Federation of Students’ Council Agenda

June 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
- 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
- McGuire, Kevin
- Mehta, Navya
- Nasir, Shehnoor
- O’Meally, Taijah
- Parkyn, Colin
- Plante, Connor (Chair of the Board of Directors)
- Riaz, Shazza
- 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:

- Chiang, Evan (President, AHSUM)
- Dack, Caroline (Caroline Dack)
- Malenfant, Josée-Claire (St. Jéromes)
- McGee, Ellen (President, EngSoc B)
- Rodney, Victoria
ORDER OF BUSINESS

1.0 Preliminaries
   1.1 Call to order (Attention) ................................................................. 3
   1.2 Approval of the Agenda (Discussion) .................................................. 3
   1.3 Territorial Acknowledgement (Information) .......................................... 3

2.0 Approval of the Minutes (Decision) ...................................................... 3

3.0 Items for Adoption by Consent
   Ratification of Commissioners (Decision) .................................................. 3

4.0 Reports
   4.1 Executive Reports (Information) .......................................................... 4
   4.2 Board of Directors Report (Information) ................................................. 4
   4.3 Representative Reports (Information) .................................................... 4
   4.4 Officers of Council Reports (Information) .............................................. 5
   4.5 Standing Committees, Commissioners, or Services Reports (Information) ....... 5

5.0 Special Orders
   5.1 Presentation Regarding EmpowerMe (Discussion) ................................... 5

6.0 Business Arising from the Minutes
   6.1 Procedure 9 Section J - Online Voting (Decision) ................................... 5
   6.2 Procedure 9, Various (Decision) ........................................................... 6

7.0 General Orders
   7.1 Constituent Concerns Regarding Imprint and the Handling of Opt-outs. (Discussion) ................................................................. 6
   7.2 Direction and focus for the Federation of Students rebrand efforts and name discussion (Discussion) .................................................. 6
   7.3 Election of Members to the Select Committee on Long Range Planning (Decision) ................................................................. 6
   7.4 PPC Membership Resolution (Decision) .................................................. 7

8.0 New Business ......................................................................................... 7

9.0 Announcements
   9.1 Provincial Advocacy Objectives (Information) .......................................... 7

10.0 Adjournment (Decision) ..................................................................... 7

Appendices
   Appendix A - Executive Reports ............................................................... 8
   Appendix B - Chair of the Board of Directors Report .................................... 8
   Appendix C - Representative Reports ......................................................... 11
   Appendix D - Procedure 9 Section J - Online Voting As Amended by PPC ........ 13
   Appendix E - Procedure 9, Various - Postponed from May Meeting............... 17
   Appendix F - Select Committee on Long Range Planning Terms of Reference .. 19
   Appendix G - PPC Membership Resolution ................................................ 21
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.

May 12, 2019 Meeting Minutes

Be it resolved that Council approves the minutes of the May 12, 2019 Regular Meeting, as presented.

3.0 ITEMS FOR ADOPTION BY CONSENT

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

Ratification of Commissioners

Be it resolved that Council ratifies the appointments of:

- Maya Venters as Academic Affairs Commissioner;
- Jaskaran Dhillon as Municipal Affairs Commissioner
• Fayza Ibrahim as Provincial and Federal Affairs Commissioner; and
• Victoria Rodney as Equity Commissioner.

Submitted By: Matthew Gerrits and Amanda Fitzpatrick.

4.0 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.

4.1 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)

4.2 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.

4.3 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
4.4 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)

4.5 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

5.0 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.

5.1 Presentation Regarding EmpowerMe

This item is scheduled to begin at 1:30 PM or upon arrival of StudentCare Representatives. At such time the Speaker shall suspend debate for consideration of this Order. If debate as not been suspended, Councillors are encouraged to call for the Orders of the Day.

Be it resolved that Council give leave to the StudentCare representatives to present a special order on the EmpowerMe program. Chair’s Note: Please see the Report of the Vice President, Operations and Finance for the EmpowerMe information package.
Submitted By: Seneca Velling.

6.0 Business Arising from the Minutes

Business arising from the minutes is business carried on to a meeting from a previous meeting.
6.1 Procedure 9 Section J - Online Voting

This policy was received for first reading on May 12, 2019, committed to PPC, and subsequently amended and returned to Council. Please see Appendix D for the full text of the motion.

Be it resolved that Procedure 9, Meetings of Students’ Council, Section J be amended as attached, to go into effect upon the adjournment of the present meeting.

Submitted By: Jason Small.

6.2 Procedure 9, Various

This policy was received for first reading on May 12, 2019, and postponed to the June 9, 2019 Meeting. Please see Appendix E for the full text of the motion.

Be it resolved that Procedure 9, Meetings of Students’ Council, be amended in various matters as attached, to go into effect upon the adjournment of the present meeting.

Submitted By: Jason Small.

7.0 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.

7.1 Constituent Concerns Regarding Imprint and the Handling of Opt-outs.

1. At the request of constituents who feel the edition has gone in the direction of a tabloid by publishing articles for the purpose of stirring up controversy without factual backing or proper view prior to publishing, to increase readership.

2. In recognising the importance of free press, Imprint should be informed of potential steps taken. Council should reflect on the fact that due to SCI, the fee is effectively opt-in, and what would need to be done to ensure there remains an impartial on-campus newspaper

Submitted By: John Hunte.

7.2 Direction and Focus for the Federation of Students Rebrand Efforts and Name Discussion

Submitted By: Michael Beauchemin.
7.3 Election of Members to the Select Committee on Long Range Planning

Be it resolved that Council elect _____and _____ to the Student Councillor positions and _____ to the Student At-Large position of the Select Committee on Long Range Planning, as described in the attached Terms of Reference adopted by the Board of Directors, (Appendix F).

Submitted By: Michael Beauchemin.

7.4 PPC Membership Resolution

Be it resolved that Council approves the change to the terms of reference respecting the composition of the Policies Procedures Committee, (Appendix G).

Submitted By: Seneca Velling and Michael Beauchemin.

8.0 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.

9.0 Announcements

9.1 Provincial Advocacy Objectives

An announcement from Vice President, Education Matthew Gerrits to follow.

10.0 Adjournment

Be it resolved that the chair adjourns the meeting at 3:30pm.
APPENDICES

APPENDIX A - EXECUTIVE REPORTS

President

Michael Beauchemin

June 9, 2019

Federation of Students
University of Waterloo

www.feds.ca
1.0 Monthly Summary

Happy June, folks. It’s been an intensely busy month as the exec settle further into their roles and begin taking ownership for the Federation and their portfolios. Since the last report submitted for council I have had the opportunity to tour the SLC/PAC expansion and begin working on big ticket items within my portfolio. Additionally, I provided feedback on language for the University’s Strategic Plan, a draft of which should be coming sometime mid-June. I hosted my first COPs meeting and meeting of PPC, consulted on a mental health course and a national mental health standard. I have met with partners at the university level as well as the provincial level, and I have connected with other student association presidents from across the country. I am no longer dedicated to meetings every day, and I am able to start doing more of my regular and initiative-based work, including putting together a plan for the Long Range Planning process and working on the Executive Action Plans. I have also been invited to speak at Warrior Welcome for Orientation week.

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.

Transition

As promised at the last Council meeting, here is a short update on the meetings partially arranged for me by Matt. Amanda and I had the opportunity to sit down and chat with Campus Wellness, with whom we are confident we can maintain a good relationship and are happy to see the work that is already happening or planned for this year. I have been introduced to all the departments of the Federation of Students and their plans and work areas. My team met with the Office of the President (sans Feridun) and I’m setting up regular meetings with his Chief of Staff. My next focus to finalize transition for myself and my team is to review and consolidate the team’s action plans for the Board for end of June.

2019 Brand Review Process

The outgoing executives kicked off a brand review process for the Federation of Students in April. I have taken that process and continued it per the email you received. I will continue to update you as I can and as information becomes available. 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

The 2019 Federation of Students Long Range Plan Proposal has gone to the Board of Directors June 4th meeting for approval. The proposal founds a Select Committee to handle the Long Range Plan process and sets out a timeline for actions taken as well as a consultation schedule to properly consult a variety of stakeholders, of whom students are the most represented.
Senate

A change was considered at the most recent Senate meeting to homogenize the time limit after which a student needs to reapply to the University. It was withdrawn for further deliberation after Senator Small sparked a discussion on the harsh limit imposed by a 3-term deadline for being enrolled in courses. Special dispensations were made for the Decanal committees for Engineering and Science to have an additional faculty member each, with the faculty councils recognizing and appreciating that this reduces the student voice on the committees while admitting that adding another student seat to compensate would skew the committee proportions to a greater extent. Finally, an Arts Honours Co-op stream has been approved by the Senate and the Dean of Arts noted that Arts employment rates are similar to other faculties’.

Board of Governors

Stay tuned for an oral update on the Board of Governors meeting, happening June 4th, 1:30PM. Notably, the incidental fee report is on the agenda and includes increases to the Feds operations and ancillary fees and to certain society fees.

Societies

Societies’ fee increases and fee descriptions have been collected and submitted to the relevant parties by Seneca. Societies have thus far expressed interest in a repeat of the All Societies Assembly, which I could conceivably hold in the Fall term. I don’t have anything else of note at this time but will update the Council orally if anything arises or if I remember something.

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

The Peer Health Working Group is planning a meeting for June 6th or 7th to discuss current status and progress to be made in preparation for the next CoSMH meeting.

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

Sexual Violence Response and Mitigation

Amanda is taking the lead on this project with her new Equity Commissioner and you can expect to find updates in her reports from here on except in exceptional circumstances.
Volunteer-Staff Social

An initiative that the previous president was unable to get off the ground last year was for all of you and members of the Board or other volunteers to be able to meet and greet the staff. *I would like you all to tell me if you believe it would be more worthwhile for this to happen in the Fall or in the Spring term.* Once I know this I can begin planning for June or for September.

### 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 first meeting of COPs occurred on Wednesday, May 29th. Presidents introduced themselves and the Societies Agreement was opened for comment. The process will be ongoing for the next few months as consultation with societies continues. Society Presidents received typical first-meeting-of-term exposition of expectations and processed under the Federation to familiarize them with a potentially new aspect of their lives. The Presidents are an invested group of people and I’m looking forward to continuing to work with them this term.

**Policies and Procedures Committee**

PPC accepted and reviewed the changes proposed to Procedure 9 at the last Council meeting and made a suite of modifications for presentation at this Council meeting. I have suggested that the Chair of the Board can provide updates on the policies and procedures passed by the Board and the President can provide updates on University policies, procedures, or other related items and ask for feedback. PPC tasked officers with compiling information to bring back to PPC to allow it to move forward with its eyes wide open in the upcoming governance year.

**Waterfowl Mascot Committee**

I have not met with this committee yet. Members need to fill out a scheduling assistant for me to effectively schedule a first meeting.
Honorary Lifetime Membership Committee

I have not met with this committee yet.

Vice President, Operations & Finance

Seneca J. Velling

May 30, 2019

Federation of Students
University of Waterloo

www.feds.ca
1.0 Monthly Summary

As ever, should anyone has any questions, comments, or concerns, please do not hesitate 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 is underway for the Communications Manager role. Updates will be provided when decisions are finalized.

Update on Optional Fee Structure

The Federation has finalized the fee breakdown into optional (non-essential) and compulsory fees in accordance with the MTCU’s “Tuition Fee Framework and Ancillary Fee Guidelines, Publicly-Assisted Universities” (2019-2020 and 2020-2021).

