excess of what Societies may be able to provide from their own capital reserves or operating revenues;

(4) Provide for increased return-on-investment through centralized, dedicated savings aimed to reduce risks of excesses in individual retained earnings that may, from time-to-time, accrue including from such causes as fluctuations, enrollment growth, unrealized income, business performance, or otherwise;
Provide for long-term savings and investments, to act as both a financial safeguard for unanticipated shortfalls in revenue and an internal endowment that generates interest to return supplemental revenues to the Societies for operational expenses and to the Federation for centralized costs related to the Societies;

Further, in the spirit of the Federation’s commitment to its constituency Societies, the fund shall serve as a consolidated equalization account, supporting Societies’ fiscal capacity by ensuring there exist sufficient supplemental revenues to provide reasonably comparable levels of services at reasonably comparable fee levels.

Revenues:

1. The transfer of all end of year retained earnings that are in excess of one (1) terms worth of fees from the Societies to the Federation, unless otherwise approved by the Vice President, Operations & Finance, acting in accordance with the Societies Agreement and bylaws, policies, and procedures of the Federation, to be either reserved and/or internally restricted by and for the respective Society;

2. A contribution of up to fixed percentage of the Federation’s annual fees revenues, as determined by the Board, that shall normally match the transfers of the Societies into the reserve and shall budget with consideration given to projections in the quantity and rate of growth (decline) in Societies’ retained earnings;

3. Any interest earned on the funds in the Societies Fluctuation Reserve, which shall normally remain in the fund; and

4. Any internal payments, including the principle and interest, from projects that involve internal borrowing between individual Societies or between Societies and the Federation shall be remitted to the Societies Fluctuation Reserve.

Expenditures and Withdrawals:

1. In the normal course of operations, the use of the fund shall be approved by the Committee of Presidents, subject to review by the Board of Directors;

2. Expenditure against the fund for internal financing of the Societies or the Federation, by loan or grant, where approved by the Committee of Presidents; and

3. Withdrawal of the funds, or a portion thereof, belonging to an individual Societies or the Federation by those Societies or the Federation under the following circumstances:
   a. When requested by a Society to recover costs of a deficit being incurred by the year’s end, the withdrawal shall not be unreasonably refused by the Federation.
   b. When requested by a Society to support a dedicated project or purpose which has been approved by the Vice President, Operations & Finance in accordance with the Societies Agreement and bylaws.

Commented [SV1]: i.e. this move only occurs at year’s end to be consistent with Audit cycle.

Commented [SV2]: Sometimes if Societies have dedicated projects they want to commit the retained earnings for, VPs Of have allowed them to continue to hold that reserve under for those purposes, Section 2(a)(iv) of the Societies Agreement

Commented [SV3]: Example of an internally restricted claim to the funds that has been approved by VPs Of historic are some of the Societies’ Capital Improvement Funds.

Commented [SV4]: We can either:
- Normally match contributions;
- Dedicated a % of the WUSA budget up to a cap (say 3-5% max);
- Similar to the above one, dedicate a per capita dollar amount (e.g. $1.00-5.00 per “Feds Fee” collected); or
- Voluntarily provide when appropriate.

Needless to say, I think the Federation has a duty to pay into this and support Societies, particularly since we have compulsory fees and have a legal duty to make sure Societies are complying with law/regulation/policy, do audits, etc... and also a need to pay for centralized services like fee verification and staffing.

Commented [SV5]: For instance, if the Society ran a deficit because they didn’t submit an approved budget package or spent an unapproved one alternatively then the Societies Agreement says the Federation must be able to withhold fees or similar.

Or if the Society contributed nothing to the reserve (since they didn’t have any retained earnings say) then there’s nothing to give them.

This would not be used lightly, but allows for the possibility of reasonable refusal when required.
Committee of Presidents
Students’ Council,
Waterloo Undergraduate Student Association

Agreement and bylaws, policies, and procedures of the Federation, to complement existing net assets held by the Society already,

c. To supply supplemental revenues to a Society to allow for the provision of reasonably comparable levels of services to other Societies, relative to that Society’s fee level, where approved by the Committee of Presidents,
d. To recover costs of those centralized costs of Societies that may be borne by the Federation which have been approved by the Committee of Presidents, or to recover unexpected/unplanned costs of Societies that may have been borne by the Federation;

(4) For the investment of the reserve in the furtherance of the purpose outlined herein, in accordance with the bylaws, policies, and procedures of the Federation.

Governance & Accountability:

Day-to-day management of the Societies Fluctuation Reserve shall fall to the Office of the Vice President, Operations & Finance, including through means of the Board’s appointed qualified financial advisor. The Committee of Presidents shall be responsible for oversight of the reserve and the management thereof, which is held in trust by the Federation, subject to the Board’s ultimate jurisdiction for financial management.

The Committee of Presidents shall be provided [monthly, quarterly, termly] and annually a report by the Vice President, Operations & Finance which shall include:

- A financial summary of the reserve;
- Documentation on any investments of the reserve, including investment performance, the selected instruments, and where such investments have been made;
- A summary of contributions and withdrawals made that, at minimum, identifies the amounts contributed and withdrawn by each Society and the Federation in the reserve’s total holdings; and
- When applicable, audited financial statements for the reserve.

The Committee shall have the power to make recommendations to the Board of Directors with respect to the investment and administration of all funds within the reserve and the application of such funds in furtherance of the foregoing objects, which the Board of Directors shall not unreasonably refuse.

The Committee may, at their earliest convenience and subsequently as may be required, draft procedures in concert with the general aims and objects of the reserve relevant to the management of the affairs of the reserve, which are in accordance with the bylaws, policies, and procedures of the Federation.

Signing Officers:

The Signing Officers for the fund shall be those determined in accordance with the Bylaws and Procedures of the Board of Directors.
Matthew Gerrits
Vice President Education
Report

January 2020

Federation of Students
University of Waterloo
0.0 Announcements

Stakeholder Relations Officer: Kerri Behling has begun serving as Stakeholder Relations Officer.

OUSA Delegate Posting: The posting to attend OUSA’s GA as a delegate is on Leads.

1.0 University & Association Committees

1.1 WUSA Committees:

Education Advisory Council
Responsibilities: To advise the Vice President Education on academic issues facing Waterloo students.
Synopsis: Has not met since last report.

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 not met since last report.

1.2 University Committees:

Co-operative Education Council
Responsibilities: A forum to review and to advise Co-op at UW.
Synopsis: The most recent meeting was a short meeting about a potential restructure of the committee’s meeting schedule to meet less frequently and more comprehensively, including a report from all units, as well as the opportunity for agenda submission from WUSA and societies, which I supported.

Senate Undergraduate Council
Responsibilities: To consider questions involving academic quality and undergraduate studies and provide recommendations to go forward to Senate
Synopsis: Has not met since last report.

CEPT2/CTAPT
Responsibilities: Investigating how course evaluations are done and how to improve them, and how to develop complementary methods.
Synopsis: I met with CTAPT, as we are putting together our final report.
Verification of Illness Forms Working Group
Responsibilities: Explore options for reform of the Verification of Illness Form and consideration process.
Synopsis: I have not attended recent meetings, and have delegated to the Academic Affairs Commissioner.

Open Scholarship Committee
Responsibilities: Promote open learning on campus.
Synopsis: Met to discuss the creation of a white paper for university funding for open resource development and open more generally at the university.

Fall Reading Week Steering Committee
Responsibilities: Discuss the implications and things that have to happen as a result of the shift in schedules to allow for a Fall Reading Week.
Synopsis: Met to discuss outcomes from the most recent data collection cycle regarding Fall Reading Week. Results are exceptionally positive and indicate a significant improvement from the two-day pilot, which showed middling results.

Student Performance Evaluation Working Group
Responsibilities: Reform the SPE process on campus to promote unity and improve quality of student experience and data.
Synopsis: Has had a third and fourth meeting to discuss the mapping of the Future Ready Talent Framework onto the SPE. I had contributions about ensuring that the audience and purpose of SPE’s is clear

Interdisciplinary Task Force
Responsibilities: Eliminate barriers to, and promote the practice of, interdisciplinary, especially as it pertains to advancing the UW Strategic plan
Synopsis: Had an initial and second meeting predominantly focused on creating a consulting framework with others to gather campus feedback on current interdisciplinary successes, and potential for growth.

