

AGENDA

Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



1.0 Call to Order	Click these links to go to that page in the doc.	
1.1 Land Acknowledgement Bella Harris	Click 'home' to return to this first page.	
1.2 Welcome & Introductory Comments 1.2.1 CSA President: Overview of the CSA 1.2.2 CSA Chair: Welcome, How to Participate in the AGM 1.2.3 Policy & Transition Manager: Importance of Quorum		
1.3 Adoption of the Agenda 1.3.1 Motion to Approve the Agenda 1.3.2 Declarations of Conflicts		Pg. 5
1.4 2021 AGM Minutes 1.4.1 Motion to Approve the 2021 AGM Minutes – March 16, 2021 1.4.2 Questions and Business Arising from the Minutes		Pg. 6
1.5 Approval of Auditor's Report Please note that the completion of the 2019-2020 audited financial statements was delayed due to the impacts of Covid-19. The 2020-2021 audited financial statements are expected to be completed early in the summer semester and will be presented to the members asap. 1.5.1 Motion to Approve the Audit Report for the year ended April 30, 2020 1.5.2 Motion to Appoint BDO Canada LLP as Auditor for the year 2022 – 2023 Door Prizes!		Pg. 41 Pg. 64
1.6 Confirmation of Amendments to CSA Bylaws (Since the previous 2021 AGM) 1.6.1 Bylaw 1 – Organizational (Date of Board Approval) a) Section 9.3 Town Halls (Apr 7, 2021) b) Section 8.0 Standing Committees (Oct 27, 2021) c) Subsection 4.16.7 Virtual Board Meeting Participation (Feb 2, 2022)		Pg. 65 Pg. 68 Pg. 72 Pg. 72

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<p>d) Subsection 9.1.2 Member Meeting Location (Feb 2, 2022)</p> <p>1.6.2 Bylaw 2 – Electoral (Date of Board Approval)</p> <p>a) Subsection 3.1 Referendum Submission Deadline (July 7, 2021)</p> <p>b) Comprehensive Review (Sept 15, 2021)</p> <p>1.6.3 Bylaw 3 – Financial (Date of Board Approval)</p> <p>a) 5.0 Budgeting Process (July 28, 2021)</p> <p>1.6.4 Bylaw 4 – CSA Policy (No amendments)</p> <p>No revisions made to this bylaw since the previous AGM.</p>	<p>Pg. 78</p> <p>Pg. 82</p> <p>Pg. 96</p> <p>N/A</p>
<p>1.7 Summary of 2021-2022 Amendments to CSA Policy Manual (Since the previous 2021 AGM) (Information Only)</p> <p>Please note: Item 1.7 reference information is presented in a separate Agenda Package Supplemental.</p> <p>1.7.1 Appendix A – Internal CSA Policy Separated into Appendix A – Executive Portfolios, Appendix D – CSA Committees, and Appendix J – Internal CSA Policy (October 27, 2021)</p> <p>1.7.2 Appendix D – Bullring Human Resources Rescinded by the Board (May 26, 2021)</p> <p>1.7.3 Appendix A – Executive Portfolios (formally: Appendix A - Internal CSA Policy) No substantive revisions to the content of this appendix.</p> <p>1.7.4 Appendix B – CSA Services Policy a) Section 1.0 Bullring Policy (May 26, 2021)</p> <p>1.7.5 Appendix C – Human Resources Policy a) Section 11.0 Vacation (May 26, 2021) b) Section 12.0 Personal Emergency Days (PED) (May 26, 2021)</p>	<p>Supplemental (separate doc, not hyperlinked)</p> <p>Pg. 2</p> <p>Pg. 215</p> <p>Pg. 65</p> <p>Pg. 217</p> <p>Pg. 215</p>

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1.7.6	Appendix D – CSA Committees (formally: Appendix D – Bullring Human Resources) <ul style="list-style-type: none">a) Section 13.0 Bullring Operations Committee (May 26, 2021)b) Section 3.0 Committees Overview (Oct 27, 2021)c) Student Help and Advocacy Centre (SHAC) Advisory Committee was dissolved and all references to it were removed (Feb 2, 2022)	Pg. 97 Pg. 224 Pg. 100 Pg. 308
1.7.7	Appendix E – Organizational Policy No revisions to this policy since the previous AGM.	N/A
1.7.8	Appendix F – Clubs Handbook No revisions to this policy since the previous AGM.	N/A
1.7.9	Appendix G – Electoral Policy <ul style="list-style-type: none">a) Section 13.3 Referendum Campaigning (July 7, 2021)b) Comprehensive Review (Sept 15, 2021)c) Subsection 4.2.1 Director Signatures (Feb 2, 2022)	Pg. 229 Pg. 232 Pg. 302
1.7.10	Appendix H – Second Floor Student Space Acceptable Use Policy No revisions to this policy since the previous AGM.	N/A
1.7.11	Appendix I – Issues Policy No revisions to this policy since the previous AGM.	N/A
1.7.12	Appendix J – Internal CSA Policy (formally: Appendix A - Internal CSA Policy) No substantive revisions to the content of this appendix.	Pg. 165
	Motion to receive policy amendments.	Pg. 100
1.8	Summary of 2021-2022 Amendments to CSA Rules of Order (Since the previous 2021 AGM) (Information Only)	
1.8.1	Section 3.12 Secret Ballot (Feb 2, 2022)	Supplemental Pg. 306
	Motion to receive CSA Rules of Order amendment.	Pg. 102

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MOTION

2022 Annual General Meeting (AGM)

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AGM Item 1.3.1
Approve the 2022 AGM Agenda

MOTION that the agenda for the 2022 CSA AGM on **March 30, 2022** be approved as printed and distributed.

Moved:

Seconded:

1st POSSIBLE AMENDMENT

MOTION TO AMEND: To reorder the agenda so that:

- Items ... follows item ... above.

Moved:

Seconded:

2nd POSSIBLE AMENDMENT

MOTION TO AMEND: To add item ... under New Business items.

Moved:

Seconded:

AMENDED MOTION that the agenda for the 2022 CSA AGM on **March 30, 2022** be approved as amended:

a)

Moved:

Seconded:

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**Summary of Significant Resolutions:****1.4.1 Motion to Approve the 2020 AGM Minutes – Feb 12, 2020**

MOTION to approve the minutes from the 2020 CSA Annual General Meeting held on February 12, 2020.

Motion carried.

1.5.3 Motion to Appoint BDO Canada LLP as Auditor for the year 2020 – 2021.

MOTION to appoint BDO Canada LLP as Auditor for the CSA for the 2020-2021 fiscal year.

Motion carried.

1.6.1 Bylaw 1 – Organizational (Date of Board Approval)**a) Section 9.0. Members Meetings (Feb 10, 2021)**

MOTION that Bylaw 1 – Organizational, Section 9.0 Members Meetings, be amended by removing subsection 9.1.2. 'The Annual General Meeting (AGM) shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.'

Motion carried.

b) Section 8.0. Standing Committees, Subsection 8.1 (Mar 10, 2021)

MOTION:

RESOLVED that:

- a) Bylaw 1 – Organizational, Section 8.0. Standing Committees, Subsection 8.1 be amended by removing “b) Executive Evaluation Committee”.
- b) The Executive Evaluation Committee (EEC) be dissolved, and all 2020-2021 EEC committee members be de-ratified effective immediately.

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**Motion carried.****1.6.3 Bylaw 4 – CSA Policy (Date of Board Approval)****a) Section 1.1. Policy Resolutions of the CSA (Feb 10, 2021)**

MOTION that Bylaw 4 – CSA Policy, Section 1.1. Policy Resolutions of the CSA be amended by adding:

‘Issues-based policies that are integral to CSA activities, reflect organizational values, or guide strategic focus, and are generally an ongoing consideration or philosophy, are included in CSA Appendix I – Issues Policy.

All other issue-based policies not included in Appendix I – Issues Policy shall be archived in the Issues-Based Resolutions Record of the Policy Manual for a period of three years.’

Motion carried.**1.7 Summary of 2020-2021 Amendments to CSA Policy Manual**

Since the previous 2020 AGM

(Information Only)

1.7.1 Appendix A – Internal CSA Policy

- a) Section 13. Policy Review Policy (Feb 10, 2021)
- b) Subsection 2.3 Executive Evaluation Committee (Mar 10, 2021)

1.7.3 Appendix C – Human Resources Policy

- a) Section 8.1 Extension of Specific Positions (Mar 11, 2020, Feb 24, 2021)
- b) Section 11.0 Vacation (Jan 13, 2021)
- c) Section 12.0 Personal Emergency Days (Jan 13, 2021)

1.7.4 Appendix G – Electoral Policy

- a) Subsection 4.2.1.c. [Director candidate to collect signatures] (Sept 9, 2020, Jan 13, 2021)

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- b) Subsection 4.2.1.d. [Director candidate to collect XX signatures] (Sept 9, 2020, Jan 13, 2021, Feb 3, 2021)
- c) Subsection 4.2.1.f. [Director candidate to present a refundable cheque of \$25] (Sept 9, 2020, Jan 13, 2021)
- d) Subsection 4.3.1.c. [Executive Officer candidate to collect signatures] (Sept 9, 2020, Jan 13, 2021)
- e) Subsection 4.3.1.d. [Executive Officer candidate to collect XX signatures] (Sept 9, 2020, Jan 13, 2021)
- f) Subsection 4.3.1.f. [Executive Officer candidate to present a refundable cheque of \$25] (Sept 9, 2020, Jan 13, 2021)
- g) Subsection 12.5. [sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process] (Sept 9, 2020, Jan 13, 2021)

Please note that there were no amendments to the following Appendices since the 2020 AGM:

- Appendix B – CSA Services Policy
- Appendix D – Bullring HR Policy
- Appendix E – Organizational Policy
- Appendix F – Clubs Handbook
- Appendix H – Second Floor Student Space Policy
- Appendix I – Issues Policy

MOTION that the Summary of 2020-2021 Amendments to the CSA Policy Manual be received as information.

Motion carried.

1.8 Summary of 2020-2021 Amendments to CSA Rules of Order (Information Only)

Since the previous 2020 AGM (Date of Board Approval)

- a) Section 3.12 Secret Ballot Vote (Sept 9, 2020)
- b) Section 6.2 In Camera Minutes, Subsection 6.2.4 (Sept 9, 2020)
- c) Section 3.6 New Business (Feb 10, 2021)

MOTION that the Summary of 2020-2021 Amendments to the CSA Rules of Order be received as information.

Motion carried.

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**1.9.1 Executive Updates**

MOTION to receive the following Executive Updates as information at the 2021 CSA Annual General Meeting on March 16, 2021:

- | | |
|--------------------------|-----------------------------|
| a) CSA President | Tyler Poirier |
| b) VP Student Experience | Sara Kuwatly |
| c) VP Academic | [currently vacant position] |
| d) VP External | Horeen Hassan |

Motion Carried.

1.9.2 CSA Service Updates

MOTION to receive the following CSA Service Updates as information at the 2021 CSA Annual General Meeting on March 16, 2021:

- a) Clubs
- b) FoodBank
- c) Student Help and Advocacy Centre (SHAC)
- d) Bike Centre

Motion carried.

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**Agenda – March 16, 2021:****1.0 Call to Order****1.1 Land Acknowledgement****1.2 Welcome & Introductory Comments**

1.2.1 CSA President: Overview of the CSA

1.2.2 CSA Chair: Welcome, How to Participate in the AGM

1.2.3 Policy & Transition Manager: Importance of Quorum

1.3 Adoption of the Agenda

1.3.1 Motion to Approve the Agenda

1.3.2 Declarations of Conflicts

1.4 2020 AGM Minutes

1.4.1 Motion to Approve the 2020 AGM Minutes – Feb 12, 2020

1.4.2 Questions and Business Arising from the Minutes

1.5 Approval of Auditor's Report

Please note that the completion of the 2019-2020 audited financial statements has been delayed due to the impacts of Covid-19. When completed, the audited statements will be presented to the Finance Committee for review, presented to the CSA Board of Directors to receive, and included in a 2021-2022 CSA Member Meeting agenda for presentation and member approval.

~~1.5.1 Audit Report Presentation: For the year ended April 30, 2020~~~~1.5.2 Motion to Approve the Audit Report~~

1.5.3 Motion to Appoint BDO Canada LLP as Auditor for the year 2020 – 2021.

Door Prizes!**1.6 Confirmation of Amendments to CSA Bylaws***Since the previous 2020 AGM***1.6.1 Bylaw 1 – Organizational** (Date of Board Approval)

a) Section 9.0. Members Meetings (Feb 10, 2021)

b) Section 8.0. Standing Committees, Subsection 8.1 (Mar 10, 2021)

1.6.2 Bylaw 2 – Electoral (Date of Board Approval)

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- a) CSA Bylaw 2 – Electoral, Section 2.2. By-Elections (Sept 9, 2020, Jan 13, 2021)

1.6.3 **Bylaw 3 – Financial** (No amendments)

1.6.4 **Bylaw 4 – CSA Policy** (Date of Board Approval)

- a) Section 1.1. Policy Resolutions of the CSA (Feb 10, 2021)

1.7 Summary of 2020-2021 Amendments to CSA Policy Manual

Since the previous 2020 AGM

(Information Only)

1.7.1 **Appendix A – Internal CSA Policy**

- c) Section 13. Policy Review Policy (Feb 10, 2021)
- d) Subsection 2.3 Executive Evaluation Committee (Mar 10, 2021)

1.7.3 **Appendix C – Human Resources Policy**

- d) Section 8.1 Extension of Specific Positions (Mar 11, 2020, Feb 24, 2021)
- e) Section 11.0 Vacation (Jan 13, 2021)
- f) Section 12.0 Personal Emergency Days (Jan 13, 2021)

1.7.4 **Appendix G – Electoral Policy**

- h) Subsection 4.2.1.c. [Director candidate to collect signatures] (Sept 9, 2020, Jan 13, 2021)
- i) Subsection 4.2.1.d. [Director candidate to collect XX signatures] (Sept 9, 2020, Jan 13, 2021, Feb 3, 2021)
- j) Subsection 4.2.1.f. [Director candidate to present a refundable cheque of \$25] (Sept 9, 2020, Jan 13, 2021)
- k) Subsection 4.3.1.c. [Executive Officer candidate to collect signatures] (Sept 9, 2020, Jan 13, 2021)
- l) Subsection 4.3.1.d. [Executive Officer candidate to collect XX signatures] (Sept 9, 2020, Jan 13, 2021)
- m) Subsection 4.3.1.f. [Executive Officer candidate to present a refundable cheque of \$25] (Sept 9, 2020, Jan 13, 2021)
- n) Subsection 12.5. [sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process] (Sept 9, 2020, Jan 13, 2021)

Please note that there were no amendments to the following Appendices since the 2020 AGM:

- Appendix B – CSA Services Policy

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- Appendix D – Bullring HR Policy
- Appendix E – Organizational Policy
- Appendix F – Clubs Handbook
- Appendix H – Second Floor Student Space Policy
- Appendix I – Issues Policy

1.8 Summary of 2020-2021 Amendments to CSA Rules of Order

(Information Only)

Since the previous 2020 AGM (Date of Board Approval)

- d) Section 3.12 Secret Ballot Vote (Sept 9, 2020)
- e) Section 6.2 In Camera Minutes, Subsection 6.2.4 (Sept 9, 2020)
- f) Section 3.6 New Business (Feb 10, 2021)

1.9 Report of the Organization**1.9.1 Executive Updates**

- a) President – Tyler Poirier
- b) VP Student Experience – Sara Kuwatly
- c) ~~VP Academic~~ [position currently vacant]
- d) VP External – Horeen Hassan

Door Prizes!**1.9.2 CSA Service Updates**

- a) Clubs - Sabrina Valtellini & Taylor Weatherup
- b) FoodBank - Clarissa Shepherd
- c) SHAC (Student Help and Advocacy Centre) - Krista Bentley

1.10 Business

1.10.1 Submitted Motions (none received)

1.10.2 Open Forum

Grand Prizes!**1.11 Adjournment**

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**Minutes – March 16, 2021:****1.0 Call to Order**

The Chair called the meeting to order after quorum was met with 101 CSA Undergraduate Members in attendance as verified by the CSA Office Manager & Executive Support at 5:24 pm.

1.1 Land Acknowledgement

Hi everyone. I would like to acknowledge that today we are in different locations all across Turtle Island, governed by different covenants and treaties. The place we usually gather on at the University of Guelph is the traditional land of the Attawandaron people and the treaty lands and territory of the Mississaugas of the Credit.

We also honour our Anishinaabe, Haudenosaunee, and Métis neighbours and recognize the significance of the Dish with One Spoon Covenant which is a reminder that upon residing on this land we have a responsibility for using its resources sustainably and protecting it from harm.

It is important that we acknowledge the peoples whose traditional lands we are on and offer our respect to them and appreciate the care they have shown these lands for centuries before settlers arrived. Moving forward we should all make the time and effort to learn more about the land we occupy and actively participate in the work of genuine reconciliation.

Maya Persram
CSA Director

1.2 Welcome & Introductory Comments**1.2.1 CSA President: Overview of the CSA**

Thank you so much for everyone for coming out and for inviting your friends. Right now, we have over 105 participants. Thank you so much for coming out today, we really appreciate it. My name is Tyler Poirier, I am the Central Student Association President, and I wanted to give a brief overview of what the Central Student Association does for you.

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By our mandate, we provide services and programs that benefit students, specifically undergraduate students. We run events, such as the Bill Nye event last year, and this year we run Livestock from the Bullring, which is a Live Stream available on Twitch, every Thursday. This week we have one from Dev Archer, who is a local artist. We also do things such as Sexy Bingo, Solidarity Events, Trivia, and much more.

We provide other aspects for undergraduate life, including the universal bus pass, although this year that was affected by Covid 19. Our services also provide a bunch for students. We have the Guelph Student FoodBank, which helps with those who are food insecure. We have CSA Clubs, where students can run and plan things they care about and connect with other undergraduate students. We have the Student Help and Advocacy Centre, which makes sure students are represented and that they have an understanding of what resources they have for academic issues and other issues such as housing and tenancy. Although currently not running this semester, we do have a Bike Centre, which is a DIY repair shop where undergraduate students can come and make sure their bikes are ready and working. It is definitely busy when we have the ability to be on campus, we run workshops and other things. We have SafeWalk Program, where we had people who could be called and walk with students who did not feel comfortable, especially during night hours.

The CSA Executives sit on dozens of committees to help advocate for students. These committees range from academic committees to student experience-based committees, we have a lot of committee work and we work to open up opportunities whenever we can. Overall, that is my overview of the CSA and what we do for you. More information is available on our CSA website, so please check that out.

We have some prizes for tonight to thank everyone for attending. For those who pre-registered for the AGM by Sunday, you are eligible for one of two \$500 tuition credits and all attendees are eligible for one of two \$200 tuition credits and one of ten \$40 gift cards. As a note, you must be present throughout the entire meeting to qualify for the tuition credit prizes. As well, the \$40 gift card winners will be drawn throughout the meeting, and they will be available for a retailer of your choice; as long as this can be done virtually. As well, you cannot receive two tuition credits, as we want to share the love, but you are eligible to win a tuition card and a gift card. For the winners of tuition credits who are not returning for next year, we will work out an accommodation, do not worry about this. Finally, all winners will be contacted within the week to coordinate the prizes. Thank you.

