

Agenda #2

Board of Directors Meeting
June 29, 2016 @ 6:00pm – UC 442



2.0 Call to Order

2.1. Land Acknowledgement

2.2. Adoption of the Agenda

- 2.2.1. Motion to Approve the Agenda

2.3. Comments from the Chair

- 2.3.1. Introductions
- 2.3.2. Ratifications and De-ratifications

2.4. Approval of Past Board Minutes

- 2.4.1. Approval of Board Meeting Minutes #1 – May 11, 2016

2.5. Executive Committee Minutes

- 2.5.1. Approval of Executive Committee Minutes # 1,2,3,4,5,6 - May 9, 2016 – June 13, 2016

2.6. Executive Reports

- 2.6.1. Academic & University Affairs Commissioner (As supplement)
- 2.6.2. Communications & Corporate Affairs Commissioner (As supplement)
- 2.6.3. External Affairs Commissioner (As supplement)
- 2.6.4. Finance & Operations Commissioner (As supplement)

2.7. GM Report

- 2.7.1. GM Report

2.8. Director Reports

2.9. Business

- 2.9.1. (Info) (Oral) Orientation Update
- 2.9.2. (Action) Committee Appointments
- 2.9.3. (In-Camera) UC Board
- 2.9.4. (In-Camera) Approval of In-Camera Minutes #1 –May 11, 2016
- 2.9.5. (In-Camera) Contract Review
- 2.9.6. (In-Camera) Legal Update

2.10. New Business

2.11. Announcements

2.12. Adjournment

Agenda #2

Board of Directors Meeting
June 29, 2016 @ 6:00pm – UC 442



Ratifications

WHEREAS New members have been appointed to serve on the CSA board of directors.

BIFRT That the following members ratified to the CSA board of directors for the 2016-2017 term:

Claudia Idzik - CBSSC

Courtney Tait – CVSA

Keely Kavcic – CSAH-SA

Matthew Hernandez - CBESA

Agenda #1

Board of Directors Meeting

May 11, 2016 @ 6:00pm – CSA Board Room

1.0 Call to Order

1.1. Land Acknowledgement

1.2. Adoption of the Agenda

1.2.1. Motion to Approve the Agenda

Motion - Spencer

Seconded - Olivia

Motion passed unanimously.

1.3. Comments from the Chair

1.3.1. Introductions

1.3.2. Ratifications and De-ratifications

Motion - Zoey - I motion to ratify the following individuals onto the Central Student Association Board of Directors for the 2016/2017 year:

Olivia Boonstra - GRCED

Kaitlyn Russell - GQE

Lindsay Fletcher - Senate

Wolfgang Kaufmann - IHC

Sean Black - CBSSC

Aidan Paskinov - CASU

Seconded - Ryan

Motion passed unanimously.

1.4. Approval of Past Board Minutes

1.4.1. Approval of Board Meeting Minutes #15 – March 28, 2016

1.4.2. Approval of Board Meeting Minutes #16 – April 6, 2016

Motion - Ryan - I motion to approve the Board Meeting Minutes for meetings 15 and 16

Seconded - Wolfgang

Motion passed unanimously.

1.5. Executive Reports

1.5.1. Academic & University Affairs Commissioner

- Organized office, attending lots of meetings (Academic Policy and Procedures, Senate, Calendar Review Committee, Board of Undergraduate Studies, Powell Working Group, Strategic Renewal Advisory Committee),

Agenda #1

Board of Directors Meeting

May 11, 2016 @ 6:00pm – CSA Board Room

meeting with SHAC staff to strategically plan and discuss evaluation, Planning the “Dog Days” event for Orientation Week, Meeting with Rebecca Graham (CIO - Library) to discuss extending hours the library is open during exams and course reserves, planned the working shifts for bus pass distribution and was resource for debit transactions

1.5.2. Communications & Corporate Affairs Commissioner

- Learning, getting items ready for audit, planning orientation in collaboration with staff and executive, preparing for overall visioning and research for the year

1.5.3. External Affairs Commissioner

- Organizing office, attend executive meetings, planning o-week and dis-o-week, assisting with bus pass distribution

1.5.4. Finances & Operations Commissioner

- Sorting out roles, organized office, transit meetings (UPass contract will be signed soon after some minor edits), health and dental meetings

1.6. Director Reports

No directors had anything they wanted recorded in the minutes.

1.7. Business

1.7.1. (In Camera) Legal Update

Motion - Aidan - I motion to move into camera

Seconded - Sean

Motion passed unanimously.

6:32pm - Move into camera

Motion - Ryan

“BIRT the CSA approve the recommended amount from Hicks-Morley for the Holtz vs. CSA case and settlement”

Seconded - Wolfgang

Motion passed unanimously.

Motion - Aidan - I motion to move out of camera

Seconded - Olivia

Motion passed unanimously.

1.8. New Business

1.9. Announcements

Agenda #1

Board of Directors Meeting

May 11, 2016 @ 6:00pm – CSA Board Room

- Bus Pass Distribution starting tomorrow at 9:00am
- **ACTION:** If anybody has any thoughts as to what they would like to see for training please email Zoey
- Board training will be 9am until 5pm on June 11th and 12th
- If any folks are interested in attending the CFS-O Skills Symposium please email Dave

1.10. Adjournment

Duly moved and seconded.

Executive Committee Meeting Minutes

Meeting #1

Monday May 9th 2016

10:00am

CSA Boardroom

Attendees: David Eaton (General Manager), Miriam Kearney (External Affairs), Zoey Ross (Communications and Corporate Affairs), Ryan Shoot (Finance and Operations), Meghan Wing (Academic and University Affairs)

1.0 Land Acknowledgement

1.1 Welcome/Introductions

1.2 Legal Update

Motion – Zoey – Move in camera. Motion passes.

10:21am – move into camera

10:31am – move out of camera

ACTION – Zoey to email board calling an emergency board meeting for Wednesday night

1.3 Visioning/Brainstorming

- Executive provide the areas that they wish to focus on/that are the most important to them this year

- moving deferred exam times
- library accessibility
- improved study (work spaces, mobilize student space initiative)
- water-bottle free campus
- develop good relationship with athletics
- utilize athletic center (advertising etc)
- improve club structure
- improve transparency (board minutes posted online to website and social media)
- social and environmental justice (develop social media plan)
- gender neutral washroom signs put on gender neutral washrooms
- connecting special status groups
- campaigns (tap in, united for equity, fossil free Guelph, BLC, GMC, no means no)
- develop research team
- hold town hall meetings
- put on student week
- regain student trust and seek out input*
- external review of operational structure
- restart Docurama

1.4 Goal Setting

- above visions put into terms of easy/hard and short/long term goals

1.5 Board Training

- two days (June 11/12) in Guelph (9-5 both days with bonding exercise on Sat night)

- **ACTION:** Let Zoey know ideas regarding board training (whether it be for the social outing or for different types of training to include on the day of)

- initial ideas re: training are anti-o, decolonization, CFS, legal etc.

- **ACTION:** Zoey to email out board training schedule draft to executive committee and Dave

1.6 New Business

1.6.1 SKILLS: Are we going?

ACTION – Executive Committee - fill out registration form by the end of today

ACTION – Dave - email staff and service coordinators inviting them to come to SKILLS

1.6.2 Food Donation Boxes

- Still one present in Science Atrium

- **ACTION – Executive Committee** – Check out campus to see if there are still donation boxes around and collect them

1.7 Adjournment – 12:27pm

Executive Committee Meeting #2 Minutes

Monday, May 16th, 2016

10 am, CSA Board Room

Attendees: Dave Eaton, Miriam Kearney, Zoey Ross, Ryan Shoot, Meghan Wing

1.0 Welcome/Introductions

1.1 Executive Updates

1.1.a. Finance and Operations

- Familiarizing himself with the role
- clubs system review
- SRM updates and areas of improvement
- working with administration on student space planning
- general office cleaning and organizing

1.1.b. External Affairs

- familiarizing herself with role
- office adjustments and clean up
- office calendar
- contacting special status groups for orientation
- DisOrientation Week planning
- Meeting for Sexual Assault Awareness panel
- transitioning with past external commissioners

1.1.c. Communications and Corporate Affairs

- O-Week proposals
- bus pass communication strategy
- organizing and painting office
- board updates signed for the 2016 audit
- archiving and filing

- innovation fund applications
- UC Board Meeting
- event planning for the year

1.1.d. Academic and University Affairs

- Committee meetings
- BUGS, Senate meeting
- SHAC staff meeting
- Staff evaluation planning
- memorial service for fall semester
- email archiving and filing
- academic advocacy case
- SLIC w/Zoey