In summary, the traditional “Federation of Students’ Fee” identified in the bylaws has been apportioned into the following structure:

- **Optional (non-essential) fees** – totaling $20.10
  - *Feds Events Fee* – covering Welcome Week and unassigned special events programming;
  - *Feds Community-building Services* – covering the Bike Centre, the ICSN, the Co-op Connection, the Off Campus Community, and the Sustainable Campus Initiative
  - *Feds Clubs* – covering the clubs allotment, cultural caravan, and portions of the clubs system;
  - *Feds Advocacy to the University* – covering Students’ Council and most internal governance not required of the corporation by law or contractual agreement with the University, portions of the VP Education/Student Life’s budget and wages, and stakeholder relations;
  - *Feds Advocacy to the Government (local, regional, provincial, and federal)* – covering the Ontario Undergraduate Student Alliance (OUSA), relevant commissioners, portions of stakeholder relations, and portions of the VP Education’s budget and wages;

- **Compulsory (essential) fees** – totaling $43.46
  - *Corporations Act Compliance Fee* – covering audits, legal, insurance, the Board of Directors, Elections, General Meetings, the President, portions of research, communications, and marketing;
  - *Health and Safety Fee* – covering health and wellness services, equity services, peer-support services (including Glow, Women’s Centre, RAISE, MATES, CRT, and
Student Food Bank, wellness days programming, services management, portions of the campus life department and the VP Student Life’s budget and wages;
- **Academic Support** – covering relevant commissioners (Co-op Affairs Commissioner, Academic Affairs Commissioner), the Centre for Academic Policy Support, portions of the VP Education’s budget and wages and the Municipal Affairs Commissioner;
- **Student Life Centre Facilities** – portions of the VP Operations & Finance’s budget and wages, and Operations and Development department.

- **Note**: overhead was applied to each fee in a percentage related to the total budget.

  Overhead includes budget and salaries for the following sectors:
  - Operations and Development
  - Marketing
  - General Office
  - Communications
  - Research
  - Information Technology
  - General Salaries
  - VPs Operations & Finance and Student Life budget and salaries

**Total Feds Fee (all compulsory and optional categories as assessed):** $63.46

The traditional “Federation of Students Administered Fees” were divided into the following funds:

- **Compulsory Fees** – totaling $219.30
  - **Feds Health Plan Fee** ($56.38 per term for regular stream, $105.71 per academic term for co-op stream)
  - **Feds Dental Plan Fee** ($61.85 per term for regular stream, $115.98 per academic term for co-op stream)
  - **Feds Grand River Transit U-Pass Fee** ($101.07 per academic term)

- **Optional Fees** – totaling $10.59
  - **Student Refugee Program** ($1.03 per term)
  - **Feds Legal Protection Service Plan Fee** ($9.56 per term for regular stream, $17.94 per academic term for co-op stream)

The Federation of Students’ Society Fees will remain entirely optional, at the direction of the University of Waterloo, and will be assessed the amounts approved in accordance with Society bylaws as reviewed and accepted by the Federation of Students. The following Societies have scheduled fee adjustments to the amount of their fee:

- **Engineering Society** – Increase of the Engineering Society fee to $16.75 per term
- **Science Society** – Increase of the Science Society fee to $15.00 per term
- **Mathematics Society** – Decrease of the Mathematics Society fee to $12.25 per term
Note on Ratification of Compulsory/Optional Fee Apportionment: The Budget & Appropriations Committee will ratify the compulsory/optional fee and services listing approved by the University at the next regularly scheduled meeting. This is per Council’s March 16th, 2019 to refer to the Budget & Appropriations Committee the final ratification of all such apportionment and designation that the Executive Committee negotiated with the University under the MTCU’s guidelines.

Budget & Appropriations Committee (B&AC)
The Budget & Appropriations Committee is underway a holistic review of the Federation of Students’ financial health and preparing 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.

Internal Funding Committee (IFC)
The Committee has met once since the last Council meeting to review a proposal for conference funding. The Committee is continuing questioning of the applicant and will vote in the coming weeks as to the approval of funds for the initiative.

Student Life Centre Management Advisory Committee (SLC MAC)
The SLC MAC will meet soon to consider space planning for the new SLC/PAC Expansion as the building (re-)opens between September and December. Currently review of existing spacing in the original building are being reviewed by the VP Operations & Finance. In addition, the SLC/PAC Expansion Project Team is consolidating a list of spaces that are available or have already been designated for other purposes (e.g. GSA and Imprint space in the SLC) and will provide this information to the Committee.

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.

Review of Pricing Models
A review of the pricing models and margins on commercial operations has been ordered focusing on the strategic direction set by the Board to find additional streams of revenue for the organization in light of partial optional fees.

2.0 Contractual Affairs

Updated Pharmacy Café Agreement
The agreement with the School of Pharmacy on the operations and management of the Dispensary Café has been approved by the Board of Directors and the School. The updated contract has been digitized and will be documented on the website shortly.

**Legal Protection Service Contract**

The Legal Protection Service will exist through a contractual agreement between StudentCare and the Federation. The proposed addendum to the current agreement on health and dental plans is being reviewed and further negotiated. Further updated will be provided when information is publicly available.

**3.0 Empower Me Program**

Attached to this report, you will find a circulation on the Empower Me program, which is an early intervention and preventative care coverage opportunity for the expansion of the Feds Health Plan. Please see attached document for further details specific to the program.

Please circulate the Empower Me program and collect feedback from your constituents on this potential expansion of mental health and wellness coverage to the current plan. As a reference, the current Health Plan covers 80% per visit up to $400.00 per policy year for psychologists. This is a base line minimum meant to act as a support/crutch for Counselling Services. The current plan is not meant to support continued use or preventative/early intervention counselling, nor does it adequately augment what is provided by Campus Health & Wellness. The addition of the Empower Me program to the Health Plan could serve to reduce burden of early intervention care and preventative care from Counselling Services and Health Services. Where implemented in other locations, the program has shown to augment and seriously reduce wait times, staffing/administrative burden, and even expenses for university departments. The attached documentation details an example with UBC.

In an effort to determine if the expansion of the Health Plan is received positively by students, over the next month I will be holding feedback and informational sessions with at-large students to gauge opinion. In addition, I will seek the advice of the Campus Health & Wellness partners to assess the expected efficacy of the program on our campus as well as members of the Committee on Student Mental Health, as this program potentially offers significant steps toward some of the recommendations in the PAC-SMH report. A report will be prepared for Council toward July or August (schedule depending) outlining the outcomes of these discussions and review of costing for the program.

Attached to this report, you will find a circulation on the Empower Me program, which is an early intervention
4.0 University Updates

Responsible Investing Updates

The University of Waterloo has completed a year-long review of improving environmental, social, and governance (ESG) factors impacting investment decision making. I am pleased to report to the Students’ Council that as of the 29th of May, the University’s VP Administration & Finance has outlined the new responsible investing direction with actions including improved ESG reporting from investors and demonstration of commitment toward the United Nations principles for responsible investment (UN PIR). In addition, Waterloo has hired a new investment manager with an ESG background for fund management.

The memorandum of the VP Administration & Finance can be found here: https://uwaterloo.ca/secretariat/responsible-investing-update

Councillors are encouraged to share this information with constituents.

Improving Integration of AccessAbility Considerations into Quest and Services

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. I will be working with AccessAbility Services, the WatCard Office, the Registrar, and the IST team responsible for question point-of-payment tools to see how we can better integrate the accommodations process into Quest at point-of-payment and ensure WatCard has the information needed for students to seamlessly use resources available to all others in the University environment.

Environmental Sustainability

Meetings have occurred with representatives of the President’s Advisory Committee on Environmental Sustainability (PACES) and the relevant subcommittees including the Fair Trade and Climate and Energy working groups. This week a new Fair Trade designation standard was approved by the working group on behalf of the University, the Federation, and other campus partners. The updated standards are attached to this report for those interested.

Conversations with the Sustainability Manager for the University have taken place about planning for reduction in food waste by the Federation and UW Food Services. Increases environmental signage will be included in the SLC/PAC expanded food court space. In addition, a potential re-useable tray and cutlery program is being considered for the new flexible dining food court.

Potential other avenues include a permanent second-hand store run by the Federation or our Sustainable Campus Initiative program with some staff support.
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
I have begun conversations with the Operations & Development team (including commercial operations/business units) and the Marketing Department to examine opportunities for an end-to-end membership rewards and loyalty program that will include discounted pricing models or points-back models, external discount programs for fee-paying members, and more.

In order to facilitate this initiative, I may elect to create a Commission for loyalty and membership rewards programming, which would be headed by an Associate Vice President of Loyalty and Member Rewards as a part-time role.
EMPOWER ME
POWERED BY ASPIRIA

MENTAL HEALTH SERVICES FOR STUDENTS

Bringing our experience as the leading provider of student health plans in Canada, serving over 900,000 students, Studentcare is excited to launch Empower Me, a student assistance program designed to support mental health and wellbeing. This new program would provide a full suite of mental health services and resources, customized for students.

As a stakeholder in the student health landscape at over 60 post-secondary institutions in Canada, Studentcare is uniquely positioned to support Empower Me through our robust communication platforms and campaigns. In addition to creating real awareness, Studentcare can provide a one-stop, customized service to students that will integrate Empower Me into the wide array of campus resources that contribute to a resilient student community.

WHAT IS EMPOWER ME?

Empower Me is a confidential short-term, solution-focused counselling service, designed specifically to address issues faced by today’s students. It includes:

- A platform that combines progressive counselling methods and technology
- Service available 24/7 for students anywhere in North America, online, toll-free, and with an option for in-person counselling
- A process connecting students with consultants, counsellors, and life coaches to provide them with appropriate support
- Multilingual, culturally-sensitive, gender and faith inclusive service

WHICH ISSUES CAN STUDENTS SEEK SUPPORT FOR?

- Academic issues
- Adjustment to post-secondary school setting
- Anxiety
- Bullying
- Career development
- Crisis
- Dependant care
- Depression
- Discrimination
- Drugs, alcohol, gaming, smoking
- Financial matters
- Grief & bereavement
- Harassment
- Home & family stress
- Medical health & resource referral
- Nutrition
- School stress
- Sexual issues
- Trauma
- and more

Students do not need to wait until they are in crisis to seek support from Empower Me. Many proactive counselling services are also offered, such as life coaching for personal performance, career matters, relationships, finance, personal well-being, and personal growth.
HOW DOES IT WORK?

Empower Me works together with Plan administrators and on-campus student health services to ensure students receive the right care for them. This “team” approach recognizes that students require a variety of options to resolve their issues on and off campus. Empower Me also provides customizable utilization/trend analysis (by location), resulting in meaningful recommendations for institutions.

Studentcare is offering access to this program through student health plans at a cost of $4.20 + taxes per year, per Plan member. This program is also available as a stand-alone option in partnership with post-secondary institutions, with expanded access for any student deemed eligible.

WHO IS ELIGIBLE?

All students for whom the access fee is paid, as well as any dependants enrolled in the Plan, can have unlimited access to Empower Me.

HOW CONFIDENTIAL IS THIS SERVICE?

Studentcare takes privacy and confidentiality extremely seriously, especially when it comes to matters of mental health. We have chosen to partner with Aspiria because they share our values in this area. Confidentiality is the cornerstone of their service vision. The professional social workers employed by Aspiria adhere to a strict code of ethics and are held accountable to their professional regulatory body.

WHAT ARE THE QUALIFICATIONS OF THE EMPOWER ME COUNSELLORS?

At minimum, Empower Me counsellors have a degree in Social Work or another related counselling field, 5 years of post-graduate clinical experience, and are in good standing with their professional regulatory body.

WHAT IS THE MISSION OF EMPOWER ME?

Empower Me recognizes the value and importance of promoting, fostering, and maintaining the well-being of students. It strives to contribute additional expert health solutions that broaden the scope of care, remove barriers to access, and improve the cost-effectiveness of service delivery. By working together as stakeholders in student health and well-being, we can empower students to thrive.
"Counselling Services UBC has been using Empower Me as a referral source since September of 2017, where the program has been integrated into the service delivery model. When students are triaged for service, and individual counselling is deemed to be the most appropriate level of care, students are given the option for an internal referral or Empower Me services.

Students enjoy having an off campus option for service if they do not feel comfortable coming to Counselling Services. Students who live outside of campus benefit from being able to access counselling services close to home. Students have the benefit of being able to access services across Canada from May-August when they go home for the summer. Alternate language options are of benefit for our diverse student population. Students also have the benefit of accessing services on evening and weekends (including crisis support) when we are closed.

We have found that students are very grateful for this counselling option, and Empower Me has been of great benefit to the triage team as a secondary alternative when Counselling Services wait times are longer during the academic term. Aspiria has been a wonderful partner and we have a good working relationship with the Clinical Director, who provides support and advice to staff when needed. Empower Me is integrated into Health Promotion and Education, where students can access services through the Life Coaching component for issues that are on the lower spectrum of care. Empower Me has been a valuable addition to our continuum of care, where we welcome additional service options for our student population."