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**1.2.2 CSA Chair: Welcome, How to Participate in the AGM**

I want to share some Do's and Don'ts for all Members participating in the meeting tonight. The key piece here is ensuring any discussion that occurs tonight is respectful, ensuring to respect each other's arguments, and that we are actually arguing what is at stake, instead of just arguing with one another. As well, please make sure that if you need to ask a question about how to participate please type question in the chat, and if you want to be added to the speaker's list, please type speaker's list into the chat. As a note with that, make sure that you refrain from posting things into the Microsoft Teams chat, as we want to keep the chat clean so I can refer to it for my speaker's list. But feel free to chat with one another outside of this chat, on alternative platforms.

If at anytime you are looking to raise a point of order, point of information, point of parliamentary procedure, or point of personal privilege, please type question into the chat. This is just to simplify things for the purpose of the meeting tonight. My job as Chair is to ensure the meeting is run by Robert's Rules and to ensure that is accessible to everyone who is attending so you can all equally participate. Another key piece is that once you have typed question into the chat, please wait to be recognized before you ask your question. When you are recognized you have the floor and you can speak. Please make sure you mute yourself by default, just to minimize any background noises so we can all hear. We will be posting links through the Teams chat which will go to voting for tonight.

The speaker's list prioritizes first time speakers, if you wish to speak twice on a Motion, you will need to be readded to the speakers list. Additionally, tonight we ask that you state your name before speaking so that it can be recorded in the Minutes.

We will be doing voting through Microsoft Forms. The links to these Forms will be posted, and you will have the option to choose yea, nay, or abstain. If you click abstain this will be a noted abstention and it will show up in the Minutes. You can also abstain by simply not voting. There are a few times we may do procedural Motions, and for this we will be posting them in the chat and you simply must either like yea or nay to cast your vote.

1.2.3 Policy & Transition Manager: Importance of Quorum

Hello everyone, I am Pete Wobschall, your Policy & Transition Manager at the CSA. As the Chair mentioned quorum is very important, and if we fall below 100, we will have to stop the Meeting and end all Business. Laura Parsons, our Office Manager & Executive Support, will be monitoring quorum. She will raise her hand and make an announcement if we are under 100, and all business must stop. In terms of

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accessibility, please note you have the option to we use live captions on Microsoft Teams, you can see how to do it on the screen. We use Microsoft Teams to do our voting, you can enable Immersive Reader on Forms and you can click button and it will read out that Motion for you. Abstaining from a vote can be accomplished by simply not voting, but if you want to be recorded in the Public Minutes as abstaining from voting, then select that option when it is there. We are recording this Meeting, we do not publicly post the recording, we will keep it for two or three years for our record, it is simply used to make accurate Minutes only. I believe that is all from me, thank you.

Spencer Ploeger: I noticed in minutes under 1.9.2 for Service Updates, that there are no items for Bike Centre. Last year's 2020 Minutes did have the Bike Centre under this item, so I was wondering if we could do something to add this to the Minutes.

Chair: Yes, so under the next Motion there is the Motion to Approve the Agenda, so during that time we can make changes to it. Thank you for raising that point.

1.3 Adoption of the Agenda**1.3.1 Motion to Approve the Agenda**

MOTION that the agenda for the 2021 CSA AGM on March 16, 2021 be approved as printed and distributed

Moved: Alan Negrin

Seconded: Danielle Koomans

MOTION TO AMEND: To add item d) Bike Centre to 1.9.2 Service Updates

Moved: Spencer Ploeger

Seconded: Michell Robinson

Spencer Ploeger: The Bike Centre is important resource to a lot of students. I think its reopening has been poorly managed and I think we should discuss that status and there are a couple of people hear who would like to add on to that and have some questions when the time comes.

Tyler Poirier, President: The intention was to discuss the currently unopened services of the Bike Centre and SafeWalk during the Executive Updates and provide a forum for discussion with that. It is not that we were not intending to

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discuss those, but rather just that they are currently not in operation, and that is why they were not included in the agenda at that time. With that in mind, it is up to you whether you still want to add that, but we will be going over both of those services in our updates.

Spencer Ploeger: I would like to proceed with adding it anyway.

Motion to amend carried.

AMENDED MOTION that the agenda for the 2021 CSA AGM on March 16, 2021 be approved as amended: To add item d) Bike Centre to 1.9.2 Service Updates.

Moved: Alan Negrin

Seconded: Danielle Koomans

Amended Motion carried.

1.3.2 Declarations of Conflicts

No conflicts are declared.

1.4 2020 AGM Minutes

1.4.1 Motion to Approve the 2020 AGM Minutes – Feb 12, 2020

MOTION to approve the minutes from the 2020 CSA Annual General Meeting held on February 12, 2020.

Moved: Member Appleby

Seconded: Member Walker

Motion carried.

1.4.2 Questions and Business Arising from the Minutes

No questions or business arose from the Minutes.

1.5 Approval of Auditor's Report

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Please note that the completion of the 2019-2020 audited financial statements has been delayed due to the impacts of Covid-19. When completed, the audited statements will be presented to the Finance Committee for review, presented to the CSA Board of Directors to receive, and included in a 2021-2022 CSA Member Meeting agenda for presentation and member approval.

Tyler Poirier, President: As noted, there has been significant delays in terms of the audit since everything has been transferred to an online fashion. In previous years our auditor would come to our office and look at our paperwork, which is not something they can now do during Covid. Because of this, the auditor was unable to give us the financial statements in time for the Finance Committee and Board of Directors to approve them to come to the AGM for this date. As the Chair mentioned, this means we will need to hold another meeting, because it is important and required that membership be able to review our audited statements, and we want to make sure that can happen in a way that is accessible and that it has not been rushed. We want to make sure all appropriate Members from the CSA have reviewed it and understand it so that our membership can understand it too.

Giancarlo Martini: I was wondering if you had an actual date when this would be released?

Tyler Poirier, President: We have only received the auditor's rough draft just this week, which is not finalized, so it still needs to go through the Finance Committee and the Board. We want to make sure that our membership are able to see it. Unfortunately, I do not have a date specifically of when we can, and as a note, under legislation, we are not allowed to show those financial statements until they have been approved by our Board of Directors, which has been part of the issue. There is a bit of a process and we are unable to escape it by law. We will do it as soon as it is possible and when we know students can look at it.

Pete Wobschall, Policy & Transition Manager: The legislation is not unique to the CSA; there are thousands of non-profit organizations out there; and of course we are a non-profit organization under the Ontario provincial government. The Provincial Government last April provided some clauses in legislation to accommodate for covid; because typically the law states that you have to have your audited statements approved by Members within fourteen months of the previous time you did it [correction: the law states that an organization has 6 months from the end of their fiscal year to have the financials approved by members]. However, we are currently in a State of Emergency as declared by the Province. When the Province is no longer in this State of Emergency, a special covid-related extension has been provided that allows non-profits up to 90 days to have their audited statements completed and approved. From my discussions with the President and

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the Business Manager, we should certainly be in good shape to have that done and will make a decision about a Members Meeting then. Thank you.

Tyler Poirier, President: In terms of approval of the auditor's report, as mentioned, there is no report to approve at this meeting, however, there will be one to appoint the auditor for this current financial year. The audit will occur in the summer and then will be approved at the next AGM. We still need to do so, even though we do not have the current audit, but we are legally required to do so, despite not having the information from the previous year. Just wanted to make that clarification, thank you.

~~1.5.1 — Audit Report Presentation: For the year ended April 30, 2020~~

~~1.5.2 — Motion to Approve the Audit Report~~

1.5.3 Motion to Appoint BDO Canada LLP as Auditor for the year 2020 – 2021.

MOTION to appoint BDO Canada LLP as Auditor for the CSA for the 2020-2021 fiscal year.

Moved: Jadelyn Appleby

Seconded: Ghishay Peryagh

Tyler Poirier, President: BDO is an external organization which audited our financial statements for the previous year. We have worked with them for a number of years and have never had any issues. Although there have been some Covid 19 issues, they are fairly market wide, in terms of audits and the delays associated with them due to Covid 19. I personally, do not see this as problematic, considering all these factors.

Motion carried.

Door Prizes Round 1

The winners for \$40 gift cards are:

- Giancarlo Martini
- Sydney Graham
- Tony Huang
- Leilani Rocha
- Bella Harris

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**1.6 Confirmation of Amendments to CSA Bylaws***Since the previous 2020 AGM.***1.6.2 Bylaw 1 – Organizational (Date of Board Approval)****a) Section 9.0. Members Meetings (Feb 10, 2021)**

MOTION that Bylaw 1 – Organizational, Section 9.0 Members Meetings, be amended by removing subsection 9.1.2. ‘The Annual General Meeting (AGM) shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.’

Moved: Lisa Kazuhara**Seconded:** Jadelyn Appleby

Tyler Poirier, President: Right now, it is impossible to hold an AGM in the University of Guelph, or in the City of Guelph. Amending this bylaw will ensure that we can continue in this online fashion. Hopefully, it will not be like this in the future, but this will allow us some adaptability.

Motion carried.**b) Section 8.0. Standing Committees, Subsection 8.1 (Mar 10, 2021)****MOTION:****RESOLVED** that:

- c) Bylaw 1 – Organizational, Section 8.0. Standing Committees, Subsection 8.1 be amended by removing “b) Executive Evaluation Committee”.
- d) The Executive Evaluation Committee (EEC) be dissolved, and all 2020-2021 EEC committee members be de-ratified effective immediately.

Moved: Jadelyn Appleby**Seconded:** Sooraj Modi

Tyler Poirier, President: On the surface, this looks horrific, but I want Members to know that this is because the Executive Evaluation Committee has not operated for quite some time. When it did operate, it was quite burdensome on Directors as it

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required a number of reports to be put to Directors, and then for several Committees to meet. Directors are volunteers who hold the CSA accountable. Unfortunately, the burden that was put on Directors was not realistic. We are looking to provide a new bylaw, in the future, that is appropriate for new hierarchical system, as the EEC was developed before the CSA had a President and Vice Presidents. It has been difficult since that shift in structure to hold the EEC, and to do so in a way that holds Executive accountable appropriately. We are hoping to create a plan to hold the CSA accountable while also not burdening Directors, and really improving the flow of information of the Board through the Executives. I want to note that the Amendment Motion includes steps to be taken by the CSA to ensure the EEC is replaced and ensure that the CSA is being held accountable. Thank you.

Motion carried.**1.6.3 Bylaw 2 – Electoral (Date of Board Approval)****a) CSA Bylaw 2 – Electoral, Section 2.2. By-Elections (Sept 9, 2020, Jan 13, 2021)**

For information purposes only, no permanent amendment was made to this bylaw section.

CSA Bylaw 2 – Electoral, Section 2.2. By-Elections, subsection 2.2.2. states: 'Quorum shall be 10% of the general membership of the applicable constituency.'

Pete Wobschall, Policy & Transition Manager: Please note that there is no Motion on this. In September the requirement for 20% Quorum was removed because we were nervous about how Covid would impact meeting Quorum. The 20% minimum was then reinstated for elections in January, where it stays today, so this is really for information only.

1.6.3 Bylaw 3 – Financial (No amendments)

No amendments for this year.

1.6.4 Bylaw 4 – CSA Policy (Date of Board Approval)**a) Section 1.1. Policy Resolutions of the CSA (Feb 10, 2021)**

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MOTION that Bylaw 4 – CSA Policy, Section 1.1. Policy Resolutions of the CSA be amended by adding:

‘Issues-based policies that are integral to CSA activities, reflect organizational values, or guide strategic focus, and are generally an ongoing consideration or philosophy, are included in CSA Appendix I – Issues Policy.

All other issue-based policies not included in Appendix I – Issues Policy shall be archived in the Issues-Based Resolutions Record of the Policy Manual for a period of three years.’

Moved: Taylor McCullough

Seconded: Giancarlo Martini

Tyler Poirier, President: The CSA has tackled number of issues on behalf of students, and this new Amendment to Bylaw 4 will allow us to track those in a way that is useful to future Executives and Staff.

Member Jennifer Liu abstained from vote.

Motion carried.

1.7 Summary of 2020-2021 Amendments to CSA Policy Manual

Since the previous 2020 AGM

(Information Only)

1.7.1 Appendix A – Internal CSA Policy

- e) Section 13. Policy Review Policy (Feb 10, 2021)
- f) Subsection 2.3 Executive Evaluation Committee (Mar 10, 2021)

1.7.3 Appendix C – Human Resources Policy

- g) Section 8.1 Extension of Specific Positions (Mar 11, 2020, Feb 24, 2021)
- h) Section 11.0 Vacation (Jan 13, 2021)
- i) Section 12.0 Personal Emergency Days (Jan 13, 2021)

1.7.4 Appendix G – Electoral Policy

- o) Subsection 4.2.1.c. [Director candidate to collect signatures] (Sept 9, 2020, Jan 13, 2021)

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- p) Subsection 4.2.1.d. [Director candidate to collect XX signatures] (Sept 9, 2020, Jan 13, 2021, Feb 3, 2021)
- q) Subsection 4.2.1.f. [Director candidate to present a refundable cheque of \$25] (Sept 9, 2020, Jan 13, 2021)
- r) Subsection 4.3.1.c. [Executive Officer candidate to collect signatures] (Sept 9, 2020, Jan 13, 2021)
- s) Subsection 4.3.1.d. [Executive Officer candidate to collect XX signatures] (Sept 9, 2020, Jan 13, 2021)
- t) Subsection 4.3.1.f. [Executive Officer candidate to present a refundable cheque of \$25] (Sept 9, 2020, Jan 13, 2021)
- u) Subsection 12.5. [sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process] (Sept 9, 2020, Jan 13, 2021)

Please note that there were no amendments to the following Appendices since the 2020 AGM:

- Appendix B – CSA Services Policy
- Appendix D – Bullring HR Policy
- Appendix E – Organizational Policy
- Appendix F – Clubs Handbook
- Appendix H – Second Floor Student Space Policy
- Appendix I – Issues Policy

MOTION that the Summary of 2020-2021 Amendments to the CSA Policy Manual be received as information.

Moved: Maya Persram

Seconded: Jadelyn Appleby

Motion carried.

1.8 Summary of 2020-2021 Amendments to CSA Rules of Order (Information Only)

Since the previous 2020 AGM (Date of Board Approval)

- g) Section 3.12 Secret Ballot Vote (Sept 9, 2020)
- h) Section 6.2 In Camera Minutes, Subsection 6.2.4 (Sept 9, 2020)
- i) Section 3.6 New Business (Feb 10, 2021)

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MOTION that the Summary of 2020-2021 Amendments to the CSA Rules of Order be received as information.

Moved: Taylor McCullough

Seconded: Gurpreet Bedi

Motion carried.

1.9 Report of the Organization

1.9.3 Executive Updates

a) President – Tyler Poirier

My updates can be accessed online on our CSA website, but I do want to add a few things tonight. The first thing I want to discuss is our Elections. We ran our Elections as per usual, with a referendum question regarding the Health Plan.

We did reach quorum, for all Executive Positions, with Nicole Walker being elected president, Sara Kuwatly elected for VP Student Experience, Lisa Kazuhara elected for VP Academic, and lastly Shilik Hamad elected for our VP External.

The health plan referendum question did not reach quorum, and therefore, the current universal health plan will continue. As a note, under our Bylaw, there is a clause that we cannot ask the same question, which means we cannot ask this question for an opt out, until September of 2023.

I want to mention that the CSA Bullring, which is our on-campus café, is currently open. If you are on campus, please come by between 9-4, there is great food and coffee, and there is even a place to sit under Covid restrictions. We will also be open in the summer, so if you are in Guelph, make sure to hit up the Bullring, and for any more information on the Bullring check them out on Instagram. Lastly, the CSA is moving through budgeting process for the next year. This will be brought to our Board at our next Board Meeting. If you have any questions or concerns about anything, please reach out to me. Thank you.

b) VP Student Experience – Sara Kuwatly

Hello everyone, I am Sara and all my updates are in the Agenda Package, but I will give a quick runover of my position. I am the person doing all the events, with a lot of other things, but that is my main thing and where a lot of people know me from. It

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was quite the transition doing events online. Once everything was confirmed that the school year was online, I was able to come up with a plan for how I would run this semester.

I have been doing two reoccurring events, we have the Trivia event and Sexy Bingo, and I have been trying to do them once a month. I have been doing a lot of giveaways on social media, on our Instagram, @CSAGuelph. On top of that, if you are graduating this year or if you have a friend who graduated last year, we have a last toast event this year, online. We are doing champagne flutes, the tickets are \$12, \$10 for the flute and then the other \$2 will be a donation to whatever the graduating class choses. If you don't want to pay \$10, there is a giveaway on our Instagram right now, so be sure to check that out. Lastly, Sexy Bingo is this Friday, this might be the last one for the year, and we are giving away cash prizes as well as gift cards to a sex shop in Toronto. That's it for me, thank you.

c) ~~VP Academic~~ [position currently vacant]

Tyler Poirier, President: I want to talk briefly about this position. Sean Mitchell was elected in the Fall Election, and he left his seat at the beginning of March to pursue a position elsewhere. I want to note, Sean did not leave on bad terms. His work has been continued. We will be announcing the winners of the Teaching Excellence Award very soon. As well, the various committees that the VP Academic sits on our incredibly important, so myself and the other Executives have been sitting on those committees currently. Thank you.

d) VP External – Horeen Hassan

Thank you for being here tonight. I know zoom fatigue is very real, so I appreciate you being here tonight. My position focuses on advocacy and campaigns.

The first campaign I want to highlight is the Education for All Campaign. This campaign has been calling for the immediate reduction in tuition fees, more grants and not loans, and overall asking for free education for all students. In September, we hosted a back to school online forum to get feedback on students' virtual secondary experience. Whatever information was gathered from there we brought to our MP Lloyd Longfield and our MPP Mike Schreiner, to address some of the students concerns. These concerns were raised regarding COVID 19 and the postsecondary experience. We have also created a Lobby Document to University of Guelph, regarding concerns around academics, financial hardships, workload, access to Wi-Fi, and health and safety on campus. This document was created in partnership with the Campus Coalition, and a meeting with the University Administration has been set for April 4, 2021, to chat more about some of the

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ongoing struggles student's have been experiencing and how they might be addressed.

I also want to highlight the Power and Fairness for International Students Campaign. As folks may know, last April the Board of Governors voted to increase tuition from 10-15% depending on what program folks were in. This campaign has been demanding the immediate reverse of the 2020-2021 International Fee Increases and asking for more grants, bursaries and scholarships for International Students. Students sent me multiple testimonies over the summer, which I complied and sent over to the Board of Governors, along with over 1,000 email letters which were sent to the University Administration demanding fairness for International Students.

As a result of those 2 campaigns, 2 new initiatives were introduced. The first one was a Provost incentive offer, which was a one-time supplement of \$750 offered to all international students who were registered for the Fall 2020 semester. The second one being an International Tuition Bursary of up to \$2,500. This was mostly a needs-based program for International Students.