1.1.e. General Manager

- developing executive and board training
- Skills symposium
- SRM review
- review of policies, areas to standardized
- developing HR timeline for the year
- bus pass support

2.0 SRM Update

- Policy update in the works
- Making the SRM more efficient
- Reducing the amount of unnecessary applications
- Committee produced a set of goals
 - o Online application process
 - o Make booking more efficient
 - o Online training sessions
 - o More accessible for PSOs to do events
 - o Adjust timeline for approval

- Re-evaluate advertising rules
- Clarity on SRM coordinator position
- Website accessibility

Next steps

- SRM Coordinator ORM training
- Set up meeting with Coordinator
- Remodel/summarize policy for handbook and distribute to all stakeholders

3.0 Office Key Distribution

- Ryan – list in front office with list of all keys to be signed out
- Follow up with outstanding key holders
- A key for bike centre volunteers has been set up in lock box

4.0 PDR

- Proposed by Zoey, \$460.00 for Exercise is Medicine Symposium
- Seconded by Meghan, motion carries

5.0 O-Week

- Aggie board for the O-week Monday should not be a problem
- Corn Roast event not going through
- Concert, discussion on artists and the date is in progress
- OPIRG and GRCQED want to pair up on events
- Ryan working out the budget details
- Zoey is main coordinator for event submissions
- Ryan contacting businesses for Sexy Bingo
- Meghan is lead for Dog Days and SHAC event
- Miriam is lead for Bike Centre event, Soulful Expressions and Sexy Bingo
- Ryan looking into promo gear
 - Promo schedule, flag and capes
 - Handouts and promotional materials
 - Ethical purchasing network
 - Promo plan by end of May
 - Possibilities for co-branding with other areas within CSA

6.0 New Business

- UC Board vacancy

7.0 Check out and Adjournment

Executive Committee Meeting Minutes

Meeting #3

Monday May 24th 2016

12:00pm

CSA Boardroom

Attendees: David Eaton (General Manager [GM]), Miriam Kearney (External Affairs), Zoey Ross (Communications and Corporate Affairs), Ryan Shoot (Finance and Operations), Meghan Wing (Academic and University Affairs)

3.1 Approval agenda

Motion – External

Second – Ryan Shoot

3.2 Welcome

3.3 Executive Update

Finance and Operations Commissioner

- Alessia Cara is top choice in poll for orientation artist
- Working with College Governments on pricing options, with possible tiered pricing.
- Bus pass theft resolved. Email to be sent out to volunteers to help prevent future instances.
- Front office position closes tonight. Hiring committee to be struck.

General Manager

- Draft board training schedule sent.
- Training for ISIC is being created and will be delivered.
- Speaking with Chief Elections Officer about election dates.

External Affairs Commissioner

- Talking to Services and special status groups about upcoming events

Communications and Corporate Affairs Commissioner

- Orientation and event planning
- Board training preparation
- Preparing documents for the auditor

Academic and University Affairs Commissioner

- Talking wit SHACK about events and possible bbq.
- Ensuring bus pass get paid by staying late
- Met with board of undergraduate studies; new additions to study options coming.

3.4 Purchase Approval

Motion to approve purchase conformation for exec training supplies

Moved and dually seconded

Approved unanimously

3.5 Director Update

3.5.2 Motion to move in camera

Moved by Zoey Ross - Seconded by Ryan Shoot

Approved unanimously

3.5.3 Motion to move out of camera

Moved by Communications and Corporate Affairs Commissioner

Approved unanimously

3.6 Board/ Exec Training update

1.6.1 Myers Briggs

- GM asks whether or not the executive would like to receive the proposed Myers Briggs training from AVP Brenda Whiteside
- Academic and University Affairs Commissioner: Yes

1.6.2 Violence in the workplace

- GM says that he is researching violence in the workplace and compiling policies from other universities.
- Finance and Operations Commissioner is speaking with Chris Murray about possible training regarding with violence in the work place.

1.6.4 tentative board training schedule

- Finance and Operations Commissioner: "Is this public?"
- GM: This hasn't been sent to directors yet.

1.6.5 Board Training Guest Speakers

- Communications and Corporate Affairs Commissioner: "Sheena Witzel or Kate Revington?"
- Finance and Operations Commissioner: "Kate."
- GM offers option to merge certain university related trainings with kate Revington.

3.6 Oh la la App

- Communications and Corporate Affairs Commissioner introduces offer extended from Oh la la app designer. They are offering a free app that is funded by CFS.
- GM questions if the will be financially responsible for the long run.
- Operations and Finance Commissioner comments about the value of the product and asks who will be hosting. Asks who would pay for this in the long run.

-Academic and University Affairs Commissioner would want a proposal. Security and privacy are a big concern and would like to see this addressed at the presentation.

-Communications and Corporate Affairs Commissioner shares that individual modules can be built to fit needs.

-Finance and Operations Commissioner says that there should be no surprise costs

-Academic and University Affairs Commissioner suggests that there should be no social wall "like Yik Yak"

-GM suggests this app could have value added for clubs

-Finance and Operations Commissioner puts forward that this could equal discounts for clubs

Academic and University Affairs Commissioner requests that we speak with John Bonnar about the possibility of the app having a calendar feature, and ask for input, as it relates to his portfolio.

1.6.1 Action Item

Commissioners and GM: Send the previously mentioned recommendations and concerns to the Communications and Corporate Affairs Commissioner

3.7 Orientation Update

The Communications and Corporate Affairs Commissioner thanks fellow executives for getting their events in on time.

3.7.1 Action Item

Commissioners: Provide orientation budget information to the Finance and Operations Commissioner on the goggle doc that will be sent to them shortly.

3.7.1.1 Motion to reconsider Agenda

Motion(s) to reconsider the agenda and add bulk purchasing, concert, UC

Move to consider motions at once.

Moved and dually seconded

Unanimous approval

3.7.2.1.1 Motion to reconsider the agenda and add bulk purchasing, concert, UC Board and field trip to the agenda in new business.

Moved by Zoey Ross and dually seconded.

Unanimous approval.

3.8 New Business

3.8.1 Field Trip

- The trip to visit Laurier and the University of Waterloo student associations is fast approaching.
- Academic and University Affairs Commissioner wants to know how they make there events successful.

3.8.1.1 Action Item

Academic and University Affairs: Follow up with the External Affairs Commissioner about the student union field trip and provide a report.

3.8.2 Orientation Concert

- John Bonnar, Events Programmer : You want Alessia Cara?
- Finance and Operations Commissioner: yes.
- John Bonnar asks if there is a back up plan in regards to the preferred artist.
- The Finance and Operations Commissioner referrers to the online poll and suggests that we choose the next highest voted performer.
- John Bonnar puts forward that the University Center is willing to collaborate on this event

3.8.3 University Center Board Openings

- The Communications and Corporate Affairs Commissioner says that he is dropping his executive spot on the UC board and suggests that it be filled by Ryan Shoot the Finance and Operations Commissioner as per tradition.
- The committee discusses best options to fill open spot on the University Center Board for an undergraduate student. Internal appointment is ruled out at his stage. The executive committee moves forward with an open application process.

3.8.3.1 Action Item

Academic and University Affairs Commissioner: Open UC board applications.

3.8.4 Bulk Purchasing

- The Communications and Corporate Affairs Commissioner consults the executive with options for a large bulk purchasing order. The end result of this consolation is that water bottles, t-shirts and baseball-t's will be ordered through the CFS ethical purchasing program.
- The External Affairs Commissioner requests more information about the plausibility of having CSA Patches created.

