Federation of Students’ Council Agenda

July Regular Meeting

SLC MPR, University of Waterloo

Chair: Katherine Arnold  Secretary: Edward Yang

ATTENDANCE

Please convey regrets to the Speaker of Students’ Council at 519-888-4567, ext. 84042 (main office) or speaker@feds.ca

Attendees:

- Alves, Ayla (Society Designate, ESS)
- Arnold, Katherine (Speaker of Students’ Council)
- Beauchemin, Michael (President)
- Chang, Diana
- Chiang, Evan (President, AHSUM)
- Dack, Caroline (President, ASU)
- Easton, Benjamin
- Fitzpatrick, Amanda (Vice President, Student Life)
- Gerrits, Matthew (Vice President, Education)
- Hasan, Zahra (Society Designate, SciSoc)
- Hunte, John
- Lau, Mackenzie
- Li, Alan (President, MathSoc)
- McComiskey, Kaitlynn
- McGee, Ellen (President, EngSoc B)
- McGuire, Kevin
- Mehta, Navya
- Nasir, Shehnoor
- O’Meally, Taijah
- Parkyn, Colin
- Plante, Connor (Chair of the Board of Directors)
- Riaz, Shazza
- Rodney, Victoria
- Roxas, Nikka
- Saleh, Rana
- Shimoda, Mariko (President, EngSoc A)
- Small, Jason (Deputy Speaker)
- Soo, Sebastien
- Tait, Abigail
- Town, Megan
- Velling, Seneca (Vice President, Operations and Finance)
- Wilson, Brenda
- Xu, June
- Yang, Edward

Expected Absences:

- Malenfant, Josée-Claire (St. Jéromes)
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1.0 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 APPROVAL OF THE AGENDA

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

The Speaker assumes the Agenda.

1.3 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, Anishnaabeg, 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."

2.0 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.

June 9, 2019 Meeting Minutes

Be it resolved that Council approves the minutes of the June 9, 2019 Regular Meeting, as presented.

3.0 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 - Executive Reports.

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 - Chair of the Board of Directors Report for the written report.

### 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. Submitted reports can be found in Appendix C - Representative Reports.

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 University**
11. **Renison University**

### 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** (Katherine Arnold)
2. **Deputy Speaker** (Jason Small)
3. **Secretary** (Edward Yang)

### 3.5 Standing Committees, Commissioners, or Services Reports

Each Committee chair, Commissioner, or Service Coordinator 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 party.

1. **Committee Reports**
2. **Commissioner Reports**
3. **Services Reports**
4.0 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.

4.1 Amendment to Procedure 13: Federation Publicity

Be it resolved that Procedure 13, Federation Publicity, be amended as attached [Appendix D], to go into effect upon the adjournment of the present meeting.

Submitted By: Michael Beauchemin.

4.2 Rescinding Policy 37: English Language Proficiency

Whereas Policy 37, English Language Proficiency, expired in April 2017;

Whereas with the English Language Proficiency Exam having now been discontinued (effective for all faculties Fall 2019) and replaced with faculty or department specific courses, the stances of this policy have now been fulfilled; and

Whereas for the above reason, the Policies and Procedures Committee recommends the rescission of this policy.

Be it resolved that expired Policy 37 be rescinded.

Submitted By: Jason Small.

4.3 Postponing Receipt of the Bomber Report

Be it resolved that Council delays the Bomber Report deadline to the end of August 2019

Submitted By: Seneca Velling.

4.4 Interpretation of Policy 25: Sustainability

Be it resolved that Council interpret Policy 25, Sustainability, to not limit the sale of plastic water bottles beyond reason and in particular during examination periods.

Submitted By: Seneca Velling.

4.5 Amendment to Policy 25: Sustainability

Whereas Policy 25, Sustainability, as amended February 11, 2018, calls for the Federation to 'produce as little food waste as possible, including disposable containers, plates, cutlery, and bottles'; and

Whereas one of the intentions of the above clause by its mover was for it to serve as a stance against the selling of bottled water on campus; and

Whereas there is currently a lack of clarity on whether the selling of bottled water by the Federation’s commercial services is in fact prohibited by this policy; and
Whereas since the selling of bottled water at International News has ceased in Winter 2018, concerns have been raised on the ability of students to obtain bottles that they can bring into examinations under the University's regulations, resulting in a suspension of the aforementioned policy during the Fall 2018 exam period; and

Whereas the selling of cheap reusable bottles at International News represents a possible option to resolve the above examination issue.

Be it resolved that Policy 25 be amended to include the following clause: BIFRT the Federation of Students and the University of Waterloo should not sell bottled water or any other disposable containers of water.

Be it further resolved that Council task the Vice President, Operations and Finance to consider having International News sell low-cost reusable water bottles meeting the requirements to be used in examinations, provided that such product is not sold at a loss.

Submitted By: Jason Small.

5.0 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.