There are a few coalitions I want to highlight. The first one being the BIPOC Student Coalition, this is a new space created for Black, Indigenous, and other People of Colour, to gather, network and share resources. It meets every Thursday from 12:30-1:30pm. Please reach out to me if you want to check out this space. As well, the Campus Coalition for the University of Guelph, consists of students, workers, unions, and groups, who come together and share resources and information. The Lobby Document discussed earlier also addressed TAs, workers, and graduate students needs as well.

I want to highlight 2 cool events that the CSA has run with the Sustainability Office. The first event was Climate Justice Through Intersectional Feminist Lens and then the second one was on Navigating Eco-Anxiety and Burnout.

Lastly, I want to mention the BikeCentre. Although the BikeCentre has been closed this past year due to Covid, there are a few initiatives which were launched in early February. The first initiative was the Speed River Bicycle Partnership, where 50 students could register to receive a \$40 off discount at Speed River Bicycle. In addition, there is a bike auction taking place between March 25th until March 27th. Keep your eyes out for this on our CSA Instagram account. That is it from me, thank you.

Giancarlo Martini: Hi Everyone, as many of you may know I was the previous Repair Coordinator at the Bike Centre. I feel nervous discussing what has been

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happening, because the efforts that people are putting forward are great. The auction and the Speed River initiatives are great, but I have some uncertainty about the accessibility of the things that have been done. I know it has been hard to make things super fair with things being online and I know everyone is very busy. I also know, there is not the biggest group of undergraduate students who ride a bike in Guelph right now everyday. But I have a few questions. How do you plan on making the auction accessible to undergrads when it is on Instagram and will it be possible to get the word out through different medias? How will auctioning be reinforced? I do have a passion about this stuff, and the Bike Centre was all about allowing people a fair opportunity to look at bikes and get a safe bike, and I really want to make sure that continues in the future. I'll end my question there.

Spencer Ploeger: Thank you, I agree with everything Giancarlo said. The bikes in this bike auction were worked hard on by coordinators and volunteers and taking the running of the auction out of the hands of the people who worked on these bikes does not have the best merit. The best way to run this auction would be to include the coordinators and volunteers of the Bike Centre. This is my fifth-year volunteering, and I can speak for a lot of volunteers, that there are certain things that unless you have not done it before just would not be the same. I think we need to find a better way to run this auction.

Horeen Hassan, VP External: Thank you so much for bringing up all the concerns you did. I know it has been a struggle to access needs of students and to meet those needs in a way that does ensure their safety. I will say, we have a committee around the bike auction, which has been working on ways to coordinate a bike auction. I recognize not everyone has Instagram and it does not ensure that it is accessible to students who might not be on Instagram. Those details are still being hashed out. We would be more than happy to include you and get your input and some of the concerns you might have; so that before we do launch the auction we can take into account other ways and channels of engaging students who do require a bike but might not use Instagram or other outlets. Also, Tyler, feel free to jump in if there is anything else you have to add.

Tyler Poirier, President: I just want to respond to Member Ploeger's comments about getting other people involved. Giancarlo was involved in the preparation for the auction. We did greatly consider Giancarlo's input. At the CSA, we are not experts on bicycles, so we wanted to ensure we went to someone that is. Giancarlo had been advocating for the Bike Centre for quite some time, which is why we did reach out to him. However, we do understand there are accessibility concerns, we will try our very best to make sure the auction gets out there. And I would look towards individuals like yourself, who are passionate about the Bike Centre, to help get the word out there. This is something that is open to everyone, not just to

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undergrads, and it is for a good cause too, as the proceeds will go towards the FoodBank. I hear your concerns, and I encourage you to continue to advocate and I would love to hear thoughts, because we can always do better, so thank you.

Michelle Robinsons: I am Michelle, another previous Bike Centre Coordinator. I was just surprised to hear right now that a Committee had been put in place to plan this auction. This is the first I have heard of it. To me, this raises concerns as to why weren't other folks included in such a committee. It makes me question how can undergraduates be confident that, not only this, but other committees reflect students who have knowledge and capacity to provide valuable input; such that the CSA is not making blind moves in committees which are not represented by undergraduate students.

Spencer Ploeger: I agree Michelle, thank you for that. I agree about the issue with the committee and I also have a question. I am wondering why the decision was made to donate all the proceeds from the bike auction to the FoodBank? I don't think that is how it usually works, but please correct me if I am incorrect.

Tyler Poirier, President: To answer Member Robinson's point, it wasn't an actual committee, it was more a group of CSA staff that were looking at ways that we could do this and how we can do this. When we realized we were out of our bounds, we looked to Giancarlo, because we needed someone who knows bikes. It is not a formal committee, not a committee from the CSA Board of Directors, I just want to clarify that.

To Member Ploeger: although in the past the Bike Centre would have received the funds from the auction, for our next year's budget we know we can support the Bike Centre, and if there is an auction next year the funds would definitely be used to cover the costs of the Bike Auction. But, because the Bike Centre was not operating this year, there are not expenses that need to be covered by the bike auction. As well, the FoodBank is in significant need this year. There has been a huge increase in the need of our community, and this is why that has occurred.

Giancarlo Martini: I just wonder, how was the budget for the centre rebalanced? Where did the money from the centre end up going? I could see how the CSA could want to cut down some money from the Bike Centre, but the Bike Centre does need some money at the end of the day.

Tyler Poirier, President: I want to clarify, the current year 2020-2021 is not audited yet, it will only be audited this summer coming up. Our year end is April 30th, so all of the expenses this year, which would include the Speed River initiative, would not be included in last year's audit, which is the 2019-2020 year, which would have

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been presented tonight if Covid had not impacted it. For this year, there have been a number of projects that fall outside of the budget that is usually set. So, the Speed River initiative is not included in budget lines in terms of the Bike Centre. Instead, it is deemed a special project that the CSA takes on, which falls under the Administration Budget. So that is why when I say there is no current expenses set for the current year's budget. This is how it will look like in the future when this year's budget is brought forward to the next AGM. I hope that clarifies that, please let me know if there is any confusion.

MOTION to receive the following Executive Updates as information at the 2021 CSA Annual General Meeting on March 16, 2021:

- | | |
|--------------------------|-----------------------------|
| a) CSA President | Tyler Poirier |
| b) VP Student Experience | Sara Kuwatly |
| c) VP Academic | [currently vacant position] |
| d) VP External | Horeen Hassan |

Moved: Maya Persram

Seconded: Joshua Vito

Motion Carried

Door Prizes Round 2

The winners for \$40 gift cards are:

- Emma Richards
- Kiara Desender
- Jennifer Penney-Moccio
- Abigail Garrett
- Linda Nong

1.9.4 CSA Service Updates

a) Clubs - Sabrina Valtellini & Taylor Weatherup

I am Taylor Weatherup and I am the Clubs Coordinator for the CSA Clubs Office. The updates for this year are in the Agenda, but I wanted to go over a few things quickly. This year has been very different because of Covid, obviously that accounts for all the programs that the CSA has to offer, including the Clubs Office.

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Although, there were some challenges, Sabrina and I tried really hard to adjust to them and to provide students the same level of experiences. This year we tried to push our online presence more than ever before. We engaged with students on Instagram and other platforms. For clubs, I am holding a virtual Club's Event through Instagram, it will be an Instagram takeover. This is the first time we have done an event like this, where students can watch videos that clubs produce so students will be able to see what is available. That is all for me, thank you for your time.

b) FoodBank - Clarissa Shepherd

Horeen Hassan, VP External: Hi everyone, our FoodBank Coordinator could not make it tonight, so I will give an update on her behalf. For folks that do not know, the Guelph Student FoodBank provides students with fresh produce, including eggs, meat, dairy, and frozen goods as well as anti-poverty resources and other special dietary funding, compassionate funding, and also holds events like cooking classes, breakfast programs, snack programs, and more. The FoodBank has been serving over 300 students and their families, many of whom have children, or are international or graduates. The FoodBank has been collaborating with students and staff of CESI, which is the Community Engaged Scholarship Institution to create statistical analysis of the FoodBank and their visitors over the pandemic. The completed report will be available in the near future. The FoodBank has been operating, following strict health guideline to the ensure safety of all our students.

Michelle Robinson: Can you confirm when the FoodBank reopened?

Tyler Poirier, President: It opened late September, I believe September 29th, which was after lengthy delays as there were shifts in policy regarding Covid 19.

c) SHAC (Student Help and Advocacy Centre) - Krista Bentley

Hello, my name is Krista Bentley. I want to give a little overview of SHAC. We are a student run advocacy and referral centre and we provide a safe space for students to ask questions and get resources. Our areas of support include academic, finances, human rights, legal, and most commonly, housing and tenancy.

We have office hours and right now they are all virtual due to Covid; they are everyday of week, and then on Thursday from 1pm-4pm we have free lawyer who offers advice to students. If students don't like that, we are also available through email. As well, we post on campus and off campus resources for students. We are

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going to be doing an Instagram story trivia with prizes that focuses on information about all different resources we have available.

Throughout our year we have also done an 'understanding housing law' initiative, which focuses on different aspects of housing, including residential tenancy act, as well as common questions student have. We have also been focusing on learning your lease; it is a social media graphic, which focuses on different things that are used in Ontario.

We also do a rental housing fair, which is in collaboration with Off Campus Living. We present to first year students, to let them know different things about renting, different things to look out for, and to let them know we are here to help.

SHAC has had less engagement this year, but we have attributed that to Covid and the fact that everything is through virtual engagement now. Overall, SHAC is going well, thank you.

d) Bike Centre

Tyler Poirier, President: You did not see the Bike Centre and SafeWalk under this section, because this was a time for coordinators to provide some news on the services they provide. Unfortunately, as we know, the Bike Centre was not open this year, so there were no coordinators who would be able to provide an update. I can provide a little bit of an update, in terms of some operations regarding the Bike Centre. As the VP External mentioned earlier, the Speed River partnership gave 50 students \$40 discounts, off their repairs from Speed River Cycling. On top of that, we have moved forward with the bike auction, because we know that students need bikes, and we are hoping to ramp up our operations as we move forward and transition out of the Pandemic. That is all I have for now, thank you.

Spencer Ploeger: Thank you, Tyler. I appreciate your sentiment in understanding the importance that the Bike Centre resume operation soon. I recognize the past initiatives that the CSA has done to try and stopgap not having the Bike Centre in the last couple of months. I just want to reiterate the importance of the Bike Centre and prove that there is a need for it. One of our volunteers has actually just ad hoc set up shop in the Bike Centre parking lot for a few weekends and has been helping undergraduate students with their bikes. There are still plenty of students who require our assistance and who rely on us as an essential service and we should be treated as such and allowed to reopen. The initiative with Speed River was great, but I just want to let you know a common bike part costs more than \$40, which are usually very basic repairs and replacements. At the Bike Centre, we could do those repairs for a quarter of the cost and the undergraduate students

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could learn to do that themselves. I just want to use this as an example that while interim solutions are great, the only real solution is getting the Bike Centre back open and there are volunteers and coordinators who are ready to do that, safely, adhering to all safe regulations.

Michelle Robinson: Hi everyone, thank you Spencer, I thought that was well said. For those who are not aware, the student Bike Centre serves hundreds of people each semester, especially as we approach the spring it is really an essential time. There are student run Bike Centres at both the University of Waterloo and Toronto that have been open and operating in a Covid safe manner since this past summer. We have been watching these solutions come up, and it has been good that we have not forgotten about the services completely. I do want to pose the question now: what will it take for the CSA to acknowledge the Bike Centre as an essential service and move towards hiring a Coordinator to plan for summer reopening? If we want to open in the summer it will take time, I acknowledge that, so it should be getting started now. I wonder then, what will it take for the CSA to start doing this, as there are people who are ready to step into these roles and get the service open again.

Sara Kuwatly, VP Student Experience: I personally cannot speak to the Bike Centre, but, I do want to make a quick comment. Spencer, I am not sure who that volunteer was, but you may want to tell them they are actually not allowed to be on Campus. I say this with love, but I do sit on a lot of committees where the University Admins are saying that they are fining people pretty high for being on campus, and I would not want them to be impacted by that. I just wanted to say that to protect that student from getting fined.

Horeen Hassan, VP External: I am in awe of all your passion regarding the Bike Centre, it is the very reason we have it in the first place, we know it is essential, we know that mobility is essential, we know that these are resources that students really do benefit from. The Bike Centre is a service that is close to so many people's hearts; it is something we want to get up and running, but there are a lot of restrictions in regard to capacity and of what we can and cannot take on during this time, along with other health and safety guidelines. We have been trying our very best, to fill the gaps and to try and meet the needs of students.

In addition to the Speed River initiative, we have going on, we have also created several repair videos that are on our website that folks can take a look at. In addition to that, we created an interactive map of where all the repair stations across Guelph are. Although we do need a Bike Centre on campus because of the resources it provides, with interactive map where all the repair stations are students may be able to find one that is closer to them than coming all the way onto campus

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when the University of Guelph Admin has clearly said not to invite students onto campus. I also want to note that there are still a few spots for the \$40 off your bill from Speed River Bicycle. We were hoping the take up would be a little more. But we are trying to do the best we can and if you feel that there are other creative solutions we can implement; we would be more than happy to hear from you. But, with our limited capacity right now we are trying to do the best that we can and as soon as it is possible, we will get the Bike Centre up and running. As well, the Bike Centre Committee will definitely be a thing, where the coordinators can guide those conversations and initiatives.

Tyler Poirier, President: To Member Robinson's point about next steps, because everything with Covid is unknown, I cannot give you a guarantee of a date it will for sure open on. What I can tell you is that, in our budgeting processes for next year, we are preparing for that reopening. We are currently planning and budgeting for next year, and part of that includes preparing to open it in the summer. There is work that needs to be done to the Bike Centre in order to reopen it and we will look to the coordinators and volunteers in past times. We know you know that space best, and we know you know how to best prepare it. To give you an illustration of capacity, our budget for this year was obviously not completed at a normal time. When this year's Executives entered into our positions, we had no budget, the work had not been done because Covid 19 postponed that. We were not at the capacity to do that until late 2020, which is why you started to see us doing things such as the Speed River Initiative and the Bike Auction. We are in a much better position now. We are able to plan for our next year, I can unofficially tell you that what will be presented to the Board of Directors for the budget of the next academic school year does have the proper budget for the Bike Centre to be open for the next Academic Year.

Spencer Ploeger: I want to address what some things that the VP External said. One thing she said was that she understands the need of the Bike Centre as an essential service and that a lot of planning must be done with the school to allow them to have occupancy and such to open safely. We do understand this work needs to be done, but I am wondering why not include us in this? We would all be willing to help with this if it means it can get it done faster. I know there are rules and stuff have to be done by you guys, but we have not been included in a lot of conversations. I would freely give my time to help the Bike Centre get back up and running sooner. As well, the FoodBank is open as an essential service, which I understand. The Bullring is open as an essential service because it serves food, but why isn't the Bike Centre open? Personally, to me, it sounds like those efforts have not been put in for whatever reason. If those efforts were put in for these other services, I do not understand why the same has not been done for the Bike Centre.

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I ask the VP External to explain to me why those other services have been opened but not the Bike Centre?

Michelle Robinson: I had put myself on speakers list to respond to what I had heard from VP External. I want to say thank you, and yes, I know efforts have been taken, and the fact that you take the time to continue these discussions really does mean a lot to me. You mentioned how the Speed River Bicycle Initiative has not had the uptake you had had expected. I think if you take a look at the demographics and the students who normally access the Bike Centre, they are not the type of people who would walk into a high end bike store such as Speed River, and be comfortable doing so. The Bike Centre on campus is collaborative and a DIY space, and you can access things at an affordable price. This is not what happens at other bike shops, you are handing over your bike to someone else and there is a service charge added on to any repair you get. That is why I think there has not been as much as an uptake and that is why students likely have resorted to trying to meet up with volunteers in the parking lot and doing their own DIY repairs. As well, the Bullring has kind of hit weirdly for me, as I constantly see on Instagram posts of inviting people to campus, yet to hear you say it is not feasible to have students to campus, feels odd. I think it is a bit of mixed messages we are hearing and a lot of promises for the future which is hard with the uncertainties of Covid.

Horeen Hassan, VP External: One thing that was brought up by Spencer, was that folks have not been included in conversations. I want to correct that, and mention that folks have been included in conversations. When we first started having concerns raised to us about the Bike Centre not opening, we did meet with Giancarlo and Michelle. We did strike a little work group to try and see what our capacity really was and to try and meet the needs of our students without compromising their safety.

In response to the comment about other services being prioritized over the Bike Centre, I feel as though Tyler can speak better to that. But I would like to mention, when it comes to staffing issues and capacity, when Covid hit, we had laid off a lot of our staff. We did not want to hire new people into new positions when we were laying off students already. We could not just hire new people when we had laid off so many people due to Covid. The reason why the Bullring continues to be an essential service is because there are a lot of residential students on campus, and those are the students that are being invited to eat on campus at the Bullring. In terms of why the Bullring is more essential or could be deemed as more essential, is because Hospitality Services do provide food to our students. However, the Bullring does provide more affordable food to our students. In addition, all throughout Ontario there are a lot of community spaces not open due to Covid

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restrictions, which is another reason why we have not opened that space, in addition to a whole bunch of capacity issues.

Tyler Poirier, President: I understand Member Ploeger's point about volunteers and coordinators of past times being open and willing to get the Bike Centre back open. The issue is, to speak to the volunteer point, the CSA does not have volunteer policy, which actually provides a lot of risk, especially, when it comes to health and safety. This is why the FoodBank has no volunteers, because we do not have an agreement across the CSA with volunteers, which is something we are looking to build to ensure this can happen in a safe way. We do need time to do so.

In terms of alternatives to volunteer, there are paid staff, which is also difficult, especially since online supervision needs to be explicit, and on top of that creating contracts takes time and resources, which we did not have. However, as mentioned, we are coming to place where we can begin planning, and I want to look forward into what we can do, and not what we cannot do. I guarantee you; we will be reaching out to members like yourself, who are passionate about the Bike Centre, in order to get that Centre up and running in a time and place that is appropriate. I agree that we can do better, and I look forward to doing better.

Sara Kuwatly, VP Student Experience: I want to speak to the social media aspect of promoting the Bullring. It was never the intention to explicitly invite students to campus, we are very careful when it comes to having people on campus and we never want to encourage people to come onto campus.

Spencer Ploeger: I really appreciate your sentiment towards the Bike Centre, President, I learned a lot about the efforts underway, and I understand and appreciate that. The VP External said something interesting, which was that there are students on campus that need food, and that is why the Bullring is determined as more essential. I think that is an unfounded claim, as there are other places to get food on campus, there is no where else to fix your bike on campus. Another thing was about the cost, as she said the Bullring was cheaper, yet Michelle and I both alluded to earlier that fixing your bike at a Bike Shop is much more expensive. I think the claims about it being more essential to students is unfounded and without proving that, it seems to me that it is just a decision that someone made based on their personal opinion, instead of what the undergraduate students really need. I implore the CSA to think carefully about these decisions in the future and to put what will actually benefit the students first, rather than what you think will actually benefit the students first. I am going to end my discussion here, I am not trying to get into an argument, I just wanted to share my opinion. Hopefully we can get the Bike Centre up and running soon. Thank you both.