3.8.5 Adjournment – 1:20pm

Monday, May 31, 2016

Executive Committee Meeting #4

Agenda

1. Approval of the agenda
 - Job descriptions and future of jobs at the CSA added to new business
 - Motioned by Ryan seconded by Zoey, agenda approved
2. Welcome
3. Executive update
 - External:
 - Met with the Foodbank, Safewalk, Brenda, and sexual assault awareness website working group
 - Communications:
 - Working on purchasing, ordering more than intended but still under budget, working on O-Week stuff, talks with oh la la, possible UC board app, met with CEO and Josh, went to Skills, ordering 100 baseball Ts, >100 t-shirts, 250 water bottles, working on twitter, looking into an app thing that helps build up followers - costs 22 a month
 - Academic:
 - Attended first senate meeting - talked about marginalized groups on campus: set up working group, strategic renewal doc was passed, student mental health strategy document was presented. UC board applications due on Friday (no one has applied) met with Rebecca Graham (CEO of lib) re: looking into piloting a 24 hour lib project. They have money but need to contact stakeholder, looking into open education textbook program, possible research project to see who's using lib and when, meeting with Guelph Humber next week re: close gap between campuses, went to exemplary staff awards meeting, saw Beyoncé - yay,
 - GM:
 - Aiming to finish up presenters for board training, redoing resource binder for board members, gathering sexual assault policies from other schools, met with CEO and went over the election dates, get execs to meet with Maureen to learn what she does/how she can help us
 - F+O:
 - Calendar is almost set in stone minus the yellow sticky notes, interviews on Thursday for front office assistant, working to figure out who has club space and can they justify why they need their own space, working with Maureen to get SRM on the website, renewed contract with hr downloads, discussion item: front office decor?
4. Orientation update
 - Ryan sent out spending sheet but no one filled it in
 - Looking into corn roast info and costing everything,

Monday, May 31, 2016

- Concert: Will take off poll FB,
 - ACTION: call Mike re: security for block party,
5. Board/ Exec training update
 - Kate Revington will talk about working with admin,
 - Talking to Chris: re something
 - Josh will go over how to submit a motion etc,
 - ACTION: update list of committees you have to sit on,
 6. Purchase approval (Meghan)
 - Can we pay Meghan for gas for driving to field trip?
 - Ryan motions that we can pay 15, Zoey seconds. Meghan abstains from the vote. Motion passed.
 7. SLIC funding request
 - Meghan motions to take 150 out of conference/leadership line to send Zoey to SLIC, Ryan seconded, Zoey abstained, motion passed.
 -
 8. Local vacancy
 - Do we need a local?
 - Should probably talk to board, discuss division of roles, how does this affect stuff, we need a game plan, need to do an evaluation of how org is structured.
 - ACTION: look at what from local you're doing, look through Scarlet's transition manual to see what we're missing, should finish this talk after PTM talk, can HR people look at this for us?
 -
 9. CSA App. LB Canada & Oh la la.
 - Coming to talk to us later today
 10. Field Trip De brief
 - Other schools are different but some are similar. Neither have special status groups on board
 -
 11. CFS debrief
 - Long, yay karaoke
 - ACTION: If CFS and oh la la don't like each other then tell Zoey
 12. New business
 - Job descriptions: Ryan is going through job descriptions to figure out which ones aren't useful, where's the line between employing more students and not spending too much money, better system for volunteers? see how functional we can be if we strip down to just the necessities, get students involved but not necessarily hired,

Agenda #5

Executive Committee Meeting

June 7, 2016 @ 2:00pm – CSA Board Room



Present: Ryan Shoot, Zoey Ross, Meghan Wing, Dave Eaton, Miriam Kearney

5.0 Call to Order

5.1. Adoption of the Agenda

5.1.1. Motion to Approve the Agenda

- Ryan moves to add Financial Audit and Legal update to the agenda
- Agenda carried

5.2. Comments from the Chair

5.2.1. Welcome

5.3. Executive Update

5.3.1. Academic & University Affairs Commissioner

- External accessibility audit to be performed by end of summer from University to set framework for steps forward
- Meeting with Guelph-Humber executives this Thursday
- Assisted with Front Office Assistant interviews
- Judicial Committee hearing

5.3.2. Communications & Corporate Affairs Commissioner

- Innovation committee submissions are complete, meeting Wednesday to discuss
- Attended SLIC, update later in meeting
- Rooms and speakers for Board Training, kicked out of original room but replacement found
- Potentially seek out a board scribe for the summer if attendance is a problem

5.3.3. External Affairs Commissioner

- O Week event revisions and updates have been submitted
- Bike centre meeting, discussed O-Week event and wants to pair with a SafeWalk event
- Chat with Brenda, looking to move indoor garden to 4th floor balconies
- Sexual assault policy committee meeting
- Rally in Toronto in support of Grassy Narrows

5.3.4. Human Resources & Operations Commissioner

- Updates are mostly in new business
- New CCS contact
- Assessing job descriptions to identify overlap and redundancies

Agenda #5

Executive Committee Meeting

June 7, 2016 @ 2:00pm – CSA Board Room



5.4. Business

5.4.1. Orientation Update

- Request from Feel Good Guelph, want to team up with us. They will be providing grilled cheese on JG.
- Request from High Park, local band, about pairing up at Block Party. Ideally we would focus on local talent being incorporated in our O-Week.
- HR-Diversity is also looking to do a Corn Roast, seeking out partnership to split the cost. Ryan will reach out to get more information.
- Another organization is considering bringing in a dunk tank, need to consider and alternative if we do not want to duplicate events.
- Some funding has been confirmed with organizations for O-Week Concert
- Meghan to look into alternative spaces for concert
- Meghan contacting groups for Dog Days, has been approved and revisions completed
- Subs and Clubs, need to be booked through Hospitality. Will be able to tell us what we ordered last year
- Sunday Cinema, the executive in the past has chosen a film in line with a theme or social justice issue. Use this event as a launching point for Sunday Cinema events throughout the year. Doing promotion through residence and promoting through social media.

5.4.2. Mobile App Update

- 2 proposals on the table in terms of providers
- Concerns around students seeking this out as an application they find useful
- Action point; we need to decide soon whether or not we want to pursue one of these proposals and with whom? Zoey to bring more information to next executive meeting
- Staff required to deal with the back end logistics to maintain the app in case executive interest diminishes in the future.

5.4.3. UC Board

- Applications have been extended until June 8th at 4pm, 2016.
- Extra outreach to be sent out to college govs, other groups to obtain more applicants

5.4.4. Office Equipment

- Revisioning and additions to the Front Office (updated logos, decals, signage.)
- Chalk-board paint for printing prices and information
- Update and improve boardroom windows and window decals in UC
- Suggestion; Work with Calvin to audit computers and identify which computers we can update with the resources we have
- Look into investing into some quality furniture to avoid having to replace them every few years

Agenda #5

Executive Committee Meeting

June 7, 2016 @ 2:00pm – CSA Board Room



5.4.5. Meal Exchange

- Providing more executive support as the service is growing and will need some extra hands in terms of events and campaigns throughout the year.

5.4.6. Second Floor

- Provide a survey of options for all clubs/student groups to provide input on how they would like to see the Second Floor spaces be altered to better serve said groups.

5.4.7. Front Office

- 6 applicants applied for FA assistant, 4 were interviewed.
- Extended an offer to a work study applicant to fill some summer hours to work alongside current temporary assistant
- Office Manager has decided to return at the end of August, will attend the facilitation meeting on June 14th

5.4.8. Board Training Update

- Board presentations, resource binders and logistics being finalized this week
- Need to finalize Anti-O training
- Effort to keep costs down

5.4.9. Conference Debrief(s)

- Zoey attended SLIC
 - o Discussions on actions on campus last year
 - o UC 103 will be changed into a student lounge
 - o Discussions on funding from the province from the admins prospective
 - o We could see some movement on the bottle-water free campaign
 - o Zoey gave a presentation on CSA relations with govts/other groups, challenging the process

5.4.10. Ontario Aboriginal Students' Gathering

- CFS providing space for aboriginal students in Sault Ste-Marie
- Offer out to ASA and ARC to see if they want to participate, Miriam will send out email
- Motion to allocate \$200.00 to cover costs for ASA and ARC members to attend OSAG, submitted by Zoey and seconded by Ryan.

5.5. New Business – motion to move in camera submitted by Meghan, seconded by Ryan

5.5.1. Legal Update

5.5.2. Position Audit

Motion to move ex camera submitted by Meghan, seconded by Miriam

Agenda #5

Executive Committee Meeting

June 7, 2016 @ 2:00pm – CSA Board Room



5.5.3. Payment/Reimbursement

- **BIRT, the executive committee approve the \$44.78 reimbursement for Joshua Ofori-Darko the CFS legal representative.**
- **Motion to provide reimbursement to the amount of \$44.78 to J. Ofori-Darko**
 - o **Submitted by Zoey, seconded by Miriam**

5.6. Announcements

- **Contact Meghan if executives require assistance in their work**
- **Addressing rape culture on campus re: Stanford case**
 - o **Working with the White Ribbon Campaign to address issues on campus**

5.7. Adjournment

ACTION Items;

- Ryan; contact DHR to collaborate re: Corn Roast
- Meg; ask John re: west gym for OWeek
- Meg; email out re: UC Board
- Meg; confirm with DHR on anti-o for board training
- All; addressing rape culture, making connections with admin, athletes, working as an executive team and add to our year goals.

Agenda #6

Executive Committee Meeting

June 13, 2016 @ 10:30am – CSA Board Room



6.0 Call to Order

6.1 Adoption of the Agenda

6.1.1 Motion to Approve the Agenda

- Motion Meghan, seconded by Miriam to approve the agenda

6.2 Comments from the Chair

6.2.1 Welcome

6.3 Executive Update

6.3.1 Academic & University Affairs Commissioner

- Convocation week, will be attending many ceremonies throughout the week
- General office work

6.3.2 Communications & Corporate Affairs Commissioner

- Board training was a success, Brass Taps and resource binder are highlights
- Finished archiving of the minutes from last year
- Working on the board packages archiving from last year
- Developing needs and asks for mobile app
- Innovation fund work

6.3.3 External Affairs Commissioner

- Email and office work upkeep
- Sexual Awareness Education Subcommittee work
- DisOrientation Week Planning Committee meeting

6.3.4 Human Resources & Operations Commissioner

- UC Board and beginning the space and operation evaluation
- Maximizing the space we have before we start asking for more
- Will be receiving floor plans this week to start assessing options to present to accredited clubs

6.4 Business

6.4.1 Orientation Update

- DHR is doing a corn roast during O-Week, looking to collaborate to reduce redundant events
- We are on track in terms of keeping events up to date with revisions
- Sexy Bingo, Ryan has reached out for prizes. Miriam to accumulate information and statistics to be used during the show

Agenda #6

Executive Committee Meeting

June 13, 2016 @ 10:30am – CSA Board Room



6.4.2 Mobile App Update

- We will be seeking out more information from LB Canada to be able to move forward

6.4.3 Board training/ submittal process

- To be able to submit, information must be submitted to Zoey, following a template to be sent out. Deadline will be the Thursday prior to a board meeting at 6 pm.
- Board Package will then be sent out by Sunday night for the Wednesday meeting

6.4.4 Ontario Aboriginal Students' Gathering

- Email to be sent out by Miriam
- Zoey is planning to attend, its important that we have some representation there to gain more info.
- Motion to approve \$100.00 for Zoey to attend, Motion from Meghan, Miriam seconds. Motion carries

6.4.5 CSA Squad

- Exploring the creation of a hype team to be able to promote CSA events, campaigns, etc.
- Getting people beyond our bubble to get students involved in our activities to better promote the CSA

6.4.6 UC Board

- We are in receipt of two applications, and have settled on a successful candidate through executive committee
- Applicant will be contacted to confirm their application.

6.4.7 Orlando

- CSA to put out via social media and email to promote resources to support queer/POC on campus
- Discussion to support and be present at a community vigil

6.5 New Business

Tap in!

- Complications surrounding a bottled-water free campus, mostly around finances on the universitys side
- Idea to put water bottles in all residence rooms corresponding to residence colours to promote use
- Contract ends with NAYA and Coca-Cola in 2021, tied to volume of bottles sold
- To seek out more research on benefits of going BW free

Agenda #6

Executive Committee Meeting

June 13, 2016 @ 10:30am – CSA Board Room



Gift

- Flowers to be sent to the office, exec+GM to chip in for purchase

Position Name Change

- HR+O to Operations and Student Affairs Commissioner being explored and presented to the board
- A more holistic view of executive positions needs to happen at some point

Guelph- Humber Meeting

- Meghan and Miriam met with executives from GHSA
- Looking to strengthen the communication between or organizations
- Exploring a Fall reading week at their campus
- Extended an invitation for us to visit them at the next opportunity
- Explained their governance structure, looking into updating our own

6.6 Announcements

6.7 Adjournment

General Manager Report

Central Students Association, Board Meeting June 29th, 2016

Upon hire on March 29th, the reception I have received from staff, board members and the University of Guelph community has been warm and welcoming. I have been acquainted to this beautiful campus, and met amazing students and faculty who make this campus well known for its excellence. It is my hope that this is the first of many reports I will have the privilege to present to this board, and in time I will be able to share with others the wonderful introduction to the community that I have received.

Dave Eaton

General Manager

Guelph Central Student Association

Transition, Training and Skills Development

Since the end of April, the executive committee has taken part in transition sessions with the previous executive and with full time staff. While the process of learning each position is never-ending, the executive committee has dedicated much of the first few weeks of their mandate to fully comprehend the level of commitment to their roles and responsibilities. I am confident that the executive committee, along with the complimentary skills and support of our full and part time staff, will be successful in moving our association forward on issues that matter to our membership.

Training for incoming part-time staff has commenced, with a full-staff training being scheduled for September to ensure all staff are prepared for a year of service to our membership. The executive committee has prioritized a reinvigorated approach in consulting, including and reincorporating staff into decision-making processes, recognizing their expertise and institutional knowledge on CSA matters.

During the month of June, myself, the executive committee and a member of the Board took part in the CFS-O Skills Symposium at York University. This was an opportunity to partake in several skill-building workshops and sessions to strengthen our understanding of issues concerning students across the province. Along with trips to Laurier and Waterloo, the executive committee has taken several opportunities to explore best practices of other student unions in order to improve service and advocacy to our membership.

Board Affairs

The CSA Board has been active in its duties and is off to a great start. Within the first two weeks of the mandate, the board took action to resolve an outstanding legal matter with a former staff member. The Board was also given the opportunity to participate in a Board training, which allowed for directors to gain knowledge relevant to their roles, while also forming bonds to be able to work together towards a productive year.

Visioning

Over the course of the past weeks, several discussions have taken place on how to improve our association. While this process is always ongoing, the executive committee and full time staff have identified the need to clarify our mandate and objectives as an association. In the coming weeks, more details of how this will unfold will become available. Along with staff, volunteers and board directors, a collaborative approach must be taken to ensure adequate services, inclusive events and effective campaigns for the membership.

While this is a brief snapshot on the state of the association thus far, I do look forward to providing a more detailed evaluation in further reports for the Board.

Agenda #2

Board of Directors Meeting

June 29, 2016 @ 6:00pm – UC 442



Committee Appointments

Finance Committee

Policy and Bylaw Review Committee

Service Oversight Committee

Executive Updates #1

Meghan Wing - Academic and University Affairs Commissioner
Central Student Association
Office: UC 429
519-824-4120 ext. 56742
csaacad@uoguelph.ca



Hello Directors!

I hope all of you are enjoying your summers thus far! As an executive team, we are now approximately two months into our positions and things around here are busy but exciting! This report is intended to give you a brief idea around what I have been up to thus far. If you have any questions, or want to meet at anytime please feel free to send me an email or call me. Additionally, my **office hours** for the summer are Thursday afternoons from 1pm-3pm.

Additionally, if you, at any time, require any accessibility need, please do not hesitate to contact me. This includes board meetings, but also could be regarding one of our events, campaigns or services!

These past two months have been spent playing a lot of catchup. I cleaned the office (both my own and the common area), read through a plethora of files, emails, etc. trying to find out what has been occurring throughout the past 5 years within the organization. Additionally, staff and executive communication has been a focus of the executive committee within this time period. We have all committed to numerous meetings discussing every aspect of this year - team building, the budget, our services etc. We, as an executive, are committed to establishing a positive working environment within the organization this year.

Lastly, for your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.10 - Academic and University Affairs Commissioner**.

1. Academic and Curricular Issues

- Reviewing the UofG Undergraduate Regulations and Procedures, specifically the grounds for academic consideration, appeals and petitions. Getting familiar with the process for academic consideration and appeals. I have already applied this in one academic advocacy case for a student this summer with an academic concern
- Putting together an updated flow chart with the academic structure of the University: who are the stakeholders? Who does a student go to for what?
- Attended Senate meeting on May 30th
- Attended various Senate sub-committee meetings including Academic Policy and Procedures, Board of Undergraduate Studies, Calendar Review Committee
- Will be receiving first year enrollment data shortly

2. Student Finance and Post-Secondary Funding Issues

- Making myself as available as possible through email and starting to hold regular office hours
- Learning about various avenues of financial aid: OSAP, CSLP, bursaries, work study, scholarships etc (looking into potential UofG scholarship portal)

Executive Updates #1

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- Met with Manuela from Student Financial Services to address the availability of bursaries/scholarship and how to outreach so students can better utilize these financial services
- Met with David from the Ministry of Training, Colleges and Universities to discuss the financial accessibility of the UofG
-

3. University Issues and Representation

- Advocating for students with respect to curricular changes occurring at the levels of BUGS and CRC

4. Collaboration and Support to Academic Student Leaders

- Hoping to reach out to all College Gov Execs and Student Senate Caucus within the next month or so and host a gathering of all of the academic representatives on those respective bodies with hopes of developing and brainstorming ideas to work collaboratively throughout this academic year

5. Accessibility for Students with Disabilities Issues

- Attended first Campus Accessibility Committee (CAC) meeting
- Advocated for accessible space on the JT Powell Working Group through this period of renovation
- Continue to serve as a resource for any members that have accessibility concerns with anything around campus, and within the operations of the CSA