6.0 ANNOUNCEMENTS

7.0 ADJOURNMENT

Be it resolved that the chair adjourns the meeting at 4:30pm.
APPENDICES

APPENDIX A - EXECUTIVE REPORTS

President

Michael Beauchemin

July 14, 2019

Federation of Students
University of Waterloo

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1.0 Monthly Summary

Welcome to July! It’s been a busy month, and since last update the university side of work has started to wind down since the uni enters a ‘summer holiday’ kind of thing (lucky them). We have notably made progress on the rebrand efforts and hope to launch late July. I have interviewed and selected people from all the candidates for the Recording Clerk and Secretary position, so you may notice that we have a new Secretary, if one of them is available for the meeting. I had a meeting with the person UW is having start a new Waterloo Alumni chapter and he is looking to engage with students when the chapter starts, come September. He also pitched a podcast idea to me – what do you folks think about us having a podcast/video series?

I’m going to be meeting with the Associate Provost, Students, Chris Read, in week prior to Council to discuss such things as: the smoking policy, sugary beverages on campus, the Student Experience Review, and more, so stay tuned for that! If you have thoughts on any of these, please share them with me when you find time. Exec Action Plan is going to Board for information, after which it will be spiced up and made available online – update to come.

Finally, I got an update on The Centre. It’s getting really well used and they’re trying to reduce peak wait times. They are also developing a chatbot that currently has a database of 2000 questions and they’re looking to expand it across campus websites.

As always, you’re welcome to email me (pres@feds.ca), call me (ext. 32478), or stop by my office (SLC 2118F) if you have any questions, comments, or concerns. I will hold office hours in my office every Monday from 13:00-14:00 until the end of August.

2019 Brand Review Process

I sent out an email with some information for you all, so check that out first. We are currently building out visual identities to choose from, which should be ready for review in the week before Council – these ones are going to Board as well, just because the timing is super convenient. I am always willing to answer questions and take in comments or feedback, and I encourage you to take advantage of this by coming to see me during my office hour or any other time as I am often in my office in SLC 2118F.

Long Range Plan

I have met with a potential facilitator and I am hoping to meet with the committee in the coming week or so to assess what our needs are and what our values for the process are so that we can pick a facilitator who is going to do the most judicious job of helping us accurately represent our organization for the years to come.

Senate

At the June Meeting, the Math/CPA-Finance Option was restructured into a plan and a finance specialization – this is just to reflect standardization of language across the faculty. Also in Math,
some options also earned renaming in the same light as specializations or minors. Double counting rules were updated for more consistency across all faculties.

Importantly, the definition of Reading Week was updated to include the weekends on both ends, and clarified language around ‘scheduled pauses’. Finally, an update was made to language around needing to request permission from an instructor for prerequisites (detailed a little below):

In the list of requisites (or notes) attached to a course in the catalog, some Faculties include “or by permission of the instructor”. The usage of this text is inconsistent and, according to Faculty reports, it is not necessary for a course description to contain this text for a student to request and receive permission to enroll in a course for which they do not have the prerequisite.

The purpose of this motion is to standardize the approach to these situations across Faculties and courses by removing existing references to permission/consent in requisites/notes and have an overarching statement. Notwithstanding the foregoing, if all students in a course need to obtain instructor consent to enroll in the course, consent will still be noted as a prerequisite.

Board of Governors

The BoG is on holiday now. Next meeting in October will be to approve the Strategic Plan for the University.

Societies

I was able to visit WASA and SoPhS early in June, but have been unable to return up to now. With the LRT now functional, it should be easier to reach SoPhS in Kitchener, but Cambridge is far and I don’t have a car. I will likely go again late July, but currently have no plans yet to go to Stratford.

Committee on Student Mental Health (CoSMH) (Feedback Form)

The early July CoSMH meeting was cancelled but the executive committee met to ensure nothing was going to fall through the cracks. Mostly just an update and approval of the next meeting’s agenda. The Academic Working Group (Recommendation #5) is close to a conclusion and the CoSMH as a whole only has about 8 months left in its mandate.

Volunteer Discounts

As volunteers for the Federation, Councilors, Directors, and Society Executives are eligible for discounts at our Commercial Operations. Go to request.feds.ca, click on IT Requests, and then Customer Discount. Once you fill in your information, the discount will go to me for approval and you will get 10% off at International News.
2.0 Initiatives and Objectives

Volunteer-Staff Social
Since I haven’t heard back, and because many people are away this term I’m going to try and plan something for the Fall term.

3.0 Committee Updates

Ad-Hoc Committee on General Meeting Engagement (Joint)
I have not met with this committee yet.

Ad-Hoc Committee on Organizational Transition (Board)
I have not met with this committee yet.

Committee of Presidents (COPs)
The Committee met again on Thursday 4 July, and Presidents discussed generally some events in their areas. Additionally, they discussed a menstrual product initiative that their Society was taking part in or wished to take part in. Finally, they provided some commentary on the Societies Agreement so that I could return with an updated draft in the near future.

Policies and Procedures Committee
PPC adopted a document prepared by Jason Small that recommended actions to be taken with certain policies. Many were referred to EAC or CSC, and some were recommended for rescission – they should be appearing at the upcoming meeting of Council.

Waterfowl Mascot Committee
I have not met with this committee yet.

Honorary Lifetime Membership Committee
I have not met with this committee yet.
Vice President, Operations & Finance

Seneca J. Velling

July 14, 2019

Federation of Students
University of Waterloo

www.feds.ca
1.0 Monthly Summary

As ever, should anyone have any questions, comments, or concerns, please do not hesitate to contact me at either email (vpof@feds.ca), phone (ext. 33880), or swing by the office at SLC 2118M.