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Michelle Robinson: Thank you for all the comments just spoken. Tyler you mentioned some of the logistics of volunteers, and I just wanted to address that. There is an understanding that when the Bike Centre is open it will not be the same, but I think a word I have heard come up a lot is capacity and that there is an issue with capacity. As someone who is not working for the CSA at this time, and as someone who is just an undergraduate student trying to interact with these services, it starts to make me concerned when I keep hearing “the CSA does not have capacity for this”. Again, specifically for the Bike Centre, but also for other services that require your energy and effort. How can undergraduates be confident that the CSA hires and fills these needs of capacity; and that we do not hit these capacity issues again in the future such that we have to shut down services prematurely or have extended delays before reopening?

Horeen Hassan, VP External: I want to reiterate how grateful I am for students on campus who really care about the Bike Centre and for holding us to account when it comes to our services. I also want to invite you folks to continue these conversations in other settings where we can talk more in depth about what capacity does and does not look like. We would love to hear more from you and to ensure that whatever initiatives we come up with in the future will consider the concerns you folks have brought up tonight.

Tyler Poirier, President: This will be my final comment. To Member Robinson, when it comes to capacity, this is a direct result of Covid 19. I can’t explain the number of processes that have now been needed to be completed online. Everything from PDRs to staffing, to supervision, to clubs, to mailing, now all takes additional time. But I want to tell you there is hope, as we are planning for next year we are transitioning out of this. I can tell you we are planning to really consider this capacity issue, especially as it relates to some of the background tasks. I hear you, and we are doing everything we can. That is all, thank you.

Michelle Robinson: That is really awesome to hear. Thank you everyone in this meeting who is listening to this long conversation. I encourage you to follow up and look for updates on the service when it reopens because it is an incredibly valuable service. Thank you to both President and VP External, your efforts and considerations on this are all very much appreciated. Thank you for engaging in this discussion with us today.

MOTION to receive the following CSA Service Updates as information at the 2021 CSA Annual General Meeting on March 16, 2021:

- a) Clubs
- b) FoodBank

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- c) Student Help and Advocacy Centre (SHAC)
- d) Bike Centre

Moved: Taylor McCullough**Seconded:** Jadelyn Appleby**Motion carried.****1. 10 Business****1.10.1 Submitted Motions (none received)**

No submitted Motions tonight.

1.10.2 Open Forum

Bella Harris: I want to take this moment, especially after that long discussion, to thank the CSA Executives and Staff, for all the work they have put in. It has been such an overwhelming and stressful year for everyone, and as a Board Member for several years, but especially this year, just watching everyone in the CSA trying to navigate even having Board Meeting and the bureaucracy involved in trying to allow us to make decisions in the Board Meetings was a lot. Not in a way that I am complaining, but just seeing how hard the Executives have worked to be respectful and accomplish everything while still honouring the bureaucracy has been amazing. As well, noticing how difficult it can be to run a Board Meeting, I can't even imagine how difficult getting services up and running and everything online must be. I just want to say thank you.

Katherine Leaper: I had a potential suggestion for the Cannon Website. I was wondering if it was possible to split the pet options to small and large pets or even cats and dogs. Personally a lot of landlords don't want dogs, but would not mind other small animals, so I think making that more clear on the Website may be a better option to give landlords and students more clarity on what no pets actually means.

Sara Kuwatly, VP Student Experience: That is such a good question. I just want to clarify; it is against the law for landlords to say pets are not allowed. They are not allowed to say no pets, even if it says that on the lease that is void, it is laid out in the Tenants and Residence Act. I will take feedback to our Programmer who overlooks the cannon and hopefully we can make something work for that. But just

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for your own peace of mind, they cannot say no pets on your lease in Ontario at least.

Taylor McCullough: I just wanted to note that there are different laws about no pets in condominiums or even town houses which are under condominium rule. A lot of housing in Guelph is under condominium rule, so I just wanted to clarify that.

Tyler Poirier, President: That is definitely correct, if there is someone, say a roommate, living in the same place who had severe allergy, they can actually say no pets and that is exactly the condominium rule aligned with that. I do think it might be great for our Programmer to make it available on our site that generally landlords are not able to say no pets as well as listing the exemption and legislation that indicates that.

Sara Kuwatly, VP External: Thank you Taylor, you are absolutely correct. Worst case scenario if you are unsure, go to SHAC; they know what they are doing and the lawyer there is qualified to give legal advice. That is my suggestion, and I apologize for over simplifying.

Grand Prizes**Winners for \$200 prize:**

- Zachary Rucchin
- Wesolim Abambora

Winners for \$500 tuition credit:

- Maya Persram
- Amanda Johnson

1.10 Adjournment

MOTION to adjourn the 2021 CSA Annual General Meeting on March 16, 2021 at 7:53 pm.

Moved: Gurpreet Bedi

Seconded: Jason Quintal

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Quorum was lost just prior to taking the adjournment vote and the Chair adjourned the meeting.

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



AGM Item 1.4.1

Approve the 2021 AGM Minutes

MOTION to approve the minutes from the 2021 CSA Annual General Meeting held on March 16, 2021.

Moved:

Seconded:

The University of Guelph Central
Student Association
Financial Statements
For the Year Ended April 30, 2020

The University of Guelph Central Student Association
Financial Statements
For the Year Ended April 30, 2020

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Independent Auditor's Report

To the Members of
The University of Guelph Central Student Association

Qualified Opinion

We have audited the financial statements of The University of Guelph Central Student Association (the Association), which comprise the statement of financial position as at April 30, 2020, the statements of operations - unrestricted, operations and changes in net assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matters described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at April 30, 2020, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

In common with many not-for-profit organizations, the Association derives revenue from sales, sundry and fundraising revenues, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Association. Therefore, we were not able to determine whether any adjustments might be necessary to sales, sundry and fundraising revenues, excess (deficiency) of revenues over expenditures, and cash flows from operations for the years ended April 30, 2020 and 2019, current assets as at April 30, 2020 and 2019, and net assets as at May 1 and April 30 for both the 2020 and 2019 years. Our audit opinion on the financial statements for the year ended April 30, 2019 was modified accordingly because of the possible effects of this limitation in scope.

We were unable to obtain sufficient appropriate audit evidence to support the partnership income which is stated on the statement of operations and changes in net assets in the amount of \$18,251 and the Investment in Cannon.ca Partnership which is stated on the statement of financial position at \$63,083. As a result of this matter, we were unable to determine the adjustments, if any, that might have been found necessary in respect of partnership income and net surplus for the year ended April 30, 2020 and Investment in Cannon.ca Partnership and net assets externally restricted as at April 30, 2020.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is

sufficient and appropriate to provide a basis for our qualified opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Guelph, Ontario
March 24, 2021

The University of Guelph Central Student Association Statement of Financial Position

April 30	2020	2019
Assets		
Current		
Cash (Note 2)	\$ 3,987,601	\$ 3,524,119
Short-term investments (Note 3)	465,348	204,900
Accounts receivable - other	44,466	12,251
Accounts receivable - Bullring	1,379	348
	<u>4,498,794</u>	<u>3,741,618</u>
Long-term investments (Note 4)	316,750	368,250
Investment in University Centre Services (Note 5)	60,000	60,000
Investment in Cannon.ca Partnership (Note 6)	63,083	44,832
Capital assets (Note 7)	<u>390,916</u>	<u>424,531</u>
	<u>\$ 5,329,543</u>	<u>\$ 4,639,231</u>
Liabilities		
Current		
Accounts payable (Note 8)	\$ 2,097,782	\$ 1,618,290
Government remittances payable	24,219	70,776
Deferred revenue	<u>2,485</u>	<u>17,529</u>
	<u>2,124,486</u>	<u>1,706,595</u>
Net Assets		
Net assets externally restricted (Page 5)		
- Dental plan reserve (Note 9)	360,424	323,212
- Health plan reserve (Note 10)	853,379	793,629
- Affordable housing reserve (Note 11)	72,660	32,841
- Late night service reserve (Note 12)	54,107	37,438
- Food bank reserve (Note 13)	18,939	31,520
- Menstrual hygiene reserve (Note 14)	51,633	41,451
- Cannon.ca reserve (Note 6)	63,083	44,832
- SafeWalk reserve (Note 15)	<u>5,365</u>	<u>-</u>
	1,479,590	1,304,923
Net assets internally restricted (Page 6)		
- Bullring capital reserve (Note 16)	127,558	125,754
- Live entertainment reserve (Note 17)	<u>57,245</u>	<u>66,206</u>
	184,803	191,960
Net assets invested in capital assets (Page 6)	390,916	424,531
Unrestricted net assets (Page 6)	<u>1,149,748</u>	<u>1,011,222</u>
	<u>3,205,057</u>	<u>2,932,636</u>
	<u>\$ 5,329,543</u>	<u>\$ 4,639,231</u>

The accompanying notes are an integral part of these financial statements.

The University of Guelph Central Student Association Statement of Operations and Changes in Net Assets

For the year ended April 30	Externally Restricted Dental Plan Reserve	Externally Restricted Health Plan Reserve	Externally Restricted Affordable Housing Reserve	Externally Restricted Late Night Service Reserve	Externally Restricted Food Bank Reserve	Externally Restricted Menstrual Hygiene Initiative Reserve	Externally Restricted Cannon.ca Reserve	Externally Restricted SafeWalk Reserve	Externally Restricted Subtotal
Net assets, beginning of the year	\$ 323,212	\$ 793,629	\$ 32,841	\$ 37,438	\$ 31,520	\$ 41,451	\$ 44,832	\$ -	\$ 1,304,923
Student fees collected	2,443,164	3,681,396	39,235	429,500	121,976	36,217	-	26,716	6,778,204
Interest earned	20,201	34,268	584	453	331	-	-	-	55,837
Partnership income	-	-	-	-	-	-	18,251	-	18,251
Premiums for the year	(2,406,353)	(3,622,653)	-	-	-	-	-	-	(6,029,006)
Administration fees	(19,800)	(33,261)	-	-	-	-	-	-	(53,061)
Service fees	-	-	-	(393,267)	-	-	-	-	(393,267)
Other expenditures	-	-	-	(20,017)	(134,888)	(26,035)	-	(21,351)	(202,291)
Operating surplus (deficit)	37,212	59,750	39,819	16,669	(12,581)	10,182	18,251	5,365	174,667
Purchase of capital assets	-	-	-	-	-	-	-	-	-
Internal transfers (Note 9)	-	-	-	-	-	-	-	-	-
Prior year surplus to reserve	-	-	-	-	-	-	-	-	-
Excess (deficiency) of revenues over expenditures	37,212	59,750	39,819	16,669	(12,581)	10,182	18,251	5,365	174,667
Net assets, end of the year	\$ 360,424	\$ 853,379	\$ 72,660	\$ 54,107	\$ 18,939	\$ 51,633	\$ 63,083	\$ 5,365	\$ 1,479,590

The accompanying notes are an integral part of these financial statements.

The University of Guelph Central Student Association Statement of Operations and Changes in Net Assets

For the year ended April 30	Externally Restricted Subtotal	Internally Restricted Bullring Capital Reserve	Internally Restricted Live Entertainment Reserve	Internally Restricted Subtotal	Invested in Capital Assets	Unrestricted	2020 Total	2019 Total
Net assets, beginning of the year	\$ 1,304,923	\$ 125,754	\$ 66,206	\$ 191,960	\$ 424,531	\$ 1,011,222	\$ 2,932,636	\$ 2,750,486
Student fees collected	6,778,204	-	-	-	-	-	6,778,204	5,454,485
Interest earned	55,837	1,804	-	1,804	-	-	57,641	43,140
Partnership income	18,251	-	-	-	-	-	18,251	15,184
Premiums for the year	(6,029,006)	-	-	-	-	-	(6,029,006)	(4,665,244)
Administration fees	(53,061)	-	-	-	-	-	(53,061)	(28,042)
Service fees	(393,267)	-	-	-	-	-	(393,267)	(384,939)
Other expenditures	(202,291)	-	-	-	-	-	(202,291)	(309,981)
Excess (deficiency) of revenues over expenditures (unrestricted)	-	-	-	-	(70,133)	166,083	95,950	35,225
Operating surplus (deficit)	174,667	1,804	-	1,804	(70,133)	166,083	272,421	159,828
Purchase of capital assets	-	-	-	-	36,518	(36,518)	-	-
Internal transfers (Note 18)	-	-	(8,961)	(8,961)	-	8,961	-	-
Prior year surplus to reserve	-	-	-	-	-	-	-	22,322
Excess (deficiency) of revenues over expenditures	174,667	1,804	(8,961)	(7,157)	(33,615)	138,526	272,421	182,150
Net assets, end of the year	\$ 1,479,590	\$ 127,558	\$ 57,245	\$ 184,803	\$ 390,916	\$ 1,149,748	\$ 3,205,057	\$ 2,932,636

The accompanying notes are an integral part of these financial statements.

The University of Guelph Central Student Association Statement of Operations - Unrestricted

For the year ended April 30	2020	2019
Revenue		
The Bullring	\$ 1,137,406	\$ 1,181,413
Administration	600,539	450,763
Council - general	120,056	119,740
Programmes	92,552	150,589
General programming (entertainment)	73,044	76,349
Live entertainment	68,832	67,900
Student experience	53,200	53,140
Promotional services	50,622	53,829
Academic commissioner	42,619	44,746
External commissioner	40,700	43,800
Films	20,498	22,113
	<u>2,300,068</u>	<u>2,264,382</u>
Expenditures		
The Bullring	680,562	709,797
The Bullring - cost of sales	421,457	435,212
Administration	461,014	431,266
Council - general	174,362	181,516
General programming (entertainment)	92,335	78,753
Live entertainment	89,994	45,499
Programmes	89,475	139,200
Promotional services	51,876	54,332
Student experience	50,911	52,482
Academic commissioner	43,482	43,720
External commissioner	40,923	42,276
Films	7,727	15,104
	<u>2,204,118</u>	<u>2,229,157</u>
Excess of revenues over expenditures	\$ 95,950	\$ 35,225

The accompanying notes are an integral part of these financial statements.

The University of Guelph Central Student Association Statement of Cash Flows

For the year ended April 30	2020	2019
Cash flows from operating activities		
Excess of revenues over expenditures	\$ 272,421	\$ 182,150
Items not affecting cash:		
Amortization	70,133	70,840
Net income - Cannon.ca partnership	(18,251)	(15,183)
	<u>324,303</u>	<u>237,807</u>
Changes in non-cash working capital:		
Accounts receivable	(33,246)	4,631
Prepaid expenses	-	22,281
Accounts payable	479,492	55,356
Government remittances payable	(46,557)	11,478
Deferred revenue	(15,044)	(4,793)
	<u>708,948</u>	<u>326,760</u>
Cash flows from investing activities		
Purchase of capital assets	(36,518)	(79,838)
Purchase of investments	(400,000)	-
Proceeds on disposal of investments	206,155	100,000
Investment income reinvested	(15,103)	(13,150)
Collaborative investment with University Centre Services	-	(60,000)
	<u>(245,466)</u>	<u>(52,988)</u>
Net increase in cash	463,482	273,772
Cash, beginning of the year (Note 2)	<u>3,524,119</u>	<u>3,250,347</u>
Cash, end of the year (Note 2)	<u>\$ 3,987,601</u>	<u>\$ 3,524,119</u>

The accompanying notes are an integral part of these financial statements.

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2020

1 . Significant Accounting Policies

Nature of Business	<p>The University of Guelph Central Student Association (the "Association") was incorporated without share capital on May 31, 1979, under the laws of Ontario and provides services to the student body of the University of Guelph, on a not-for-profit basis.</p> <p>The Association is a non-profit organization and, as such, is exempt from income tax.</p>														
Basis of Accounting	<p>The financial statements have been prepared using Canadian accounting standards for not-for-profit organizations.</p>														
Financial Instruments	<p>Financial instruments are recorded at fair value when acquired or issued. All guaranteed investment certificates have been designated to be in the fair value category, with gains and losses reported in operations. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost.</p>														
Capital Assets	<p>Capital assets are recorded at cost. Amortization based on the estimated useful life of the asset is calculated as follows:</p> <table><tr><td></td><td>Method</td><td>Rate</td></tr><tr><td>Furniture and equipment</td><td>Straight-line</td><td>10 years</td></tr><tr><td>Computer equipment</td><td>Straight-line</td><td>5 years</td></tr><tr><td>Leasehold improvements</td><td>Straight-line</td><td>12 years</td></tr></table>				Method	Rate	Furniture and equipment	Straight-line	10 years	Computer equipment	Straight-line	5 years	Leasehold improvements	Straight-line	12 years
	Method	Rate													
Furniture and equipment	Straight-line	10 years													
Computer equipment	Straight-line	5 years													
Leasehold improvements	Straight-line	12 years													
Investment in University Centre Services	<p>The investment in University Centre Services is recorded at cost.</p>														

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2020

1. Significant Accounting Policies (continued)

Fund Accounting

The Association follows the restricted fund method of accounting using the following funds:

The Dental Plan Reserve Fund is externally restricted for the purpose of funding the students' dental plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and dental plan activity during the year becomes part of the fund. Revenues earned in the fund are generated from student fees.

The Health Plan Reserve Fund is externally restricted for the purpose of funding the students' health plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and on the health plan activity during the year becomes part of the fund. Revenues earned in the fund are generated from student fees.

The Affordable Housing Reserve Fund is externally restricted for the purpose of upgrading accessibility of housing for students with special needs. Interest earned on the reserve fund balance becomes part of the fund. Revenues earned in the fund are generated from student fees.

The Late Night Service Reserve Fund is externally restricted for the purpose of providing late night bus services to the students. Revenues earned in the fund are generated from student fees and interest.

The Food Bank Reserve Fund is externally restricted for the purpose of purchasing food to be distributed to low income students. Revenues earned in the fund are generated from student fees. Interest earned on the reserve fund balance during the year becomes part of the fund.

The Menstrual Hygiene Reserve Fund is externally restricted for the purpose of providing hygiene products to students. Revenues earned in the fund are generated from student fees. All funds are included in the operating bank account.

The Cannon.ca Reserve Fund is externally restricted for the purpose of financing future deficits of the partnership. Revenues earned in the fund are generated from the operation of The Cannon.ca.

The SafeWalk Reserve Fund is externally restricted for the purpose of funding SafeWalk program expenditures. Revenues earned in the fund are generated from student fees. This reserve was established during the current fiscal year and all funds are included in the operating bank account.

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2020

1. Significant Accounting Policies (continued)

The Bullring Capital Reserve Fund is internally restricted for the purpose of funding capital expenditures. Interest earned on the reserve fund balance during the year becomes part of the fund.

The Live Entertainment Reserve Fund is internally restricted for the purpose of providing events to students. Revenues earned in the fund are generated from student fees and door receipts. All funds are included in the operating bank account.