6. Other Initiatives

- Met with CIO of the campus library, Rebecca Graham, to look at running a pilot project in the fall with 24 hour library access during exams
- Acted as a student representative on the Strategic Renewal Advisory Committee. The drafted Strategic Plan document has since been passed through Senate and the Board of Governors
- Working together with Executive Committee to plan Orientation Week. Specifically, taking the lead on a potential "Dog Days" event during Oweek. Working right now to establish the Animal Utilization Protocol (AUP) with folks from OVC to ensure our event is safe
- Beginning stages of planning the annual Student Memorial Tree Dedication. Have booked a possible date with Dr. Vaccarino and Brenda. Meeting with Carolyn (VP-Internal from GSA) this week to discuss details for the event
- Met with SHAC Coordinator to discuss Performance Reviews and expectations for the year. Maintaining open communication with SHAC folks
- Developed "Year at a Glance" with Executive Committee and Permanent staff
- Met with Mike (from Brass Taps) to discuss ways in which the CSA and BT can work collaboratively this year
- Sat as a member on the Front Office Assistant Hiring Committee (along with the F&O and GM) and selected one successful applicant

Executive Updates #1

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-
- Acting as a member on the Judicial Committee and attending hearings as they come up (have attended one so far)
 - Attended numerous convocation ceremonies in the procession as the Central Student Association representative and an ex-officio member of Senate
 - Attended both the CFS SKILLS Symposium and the Client Advisory Council Conferences

7. Local Responsibilities

a. Tenancy Issues

- Familiarizing with Tenancy Act

b. Alcohol Safety Committee/Alcohol Task Force

c. Bystander Working Group

d. Mental Health

e. Other Local Initiatives

i. Transit

- Assisted in the planning and facilitation of Summer 2016 Bus Pass Distribution
- Acting as member on the CSA/GSA Transit Committee



ZOEY ROSS

Communications and Corporate Affairs Commissioner

Phone: 519 824 4120 ext 56376 Email: csatalk@uoguelph.ca

General

The last two months have been an absolutely wonderful whirlwind of relationship learning, busyness and productivity. So much of time has been learning the individual tasks of this position and ensuring that there is a strategy to make sure they are accomplished.

Orientation

- All events submitted on time with the collaboration of the executive team
- All training required to this point
- Met with Rob and Rosanna to address previous concerns
- Worked to collaborate with many other organizations
- Collectively worked with all executive to ensure timelines met

Orlando Vigil

- Quickly collaborated with GQE and Kaitlin Russell to assist in honouring the departed.
-

Marketing and PR

- Large focus on building and rebuilding connections across campus.
- Researching a CSA mobile application with multiple providers
- Small research study done during bus pass distribution to get a brief look at student wants for the upcoming year and this summer
- New poster strategy being planned with our CSA designer Maureen Mendoza
- Preparing new website for launch
- First steps for an external post-grad Integrated Marketing Communications Co-Op team to come on board this fall.
- Met with Rouge Media to discuss various advertising opportunities.

Local

- Spoke with Mayor Cam Guthrie about the city of Guelph being more connected with the student body.
- Spoke with MP Lloyd Longfield to advocate for Justin Trudeau visiting campus.
- Attended sessions at the Town and Gown Symposium.

Supervisory

- Contacted all staff under my supervision this term and did job description and evaluation overview.

Legal

Continued to following along in all legal proceedings and assisted the F&O and chair as necessary.



Committees Attended

- UC Board as primary and alternate
- Late Payment Appeal Committee
- Innovation Fund Committee
- Executive Committee
- PDR (with executive)

Conferences Attended

- Ontario Aboriginal Students Gathering
- CFS Skills
- Student Leaders Interacting and Collaborating

Training

- Completed all executive training modules prior and post May 1st including budget overview, CSA history, cultural sensitivity and Anti-oppression
- Attended a facilitated session with the entire staff that was hosted by an external company. Discussed interpersonal group dynamics and workplace strategies.

PTM Responsibilities

- All minutes and board packages archived (laid over from last term)

In lieu of a Policy and Transition manager the key duties of that job fell onto the Communications and Corporate Affairs position, which has now been divided with the General Manager.

All minutes and board packages, including supplements have been signed and prepared for the auditor and archive. This was the most time consuming task of the last two months by far, and was a task that was left undone from the previous exec team. Everything was submitted on time for the auditor.

While Dave Eaton, our General Manager has taken on some of the PTM responsibilities this tasking arrangement instead of a PTM is not sustainable in the long run. In the case that a Communications and Corporate Affairs is elected in the future that is not already knowledgeable about the CSA, I am uncertain that they would be able to maintain their core responsibilities in addition to these new undertakings.

(Action) 2016-2017 Board of Directors Re-ratification of Minutes of Settlement and Litigation Cooperation Agreement

BIRT, the following statement be included in the minutes:

“The CFS Membership history has been ongoing since 2010 and the CSA has been taking proactive steps to resolve the legal issues ASAP with as little financial cost to the CSA and its members. Since the appeal in the 2011, the CSA has taken steps to resolve the matter by pursuing settlement with continued membership with the CFS & CFS-O. The Board of Directors motioned for settlement with the CFS & CFS-O twice and has continually made steps to reach a resolution and settlement since 2012. Due to turnover of the Board of Directors on a semester and yearly basis, the following motions were made to ratify and reaffirm decisions made by the Board of Directors previously and to provide a timeline in the minutes for future Directors.”

BIRT, the current CSA Board of Directors re-ratify and re-confirm the Minutes of Settlement between the CSA, CFS and CFS-O as executed on December 2, 2013 but agreed to in principle on February 28, 2013, and re-ratify and re-confirm that the CSA Executives Charles Hamilton and Chris Archibald, who represented the CSA for such purposes and who executed the Minutes of Settlement on behalf of and for the CSA acted properly and upon instructions from the CSA Board of Directors. The Minutes of Settlement document outlines the terms of settlement that was dictated by the Board of Director’s approval and adoption of “Legal Strategy A”. The following were meetings where the minutes of settlement and its terms were discussed, considered and consented to by the CSA Board of Directors: November 28, 2012, March 3, 2013, November 27, 2013 via CFS Report #5, and January 15, 2014 via CFS Report #6.

BIFRT, the current CSA Board of Directors re-ratify and re-confirm the Litigation Cooperation Agreement between the CSA, CFS and CFS-O executed on April 30, 2013, for and on behalf of the CSA by CSA Executives Joshua Ofori-Darko and Drew Garive. Discussion of the Litigation Cooperation Agreement was part of the discussion on March 27, 2013 that lead to the CSA Board of Directors to adopt a motion to start the joint application with the CFS & CFS-O against the University of Guelph. In addition this document and its terms were presented to the Board of Directors on April 3, 2013 and on April 30, 2013 (via email) when the agreement was executed with CSA Board of Director approval. Finally the document was once again confirmed by the CSA Board of Directors, and considered valid and binding upon the CSA on June 19, 2013.

Moved: Human Resources & Operations Commissioner
Seconded: Communications & Corporate Affairs Commissioner

**ONTARIO
SUPERIOR COURT OF JUSTICE**

B E T W E E N :

UNIVERSITY OF GUELPH CENTRAL STUDENT ASSOCIATION

Applicant

- and -

**CANADIAN FEDERATION OF STUDENTS and
CANADIAN FEDERATION OF STUDENTS – ONTARIO**

Respondents

**APPLICATION UNDER Section 14.05(3)(d) and (h) of the *Rules of Civil Procedure*
And Section 332 of the *Corporations Act*, R.S.O. 1990, c. C.38**

MINUTES OF SETTLEMENT

WHEREAS the University of Guelph Central Student Association (hereinafter the “CSA”) commenced this Application on February 16, 2010;

AND WHEREAS the Canadian Federation of Students (hereinafter the “CFS”) and the Canadian Federation of Students-Ontario (hereinafter the “CFS-O”) responded to the CSA’s Application which was subject to a hearing on March 23, 2010 before Justice O’Connor of the Ontario Superior Court of Justice at Guelph;

AND WHEREAS Justice O’Connor issued a Judgment on March 24, 2010 in which he granted the Application in part;

AND WHEREAS the CFS and the CFS-O appealed the Judgment of Justice O’Connor dated March 24, 2010 to the Court of Appeal for Ontario;

AND WHEREAS the Court of Appeal for Ontario, following a hearing before the Court on May 31, 2011, set aside the Judgment of the Ontario Superior Court of Justice and remitted the matter to a different judge of the Ontario Superior Court of Justice;

AND WHEREAS the CSA, the CFS and the CFS-O have not had the Application remitted to a different judge of the Ontario Superior Court of Justice;

AND WHEREAS the CSA has been a “local association” and a “voting member” of the CFS and the CFS-O continuously since at least March 23, 2010 and its status as a “local association” and “voting member” of the CFS and the CFS-O continues as of the date of these Minutes of Settlement in light of the remission of this Application as ordered by the Court of Appeal for Ontario and notwithstanding any referendum results arising from the March 24, 2010, Judgment of Justice O’Connor;