Terri-Lynn Mackay Ph.D., R.Psych
Associate Director | Clinical Services
Student Development and Services | Counselling Services
The University of British Columbia | Vancouver Campus
UNIVERSITY OF WATERLOO FAIRTRADE CAMPUS

SUMMARY FOR CAMPUS PARTNERS

OVERVIEW
Thanks to the many efforts of student coffee shops, Federation of Students, Graduate Student Association, and Food Services, the University of Waterloo received the Fair Trade Campus designation in May 2019. This designation celebrates Waterloo’s ongoing support for fair labour practices, better working conditions, environmental protection, and community investment.

DESIGNATION REQUIREMENTS
Your ongoing support is critical! For Waterloo to maintain the Fair Trade Campus designation, all locations that serve coffee, tea or chocolate are required to ensure the following products are available:

✅ All coffee served must be Fairtrade certified;
✅ At least three Fairtrade certified teas must be available wherever tea is served;
✅ At least one Fairtrade certified chocolate bar must be available at every location selling chocolate bars

In addition, each location must help to promote fair trade products:

✅ All locations selling Fairtrade certified products must have prominent signage supporting fair trade and indicating Fairtrade products are available (materials are available on https://promo.fairtrade.ca/). Examples of posters and signage are shown below.

Please review the above requirements regularly, and at the start of each term to ensure your location meets these criteria. All locations on campus (including student coffee shops) will be audited on an annual basis and data will be submitted to Fair Trade Canada. Out of compliance locations will be required to make the purchases need to comply with the campus requirements immediately.

SUPPORT
If you have questions or concerns about meeting the above criteria, please contact the Sustainability Office (sustainability@uwaterloo.ca) to help navigate products, certifications, or promotions. We have many resources that can help you promote your efforts, including logos, posters, infographics, and more.

Waterloo also has a Fair Trade Working Group, made up of students, staff, faculty, and administration. The Working Group oversees ongoing compliance with the designation and supports promotional efforts for fair trade.
ACCEPTABLE CERTIFICATIONS

There are several different fair trade logos that may appear on coffee, tea, or chocolate, which can sometimes be confusing. Please ensure the coffee, tea, or chocolate uses one of the acceptable logos to ensure it meets an appropriate standard.

<table>
<thead>
<tr>
<th>FAIR TRADE CERTIFICATION</th>
<th>CERTIFICATION SYMBOL</th>
<th>ACCEPTED ON CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fair Trade Canada/Fair Trade International</td>
<td><img src="image" alt="Fair Trade Canada/Fair Trade International logo" /></td>
<td>✔️</td>
</tr>
<tr>
<td>Small Producer Symbol</td>
<td><img src="image" alt="Small Producer Symbol logo" /></td>
<td>✔️</td>
</tr>
<tr>
<td>Fair Trade US</td>
<td><img src="image" alt="Fair Trade US logo" /></td>
<td>☓</td>
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</tbody>
</table>

Many companies (i.e. Nestle, Cadbury, Lipton, etc.) have their own internal sustainable sourcing programs, but these are not independently verified and are not acceptable under the designation. To check if the items you would like to purchase will be accepted, visit [http://guide.fairtrade.ca/](http://guide.fairtrade.ca/)

WHY FAIR TRADE?

Farmers and workers in developing countries who grow or make many of the products we buy are often in the weakest position to ensure their share of each dollar we spend is enough to meet their needs. When the prices (or wages) they receive aren’t enough, they are forced to make sacrifices that trap them and their communities in a cycle of poverty. This can happen even when the prices we pay are high, and it translates into insecure livelihoods, environmental degradation, and insufficient access to basic health and social services. In extreme cases it can lead to child labour, human trafficking, and other human rights abuses. Fair trade seeks to address these issues by making principles of fairness and decency mean something in the marketplace, largely by providing valuable information that helps us to make purchasing decisions that match our values.

WHY FAIRTRADE CERTIFICATION?

With so many claims of fairness and sustainability in the marketplace, third-party verification is an invaluable tool to ensure purchases actually do connect with these values. The Fairtrade Mark represents the best known and most respected ethical certification system in the world. It provides an easy and reliable way to know that products have met credible standards that are set and monitored following best practices, public input, and regular audits. The Fairtrade system is also co-owned by the very farmers and workers meant to benefit from it. This provides an additional level of assurance that the system will continue to have the positive impact it was designed to have. Because of these high standards, and on the recommendation of the Canadian Fair Trade Network, only products certified under the Fairtrade system are counted when meeting the Fair Trade Campus criteria on availability.
Undergraduate Ancillary Fee Changes & Schedule

Prepared by: Seneca Velling, Vice President, Operations & Finance
Federation of Students, University of Waterloo

General Notes:
- All Fee increases for the total amounts of the Federation of Students and its subsidiary Student Societies and groups have been approved in accordance with the Bylaws, Policies, and Procedures of the Federation of Students and those of the respective Student Society or group.
- Other Ancillary Fee increases included have received approval and support from the Federation of Students.
- Re: Administrative Overhead to Feds’ Administered Fees – Previously, the Feds’ administered plans (Health, Dental, U-Pass, etc) did not pay for their own administrative overhead. In an effort to increase financial transparency to best uphold the MTCU’s ancillary fee guidelines, the Feds have separated out the cost of administrative overhead from the Feds’ operating budget. The Federation of Students’ Board of Directors has approved the bundling of the administrative overhead for each administered plan into the plan’s fee so that no fee is less than $1.00. All administrative overheads were based on assessment of administrative burden, staffing time, and infrastructural costs associated with all administered plans. To this end, a flat rate of 2.5% of premiums was applied to all administered funds.
- The exact titles of Fees included is subject to change. In the proposed apportionment of the Federation of Students’ Fee new titles have been proposed (please see attached).
- Apportionment of the Federation of Students’ Fee into Compulsory and Optional Categories, that comply with the MTCU’s Tuition Fee Framework and Ancillary Fee Guidelines for Publically Assisted Universities 2019-20 and 2020-21, were developed in close collaboration with the University of Waterloo, in particular the support of the Associate Provost, Students (Chris Read). For in-depth assessment of apportionment and categorization of the fees, please see the attached documentation.

Executive Summary of Scheduled Changes

- Fee Changes for the Federation of Students Fee and Administered Fees:
  - Federation of Students Fee – Increase to $63.46 (effective Fall 2019).
  - Federation of Students’ Administered Fees: (effective Fall 2019)
    - U-Pass Fee – Increase to $101.07 assessed per term for all students, inclusive of contractually agreed upon increases with Grand River Transit (GRT) and administrative overhead.
    - Health Plan Fee – Increase to $56.38 assessed per term for regular stream students; and $105.71 assessed per academic term for co-op stream students inclusive of administrative overhead.
• **Dental Plan Fee** – *increase* to $61.85 per term for *regular stream students* and an *increase* to $115.98 for *co-op stream students* including increases based on premiums and administrative overhead.

• **Student Refugee Program (SRP)** – *increase* to $1.03 for administrative overhead.

• **Legal Protection Service Plan Fee** – *NEW FEE* – $9.56 assessed in Fall Term, $19.14 assessed in Winter Term, $0.00 assessed in Spring Term for *regular stream students*; $17.94 assessed per academic term for *co-op stream students*, based on premiums and administrative overhead.

**Fee Changes to Federation Subsidiaries and Student Groups (e.g. Societies):**

- **Engineering Society** – *increase* to $16.75 *(effective Fall 2019)*

- **MathNEWS** – *Decrease* to $2.75 *(effective Fall 2019)* – corresponds to a decrease of the Mathematics Society Fee of $0.25.

- **Science Society** – *Already scheduled increase* in the Science Society Fee to $15.00 *(effective Fall 2019)*

**Fee Changes to Other Ancillary Fees:**

- **Imprint Publications** – *increase* to $4.42 *(effective Fall 2019)*

**Attachments**

1. Federation of Students Fee: Apportionment into Compulsory and Optional Fees
2. Certified Results of Legal Service Referendum
Fee Changes for the Federation of Students Fee and Administered Fees:

- **Federation of Students Fee** – *Increase* from $60.64 to $63.46 (*effective Fall 2019*). Summary of increases totaling $2.82:
  - Increase of $1.40 (~2.3%) to adjust for changes to the Consumer Price Index of Canada – adopted by the Feds’ Winter General Meeting in accordance with the bylaws on Thursday, March 21st, 2019.
  - Increase of $0.24 (~0.3%) to adjust for the difference between increases in the Consumer Price Index of Canada and those of the Full-Time Staff Salaries required under agreement between the University and the UW Staff Association – adopted by the Feds’ Winter General Meeting in accordance with the bylaws on Thursday, March 21st, 2019.
  - Increase of $0.62 (~1.02%) to support increased funding for Part-Time salaries, travel for federal advocacy, professional development, and funding for increased stakeholder engagement including VP Education town hall events with students – adopted by the Feds’ Winter General Meeting in accordance with the bylaws on Thursday, March 21st, 2019.
  - Increase of $0.56 (~0.92%) to accommodate changes due to new organizational restructure – adopted by the Feds’ Students’ Council in accordance with the bylaws on Sunday, May 12th, 2019.

  *Note:* Part-Time students are assessed 30% of the Full-Time Feds fee, corresponding to an increase of $0.85 from $18.20 to $19.05.

  *Note:* The Federation of Students Fee will be divided into compulsory and optional components, in accordance with the MTCU’s *Tuition Fee Framework and Ancillary Fee Guidelines*. The apportionment of the Federation of Students Fee can be found in the supplementary information attached to this document, as agreed to by the Associate Provost, Students (Chris Read).

- **Federation of Students’ Administered Fees** – To comply with the recent changes to ancillary fee protocol from the MTCU, what was previously and currently referred to as the “Federation of Students’ Administered Fees” will now refer to the collection of individually broken up administered plans.
  - U-Pass Fee – *Increase* from $93.91 to $101.07 (*effective Fall 2019*). Increase is based off of contractually arranged $98.60 for GRT and $2.47 for administrative overhead on the fee.
    *Note:* The Federation of Students is *contracted with Grand River Transit* for the bus pass fee, which outlines provisions for a 4.99% increase each year to the fee between 2015 and 2019. The bus pass fee is assessed to all Full-Time Undergraduate students with at least three (3) on-campus courses in the Region of Waterloo. Pursuant to MTCU’s *Tuition Fee Framework and Ancillary Fee Guidelines*, the bus pass fee is compulsory for all such students as a requirement of registration.

    *Note:* During the Spring Term, *regular stream students* (who are not taking courses) may use the U-Pass program with no charge as this is an intersessional “grace” term.
However, students taking at least three (3) on-campus courses in the Spring term should be assessed the U-Pass fee. Similarly, during Co-operative Work Terms, co-op stream students may use the U-Pass program with no charge as this is a co-op "grace" term. In summary, students only pay the U-Pass Fee when on academic term.

- **Health Plan Fee** – *Increase* from $55.00 to $56.38 assessed per term for regular stream students; and from $103.13 to $105.71 assessed per academic term for co-op stream students inclusive of administrative overhead.
  - Increases are only reflective of administrative overhead, not changes in plan benefits, of $1.38 assessed per term for regular stream students; and $2.58 assessed per academic term for co-op stream students.

  *Note:* The Federation of Students has contracted with StudentCare for the Health Plan. Pursuant to MTCU’s *Tuition Fee Framework and Ancillary Fee Guidelines*, the Health Plan Fee is compulsory for all students as a requirement of registration, but the fee is entirely refundable through the service provider with proof of supplementary coverage.

  *Note:* During the Winter Term, regular stream students pay twice the rate for the Dental Plan to ensure continuous coverage from May to August.

- **Dental Plan Fee** – *Increase* from $45.00 to $61.85 per term for regular stream students and an *increase* from $83.63 to $115.98 for co-op stream students including increases based on premiums and administrative overhead.
  - Increases $15.34 assessed per term for regular stream students, and $29.52 per academic term for co-op stream students are reflective of premiums.
  - Increases of $1.51 assessed per term for regular stream students and $2.83 assessed per academic term for co-op stream students are reflective of administrative overhead.

  *Note:* The Federation of Students has contracted with StudentCare for the Dental Plan. Pursuant to MTCU’s *Tuition Fee Framework and Ancillary Fee Guidelines*, the Dental Plan Fee is compulsory for all students as a requirement of registration, but the fee is entirely refundable through the service provider.

  *Note:* During the Winter Term, regular stream students pay twice the rate for the Dental Plan to ensure continuous coverage from May to August.

- **Student Refugee Program (SRP)** – *Increase* from $1.00 to $1.03 assessed per term for administrative overhead.

- **Legal Protection Service Plan Fee** – *NEW FEE* resulting from a *student referendum in the Winter 2019 Term which voted 78.21% in favour of implementation of a Legal Protection Service for students on an opt-out basis during a change-of-coverage period*. In accordance with the Feds’ bylaws, the referendum was ratified by the Feds’ Winter
2019 General Meeting on Thursday, March 21st, 2019 (see attachment for more details). The Feds’ Board of Directors approved the following fee schedule:

- **Regular stream students** – $9.56 assessed in Fall Term, $19.14 assessed in Winter Term, $0.00 assessed in Spring Term for regular stream students, based off of premiums and administrative overhead.
  - Increases of $0.23 assessed in the Fall Term and $0.47 in the Winter Term are reflective of administrative overhead.
- **Co-op stream students** – $17.94 assessed per academic term, based off of premiums and administrative overhead.
  - Increases of $0.44 assessed per academic term are reflective of administrative overhead.

**Fee Changes to Federation Subsidiaries (e.g. Societies):**

- **Engineering Society** – **Increase** from $16.40 to $16.75 to adjust for changes to the Consumer Price Index of Canada (**effective Fall 2019**) – approved at the Engineering Society’s Joint General Meeting on Sunday, March 24th, 2019. Request provided by Engineering Society Presidents (Katherine Arnold & Mariko Shimoda).

  Note: The Federation of Students approves this fee increase.

- **MathNEWS** – **Decrease** from $3.00 to $2.75 (**effective Fall 2019**) – approved at MathNEWS/Society General Meeting. Request provided by Mathematics Society Chair of the Board (Rose Defazio) and Mathematics Society President (Alan Yi-Lun Li) – corresponds to a decrease of the Mathematics Society Fee of $0.25.

  Note: The Federation of Students approves this fee decrease.

- **Science Society** – **Already scheduled increase** in the Science Society Fee from $12.00 to $15.00 (**effective Fall 2019**), as approved by the Board of Governors upon the recommendation of the Vice-President, Administration & Finance on 5 June 2018.

  Note: The Federation has already provided approval of this fee increase, as requested by the Science Society in Winter 2018 Academic Term, which was subsequently adopted by the Board of Governors. The inclusion of this Fee Increase is for completeness of this Fee Increase schedule.

**Fee Changes to Other Ancillary Fees:**

- **Imprint Publications** – **Increase** from $4.35 to $4.42 to adjust for changes to the Consumer Price Index of Canada (**effective Fall 2019**) – approved by the Board of Directors of Imprint Publications, in accordance with the Imprint Bylaws. Information provided by Chair of the Board (Verity Martin).

  Note: The Federation of Students approves this fee increase.
VPED UPDATE

June 2019

ACHIEVEMENTS

- Acclaimed as VP Finance for OUSA
- Completed significant work on communication to students about advocacy by writing content updates for our website.
- Completed first draft of action plan
- Part of AVPA nominating committee

NOTABLE MEETINGS

- Met with IAP and Finance about the ongoing international student issue.
- Attended inaugural meeting of the Academic Integrity Advisory Committee
- Met with Bookstore to talk about reigning in coursecodes against policy

ON THE HORIZON

- Additional meetings about international co-op student tuition
- OUSA annual priority setting
- Continuing work on verification of illness forms

HOW YOU CAN HELP WITH ADVOCACY

- Encourage good candidates to apply for the Experiential and Co-op Affairs post
- Send me your thoughts on which OUSA recommendations we should prioritize
- Familiarize yourself with federal priorities we should be studying and advocating on

OTHER STUFF YOU SHOULD KNOW

- I've finished my thesis on the impact of co-operative businesses in Waterloo Region

For feedback on this update format, email vped@feds.ca

Thesis Word Count!
Matthew Gerrits
Vice President Education
Report

June, 2019

Federation of Students
University of Waterloo

www.feds.ca
0.0 Announcements

International Co-op Tuition: I have recently met with both the Registrar, and both University Finance and IAP to discuss the nature of the international student tuition issue.

Action Planning: I have completed my first draft of my action plan and am beginning internal consultation.

Part-time Staffing: Postings are soon going up for remaining part time positions.

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 not met due to myself not yet calling a meeting.

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 inaugural meeting where topics of discussion included WaterlooWorks and consultation on PD1 redevelopment.

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 not met, CEPT2 has met and we discussed the future of the committee and received an in-depth statistical report on the biases within the proposed measurement instrument to inform future adjustment work and creation of user guides.

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.

IT Advisory Board
Responsibilities: Be a consultative body for IST. Synopsis: Has been constituted, but I am not part of it. Has been having discussions about internet speeds on campus, and communication between IST and students.

Teaching and Learning Spaces Committee
Responsibilities: Look into improving teaching and learning spaces on campus. Synopsis: Has not met since my last meeting.

2.0 External Activities

2.1 Municipal/Regional-level
Town & Gown Steering Committee, City of Waterloo
Responsibilities: Has not met since last meeting.

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 not met since last meeting.

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

Synopsis: OUSA Steering Committee met at the annual welcome conference, and met some provincial non-governmental stakeholders, as well as elected our new Executive team, of which I was one. We discussed upcoming anticipated movement on different policy files.

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.

3.0 Other Stakeholder Meetings

3.1 University-level:
Catherine Newell-Kelly, Registrar: Met regarding international tuition.

Waterloo GR: Discussed current topics and potential priorities for the coming year.

Allan Starr and Sarah Hadley, IAP/Finance Respectively: Discussed the international student tuition issue.

Integrity Advisory Committee: Attended inaugural meeting on behalf of undergraduate students.

Portal Steering Committee: Attended meeting to hear about initial phase 2 beta, development plans.

Mario Coniglio, AVPA: Spoke about course evaluation project, transition with incoming AVPA and course codes.

Shawn Gilbertson, Course Materials Specialist: Spoke about course codes falling outside of regulations and the future of courseware at Waterloo.

VIF Working Group: Met to discuss our terms of reference and scope.

3.2 Municipal/Regional-level:

None of note.

3.3 Provincial-level:

Welcome Conference: Met with representatives from OCUFA, ONCAT, eCampusOntario, College Student Alliance, HEQCO, COU.

3.4 Federal-level:

None of Note.

3.5 Other:

Co-op Student Experience Review: Met with steering group to discuss upcoming advisory group meeting.

You@Waterloo Day: Spent the day meeting with prospective students and sharing information about our student association.

Thesis: In personal news, I completed my undergraduate thesis on the impact of co-operative businesses in Waterloo Region!

Web Writing: Spent over three hours working with the Research and policy Officer and the Marketing Specialist for advocacy to write updates for our website section for advocacy that should be launching in a number in months.
5.0 Upcoming Activities

Considering leadership position within UCRU, continuing meeting with university stakeholders and ramping up external stakeholder meetings, refining action plan, OUSA Strategic Conference, filling out of part-time team.
Amanda Fitzpatrick
Vice President Student Life
Report

June, 2019

Federation of Students
University of Waterloo

www.feds.ca
1.0 General Update

Services
Events have already started and the equity seeking services have already been collaborating and creating more intersectional events including holding an Iftar at the Waterloo Indigenous Student Centre in St. Pauls. This event was hosted by RAISE, Glow, and The Women’s Centre.

Clubs
Our club manager recently left to go on a secondment with the math faculty. Our clubs support staff has begun taking on more hours to make up for this loss. We are also looking into having clubs support staff taking cultural competency training as we have had issues in the past couple years. IAC will also be meeting soon to look over recent issues with a couple clubs. Multiple clubs have been guilty of having exec positions filled by non UW undergrads.

Orientation
On May 31 I had my first Single and Sexy committee meeting where we discussed the play and how we can make it more inclusive this year while covering all relevant sexual health, consent, and other relevant information.

The main issue we are currently dealing with in terms of orientation is housing for orientation leaders as we need them to be on campus from August 31st but some leases don’t start until September 3rd. Our orientation department has been looking into this for the past couple months and have been working hard to find a solution.

Miscellaneous
Victoria Rodney has been hired as my Equity Commissioner. We are excited to create more programming on campus as well help the equity seeking student run services to become more connected. This term will be mainly planning for the fall and winter terms as well as holding a few smaller scale events, including voluntary anti-oppression training for Feds staff.

Policy 42 has moved past our initial review however Policy 33 is still in the works.

I met with Chris Read, the Provost of Students, a couple weeks ago to discuss racism on campus and possible ways to combat it in collaboration with RAISE. Over the spring term we hope to work together with RAISE and The Equity Office to create anti-racism training for dons as well as a larger training similar to the Making Spaces Program which will be available to staff, faculty, and students.

In the last couple weeks of May I helped spearhead a campaign to bring home a trans student that was in danger in Jordan. I am now working to make sure they have the resources they’ll need to come back to school in the fall or winter term. Chris Read and I are working together to get them financial aid as well as affordable housing. The university was extremely supportive throughout this time and were just as dedicated to bringing her home safely. The whole situation could have ended very differently without our collective work.

2.0 Committee Updates

Internal Administration Committee
This committee has not met yet. (as of May 31st)
Campus Life Advisory Committee
This committee has not met yet. (as of May 31st)
Appendix B - Chair of the Board of Directors Report

Board of Directors Report
Connor Plante
Chair of the Board

June 9, 2019

Federation of Students
University of Waterloo

www.feds.ca
Meetings of the Board

Since the last meeting of Council, the Board met once for a Special Meeting that occurred on May 15th. We will be convening for our June Regular Meeting the evening of June 4th.

Amendments to Procedure 13

The Board approved amendments to Board Procedure 13, Fee Increases. Key changes are as follows:

- bringing the Procedure in line with the new Bylaws approved at the last General Meeting in respect to increases in the Feds Fee
- the addition of a new provision to allow for approval of increases, to administered fees which are insurance programs, to be reflective of the actual or projected premium costs
- the addition of the new Legal Protection Service Plan Fee which will begin in the Fall
- allowing for an overhead cost to be charged on existing administered fees to reflect the cost of resources (ie. staff time) that we incur in administering these fees

For the full text of the Procedure, please refer to the Library section of the Feds website.

Administered Fee Increases

The Board approved a number of increases to the Feds Administered Fees; the Dental Plan fee; the new Legal Protection Service Plan Fee; and overhead cost charges. These have now been sent to the University’s Board of Governors for approval. For more information, and a detailed breakdown of all fee changes, please refer to the report of the Vice President, Operations & Finance.

Board Annual Plan

Building off of the success of last year when the Board produced its first ever Annual Plan, work has begun of drafting one for this year. The purpose of the Annual Plan is to communicate our vision and priorities for the organization for our term of office. I hope to have this process completed in July, after which a final copy of the Plan will be shared with you.

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

On behalf of the Board of Directors,

Connor Plante
Chair of the Board
APPENDIX C - REPRESENTATIVE REPORTS

Engineering

Recent Activities of Caucus Members

Edward:
- Held first office hour in POETS on May 22nd, will continue to do so every other week for the rest of the term.
- Got some feedback on co-op from students, including concerns about making sure that employers are informed of the various specifics of the WaterlooWorks system regarding returning offers and cover letters. Brought these concerns up to CSC at their last meeting.
- Otherwise, I have been staying engaged with constituents by attending engineering events and have been getting to know the rest of the EngSoc executive team to work with them for the rest of the term.