Revenue Recognition

The Association follows the restricted fund method of accounting for contributions.

Restricted amounts are recognized as revenue of the appropriate restricted fund when received or receivable. If no appropriate restricted fund is presented, then the restricted amount is recognized as unrestricted revenue in the year in which the related expenditures are incurred. Unrestricted amounts are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The collection and amount of non-academic incidental fees charged to students is regulated by the Ontario Ministry of Training Colleges and Universities through its Ontario Operating Funds Distribution Manual and Compulsory Ancillary Fee Policy Guidelines. Pursuant to these, a change to, or introduction of, a fee must be made in accordance with the Ministry's guidelines and the long-term protocol established between the University and its student government. The agreement between the Association and the University requires a referendum of the student body for significant changes to or the introduction of additional fees.

Student fees are recognized in the period to which they relate. Sales revenues are recognized when the related goods or services are provided. Grants are recognized when received or receivable, provided that collection is reasonably assured. Interest income is accrued as it is earned.

Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. The estimate in these financial statements is the useful lives of capital assets.

The University of Guelph Central Student Association
Notes to Financial Statements

April 30, 2020

1. Significant Accounting Policies (continued)

Cannon.ca Partnership	The partnership is accounted for by the equity method in the Association's financial statements.
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The University of Guelph Central Student Association
Notes to Financial Statements

April 30, 2020

2. Cash

The Association's bank accounts are held at one credit union.

	2020	2019
Unrestricted		
Cash	\$ 1,091,155	\$ 1,088,203
Externally Restricted		
Health plan reserve fund	1,646,264	1,397,144
Dental plan reserve fund	862,675	769,768
Affordable housing reserve fund	72,660	32,841
Late night service reserve fund	54,107	37,438
Menstrual hygiene reserve fund	51,633	41,451
Food bank reserve fund	18,939	31,520
SafeWalk reserve fund	5,365	-
	<u>2,711,643</u>	<u>2,310,162</u>
Internally Restricted		
Bullring capital reserve fund	127,558	125,754
Live entertainment reserve fund	57,245	-
	<u>184,803</u>	<u>125,754</u>
Total cash	<u>\$ 3,987,601</u>	<u>\$ 3,524,119</u>

The cash balance earns interest at the rate of 0% to 0.75% (2019 - 0% to 1.05%).

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2020

3. Short-Term Investments

	2020	2019
Unrestricted GIC	\$ 60,000	\$ -
Externally Restricted		
Health plan reserve fund - GIC	202,674	102,450
Dental plan reserve fund - GIC	202,674	102,450
	<u>405,348</u>	<u>204,900</u>
Total short-term investments	<u>\$ 465,348</u>	<u>\$ 204,900</u>

Short-term investments consist of GICs that earn interest at a rate of 2.00% to 2.50% and mature from March 2021 to April 2021.

4. Long-Term Investments

	2020	2019
Unrestricted GIC	\$ -	\$ 60,000
Externally Restricted		
Health plan reserve fund - GIC	211,167	205,500
Dental plan reserve fund - GIC	105,583	102,750
	<u>316,750</u>	<u>308,250</u>
Total long-term investments	<u>\$ 316,750</u>	<u>\$ 368,250</u>

Long-term investments consist of GICs that earn interest at a rate of 2.75% and mature in April 2023.

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2020

5. Investment in University Centre Services

In 2019, the Association entered into an agreement with the University Centre Services to provide an investment of \$60,000 for a student-focused lounge space and digital signage partnership. This investment provides the Association with non-financial benefits including contribution acknowledgement, priority service bookings, priority programming, and decision-making involvement. During the year, \$11,250 (2019 - \$5,000) was received as a return on this investment. To date, \$16,250 has been received as a return on this investment.

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2020

6. Investment in Cannon.ca Partnership

The Association has entered into a partnership agreement with the Guelph Campus Co-operative whereby the yearly income or loss of the Cannon.ca is to be divided equally amongst the two partners.

The Cannon.ca is a website for the purpose of providing students at the University of Guelph a place they can buy and sell used textbooks, along with providing a forum for other university issues.

The Association's portion of the net income of Cannon.ca from inception to April 30, 2020 is included in a reserve account, externally restricted for the purpose of financing future deficits of the partnership.

Financial summaries of the Cannon.ca as at April 30, 2020 and 2019 and for the years then ended are as follows:

Financial Position

	2020	2019
Assets	\$ 126,001	\$ 100,241
Liabilities	(1,684)	(12,427)
Equity	124,317	87,814
Association's share	\$ 63,083	\$ 44,832

Results of Operations

	2020	2019
Total revenues	\$ 45,746	\$ 53,578
Total expenditures	(9,243)	(23,211)
Net income	36,503	30,367
Association's share	\$ 18,251	\$ 15,184

Cash Flows

	2020	2019
Cash from operations	\$ 25,760	\$ 39,523
Cash used in financing activities	-	-
Cash used in investing activities	-	-
Increase in cash	\$ 25,760	\$ 39,523

The University of Guelph Central Student Association
Notes to Financial Statements

April 30, 2020

7. Capital Assets

	2020		2019	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Furniture and equipment	\$ 227,692	\$ 133,347	\$ 247,253	\$ 140,418
Computer equipment	30,115	15,620	36,191	17,263
Leasehold improvements	420,769	138,693	396,119	97,351
	<u>678,576</u>	<u>287,660</u>	<u>679,563</u>	<u>255,032</u>
	<u>\$ 390,916</u>		<u>\$ 424,531</u>	

During the year, amortization of \$70,133 (2019- \$70,840) was recorded on capital assets.

8. Accounts Payable

	2020	2019
Health plan	\$ 1,206,726	\$ 911,465
Dental plan	810,508	651,756
Unrestricted	<u>80,548</u>	<u>55,069</u>
	<u>\$ 2,097,782</u>	<u>\$ 1,618,290</u>

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2020

9. Dental Plan and Dental Plan Reserve Fund

The Dental Plan Reserve Fund is externally restricted for the purpose of funding the students' dental plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and dental plan activity during the year becomes part of the fund. Revenues earned in the fund are generated from student fees.

	2020	2019
Savings	\$ 862,675	\$ 769,768
Short-term investments	202,674	102,450
Long-term investments	105,583	102,750
Accounts payable	(810,508)	(651,756)
	<u>\$ 360,424</u>	<u>\$ 323,212</u>

10. Health Plan and Health Plan Reserve Fund

The Health Plan Reserve Fund is externally restricted for the purpose of funding the students' health plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and on the health plan activity during the year becomes part of the fund. Revenues earned in the fund are generated from student fees.

	2020	2019
Savings	\$ 1,646,264	\$ 1,397,144
Long-term investments	211,167	205,500
Short-term investments	202,674	102,450
Accounts payable	(1,206,726)	(911,465)
	<u>\$ 853,379</u>	<u>\$ 793,629</u>

Included in savings is \$24,000 (2019 - \$24,000) due from operations.

11. Affordable Housing Reserve Fund

The Affordable Housing Reserve Fund is externally restricted for the purpose of upgrading accessibility of housing for students with special needs. Interest earned on the reserve fund balance becomes part of the fund. Revenues earned in the fund are generated from student fees.

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2020

12. Late Night Service Reserve Fund

The Late Night Service Reserve Fund is externally restricted for the purpose of providing late night bus services to the students. Interest earned on the reserve fund balance becomes part of the fund. Revenues earned in the fund are generated from student fees and interest.

Included in savings is \$16,216 (2019 - \$3,599) due from operations.

13. Food Bank Reserve Fund

The Food Bank Reserve Fund is externally restricted for the purpose of purchasing food to be distributed to low income students. Revenues earned in the fund are generated from student fees. Interest earned on the reserve fund balance during the year becomes part of the fund.

14. Menstrual Hygiene Initiative Reserve Fund

The Menstrual Hygiene Reserve Fund is externally restricted for the purpose of providing hygiene products to students. Revenues earned in the fund are generated from student fees.

15. SafeWalk Reserve Fund

The SafeWalk Reserve Fund is externally restricted for the purpose of funding SafeWalk program expenditures. Revenues earned in the fund are generated from student fees. This reserve was established during the current fiscal year and all funds are included in the operating bank account.

16. Bullring Capital Reserve Fund

The Bullring Capital Reserve Fund is internally restricted for the purpose of funding capital expenditures. Interest earned on the reserve fund balance during the year becomes part of the fund.

17. Live Entertainment Reserve Fund

The Live Entertainment Reserve Fund is internally restricted for the purpose of providing events to students. Revenues earned in the fund are generated from student fees and door receipts. All funds are included in the operating bank account.

18. Internal Transfer

Each year the surplus (deficit) of live entertainment and films (including the purchase of equipment) is internally transferred from operations to the live entertainment reserve. During the year, a deficit of \$8,961 (2019 - \$26,882 surplus) was transferred.

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2020

19. Source of Funds

The Association receives all of its student fees from the University of Guelph. These fees are essential to the continuing operation of the Association.

20. Obligation Under Operating Lease

Future minimum lease payments committed under an operating lease for the Association's photocopier consist of the following:

2021	\$ 10,406
2022	10,406
2023	10,406
2024	10,406
2025	5,203
	<hr/>
	\$ 46,827
	<hr/>

21. Financial Instruments

On March 11, 2020, the World Health Organization declared the outbreak of the coronavirus (COVID-19) pandemic resulting in economic uncertainties impacting the Association's risks. At this time, the full potential impact of COVID-19 on the Association is not known.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association is exposed to credit risk resulting from the possibility that a customer or counterparty to a financial instrument defaults on their financial obligations. The financial instruments that are exposed to credit risk relate primarily to cash, investments, and accounts receivable. The credit risk related to the Association's cash, investments and accounts receivable has increased due to the impact of COVID-19, which could lead to potential losses.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk through interest earned on its savings accounts and its guaranteed investments certificates. The interest rate risk related to the Association's interest earned has increased due to the impact of COVID-19, which could lead to declines in investment income.

The University of Guelph Central Student Association Notes to Financial Statements

April 30, 2020

22. Budget Information

The budget figures presented for comparison purposes are unaudited and have been derived from the budget approved by the Board of Directors.

23. Material Uncertainty - COVID-19

On March 11 2020, the World Health Organization characterized the outbreak of COVID-19 as a pandemic which has resulted in a series of public health and emergency measures that have been put in place to combat the spread of the virus. The Association has been able to continue modified operations during this time period. However, the duration and impact of COVID-19 is unknown at this time and it is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results and condition of the Association in future periods.

24. Comparative Amounts

Certain comparative amounts have been reclassified to conform with the current year's presentation.

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



Item 1.5.1

Approve the 2019-2020 Audit Report

MOTION to receive the Audit Report for the year ended April 30, 2020, as presented in the March 30, 2022 CSA Annual General Meeting package, for information.

Moved:

Seconded:

Item 1.5.2

Appoint BDO Canada LLP as Auditor for 2022-2023

MOTION to appoint BDO Canada LLP as Auditor for the CSA for the year 2022-2023.

Moved:

Seconded:

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams

**15.11.4 Amendment to Bylaw 1 – Organizational Section 9.0 Member Meetings (Town Halls)**

Notice of this motion was provided at the March 24, 2021 CSA Board Meeting.

WHEREAS the Policy & Bylaw Review Committee (PBRC) identified an opportunity to define CSA Town Halls and include it in policy;

WHEREAS including context around Town Halls in CSA policy will assist future Executive in their engagement of CSA membership; and

WHEREAS the following recommendation is complimentary to Appendix A – Internal CSA Policy, subsection 10.6.1 requiring the Vice President External to hold one ‘one townhall per semester’ in relation to Ethical Purchasing.

RESOLVED that the following subsection be added to **Bylaw 1 – Organizational, Section 9.0. Members Meetings** as recommended by the PBRC:

9.3 Town Halls

9.3.1 The Executive Committee may use informal meetings, such as Town Halls, to promote communication with undergraduate students. Such meetings are designed to enhance engagement with CSA Members, are not restricted in topic or format, and must be accessible to all students.

9.3.2 Town Halls are in addition to, and shall not be used as alternatives to, mandated ‘annual and other meetings of the members’ as identified in Section 9.1 Annual and Other Meetings of the Members.

Moved: Maya Persram

Seconded: Tyler Poirier, President

Tyler Poirier, President: I just want to note that this Motion will allow the CSA to pass on its information. This Amendment allows for transition of knowledge.

Roll Call Vote:

- Alan Negrin -**Yea**
- Bailey Hussy -**Yea**
- Bella Harris – **Yea**
- Haley Bilokraly – **Yea**
- Anum Anjum – **Absent**

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



- Jas Ras Singh - **Yea**
- Jena-Lee Ashely – **Yea**
- Laura Wilson – **Yea**
- Lori-Ann Grossett – **Yea**
- Manseerat Uppal – **Yea**
- Maya Persram – **Yea**
- Olivia Parker – **Yea**
- Sooraj Modi – **Yea**
- Tori Wakeford – **Yea**

Motion carried.

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



AGM Item 1.6.1(a)
Amendments to Bylaw 1 – Organizational
Section 9.3 Town Halls

MOTION to confirm the following amendment to **Bylaw 1 – Organizational** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on April 7, 2021:

RESOLVED that the following subsection be added to Bylaw 1 – Organizational, Section 9.0. Members Meetings as recommended by the Policy & Bylaw Review Committee (PBRC):

9.3 Town Halls

9.3.1 The Executive Committee may use informal meetings, such as Town Halls, to promote communication with undergraduate students. Such meetings are designed to enhance engagement with CSA Members, are not restricted in topic or format, and must be accessible to all students.

9.3.2 Town Halls are in addition to, and shall not be used as alternatives to, mandated 'annual and other meetings of the members' as identified in Section 9.1 Annual and Other Meetings of the Members.

Moved:

Seconded:

MINUTES

Board of Directors Meeting # 9

October 27, 2021 – 6:00 pm

Microsoft Teams

**9.11 Business****9.11.1 Separation of Appendix A – Internal CSA Policy**

Notice of this motion was provided at the October 13, 2021, CSA Board Meeting.

WHEREAS the Policy & Bylaw Review Committee (PBRC) carefully reviewed the separation of Appendix A – Internal CSA Policy into three distinct appendices over a series of meetings beginning in early 2021 and recommends forward the following to the CSA Board of Directors for consideration.

RESOLVED that:

- c) The separation of Appendix A – Internal CSA Policy into Appendix A – Executive Portfolios, Appendix D – CSA Committees, and Appendix J – Internal CSA Policy as presented in the October 13, 2021 Board Package.
- d) Bylaw 1- Organizational, Section 8.1 be updated to reflect the Standing Committees classification as identified in the proposed Appendix D – CSA Committees:

‘The Board shall maintain the following Standing Committees:

MINUTES

Board of Directors Meeting # 9

October 27, 2021 – 6:00 pm

Microsoft Teams



- a) Executive Committee
- b) Executive Evaluation Committee
- c) Finance Committee
- d) Petitions, Delegations and Representations (PDR) Committee
- e) Policy and Bylaw Review Committee (PBRC)
- f) Accessibility Committee
- g) Capacity, Analysis, and Planning Committee (CAPCOM)

Moved: Nicole Walker, President**Seconded:** Shilik Hamad, VP External

President Nicole Walker shared this has been an ongoing process, and has included multiple Executive. She shared that lots of heavy lifting has been done by the Policy & Transition Manager who has done a fabulous job. He created sections for committees and did a super great job at explaining the different committees and separating and organizing them.

Roll Call Vote:Member Alyssa Ahmed: **Yea**Member Amanda Conibear: **Yea**Member Anton Naim Ibraim: **Yea**Member Ariel Oleynikov: **Yea**Member Bella Harris: **Yea**Member Isha Maharaj: **Yea**Member Joshua Vito: **Yea**Member Laura Wilson: **Yea**Member Leila Stevens: **Yea**Member Leilani Rocha: **Yea**Member Lily Taylor-Stackhouse: **Yea**Member Maya Persram: **Yea**Member Valeria Telles: **Yea****Motion carried.**

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



AGM Item 1.6.1(b)
Amendments to Bylaw 1 – Organizational
Section 8.0 Standing Committees

MOTION to confirm the following amendment to **Bylaw 1 – Organizational** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on October 27, 2021:

RESOLVED that Bylaw 1- Organizational, Section 8.1 be updated to reflect the Standing Committees classification as identified in the proposed Appendix D – CSA Committees:

The Board shall maintain the following Standing Committees:

- a) Executive Committee
- b) Executive Evaluation Committee
- c) Finance Committee
- d) Petitions, Delegations and Representations (PDR) Committee
- e) Policy and Bylaw Review Committee (PBRC)
- f) Accessibility Committee*
- g) Capacity, Analysis, and Planning Committee (CAPCOM)**

Moved:

Seconded:

Notes

*The Accessibility Committee was renamed from the Accessibility Working Group and reclassified from an Operational Committee to a Standing Committee.

**CAPCOM was reclassified from an Operational Committee to a Standing Committee.

Committee classification excerpts from the New Appendix D – Committees:

3.9 Committee Classification

3.9.1 The CSA uses the following classifications for committees:

- a) Standing Committees
- b) Operational Committees
- c) Internal Committees

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



d) External Committees

3.10 Standing Committees

- 3.10.1** Standing Committees are established within Bylaw 1 – Organizational by the CSA Board of Directors as approved by the CSA Membership.
- 3.10.2** Standing Committee mandates are integral to the effective governance and management of the CSA.
- 3.10.3** The CSA has established the following Standing Committees as defined in Bylaw 1 – Organizational:
- a) Executive Committee
 - b) ~~Executive Evaluation Committee~~
 - c) Finance Committee
 - d) Petitions, Delegations and Representations (PDR) Committee
 - e) Policy & Bylaw Review Committee (PBRC)
 - f) Accessibility Committee
 - g) Capacity, Analysis, and Planning Committee (CAPCOM)

3.11 Operational Committees

- 3.11.1** CSA's Operational Committees report directly to the CSA Board of Directors and are included in Appendix J – CSA Committees.
- 3.11.2** Operational Committee mandates are integral to the effective implementation of CSA Services.
- 3.11.3** The CSA has established the following Operational Committees as defined in this Appendix:
- a) Bullring Operations Committee
 - b) Bike Centre Committee
 - c) Ethical Purchasing Committee
 - d) FoodBank Committee

MINUTES

Board of Directors Meeting # 13

February 2, 2022 – 6:00 pm – Microsoft Teams



13.11.4 Member & Board Meeting Location & Format

Notice of this motion was provided at the January 19, 2022, board meeting.

WHEREAS due to restrictions to hold in-person meetings resulting from the introduction of covid, and in anticipation of hosting a virtual AGM in February 2021, at their meeting on February 10, 2021, the CSA Board of Directors removed the following clause from Bylaw 1 – Organizational, Section 9.1.2:

MINUTES

Board of Directors Meeting # 13

February 2, 2022 – 6:00 pm – Microsoft Teams



'The Annual General Meeting (AGM) shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.';

WHEREAS the CSA Policy Manual, which includes all of the CSA's policy appendices and bylaws, does not explicitly permit the CSA to conduct virtual or hybrid board meetings, or member meetings such as the AGM;

WHEREAS the CSA recognizes the importance of attending in-person meetings, while allowing members to participate virtually in extenuating circumstances, and that holding virtual meetings is sometimes preferred, such as over the Summer Semester; and

WHEREAS the following resolutions are recommended by the Policy & Bylaw Review Committee (PBRC).