AND WHEREAS University of Guelph undergraduate students have been “individual members” of the CFS and the CFS-O continuously since at least March 23, 2010 and their status as “individual members” of the CFS and the CFS-O continues as of the date of these Minutes of Settlement in light of the remission of this Application as ordered by the Court of Appeal for Ontario and notwithstanding any referendum results arising from the March 24, 2010, Judgment of Justice O’Connor;

AND WHEREAS membership fees in the CFS and the CFS-O that have been collected by the University of Guelph from “individual members” of the CFS and the CFS-O who are members of the CSA at the University of Guelph for the period April 1, 2010 to September 1, 2012 are presently being held in trust by the University of Guelph for the benefit of the CFS and the CFS-O (the “Membership Fees”);

AND WHEREAS the parties hereto are legally empowered to enter into these Minutes of Settlement pursuant to their governing legislation and By-laws;

AND WHEREAS the parties hereto individually considered their legal positions in this Application and have individually agreed that it is in their and their respective members’ best interests to make compromises in their positions and to enter into these Minutes of Settlement on the terms and conditions as set out herein;

AND WHEREAS each of the parties hereto has had the opportunity to seek and obtain legal advice, and has sought and obtained legal advice, with respect to the terms hereof prior to entering into these Minutes of Settlement;

FOR GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED, THE PARTIES HEREBY DECLARE THE TERMS AND CONDITION OF THEIR SETTLEMENT AGREEMENT AS FOLLOWS:

1. The CSA remains a “local association” and a “voting member” of the CFS and of the CFS-O, and the CSA’s members remain “individual members” of the CFS and of the CFS-O with all of the membership rights relating to their membership status as is set out in the CFS and CFS-O By-laws as they were on February 28, 2013.
2. This Application shall be dismissed on the consent of the parties within a reasonable time after the date of execution hereof.
3. No term or condition contained in these Minutes of Settlement shall operate or be construed, deemed, or otherwise interpreted by any party hereto, or by anyone, as prejudicing the right or rights of any of the “individual members” to initiate a petition pursuant to the applicable CFS and/or CFS-O By-laws to cease their membership in the CFS and the CFS-O.
4. The CSA, the CFS and the CFS-O agree, declare and represent that the vote held at the University of Guelph campus in April 2010 following the judgment of the Honourable Justice O’Connor in this Application is not and shall not be construed, deemed, or otherwise be interpreted by the CSA, the CFS, the CFS-O or by anyone else, as being a “vote on decertification” as contemplated by section 6 of By-law 1 of the CFS By-laws as they were on February 28, 2013, and such vote is not and shall not be construed, deemed, or otherwise be interpreted by the CSA, the CFS, the CFS-O or anyone else, as being a “vote on decertification” as contemplated by the CFS and the CFS-O By-laws.
5. These Minutes of Settlement and the Joint Statement attached hereto as Schedule A which form an integral part hereof may be made available to CSA, CFS and CFS-O members upon their request. The Joint Statement attached hereto as Schedule A may, however, at the discretion of the CSA, be posted by the CSA on the CSA website forthwith after the execution of these Minutes of Settlement and of the Full and Final Release by the parties hereto.
6. In further consideration of the settlement achieved and the consent dismissal of this proceeding, the CFS and CFS-O shall jointly make a financial contribution and remittance to the CSA in the total amount of \$ 350,000. The financial contribution by the CFS and the CFS-O to the CSA shall be made and paid as follows:
 - a) \$ 175,000 shall be paid from the Membership Fees within twenty (20) days of the said Membership Fees being remitted by the University of Guelph to the CFS and the CFS-O on behalf of the CSA, either directly or through the CSA, each in their respective proportions; and,
 - b) \$ 175,000 shall be paid from those monies representing CFS and CFS-O membership fees for the 2012-2013 membership year, within twenty (20) days of the said funds being remitted by the University of Guelph to the CFS and the CFS-O on behalf of the CSA, either directly or through the CSA, each in their respective proportions.

The obligations of the CFS and of the CFS-O to make the payments to the CSA provided for in sub-paragraphs (a) and (b) above are conditional upon the CFS and the CFS-O receiving the applicable Membership Fees or membership fees from the University of Guelph on behalf of the CSA, either directly or through the CSA.

7. The parties hereto declare that the financial contributions made to the CSA by the CFS and the CFS-O in accordance with these Minutes of Settlement represent the reimbursement to the CSA of its legal fees incurred, as well as costs awarded to the CSA, in connection with this Application.

8. The parties hereto further declare that the agreed upon financial contribution as set out in paragraph 6 hereof shall not operate, and shall not be susceptible to operate as the basis of a set-off pursuant to which the CFS and CFS-O would be waiving the right to receive payment of full membership fees from the CSA for the 2012-2013 membership year, and for subsequent membership years thereafter. Should the University of Guelph fail to pay as contemplated in paragraph 6 then these membership fees remain due and owing.

9. The parties shall cooperate reasonably in an accounting of the Membership Fees collected by and held in trust by the University of Guelph to be remitted to the CFS and the CFS-O as soon as practicable in all of the circumstances after the CFS and CFS-O are in possession of the said Membership Fees. The CSA shall request that the University of Guelph provide a copy of its Membership Fee collection records relevant to the quantum of Membership Fees collected in order to assist with the accounting to be undertaken on a co-operative basis.

10. The CSA shall make a demand to the University of Guelph that it immediately reinstate its collection of CFS and CFS-O membership fees at the request of the CSA and that it continue to hold such collected membership fees in trust from the date of the acceptance hereof, until such time as the CSA directs that the collected membership fees are to be paid to the CFS and the CFS-O in accordance with the terms of the CSA's membership in the CFS and the CFS-O and in accordance with the By-laws of both the CFS and the CFS-O.

11. The CFS and CFS-O shall cooperate with the CSA on a going forward basis in order to give effect to paragraph 10, above.

12. The parties will execute a Mutual and Reciprocal Full and Final Release substantially in the form and with the content of the Mutual and Reciprocal Full and Final Release attached hereto as Schedule B within ten (10) days of the date of signature hereof.

13. The terms of these Minutes of Settlement shall, subject to discretion of the Court, be included in and shall form part of the Order to be obtained dismissing the proceeding, on consent and without costs.

Entered at the City of Guelph, in the Province of Ontario, this 2 day of December, 2013.

Per:
UNIVERSITY OF GUELPH CENTRAL)
STUDENT ASSOCIATION)

_____))
_____))

Per:)
Name: N. Charles Hamilton)
Title: Human Resources & Operations)
Commissioner)

"I have authority to bind the Corporation".



Witness

Chris Archibald
Communications & Corporate Affairs
Commissioner

Entered at the City of Ottawa, in the Province of Ontario, this ____ day of December, 2013.

Per:
CANADIAN FEDERATION OF)
STUDENTS)

_____))
_____))

Per:)
Name:)
Title:)

"I have authority to bind the Corporation".

Witness

Entered at the City of _____, in the Province of Ontario, this ____ day of December, 2013.

Per:
CANADIAN FEDERATION OF)
STUDENTS - ONTARIO)

_____))
_____))

Per:)
Name:)
Title:)

"I have authority to bind the Corporation".

Witness

Schedule A

JOINT STATEMENT

The University of Guelph Central Student Association ("CSA"), the Canadian Federation of Students ("CFS") and the Canadian Federation of Students - Ontario ("CFS-O") announce the resolution of a dispute relating to the April, 2010 vote to defederatè from the CFS and CFS-O. This dispute has been the subject of ongoing legal proceedings before the Ontario Superior Court of Justice and the Ontario Court of Appeal. The dispute has yet to be decided and had been remitted back to the Ontario Superior Court of Justice for further consideration.

After considered negotiations the parties have achieved a resolution which is mutually acceptable. The settlement of this matter will see undergraduate students at the University of Guelph remain members of the CFS and CFS-O. The CFS and CFS-O will be working on campus to promote and encourage members' participation and involvement in its activities.

The resolution also involves a financial component to address legal fees incurred by the parties over the life of this dispute.

The parties have entered into a Full and Final Release bringing this matter to a final conclusion.

All parties are happy to continue to devote themselves to promoting the interests of their members and look forward to a co-operative relationship moving forward.

Schedule B

**MUTUAL FULL AND FINAL RELEASE
and
FULL AND FINAL RELEASE**

IN CONSIDERATION of the payments, the promises of payment and the compromises set out in the Minutes of Settlement executed by the parties hereto on December 2, 2013, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned,

CANADIAN FEDERATION OF STUDENTS, and the **CANADIAN FEDERATION OF STUDENTS - ONTARIO**, as well as its and their parent, subsidiaries, affiliates and related or successor corporations and companies and each of their respective directors, officers, shareholders, employees, servants, agents and administrators, both present and former, and all of their administrators, successors and assigns and any party or parties who claim a right or interest through them; and

UNIVERSITY OF GUELPH CENTRAL STUDENT ASSOCIATION, as well as its parent, subsidiaries, affiliates and related or successor corporations and companies and each of their respective directors, counsellors, employees, servants, agents and administrators, both present and former, and all of their administrators, successors and assigns;

(together, the "Mutual Releasers")

HEREBY MUTALLY RELEASE, ACQUIT AND FOREVER DISCHARGE EACH OTHER, WITHOUT QUALIFICATION OR LIMITATION EXCEPT AS SPECIFIED HEREINAFTER OR IN THE MINUTES OF SETTLEMENT ENTERED INTO ON *, from all manner of Applications, causes of actions, claims, suits, debts, dues, accounts, bonds, covenants, contracts, complaints, claims and demands for damages, monies, losses, costs, interest in loss, or injuries howsoever arising which may have been or has been sustained by the Mutual Releasers or either of them, of whatsoever nature, whether in contract or tort, or arising as a result of a fiduciary duty or by virtue of any statute or upon or by reason of any damage, loss or injury arising from any and all matters that were pleaded or which could have been pleaded in Court File No.: 109/10 short titled *University of Guelph Central Student Association v. Canadian Federation of Students et al.* (hereinafter referred to as the "Application").

WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, and subject to the limitations set out hereinafter, the Mutual Releasers declare that the intent of their Mutual Full and Final Release is to conclude all issues arising from the matters set forth above and from the

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Application, and it is understood and agreed that this Release is intended to cover, and does cover, not only all known injuries, losses and damages, but also injuries, losses and damages not now known or anticipated but which may later develop or be discovered, including all of the effects and consequences thereof, but this Release is not intended to cover, and does not cover, issues arising and injuries, losses and damages associated with the payment or non-payment to the CFS and the CFS-O of 2012-2013 membership fees, and membership fees for any years thereafter, from the CSA, and from individual members of the CFS and the CFS-O who are members of the CSA at the University of Guelph.

AND FOR THE SAID CONSIDERATION it is agreed and understood that the Mutual Releasors will not make any claim or take any proceedings against any other person or corporation who might claim, in any manner or forum, contribution or indemnity in common law, in equity, or in civil law, or under the provisions of any statute or regulation, including the *Negligence Act* and the amendments thereto, and/or under any successor legislation thereto, and/or under the *Rules of Civil Procedure*, from either of the Mutual Releasors as discharged by this Mutual Full and Final Release, in connection with the matters outlined above or in the Application.

IT IS AGREED AND UNDERSTOOD that if the Mutual Releasors or any one of them commence such Application, or take such proceedings, and any of the parties hereby released or any of them are added to such proceeding in any manner whatsoever, whether justified in law or not, the the Mutual Releasors, or any one or several of them as the case may be, will immediately discontinue the proceedings and/or claims, and the Mutual Releasors, or any one of several of them as the case may be, will be jointly and severally liable to the parties hereby released for the full legal costs incurred in any such proceeding, including all legal fees and disbursement paid to solicitors, as well as all interest thereon. This Mutual Full and Final Release shall operate conclusively as an estoppel in the event of any claim, Application, complaint or proceeding which might be brought in the future by the Mutual Releasors, or any one or several of them as the case may be, with respect to the matters covered by this Mutual Full and Final Release. This Mutual Full and Final Release may be pleaded in the event any such claim, Application, complaint or proceeding is brought as a complete defence and reply, and may be relied upon in any proceeding to dismiss the claim, Application, complaint or proceeding on a summary basis and no objection will be raised by the Mutual Releasors or any one or several of them as the case may be in any subsequent Application that the other party or parties in the subsequent Application were not privy to the formation of this Mutual Full and Final Release.

AND THE MUTUAL RELEASORS HEREBY CONFIRM, that they have authorized and instructed their lawyers and their agents or mandataries, as the case may be, to settle the matters referred to herein in the terms outlined herein, and to consent to the dismissal of the Application on a with prejudice and without costs basis.

AND FOR THE SAID CONSIDERATION the Mutual Releasors hereby represent and warrant that they have not assigned to any person, firm, or corporation any of the Applications, causes of Application, claims, debts, suits or demands of any nature or kind which they have released by this Mutual Full and Final Release.

IT IS FURTHER AGREED AND UNDERSTOOD that the Mutual Releasors and the Releasors do not by the payments, promises of payment or compromises set out in this Mutual Full and Final Release, or in the Minutes of Settlement executed on December ____, 2013, or by the other good and sufficient consideration provided to the Mutual Releasors or by any one of them, or otherwise, admit any liability or obligation or any kind whatsoever to the other and such liability or obligation is specifically denied.

AND IT IS HEREBY DECLARED that the terms of this release are fully understood, and that the consideration stated herein is the sole consideration for this Mutual Full and Final Release and that the said payment, or promise of payment, is accepted voluntarily for the purpose of making full and final compromise in settlement of all claims and proceedings against the parties hereby released, now or hereafter brought, for damages, loss or injury resulting from the matters set forth above and from the Application, subject to the limitations contained in the Minutes of Settlement executed on December 2, 2013.

THIS MUTUAL FULL AND FINAL RELEASE AND THIS FULL AND FINAL RELEASE may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together constitute one and the same instrument.

IN WITNESS WHEREOF the undersigned have executed this Mutual and Reciprocal Full and Final Release at the place and on the dates shown below.

Entered at the City of Ottawa, in the Province of Ontario, this ____ day of December, 2013.

Per:
CANADIAN FEDERATION OF STUDENTS)
)
)

)
Per:)
Name:)
Title:)

Witness

"I have authority to bind the Corporation".

Entered at the City of _____, in the Province of Ontario, this ____ day of December, 2013.

Per:
CANADIAN FEDERATION OF STUDENTS - ONTARIO)
)
)

)
Per:)
Name:)
Title:)

Witness

"I have authority to bind the Corporation".

Entered at the City of Guelph, in the Province of Ontario, this 2 day of December, 2013.

Per:
UNIVERSITY OF GUELPH CENTRAL STUDENT ASSOCIATION)
)
)

)
Per:)
Name: N. Charles Hamelton)
Title: Human Resources & Operations)
Commissioner)

Witness

- Chris Archibald
- Communications & Corporate Affairs Commissioner

"I have authority to bind the Corporation".

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LITIGATION CO-OPERATION AGREEMENT

Entered into by and between:

The **CANADIAN FEDERATION OF STUDENTS**, a not-for-profit corporation incorporated pursuant to the laws of the Canada, having its head office in the City of Ottawa, in the Province of Ontario, represented for the purposes hereof by Lucy Watson, duly authorized by the Canadian Federation of Students to bind the Federation with respect to the subject matter hereof;

Hereinafter referred to as the "CFS",

And,

The **CANADIAN FEDERATION OF STUDENTS-ONTARIO**, a not-for-profit corporation incorporated pursuant to the laws of Ontario, having its head office in the City of Toronto, in the Province of Ontario, represented for the purposes hereof by Ashkon Hashemi, duly authorized by the Canadian Federation of Students-Ontario to bind the Federation with respect to the subject matter hereof:

Hereinafter referred to as the "CFS-O",

And,

The **CENTRAL STUDENT ASSOCIATION OF THE UNIVERSITY OF GUELPH**, a not-for-profit corporation incorporated pursuant to the laws of Ontario, having its head office in the City of Guelph, in the Province of Ontario, represented for the purposes hereof by Joshua Ofori-Darko and Drew Garvie, duly authorized by the Central Student Association of the University of Guelph to bind the Association with respect to the subject matter hereof;

Hereinafter referred to as the "CSA";

WHEREAS the CSA became a "local association" of the CFS and of its provincial component in Ontario, the CFS-O, in or about 1989, and the CSA's undergraduate student members became "individual members" of the CFS and the CFS-O and are bound by the terms of membership set out in the CFS and CFS-O Bylaws;

WHEREAS the CFS and CFS-O, as per their bylaws, require its local association members to pay membership fees in an amount determined annually and to be paid periodically throughout a calendar year [the "Membership Fees"];

WHEREAS the CSA and the CFS and CFS-O had engaged in litigation regarding petitions by members of the CSA, who are individual members of the CFS and the CFS-O, requesting that a referendum on the campus of the

University of Guelph be held on the question of the CSA's continued membership in the CFS and the CFS-O and the CSA members individual memberships in the CFS and the CFS-O;