Human Resources

The VP Operations & Finance has continued to execute the roll-out and continual evaluation of the new organizational structure for the Federation of Students.

Hiring has concluded for the IT Manager role, and is still underway for the Communications Manager role.

Student Choice Initiative (SCI) and Opt-out Fees

Dispensary Support – Students on the Pharmacy Campus were traditionally assessed a fee of 90% of the value of the Federation of Students Fee for the term to operate, perform capital maintenance and improvements, and staff the Caffeine Dispensary (a café on the Pharmacy Campus). This fee was traditionally bundled with the Federation’s fee for Pharmacy students. The business unit was the only real operation structured as a “service to students” insofar as it was subsidized (the others are operated at minimal margins to reduce costs for students and provide affordable alternatives on campus while covering off their costs). Due to an oversight during contract re-negotiation on operation of the café and optional fee structure decision making, no financial contribution will continue for the Fall Term. This is due to the fact that a fee cannot be assessed without the Board of Governors approval, and the next Board meeting is not until October 2019. My Office is actively looking for solutions, including temporary closure of the Café, which will double as useful time for potential capital improvements, if funding is available.

Marketing Campaign – A marketing campaign has been developed for the SCI which will inform students of their options so as to make an informed decision. The campaign is driven by promotion of the value of the service offerings from the Federation (regarding fees), an overview of the tuition cut, and a factual overview of the changes to OSAP. Webpages will be prepared for both the changes to fees and the SCI itself, which will explain any changes to fees and describe each fee as well as provide background on the impact of SCI for students if they should choose to opt-out or not.

Membership interface – see section entitled “Loyalty and Membership Rewards Programming” for more specifics, but generally a two phase plan has been approved that will:

- Phase 1 – build a members.feds.ca (member.wusa.ca or similar) to check a student’s membership statuses (including self-check); opt-ins will be done in person at the Feds front desk or potentially the Turnkey desk; Applications for events to check status (but not integrated with ticketing / point of purchase) – execution will depend on data availability, compliance, thorough testing, and staffing support. ETC: August 31st.
• Phase 2 – Designed for payment of membership fees (opt-back-in); chase set-up; 
shopping cart for opt-in; and integration with ticketing (in the long run). ETC: Winter 
2020.

This will allow verification of membership by the Federation, its constituent societies, services, 
and events operations.

Budget & Appropriations Committee (B&AC)

The Budget & Appropriations Committee has completed its holistic review of the Federation of 
Students' financial health and has submitted confidential reports for the Board of Directors for 
further consideration. The Committee will use this information, in addition to predicted opt-out 
rates to budget for the coming year.

This week new budget request documentation will be sent to the internal departments which 
comply with the new Fee Apportionment. Due to the fee re-structuring, the budget preparation 
process is somewhat behind schedule, but should accelerate over the course of this month.

Internal Funding Committee (IFC)

The Committee has approved funding for partial coverage of conference expenses for the 
Science Society's Executive to attend a provincial conference. In addition, the Committee is 
continuing questioning of the applicant. The applicant has since responded and the information 
is being reviewed.

Student Life Centre Management Advisory Committee (SLC MAC)

No change in update. Committee has not yet met as information has not been received from 
the SLC/PAC Expansion Project Team regarding a consolidated list of spaces that are available 
or have already been designated for other purposes (e.g. GSA and Imprint space in the SLC).

Request for Proposal for Auditors

The Federation will soon be soliciting bids for Auditors for the FY2019-2020 year to be 
recommended to the Board and appointed by the Annual General Meeting in the Fall.

Build-out of the Campus Bubble/Wasabi Space in the SLC Food Court

A proposal is being reviewed for a build-out of the Campus Bubble/Wasabi Space in the SLC 
Food Court. Per the SLC Operating Agreement, the plans must be approved by the University 
and the Federation.

Review of Formulary

The Health Plan Committee has begun a review of the formulary, which has been delegated to 
Health Services by the Federation and the GSA. In addition to potential changes to the 
formulary being explored to cover items formerly provided under OHIP+, a new subcommittee 
may be formed as an advisory body on formulary modification composed of Pharmacy Students 
and Faculty.
2.0 Contractual Affairs

Legal Protection Service Contract

The Legal Protection Service contract is still being negotiated. Negotiations are in their final stages and revolving around the structure and function of the plan’s appeals committee. The plan will no longer be an addendum to the current agreement on health and dental plans, but rather a separate contract. Further updated will be provided when information is publicly available.

EmpowerMe or EAP-style Service Expansion through the Health Plan

The President, myself, the GSA, and representatives from Campus Wellness met on next steps for an Education/Student Assistance Program style early intervention and preventative care model. The working group agreed to review other similar providers for quality of coverage and costing, as well as run a semi-formal procurement process. Stipulations agreed to by all parties were as follows:

- The plan must be complimentary to the resources of Campus Wellness and adequately integrate with Counselling Services for seamless student experience;
- The plan must be offered through the Federation’s Healthcare plan for better integration of offerings;
- The review and procurement process should proceed while (separately) the Health Plan Committee reviews the current psychology coverage and explores increases to coverage in alignment with the PAC-SMH recommendations;
- Data must be shared between the Federation and Campus Wellness;
- Counselling Services, if the program is implemented, will potentially be provided a non-voting seat on the Health Plan Committee as an advisory member.