RESOLVED that Bylaw 1 – Organizational be revised by:

- a) Adding the following subsection to permit virtual participation in Board Meetings and set expectations and responsibilities of staff and board members:

4.16 Board Meetings

4.16.7 Members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of the board or committee by means of a conference telephone, computer application, or similar permitted communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence, in person, at a meeting.

A member may attend a meeting and participate in board deliberations and decisions by remote participation if the member is prevented from physically attending the meeting due to: personal illness or disability, out-of-town travel, unexpected lack of child-care, family member illness or emergency; weather conditions, military service, employment obligations, or a scheduling conflict.

Members are expected to provide notice at least 48 hours in advance, or in the event of an emergency, as soon as possible, to the Policy & Transition Manager when they are anticipating attending a meeting virtually.

MINUTES

Board of Directors Meeting # 13

February 2, 2022 – 6:00 pm – Microsoft Teams



The determination of a valid reason shall be made by the Policy & Transition Manager in conjunction with the Board Chair.

- b) Reinstating the following section, with the addition of a subsection explicitly permitting in-person, virtual, or hybrid Member Meetings, including Annual General Meetings (AGMs):

9.0 Members Meetings

9.1.2 Member Meetings, including the Annual General Meeting (AGM), shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.

- a) Member Meetings may be held physically (in-person), virtually (remotely), or in a combination of both formats (hybrid) as determined by the Board of Directors.

Moved: Nicole Walker, President

Seconded: Shilik Hamad, VP External

President Nicole Walker noted how much the CSA has learned throughout the pandemic, including how we can change our processes moving forward to be more accommodating. One good option for doing so is to have remote Board of Director meetings in the summer. This will allow everyone to be part of the meetings when not everyone is on campus. This will also allow the Policy & Transition Manager to be aware of quorum requirements for upcoming meetings, and whether a hybrid or in person meeting format will be necessary based on peoples' availability.

Roll Call Vote:

Member Ahmed: **Yea**

Member Harris: **Yea**

Member Oguntala: **Yea**

Member Powell: **Yea**

Member Conibear: **Yea**

Member Maharaj: **Yea**

Member Digamber: **Yea**

Member Stevens: **Yea**

Member Rocha: **Yea**

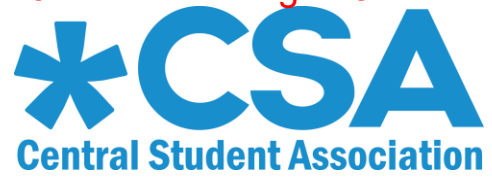
Member Persram: **Yea**

Member Ogbeiwi: **Yea**

MINUTES

Board of Directors Meeting # 13

February 2, 2022 – 6:00 pm – Microsoft Teams



Motion carried.

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



AGM Item 1.6.1(c)
Amendments to Bylaw 1 – Organizational
Subsection 4.16.7 Virtual Board Meeting Participation

MOTION to confirm the following amendment to **Bylaw 1 – Organizational** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on February 2, 2022:

RESOLVED that Bylaw 1 – Organizational be revised by:

Adding the following subsection to permit virtual participation in Board Meetings and set expectations and responsibilities of staff and board members:

4.16 Board Meetings

4.16.7 Members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of the board or committee by means of a conference telephone, computer application, or similar permitted communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence, in person, at a meeting.

A member may attend a meeting and participate in board deliberations and decisions by remote participation if the member is prevented from physically attending the meeting due to: personal illness or disability, out-of-town travel, unexpected lack of child-care, family member illness or emergency; weather conditions, military service, employment obligations, or a scheduling conflict.

Members are expected to provide notice at least 48 hours in advance, or in the event of an emergency, as soon as possible, to the Policy & Transition Manager when they are anticipating attending a meeting virtually.

The determination of a valid reason shall be made by the Policy & Transition Manager in conjunction with the Board Chair.

Moved:

Seconded:

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



AGM Item 1.6.1(d)
Amendments to Bylaw 1 – Organizational
Subsection 9.1.2 Member Meeting Location

MOTION to confirm the following amendment to **Bylaw 1 – Organizational** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on February 2, 2022:

RESOLVED that Bylaw 1 – Organizational be revised by:

Reinstating the following section, with the addition of a subsection explicitly permitting in-person, virtual, or hybrid Member Meetings, including Annual General Meetings (AGMs):

9.0 Members Meetings

9.1.2 Member Meetings, including the Annual General Meeting (AGM), shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.

a) Member Meetings may be held physically (in-person), virtually (remotely), or in a combination of both formats (hybrid) as determined by the Board of Directors.

Moved:

Seconded:

MINUTES

Board of Directors Meeting # 3

July 7, 2021 – 6:00 pm

Microsoft Teams



3.12 Business

3.12.1 Bus Pass Referendum-Related Policy & Bylaw Amendments

MINUTES

Board of Directors Meeting # 3

July 7, 2021 – 6:00 pm

Microsoft Teams



Notice of this motion was provided at the June 23, 2021, CSA Board Meeting.

WHEREAS the CSA/GSA Transit Committee is planning to hold a referendum to renew the contract with Guelph Transit (City of Guelph) for the Universal Bus Pass (U-Pass) during the CSA Fall By-Election period;

WHEREAS, with the intent to permit referendum questions during any Elections period, the CSA Board of Directors, at their meeting on April 9, 2019, amended **Appendix G, Section 6.3. Referendum** by removing the word 'General' from 'Referendum questions shall be included during the ~~General~~ Elections period';

WHEREAS the following policies were not revised at the April 9, 2019 CSA Board Meeting and contradict the spirit of permitting referendum questions during all Elections periods by continuing to limit them to Winter Elections periods only:

- **Bylaw 2 - Electoral, Section 3.1:** "Referendum questions may be accepted by the CSA Elections Office following the first day of the Fall semester until the last day of classes in the Fall semester.", and
- **Appendix G – Electoral, Section 13.3:** "Campaigning for referendum questions may commence no earlier than the first day of the General Elections nomination period."; and

WHEREAS Appendix G – Electoral, Section 6.0. Referendum requires all referendum questions to be submitted to the CSA Elections Office on the appropriate form, and **Section 7.0. Standing Referendum Committee (SRC)** subsequently requires that all submitted referendum questions from the CSA Elections Office be submitted to the SRC.

RESOLVED that:

- a) **Bylaw 2, Section 3.1** be amended to: "Referendum questions may be accepted by the CSA Elections Office following the first day of the Summer semester until the last day of classes in the Fall semester."
- b) **Appendix G – Electoral, Section 13.3** be amended to "Campaigning for referendum questions may commence no earlier than the first day of the Elections nomination period."
- c) **Appendix G – Electoral, Section 6.0**, requiring the Standing Referendum Committee (SRC) to review all referendum questions be suspended only as it

MINUTES

Board of Directors Meeting # 3

July 7, 2021 – 6:00 pm

Microsoft Teams



applies to the Bus Pass Fall 2021 Referendum Question.

- d) CSA members of the CSA/GSA Transit Committee strive to meet the spirit of Appendix G – Electoral, Section 6.0 by building in a review of the Fall 2021 Bus Pass Referendum Question by the Standing Referendum Committee (SCR) into their workplan.
- e) The Policy & Bylaw Review Committee (PBRC) review all referendum-related CSA policy and bylaws to ensure they are consistent with one another and that they meet the needs of the organization. This includes how referendum questions are carried out when they are in partnership with the Graduate Students Association (GSA), and PBRC will provide recommendations to the CSA Board of Directors at their meeting on September 15, 2021.

Moved: Nicole Walker, President

Seconded: Leila Stevens

President Nicole Walker motivated for this Motion by explaining that they must approve this so they can run the bus pass referendum in the fall, and she hopes Members support this Motion.

Roll Call Vote:

Member Alyssa Ahmed: Yea
Member Amanda Conibear: Yea
Member Bella Harris: Yea
Member Joshua Vito: Yea
Member Keshini Digamber: Yea
Member Leila Stevens: Yea
Member Leilani Rocha: Yea
Member Lily Taylor-Stackhouse: Yea
Member Maya Persram: Yea
Member Shawna Perrit: Yea
Member Justin Mihaly: Yea
Member Samantha Ogbeiwi: Yea
Member Quinton Stummer: Yea

Motion carried.

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



AGM Item 1.6.2(a)
Amendments to Bylaw 2 – Electoral
Subsection 3.1 Referendum Submission Deadline

MOTION to confirm the following amendment to **Bylaw 2 – Electoral** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on July 7, 2021:

RESOLVED that Bylaw 2 – Electoral, Section 3.1 be revised from:

Referendum questions may be accepted by the CSA Elections Office following the first day of the **Fall** semester until the last day of classes in the Fall semester.

To:

Referendum questions may be accepted by the CSA Elections Office following the first day of the **Summer** semester until the last day of classes in the Fall semester.

Moved:

Seconded:

Bylaw 2 Electoral



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**This is the revised, clean version of
Bylaw 2 - Electoral.**

**A tracked changes version is provided
following this revised version.**

Bylaw 2 Electoral



Revision	Board Approval Date
Section 3.1 was amended to allow the submission of referendum questions during the summer semester (changed from limiting to Fall submissions only)	July 7, 2021
Comprehensive review completed by PBRC Elections Policy Review Working Group in March 2021. Numerous updates detailed in separate document. Revisions also included multi-list and other formatting.	Sept 15, 2021
Pete Wobschall, Policy & Transition Manager	
Signature 	Date Sept 16, 2021

Bylaw 2 Electoral



1.0 Administration of Elections

The CSA shall govern all the elections of the CSA. Procedures for elections shall be found in the Bylaws and Policy Manual of the CSA. The CSA Elections Office transition manual will include best practices to ensure consistency in annual elections and codify practices that enhance the transparency and strength of the elections process.

1.1 Electoral Officers

- 1.1.1 The CSA Elections Office shall be comprised of at least one Chief Returning Officer (CRO) and one Assistant Returning Officer (ARO).
- 1.1.2 The Board of Directors shall abide by CSA hiring procedures when hiring CSA Elections Office Staff.
- 1.1.3 CSA Elections Office staff shall report to and be supervised by the President.
 - a) In the event that the President is a candidate for election, CSA Elections Office will report to another Executive member who is not a candidate, as determined by the Board. If all Executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.

1.2 Roles and Responsibilities of the CSA Elections Office

It is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic and as such, CSA Elections Office staff shall abide by CSA Policy Manual, Appendix G: CSA Electoral.

2.0 Election Periods

2.1 General Election

- 2.1.1 A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held during the winter semester.
- 2.1.2 Quorum shall be 10% of the general membership of the applicable constituency.

Bylaw 2 Electoral



2.1.3 A simple majority vote is required for a valid outcome.

2.2 By-Elections

2.2.1 By-Elections shall occur during the Fall semester to fill vacancies on the Board of Directors.

2.2.2 Quorum shall be 10% of the general membership of the applicable constituency.

2.2.3 A simple majority vote is required for a valid outcome.

2.2.4 Should an Executive position become vacant after a General Election and prior to the Fall By-Election, a separate By-Election for the sole purpose of filling the vacant position(s) may be held in the interim.

2.3 At-Large (Elected) Director Appointments

Should an "at-large" (elected) Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election in the fall semester, the CSA Board shall initiate an appointment process to fill the At-Large Representative vacancies where the following requirements must be met:

2.3.1 In collaboration with the President, the Policy & Transition Manager will ensure a call-out takes place on relevant platforms no less than 14 days prior to the meeting of the Board at which the appointment is to take place regarding the vacancies on the Board of Directors;

2.3.2 The CRO provide all interested members with updated nomination forms to seek no less than 25 valid nomination signatures from members of their constituencies;

2.3.3 Following the CRO's validation of the nomination signatures, all candidates who meet the allotted requirements, shall present their interest at a meeting of the Board of Directors in a 150-word statement; and

2.3.4 The Board of Directors members then hold a secret ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.

2.3.5 Should a seat(s) become vacant after the appointment process, the Chief Returning Officer will accept applications with the required 25 valid

Bylaw 2 Electoral



nomination signatures and submission of a 150-word statement, to be presented at the next Board of Directors meeting and subsequently ratified and appointed to the Board.

3.0 Referendum

- 3.1 Referendum questions may be accepted by the CSA Elections Office following the first day of the Summer semester until the last day of classes in the Fall semester. For further information, see CSA Policy Manual, Appendix G: CSA Electoral.
- 3.2 Quorum for a referendum question posed to the membership shall be 20% of the general membership.

4.0 Responsibilities of Candidates and Referendum Teams

To read, understand and abide by all campaign rules as set out by the Chief Returning Officer and CSA Bylaws and Policies, and to direct any question to the CRO. (See CSA Policy Manual Appendix G: CSA Electoral, Sections 13-17).

5.0 Campaigning

- 5.1 Each candidate and referendum team shall enjoy the right to inform the student body of their candidacy and/or purpose, in a manner consistent with this bylaw with relevant university regulations and with the rights of the other candidates and referendum teams to do likewise.
- 5.2 Additional rules governing the conduct of candidates and referendum teams during an election campaign and voting period can be found within CSA Bylaws and the CSA Policy Manual, and it is the duty of each individual to understand and comply with all stated rules.

6.0 Appeals for Chief Returning Officer Decisions

- 6.1 Any candidate or referendum team member may appeal any decision made by the CRO by submitting the applicable form to the Policy & Transition Manager, within 24 hours of the decision being made.
- 6.2 The Elections Appeals Board (EAB) shall follow the procedures as outlined in CSA Policy Manual, Appendix G, Section 27 – Elections Appeals Board.
- 6.3 The EAB shall be the final decision-making body in regard to any elections-related appeals. EAB decisions will be considered final and will not be subject to further

Bylaw 2 Electoral



review.

6.4 Archiving Elections Complaints:

6.4.1 All formal complaints will be kept in their original copy until the end of the election period, whereby they will be destroyed/deleted.

6.4.2 Upon completion of elections, the CRO shall issue a report to the Board of Directors including any formal complaints received with input from the Elections Appeals Board.

a) All reports regarding the Elections Appeals Board will protect the anonymity of the appellant(s).

7.0 Voting Eligibility

7.1 All members in good standing with the CSA are eligible to vote in CSA Elections and for the Executive candidates of their choice, approved referendum questions, and for two at-large representatives of their respective colleges.

7.2 Proxy voting is not permitted.

8.0 Ratification

8.1 The results of CSA elections must be ratified by the Board of Directors following the appropriate period of time for the counting, auditing, and if necessary, recounting of ballots.

8.2 If the results of any CSA election have not been ratified by the Board prior to the last Board meeting of the term, they shall automatically be considered official.

Bylaw 2 Electoral



~~Bylaw 2 – Electoral~~

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- ~~4. Responsibilities of Candidates and Referendum Teams~~
- ~~5. Campaigning~~
- ~~6. Appeals for Chief Returning Officer (CRO) Decisions~~
- ~~7. Voting Process~~
- ~~8. Ratification~~

~~Amendments to this bylaw, now in effect, were confirmed at the Annual General Meeting on February 27, 2019.~~

~~Amendments approved by the CSA Board since the 2019 AGM, are shown in yellow highlighting and strikethrough font.~~


Bylaw 2 Electoral



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Bylaw 2 Electoral



Revision	Board Approval Date
Comprehensive review completed by PBRC Elections Policy Review Working Group in March 2021. Numerous updates detailed in separate document. Revisions also included multi-list and other formatting.	
Add the Fall to Summer acceptance of referendum questions	
Pete Wobschall, Policy & Transition Manager	
Signature 	Date

Bylaw 2 Electoral



1.0 Administration of Elections

The CSA shall govern all the elections of the CSA. Procedures for elections shall be found in the Bylaws and Policy Manual of the CSA. The CSA Elections Office transition manual will include best practices to ensure consistency in annual elections and codify practices that enhance the transparency and strength of the elections process.

1.1 Electoral Officers

- 1.1.1 The CSA Elections Office shall be comprised of at least one Chief Returning Officer (CRO) and one Assistant Returning Officer (ARO).
- 1.1.2 The Board of Directors shall abide by CSA hiring procedures when hiring CSA Elections Office Staff.
- 1.1.3 CSA Elections Office staff shall report to and be supervised by the President.
 - a) In the event that the President is a candidate for election, CSA Elections Office will report to another Executive member who is not a candidate, as determined by the Board. If all Executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.

1.2 Roles and Responsibilities of the CSA Elections Office

It is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic and as such, CSA Elections Office staff shall abide by CSA Policy Manual, Appendix G: CSA Electoral.

2.0 Election Periods

2.1 General Election

- 2.1.1 A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held during the winter semester.
- 2.1.2 Quorum shall be 10% of the general membership of the applicable constituency.

Bylaw 2 Electoral



2.1.3 A simple majority vote is required for a valid outcome.

2.2 By-Elections

2.2.1 By-Elections shall occur during the Fall semester to fill vacancies on the Board of Directors.

2.2.2 Quorum shall be 10% of the general membership of the applicable constituency.

2.2.3 A simple majority vote is required for a valid outcome.

2.2.4 Should an Executive position become vacant after a General Election and prior to the Fall By-Election, a separate By-Election for the sole purpose of filling the vacant position(s) may be held in the interim.

2.3 At-Large (Elected) Director Appointments

Should an "at-large" (elected) Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election in the fall semester, the CSA Board shall initiate an appointment process to fill the At-Large Representative vacancies where the following requirements must be met:

2.3.1 ~~The~~In collaboration with the President, the Policy & Transition Manager will ~~post~~ensure a call-out takes place on relevant platforms ~~for~~ no less than 14 days prior to the meeting of the Board at which the appointment is to take place regarding the vacancies on the Board of Directors;

2.3.2 The CRO provide all interested members with updated nomination forms to seek no less than ~~50~~ 25 10 valid nomination signatures from members of their constituencies;

2.3.3 Following the CRO's validation of the nomination signatures, all ~~ratified nominees~~candidates who meet the allotted requirements, shall present their interest at a meeting of the Board of Directors in a 150-word statement; and

2.3.4 The Board of Directors members then hold a ~~paper~~secret ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.

2.3.5 Should a seat(s) become vacant after the appointment process, the Chief Returning Officer will accept applications with the required ~~50~~ 25

Bylaw 2 Electoral



10 valid nomination signatures and submission of a 150-word statement, to be presented at the next Board of Directors meeting and subsequently ratified and appointed to the Board.

~~—[Amended by CSA Board—April 3, 2019]~~

~~3.0.—~~

3.0 Referendum ~~[formerly Section 5.0]~~

3.1 ~~3.1.—~~ Referendum questions may be accepted by the CSA Elections Office following the first day of the ~~Fall~~ **Summer** semester until the last day of classes in the Fall semester. For further information, see CSA Policy Manual, Appendix G: CSA Electoral.