WHEREAS the parties have engaged in *bona fide* good faith negotiations toward settling their litigation and have reached an agreement in principle which requires that Membership Fees for the academic years 2010-2011 and 2011-2012 which had been collected from the CSA members who are individual members of the CFS and the CFS-O and held in trust by the University of Guelph [the "University"] be remitted and paid to the CFS and the CFS-O;

WHEREAS the CSA, the CFS and the CFS-O have requested the University to remit the 2010-2011 and 2011-2012 Membership Fees it presently holds in trust to the CFS and the CFS-O on behalf of and for the benefit of the CSA and its members and the individual members of the CFS and CFS-O;

WHEREAS the University has refused to honour the request of the CSA, the CFS and the CFS-O to remit the 2010-2011 and 2011-2012 Membership Fees to the CFS and the CFS-O;

WHEREAS the University has similarly refused to continue to collect the Membership Fees from the CSA members who are also individual members of the CFS and the CFS-O into the future;

WHEREAS the parties have a mutual interest in having the Membership Fees held in trust by the University remitted to the CFS and the CFS-O in satisfaction of the Membership Fees acknowledged by the CSA as owing to the CFS and the CFS-O. Further, the parties to this Agreement have a mutual interest in having the University continue to collect the Membership Fees into the future for subsequent remittance and payment to the CFS and the CFS-O as has been the case since approximately 1989;

WHEREAS the parties are suffering ongoing damages as a result of the University's refusal to remit and pay the 2010-2011 and 2011-2012 Membership Fees it holds in trust to the CFS and the CFS-O on behalf of and for the benefit of the members of the CSA and the individual members of the CFS and the CFS-O;

WHEREAS each of the parties hereto have individually and without influence from the other resolved to commence litigation against the University to have the 2010-2011 and 2011-2012 Membership Fees the University presently holds in trust to be paid to the CFS and the CFS-O on behalf of and for the benefit of the individual members of the CFS and the CFS-O who are also members of the CSA and to resume the collection of

the Membership Fees from members of the CSA who are also members of the CFS and the CFS-O;

WHEREAS the CSA has resolved to work co-operatively in litigation as party Plaintiff or party Applicant, as the case may be, with the CFS and the CFS-O on certain terms and conditions;

WHEREAS the CFS and the CFS-O have resolved to work cooperatively in litigation as party Plaintiffs or party Applicants, as the case may be, with the CSA on certain terms and conditions;

FOR VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED, THE PARTIES HERETO DECLARE THE TERMS OF THEIR AGREEMENT AS FOLLOWS:

1. The parties hereto agree to work co-operatively and jointly in the preparation, filing and prosecution of a legal proceeding against the University in which they shall be seeking relief as against the University regarding, but not limited to, the remittance and payment of the 2010-2011 and 2011-2012 Membership Fees being held in trust by the University to the CFS and the CFS-O as well as the resumption and continuation by the University of the collection of Membership Fees from members of the CSA and individual members of the CFS and CFS-O for remittance and payment to the CFS and the CFS-O as payment of Membership Fees as they become due¹ [the "Legal Proceeding"].
2. The CFS and the CFS-O shall be represented by their lawyers in the Legal Proceeding, and the CSA shall be represented by their lawyers in the Legal Proceeding, each with their own retainer agreements with respect to the said Legal Proceeding.
3. The parties have instructed their lawyers and shall continue to instruct their lawyers to work jointly and co-operatively in the timely preparation, filing and prosecution of the Legal Proceeding contemplated in paragraph 1 hereof.
4. The parties agree to work cooperatively and jointly in the preparation, filing and prosecution of the Legal Proceeding and hereby instruct their lawyers to share such information as they may consider advisable or appropriate in order to advance their respective claims against the University in the Legal Proceeding.
5. The CFS and the CFS-O agree to completely indemnify the CSA for those legal fees (including disbursements and taxes) incurred in connection with the Legal Proceeding, and to remit indemnification payments to the CSA within 30 days of the CSA's delivery of periodic indemnification requests which shall contain appropriate supporting documentation justifying the costs incurred and paid by the CSA in connection with the Legal Proceeding. The indemnification of the legal fees is dependent upon the full cooperation and active support of the CSA in relation to the advancement of the Legal Proceeding. The parties agree that any

¹ Fees are due immediately upon collection.

indemnification request delivered by the CSA which may contain solicitor-client privileged information shall not be considered as a waiver of solicitor-client privilege by the CSA.

6. In furtherance of the provision of legal services by Counsel in relation to the Legal Proceeding, it has been and will be advisable and necessary for the parties hereto and/or their Counsel to communicate with one another. These communications may include, without being limited to, joint conferences with Counsel; joint interviews of witnesses, deponents, experts and consultants; review of books, records or other documents; exchanges of documents and information; and telephone, electronic and personal conversations. The subject matter of those communications and exchanges may include, but will not be limited to:

- a. Strategy and tactics regarding advancing the Legal Proceeding;
- b. Legal memoranda, factual and background memoranda, legal theories, examination summaries, notes of witness interviews and witness statements, draft pleadings and other court materials, and descriptions of produced documents;
- c. Opinions, reports and studies of consultants and/or financial or forensic accountants or auditors;
- d. Retention of expert witnesses; and
- e. The content of communications between an undersigned party and Counsel for such undersigned party that is protected by the solicitor-client privilege, or litigation privilege, or settlement privilege.

It is recognized, acknowledged and understood that all such communications and exchanges between the undersigned parties, or their Counsel, are made in confidence pursuant to the solicitor-client privilege, litigation privilege, common interest privilege, settlement privilege and other applicable privileges and protections. The parties hereto affirm that existing privileges and protections will not be waived as a result of such communications and exchanges being shared among the undersigned parties and their Counsel.

No information that is provided by one party to another party to this Agreement can be disclosed to any third party without the express written consent of the party who first provided the information. In addition, any information provided by one party to another party to this Agreement cannot, in any forum or under any circumstances, be used against the party who first provided the information or in any way against the first party's interests.

7. The parties agree that any and all costs recovered from the University throughout the Legal Proceeding by the CSA shall be remitted by the CSA to the CFS and the CFS-O forthwith after receipt of the said costs by the CSA.

8. The parties agree that the costs ordered payable by the CSA to the University in connection with the Legal Proceeding, as may be the case, shall be paid by the CSA. The CFS shall re-imburse the CSA for one-half of any award of costs paid by the CSA to the University pursuant to an award of costs against the CSA and in favour of the University. The CFS's agreement to re-imburse the CSA for one-half of any award of costs paid by the CSA to the

University is contingent upon the CSA cooperating fully with the CFS and the CFS-O in the advancement of the Legal Proceedings and upon the CSA's active and continued support of the objectives sought by all parties to this Agreement. The CFS and the CFS-O shall be solely responsible for the costs they may be ordered to pay to the University in connection with the Legal Proceeding.

9. The parties agree that their respective lawyers and representatives shall disclose and discuss in confidence any offers to settle that a party proposes to make to the University or that a party receives from the University in respect of the Legal Proceeding. Every reasonable effort will be made by the parties to work co-operatively and jointly in making, or responding to, any offer to settle the Legal Proceeding or any part thereof.

10. The parties agree that their agreement as set out herein shall continue and be applicable with respect to any appeal or appeals arising from the Legal Proceeding.

11. This Agreement may be terminated by any party by the delivery of a 30-day written notice of termination delivered to the other party or parties in the event of a material and non-cured breach of this agreement by either party.

12. The parties agree that this agreement is not confidential and may be disclosed to the members of any party upon request by any party's members without the requirement to seek the consent or the permission of the other parties to this Agreement prior to such disclosure.

AND THE PARTIES HAVE, BY THEIR DULY AUTHORIZED REPRESENTATIVES EMPOWERED AS THEY DECLARE FOR THE PURPOSES HEREOF, ENTERED INTO THIS AGREEMENT ON THE DATE SET OUT BELOW.

Date: April 30, 2013

**CENTRAL STUDENT ASSOCIATION
OF THE UNIVERSITY OF GUELPH**



Per: Joshua Ofori-Darko

Title: Human Resources & Operations
Commissioner

"I have the authority to bind the CSA for the purposes hereof."



Per: Drew Garvie

Title: Communications & Corporate Affairs
Commissioner

"I have the authority to bind the CSA for the purposes hereof."

Date: April ____, 2013

CANADIAN FEDERATION OF STUDENTS

Per: Lucy Watson

Title:

"I have the authority to bind the CFS for the purposes hereof."

Date: April ____, 2013

CANADIAN FEDERATION OF STUDENTS - ONTARIO

Per: Ashkon Hashemi

Title:

"I have the authority to bind the CFS-O for the purposes hereof."

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