2.0 External Committees

2.1 Municipal/Regional-level
Town & Gown Steering Committee, City of Waterloo
Responsibilities: I was not in attendance for the most recent meeting. Please direct questions to the Municipal Affairs Commissioner.

Unsanctioned Public Gatherings Task Force, City of Waterloo
Responsibilities: Represent UW students in ongoing discussion about large unsanctioned gatherings happening in the City of Waterloo
Synopsis: Has met since the last meeting, and is working towards its final report. Please direct questions to the Municipal Affairs Commissioner.

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](http://www.ousa.ca).
Synopsis: Met to discuss a relatively large agenda including the Student Choice Initiative, a timely interim policy on student association autonomy, deciding direction on our budget submission, debriefing on GA, and determining authorship for papers.

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: Meetings encompassing discussions around governance and formalization, as well as logistics for our February lobby week.

3.0 Stakeholder Meetings

3.1 University-level:

Shawn Gilbertson, Course Materials Specialist: Had a recent meeting to discuss online courseware at Waterloo, advancement in digital-only learning resources, and the potential of OER development being student funded at Waterloo.

James Rush, Provost & Feridun Hamdullahpur: Had a lunch to discuss current goings-on and the next term.

Paige Doherty, Cross-Campus Advising Specialist: Had a meeting to receive an update about advances in advising resources at Waterloo.

Bryan Tolson, President of the Faculty Association: Met to speak about exam scheduling, mental healthcare, and an additional sensitive matter.

3.2 Municipal/Regional-level:
Grand River Transit Team: Along with Vice President Velling, attended a subsequent meeting to settle terms of the final agreement.

3.3 Provincial-level:

None of note.

3.4 Federal-level:

Bardish Chagger, Minister of Tourism, Culture and Sport & Member of Parliament for Waterloo: Had a brief phone call meeting to discuss the impending federal lobby week and effective timing.

3.5 Other:

None of Note.

4.0 Other Activities

4.1 Correspondence:

Holiday Correspondence: Personalized cards were sent to approximately 350 university, NGO and government stakeholders.

Independent Government Relations with Elected Officials: Three letters were sent to Government of Ontario ministers and parliamentary assistants on topics relating to international student healthcare, External Service Points for Elections Ontario, and employment standards for co-operative education students.

Independent Government Relations with Political Staffers: One email was sent to a staffer with whom I have acquaintance in the Ministry of Environment, Conservation and Parks regarding legislative obstacles to reducing investment in high-carbon industry.

OER Proposal: Correspondence with CEL, W Store, CTE, and AVPA at Waterloo regarding Open Educational Resource Development, including a preliminary white paper.

Standing Committee on Finance and Economic Affairs: Submitting a request for
4.2 Research:

Research Proposal for Housing Report
Key Methods and Findings: A first draft of the first report has been completed. Preliminary findings seem to indicate a surplus of student beds to students requiring accommodation, however, I reserve my definitive commentary until the delivery of the report.

OSAP/OUAC Research
Key Methods and Findings: Using ratios of university age persons to OUAC application numbers, I have created a benchmark number of OUAC applications that would indicate that the cancelling of OSAP did or didn’t have a major impact on applications, and therefore, the long-term ability of the university system to expand, which I found a shortsighted assumption of the Auditor General’s Report that led to the massive rollback in OSAP funding.

GBDA Question Pack
Key Methods and Findings: Developed a number of questions to ask during a visit to the Stratford campus to ascertain differences, if any between expectations set for students, and educational experiences received.

4.3 Writing:


Speech from the Throne press release.

Advocacy Week Blog, WUSA.

Final Assessment Report feedback: Honours, Co-op and General BA, History.

4.4 Engagement:

Instagram Takeover, communicated regarding OUSA advocacy week, with over 1300 views of the first few snaps, and approximately 50% retention to the end of the day.

4.4 Media:

None of Note.
4.5 Other:

**Reaction to Student Choice Initiative**
Notes: I’ve communicated with council, however, there is certainly a lot of deliberation and potential action to come.

**CAPS Hiring**
Notes: In the final stages of completing hiring for the Centre for Academic Policy Support Coordinator through April 2021

**Updates to Performance, Strategic Plan, and Resourcing**
Notes: Created a document for the WUSA Board of Directors that outlines a potential structure for the department, potential expansions to capacity and what costs they would entail, as well as an overview of advocacy topics pursued within my portfolio.

**Updates to Board Procedures**
Notes: Currently working on improvements to board procedures regarding emergency loans, travel reimbursement and professional development.

**Advocacy Training**
Notes: Created an advocacy training module, predominantly targeted at the new SRO and the Director of Marketing, Communications and Outreach, but that will be adaptable in the future for others as well.

**External Organization Work**
Notes: I have been working on a set of UCRU bylaws, as well as minor edits to OUSA Bylaws, inquiry into changes of OUSA Home Office Location, figuring out amounts owing for OUSA membership fees and more.

5.0 Upcoming Activities

5.1 University and Association Committees

None of note.

5.2 External Committees

None of note.
5.3 Stakeholder Meetings

None of note.

5.4 Other Activities

OUSA Review Handbook
Notes: I’m hoping to advance the draft of how to review an external advocacy organization.

Endowed Professorship Discussion paper
Notes: I’m hoping to create a discussion paper as to a potential fee that would contribute into an endowment for research in student priority areas.

GBDA Visit
Notes: I’m hoping to advance the draft of how to review an external advocacy organization.

Advising Quality Questions
Notes: I’m hoping to advance the draft of how to review an external advocacy organization.

Housing Survey
Notes: I’m hoping to advance the draft of how to review an external advocacy organization.
VPED UPDATE

ACHIEVEMENTS

- Three letters sent to government on student priorities
- Over 300 personalized holiday cards sent to various stakeholders
- First draft of the housing report completed

NOTABLE MEETINGS

- Meeting with the UW President and Provost to discuss priorities
- Continuing GRT negotiation meetings

ON THE HORIZON

- Trying to increase access to free textbooks on campus
- Investigating quality of academic advising
- Launching a housing survey for students
- Visiting Stratford Campus!

HOW YOU CAN HELP WITH ADVOCACY

- Consider running for the Student Councilor or Executive positions open at wusa.ca/elections. Feel free to email me with any questions vped@wusa.ca
- Consider writing or emailing your Members of Provincial Parliament about how the cancellation of the Student Choice Initiative helps us hold universities to account.
- Follow @OUSA and @UCRU_Can on twitter!
- Visit ousa.ca

OTHER STUFF YOU SHOULD KNOW

- Hoping to launch an interview series with former student executives across Ontario soon.
- My New Year’s resolution is learn to cook more dishes!
Vice President Student Life

Amanda Fitzpatrick

January 2020
1.0 General Update

1.1 Services
1.2 Clubs
1.3 Orientation
1.4 Miscellaneous

2.0 Committee updates

2.1 Internal Administration Committee
2.2 Campus Life Advisory Committee
1.0 General Updates

1.1 Services
- The Food Bank has moved to the basement and will be transitioning towards making prepackaged hampers with vegetarian and meat options. Kosher and Halal options are in the works. We are working on more distribution places including SCH & Optometry. Currently we have locations at all satellite campuses and both turnkey desks (DC and SLC) as well as a food cupboard at WISC.
- We are looking to improve training options for returning coordinators.
- We are looking into new ways to improve peer support programs on campus.

1.2 Clubs
- We are into creating alternative training options for returning club executives.

1.3 Orientation
- Winter new student transition is going well and we are excited to start another Welcome Week.
- I have been connecting with Campus Wellness to improve Single and Sexy for incoming first years.

1.4 Miscellaneous
- I am currently working with my Equity Commissioner to create a report on the experiences of trans and racialized students in Health Services.
- The executives from Western came for a visit, allowing us to share advice on programs and services that each institution offers. I’m hoping to travel to other campuses to learn more about their services to see how we can improve.
- I’m looking forward to creating accessibility guidelines for future events, including listing essential information on event marketing materials. This would include whether there is an accessible and/or gender neutral bathroom nearby, sensory information, architectural accessibility, and more.
- We’ve been working hard to create new and engaging ideas for upcoming Special Events with shows ranging from hypnotists and magicians to consent education and Naloxone training.

2.0 Committee Updates

2.1 Internal Administration Committee
No updates

2.2 Campus Life Advisory Committee
No update
APPENDIX B - CHAIR OF THE BOARD OF DIRECTORS REPORT

Chair of the Board of Directors

Connor Plante

January 11, 2019

Waterloo Undergraduate Student Association
Formerly known as Federation of Students, University of Waterloo
1.0 Meetings of the Board
Since the last meeting of Council, the Board of Directors has met twice; Monday December 2\textsuperscript{nd} for our last Regular Meeting of the calendar year; and Wednesday January 8\textsuperscript{th} for an Emergency Meeting. Our January Regular Meeting will be occurring on January 16\textsuperscript{th}.

2.0 Secretary of the Corporation
The Board accepted a report prepared by myself, the Vice-President Operations and Finance, and the current Secretary on how best to deal with the role of the Secretary of the Corporation. The Board elected to move forward with a full-time role to improve organizational record keeping, statutory compliance, and institutional memory. Work on implementing this new position will begin this term.

3.0 Executive Salaries
The Board discussed a report complied by the Vice President Education on potential alternative options for setting Executive pay in the future. The Board expressed interest in further exploring setting it on a multi-year basis in the future, and this will be further discussed in the preparation of the long-rang plan and multi-year budgets. For the 2020-21 fiscal year, I have prepared a report to the Board recommending either a 1.9\% (using Ontario numbers) or 2.2\% (using all of Canada) increase to the executive’s salaries to account for last year’s increase in the Consumer Price Index (CPI).

4.0 EmpowerMe Program
The Board approved an addendum to the Health and Dental Plan to include the addition of the new Student Assistance Program being offered to students this term.

5.0 Other
Please do not hesitate to contact me with questions or concerns at any time at chair@wusa.ca or connor.plante@uwaterloo.ca.


wusa.ca
200 University Ave W, Student Life Centre, Room 1116, Waterloo, ON N2L 3G1
APPENDIX C - POLICY 29 AMENDMENTS (FIRST READING)

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

Policy Title: Ancillary Fees and Member Dues
Policy Number: 29
Policy Class: Advocacy & Corporate Policy
Policy Category: A, FC, UA

Effective Date: [DATE]
Approval Date: 14 October 2013
Last Revision Date: [DATE]
Review Year: [YEAR]

Sponsor: Vice President, Operation & Finance
Attachment: None
Responsible Bodies: Budget & Appropriations Committee, Education Advisory Council

Authority:
- Charter: “To administer the affairs of the members of the Corporation, including ... the receipt and administration of all funds which may accrue to the Corporation from subscriptions collected and remitted by The University of Waterloo and such other funds as may become the property of the Corporation by donation, gift, bequest or in any manner whatsoever...”
- Ontario Corporation’s Act, R.S.O. 1990, §129(1): A corporation without share capital may pass bylaws, not contrary to the letters patent or supplementary letters patent, to regulate the fees and dues of members.
- Bylaws, Article 4: “Unless otherwise determined by the Students’ Council, payment of the Federation of Students fee is compulsory for all undergraduate students of the University of Waterloo, and may not be refunded. Further, nothing shall prohibit the Students’ Council from determining the apportionment of the Federation of Students fee into a suite of distinct fees, subject to the aforementioned agreement with the University of Waterloo.”
- Bylaws, Article 4: Increased to member dues in an amount less than or equal to increases in the Consumer Price Index of Canada or due to staff salary growth may be approved by the Board, subject to ratification by the Students’ Council or a General Meeting.
- Bylaws, Article 8: “Council shall have the power to determine student priorities regarding the general expenditure of members’ dues...” and that Council shall have the power to both prepare budgets and apportion member dues.
- University of Waterloo and Federation of Students Agreement, March 1968 Indenture: “The Board of Governors agrees to give full and reasonable consideration to the University fee schedule ... which is adequate to meet the needs of the Federation and a programme of student activities... and the University shall endeavour to collect such fees as are agreed to... and the fees so collected shall be remitted to the Federation...”
- Tuition Fee Framework and Ancillary Fee Guidelines Publicly-Assisted Universities, Ministry of Training, Colleges and Universities (MTCU) 2019-20 and 2020-21: The student governing body may establish fees, including via referenda sponsored or co-sponsored by them, which are exempt from any fees protocol between the University and the student governing body, subject to provisions of the MTCU’s guidelines. In
addition, the guidelines provide that the student governing body agree to a protocol regulating most University ancillary fees, which are not exempted by the ministry.

- Relevant Memoranda of Understanding with the UW Vice President Administration & Finance pertaining to ancillary fees.

Key Words: Ancillary Fees, Administered Fees, Operating Levies, Capital Levies, Fees Protocol

POLICY STATEMENT:
This policy is meant to outline the high-level regulations and responsibilities pertaining to creation, adjustment, elimination and administration of ancillary fees assessed to undergraduate students, including those jointly assessed by/with the University of Waterloo under relevant fees protocols.

PURPOSE:
Outlined in this policy are the requirements by which ancillary fees are to be governed. All ancillary fees, including WUSA member dues, societies or affiliated group levies, third party levies, and administered fund fees fall within the purview of this policy. This Policy additionally sets standards for Executives and other Student Representatives selected in accordance with Council procedures to serve on University committees or bodies that determine fees in accordance with fee protocols. WUSA believes that all ancillary fees should be administered in an accountable and transparent manner.

DEFINITIONS:
Ancillary Fee – An ancillary fee is defined as a fee imposed or administered by the University of Waterloo, or one of its constituent parts or its Federated and/or Affiliated Institutions, in addition to regular tuition fees, which a student pays for a service or product. This includes fees collected on behalf of and remitted to the student governing body and approved third party groups. Such fees are classified into four types based on the nature of their payment:

- **Compulsory, non-refundable fees** – A compulsory, non-refundable ancillary fee is defined as a fee which a student is required to pay in order to enroll in, or successfully complete, any credit courses.

- **Compulsory, refundable fees** – A compulsory, refundable ancillary fee is defined as a fee which a student is required to pay in order to enroll in, or successfully complete, any credit courses, which are made refundable to the student based on circumstance (e.g. at request or with some form of proof-of-coverage).

- **Optional, non-voluntary fees** – An optional, non-voluntary fee is defined as a fee which a student may opt-out of at point of payment of tuition and fees for which no tax receipt is issued.

- **Optional, voluntary fees** – An optional, voluntary fee is defined as a fee which a student may opt-out of at point of payment of tuition and fees for which a tax receipt is issued (this includes charitable donations via voluntary student contribution).
Student Governing Body Representatives – The term student governing body representatives is defined as one or more representatives from each of the student governing body, as defined in relevant agreements with the University of Waterloo. For the purposes of this policy, Student Councillors (“Councillors”) or Executives shall be considered the Student Governing Body Representatives.

Governing Documents – The term governing documents refers to constitutions, letters patent or supplementary letters patent, bylaws, policies, and procedures of the Student Governing Body or the University of Waterloo, context depending.

Subsidiaries (“subsidiary”) – The term subsidiary means any constituent societies, affiliates, or other subsidiaries of the Federation or otherwise accountable to and overseen by the Federation.

Approved Student Groups – The term approved student groups refers to any groups on behalf of which the University assesses an ancillary fee which have been expressly approved by the student governing body in accordance with the bylaws, policies, and procedures thereof (e.g. via referendum).

AFIW (Affiliated and/or Federated Institutions of Waterloo) – Affiliated and Federated Institutions of Waterloo (AFIW) includes Conrad Grebel University College, Renison College, St. Paul’s University College, and St. Jerome’s University.

Ancillary Fee Directive – The term Ancillary Fee Policy refers to “Tuition Fee Framework and Ancillary Fee Guidelines for Publicly-Assisted Universities” for 2019-2020 and 2020-2021 set by the Ministry of Colleges, and Universities (MCU), and any successors thereto (including applicable legislation and regulation).

Bucket – The term bucket means any collection or bundling of ancillary fees of sufficiently similar nature together, in such a manner that clarity and transparency of the contents of that collection are understood by the student. As each bucket has an associated apportioned fee, the term “bucket” shall be synonymous with “fee” within this agreement.

Member Dues – As referred to in the Ontario Corporations Act, R.S.O. 1990 or a successor thereto (the “Act”), are those fees required to be paid to receive membership in the corporation.

SCOPE & EXEMPTIONS:
This policy applies to all undergraduate ancillary fees and their administration, including those of subsidiaries. This policy is not intended to act as a budget or appropriations policy/procedure, but rather to supplement such policies and procedures.
POLICY:

1. **General Principles regarding Undergraduate Ancillary Fees**
   All ancillary fees levied by the University on students and increments thereto, whether determined by WUSA, set in accordance with fees protocols between the University and student governing bodies, or otherwise, should be:
   a. Aptly named to describe the department, function, or activity that is to be funded;
   b. Announced prior to collection through the University’s calendar or the published fee schedule(s) on WUSA’s website; and
   c. Compliant with the Ancillary Fee Directive.

   Announcement and publication of fees must provide a breakdown of all ancillary fees. The announcement must explain the purpose(s) of the fee sufficiently to allow students to understand the materials, services or facilities that have been rendered through payment of the fee(s).

2. **Introduction of New Undergraduate Ancillary Fees**
   All new ancillary fees collected from undergraduate students shall be approved by the Waterloo Undergraduate Student Association, or a designate thereof selected by the Students’ Council, subject to the following requirements:
   a. Ancillary fees collected for and remitted to WUSA shall only be approved in accordance with the governing documents of the Corporation, including those of any subsidiaries;
   b. Voluntary ancillary fees collected for an Endowment Funds shall only be approved in accordance with the governing documents of the endowment funds,
   and
   c. All other ancillary fees, including those for Approved Student Groups, may only be approved following a referendum carried by a simple majority of votes in the affirmative or by a three-quarters (3/4) vote in the affirmative at a properly constituted meeting of the Students’ Council.

   New ancillary fees to be voted upon by referendum must be sponsored and administered by WUSA, its constituency societies, or in coordination with the University administration where approved by WUSA.
3. Increments to Undergraduate Ancillary Fees

All increments to the total value of ancillary fees, or the sum total of ancillary fee buckets, collected from undergraduate students must be approved by the WUSA through the following process:

a. All changes to the total value or assessment of ancillary fees shall be submitted by the petitioning party to the Vice President, Operations & Finance, and copied to the Secretary of the Corporation;

b. The President and Vice President, Operations & Finance will review all requested changes and ensure they comply with governing documents of the petitioning party and reasonably justified;

c. Requested changes that are compliant with the governing documents of the petitioning party, in compliance with this policy, and are reasonably justified shall be submitted to the University of Waterloo for inclusion on the agenda of the Board of Governors in the form of a consolidated summary of all such changes from all requesting groups;

d. The consolidated summary and schedule of fee adjustments shall include the recommendation of WUSA for each fee submitted to the Agenda of the Board of Governors;

e. Normally, the President shall support and motivate, as necessary, any fees recommended by WUSA.

Prior to increments to fees transmitted to the Board of Governors for approval, they will be published on the WUSA website for information and included in the regular report of the Vice President, Operations & Finance, to the Students’ Council.

Notwithstanding any other provisions within this section, undergraduates or members of the constituency affected by an approved increment to a fee may file a petition of appeal with the President (or Speaker) and the Secretary of the Corporation, objecting to such an increment, for consideration by the Students’ Council.

a. A petition of appeal must be signed by 10% or 500, whichever is fewer, of the undergraduate members of the constituency affected by the fee.

b. President may, at their discretion, issue an injunction prohibiting any further action to implement the increment to the fee(s) in question, until such time as Council has considered an appeal regarding whether to quash an approved increase.

c. The Students’ Council, or an authorized committee thereof, shall consider the appeal and may sustain the increase, overturn the increase, or refer the increase back to the appropriate party for reconsideration.

d. The decision of Council on appeal shall be final and may not be appealed further, or again by any member.
WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

4. Temporary Suspension of Ancillary Fees
   Subject to the bylaws and any relevant agreements, the Students’ Council may vote to temporarily suspend the assessment of an undergraduate ancillary fee, provided a two-thirds (2/3) vote in the affirmative. The President and Vice President, Operations & Finance, shall bring to the attention of the University such a decision to be accommodated wherever possible. Temporary suspension may last no longer than three (3) consecutive terms before reinstating or removal of the fee must occur. If no action to re-instate is taken by the Students’ Council, the fee will be understood to have been recommended for removal.

5. Review & Removal of Undergraduate Ancillary Fees
   The Students’ Council shall be notified in the event that an optional or refundable fee sees sustained opt-out in excess of 50% of students for more than three (3) terms. In such a case, Council will review the value-for-money of the fee and issue recommendations for corrective actions. In the event that an optional or refundable fee experiences a sustained opt-out in excess of 75% of students for more than three (3) terms, the Students’ Council shall, at its next regular meeting, consider a question on the removal of the fee from the fees statement.

   Notwithstanding a fee protocol or relevant governing documents for any Approved Student Group, if the Students’ Council or a lawful requisition by students in accordance with the bylaws seeks to remove an ancillary fee from the fee schedule it may propose to do so via the following mechanisms provided that at least one (1) months’ notice has been provided to the affected party or parties:
   a. By a three-quarters (3/4) vote in the affirmative at a properly constituted meeting of the Students’ Council; or
   b. By a referendum carried by a two-thirds (2/3) majority voting in the affirmative; And such a decision shall be submitted to the Board of Governors of the University for final approval.

   Council must consider any recommendations for removal of a fee made by a General Meeting or by the Committee of Presidents.

6. Student Government Levies and Member Dues
   As the student governing body for undergraduates, WUSA assesses various fees to carry out its required duties, including the policing of undergraduate ancillary fees, in the manner that a government collects taxes. Fees assessed by the student governing body are categorized as follows:
   a. Operating Levies:
      Operating Levies are considered those fees which fund operating costs for

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1 WUSA Operating and Administered funds, including those of Societies, may only be amended in the manner they are incremented in accordance with the bylaws, policies, and procedures. Further, increments to the Societies’ Fees shall be conducted in a manner congruous with the Societies Agreement.
services, facilities, or other costs of resources and offerings supported by WUSA or its subsidiaries.

i. Federation of Students’ Fee –
   The Federation of Students’ Fee, as defined in the bylaws, shall be considered an operating levy.

   To best uphold the Charter as the representative body of all undergraduate students, the association shall only consider Member Dues to be considered those compulsory components of the Federation of Students’ fee.

   Optional components of the Federation of Students’ fee shall not be considered a required Member Due in any capacity in order to satisfy requirements for membership in the corporation under the Act and the governing documents of the Corporation. However, opting-out of optional components of the Federation of Students’ fee may preclude members from accessing those resources, services, or offerings at the determination of the Executive Committee, in accordance with this policy.

   ii. Societies’ Fees –
   Societies’ Fees shall be considered an operating levy. Societies may preclude members of their constituency who have opted-out of their fee from accessing their resources, services, or offerings supported by that fee.

   iii. Other Operating Levies –
   Other Levies shall mean any fees levied on undergraduate students by WUSA which are not tied to membership in the corporation, and may be compulsory, optional, or voluntary.

b. Capital Levies
   Capital levies are considered those fees which fund capital maintenance, renewal, improvement, and expansion costs.

c. Administered Fund Levies
   Administered Fund Levies are considered those fees which fund programs which are administered on behalf of that program (“administered programs”). Administered programs shall constitute only those programs and their dedicated levies, determined by referendum or the Students’ Council to be on the approved schedule of programming. Administered levies shall contribute to dedicated administered funds, respectively, out of which those approved programs shall be administered by the Board of Directors.
WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

d. WUSA Administered Endowment Fund Levies

WUSA Administered Endowment Fund Levies are considered those voluntary student contributions to such an Endowment Fund administered directly by WUSA.

All fee changes to student governing body fees should be evaluated and agreed upon with the principles of affordability, predictability, and access for students. WUSA will seek to maintain an affordable suite of fees, without harming the ability of the organization to deliver its services and engage in advocacy efforts, and without endangering its long-term financial wellbeing. As fiduciaries of the organization, the Board of Directors shall be responsible for approval of any changes to student governing body fees, in accordance with this policy, unless expressly provided for herein.

Changes to Operating Levies shall be subject to the following requirements:

a. Increments to Societies’ Fees shall be approved in accordance with the governing documents of that Society, relevant agreements, and WUSA’s governing documents.

b. Increments to the Federation of Students’ Fee shall be treated in accordance with the requirements of WUSA’s governing documents; and

c. Increments to all other operating levies may be determined by the Board of Directors in accordance with the procedure and shall be subject to ratification by the Students’ Council, a General Meeting, or via Referendum.

Changes to Capital Levies shall be approved by the Board of Directors in accordance with the procedure and shall be subject to ratification by the Students’ Council, a General Meeting, or via Referendum.

Changes to Administered Fund Levies shall be approved by the Board of Directors in accordance with procedures thereof, provided that the Board:

a. Regulate inflationary adjustments in a manner of its choosing;

b. Faithfully provide for the long-term financial health of relevant administered funds based on actual or projected costs and service-level considerations;

c. Develop and maintain reasonable limitations for fee increases which are stratified based on the current dollar amount of the fee and the percentage of increment of a given fee up to a cap, and that increments exceeding such limitations be ratified via referendum, a General Meeting, or by the Students’ Council;

d. Ensure administered programs under contract meet agreed upon contractual obligations; and

e. Notice of increases be regularly provided to the Students’ Council.

Changes to WUSA Administered Endowment Fund Levies shall be approved directly by the Students’ Council, at the recommendation of the appropriate governing body or committee for that administered endowment fund (e.g., Internal Funding Committee).
WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

7. Apportionment and Distribution of Fees

The Budget & Appropriations Committee, on behalf of the Students’ Council, shall be responsible for apportionment of the WUSA Fee(s) into those fee buckets it determines appropriate, including the determination of programs supported by each bucket and the dollar amount of the bucket. The Committee, acting on the advice of the Executive, auditors, and other appropriate counsel, shall endeavor not to unreasonably bundle fees within buckets and shall ensure costing of fees sufficiently supports programs for which Council intends to budget.

8. Assessment of Ancillary Fees as Optional or Compulsory

a. Default Assessment Method—

The Students’ Council shall provide for the manner of determination of fees as compulsory or optional.

Normally, the Students’ Council shall conduct a review of the ancillary fee or fees in question, including the solicitation of feedback from students, the group or department funded by the fee, and other relevant stakeholders. Such a review will, at minimum, consider the funding structure for the group or program to be funded, impacts of the fees classification, need and use case for the group or program to be funded, ability for verification and policing of fee payment, tax considerations, equal consideration of costs and benefits associated with a fees classification, and the manner in which the fee was created (via Council, Referendum, or otherwise).

The classification as compulsory or optional for a fee that has been determined by Referendum shall be respected by the Students’ Council and normally shall not be reclassified without a Referendum expressly approving or confirming such decision.

Changes to the classification of fees may only take effect following approval by the Students’ Council, with the Board having been given an opportunity to provide recommendations on the proposed changes. If the Board opposes a proposed change in the classification of an ancillary fee as compulsory or optional, the Students’ Council shall table the resolution of the proposed change at the meeting that such a change is to be considered by Council, until Council’s subsequent regular meeting. In such instance, the Board shall provide Council with rationale as their rejection of the proposed change. At the subsequent meeting of Council, the tabled resolution shall be considered and may be accepted, rejected, or further amended.

Commented [SV3]: Alternative structure is that we say the Board is responsible for the review and makes the decision, Council "ratifies" the decision to bring it into force and effect.
b. Assessment Method where Required by Governmental Regulation –
   Notwithstanding section 8(a) above, where governmental regulation applies as
to the classification of fees, the President and Vice President, Operations &
Finance, shall be authorized to engage with the University in the classification of
any undergraduate ancillary fee or bucket of ancillary fees as compulsory,
optional, or otherwise. The Students’ Council shall determine, or WUSA shall
otherwise strive to provide a recommendation regarding, the classification of all
undergraduate ancillary fees to be included on the University’s fee schedule,
based reasonably upon the Ancillary Fee Directive.

Any ancillary fee or bucket that is determined by the University or WUSA to not
reasonably satisfy the requirements of a compulsory fee under the Ancillary Fee
Directive, shall be made optional.

To the fullest extent possible, WUSA shall endeavor to ensure Optional fees provide
students the right to opt-out of paying the fee at or before point-of-payment. All
optional fees will present at the point of selection a description of that fee, its function,
and benefits or costs associated with payment or opt-out. To the fullest reasonable
extent possible, WUSA shall ensure descriptions for all undergraduate student fees are
up-to-date and presented in a centralized and clear format on the WUSA website.

9. Handling of Refunds and Opt-ins
   No optional ancillary fees may be refundable following payment. The Vice President,
Operations & Finance, may issue case-by-base exceptions to this rule at their discretion.
Refunds for optional administered programs shall be handled in accordance with
relevant contracts or constating documents for such programs.

WUSA, its subsidiaries, or Approved Student Groups may, at their discretion, permit
students to opt back into applicable fees, which they had previously opted-out of
paying. Students opting back into such fees may be subject to a late payment surcharge
by the payee as a penalty for administrative burden in an amount not exceeding twenty
percent (20%). Notice of any surcharges approved in accordance with the governing
documents of any subsidiary or Approved Student Group must be provided to the Vice
President, Operations & Finance. Notwithstanding the foregoing, WUSA may require a
harmonized surcharge across all opt-ins should such action be required due to
operational constraints.

10. Application of Harmonized Sales Tax on Applicable Fees
    The Office of the Vice President, Operations & Finance, in collaboration with the
auditors and UW Finance, will assess taxable status for all optional undergraduate
ancillary fees to determine what, if any, Harmonized Sales Tax (HST) should be applied.

    The HST shall be collected separately from the applicable fee and shall not be
considered part of that approved fee.
WUSA shall maintain a register of the taxable status of all optional fees which WUSA’s Accounting Department shall periodically review when determining whether HST expenses can be recovered to net against collected HST amounts charged during fee payment. The Accounting Department shall issue updates to all senior managers regarding rates at which HST is claimable for those department’s expenses.

WUSA will endeavor to have all Harmonized Sales Tax (HST) collected on applicable undergraduate ancillary fees be remitted to the association. In the event that WUSA cannot comply with this rule or that the Board determines it appropriate to elect the University as an agent to account for the HST on taxable fees, then the HST shall not be required to be remitted to WUSA, but shall be handled by the Office of the Vice President Operations & Finance according to Canadian Revenue Agency rules pertaining to the election and revocation of the election between principal and agent.

11. Affiliated & Federated Institutions of Waterloo
Constituencies from Affiliated & Federated Institutions of Waterloo (AFIW) may develop subsidiary ancillary fee protocols and/or agreements with AFIW administration to specifically regulate their ancillary fees. All such protocols and/or agreements should comply with this policy and the relevant agreements between WUSA and the University of Waterloo, unless a waiver is jointly granted by the University and WUSA.

12. Principles for Fee Protocols
There shall only be one fee protocol between undergraduate students, graduate students and the University Administration to regulate ancillary fees, their introduction, and increments thereto. Undergraduate student governing body representatives shall not support stand-alone fee protocols that have not expressly been permitted by the Students’ Council. All fees governed by a fee protocol must be overseen by a committee composed of majority students, to ensure that all ancillary fees remain transparent, student-regulated, and in the best interests of the students.

Undergraduate students believe that all ancillary fees should be administered in an accountable and transparent way where opting-out of fees should be done easily and accessible to all students.

On-campus services that may need supplementary revenue to recover costs of providing those services to students should be able to do so, however only those costs associated with providing services or activities offered and used only by students should be recoverable.

Undergraduate students support the continued employment of a comprehensive online opt-out system for all optional and voluntary ancillary fee levied at the University of Waterloo. Such a system should continue to provide a display of all fees, the deadline by which decision as to payment or opt-out is to be made (if different than the end of the
tuition payment period), and a description of the fee including the work funded by the fee.

Such a comprehensive online opt-out systems should offer both quantitative feedback and optional qualitative feedback prior to opting-out of any fee.

13. Notice of Amendment
Notice of amendments to be made to this Policy must be provided within fifteen (15) business days to all affected student groups and other appropriate parties, as determined by the President.

14. Suspension
This policy may not be suspended.

HISTORY:
This policy was last amended in 2013 and prior to being reformatted was rewritten to incorporate Policy 24, Online Refundable Ancillary Fee Opt-Out System. Changes to the policy reflected changes to Provincial regulation pertaining to University Ancillary fees, the quashing of such regulation by the Courts, as well as a desire by the student government to formalize conventions and streamline rules for the introduction, incrementing, temporary suspension, and removal of ancillary fees.

COMPLIANCE AND ENFORCEMENT:
The President shall take care that this policy is faithfully executed and upheld by all undergraduate representatives on University decision-making. The President shall revoke a student governing body representative’s appointment or recommend their removal, where appropriate, for any representative who knowingly fails to comply with this policy.

The Students’ Council, or appropriate committees thereof, may request those resources and documentation that they deem necessary to ensure comfort in the adherence to this policy.

APPENDICES: N/A
APPENDIX D - PROCEDURE 23 AMENDMENTS

Review of Memberships with External Advocacy Organizations

The following procedure governs all reviews of memberships with external advocacy organizations within the Vice-President Education portfolio:

1. Review Schedule

a.) A review of each advocacy organization for which the Federation of Students is a member will take place every other year on an alternate basis five years. Review schedules can be modified by the Education Advisory Committee if needed, and ratified by Council.

b.) The review shall take place each scheduled review year beginning in May. It is recommended the review takes three (3) to six (6) months. Finalized documentation will be shared with the Education Advisory Council for review. Once approved, recommendations and accompanying documentation shall be passed to Students’ Council no later than January of the following year.

b.) The review shall normally take between 4 and 8 months to complete at the review body stage, and shall normally be initiated at the first Council meeting of the governing year.

c.) Should the Federation of Students Waterloo Undergraduate Student Association enter into membership with another external lobbying political organization, the schedule shall be realigned such that only one membership review takes place each calendar year to avoid reviews or interim reports overlapping with that of other External Political Organizations.

2. Review Body

a.) The review body shall be a committee elected from by the Federation of Students’ Council, reporting to the Education Advisory Council, and chaired by the Vice President Education, who shall have a deciding vote, if their vote could change the outcome. The review committee shall consist of two voting members of the Federation of Students’ Council and three students at-large. Of these five members, no more than two shall have been OUSA delegates at the time they are added to the committee. The relevant commissioner shall be an ex-officio non-voting member of the committee. The Research and Policy and Research Officer shall be an ex-officio non-voting member of the committee.

b) The review body shall have authority to set its own rules of order, but shall default to Robert’s Rules of Order Newly Revised 11th edition.

b.) Should the Vice President Education be elected to the Executive or Board of Directors of any other external organization, with the exception of a steering committee, for which the Federation of Students is a member, they must abstain from overseeing the review process. Should such a circumstance arise the relevant commissioner will assume the role of Chair of the Review Committee.

c.) In the event that the Vice President Education must abstain from overseeing the review
process, an additional voting member of Council shall be elected to the review committee.

3. Review Terms

a.) External organizations will be evaluated at minimum on the following criteria outlined in Federation of Students Council Policy 20:

i) Evaluate the organization’s policy and advocacy approach, including:

a. Tangible recommendations and solutions to government
b. Research and policy outputs
c. Advocacy priorities and results
d. Engagement with stakeholders and sector partners
e. Outputs from the organization
f. Advocacy priorities resulting in Government action

ii. Evaluate internal policies and practices of the organization, including:

g. Member autonomy
h. Financing and budgeting
i. Long-term vision, planning and strategy
j. Membership engagement and engagement with students at-large

b.) Efforts should be made to provide assessment on the return on the investment of student fees into the external organization.

4. Review Process & Outcomes

a.) The review body shall report its findings to the Education Advisory Council, which shall include its analysis as well as a recommended course of action for membership, and any other recommendations to the EPO as it deems appropriate.

b.) The Education Advisory Council shall receive the findings of the review body, discuss the findings, and deliver the report, as well as an official recommended course of action for WUSA’s membership in the organization. The Education Advisory Council shall work with the review body to establish a set of recommendations to Students’ Council.

c.) The Vice President Education will provide written notice of the vote on membership to the organization under review, in accordance with their bylaws and no later than ninety days prior to the January meeting of Council meeting of Council scheduled for membership consideration, which shall normally be February.
d.) Each scheduled review year at the January meeting of Council, Students’ Council shall either vote on membership with the organization under review or vote to send the decision to the General Meeting or a Referendum.

d.) Students’ Council shall receive a report from the Education Advisory Committee no less than four weeks prior to the vote on membership summarizing the review committees’ conclusions and recommendations on continued membership.

e.) Failure to initiate a review process at the first Council meeting, or failure to make a decision at the following February meeting shall not prevent Council from consideration of those items.

f.) After each review, the review body and the Education Advisory Council will advise the Vice President, Education on the review process, and the Vice President shall maintain and alter a reference handbook for creation of the review body report.

5. Interim Update

a) In the third governing year following the Council review of an External Political Organization, if Feds still holds membership in the organization, the Vice President, Education, shall draft an interim report to be received by Council for information which outlines how OUSA has or has not responded to recommendations made in the five-year report.
APPENDIX E - POLICY 20 AMENDMENTS (FIRST READING)

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

Policy Title: External Political Organization Membership
Policy Number: 20
Policy Class: Corporate
Policy Category: A

Effective Date: [DATE]  
Approval Date: [DATE]  
Last Revision Date: April 1, 2012*  
Review Year: [YEAR]

*Last found revision date

Sponsor: Education Advisory Council
Attachment: None
Responsible Bodies: EAC, PPC, Board of Directors
Authority: Federation Of Students Bylaw 8.7.(3) and 13.2(4)

Key Words: Ontario Undergraduate Student Alliance, External Political Organizations, External Advocacy, Provincial Advocacy, Federal Advocacy

POLICY STATEMENT:
Membership in external political organizations must be conditioned upon respect for autonomy, post-secondary focus ease of leaving, evidence-driven tangibility of policy recommendations, and student-led.

PURPOSE:
To establish policy parameters around joining and maintenance of membership in external political organizations.

DEFINITIONS:

External Political organization- An organization that engages in lobbying or advocacy activities on behalf of post-secondary students to any level of government, other than WUSA itself.

Autonomy- The ability of WUSA to govern its own affairs, including free alteration of bylaws, adoption of independent lobbying priorities and advocacy stances, and to generally administer its affairs by its own democratic processes.

Tangibility- Recommendations that while they may be optimistic, are within the realm of government tools, current policy windows and sphere, and acknowledge the political realities of the day.

SCOPE & EXEMPTIONS:
WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

This policy binds the Corporation with regard to initiation, maintenance, and exiting of External Political Organizations, as well as advises the Board on contractual relations between WUSA and any External Political Organization.

This policy exempts organizations that are not incorporated or formalized in nature, and permits WUSA to engage in exploratory or preliminary activity under these organizations, insofar that they do not unreasonably infringe on its autonomy.

POLICY COMMUNICATION:
This policy requires no communication plan, and shall be updated on various WUSA information storage systems and website in the usual fashion.

POLICY:
1. The Waterloo Undergraduate Student Association believes:
   a. In affordable, accessible, accountable and high-quality post-secondary education at the institutional, municipal, provincial, and federal level;
   b. That collaboration and compromise with other students, student groups, and student associations can lead to effective advocacy for Waterloo undergraduates;
   c. That advocacy should be cost-effective, and membership in these organizations should demonstrate value to Waterloo students.

2. The Waterloo Undergraduate Student Association is resolves:
   a. That organizations it joins shall ascribe to the following principles
      i. Maintaining a focus on post-secondary issues and student issues
      ii. An evidence-driven environment
      iii. An advocacy approach that prioritizes practicality and stakeholder relations
      iv. Is student led in its leadership
      v. Practices sound financial management;
   b. That WUSA should only seek membership in external political organizations that respects the autonomy of WUSA;
   c. That the Board shall only enter membership with an external political organization with an annual fee if authorized by a vote of Students’ Council, or upon a verified referendum result;
   d. That Students’ Council should maintain a procedure outlining a method of periodic review of membership in external political organizations;
   e. That normally, termination of membership in an external political organization shall only be in order upon discussion and receipt of a report under aforementioned procedure;
   f. That if Council wishes to proceed with suggesting a termination vote to the Board of Directors, a resolution shall require passage by a majority vote at an initial meeting of Council, and a two-thirds vote at a subsequent meeting of Council, no less than 28 days apart, and no more than 90 days apart.
   g. That notwithstanding anything in this document, and pursuant to the WUSA bylaw nothing shall preclude the Board of Directors from deliberating and deciding to remain
WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

in an external political organization if it is in the best interest of the organization.

HISTORY:
Re-developed at Education Advisory Committee, Fall 2019
Reviewed, April 2012

COMPLIANCE AND ENFORCEMENT:
This policy has no compliance and enforcement plan, as is typical fashion with regard to
advocacy policies.

APPENDICES:
Cipher.
APPENDIX F - PROCEDURE 10 AMENDMENTS (EAC)

Section J.V. (Standing Committees, 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, Regional, 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 Health Studies Undergraduate Members
   
   b. Arts Student Union
   
   c. Engineering Society A or B, whichever is "on" term;
   
   d. Environment Students’ 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 undergraduate 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. Engineering Society B
   e. Environment Students’ Society
   f. Mathematics Society
   g. 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 Students’ Union
   e. Society of Pharmacy Students
   f. 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, six (6) voting members, including at least three (3) members who are not the WUSA VP Education or their commissioners.
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 is 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.
APPENDIX G - PROPOSED STUDENT REFUGEE PROGRAM POLICY
(FIRST READING)

Policy Title: Student Refugee Program Policy
Policy Number: 0XX
Policy Class: Corporate
Policy Category: [G, A, FC, HR, CS, SA, UA, GA]

Effective Date: [DATE]
Approval Date: [DATE]
Last Revision Date: N/A
Review Year: 2025

Sponsor: Seneca Velling, Vice President, Operations & Finance
Attachment: None
Responsible Bodies: Policies & Procedures Committee (PPC), UW WUSC Local Committee
Authority:
- Charter: “To administer the affairs of the members of the Corporation, including ... the receipt and administration of all funds which may accrue to the Corporation ... and such other funds as may become the property of the Corporation by donation, gift, return, legacy, bequest or in any manner whatsoever...”
- Bylaws, Article 8: Students’ Council: “Council shall have the power to determine student priorities regarding the general expenditure of members’ dues” and “The power to establish procedures regarding the formation, administration, discipline, and disbandment of all Federation of Students’ Clubs and Services”.
- Policies, Policy 29: Ancillary Fees and Member Dues: Council is empowered to regulate undergraduate ancillary fees.
- Referendum, UW WUSC Student Refugee Program Referendum (2008): Supporting implementation of a refundable fee to support the UW World University Services Canada (WUSC) Student Refugee Program, as part of the Federation of Students' Administered Fees each academic term, to be implemented through a system designed at the discretion of the Federation of Students, and to begin in the Fall 2008 term.
- UW WUSC Student Refugee Program Constitution.
- Resolution of Council, 17 August 2019 Regular Meeting: Acceptance of the Student Refugee Program: Financial Sustainability and Growth Report, regarding the continuation and support for the Student Refugee Program.

Key Words:

POLICY STATEMENT:
[Describe issue addressed by the policy including, where appropriate, linkage to the Strategic Plan]

PURPOSE:
The purpose of this policy is to provide direction to the UW World University Services Canada (WUSC) Student Refugee Program (SRP) Local Committee (“SRP Committee”) and Vice President, Operations & Finance regarding both the allocation and administration of the
Student Refugee Program Funds Account. In partnership with the WUSC, campus partners, and the participating Affiliated and Federation Institutions of Waterloo, the Waterloo Undergraduate Student Association endeavours to support student refugees studying at the University of Waterloo.

DEFINITIONS:
[Click here & list relevant definitions]

SCOPE & EXEMPTIONS:
[Click here & describe who and what it applies to and any exemptions]

POLICY COMMUNICATION:
[Describe communication plan in the Administration Policy]

POLICY:

1. Eligibility for Grant Funds

The SRP Fund shall be made available for the assistance of student refugees in paying for academic and living expenses associated with attending the University of Waterloo.

Disbursements must be compliance with the WUSA’s corporate objects as well as its mission and vision. Particularly, funds are expected to enhance the educational experience and quality of life for undergraduate students enrolled at the University of Waterloo, including its Affiliated and Federated Institutions.

2. SRP Fund Budget

Decisions related to allocations from the SRP Fund, including the preparation of the SRP Fund Budget, shall be the responsibility of the SRP Committee in coordination with program administrators. Approved SRP Fund Budgets shall include sufficient reserves and discretionary funds to allow flexibility for the Vice President, Operations & Finance and program administrators to adapt to changing needs of student refugees and external pressures. The Vice President, Operations & Finance, acting upon the recommendation of the SRP Committee, shall be responsible for approval of the SRP Fund Budget.

Funds appropriated in the SRP Fund Budget shall be disbursed in accordance therewith by the program administrators. The Vice President, Operations & Finance shall not reduce or cause to be reduced the allocation of any funds to be disbursed in accordance with the approved budget during the fiscal year, where doing so would impact student refugee.

Any amendments to the SRP Fund Budget during the fiscal year shall normally be reviewed by the SRP Committee and recommended to the Vice President, Operations &
Finance for approval. Notwithstanding the foregoing, where the financial position of the SRP Fund is at risk (due to low contribution rates or otherwise), the Vice President, Operations & Finance may at any time order a hold on any part of the budget, until the next regular meeting of the SRP Committee, where the Committee may propose a continuation of the hold or provide alternative direction (including budget cuts) to Vice President, Operations and Finance.

Out of budget allocation of grant funds shall be determined in accordance with section 3 of this policy.

3. Allocation of Extraordinary Grant Funds Outside of Budget

Where additional funds are required, the SRP Committee may approve the allocation of extraordinary grant funds. The application process shall be as follows:

a. The requesting party shall submit an application form to the program administrators and Vice President, Operations & Finance;

b. Requests for funding are due five (5) business days prior to each scheduled meeting of the SRP Committee. Requests received less than five (5) business days prior to a scheduled meeting may be considered at the next scheduled meeting. To the fullest extent possible, a list of meeting dates shall be made available by the Chair of the Committee at the beginning of each semester to all student refugees, program administrators, and to the Vice President, Operations & Finance;

c. The applicant shall attach a detailed budget including all revenues and expenditures with explanations for their purposes. The bottom line of the budget shall represent the projected cash shortfall (that is, the amount requested);

d. The applicant shall include any further details that the Committee may need to reach a decision; and

e. The applicant may request to make a presentation to the SRP Committee at its next duly constituted meeting, but a presentation is not a requirement. Any unallocated money in the SRP Fund account at the end of the fiscal year shall be carried forward as reserve until the reserve target level is met, thereafter it shall be appropriated as expendable allowance during the budget process.

The Committee shall work with WUSC representatives and program administrators to determine the merit of individual claimants; this clause does not restrict the ability of claimants not affiliated with WUSC from receiving funds.

4. Administration of Granted Funds

All monies disbursed through the SRP Fund shall be used solely for the purposes of assisting student refugees with living and academic expenses, and those other approved expenses approved in the SRP Budget.

The WUSA Finance and Accounting Department, on the authorization of the Vice
President, Operations & Finance, may refuse to authorize purchase orders, cheque requisitions, or cash withdrawals if there is not proper backup for expenses, or if there is concern that the funds are not being used for their intended purpose, exceed budget caps, or put at risk the solvency of the SRP Fund account.

The SRP Committee shall be empowered to establish additional policies and procedures governing the Student Refugee Fund.

Where appropriate, the SRP Committee members shall be required to maintain confidentiality regarding the business of the committee to protect the privacy of fund beneficiaries.

5. Adjustment of the SRP Administered Fee

The Vice President, Operations & Finance, acting upon the recommendation of the SRP Committee, shall recommend to the Board of Directors if the SRP Administered Fee should be incremented reflective of changes in the Consumer Price Index of Canada according to Statistics Canada for the calendar year immediately previous.

6. Conflict

In case of any conflict between the terms of this Policy and the terms of the UW WUSC Student Refugee Program Constitution (“Constitution”), the terms of the Constitution shall prevail.

HISTORY:
This is the first draft of this policy. Previously, high-level regulations and standard operating procedures for the Student Refugee Program were limited to those provided for by the SRP Committee and the Vice President, Operations & Finance. Following financial solvency concern, the associated Student Refugee Program: Financial Sustainability and Growth Report, and increment to the SRP Administered Fee to correct for concerns with the SRP Fund account’s financial position, Council sought improved management of the Fund, clarified lines of accountability between program administrators, the WUSA Accounting and Finance Department, and the SRP Committee.

COMPLIANCE AND ENFORCEMENT:
The Vice President, Operations & Finance, on behalf of WUSA, shall be responsible for administration of the Student Refugee Program Fund in accordance with this policy, the UW WUSC Student Refugee Program Constitution, Resolutions of Council, and other applicable procedures and internal guidelines.

Failure of WUSA to insist on strict performance of any of the obligations or expectations
imposed herein shall neither be deemed a waiver of any rights of remedies that WUSA may have nor considered a waiver of any subsequent breach or default.

APPENDICES: UW WUSC Student Refugee Program Constitution
Appendix H - Administration of the Off-Campus Community Service

Moving Off-Campus Community under the Orientation Administrative Coordinator from the Services Manager

Prepared by: Savannah Richardson, Orientation Administrative Coordinator, and Brendan Lowther, Services Manager

Off-Campus Community – Students’ Council Procedure

The purpose of the Off-Campus Community is to:

1. Provide a sense of community and residence life to those students who live off-campus;
2. To encourage activities that will bring together off-campus students in a social atmosphere;
3. To ensure that students participating in the program can be offered advice and assistance on a variety of issues by a Don;
4. To create a local network of off-campus students within the City of Waterloo.

Current Structure and its relation to First-Year Orientation

OCC has structured its hiring to occur on an annual basis. Coordinators (x2) are hired towards the end of January and their term runs from May 1st through to April 30th. The Dons are hired in March. Their term runs from the end of August through to April 30th, however Dons do not have any first-year students until September. The Executive team is hired on a termly basis. Towards the end of the third month of the term, applications are posted.

The coordinators work to develop the Don-specific training over the spring term and is presented at a training weekend they host towards the end of the term. The Dons and any other OCC volunteers are expected to complete the training provided by the Coordinators in order to fulfill the role. Similarly, in order to be an active volunteer during Orientation Week, everyone must complete Orientation Leader Training (OLT). This training to mandatory for anyone interacting with first-year students during Orientation.

In the spring term, the coordinators work with both the Orientation Administrative Coordinator (OAC) and the Services Manager (SM) to plan for, execute, and manage two aspects of their service’s role: engaging with first-year students and general service operations respectively. In terms of funding these specific service offerings, all costs associated with first-year specific programming during Orientation comes from the Orientation budget; this budget comes from the orientation fee, which is assessed to incoming first-year students. Any and all other OCC programming and service, available to all students living off campus regardless of their year of study, is funded through the OCC-specific budget. All students can access peer support, and resources to support their off-campus housing experience.

Challenges with Current Structure
As it stands, there are two main challenges with the current structure: accountability and communication.

Over the course of the spring term, OCC is accountable to two different individuals for two distinct yet interconnected aspects of the service’s offerings. This leads to confusion as to whom the coordinators are ultimately accountable to, specifically in terms of orientation programming. It’s difficult for the OAC to enforce accountability to their role as the coordinators more regularly interact with the SM and ultimately are accountable to the SM since student-run services housed within the responsibilities of that role. It has also proven to be difficult for the OAC to enforce specific timelines which differ from the timelines expected by the SM. For example, the timelines for which events need to be submitted and approved for Orientation week is further in advance than an event being run by the service at another point in the year.

Along with accountability, communication has proven to be challenging in the current set-up. The coordinators have weekly meetings with the SM, where they provide updates on what they are working on, upcoming events, challenges they are facing, and anything they may need support on. With the expectation set to keep the SM in the loop, sometimes communication is lacking between the coordinators and the OAC regarding orientation matters. Coordinators will provide updates or ask questions of the SM, who directs them to the OAC, however those questions or updates often do not get shared with the OAC until the coordinators are in a time crunch or the OAC follows up with them after some time. Moreover, there have been instances where coordinators will only respond to emails from either the SM or the OAC, but not both. This is likely linked to the competing priorities and expectations and the coordinator’s understanding of who they are ultimately accountable to. Finally, there is potential for mixed messaging from the OAC and SM regarding expectations. Although the OAC and the SM have regular discussions about working with OCC leading up to and during orientation programming, there is opportunity for miscommunication between the two parties. This would only increase any uncertainty or confusion the coordinators may have.

**Concerns outlined by OCC**

During discussions of moving OCC under the supervision of a different full-time staff member, we regularly connected with coordinators to understand their thoughts on the proposed shift. Overall, coordinators, executives, and dons were all very support of the shift. They saw this move as an opportunity to further engage with off-campus first-year students, and a chance to share their service offerings with all those involved in orientation programming.

There were a few concerns outlined by those involved in the services. While this proposal may not have all the solutions, discussions on how to address them are in progress. There were three main themes regarding the concerns: training, programming time, and communication. The dons saw OLT (Online Leader Training) as redundant. Many of the topics covered in OLT were covered in their annual don training. While completing OLT and the content of OLT needs to be consistent for all those interacting with first-year students during Orientation, there is the opportunity to review what dons are being trained on and see if there is opportunity to enhance the training to compliment OLT. The concerns regarding programming time and communication are dependent on several campus partners, which means they may be more difficult to address. OCC would like to see more programming time...
during Orientation itself, which involves changes to the schedule. Similarly, they would like to see improvements with regards to communicating with off-campus first-year students prior to their arrival to campus. In order to be granted permission to use their emails we need to ensure there is an email release portion of the orientation registration form. This form is managed by a campus partner. In the cases of the schedule and the form, the OAC has already been in discussions with relevant parties to see if those can be adjusted.

Proposal

The OAC and SM propose to keep OCC as a student-run service that is active all year and to maintain the current funding model to ensure the service can continue to support all off-campus students regardless of their year.

After ample discussions, the OAC and SM propose moving full management of OCC from the SM to the OAC. This move will allow for consistency in communication and accountability. Specifically, we hope it will increase accountability of the dons and increase consistency in the role dons play for first-year students. With this shift, priority will be placed on ensuring we are maintaining our engagement with or re-engaging with first-year students after orientation. The OAC will work with Dons more directly through the coordinators to encourage more creativity in programming, to be more directly engaged with a higher number of first-year students through events, and to increase peer support awareness. The OAC will work to incorporate biweekly debriefs for Dons to share their experiences in a safe and confidential environment. Moreover, the service will continue to provide student leadership growth and mentorship to upper-year students. This will ensure there are opportunities for first-year students to be supported during their transition to university, which is more than just Orientation week, and that upper-year students are aware of OCC’s service offerings for their own use.

Should this proposal be accepted, transition of the service will begin in January 2020 when hiring of the coordinators occurs. The OAC will work with current OCC coordinators and the SM to gather a deeper understanding of the service operations and timelines to ensure by the time May 1st, 2020 occurs the OAC is comfortable managing the service and has the tools to do so successfully.