Jason:
- On behalf of PPC, compiled information on the expiry/recommended review timelines of all policies and council procedures.
- As part of my separate role as Engineering Undergraduate Senator:
  - Attended first Senate meeting of the year on May 21st
    - One debated item was on how many terms you should be able to take off before having to apply for readmission. The proposed change would have made it two terms for all faculties, reduced it from three for engineering. Following debate on the issue of it excluding taking exactly a year off, this item got postponed for the next meeting. If you have any opinions on this, please contact me.
  - I’m producing meeting notes available at bit.ly/UWSenate (please share with all interested persons)
Society Updates

i missed all of you! welcome back

I went to some meetings
like examinations and promotions (e4p)
sanford Fleming board meeting
engineering day and reunion meeting
wellness coordinators meeting
feds council meeting
exec and commissioners meeting
meeting with the beautiful mary bland

WOW

Things that are up and running
the off campus counsellor and psychologist bank
the mental illness how-to for waterloo plans for engineering day and reunion
board of directors has a new CHAIR
COUNCIL (we are all here now)
mental health blog and events

Things i have my EYE on this term
sharing positive energy
all my goals
GREAT growing relationships with feds services
working on my own unconscious biases

thanking all the people who
made my presidency GREAT

FINDING NEW HOBBIES BECAUSE I HAVE BEEN AN EXEC FOR 29 MONTHS

- The above was taken from Mariko Shimoda's president's update in the May 22nd EngSoc Council agenda. For more updates from all the on-term EngSoc exec, check out the agenda for that meeting and future ones here: https://www.engsoc.uwaterloo.ca/documents/council/
- Mariko has written a comprehensive guide on resources for students suffering with mental illness. The guide is attached to this report and can also be accessed for distribution purposes at: https://www.engsoc.uwaterloo.ca/resources/mental-health/
- EngSoc has also created a bank of off-campus counsellors and psychologists that can be viewed at https://www.engsoc.uwaterloo.ca/resources/mental-health/resource-bank/

Attached: “A Mental Illness How-to for Waterloo” (EngSoc, April 2019)
A Mental Illness How-to for Waterloo
Navigating the mental health system at the University of Waterloo

1 Health Services: Psychiatrists, General Physicians

2 Counselling Services: Individual Counselling, Group Therapy, Seminars and Workshops, Psych Assessments

3 Crisis Situations: Hospitals, Emergency Resources

4 Student Run Services: MATES, GLOW, Women’s Centre, RAISE, Peer Mentoring

5 Academic Accommodations: Accessibility Services, Petitioning, VIFs, and more

6 Treatment Options: Medication, Psychotherapy, Self-Care

7 Mental Health on Co-op

8 Helping Others

All advice contained herein is current as of April 2019 and is derived from UW student experiences (majority engineering students, some from other faculties). It should not replace or be taken as advice from mental health experts and may not necessarily apply to all situations.
1.0 Health Services

Health Services is part of UW Campus Wellness and is located across the pond from the Student Life Centre. The 1st floor is where all the general practitioners work, as well as most of the services offered at Health Services. The 2nd floor is the Mental Health Office, where the psychiatrists, mental health nurse, and several counsellors work.

1.1 General Physicians at Health Services

A certain number of doctors at Health Services are available to see students who have mental health concerns. You can make an appointment at the front desk; when they ask what it is for, all you have to say is mental health and no other questions will be asked. You will likely be seen in as soon as a few days, depending on the time in the term.

When you see the doctor, they will ask you about your symptoms and concerns so make sure you are ready to talk about them. Bring a list if it makes it easier to remember them. Appointments are usually fairly quick so it is best to get straight to the point. Your mental health symptoms are no different than any other physical health symptoms, and nothing to be ashamed of. They may ask you to fill out questionnaires to gauge the severity of your symptoms. They will then recommend treatment options. They can prescribe medication and likely see you more frequently than a psychiatrist can.

If they feel it is necessary, they will refer you to a psychiatrist upstairs.

Keep in mind that you will need to make separate appointments for mental health and other health concerns.

You are not guaranteed to get a physician who is sympathetic to mental health issues, but those who are seem to be exceptionally helpful. Find the one who works well with you!

1.2 Psychiatrists

A psychiatrist is a medical practitioner specializing in the diagnosis and treatment of mental illness. To see a psychiatrist at Health Services you need to get a referral from a general doctor downstairs. After the referral you can expect to wait anywhere between a few weeks to a few months to have an appointment.

The first appointment will be long, and will go over your history and possibly attempt a diagnosis. It is important that you are completely honest and share as much as possible as this will help the psychiatrist get a full picture of your situation. You may get a diagnosis that day, or they may wait to monitor symptoms over a longer period of time before they confirm a diagnosis. Depending on the diagnosis, they may prescribe medication. Psychiatrists at Health Services typically do not provide any sort of counselling, as they are more doctors than anything else.

Follow up appointments will be to check in, and possibly make changes to your medication. It is important to track your symptoms between appointments so you can update them accurately. You can expect to be seen anywhere between every 2 weeks to every few months, depending on the urgency the psychiatrist sees. If your symptoms are very extreme, you may be asked to come in as soon as the following week to check in. Make sure you bring the appointment paper back to the mental health front desk to schedule your next appointment!

They are also extremely expensive if you miss them! Make sure to remember!

1.3 Mental Health Nurse

The mental health nurse has a number of purposes. If you are released from the hospital for a mental health concern, you may be asked to make an appointment with the mental health nurse to help your transition from hospital to regular life. Follow up appointments can be made to help track symptoms, medications, appointments, and accommodations. They can also do phone safety checks with you, whether you are on co-op or on campus to supplement your appointments with psychiatrists and doctors. The mental health nurse mainly helps people who may be struggling severely with their mental illness.
1.4 Off Campus Doctors
You may also prefer to see a doctor off campus, maybe a family doctor in your hometown, or in the Waterloo community. You may look to off campus doctors for a second opinion.

Family doctors are not always best equipped to deal with more complex mental health issues, but are a great starting point. You can get referred to psychiatrist in the community by family doctor, or walk in clinic.

Psychiatrists and family doctors can recommend psychologists and counsellors in the community.

1.5 Your Rights as a Patient
As a patient, you always have the right to ask questions. This is a super empowering thing; they know the science and you know you, sharing knowledge means you can get the best care possible.

You can also request other doctors, this is especially important for referrals. Something to keep in mind: a second opinion from another psychiatrist is possible, but a third is not covered by OHIP.
2.0 Counselling Services

A counselor is a person trained to give guidance on personal, social, or psychological problems. Counsellors and therapists are synonyms. In order to be a registered counsellor in Canada, there is a minimum amount of post-secondary education required. The main Counselling Services office is located in Needles Hall, but counsellors may work out of:

- School of Architecture in Cambridge
- Digital Media School in Stratford
- Faculty of Engineering
- Faculty of Math and Computer Science
- McMaster Medical School in Kitchener
- Health Services (2nd Floor Mental Health Office)
- School of Pharmacy in Kitchener
- MacKenzie King Village Residence
- Faculty of Science

2.1 Individual Appointments

You can make an appointment at the front desk in the Needles Hall office. You won’t need to go into detail, just ask to make an appointment with a counsellor. If it helps, bring a friend for moral support! You may be asked to fill in a brief questionnaire about why you are coming in, and to assess the severity of your symptoms. You may be asked to meet with the intake counsellor, who will assess how urgent your needs are and advise how soon you need to meet with a counsellor.

At your first appointment, you will be asked what your concerns are and likely your history. Come ready to talk, don’t be afraid to bring a list of concerns or worries you have and want to talk about. You only get as much out of sessions as you put in. You don’t need to know the exact right words, but should come with a “I want to get help / get better” mentality.

Follow up appointments can be made for ongoing concerns. You can expect to be seen every 2-4 weeks. Depending on how popular your counsellor is and the point in the term (the wait list is always longer towards the end of the term) you may be seen more or less frequently. More urgent cases will be seen more frequently.

There is an “on call list”; if someone cancels and they have a sudden opening they can call you and fit you in. Walk in counselling is available on some days, for a set number of appointments. If you want to guarantee you will be seen, make sure to go early. Engineering Counselling (E2) also has its own drop in hours.

Try not to be late or miss an appointment as there is a $35 missed appointment fee.

They can provide you with resources, but you have to be ready to make changes in your lifestyle or mindset, or be able to explicitly identify to them when you’re not ready to change. Be open to giving them feedback, especially if the resources and methods they’re suggesting aren’t working for you, or if they don’t seem to be relating or understanding your situation. Recording and journaling how you’re experiencing things might also be a helpful thing for you to bring to a session, as there is more data and info for the counsellor. If it helps, ask the counsellor at the end of a session for a concrete take away (e.g. a summary, a to-do item, a resource to tap into).

Not every counsellor will be the right fit for you, it may take some time to find the right one. This can be a trying process, but better than staying with a counsellor that’s not helping. There is nothing wrong with saying to a counsellor that you don’t think they are a good fit and you are going to look into other options.

Counsellors cannot provide a definitive medical diagnosis or prescribe medication, but they can refer you for psychological assessment to address more serious concerns.
The confidentiality agreement is a cornerstone of how counselling works. Anything you disclose during a session cannot be carried forward outside of that room, expect for the scenarios listed below. Notes can be taken during sessions, and summaries can be written at the end but those are safeguarded through the entire time you are there. The confidentiality agreement is covered in depth at your first appointment.

The agreement can be voided in four (4) cases:

- You - as the patient - consent or allow the practitioner to void it
- You disclose intent to harm others
- A minor (anyone under the age of 18) is at harm
- You disclose suicidal intent

Practitioners are not out to get you and are not just looking for red flag to report you. If you are suicidal it is safe to disclose that in the session if you are willing to talk through it and create a safety plan. At the end of the day this agreement is in place to help students and protect the service.

There is also a social worker available at Renison University College who offers counselling, but is only available to students at Renison.

2.2 Group Therapy, Seminars, and Workshops

There are a number of open seminars and workshops around coping with stress, as well as symptoms of anxiety and depression. These sessions are free and open to anyone, and sign ups may not be required. You can go as frequently or infrequently as you like.

There are also a number of group therapy sessions available for psychotherapy, including DBT (Dialectical Behavioural Therapy) and CBT (Cognitive Behavioural Therapy). For some of these sessions you may need a referral from your counsellor, as there is a limited number of seats.

All sessions are run by counsellors, and very informative.

2.3 Psychological Assessments

The wait list for psych assessments can be quite long, depending on the severity of your symptoms. Your counsellor might suggest it, if they feel you may benefit from a more sophisticated analysis. Assessments are performed by psychologists and supervised pre-doctoral residents. A psychologist is a professional specializing in diagnosing and treating mental illness, but cannot prescribe medication.

At the assessment they will have you go through your history and symptoms. They will ask you a lot of questions and you will be expected to talk a lot. It is important to be as thorough and give as much information as possible to help them see the full picture of your mental health; bring a list of concerns if you can. This appointment will be over an hour. They may ask you to fill out several long questionnaires later on that can gauge your symptoms and patterns as well.

From that assessment they’ll make a report, which can include everything from a diagnosis to recommendations for coping strategies to a request for a temporary accommodation. There will likely be a follow up appointment, where they can explain the report and let you ask any questions. The last section of the report is next steps (ie. Investigate medication, seminars or support groups you can attend). Handling the information in an assessment can be difficult, so make sure to talk to your counsellor about it if you are having trouble processing it.

The entire process from initial appointment to the report can be quite lengthy. However, it is something you will only have to do once.
2.4 Off Campus Counsellors

There are a number of counsellors off campus in the Waterloo community that will likely be able to see you sooner than counsellors on campus at Counselling Services. They can be expensive, but a lot of them have student rates. They may also be covered under the FedS undergrad health plan or your parents’ insurance if you fall under it.

You can find an off campus counsellor by researching independently. Psychology Today is a good resource, as well as the Off Campus Resource Bank on the Engineering Society website. Calling or emailing to make an appointment can be intimidating, but all you need to say is a brief introduction, why you want to see a counsellor, and your availability. You can look up sample emails online if you’re nervous!
3 Crisis Situations

A crisis situation can look different for everybody. It may look like the urge to harm yourself or others, making plans to harm yourself or others, having strong feelings of paranoia, feeling extremely disconnected from reality, or the feeling like you cannot control your body or your actions. It is always better to be safe than sorry; if you feel like you may be in a crisis situation it is likely best to take immediate action.

3.1 Emergency Resources

You can always go to Counselling Services or the Mental Health office in Health Services for an emergency. If you tell the front desk you think you are in a crisis situation or you really need to see someone urgently, they will do their best to accommodate. There are a few emergency counsellors whose sole job is to see people same day. At Counselling Services, you will be seen by an intake counsellor to assess the urgency. If you have suicidal or homicidal intentions, safety plans will likely get made. It will involve a procedure that you will follow to calm down. They will ask for an emergency contact or two (parents, friends, siblings) you can call if you are in trouble.