3.0 Student Life Endowment Fund (SLEF)

The duties of active management of the SLEF have been transferred from the VP Student Life to the VP Operations & Finance, in the interests of avoiding any perception of impropriety as well as improving financial management, budgeting of funds, and review of expenditures.

A meeting of the Board of Directors of the Fund will be called shortly which will aim to establish bylaws for the Fund (a long standing requirement of the Fund’s constitution which was done informally by common agreement). These bylaws, like those of the EOI Fund will be established in Council procedure and outline the administration of the fund, potential for voluntary contributions, and solicitation of donations from external parties. The priorities of the fund will be modernized as they currently reflect 1990s concerns on campus.
The proposal will specify the Funding Committee for the SLEF will be the Internal Funding Committee, which already administers the EOI Fund and Special Projects Fund.

Please see the attached proposed set of bylaws.

4.0 University, City, and Region Updates

Improving Integration of AccessAbility Considerations into Quest and Services

Background – Currently students registered with AccessAbility Services must individually register, opt-into, or otherwise identify themselves to access the same level of services taken for granted by most other students without accommodation considerations.

Update – Meetings with AccessAbility services have taken place to review this matter. Both the Federation and the University have committed to improving accessibility support for students on campus, specifically for students with the “reduced Course Load” accommodation/benefit (cases vary based on Faculty enrolled) seeking to have access to full-time services offered by the Federation for which they are not assessed fees due to not meeting the standard course-load requirements.

AccessAbility Services and my Office will be working with the Registrar, Office of General Counsel & Immigration Services, IST, SAFA, and Finance to determine how to share sufficient information to ensure students pay the appropriate fees to be opted-into the various services without the need to self-identify any accommodations they may require.

Due to the “Accessible education for students with disabilities” Policy of the Ontario Human Rights Commission (OHRC), medical and accommodations information cannot be stored with or linked in any way to student records, in turn this means the solution to this access problem cannot be integrated with Quest. Alternative arrangements using data sharing must be explored. As such, a working group based on the composition of the original “Reduced Course Load Discount” team is being struck to solve the dilemma so that seamless integration and student experience for students with accommodations does not come at that cost of their privacy.

GRT Route Changes

My Office reached out to the Grand River Transit (GRT) regarding concerns for reduction in some student heavy routes for busing. The region’s transit planner was in touch shortly thereafter and provided assurances that based on the usage rates and population demographic changes additional frequency of lines or support busing may be added, but currently the region is awaiting equilibration with the LRT system and passengers to establish new routes.

An article on the changes from the Region’s planner and my Office will be published on the Feds News & Updates page in the coming weeks.
City of Waterloo’s Transportation Master Plan (TMP)

The City held an open consultation with key stakeholders, including the Federation, regarding its new TMP. Five pages of collected student feedback were delivered to the City and Region (thank you to all the Councillors, Staff, and students who contacted by Office). Discussion focused on increasing pedestrian and biker safety during commutes, limiting auto traffic in the city, better first-and-last mile transit support to supplement the GRT, bike share programs, more bridges or underground walkways where traffic through regional arterial roads cannot be limited, better engineering safety controls, autonomous vehicles, and a green future.

Specifically, the poor plowing of sidewalks and streets were brought up as was all collected student feedback.

Lime Scooters

The trial of the Lime Scooter program will soon be coming to a close (September time frame) and will again be restricted to the WaterLoop and Laurel Trail. The geofence will be back up, so speeds on campus will again be decreased to what they were in the original phase 1 of the project. The City will continue the test for some time longer, but the program will conclude in Winter 2020 and then be subject to review and decision. An important note: the scooters are not licensed vehicles under the Highway Traffic Act and therefore can only be used on private property currently.

A matter with the scooters being parked in the handicapped spaces and offloading zones as well as in front of doors and marked off areas has been cause for concern. The Federation, UW Police Services, R&T Park representatives, and Lime representatives met and discussed resolutions to this matter. Lime has committed to improving marketing for accessibility purposes and Police Services has committed to moving scooters in these spaces as well as in front of doors or loading docks.

5.0 Miscellaneous

StudentCare Conference

The President and VP Operations & Finance attended the annual StudentCare Stakeholder Meeting, a conference on round table discussions on health and dental insurance in Canada as well as other opportunities for students provided by StudentCare. The conference was an excellent experience to learn about best practices from other institutions and opportunities to improve the Federation’s offerings.

Loyalty and Membership Rewards Programming
My Office has been developing an end-to-end membership rewards and loyalty business strategy plan that will include discounted pricing models or points-back models, external discount programs for fee-paying members, online ticketing, and more.

To better facilitate this process, I will be creating a Commission for loyalty, membership rewards programming, and benefits, which would be headed by an Associate Vice as a part-time role.
VPED UPDATE

ACHIEVEMENTS

- Provided a written submission on Intellectual Property to the province
- Passage of Action Plan by Executive Committee
- Successful OUSA Strategy Conference including passage of the budget, and having significant comment on the OUSA Annual Plan

NOTABLE MEETINGS

- Discussed advising quality with the Cross Campus Advising Specialist
- Had an initial meeting with the new University Associate VP Academic
- Met with Co-op people to discuss the co-op fee timeline
- Had three interviews on the effects of OSAP cuts on students

ON THE HORIZON

- Meeting with the Director of the Waterloo Indigenous Student Centre
- Meeting with other student associations to talk about federal advocacy
- Writing an article on the role of student associations in empowering students

HOW YOU CAN HELP WITH ADVOCACY

- If you or your friends are affected by OSAP, tell you Member of Provincial Parliament your story
- Engage with your society reps and tell them what education-related policy we should be lobbying on federally

OTHER STUFF YOU SHOULD KNOW

- I played chicken with the Waterloo housing market and won, renting a place that met my housing goals/needs
- I’m taking vacation time from the 12th to 22nd this month
- For feedback on this update format, email vped@feds.ca

No animals will be harmed in the making of my vacation

Excited to talk about respectful consultation strategies

©
Matthew Gerrits
Vice President Education
Report

July, 2019

Federation of Students
University of Waterloo

www.feds.ca
0.0 Announcements

**Action Planning:** My action plan has been completed and approved by the Executive Committee.

**Vacation:** I will be off from July 12\textsuperscript{th} and should return July 22\textsuperscript{nd} or 23\textsuperscript{rd}.

1.0 University-Related Activities

1.1 Feds Committees:

- **Education Advisory Council**
  - **Responsibilities:** To advise the Vice President Education on academic issues facing Waterloo students.
  - **Synopsis:** Has had two meetings since last report, and discussed my action plan draft, provincial advocacy priorities, the inclement weather and pedestrian safety policies, among others.

- **Co-op Students Council**
  - **Responsibilities:** To advise the Vice President Education on co-op related issues, and to serve as an opportunity to interface with the Co-op Experience Staff.
  - **Synopsis:** Had a poorly attended second meeting.

1.2 University Committees:

- **Co-operative Education Council**
  - **Responsibilities:** A forum to review and to advise Co-op at UW.
  - **Synopsis:** Was absent for meeting due to OUSA obligations.

- **Senate Undergraduate Council**
  - **Responsibilities:** To consider questions involving academic quality and undergraduate studies and provide recommendations to go forward to Senate.
  - **Synopsis:** Was not able to attend meeting due to my class.

- **CEPT2/CTAPT**
  - **Responsibilities:** Investigating how course evaluations are done and how to improve them, and how to develop complementary methods.
  - **Synopsis:** CTAPT has had multiple meetings involved in finalizing the teaching quality model that the committee has been developing. CEPT2 has not met.

- **Co-op Comprehensive Review Committee**
  - **Responsibilities:** Study and develop recommendations surrounding process with regards to the Co-op Fee.
  - **Synopsis:** Has not had a meeting since the last meeting.

- **Provost Advisory Committee on Timetabling**
  - **Responsibilities:** Look into scheduling and in particular the new scheduling system.
  - **Synopsis:** Has not met since last report. I have followed up with the Registrar on the committee.
Teaching and Learning Spaces Committee
Responsibilities: Look into improving teaching and learning spaces on campus
Synopsis: Has not met since my last meeting.

Verification of Illness Forms Working Group
Responsibilities: Explore options for reform of the Verification of Illness Form and consideration process.
Synopsis: Continues to have productive meetings.

Open Scholarship Committee
Responsibilities: Promote open learning on campus.
Synopsis: Continues to have productive meetings. Soon launching its website, which has been the focus of its most recent two meetings.

2.0 External Activities

2.1 Municipal/Regional-level
Town & Gown Steering Committee, City of Waterloo
Responsibilities: Had a wide-ranging meeting since the last report, involving discussions on the Unsanctioned Gatherings Working group, reviving a dormant subcommittee, debriefing the provincial Town and Gown Conference, talking about the impacts of government regulation and deregulation.

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 been meeting to assess potential measures to address UPGs.

2.2 Provincial-level
Ontario Undergraduate Student Alliance (OUSA)
Responsibilities: Represent UW students to the provincial government through an alliance of like-minded undergraduate student associations. For more information on OUSA visit: www.ousa.ca.
Synopsis: OUSA Strategic Conference saw us approve our budget, authorship for fall papers, campaign plans, provide input into the Home Office Annual plan, and approve our advocacy priorities for the year. I will be writing on the ancillary fees paper.

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: Has not met since last report. Cristina Ilnitchi of UBC Alma Mater Society has been elected as Chair for the coming year.

3.0 Other Stakeholder Meetings

3.1 University-level:
Paige Doherty, SSO Cross Campus Advising Specialist: Met with Paige to discuss her work and plans regarding improving academic advising on campus.

Mario Coniglio, AVPA and David DeVidi, AVPA-designate: Met to introduce both of these individuals with our Academic Affairs Commissioner, introduce David to some of our ongoing projects, and how meetings between the VPEd and AVPA tend to go.

Associate Provost, Students & Co.: Met with Chris Read and most of his senior team along with the other Feds Executive to discuss our goals and get to know one another.

Campus Wellness Director & Co.: Met with Walter Mittelstaedt and his senior team to talk about the inter-relationship between our two teams.

Brent Thorrnhill and Joe Henhoeffer: Met to discuss the layout of the determination of the co-op fee.

Executive Director, Co-op; Director of Student Faculty Relations Co-op; and Co-op Student Experience Manager: Met with Ross, Richard and Brent to discuss Feds priorities and get the Feds President up to speed on some of the VPEd-Coop collaborations.

3.2 Municipal/Regional-level:

None of note. Have reached out to Jeff Henry and am setting up a Meeting.

3.3 Provincial-level:

None of note. Will be reaching out shortly to meet with local MPPs

3.4 Federal-level:

None of note. Will be reaching out shortly to meet with local MPs.

3.5 Other:

CANOE-JCUP: Phone meeting with Geoff Evamy Hill regarding Feds and UW support of creation of Joint Canadian Undergraduate Programs.

Interviews: Participated in one CTV and one CBC interview, as well as an Imprint interview, all on OSAP effects on students.

Submission: Provided a submission to the MTCU on Intellectual Property.

Educated Solutions: I am making a contribution to OUSA’s annual Educated Solutions magazine. This year the theme is on Student Unionism and the Student Voice.
5.0 Upcoming Activities

Meeting with the Director of the Waterloo Indigenous Student Centre to discuss federal advocacy priorities and consultation strategies.

Planning to pivot to some more work on EAC goals.

Upcoming meeting on International Student Tuition with the VPA&Provost of the University.

Conducting an RFP for OUSA Auditor.

Writing an OUSA Blogpost.
Amanda Fitzpatrick
Vice President Student Life
Report

July, 2019

Federation of Students
University of Waterloo

www.feds.ca
1.0 General Update

Services
We have now confirmed which services will be protected under the Student’s Choice initiative. The following services have been deemed essential: RAISE, MATES, The Glow Centre for Sexual and Gender Diversity, The Women’s Centre, Food Bank, and CRT. Due to the guidelines outlined by the MTCU the remaining services will be opt-out-able: The Bike Centre, International and Canadian Student Network, Co-op Connection, Off Campus Community, Sustainable Campus Initiative, and The Volunteer Centre.

I have contacted all the services to update them on their status and will be setting up a meeting for each group of services to meet with the Service Manager and VPOF to explain how the changes will affect them in the coming terms.

Clubs
We are currently working on maintaining service levels without a full time Club Support Manager since Jake left for his secondment. We have a great Clubs Assistant and Club Support Team but currently have people working less hours than we used to. Steps are being taken to solve this issue before fall term.

Orientation
No big updates.

Miscellaneous
The Exec and I met with Campus Wellness in the beginning of June to have a chat about some of our priorities. One thing that Walter, the Director of Campus Wellness, updated us on was the creation of a Trans Health Team in Health Services. I had been advocating for this since last year so I’m excited to see that trans students will be able to access trans specific care from doctors that have received extra training. This is a big step for our university.

I am also in the near final stages of creating an updated incident reporting form. For the past few years Glow has had an incident reporting form specific to their center. We decided to improve this idea by adding on RAISE, MATES, and The Women’s Centre. The purpose of this form is to let marginalized students report incidents of homophobia, transphobia, sexism, racism, islamophobia and more. They will be able to select where the incident happened on campus, describe what happened, and if they would like and of our services to anonymously advocate on their behalf. The great thing about this form is that it lets students select multiple options at once, for example the incident can be related to homophobia and racism. This form would then be sent to both Glow and RAISE so that their coordinators can work together towards rectifying the situation or stopping it from happening again.

I met with the Director of Campus Housing to talk about the possibility of creating anti-racism and LGBTQ+ specific training for dons. This plan has been in conversation with RAISE and the Equity Office as we would like to collaborate on making this training available to dons and more.

I have begun having more regular meetings with Jim Rush (Provost) and Chris Read (Provost of Students) to talk about systemic issues for students on campus. My main focus in these talks so far has been racism and transphobia. I look forward to continuing these very important conversations so that we can see more concrete action come from upper administration.
2.0 Committee Updates

Internal Administration Committee
IAC has now had 4 meetings where we have begun going through the list of clubs waiting for approval. In our most recent meeting we selected the winners for the Feds Volunteer Awards.

Campus Life Advisory Committee
This committee has not met yet
Board of Directors Report
Connor Plante
Chair of the Board

July 6, 2019

Federation of Students
University of Waterloo

www.feds.ca
Meetings of the Board

Since the last meeting of Council, the Board of Directors has not met (as of the time of writing this report on July 6). Therefore, this report will be very brief, but with our July Regular Meeting set to occur on July 9, I can provide further updates orally at the Council Meeting.

Board Annual Plan

A final copy of the 2019-2020 Board Annual Plan has been written, and is being presented for adoption at the July Regular Meeting. This is the conclusion of a very thorough process that has been undertaken to produce the Plan, which began with a brainstorming session at the Board’s transition day back in April and included feedback from all Directors along the way.

Setting General Meeting Dates

Following a request of Council for the Board to explore devolving the power to set the dates of General Meetings to the Office of the President, in consultation with Council, the Chair has produced a report that compares the methods of how other Students’ Unions set their General Meeting dates, and what potential courses of action are available to the Board. If a decision is made by the Board, a further update will be provided verbally.

Minutes of Board Meetings

All minutes from Board Meetings that occurred in the 2018-2019 governing year have now been approved, and posted on feds.ca. This year, we are committed to approving and posting public minutes in a much timelier manner.