~~3.2.—~~

3.2 Quorum for a referendum question posed to the membership shall be 20% of the general membership. ~~—[Amended by CSA Board—September 25, 2019]~~

5.04.0 4.0.—Responsibilities of Candidates and Referendum Teams

~~4.1.—~~ To read, understand and abide by all campaign rules as set out by the Chief Returning Officer and CSA Bylaws and Policies, and to direct any question to the CRO. (See CSA Policy Manual Appendix G: CSA Electoral, Sections 13-17).

6.05.0 5.0.—Campaigning

6.15.1 Each candidate and referendum team shall enjoy the right to inform the student body of their candidacy and/or purpose, in a manner consistent with this bylaw with relevant university regulations and with the rights of the other candidates and referendum teams to do likewise. ~~[formerly Section 8.2]~~

~~6.2.0~~

6.35.2 Additional rules governing the conduct of candidates and referendum teams during an election campaign and voting period can be found within CSA Bylaws and the CSA Policy Manual, and it is the duty of each individual to understand and comply with all stated rules. ~~[formerly Section 8.4]~~

7.06.0 6.0.—Appeals for Chief Returning Officer Decisions ~~[formerly Section 44.0]~~

Bylaw 2 Electoral



7.16.1 Any candidate or referendum team member may appeal any decision made by the CRO by submitting the applicable form to the Policy & Transition Manager, within 24 hours of the decision being made.

7.26.2 The Elections Appeals Board (EAB) shall follow the procedures as outlined in CSA Policy Manual, Appendix G, Section 27 – Elections Appeals Board.

7.36.3 The EAB shall be the final decision-making body in regard to any elections-related appeals. EAB decisions will be considered final and will not be subject to further review.

7.46.4 Archiving Elections Complaints:

6.4.1 All formal complaints will be kept in their original hardcopy copy until the end of the election period, whereby they will be destroyed /deleted.

7.4.16.4.2 Upon completion of elections, the CRO shall issue a report to the Board of Directors including any formal complaints received with input from the Elections Appeals Board.

~~7.0. Voting Process~~

a) All reports regarding the Elections Appeals Board will protect the anonymity of the appellant(s).

8.07.0 Voting Eligibility

8.17.1 All members in good standing with the CSA are eligible to vote in CSA Elections and for the Executive candidates of their choice, approved referendum questions, and for two at-large representatives of their respective colleges.

8.27.2 Proxy voting is not permitted.

9.08.0 8.0. Ratification

9.18.1 8.1. The results of CSA elections must be ratified by the Board of Directors following the appropriate period of time for the counting, auditing, and if necessary, recounting of ballots.

9.28.2 If the results of any CSA election have not been ratified by the Board prior to the last Board meeting of the term, they shall automatically be considered official.

[Formerly Section 13.1]

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



AGM Item 1.6.2(b)
Amendments to Bylaw 2 – Electoral
Comprehensive Review

MOTION to confirm amendments to **Bylaw 2 – Electoral** resulting from a comprehensive review conducted by the Policy & Bylaw Review Committee (PBRC), and that includes numerous amendments as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on September 15, 2021.

Moved:**Seconded:**

Notes

Revisions to Bylaw 2- Electoral resulting from the mandated 3-year policy and bylaw review cycle* are numerous and are detailed in the tracked changes version of the bylaw presented in the AGM Agenda Package.

The Policy & Transition Manager can conduct a review of all amendments for the benefit of members prior to a vote, following a successful motion of the members to do so.

Bylaw 4 – Policy of the CSA*3.0 Review of Policy**

3.1 The Policy and Bylaw Review Committee shall review Policy Resolutions of the CSA on a three-year cycle.

MINUTES

Board of Directors Meeting # 4

July 28, 2021 – 6:00 pm

Microsoft Teams

**4.11.2 Amendment to Bylaw 3 – Financial, Section 5.0 Budgeting Process**

Notice of this Motion was provided at the July 7, 2021, CSA Board Meeting.

WHEREAS the former CSA President, Tyler Poirier, and the CSA's Business Manager, Lee Anne Clarke, reviewed Bylaw 3 – Financial, Section 5.0 Budgeting Process in early 2021 and identified an opportunity to revise subsection 5.1 outlining the budgeting process procedure, so it more accurately reflects policy and job duties; and

WHEREAS the Policy & Bylaw Review Committee reviewed the proposed amendments at Meeting # 1 on June 23, 202 and recommends them forward to the Board of Directors.

RESOLVED that **Bylaw 3 – Financial, Section 5.0 Budgeting Process**, subsection 5.1 be amended to:

'5.1 The budget of the Central Student Association shall be determined during the Winter semester for the upcoming year. The budget shall be presented to the Board of Directors before the last Board meeting of the winter semester. The President will oversee the budgeting process in adherence with CSA Bylaws and Policies. The Business Manager is responsible for the development of the draft budget. The process shall include consultation with the Executive Committee, Program Coordinators, and the Finance Committee.'

Moved: Nicole Walker, President

Seconded: Maya Persram

President Nicole Walker shared that this Motion is differentiating the financial responsibilities for the President and Business Manager. She explained the President would oversee the budget but in terms of logistics it is the Business Manager who would develop the budget.

Roll Call Vote:

Alyssa Ahmad: Yea

Amanda Conibear: Yea

Bella Harris: Yea

Damilola Oguntala: Yea

Jena Ashley: Yea

Joshua Vito: Yea

Keshini Digamber: Yea

MINUTES

Board of Directors Meeting # 4

July 28, 2021 – 6:00 pm

Microsoft Teams



Laura Wilson: Yea
Leila Stevens: Yea
Leilani Rocha: Yea
Lily Taylor-Stackhouse: Yea
Maya Persram: Yea
Quinton Stummer: Yea

Motion carried.

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



AGM Item 1.6.3(a)
Amendments to Bylaw 3 – Financial
5.0 Budgeting Process

MOTION to confirm the following amendment to **Bylaw 3 – Financial** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on July 28, 2021:

RESOLVED that Bylaw 3 – Financial, Section 5.0 Budgeting Process, subsection 5.1 be amended to:

The budget of the Central Student Association shall be determined during the Winter semester for the upcoming year. The budget shall be presented to the Board of Directors before the last Board meeting of the winter semester. The President will oversee the budgeting process in adherence with CSA Bylaws and Policies. The Business Manager is responsible for the development of the draft budget. The process shall include consultation with the Executive Committee, Program Coordinators, and the Finance Committee.

Moved:

Seconded:

Notes

Previous version of the bylaw:

The budget of the Central Student Association shall be determined during the Winter semester for the upcoming year. The budget shall be presented to the Board of Directors before the last Board meeting of the winter semester. The President will be responsible for the oversight and coordination of the budgeting process. The process shall include consultation with the Executive Committee, Program Coordinators, Business Manager and the Finance Committee.

Revisions include:

- Replace “The President will oversee the budgeting process in adherence with CSA Bylaws and Policies.” with “The President will oversee the budgeting process in adherence with CSA Bylaws and Policies.”
- Inserting “The Business Manager is responsible for the development of the draft budget.”

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



-
- Striking “Business Manager” from “The process shall include consultation with the Executive Committee, Program Coordinators, Business Manager and the Finance Committee.”

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



AGM Item 1.7
Receive Policy Amendments as Approved
by the CSA Board of Directors

MOTION to receive the following amendments to CSA Policies Appendices as approved by the CSA Board of Directors on the stated date:

- 1.7.1 **Appendix A – Internal CSA Policy**
Separated into Appendix A – Executive Portfolios, Appendix D – CSA Committees, and Appendix J – Internal CSA Policy (October 27, 2021)
- 1.7.2 **Appendix D – Bullring Human Resources**
Rescinded by the Board (May 26, 2021)
- 1.7.3 **Appendix A – Executive Portfolios**
(formally: Appendix A - Internal CSA Policy)
No substantive revisions to the content of this appendix.
- 1.7.4 **Appendix B – CSA Services Policy**
 - a) Section 1.0 Bullring Policy (May 26, 2021)
- 1.7.5 **Appendix C – Human Resources Policy**
 - a) Section 11.0 Vacation (May 26, 2021)
 - b) Section 12.0 Personal Emergency Days (PED) (May 26, 2021)
- 1.7.6 **Appendix D – CSA Committees**
(formally: Appendix D – Bullring Human Resources)
 - a) Section 13.0 Bullring Operations Committee (May 26, 2021)
 - b) Section 3.0 Committees Overview (Oct 27, 2021)
 - c) Student Help and Advocacy Centre (SHAC) Advisory Committee was dissolved and all references to it were removed (Feb 2, 2022)
- 1.7.7 **Appendix E – Organizational Policy**
No revisions to this policy since the previous AGM.
- 1.7.8 **Appendix F – Clubs Handbook**
No revisions to this policy since the previous AGM.
- 1.7.9 **Appendix G – Electoral Policy**
 - a) Section 13.3 Referendum Campaigning (July 7, 2021)
 - b) Comprehensive Review (Sept 15, 2021)

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



c) Subsection 4.2.1 Director Signatures (Feb 2, 2022)

1.7.10 **Appendix H – Second Floor Student Space Acceptable Use Policy**
No revisions to this policy since the previous AGM.

1.7.11 **Appendix I – Issues Policy**
No revisions to this policy since the previous AGM.

1.7.12 **Appendix J – Internal CSA Policy**
(formally: Appendix A - Internal CSA Policy)
No substantive revisions to the content of this appendix.

Moved:

Seconded:

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



AGM Item 1.8.1
Amendments to CSA Rules of Order
Section 3.12 Secret Ballot

MOTION to receive the following amendment to CSA Rules of Order as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on February 2, 2022, as information:

RESOLVED that the CSA Rules of Order, Section 3.12 be amended to prescribe a paper ballot system for in-person meetings, and permits virtual secret ballot voting as required; which includes providing a procedure that verifies each member's vote, and maintains voter anonymity.

Moved:

Seconded:

CSA AGM 2022 Executive Update

CSA President

March 30, 2022

**Executive Update: President**

Welcome to your CSA's Annual General Meeting!

To say there have been many changes and challenges the CSA has experienced over the course of the year would be an understatement. However, I am pleased to share that even with those challenges, we have several achievements as a student body and CSA team this year that I will briefly highlight for you.

First and foremost, our student bus pass referendum in Fall 2021 was a roaring success, with over 6000 undergraduate students, which is 31.7% of the student body, participating in the process. We saw an overwhelming YES vote in support of bringing back the Student Bus Pass on campus, so thank you to all who participated in the referendum! This is a great win for our students since we have secured a bus pass for at least the next 5 years with an increase capped at 2% per year. We have a great partnership and work very closely with Guelph Transit on your behalf to provide better student-centred service, which includes the Late Night Bus service.

We have done our best this year to listen to you, work directly with students and student groups, and incorporate your feedback into the work we do for the student body. In January, we conducted a Return to Campus Survey, which had over 5000 respondents. The results, which were presented to university partners including senior administration and students, showed a high number of students indicated the need for increased Mental Health supports. The university responded to our concern by providing additional funding for our online counselling program offered through the student health plan.

In various stages, CSA services re-opened throughout the year, and to better serve you, we hired 16 new staff members. Our CSA team really came together and is proud that our services are all now in-person or hybrid. Our clubs meeting and study spaces are fully reopened for use, and we are happy to see clubs are busy back using their student space on the second floor of the University Centre. The Bullring has moved from 100 to 750 daily users, and a return to programming with Open Mic Night and Sexy Bingo means our campus community is coming back.

This year was made possible due to a wonderful team of individuals dedicated to the CSA and our undergraduate community. A special thank you to our Board of Directors, Service staff, and Core staff team who consistently work with the best interests of students in mind in everything they do at the CSA. Although we may not have accomplished everything we had hoped to this year, our knowledge and learning experiences have contributed to our growth at the CSA and we look forward to incorporating our lessons in the future.

We are excited to welcome 5 new At-Large Board of Directors and our new Executive Team members. I am happy and proud to serve you for another year. I am committed to

CSA AGM 2022 Executive Update

CSA President

March 30, 2022



incorporating the student voice into the decisions we make and am optimistic of all that we can do for you!

As always, if you have any questions, feedback, or ideas, I encourage you reach out and I would be happy to connect with you!

All the best,
Nicole Walker, President 2021-2023

CSA AGM 2022 Executive Update

CSA VP Academic

March 30, 2022

**CSA VP Academic Update: March 30th Annual General Meeting**

Hi everyone!

This report is a quick overview of what I worked on this past academic year. I have taken up some additional responsibilities from the VP Student Experience role. More details can be found in the CSA Board Meeting Packages posted on the CSA website.

If you have any questions about my report, feel free to reach me at csavpacademic@uoguelph.ca.

For your reference, my job, duties, and responsibilities are outlined in **Policy Manual, Appendix A, Section 14.4. – Vice President Academic**.

Projects:**Student Memorial Service**

- Organize and held the Student Memorial Service which is program initiated by students that aims to recognize the contributions of those students who have passed away during their time at Guelph
- We remembered the lives of those who passed away in 2019/20 and 2020/21 academic years, since the service was canceled in 2020.
- Despite COVID-19, we were able to welcome friends and families to the ceremony

Art in the Bullring

- Collaborate with the Fine Arts Network to have an evening of art and music at the Bullring.
- Plan the artwork submission process, promotion of the event and food logistics.
- Work with the Bullring manager to coordinate the logistics of the event.

Return to Campus Survey

- Conducted a survey to undergraduate students to hear their voices regarding returning back to campus
- An email was sent to undergraduate students on Friday, January 28th, 2022, via the undergraduate listserv
- Received over 5500 responses which represents over 20% of our undergraduate population.
- Results have been presented to University's senior administration as well as other campus partners and the data has been shared on the CSA website and on Instagram.

CSA AGM 2022 Executive Update

CSA VP Academic

March 30, 2022

**Professional and Career Development Records**

- A formal way of recognizing students' involvement in on- and off- campus professional and career development activities, most notably experiential learning (Description of Experiential Learning Website)
- As the VP Academic I provided an undergraduate perspective in reviewing and approving the proposals
- Currently working on getting CSA work and volunteer positions approved for PCDR.

Other responsibilities:

- Supervise the Student Help and Advocacy Centre (SHAC), SafeWalk and Student Events and Risk Management Coordinator.
- Review all SE&RM proposals made by CSA clubs to ensure events are held in a safe manner.
 - Regular check-ins with the SE&RM Coordinator and Student Experience to ensure
 - Work with student groups to find ways to hold larger scale events with some risk on campus
 - Reviewing the Government, Public Health, and University Guidelines to make sure student groups receive the updates and that the events are following the restrictions.
- Be an ex-officio member of the University of Guelph Senate. This involves participation in Student Senate Caucus, as well as Senate Committees as per the Bylaws of Senate
- To act as an advocate in representing student concerns to relevant university committees, task forces, policies decisions and other decision-making bodies, in conjunction with the student groups or individuals
- Sit on various other meetings with university partners to advocate for student rights, better quality, and accessibility to education, increases financial support and more.

Lisa Kazuhara, Vice President Academic

2022 AGM Executive Report

Vice President External

Wednesday, March 30, 2022

**Hello friends and Happy AGM!**

I appreciate every one of you for joining our meeting tonight, and hope that you feel inspired to get involved with your CSA and engage with your student community. It has been the most rewarding learning experience working as the Vice President External this past year, and I'm thankful to have connected with so many students, staff, and campus folks who have shaped my growth this year. I have learned about the power of students' voices, building our campus community, advocacy skills, and how to properly show up in solidarity. I hope to continue my learning and am truly thankful for such a wonderful experience on the Executive team this year.

If you have any questions about my report, please feel free to reach me at csavpexternal@uoguelph.ca.

For your reference, my job, duties, and responsibilities are outlined in Policy Manual, Appendix A, Section 14.6. – Vice President External Affairs.

Campus Collaborations, Solidarity, and Advocacy**Student Solidarity Walkout with Campus Survivors**

- Supported a first-year student in organizing a walkout initiative to stand in solidarity with survivors of sexual violence.
- With over 200 attendees, this led to more discussions with university admin to assess our policy, support, and culture regarding sexual violence.
- Organized a Sexy Bingo: Consent Edition event with Guelph-Wellington Women in Crisis and UofG Wellness.

Holocaust Education Week – Guelph Hillel

- The Executive team worked together to help promote, support, and participate in events organized by Guelph Hillel for Holocaust Education Week.

Black Heritage Month

- Coordinated Keynote Speaker event for Black Heritage Month, in collaboration with Guelph Women in Leadership, Guelph Black Student Association, and the Cultural Diversity Office.
- Invited Minna Salami to speak on Ideas vs Realities of Black Joy.

Solidarity with Palestinian People with Amer Zahr: A Comedy Show

- Helped support the Palestinian Student Society Association in organizing and planning event with Amer Zahr.

Meet the Professors: BIPOC Networking Event

- Coordinated an O-Week event for first and second year BIPOC students to network and meet with other BIPOC professors from different departments, backgrounds, and research interests.

UofG Campus Coalition

2022 AGM Executive Report

Vice President External

Wednesday, March 30, 2022



- Group consisting of student and worker union/groups working together to share information and resources to enhance our collective experience at University of Guelph. This group has been meeting monthly.

BIPOC Students Coalition

- The BIPOC Students Coalition is a space created for Black, Indigenous, People of Colour at the University of Guelph to gather, network, and share resources. This group meets every Thursday from 12:30 – 1:30pm.

Solidarity Statements / Initiatives

- CSA Solidarity Statement with Palestine
- Statement on the Unmarked Graves at Kamloops Residential Schools and Continuous Findings
- LGBTQ2IA+ Solidarity Statement
- Open Letter in Solidarity with Laurentian Students and Workers
- Promoting Menstrual Equity to College & University Minister with Toronto Youth Cabinet
- Letter to Advocate for Vote on Campus Programs to Elections Canada

Federal, Provincial, and Municipal Representation**Federal Lobbying and Advocacy**

- Lobby meeting with MP Lloyd Longfield on November 18th outlining students' concerns going into their third year of the pandemic. Advocated for more funding towards food security, mental health services, and financial stability amongst students. Discussed opportunities to meet with MPs, students, and appropriate representatives to discuss future of Post-Secondary Education.

Provincial Lobbying and Advocacy

- Hosted a Townhall with MPP Mike Schreiner to discuss post-secondary education, barriers students face, and how we can support student mental health.

Canadian Federation of Students | Local 54 Representation**Ontario Executive Committee (OEC)**

- OEC Meetings took place:
 - May 10th – 11th, 2021
 - July 22nd, 2021
 - August 6th, 2021
 - September 10th, 2021
 - Oct 21st, 2021
 - January 13th, 2022
- CFS National General Meeting took place November 16 – 18th, 2021
- CFS Ontario General Meeting took place August 18 – 20th, 2021

2022 AGM Executive Report

Vice President External

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- CFS Ontario Lobby Week took place from February 28 – March 4th. I had the opportunity to meet with and lobby MPPs Laura Mae Lindo, Jennifer Stevens, and Teresa Armstrong.
- Was elected as 2022-23 Chairperson for the Racialized Student Caucus at CFS.