If you in a crisis situation after hours, there are a number of helplines you can call:

- Here 24/7 - 1-844-437-3247
- Good2Talk - 1-866-925-5454
- Crisis Services Canada - 1-833-456-4566 or by text 45645

They can talk you through the situation, and may recommend you seek immediate medical attention.

If a friend or family member is concerned about your situation, they may call the police or an ambulance. Unless a person is very seriously at risk of harming themselves or others, it is often better to call an ambulance. The procedure for police in crisis situations involves handcuffs and escorting the individual through the hospital and may be traumatizing for some people. If this happens to you, it is important to remember you are not a criminal and it is simply procedure.

3.2 Hospitals

There are two hospitals in the KW area: Grand River Hospital and St Mary’s General Hospital. If you are checking yourself in, you can go to the emergency department and will be seen by a triage nurse to assess what should be done.

If you are taken in by the police, they will take the handcuffs off once you are with the triage nurse. The police officer with you will accompany you until you are admitted.

You will likely be seen by a mental health nurse, and then a doctor or psychiatrist. If you go in at night, you will likely have to stay the night, as most psychiatrists work day hours. In the meantime you will likely be seen by a doctor or two.

If you need something while you’re there, it is ok to ask a nurse. They can get you water, juice, some food, a blanket, etc. They are busy, so you may not get the most compassionate care.

If a doctor signs a Form 1 for you, you can be held for up to 72 hours in order to undergo a psychiatric assessment. A Form 1 is also referred to as an Application by Physician for Psychiatric Assessment.

You may leave with a new prescription, a new diagnosis, new recommendations, or not much of anything.

You may have to stay longer than a day if they want to check on you longer, and admit you to the psychiatric ward. Being admitted for a mental health concern is no different than being admitted for a physical health concern, and there is no need to feel ashamed. You may meet with psychiatrists, counsellors, doctors, social workers, and nurses. The length of time you will need to stay is dependent on how long they want to monitor you for. When you are released from the hospital, you will not be left on your own! There are social workers and nurses who can help you transition back into regular life.
4.0 Student Run Services

4.1 MATES

MATES (Mentor Assistance Through Education and Support) is a one-to-one student peer support program offered by the Federation of Students in consultation with Campus Wellness. MATES volunteers go through an intensive selection process and receive extensive training in mentorship by counsellors from UW Counselling Services.

They offer peer to peer support to those who are struggling with:

- stress
- academic issues
- social and relationship difficulties
- mental health challenges
- transitional challenges to university life
- challenges in adapting to culture

Their office hours and locations from term to term vary, so check the website! There are both appointment options and drop in sessions. Appointments can be made using their online form, and any questions can be sent to mates@uwaterloo.ca. One of the advantages of MATES is the short wait time on appointments and many drop in hours available, which usually means you can be seen same day or have recurring weekly appointments.

Volunteers are trained to know the services on campus and are able to refer you to the resource that can help you the most if they are not the best resource for you at the time. They cannot suggest therapies or treatments, and are trained not to use clinical language with you. While they cannot address any diagnoses you have, they are able to provide support with how it may affect your academics, social relationships, and general health. This is definitely a casual resource and can be a great first step or can supplement other resources with its high availability.

Things talked about in the appointment are confidential to MATES, except in cases it violates the standard confidentiality agreement. The appointment summary sheets will also be read by the lead director, or if an appointment was in a residence it will be read by the residence coordinator.

4.2 GLOW, Women’s Centre, RAISE

Glow is the oldest queer and trans student organization in Canada. Run entirely by dedicated student volunteers, it offers a wide variety of discussion groups, social events, advocacy opportunities, awareness campaigns, resources, and information. Their office is located in the SLC.

The Women’s Centre aims to provide a female-positive and supportive environment on campus for women and trans* folks. Run entirely by dedicated student volunteers, it holds workshops, film screenings, and guest lectures. Their office is located in the SLC.

"Racial Advocacy for Inclusion, Solidarity and Equity" (RAISE) is a student-led Federation of Students service. RAISE serves to address racism and xenophobia on the University of Waterloo campus. They are located in the SLC.

All three services offer confidential peer support hours, provided by trained volunteers. This can be a great resource if you’re having challenges related to sexuality, gender, or race.

4.3 Peer Mentoring

There are a number of peer mentoring services typically offered on campus. In the past they have been run by the Engineering Society, Women in Engineering, Accessibility Services, and Living Learning Communities.
5.0 Academic Accommodations
Students dealing with mental illness face additional challenges in a university environment, and can often benefit from academic accommodations. It’s important to remember if you need these, it is not you cheating the system! It is often putting you on the same playing field as the rest of your classmates.

5.1 AccessAbility Services
AccessAbility Services provides academic support for University of Waterloo students who have both permanent and temporary disabilities. They support full-time, part-time, graduate and undergraduate students as well as students completing a degree fully online.

To register with AccessAbility Services, the University of Waterloo Verification of Disability form must be prepared by an appropriate licensed medical professional (such as a family doctor, psychiatrist, psychologist or psychological associate). Depending on who fills it out, there may be an associated cost. There is a specific verification form for mental health issues. The verification of disability form must provide evidence of the functional limitations due to the disorder or medication that restricts the student’s ability to perform daily activities necessary to participate in post-secondary studies. Counsellors from the university can also request temporary accommodations based on psych assessments.

Students presenting with mental wellness conditions need only confirm that the diagnosis is within the area of mental health. This condition may be classified as suspected, temporary, permanent and/or chronic. Although, specifying your diagnosis may help your accommodations consultant figure out what accommodations would be best for you.

After registering, you will meet with an accommodations consultant to figure out what will work best for you. This is usually processed pretty quickly (1-2 weeks), but can take longer depending on the term.

Some accommodations that they can provide include:

- extra time on exams
- alternate location for exams
- permission to record lectures
- access to notes taken in class by volunteer note takers
- flexible deadlines

Some conditions are not well understood and they won’t have a good idea on how to accommodate you. If you have accommodations in mind that are not on the list, let them know and they may be able to help.

You can also meet with your accommodations consultant on an as needed basis, for any adjustment in accommodations or advising on academic issues related to your mental illness.

5.2 Verification of Illness Forms
VIFs can come from a doctor (including walk in clinics), a counsellor, or a psychiatrist. If you are experiencing a period of illness heading into an exam or big assignment, alternate accommodations can be made for you. It is important to see someone as quickly as possible to get the VIF. Once you have the VIF, you should find out how your department or faculty processes them. In most cases, the best person to start with is your academic advisor.

Once you have a valid VIF (indicating you are in a condition you are unable to do something), it cannot be refused. For exams, an equivalent test will be made for you that you can write at a later date or the weighting of your marks may be shifted. Keep in mind that if you are trying to defer a midterm, they may shift the weight to the final (which can add extra stress to finals).

It is very unusual that a VIF will be accepted after the exam is written or an assignment is submitted. If you are really not in a state to be doing school work, it may be best to defer it to a later date.
5.3 Reduced Course Load and Other Accommodations

Depending on your program and term your course load will obviously vary. Taking less courses at a time can greatly reduce your stress and lessen the impact your mental illness has on your education. In some faculties it is very easy to adjust to a reduced course load by just talking to your academic advisor. Typically in engineering you will need a doctor’s note to explain that you would benefit medically from a reduced course load to be allowed to reduce the number of courses you take at a time. This will likely have to go through AccessAbility Services, who will then advocate to your advisor that you would benefit from a reduced course load. The best place to start is by asking your academic advisor.

There may be other accommodations available to you as well through your department that your academic advisor can advise on. Don’t be afraid to ask what your options are!

5.4 Petitioning

If you believe that you were affected by extenuating circumstances during a term, you can petition for your academic status to be reviewed. You are essentially asking for an exception to academic regulations due to your circumstances at the time. This may be necessary if you are not able to advance to the next term for whatever reason (failed courses, term average not being high enough). The best place to start is with your academic advisor. Typically you write a letter explaining your case and gather any documentation that is proof of your extenuating circumstances (prescriptions, doctor’s notes, etc).

You can also talk to professors who noticed the absence and the assistant chair undergraduate if you are an upper year. They can speak to your behaviour qualitatively and provide support.

There is a committee that will review your case and decide whether to alter your academic status. In Engineering, both the Engineering Society President and several Engineering counsellors sit on this committee. It is a great idea to communicate your case (especially if it is mental health related) to the engineering counsellors and the EngSoc President, as they can help advocate for you. You don’t get to sit in the hearing to fight for your case so the documentation and support from the committee needs to be good.

5.5 Your Rights as a Student

When explaining your situation to professors or staff, you do not have to disclose your mental illness or diagnoses (although you certainly can if you are comfortable). It is often enough to say you have been dealing with health concerns.

With a doctor’s note, professors must accommodate you where possible. They cannot deny your doctor’s note. They cannot go against any accommodations set up by AccessAbility services either.
6.0 Treatment Options

6.1 Medication

Medication is not right for everyone (and not always necessary) but for some people it is life-changing and required to treat their mental illness. There are several categories of medications used to treat mental illness. Antidepressants are commonly used to treat depression, and may also be used to treat anxiety, pain, and insomnia. Anti-anxiety medications (commonly benzodiazepines) are used to treat anxiety, such as panic attacks or extreme worry. Stimulants are used to treat ADHD. Antipsychotics are used to treat psychosis, most commonly seen in schizophrenia, bipolar disorder, and psychotic depression. Mood stabilizers are used to treat mood swings most commonly seen in bipolar disorder, but may be used to treat depression as well.

A prescription will come from a doctor or psychiatrist, and can be picked up from any pharmacy. There is a pharmacy in the basement of the SLC and one in the plaza, but the one in the plaza is often faster. You will likely have to get re-fills every month. If you ever forget to refill or get a new prescription and you run out of medication, you can get an emergency prescription from a walk in clinic. You can also go to your normal pharmacy and they can give you a few days’ worth until you get your prescription refilled. Most generic medications are covered under the FedS health plan, and may be covered under your parents’ insurance if you still fall under that.

It is very important to take your medication exactly as prescribed. If it is meant to be taken daily, no skipping days! If you’re forgetting, get a pillbox and set an alarm (ie. Make a google calendar events and delete them once you have taken your medication, the app “Round” is also helpful). This is especially helpful if taking more than one medication. Don’t mess with your dose or stop taking them without being advised to by a medical professional. If you start feeling better, that is a sign that the medication is doing its thing and you should stick with it. Be patient as well! You may not see any effects for a while (a few months) depending on the medication. If you’re not feeling any difference, make sure to tell your doctor; they may switch medications or you dosage. Be honest!

Often there will be side effects from medications that your doctor or the pharmacist will warn you about. Many side effects go away after the first few days or weeks of being on a medication. If your side effects are unbearable, you can call Mental Health services or health services to see someone ASAP. Telling someone is not admitting defeat, medication sometimes takes a few iterations to fine-tune. If you want to switch medications and are denied or your doctor is not listening to you, you can always see another doctor.

Going on medication does not mean that you are weak at all. Remember: if you have a broken arm, you need a cast! People accept that medicine is needed for physical health issues, and mental health is no different. You probably know a lot of people on meds, but don’t know that they are because they don’t talk about it.

The length of time you will be on medication is different for everyone. It’s like physical illnesses. Some people need to be on meds for a short amount of time, for others they’ll need it for longer. In some cases, you may be on medication to treat your symptoms while you are dealing with the underlying issues with other treatments (psychotherapy). In other cases, medication may be for maintenance and you may be on it for years. Everything is different for everyone, but everything is valid and all depends on what you need.

6.2 Psychotherapy

Psychotherapy aims to improve an individual’s well-being and mental health, to resolve or mitigate troublesome behaviors, beliefs, compulsions, thoughts, or emotions, and to improve relationships and social skills. You can get treated by a counsellor/therapist or psychologist (both on campus and off campus), through individual counselling or group therapy. Many people benefit from psychotherapy, and in some cases (ie. Personality disorders) it is the main method of treatment.
There are a variety of types of psychotherapy, and your psychotherapist may employ one type of therapy or aspects from several therapy types.

Cognitive Behavioural Therapy, or CBT, helps people learn to identify, question and change how their thoughts, attitudes and beliefs related to the emotional and behavioural reactions that cause them difficulty. It can help people identify distortions in their thinking, see thoughts as ideas about what is going on, rather than as facts, and stand back from their thinking to consider situations from different viewpoints. It can be used to treat bipolar disorder, eating disorders, generalized anxiety disorder, obsessive-compulsive disorder, panic disorder, posttraumatic stress disorder, specific phobias, substance use disorders, and more.

Dialectical Behavioural Therapy, or DBT, helps people learn and use new skills and strategies so that they build lives they feel are worth living. There is a focus on acceptance and change: regulating intense emotions, mindfulness, tolerating distress, and interpersonal effectiveness. It was originally developed for people with borderline personality disorder, but can be used to treat suicidal behaviour, self-harm, substance use, posttraumatic stress disorder, depression and eating disorders as well.

Eye Movement Desensitization and Reprocessing (EMDR) is an integrative psychotherapy approach that has been extensively researched and proven effective for the treatment of trauma and other health problems including panic attacks, grief, phobias, anxiety, addictions, body dysmorphic disorders, and personality disorders. It is based in processing the difficult experiences and trauma that are causing problems, in order to remove negative emotions, beliefs, and body sensations.

There are many other forms of therapy that are used and if you are interested you can find a lot of information online!

Talking is the first step! Being ready to make changes in your life is another step. There are lots of approaches, and it is important to find someone that works for you. They won’t take it personally if you want to look for someone new.

Even if you “think you’re all better”, it may be helpful to schedule less frequent check-ins with your counsellor if you already have one. If you relapse and all of the sudden need immediate help, it’s easier to get help faster when you suddenly need it.

6.3 Self Care

Self-care is the practice of taking an active role in protecting one’s own well-being and happiness, in particular during periods of stress. Self-care refuels you, rather than draining you. Self-care looks different for everyone!

Meditation and breathing exercises can be great to add into your regular routine, as well as keep in your back pocket for times of distress. There are many online resources as well as apps (ie. Headspace) that can help.

Grounding exercises can also help during feelings of emotional dysregulation. A great one is to focus on your surroundings, noting 5 things you can see, 4 things you can physically feel, 3 things you can hear, 2 things you can smell, and 1 thing you can taste. This can really bring you back into the present moment.

Self-care may look like spending time on your own and taking time to be introspective. It may also look like spending time with friends or family and being social. This is different for everyone, and what works for you one day may not work the next. Listen to what your mind and body need! If you are spending excessive amounts of time alone, be careful of isolation behaviours and try to go outside at least once a day.

Self-care is something that is purposeful, rather than something that just happens. It can be helpful to schedule self-care, especially if you are going through a busy period. Find settings and activities that make you feel comfortable and relaxed, and allow yourself to enjoy them. You can make lists of the things that help you relax (ie. Music, activities, food) so you can easily refer to them when you need to.
Many people find it helpful to journal or write down their thoughts and feelings. This can help identify irrational thoughts and help you process what you are thinking. Some people also find drawing to explain their feelings helpful.

It is also important to keep an eye on your sleep. Try to get a regular amount of sleep each night and stick to a schedule. Getting too much sleep and getting too little sleep are both problems, so make sure you know what a “normal” amount of sleep is for you and try and get that each night. For adults this is typically between 7-8 hours. Exercise also great, as well as eating a regular, balanced diet.

In times of high stress, remember to cut yourself some slack and allow yourself to make mistakes!
7.0 Mental Health on Co-op

Taking care of your mental health is just as important on co-op as during a school term. If you are staying in the Waterloo area, you can continue to see any doctors, psychiatrists, or counsellors you were seeing when you were on term. If you are leaving the Waterloo area, you will likely have to make some preparations.

If you are taking medication, it is usually easiest to make sure you have enough prescription refills from the medical professional you are seeing regularly. Make sure they know you are going on co-op so they can help accommodate you. If you are going out of the province, the prescriptions may not be valid. You can pick up multiple refills before leaving, but you may need to pay for some out of pocket and can be reimbursed later if using the FedS health plan.

The mental health nurse in the Mental Health office can also do phone check-ins with you if you are worried about any of your symptoms or medications. The nurse can communicate any concerns to your doctor or psychiatrist for you, and help you from a distance.

If you think you will need to see a counsellor while you are on co-op, do some research before you leave to find a new counsellor. See the Off Campus Counsellors section! If you are in a remote area, many counsellors offer counselling over the phone or video chat. Some counsellors at UW also are open to phone appointments if necessary.

It is a great idea to know the crisis lines in the area you are in, and have them on hand. You should also know the nearest emergency centers that you can access in a crisis. It can be helpful to have a safety plan, especially if you are away from your usual support system.

If you are worried about isolating yourself, go out and meet other students in the same area as you! It can be helpful to pick up a hobby while you are on co-op; don’t be afraid to try something new, whether that’s yoga, intramural sports, renting and learning an instrument, or learning a new language!
8.0 Helping Others

When it comes to mental health, helping others can look like a lot of different things. The best thing you can be is supportive. Being a good listener, offering to cook with them or help them clean their room, and going with them to appointments can all be helpful. If you’re not sure how to help, you can always ask what they need or what would make their day a little bit easier.

Learn how to practice active listening. Active listening involves paying attention, withholding judgment, reflecting, clarifying, summarizing and sharing. There are very few times where you will say something that will make things better; it’s the act of accepting your friend’s truth and giving them a space to get all their thoughts out. Remember that mental health is different for everyone, and when helping others it is not about you. Or more specifically, don’t assume that other experiences are like your own. Let other people explain what they’re feeling.

If you are really worried about someone in a crisis, you can call an ambulance by calling 911. Calling the police can be very traumatizing for some people due to the procedures they take, and should only be reserved for when you really believe someone is in immediate danger of hurting themselves or others. You may be breaking trust when you make the decision to call an ambulance or the police. Even if it the right call, your friend may be upset with you. Visiting friends in the hospital can also be a really nice gesture to show you support them.

It can be helpful to educate yourself on what resources are available, and be able to explain options to your friend. If you want to get more involved, you can look into volunteering with UW MATES.

At the end of the day, it is important to accept that it’s their mental health since it is almost always going to be their call on what to do. Try to talk through why they might be resisting, and see what they could be scared of. It is always great to offer to go with them to appointments or to make appointments with them.

There are a number of training programs available on campus through LEADS, such as QPR and More Feet on the Ground. There are also a number of coping skills workshops available on Learn as well.
References
https://feds.ca/feds-services/uw-mates
https://uwaterloo.ca/campus-wellness/counselling-services/
https://uwaterloo.ca/campus-wellness/health-services
https://www.psychologytoday.com/ca/therapists
https://feds.ca/feds-services/womens-centre
https://feds.ca/racial-advocacy-inclusion-solidarity-and-equity-raise
https://uwaterloo.ca/accessability-services
https://uwaterloo.ca/registrar/current-students/advisors
https://emdrcanada.org/emdr-defined/

This document has been written and edited by Mariko Shimoda (Engineering Society ‘A’ President, S2019) for the Waterloo Engineering Society, and has been contributed to by many current and former students. All information was gathered during the Winter 2019 term. Thank you to everyone who contributed to and helped proofread this guide!
Science

Science Caucus Report – June 9th 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.

Office Hours Held (STC 1028)
May 16th 12:15pm-1:45pm
● No visitors
May 24th 12:15pm-1:45pm
● No visitors

Recent Activities

Mackenzie Lau:
● Survey

Colin Parkyn:
● Survey
● SLC meeting

Niks Roxas:
● Discussed factors keeping students from actively participating in clubs/events with constituent
● Survey, Survey Incentive

Sebastian Soo:
● Survey
Science Society Updates

Finance Update (Alyssa Huang - VPAF):

In the Fall term, student fees will be increased from 12$ to 15$. We are looking into opening the discussion of decreasing the allotment of student fees for each departmental club. We are communicating with the departmental clubs to ensure that we enforce clubs spending at least 70% of their allotment and that the money is being well spent on science students.

For the Science Coffee and Donut Shop, we are working on a few major projects. These projects include: CnD renovations, introducing selling iced coffee, selling sustainable straws, getting a wholesale business account, selling old CnD equipment, and looking into new vendors.

Academic Update (Yashar Ebadi - VPA):

We are hoping to improve marketing strategies to increase turnout at all events, by asking students for feedback regarding the efforts that the Society and departmental clubs carry out, so that future events can be better-tailored to the general interests of the Science population. Another focus, more academic specific, is to work together with different co-operative education specialists to devise workshops that pertain to the genuine needs of students in co-operative streams, as well as collaborating with experiential learning initiatives on campus to provide opportunities for those in regular, non-co-operative programs.

Internal Update (Zahra Hasan – VPI):

- Focused on increasing awareness regarding mental health and resources available to Science students on campus (with Advocacy coordinators) - with Student Wellness Collaborative
- Increasing communication with departmental clubs in Science Clubs hallway – forming committee of all members of Clubs hallway to find solutions to complaints of current lack of inclusivity

President Update (Veronica Chan – President):

Interdepartmental Collaboration
- Making sure all non-voting members and voting members have open communication to increase collaboration
- Working on increasing collaborative events to better use our budget to decrease repeated events and introduce a larger variety of events
  - Collaborative BOT event
- New non-voting member with permanent funding: Aviation Society
  - Working with revising and signing the memorandum of understanding with them
  - Setting relevant goals for them to increase involvement and ease transition into Science Society

Constituent Comments
- Students do not have time to care about extracurriculars because of coop and the pressure of academic success
- People host more events at the end of the term but these are not effective due to exams
- Clubs should have bigger BOT events than EOT
- The short length of the term doesn’t allow clubs to organize themselves
- The clubs and recreation day should be held closer to the beginning of the term to allow clubs to begin functioning during a time when students are not as busy with studies
- Suggests promoting extracurriculars as a way to help with mental health
- Should be easier for students to access information regarding extracurriculars
• Extracurriculars that are more central to resume development
• Science faculty should focus on events that are fun and also helpful to students in terms of educational value
• Extracurriculars should be a higher priority for school due to the mental health benefits
• Communication between organizers and students is very broken
• Would be nice to have a more centralized advertisement area e.g. SLC
• Suggests for the execs of clubs to have a document outlining past events and costs along with planning a framework for the next term to streamline the planning of events
• Advertisements for the Bomber on the GRT should be taken down to avoid confusion
APPENDIX D - PROCEDURE 9 SECTION J - ONLINE VOTING AS AMENDED BY PPC

Procedure 9 Amendments (Online Votes)

**Rationale:** During the past year, there have been several online votes held for matters that were deemed unsuitable to decide during a meeting. Some of these votes were preauthorized, some were not. As it seems like a need to sometimes have online votes will continue to exist, these proposed standards will allow for uniformity in the process and a clear understanding of what can and cannot be done. These standards were primarily drafted to reflect current practice while generally incorporating the spirit of the Resolution on Electronic Approval Processes (passed September 16th, 2018).

**NEW Section J (Voting Outside of Meetings) AS AMENDED BY PPC**

1. A vote of Council to be conducted outside of a meeting shall require a motion to refer to electronic ballot, made during a duly constituted meeting of Council, may be pre-authorized by a motion passed during a meeting by a simple majority (regardless of the threshold to be required on the vote itself). Unless specified in the authorization motion, the Officers of Council shall be responsible for formulating the exact motion to be voted on and setting the timeline for voting.

2. In addition to the above, the Officers of Council may at their sole prerogative authorize a vote of Council to be conducted outside of a meeting on any of the following matters:
   a. Approval of minutes
   b. Referral of an item of business or delegating of a decision to a committee of Council
   c. Setting the dates for a by-election
   d. Any other matter (except for a motion to suspend the rules) if emailed permission is first received from two-thirds (⅔) of Councillors.

3. Under no circumstances may a vote to expel a Councillor, impeach an Executive, or reconsider a previously passed motion be conducted outside of a meeting. This rule cannot be suspended.

4. Unless otherwise specified in Procedure 5, a vote to approve the General Operating Budget, any other budget exceeding $250,000 funded out of membership dues, or an increase in dues or fees cannot be conducted outside a meeting unless the proposed budget/increase has first been discussed during a meeting.

5. All votes outside of meeting shall be conducted through an online medium that allows for the following:
   a. Validating quorum of the body to which it is referred
   b. The collection of votes of an extended period of time.
   c. The ability for Councillors to choose to have their votes noted and, if they so choose, for them to submit comments for the record.
   d. The ability for the Speaker and Secretary of Council to directly monitor and observe the individual votes cast (including the ability to pair each vote with the person who cast that vote).
   e. For each motion to be voted on, Councillors must vote for or against, or abstain from:
The motion itself.
ii. A motion to order a roll call vote on the motion; and
iii. A motion to order the destruction of the electronic ballots following the successful completion of the voting process. A motion to destroy ballots shall only remain valid if the motion to order a roll call vote fails. If the motion to destroy ballots is successful, destruction shall only occur following the ratification of the Electronic Voting Record.

6. While reasonable measures should be taken to prevent impersonation or voting of non-councillors from occurring, it is not necessary that the voting system employ full authentication of voters.

7. Announcing the start of the vote must occur over email. If the vote was not pre-authorized at a meeting or if the details of the item being voted on was not fully known at the time of the pre-authorization (for example, due to supporting materials not being ready at the time), then Notice (accompanied with the full motion(s) and any supporting materials) of at least ninety-six (96) hours must be given before the voting period begins. The call to have a Special Meeting shall always take precedence over a referral to electronic ballot.

a. If advance notice is required, then such notice must be accompanied with the full motion(s), any supporting materials, and the following text: “Councillors are invited to use this notice period of ninety-six (96) hours to discuss the motion within this email thread. This electronic vote will be converted to an Special Meeting if a request to do so is received by email from at least one-third (1/3) of Councillors during the notice period. Alternatively, the motion to be voted on can be amended within its original scope if a request to do so is received by email from at least two-thirds (2/3) of Councillors during the notice period, although it is recommended that Councillors seeking to make changes request that a Special Meeting be called to debate them instead.”

b. Requests during the notice period to convert the vote to a Special Meeting or amend the motion to be voted on shall be processed according to the text above. Requests to have a Special Meeting shall always take precedence.

8. The voting period must last at least forty-eight (48) hours.

9. For each motion to be voted on, Councillors must vote for, against, or abstaining from:

   a. The motion itself;
   b. A motion to order a roll call vote on the motion; and
   c. A motion to order the destruction of the electronic ballots following the successful completion of the voting process. A motion to destroy ballots shall only remain valid if the motion to order a roll call vote fails. If the motion to destroy ballots is successful, destruction shall only occur following the ratification of the electronic vote at the next regular meeting.

1. Participation (or failure to participate) in the electronic vote shall count towards the attendance record of councillors. Notwithstanding normal attendance standards, an excused absence shall be granted by the Speaker at their discretion if and only if the Councillor informs them of their inability to participate due to technical or health reasons.
prior to the start of the next regular meeting of Council, be noted in the attendance record of Councillors but shall not be counted towards expulsion. The Speaker may, at their discretion excuse the Councillor.

10. Following the closing of the voting period, the Speaker and Secretary shall jointly count and certify the results. The outcome of the vote shall be announced to Councillors in a reasonably expedient manner.

11. The Secretary shall produce an *Electronic Vote Record* which shall serve as the official minutes of the vote and shall, at minimum, contain the following:
   a. The names of the voting Councillors who participated and who did not participate in the vote;
   b. The manner through which the vote was authorized;
   c. The timeline during which the vote took place (including any applicable notice periods);
   d. For each motion voted on:
      i. The full text of the motion, including any supporting materials (or hyperlinks to where such materials can be accessed).
      ii. The number of votes for, against, and abstaining from the motion.
      iii. A list of all noted votes and any accompanying comments.
      iv. The number of votes for, against, and abstaining from ordering a roll-call.
      v. If the roll call vote passed (per the necessary one-fifth (⅕) threshold), the full list of the names of people that voted for, against, and abstaining from the motion.
      vi. If the roll call vote failed, the number of votes for, against, and abstaining from ordering that the ballots be destroyed.

12. The *Electronic Vote Record* shall be included as a draft document in the agenda for the next regular meeting.

13. The approval of the *Electronic Vote Record* (and therefore ratification of the vote) shall occur at the next regular meeting during approval of minutes.

14. Once approved, the *Electronic Vote Record* shall be published alongside meeting minutes.

15. The Speaker and Secretary shall jointly review the Electronic Voting Record, which shall be included for ratification of the record at the next regular meeting during approval of minutes.
APPENDIX E - PROCEDURE 9, VARIOUS - POSTPONED FROM MAY MEETING

Procedure 9 Amendments (Various)

Purpose of each set of changes is indicated for information only. Please contact Jason Small with any questions or concerns. Items in green are as amended in the May 12 2019 Meeting.

Section D.III (Agenda, Content of the Agenda)

Purpose: To prevent meetings from going on for many hours while still ensuring that every submitted item on the agenda can be considered.

5. When the Speaker prepares the agenda, the Speaker may at their discretion allocate time limits of debate to each motion and discussion within the Special Orders, Business Arising, and General Orders sections. In such an instance, at least ten (10) minutes must be allocated to each such item, but the Speaker may allocate more time to an item at their discretion.

6. The adjournment time on the agenda must be at least late enough from the start time to allow for the full time allocation to be used for each time-limited item in addition to a general allocation of sixty (60) minutes to allow for preliminaries, reports, and new business items.

Section E.I (Conduct of Business, Adoption of the Agenda)

Purpose: To ensure that spending more time on one item doesn’t reduce the amount of time available for later items.

B.3. Changing the order of items, changing the adjournment time (provided that §D(III)(6) is not violated), changing the time limit of debate for an item, or adding, changing, or removing a time set for an item, requires a majority vote. Any increase to a time limit of debate shall by default result in the adjournment time being shifted by the same amount as the increase.

Section E.II (Conduct of Business, Adoption of the Consent Agenda)

Purpose: Same as above

2. The Speaker shall ask if any members of Council wish to have an item removed from the consent agenda. If any member requests that an item be removed, then it shall be moved to an appropriate place on the rest of the agenda. Each moved item shall automatically be given a time limit of ten (10) minutes and the adjournment time shall be shifted accordingly.

Section E.III (Conduct of Business, Debate & Discussion)

Purpose:
for 1: Making speaking turn limits more reasonable (and reflecting the fact that in practice many short statements from a person is more common than one really long speech).
for 3: Same as above sections
for 4: Reflecting that, under the Corporations Act (Ontario), Council is an “meeting of delegates” and is therefore required to allow any Feds members to participate in discussions.

1. Each member of Council is entitled to two four (4) turns of debate on each motion. The first turn may be no more than four (4) minutes long, and the second and any subsequent turns may be no more than two (2) minutes long each.
3. The subsidiary motions Limit or Extend Limits of Debate, Previous Question, and Lay on the Table may be applied to a discussion, as well as the motion to Take from the Table. If the Previous Question is adopted, its effect is to end the discussion. Any extension to a time limit of debate shall result in the adjournment time being shifted by the same amount as the increase.

4. Non-members may be Members at-large of the Federation are permitted to debate a motion or participate in a discussion upon the request of any member of Council, with the agreement of recognition by the Speaker or the yielding of time by a member of Council.

Section E.IV (Conduct of Business, New Business)

Purpose: same as above sections

2. The Speaker shall then ask Council if it agrees to consider the motion or hold the discussion. The question is not debatable and requires a two-thirds (⅔) vote. If it is defeated, then the motion or discussion shall not be by default considered. If it passes, the motion or discussion shall by default be allocated a time limit of ten (10) minutes and the adjournment time shall be shifted accordingly.

Section I.I (Attendance Requirement, Absences)

Purpose: Making attendance standards more realistic and making it more clear that advance notification of an absence doesn’t guarantee that the absence will be excused.

1. A Councillor is considered to be absent from a meeting if they either miss the meeting, arrive 30 or more minutes late, or leave before the meeting adjourns or the scheduled adjournment time in the distributed agenda, whichever is earlier; but not if they live outside the Region of Waterloo, were incapable of participating in the meeting through electronic or telephonic communication, and their travel costs could not be reimbursed by the Federation, as decided by the Board of Directors.

2. Committee attendance of Councillors shall constitute general absence. Councillors shall be considered generally in attendance if they have attended two-thirds (2/3rd) of their committee obligations. Councillors shall be considered absent if they have missed more than one-third (1/3rd) of their committee obligations, but not if they either live outside the Region of Waterloo and their travel costs could not be reimbursed by the Federation, as decided by the Board of Directors are incapable of participating through electronic or telephonic communication or are engaged in co-operative education and committee obligations unreasonably interfere with employment.

3. Pursuant to the bylaws, Councillors shall be considered absent if they fail to attend or proxy their vote for any General Meetings of the eCorporation.

5. The Speaker shall not excuse a Councillor who does not notify the Speaker of their absence in advance for missing or arriving late to a meeting unless extenuating circumstances prevented the Councillor from doing so apply or that Councillor contacted the Speaker before the meeting’s start to inform the Speaker of their absence.
Appendix F - Select Committee on Long Range Planning Terms of Reference

Appendix A

Select Committee on Long Range Planning

Purpose:
Conduct long range planning for the Federation of Students for the 2020-2025 period. Focus on execution of timeline, consultation, and research necessary to have a thorough and well-managed Long Range Plan.

The Committee will be a select committee of the Board of Directors tasked with the development of the draft Long Range Plan.

Membership
Membership of the Select Committee is intended to support and drive the development and implementation of the plan.

1. The President, who shall serve as the chair;
2. Two (2) non-Executive Directors, voted in by the Board of Directors;
3. The General Manager;
4. Two (2) Student Councillors, voted in by Students’ Council;
5. One (1) Student at-Large, voted in by the Students’ Council (at the recommendation of the President);
6. External Facilitator(s), selected by the committee;
7. The Research and Policy Officer (RPO) and Stakeholder Relations Officer (SRO), as nonvoting, resources members;
8. The Director of Marketing, Communications, and Outreach or designate, as a nonvoting, resource member;
9. Other non-voting, resource members where approved by a majority of the committee.

The Committee may choose to elect a vice chair who shall have those powers delegated by the President.

The Committee shall have prioritization of resources as needed, subject to review by the Vice President Operations & Finance with consideration given to the financial, ongoing projects, and budgets. Notwithstanding the procedures of the Board to the contrary, the Vice President Operations & Finance is expressly empowered to approve additional requested funds for the purposes of the Committee, not exceeding a total of $5000 additional to the annual budgeted amount provided to the committee.

Mission
The goal of the Committee is to create a cohesive Long Range Plan that evaluates all aspects of the Federation of Students and creates five (5) year plan before March/April, 2020 for adoption by the Board. The project will produce a final document (of no specified length) that:

- Provides a full understanding to any reader of:
  - The core, enduring, and distinguishing principles and values of the Federation of Students;
  - Including review of attainment of the objects of the Corporation enumerated in the Charter/Letters Patent
  - Long term initiatives that members have identified as key to Feds future success for the next 3-5 years;
  - A focus on what Feds does well, while retaining the flexibility to respond to new initiatives and challenges, and to opportunities presented by evolutionary changes;
  - A review of the shortcomings facing the Federation and likely challenges it will face during the duration of the plan;
  - Accurately reflect the current strategic climate that the organization works within from both the perspective of decision makers in the organization and influential external stakeholders;
  - Detail tangible action items with metrics to inform whether or not outcomes have been achieved.

- Execute a sustainable planning process that includes meetings and consultation with all shareholders (students, staff, board, UW admin, etc.) and develops a top-level strategic plan, which is later, translated into a yearly annual plans established by the Board and operating plans set by the staff.

- Achieve the following consultation goals through interviews, group consultations and surveys:
  - See above.
APPENDIX G - PPC MEMBERSHIP RESOLUTION

Section J(I)(b): Policies & Procedures Committee, Membership

1. The President, who shall serve as Chair;
2. The Speaker of Students Council (or the Deputy Speaker if the President is serving as Speaker) who shall be Vice-Chair;
3. Two (2) voting members of Students’ Council;
4. Two (2) students at-large;
5. The Chair of the Board of Directors;
6. The Deputy Speaker of Students Council, as a non-voting resource member; and
7. The Research and Policy Officer, as a non-voting resource member.