As always, please do not hesitate to reach out to me at chair@feds.ca or connor.plante@uwaterloo.ca.

On behalf of the Board of Directors,

Connor Plante
Chair of the Board
Recent Activities of Caucus Members

**Jason:**
- Organized AMA of councillors and executives being held on July 11th
  - will report orally on how it turned out
- Continuing to aid in the overdue review of policies and procedures at PPC:
  - Many of the reviews have been assigned to committees; committee chairs have been informed of this
  - Will be helping Matt facilitate the reviews of ~15 items that have been assigned to EAC
  - Next step is to schedule out the reviews throughout the year with the goal of clearing the backlog by April
- As part of my separate role as Engineering Undergraduate Senator:
  - Attended the June 17th Senate meeting
    - Nothing that interesting occurred; see my notes if you want to know
  - I’m producing meeting notes available at [bit.ly/UWSenate](http://bit.ly/UWSenate) (please share with all interested persons)

**Megan:**
I have received some relevant commentary from individual students approaching me:
- I was privately approached by a student who is intending to delay their graduation due to the OSAP cuts. This student is financially unable to take 4A and 4B back to back and hopes to take 4B in spring 2020 instead. At present, this is not possible because their required courses are not offered in the spring.
  - This is a demonstration of the need for advocacy on the provincial level as well as on the university level to help our students in response to the OSAP changes
- When I mentioned that the Waterloo Undergraduate Student Association wouldn’t necessarily be shorted to WUSA, another student pointed out that “WUSA FOC” introduced themselves as such at SLR thus WUSA is pretty much cemented at this point.
- I also reported on the rebrand and SCI activities to the EngSoc Board of Directors. At this point, EngSoc does not plan to make any drastic changes in advance of SCI in the fall and will respond as necessary before the winter term.
- I also interrupt your extremely length agenda reading to share this quotation which really resonates with me
We don't need a handful of people doing zero waste perfectly. we need millions of people doing it imperfectly.

Anne Marie Bonneau § Zero Waste Chef
Science Caucus Report – July 14th 2019

Zahra Hasan, Mackenzie Lau, Colin Parkyn, Niks Roxas, Sebastian Soo

Science Undergraduate Student Life Survey

The purpose of the survey is to initiate a formal and structured means of collecting information from our constituents. This will allow councillors and other concerning parties to communicate with our constituents through and effective yet efficient method. Through the Science Undergraduate Student Life Survey, we hope to understand what issues lies in the hearts and mind of our constituents and thus allowing us to focus our efforts in tackling those issues indicated or implied by our survey. This survey will aim to be general so that it may be utilized frequently and reach a broader audience each term.

Not much progress has been made on this project.

Office Hours Held (STC 1028)

June 6th 12:15pm-1:45pm
- No visitors
June 20th 12:15pm-1:45pm
- No visitors

Recent Activities

Mackenzie Lau:
- Participating in the Council AMA on July 11th, 2019.

Colin Parkyn:
- 

Niks Roxas:
- Continued speaking with constituents on the topic of rebranding

Sebastian Soo:
-
Science Society Updates

Finance Update (Alyssa Huang - VPAF):

• Science CnD:
  o Successfully introduced iced-coffee
  o Getting a business account with Wholesale
  o Completed 4 catering event orders
  o Drafting a 5 year business plan

• Science Society:
  o Created a new fund:
    ▪ 1% BOD expenses
    ▪ 9% Science Society Improvement Fund
    ▪ 4% Departmental Funding
    ▪ 2% External Funding
  o Selling SciSocks

Academic Update (Yashar Ebadi - VPA):

- Science Showcase location has been booked (STC Main Atrium and Basement)
- Clubs are being reached out to, and tentative floor plan is being made
- Last Academic event (Career Exploration workshop facilitated by the CCA) is scheduled to take place on Thursday, June 18th, from 4-5 pm

Internal Update (Zahra Hasan – VPI):

• SciSoc attending Ontario Science Students’ Association (OSSA) Ontario Leadership Conference July 12-14th at Ryerson University (networking opportunities and workshop exercises with other University Science Societies)
• Working with SciSoc BOD and members of SciSoc Clubs Hallway to discuss potential future physical restructuring/rearrangement
• Advocacy Events:
  o Collaborating with Peer Health Education and Impact Wellness Alliance for campus-wide mental health related initiatives including: Hip Hop Dance Class, Consent Day Info Booth, Dog Therapy and Wellness Fair

President Update (Veronica Chan – President):

• Administration:
  o Trying a new feedback system: having a QR code at the event so students can give feedback right away by filling out the form on their phones
  o Completed one-on-ones with coordinators to give and receive feedback
    ▪ Result: improved communication and better teamwork
• Events:
  o Completed Events: Sundae Bar
  o Upcoming Events: Niagara Falls Day Trip, Yogurt Parfait Bar, Midterm Snacks Giveaway, Scichella
• OSSA:
  o Working on University of Waterloo Science Society presentation to other universities’ science societies
### Constituent Comments

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<th>Subject</th>
<th>Date</th>
<th>Message</th>
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<td><strong>Constituent Comments</strong></td>
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| **Rebranding**        | 06/16/19 | Make the value proposition of feds visible  
Good PR could start with ads showing what you guys do  
Better Feds branding on all the things that feds brings to the school  
Active social media presence that answers people’s concerns  
UW is pretty anti-union relatively speaking but I definitely think it’s a net positive and the image can definitely be improved  
Rn I don’t see much reminders of what feds does around the school, but I think that’s because the eng buildings are far from the ssc  
(no to name change, no to WUSA) |
| **WUSA Rebranding**   | 06/16/19 | I like feds because it kind of has a ring to it, I guess, but WUSA is more traditional (undecided on name change, yes to WUSA)                                                                                   |
| **Visibility**        | 06/09/19 | Waste of money  
Feds is going to have to be repost/revamp everything  
If name has to be decided quickly use a sticker instead of on glass printing to save money so that it may be removed if a change is made  
It’s def not going to be decided on time  
(no to name change, no to WUSA) |
| **Feds/WUSA Visibility** | 06/09/19 | Opt in opt out - target new students and let them know what feds provides and pays for and the services  
Verbal reminders on how essential it is  
Orientation leader training is a good target for changing new students’ views!  
Also maybe don’t have feds put its logo on everything it pays for.  
And don’t forget to figure out if the on-campus shuttle/emergency buttons is feds  
Send out a mass email with a survey under a click bait title that’ll get the students who are really angry at FEDS funding who have a lotta shit to say (so maybe something like give feds feedback on how to spend our money) and then in the survey put a bunch of questions like “did you know Feds pays for petitions? Yes/no”  
“did you know it pays for this other important shit? Yes/no”  
BONUS POINTS IF: you only put in the services they pay for that sound impressive, not stuff that only benefits a few specific students like paying for their conference fees |
|                       | 06/17/19 | The first point is that if you wanted to change all the new Frosh kids views this upcoming Fall, you should somehow bring it up with the orientation leader training people so the leaders can talk Feds up with their assigned frosh  
And the second point is maybe somehow don’t have feds slap its logo/name on everything it pays for because that’s what makes people assign dumb shit to feds and don’t want to pay for it? |
|                       | 06/20/19 | Instead of changing the Feds name explicitly change the name of services to things beginning with Feds  
Eg. Feds International News by Feds |
| **Empower Me**        | 06/09/19 | Market Empower Me as a solution to alleviate stress from adapting to new school environment to incoming first years at orientation  
Outline what each support system is best for and length of session in a concise document  
Can act as a guide for students struggling with their mental health |
| **Clubs**             | 06/11/19 | Clubs deposit mail box is hard to get to Advertise Location isn’t very good and is hard to find  
Clubs form itself is not intuitive  
Clubs admin page  
Break up arts music category into minimum two  
Contents are over saturated and mostly unrelated to each other |
APPENDIX D - PROCEDURE 13 AMENDMENTS

FEDERATION OF STUDENTS            Number:   13
COUNCIL PROCEDURE               Effective: _______
                        Replaces: November 13, 2005

FEDERATION PUBLICITY

1. In this Procedure:
   a. the “marketing name” of the Federation of Students, University of Waterloo (hereafter referred to as the Federation) shall be the “Waterloo Undergraduate Student Association” or an abbreviated form approved by the President and the Marketing & Communications Department;
   b. the “Federation logo” shall be a logo produced by the Federation’s Marketing Department which bears the Federation’s marketing name;
   c. the “Federation Club logo” shall be a logo produced by the Federation’s Marketing Department which bears the Federation’s marketing name and the word “Club” in distinctive writing; and
   d. the former marketing name “Federation of Students”, its abbreviated name “Feds”, or/and its associated logo must be used as marketing names and logos of the Federation alongside or instead of the names and logos listed in (a) and (b) on a transitional basis up until April 30th, 2020. The “Federation of Students” shall remain the legal and contractual name of the Federation for all other matters exempting marketing and communications usage.

2. On all publicity for activities of all the Departments or Commissions of the Federation, the name of the Department or Commission, “Federation of Students,” the Federation’s marketing name, and the Federation logo must appear.

3. On any published material including, but not limited to, advertising and stationery, etc., for any of the Federation's ancillary enterprises or services under Co-operative Commercial Services Operations, the name of the enterprise/service and an indication of operation and ownership by the Federation must appear. This indication can be made with the Federation Logo or the following clause: "Owned and Operated by the Federation of Students [Federation’s marketing name]" or such other identification as approved by the President and Vice President, Operations & Finance.

4. All publicity must be submitted to the Vice President, Internal or Marketing Director of Marketing and Communications, or designate of the Federation of Students before printing in order to have the copy proofread.
5. Any organization which is not an ancillary enterprise or service of the Federation of Students is not permitted to use a Federation logo on any published material without the permission of the Vice-President, Internal or Marketing Director of Marketing and Communications, or designate of the Federation of Students.

6. Where any Federation publicity is written or communicated in any language other than English, a suitable English translation shall be provided.

7. All publications produced by a Federation of Students Club must include the Federation of Students Club logo. This logo implies that the club is not an agent or a representative of the Federation of Students and that its views and actions in no way represent the Federation of Students.
Appendix E - For Information: Proposed SLEF Bylaws

Student Life Endowment Fund

PROPOSED BYLAWS

10 June 2019

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

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

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

f. “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 Bylaws of the Federation of Students;
c. These Bylaws of the Student Life Endowment Fund and other Procedures of Council;
d. 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

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 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