Services:**CSA Student Food Bank**

- The Student Food Bank has been operating following strict Public Health guidelines with an appointment-based system to ensure physical distancing and safety of our students.

CSA Bike Centre

- In May 2021, we collaboratively developed a multi-step reopening plan for the Bike Centre with the Bike Centre Reopening Working Group that was successfully implemented to allow the Bike Centre to safely reopen in September.
- Since our reopening, the Bike Centre has taken on projects such as the Student Housing Bike Lending Initiative and organizing this year's Bike Auction!

Transit

- We ran a successful referendum in F21 to reinstate the Universal Bus Pass and have successfully promoted the new fare tap implementation system for students to use on the bus rather than the traditional sticker program.
- In collaboration with the GSA and Guelph Transit, we chartered a Late-Night Bus Service for Halloween and St. Patrick's Day in 2021 and resumed the Late-Night Bus Service Tuesday to Sunday for the remainder of the W22 semester to ensure you have a safe ride home.

Committees

While sitting on a variety of committees, I have represented students in Guelph community meetings, transit conversations, mental health, and much more. Specifically, I'd like to highlight my work within the Suppliers Code of Ethical Conduct Advisory Committee (SCECAC). The VP External is the current chair of this committee. This committee has been working to expand its mandate while also advising that the University of Guelph write a Social Procurement Policy and advance UofG's ethical purchasing process.

THE STUDENTS UNITED WILL NEVER BE DEFEATED!

2022 AGM Service Update

SafeWalk

Wednesday, March 30, 2022

**Service Name**

SafeWalk

Service Representative

Daniel Hinds, SafeWalk Program Coordinator

Service Overview

SafeWalk is a student-run volunteer organization that provides a safe and reliable escort after dark for any person on the University of Guelph campus and helps maintain the safety of the University community. With a team of 50+ volunteers, SafeWalk currently operates every night of the week from 7:30 pm to 2:30 am, including throughout exam season.

Major Activities**Reopening Plan Progress (Passed)**

- Prior to reading week, SafeWalk was operating on a reduced schedule (10 pm to 1:30 am)
- This was in response to reduced campus activity and hesitation among volunteers to return to campus immediately after the winter break
- As of Monday, February 28th, SafeWalk is operating on full operating hours (7:30 pm to 2:30 am)
- We have made sure that volunteers who feel uncomfortable coming to campus due to the Omicron variant can let us know and accommodations can be made

Volunteer Check-ins (Ongoing)

- From Monday, February 28th to Friday, March 11th, mandatory virtual 1-on-1 check-ins are being conducted with all volunteers to ensure that they are enjoying volunteering and to ensure any feedback is heard
- This is in part because of the difficulty of maintaining relationships with volunteers without much face-to-face contact, and it would be a great way to show our appreciation

Volunteer Recruitment (Ongoing)

2022 AGM Service Update

SafeWalk

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- Currently focused on recruiting as many volunteers as possible
- This is to ensure that operations can begin back up immediately in the F22 semester
- In F21, there were a total of seven returning volunteers due to a full year where SafeWalk was not operational
- Our goal is to have at least 25 returning volunteers ready for F22 so that the program can resume smoothly

Volunteer Appreciation (Future)

- We plan on arranging a volunteer appreciation event at Brass Taps at the end of the semester around exams
- This would be in coordination with SE&RM to ensure that volunteer safety is not at risk and that COVID protocols are followed
- Expected to take place on Tuesday, April 5th from 4 pm to 8 pm, depending on volunteer availability and available space

Electric Cart (Future)

- Currently in contact with Christie Cooper from EHS to set up training dates
- Training scheduled for Monday March 21st, returning volunteers have been invited to receive electric cart training for use in the fall
- Currently establishing details include what to do in an emergency, cart routes and other protocols

Challenges & Barriers**Ensuring Volunteers meet minimum shift requirements**

- While the vast majority of our volunteers are excellent and willing to give their time in a pinch, we have had difficulties with some volunteers who appear to not be signing up for shifts
- This is due to our current method of scheduling which allows volunteers to sign up and reluctance to sign up as many are staying home due to online classes
- To resolve this issue, we plan on switching to a hybrid form of scheduling where individuals can sign up first and those who don't are then added to the schedule where needed

Service Promotion

2022 AGM Service Update

SafeWalk

Wednesday, March 30, 2022



- A major goal of this year was originally to promote the service and increase its use
- Due to COVID and the reintroduction of certain lockdown measures, this has taken a backseat as we have focused on maintaining a strong team of volunteers for F22
- Service promotion will be a goal going forward into the summer and fall semesters as SafeWalk will have a well-established roster of volunteers to help in promotion

2022 AGM Service Update

Guelph Student FoodBank

Wednesday, March 30, 2022

**Service Name**

Guelph Student FoodBank

Service Representative

Kandace Blaker (FoodBank Coordinator)

Service Overview

- The Guelph Student FoodBank provides both graduate and undergraduate students with fresh produce, eggs, meat, dairy and canned and frozen goods as well as anti-poverty resources, special dietary funding, and compassionate funding.
- The FoodBank is currently serving over 300 students and their families, many of whom have children, and many of whom are international and/or graduate students.

Upcoming Highlights

- Planting season is fast approaching! We are currently preparing our 10 garden beds to grow a variety of fresh produce for our visitors.
- We are looking forward to an ease in COVID restrictions so we can revisit past programming, which included events such as cooking classes, breakfast programs, snack programs and more!

Key Activities**Donations**

- The Guelph Student FoodBank is gratefully accepting donations of the following: soy milk, tuna and/or salmon, dried beans and/or lentils, rice, sugar, flour, peanut butter, jam, pasta, pasta sauce, soup, toiletries (shampoo, conditioner, soap, body wash, laundry detergent, etc.).

2022 AGM Service Update

Guelph Student FoodBank

Wednesday, March 30, 2022



Challenges & Barriers

Current Challenges

- As a result of the pandemic, there are more families in need than ever before. The Guelph Student FoodBank continues to rely on the support of students and members of our community for additional monetary support and donations.

2022 AGM Service Update

Student Help and Advocacy Centre (SHAC)

Wednesday, March 30, 2022

**Service Name****Student Help and Advocacy Centre (SHAC)****Service Representative**

Stefanie Hebel (SHAC Coordinator)

Service Overview

SHAC is a student-run advocacy and referral centre that provides a safe space for students to ask questions and get information.

- Provide referrals and advocacy services on walk-in or appointment basis. Some of the issues that our services focus on include: **academic, financial, housing/tenancy, human rights, legal, and university processes.**
- Offer **free legal aid services** during the fall and winter semesters with a lawyer / paralegal who holds office hours once a week.
- Assist students in a **confidential** and compassionate manner to provide them with the information they need.
- Strive to help as many people as possible in finding the resources they need to be successful in their endeavours.
- Provide student-to-student support that is inclusive and equitable for all individuals.

Upcoming Highlights

- Advocacy Spotlight Podcast – coming soon!
- Tenancy Trivia – coming soon!

2022 AGM Service Update

Student Help and Advocacy Centre (SHAC)

Wednesday, March 30, 2022

**Key Activities**

Student Help and Advocacy
<ul style="list-style-type: none"> SHAC Coordinators help students and provide information in the following areas: academic, financial, housing/tenancy, human rights, legal, and university processes. SHAC also offers UofG students a free paralegal/lawyer office hour service on Mondays from 1pm-4pm.
Advocacy Spotlight
This new collaborative initiative will present interviews with local organizations and serve as a resource for individuals who want to learn more about how to get involved in advocacy work. So far, we have collaborated with JAYU Toronto and JAYUxGuelph. We are excited to announce the latest Advocacy Spotlight, which will include a Podcast!
SHARE x SHAC events
SHAC has partnered up with SHARE (Sexual Harassment and Assault Resource Exchange) over the course of this school year to have events that raise awareness about sexual harassment and assault resources and information.
Tenancy / Housing Law Awareness
We will be hosting another round of "Tenancy Trivia" on Instagram, to raise awareness about tenancy law and commonly asked questions. This is also an opportunity to share relevant resources to students.

Challenges & Barriers

Increase Usage of SHAC Website
We would like more students to be directed towards our website, and in particular, our Advocacy Spotlight page. This is one barrier / area in which we hope to improve.
Increasing Awareness about Tenancy/Housing Law

2022 AGM Service Update

Student Help and Advocacy Centre (SHAC)

Wednesday, March 30, 2022



SHAC continues to strive for new ways to connect with the UofG community and educate students on their tenancy law rights.

2022 AGM Service Update

Student Events & Risk Management

Wednesday, March 30, 2022

**Service Name**

Student Events and Risk Management (SERM)
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Service Representative

Adam Zuill

Service Overview

<p>The Student Events and Risk Management (SE&RM) process reviews all student-run events on campus and approves based on risk. The SE&RM process also ensures student-run events follow University of Guelph and Government guidelines, and aims to eliminate any accident from occurring from events.</p>
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Upcoming Highlights

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| <ul style="list-style-type: none"> • This semester SE&RM has identified risk with complex events (College royal, Relay for life, end of academic year events). • Looking at the 'new normal'. Determining restrictions for events for next academic year, and after COVID-19. |
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Key Activities**SERM Training**

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| <ul style="list-style-type: none"> • Any student who submits event for review must receive SERM training. • Lecture trainings are held regularly in the 'Recognized Student Organization' M.S teams channel. • Trainings introduce the SERM process, the SERM committee, and tips on holding safe and successful events. |
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SERM Committee Meetings

<p>Events with complicated details, or significant risks may be taken to the SERM committee. This is a group of 13 students from different recognized student</p>

2022 AGM Service Update

Student Events & Risk Management

Wednesday, March 30, 2022



organizations on campus who meet biweekly to identify and discuss the different risks associated with these events. The committee recommends whether these events are safe to be held or recommends implementations to improve the safety of these events.

Office hours

For 3 sessions totalling 6 hours out of the week, office hours are held. Students can bring questions about submitting events on the Gryphlife platform, minimizing risks associated with their events, or scheduling a training session.

Challenges & Barriers

- GryphLife platform – Many students will email to inquire about how to use the Gryphlife platform. Other students will make technical errors in their submissions, due to limited information on what to include in their submission.
- Training opportunities – The objective of the training sessions was hold a few at the beginning of the academic year. However, requests for this training have been constant, and we have extended opportunities and provided sessions throughout the whole year.

2022 AGM Service Update

CSA Clubs

Wednesday, March 30, 2022



Service Name

CSA Clubs

Service Representative

Alex Charette – Clubs Administrative Coordinator

Shaima Alam – Clubs Programming Coordinator

Service Overview

The CSA Clubs Office supports 130+ accredited student groups on-campus covering a variety of topics and interests. Joining a club is a great way to get involved, make friends and discover your passions. Our office supports clubs through their day-to-day activities, including accreditation, events/risk management, finances, conflict management and promotion.

Upcoming Highlights

- Working to create new transition resources for CSA Clubs as they begin to hire new teams for the 2022-2023 academic year.
- Starting processes for accreditation in the S21 semester, which is also required to participate in O-Week events.
- Launching a new CSA Clubs satisfaction survey to understand how our office can better support the groups we serve.

Key Activities

Clubs Days

- Clubs Days were held in an online format in both semesters, although plans were underway for a W22 in-person event until COVID-19 restrictions changed. These were run through Kumospace and social media
- We look forward to offering an in-person experience in F22.

2022 AGM Service Update

CSA Clubs

Wednesday, March 30, 2022



<ul style="list-style-type: none"> Clubs Days are open to all student groups on campus, not just CSA Clubs.
Accreditation
<ul style="list-style-type: none"> Accreditation was successful as we increased our membership and welcomed 15+ new clubs to the CSA. The new club application was streamlined to make it easier to apply and review applications. Club accreditation in the fall is valid for both semesters.
Clubs General Meeting
<ul style="list-style-type: none"> This was held virtually this year, and we foresee this being the preferred method in the future. Sessions are recorded so those who are unable to attend can watch at a time that's convenient for them.
Re-Branding
<ul style="list-style-type: none"> We've re-branded to a cleaner look, with the motto "Embrace the Journey". These assets will be used in future social media and advertisement to join clubs.
Clubs Directory
<ul style="list-style-type: none"> The CSA Clubs Directory was re-designed this year to become more interactive and descriptive. Clubs are able to customize their message and contact methods to what is most used, allowing students to easily contact groups and get involved. The directory is updated each semester after the accreditation period has closed.
Clubs Hallway
<ul style="list-style-type: none"> CSA Clubs works with UC Services and the Front Office to supervise the Clubs Hallway, located on the 2nd floor of the UC, which includes 5 meeting rooms, common spaces, a lounge and storage garage, poster room, and comfort room. A new booking form was created this year to make the process easier for the staff managing bookings. CSA Clubs are given priority for room bookings. Lockers have been cleared and opened for club use after two years.

2022 AGM Service Update

CSA Clubs

Wednesday, March 30, 2022



- Locker assignment has been streamlined with a new virtual booking form.

SE&RM Support

- The Clubs Programming Coordinator, Shaima, reviews all CSA Club events in collaboration with the SE&RM coordinator and the Vice President Student Experience (the VP Academic has taken on this role during an absence).
- All club events must be reviewed and approved through this process to be included in the CSA's insurance policy.

Club Pub

- This year was the first-ever CSA Club Pub, an opportunity for the leaders within CSA Clubs to socialize and get to know each other.
- The event was hosted at Brass Taps and included free appetizers and trivia for each club.
- We look forward to growing the project next year and finding ways to create a more inclusive environment so all clubs can participate.

Challenges & Barriers**Keeping Track of Clubs**

- Each club has a unique identity, operating processes, and goals. Our office thinks of all the clubs like our many "children" and their unique needs.
- We continue to learn about the unique models of each club, and find ways to support them appropriately.

Managing COVID-19 Restrictions

- Clubs have faced struggles with the different restrictions that are constantly changing, particularly in the event planning process, but have persevered to make a better student experience at UofG. Our office empathizes with their struggle, works to create transparency, and supports them the best we can.
- We are hopeful to return to a more traditional year and service for clubs in the fall.

2022 AGM Service Update

CSA Bike Centre

Wednesday, March 30, 2022

**Service Name****CSA Bike Centre****Service Representative**

Julian Kuntz

Service Overview

- The CSA Bike Centre is a do-it-yourself bike repair centre
- The centre provides tools, fluids, parts, equipment, knowledgeable staff, and when circumstances permit volunteers to help students with their bicycle repairs and maintenance
- When circumstances permit, the centre provides workshops on various repair and maintenance procedures
- The centre is open to all students regardless of skill and knowledge level
- Donated bicycles and upcycled bicycles are prepared for an annual bicycle auction held during University of Guelph's Sustainability Month
- The centre is striving to increase inclusivity by seeking educational opportunities on but not limited to, 2SLGBTQ+, BIPOC, and anti-oppression as well as acting in ways that reduce barriers (examples being but not limited to social and physical barriers) and stigmas

Upcoming Highlights

- The annual bicycle auction is this month over Instagram; providing students with an Instagram account the ability to bid and purchase a bicycle(s) that has been repaired and is safe to ride!

Key Activities**Do-It-Yourself Appointments at the centre**

2022 AGM Service Update

CSA Bike Centre

Wednesday, March 30, 2022



- Students can book an appointment through the CSA Bike Centre's appointment program and select on the of the following appointments:
 - Diagnostic Session (Speak about the state of your bicycle, bicycle maintenance, or potential repairs) [diagnostic sessions can also be held virtually over Microsoft Teams]
 - Repair/Maintenance Session (work on your bicycle under the supervision of a CSA Bike Centre Staff)
 - Winter Preparation Session/Spring Cleaning Session (lubricate and etc. your bicycle in preparation for winter/deeply clean your bicycle after a winter full of salt and grit)
 - Volunteer Session (Work on a bicycle which later will be sold in auction to financially support the CSA BC and put more bicycles in the hands of students!)

Bike Auction during the University of Guelph's Sustainability Month

- Donated bicycles and upcycled bicycles are prepared for an annual bicycle auction held during University of Guelph's Sustainability Month
- When circumstances permit, volunteers help the centre with the repair process in preparing bicycles for auction

Thoughtful disposal of Rubber, Fluids, Batteries, & Metal

- By working with the Department of Sustainability, the CSA Bike Centre is hoping to be a place where students can divert rubber, fluids, batteries, & metal from landfill and have the aforementioned materials recycled

Upcycling of bicycles and bicycle parts

- The centre accepts bicycle and bicycle part donations from the community which stocks the used/free inventory and provides the bicycles which are repaired and prepared for the auction

Challenges & Barriers**Stolen Tools and Parts**

In 2021 tools and parts were stolen from the centre which has been challenging to recoup from because some of the tools stolen have been irreplaceable—due to supply chain issues. The centre is monitoring its distributors inventory for changes in stock however this has been a practice in patience!

2022 AGM Service Update

CSA Bike Centre

Wednesday, March 30, 2022

**Long-term Centre Closure**

The centre was closed for over a year when the COVID-19 pandemic impacted Canada March 2020 which stopped momentum in the centre with volunteer participation, student awareness and participation, and sharing of bicycle and centre operational knowledge. Now that the centre has reopened it has taken time to get back in the swing of things: set up a scheduling program, try and find out old account passwords, try and figure operations without being trained by previous coordinators, etc.

Lack of Volunteers

The centre currently operates without volunteers and allows for two students to be in the workspace at a time; however, with space capacity limits being removed and warmer weather on the horizon, the centre will struggle to provide the same quality of service it has been providing when serving two students at a time. Most students show up to the centre with little to no bicycle knowledge requiring intensive supervision of bicycle repair and maintenance procedures. Volunteers in the past have helped in providing supervision to students and would be of great aid in the centre maintaining a high level of service (intensive supervision) when more students will be allowed in the centre.

Awareness of Centre

There is a lack of awareness of the centre and what it has to offer amidst the student population. There are and will continue to be efforts to increase awareness of the centre and its services through UC table presence, social media outreach, and high quality service (hopefully leading to word of mouth sharing)!

Acting in ways to reduce barriers and stigmas

Although unique ways of reducing barriers and stigmas experienced by students have emerged with an appointment based service and reduced workspace capacities, there is room for improvement in inclusivity. Some of the unique ways of reducing barriers being but not limited to: asking students before they arrive to the centre how staff can reduce barriers as well as offering virtual or over the telephone appointments. A goal of the centre to hopefully increase inclusivity is to bring back services like Rainbow Bike Workshop (This is a conscious space for women and members of the 2SLGBTQ+ and BIPOC communities held with the goal of bypassing gender, sexual orientation & identity, and race-related social barriers that may be normally experienced or expected when seeking hands-on shop and bicycling knowledge. During these hours, we learn and empower each other towards community and

2022 AGM Service Update

CSA Bike Centre

Wednesday, March 30, 2022



bicycle-related skill-building. This is an anti-oppressive space where proper pronoun usage and consent culture are fore-fronted, and where all skill levels are welcomed.)

MOTION

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



**AGM Item 1.11
Adjourn**

MOTION to adjourn the CSA Annual General Meeting (AGM) on March 30, 2022 at _____ pm.

Moved:

Seconded: