

AGENDA

Board of Directors Meeting # 8

November 25, 2020 – 6:00 pm

Microsoft Teams



8.0. Call to Order	
8.1. Land Acknowledgement Bella Harris	
8.2. Adoption of the Agenda 8.2.1. Approve the Agenda 8.2.2. Declarations of Conflicts	
8.3. Ratifications and De-Ratifications 8.3.1. N/A	
8.4. Comments from the Chair 8.4.1. Introductions and Pronouns	
8.5. Approval of Past Board Minutes 8.5.1. Meeting # 7 – November 11, 2020	Page 4
8.6. Executive Committee Minutes 8.6.1. Meeting # 25 – November 2, 2020 8.6.2. Meeting # 26 – November 9, 2020	Page 23 Page 27
8.7. Executive Updates 8.7.1. President 8.7.2. VP Student Experience 8.7.3. VP Academic 8.7.4. VP External	Page 31 Page 33 Page 34 NA
8.8. Director Reports	
8.9. CSA Services Update and Report 8.9.1. PRESENTATION: Student Help and Advocacy Centre (SHAC) Service Update – Krista Bentley, SHAC Coordinator MOTION: Receive the SHAC Update	Page 38
8.10. Committee Updates and Reports 8.10.1. MOTION: Director Recruitment for the Accessibility Working Group (AWG) 8.10.2. MINUTES: Petitions, Delegations and Representations (PDR) Committee Meeting # 1 - Monday, November 2, 2020 8.10.3. MINUTES: Finance Committee Meeting # 2 – November 4, 2020. 8.10.4. MINUTES: Policy & Bylaw Review Meeting # 2 – November 16, 2020 8.10.5. REPORT: Policy & Bylaw Review Committee (PBRC) Report # 1 – November 12, 2020 8.10.6. NOTICE: Amendments to Appendix C – CSA Human Resources Policy - PED & Vacation 8.10.7. NOTICE: Winter 2021 General Election Electoral Policy Amendments 8.10.8. NOTICE: Winter 2021 General Election Amendment to Bylaw 2 Electoral, Section 2.2.	Page 41 Page 42 Page 45 Page 51 Page 57 Page 67 Page 108 Page 110
8.11. Business	

AGENDA

Board of Directors Meeting # 8

November 25, 2020 – 6:00 pm

Microsoft Teams



8.11.1. PRESENTATION: 2020-2021 Draft Budget - Lee Anne Clarke, Business Manager MOTION: Receive Draft Budget	Page 111
8.11.2. MOTION: Winter 2021 General Elections & Referendum Timelines	Page 112
8.11.3. DOCUMENT: Winter 2021 General Election Promotional Strategy MOTION: Receive the General Election Promotional Strategy	Page 114
8.11.4. PRESENTATION: Respondus Survey Online Learning Feedback Survey – Summary of Results - VPA MOTION: Receive the Respondus Survey – Summary of Results	Page 117
8.11.5. CSA response to ISS's letter addressing concerns regarding CSA actions during the Experience Guelph Job Fair 2020 held on March 4, 2020. MOTION: Approve the CSA response letter.	Page 131
8.12. New Business 8.12.1.	
8.13. Announcements	
8.14. In Camera Session	
8.15. Adjournment	Page 133

Motion

Board of Directors Meeting # 8

November 25, 2020



**Item 8.2.1.
Approve the Agenda**

MOTION: That the agenda for the CSA Board of Directors Meeting on **November 25, 2020**, be approved as printed and distributed.

Moved:

Seconded:

POSSIBLE AMENDMENT

MOTION TO AMEND: To reorder the agenda so that:

- Items 8.11.1. PRESENTATION: 2020-2021 Draft Budget - Lee Anne Clarke, Business Manager follows item 8.4.1. Introductions and Pronouns.
- Item 8.9.1. PRESENTATION: Student Help and Advocacy Centre (SHAC) Service Update – Krista Bentley, SHAC Coordinator follows item 8.11.1. above.

Moved:

Seconded:

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting on **November 25, 2020**, be approved as amended:

To reorder the agenda so that:

- Items 8.11.1. PRESENTATION: 2020-2021 Draft Budget - Lee Anne Clarke, Business Manager follows item 8.4.1. Introductions and Pronouns.
- Item 8.9.1. PRESENTATION: Student Help and Advocacy Centre (SHAC) Service Update – Krista Bentley, SHAC Coordinator follows item 8.11.1. above.

Moved:

Seconded:

MINUTES

Board of Directors Meeting # 7

November 11, 2020 – 6:00 pm

Microsoft Teams



Attendance for November 11, 2020, Board of Directors Meeting #7:

Board of Directors			
At-Large (Elected) Representatives		Present / Regrets	Arrived / Departed
Areej Amer	College of Arts Student Union	Present	
Bella Harris	College of Arts Student Union	Present	
Katy Oada	College of Biological Science Student Council	Present	
Maya Persram	College of Biological Science Student Council	Present	
Laura Wilson	College of Social and Applied Human Sciences Student Alliance	Present	
Jessica Krawitz	College of Social and Applied Human Sciences Student Alliance	Present	
Haley Bilokraly	Gordon S. Lang School of Business and Economics	Present	
Jas Rubab Singh	Gordon S. Lang School of Business and Economics	Present	
VACANT	Ontario Veterinary College Central Veterinary Student Association		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Manseerat Uppal	College of Arts Student Union	Present	
Kristine Sondergaard	College of Biological Science Student Council	Present	
Olivia Parker	College of Engineering and Physical Sciences Student Council	Present	
Bailey Hussey	College of Social and Applied Human Sciences Student Alliance	Present	
Tori Wakeford	Gordon S. Lang School of Business and Economics Student Association	Present	
Kendra Cornelissen	Ontario Agricultural College Student Federation	Present	
VACANT	Ontario Veterinary College Central Veterinary Student Association		
Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Jena-Lee Ashley	Aboriginal Student Association	Present	
Debbie Aturamu	Guelph Black Students Association	Present	
Alan Negrin	Guelph Queer Equality	Present	

MINUTES

Board of Directors Meeting # 7

November 11, 2020 – 6:00 pm

Microsoft Teams



VACANT	Guelph Resource Centre for Gender Empowerment and Diversity		
Lori-Ann Grossett	International Student Organization	Present	
Anum Anjum	Interhall Council	Present	
VACANT	Guelph Campus Co-op		
Blakeney Smith	Ontario Public Interest Research Group (OPIRG)	Present	
Sooraj Modi	Student Senate Caucus	Present	
Michael Pacheco	Board of Governors	Present	
Executive (Ex-officio, non-voting)		Present / Regrets	Arrived/ Departed
Tyler Poirier	President	Present	
Sara Kuwatly	Vice President Student Experience	Present	
Sean Mitchell	Vice President Academic	Present	
Horeen Hassan	Vice President External	Present	

Guests	Affiliation
NA	NA

Staff	Position
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Sarah Dias	Scribe

MINUTES

Board of Directors Meeting # 7
 November 11, 2020 – 6:00 pm
 Microsoft Teams



Summary of Significant Resolutions:

7.3.1. Ratification of Appointed Directors from May 1, 2020 to June 30, 2020

MOTION: To ratify appointed Member College Government Representatives and Student Organization Members as Members of the 2020-2021 CSA Board of Directors.

WHEREAS the following representatives were appointed by their organizations to the CSA Board of Directors in various emails to the Policy & Transition Manager, dated as indicated in the table below.

RESOLVED that:

- a) The following appointed **Member College Government Representatives** be ratified as Members of the 2020-2021 CSA Board of Directors, effective from their date of appointment:

Representative	College Government	Date of Appointment*
Manseerat Uppal	College of Arts (Student Union)	May 20, 2020
Kristine Sondergaard	College of Biological Science (Student Council)	May 22, 2020
Olivia Parker	College of Engineering and Physical Sciences (Student Council)	May 20, 2020
Bailey Hussey	College of Social and Applied Human Sciences (Student Alliance)	May 14, 2020
Tori Wakeford	Gordon S. Lang School of Business and Economics (Student Association)	May 7, 2020
Kendra Cornelissen	(Student Federation of the) Ontario Agricultural College	May 7, 2020

- b) The following appointed **Student Organization Representatives** be ratified as Members of the 2020-2021 CSA Board of Directors, effective from their date of appointment:

MINUTES

Board of Directors Meeting # 7
 November 11, 2020 – 6:00 pm
 Microsoft Teams



Representative	Student Organization	Date of Appointment*
Anum Anjum	Interhall Council (IHC)	May 7, 2020
Lori-Ann Grossett	International Student Organization (ISO)	June 26, 2020
Sooraj Modi	Student Senate Caucus (SSC)	May 11, 2020

*Please note that the date of appointment is the date when the Policy & Transition Manager (PTM) received an email indicating the appointment.

Motion is carried.

7.5. Approval of Past Board Minutes

MOTION: That the Minutes be approved for the CSA Board Meeting # 6 – October 28, 2020.

Motion is carried.

7.6. Executive Committee Minutes

MOTION: That the Executive Committee Minutes be received as information for the following meetings:

7.6.1. Meeting # 23 - October 21, 2020

7.6.2. Meeting # 24 - October 26, 2020

Motion is carried.

7.7. Executive Updates

MOTION: That the following Executive Updates be received as information:

- 5.7.1. President
- 5.7.2. VP Student Experience
- 5.7.3. VP Academic
- 5.7.4. VP External

Motion is carried.

MINUTES

Board of Directors Meeting # 7
November 11, 2020 – 6:00 pm
Microsoft Teams

**7.10.1. Hiring Committee Report – CRO & ARO**

MOTION: To ratify Jewel Lindemann as CRO and Julia Centofanti as ARO for remainder of 2020-2021 academic year.

WHEREAS Jewel Lindemann was the successful Candidate for the Chief Returning Officer (CRO) position;

WHEREAS Jewel Lindemann was the CSA's Assistant Returning Officer (ARO) for 2020-2021 and awarding her the CRO position created a vacancy in the ARO position;

WHEREAS historically, the CSA has awarded up to two high scoring candidates interviewed by a hiring committee positions within the CSA;

WHEREAS the duties of the CRO and ARO are similar, and two candidates exhibited high levels of competency during the interview process; and

WHEREAS Julia Centofanti has indicated interest in the ARO position and is available to begin November 16, 2020.

RESOLVED that:

- a) Jewel Lindemann be ratified as the CRO for the remainder of the 2020-2021 academic year with a start date of Monday November 2, 2020.
- b) Julia Centofanti be ratified as the ARO for the remainder of the 2020-2021 academic year with a start date of Monday November 16, 2020.

Motion is carried.

7.11.1. Endorsement of the Future Majority Initiative.

MOTION: To work alongside and support Future Majority initiatives and campaigns and to write a letter to Lloyd Longfield endorsing and advocating for a Green and Just Recovery.

WHEREAS [Future Majority](#) is a Canadian non-partisan, non-profit organization that was founded by young Canadians to amplify the concerns of young Canadians;

WHEREAS Future Majority is running a campaign to advocate for a Green and Just Recovery post COVID-19 pandemic;

MINUTES

Board of Directors Meeting # 7
November 11, 2020 – 6:00 pm
Microsoft Teams



WHEREAS Future Majority defines a Green and Just Recovery as: 'Climate action and low-carbon economy; universal mental healthcare; more jobs, better pay; racial justice and equity; and accessible university education'; and

WHEREAS the values of Future Majority are in line with those of the CSA.

RESOLVED that:

- a) the CSA work alongside and support Future Majority initiatives and campaigns.
- b) the CSA write a letter to Lloyd Longfield (Member of Parliament, Guelph, ON) endorsing and advocating for a Green and Just Recovery.

Motion is carried.

7.11.3. Special Budget Meeting Date & Process

MOTION that:

- a) The CSA Board of Directors hold a Special Budget Meeting on Wednesday, December 2, 2020 at 6:00pm on Microsoft Teams.
- b) The Special Budget Meeting be focused on the discussion and approval of the 2020-2021 Draft Budget (to be distributed at the November 25, 2020 Board Meeting).
- c) The CSA Business Manager (Lee Anne Clarke):
 - i. Provide a copy of the 2020-2021 Draft Budget to the Board at their meeting on November 25, 2020.
 - ii. Attend the November 25, 2020 Board Meeting to review the draft budget and provide an understanding of document.
 - iii. Be invited to attend the 2020-2021 Special Budget Meeting to respond to questions that may arise from the Draft Budget.

Motion is carried.

MINUTES

Board of Directors Meeting # 7
November 11, 2020 – 6:00 pm
Microsoft Teams

**Agenda - November 11, 2020:**

- 7.0. Call to Order**
- 7.1. Land Acknowledgement**
 - Areej Amer
- 7.2. Adoption of the Agenda**
 - 7.2.1. Approve the Agenda
 - 7.2.2. Declarations of Conflicts
- 7.3. Ratifications and De-Ratifications**
 - 7.3.1. Ratification of Appointed Directors from May 1, 2020 to June 30, 2020
- 7.4. Comments from the Chair**
 - 7.4.1. Introductions and Pronouns
- 7.5. Approval of Past Board Minutes**
 - 7.5.1. Meeting # 6 - October 28, 2020
- 7.6. Executive Committee Minutes**
 - 7.6.1. Meeting # 23 - October 21, 2020
 - 7.6.2. Meeting # 24 - October 26, 2020
- 7.7. Executive Updates**
 - 7.7.1. President
 - 7.7.2. VP Student Experience
 - 7.7.3. VP Academic
 - 7.7.4. VP External
- 7.8. Director Reports**
- 7.9. CSA Services Update and Report**
- 7.10. Committee Updates and Reports**
 - 7.10.1. Hiring Committee Report – CRO & ARO
- 7.11. Business**
 - 7.11.1. MOTION: Endorsement of the Future Majority Initiative.
 - 7.11.2. NOTICE: 2020-2021 Budget to be presented at the November 25, 2020 CSA Board Meeting by Lee Anne Clarke, Business Manager.
 - 7.11.3. MOTION: Special Budget Meeting Date & Process
- 7.12. New Business**
 - 7.12.1.
- 7.13. Announcements**
- 7.14. In Camera Session**
- 7.15. Adjournment**

MINUTES

Board of Directors Meeting # 7
November 11, 2020 – 6:00 pm
Microsoft Teams



Minutes - November 11, 2020:

7.0. Call to Order

7.1. Land Acknowledgement

We recognize the rich history and culture of Indigenous Peoples in Canada. We acknowledge that the University of Guelph resides on the ancestral and treaty lands of several Indigenous peoples, including the Attawandaron people and the Mississaugas of the Credit, and we recognize and honour our Anishinaabe, Haudenosaunee, and Métis neighbours. The Dish With One Spoon Covenant speaks to our responsibility to steward and sustain the land and environment in which we live, study and work, so that everyone may benefit from the sustenance it provides. Recognizing Indigenous lands and reflecting on our relationship to the land is significant, however, it is important to not stop there. We need to strive to educate ourselves and build respectful relationships with First Nations, Inuit and Métis peoples and communities across Canada. It is important to strengthen our relationships with and continue to learn from our local Indigenous communities to ensure we have an active part in reconciliation.

Areej Amer
College of Arts Student Union

7.2. Adoption of the Agenda

7.2.1. Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting on **November 11, 2020**, be approved as printed and distributed.

Moved: Sara Kuwatly, VP Student Experience

Seconded: Alan Negrin

Motion is carried.

7.2.2. Declarations of Conflicts

No conflicts were declared.

7.3. Ratifications and De-Ratifications

7.3.1. Ratification of Appointed Directors from May 1, 2020 to June 30, 2020

MINUTES

Board of Directors Meeting # 7

November 11, 2020 – 6:00 pm

Microsoft Teams



MOTION: To ratify appointed Member College Government Representatives and Student Organization Members as Members of the 2020-2021 CSA Board of Directors.

WHEREAS the following representatives were appointed by their organizations to the CSA Board of Directors in various emails to the Policy & Transition Manager, dated as indicated in the table below.

RESOLVED that:

- c) The following appointed **Member College Government Representatives** be ratified as Members of the 2020-2021 CSA Board of Directors, effective from their date of appointment:

Representative	College Government	Date of Appointment*
Manseerat Uppal	College of Arts (Student Union)	May 20, 2020
Kristine Sondergaard	College of Biological Science (Student Council)	May 22, 2020
Olivia Parker	College of Engineering and Physical Sciences (Student Council)	May 20, 2020
Bailey Hussey	College of Social and Applied Human Sciences (Student Alliance)	May 14, 2020
Tori Wakeford	Gordon S. Lang School of Business and Economics (Student Association)	May 7, 2020
Kendra Cornelissen	(Student Federation of the) Ontario Agricultural College	May 7, 2020

- d) The following appointed **Student Organization Representatives** be ratified as Members of the 2020-2021 CSA Board of Directors, effective from their date of appointment:

Representative	Student Organization	Date of Appointment*
Anum Anjum	Interhall Council (IHC)	May 7, 2020

MINUTES

Board of Directors Meeting # 7
November 11, 2020 – 6:00 pm
Microsoft Teams



Representative	Student Organization	Date of Appointment*
Lori-Ann Grossett	International Student Organization (ISO)	June 26, 2020
Sooraj Modi	Student Senate Caucus (SSC)	May 11, 2020

*Please note that the date of appointment is the date when the Policy & Transition Manager (PTM) received an email indicating the appointment.

Moved: Sara Kuwatly, VP Student Experience

Seconded: Tyler Poirier, President

Motion is carried.

7.4. Comments from the Chair

Good evening, thanks for being here as usual, glad to see we have a nice full meeting tonight. To refresh everyone's memory of online meetings, please raise hand for a point of information, point of personal privilege, point of parliamentary procedure, or point of order to request one of those and wait to be recognized by myself, the chair. Please type speakers list to the chat if wish to be added to the speakers list, and if there are any appointments to a committee you can type volunteer in chat for sake of efficiency. As well, if you have any issues with voting please raise hand, I will recognize you to make sure your vote gets in. That is about all.

7.4.1. Introductions and Pronouns

All members introduce themselves, their pronouns, and roles on the board.

7.5. Approval of Past Board Minutes

7.5.1. Meeting # 6 - October 28, 2020

MOTION: That the Minutes be approved for the CSA Board Meeting # 6 – October 28, 2020.

Moved: Tyler Poirier, President

Seconded: Alan Negrin

Motion is carried.

7.6. Executive Committee Minutes

CSA Board of Directors Meeting #7 – November 11, 2020

Page 10 of 18

MINUTES

Board of Directors Meeting # 7
November 11, 2020 – 6:00 pm
Microsoft Teams



MOTION: That the Executive Committee Minutes be received as information for the following meetings:

- 7.6.1. Meeting # 23 - October 21, 2020
- 7.6.2. Meeting # 24 - October 26, 2020

Moved: Sara Kuwatly, VP Student Experience
Seconded: Maya Persram

Motion is carried.

7.7. Executive Updates

7.7.1. President

So, as seen in report, we are very busy, a lot of information will be distributed over the next couple of weeks. I have been working hard in the finance committee and the PBR committee, happy to have the PBR go out today, so those organizations have been contacted, and the minutes from first meeting will be sent to PTM for the next meeting. Really looking forward to business today as some big ticket items I will be speaking to. Other than that, it has been business as usual, there has been some significant updates in terms of our ability to livestream, using the Bullring as our setting, so we will be providing updates on that in a newsletter, that will hopefully get out this week. And I am really looking forward to some awesome events, so if you have any questions or anything, never feel afraid to reach out to me.

7.7.2. VP Student Experience

Few things I want to highlight from my report: This week is SHINE week, the wellness education center is doing a lot of events centered around mental wellbeing, so tune in on Instagram, if you're interested. CSA is doing 2 events as part of shine week, movie night on Friday, we will be watching Silver Linings playbook, and then sexy bingo on Saturday, for more information go to our Instagram or website. We are doing Winter O-week, running January 11- January 29th, if your club or college government is planning on running event during that time, you might, look at doing it as part of "o-week" for more exposure. Fair November is this week, starting tomorrow and goes until Sunday, if looking for vendors can go to fairnovember.ca. Last thing, this Friday is random act of kindness day, and we are doing cool things on Instagram, keep eyes peeled, don't want to spoil surprises so keep an eye out, there will be prizes given out. That's it for me.

7.7.3. VP Academic

MINUTES

Board of Directors Meeting # 7

November 11, 2020 – 6:00 pm

Microsoft Teams



Hi Everyone, its been a busy couple of weeks. Are moving towards art in bullring, it is being judged on November 22 will be going up on November 23rd, just in general, senate meeting coming up. Another thing is upcoming and significant for CSA, is I have been working on survey to go out on probably on Friday in the CSA newsletter around online learning in general and Respondus. Obviously, there are a variety of different concerns regarding this, privacy and racial discrimination related to some facial recognition software that is being used. So, stay tuned for that. I am working closely with PTM to strike accessibility working group, by the next board meeting we'll be recruiting some board members to sit on that and will be having our first meeting in January. The survey was sent out by the University, I have obtained these results, if interested I'd be happy to share but basically students asked if like courses way they are delivered now, and what students like and what they want to change for online learning, hopefully will inform how instructors are conducting some courses and how university is running their services. This is fairly important and could be significant for students coming up. The student energy retrofit fund (CERF), I'm not sure how many people heard about this, but it's a fund that no longer accepts student fees, is being closed off this semester. I had a meeting about that. So, a new fund is taking over, the CSA is playing a role in that. Basically, funds will be set aside for student led projects, which is a huge improvement from CERF. This could be significant for students who are interested in improving environmental initiatives on campus. Unless any questions, I will end my report.

7.7.4. VP External

Hi everyone, to go off what Sean brought up, as you already know we hosted an online forum for education of all campaign, where we collected concerns from students, I am still collecting some concerns and we are hoping to add some questions to the Survey Sean is talking about as well. But, aside from that, if you folks know anyone or you yourself have concerns about digital postsecondary experiences, or anything around accessibility, financial hardships, I am collecting testimonies, for social media campaign to let admin know student are really struggling when it comes to online learning. Please reach out if any concerns around that. Few things to highlight from report, I mentioned delegating at city Counsel meeting on City Council composition, in my report says I do not know results, because at time of writing this report, I didn't, but city counsel voted in favour of keeping ward system, but when came to city counsel composition on how many counsellors city will have and if full time and part time that question and those votes have been delayed. So, they will be voted upon next year instead, to allow city to get more consultation. The Suppliers code of ethical conduct advisory committee has been meeting, and from that there is working group that is working on expanding the scope while also seeing what kind of work we can do on ethical purchasing, we talked a lot about social policy, so looking to draft one for University of Guelph. Another thing I want to highlight, is the Canadian

MINUTES

Board of Directors Meeting # 7
November 11, 2020 – 6:00 pm
Microsoft Teams



Federation of students national general meeting is next week, so I will be joining that, if you have any questions about what will be discussed and motions discussed, feel free to reach out to me. Last highlight, future majority, which is a campaign for green and just recovery campaign, they are hosting a townhall tomorrow at 6 pm with Lloyd Longfield, if interested in attending, there are links in my update and Instagram bio if you want to register to attend. Thank you!

MOTION: That the following Executive Updates be received as information:

- 5.7.1. President
- 5.7.2. VP Student Experience
- 5.7.3. VP Academic
- 5.7.4. VP External

Moved: Sara Kuwatly, VP Student Experience

Seconded: Maya Persram

Motion is carried.

7. 8. Director Reports

Alan Negrin: Last week I attended Finance committee meeting, we went over draft budgets and talks over some budget for the bullring, and it was a really good experience to learn about draft budgets, and that is everything.

Jena-Lee Ashely: On Oct 29 and 31, I attended Circle of First Nations Mentis and Inuit Students, it was on zoom, and I was elected national representative of 2021-2022 term, and I attended UC board meeting on Nov 3rd, it was a quick meeting, still waiting for subcommittee. On Nov 9 attended executive evaluation committee development and working group, just cause it doesn't align with current structure.

Jessica Krawitz: I sat on CRO hiring committee interviewed several Candidates for CRO position, which we are able to fill. Sat on PBR committee and sat on meeting for UC board went over operational and Covid updates.

Lori-Ann Grossett: I was another person on the UC Board.

Maya Persram: I sat on UC Board meeting and PBR meeting, nothing to report other than what has already been said.

MINUTES

Board of Directors Meeting # 7
 November 11, 2020 – 6:00 pm
 Microsoft Teams



Katy Oada: 2 weeks the information technology advisory committee, talked about survey that has been sent out, in regards to new IT, a lot of questions are relevant to undergrad students, asking what can be improved on Webadvisor and CourseLink. I sat on CSA budget committee, we have met twice to see what needs to be changed. We will be meeting soon to discuss final budget to present to board.

Sooraj Modi: Met with finance committee discuss draft budget and bullring budget.

7. 9. CSA Services Update and Report

Nothing to report.

7.10. Committee Updates and Reports**7.10.1. Hiring Committee Report – CRO & ARO****Hiring Committee Membership:**

- Tyler Poirier, President
- Pete Wobschall, Policy & Transition Manager (PTM)
- Jessica Krawitz, Director

Job posting date: Friday, October 2, 2020

Closing date: Monday, October 19, 2020

Number of applicants: 7

Number of people interviewed: 3

MOTION: To ratify Jewel Lindemann as CRO and Julia Centofanti as ARO for remainder of 2020-2021 academic year.

WHEREAS Jewel Lindemann was the successful Candidate for the Chief Returning Officer (CRO) position;

WHEREAS Jewel Lindemann was the CSA's Assistant Returning Officer (ARO) for 2020-2021 and awarding her the CRO position created a vacancy in the ARO position;

WHEREAS historically, the CSA has awarded up to two high scoring candidates interviewed by a hiring committee positions within the CSA;

WHEREAS the duties of the CRO and ARO are similar, and two candidates exhibited high levels of competency during the interview process; and

MINUTES

Board of Directors Meeting # 7
November 11, 2020 – 6:00 pm
Microsoft Teams



WHEREAS Julia Centofanti has indicated interest in the ARO position and is available to begin November 16, 2020.

RESOLVED that:

- c) Jewel Lindemann be ratified as the CRO for the remainder of the 2020-2021 academic year with a start date of Monday November 2, 2020.
- d) Julia Centofanti be ratified as the ARO for the remainder of the 2020-2021 academic year with a start date of Monday November 16, 2020.

Moved: Tyler Poirier, President

Seconded: Lori-Ann Grossett

Tyler Poirier, President: Part of reason why this strategy was taken to fill CRO and ARO positions was that hiring committees do take an extensive amount of time and the two positions, the CRO and ARO, require very similar skills and both individuals selected exhibited high levels of competency and seemed like good fit for either CRO and ARO. So we felt it most competent, that after we made a decision for the CRO, and once the ARO vacancy occurred, we felt that person in “second place” would received ARO, we do understand this isn’t normal way where we strike hiring committee, but considering how time sensitive the election is, we felt this would be very advantageous so that ARO can work with CRO to develop plan for the Winter. We feel this is a positive way to move forward, and I hope you can all understand reasoning behind this strategy.

Motion is carried.

7.11. Business

7.11.1. Endorsement of the Future Majority Initiative.

MOTION: To work alongside and support Future Majority initiatives and campaigns and to write a letter to Lloyd Longfield endorsing and advocating for a Green and Just Recovery.

WHEREAS [Future Majority](#) is a Canadian non-partisan, non-profit organization that was founded by young Canadians to amplify the concerns of young Canadians;

WHEREAS Future Majority is running a campaign to advocate for a Green and Just Recovery post COVID-19 pandemic;

MINUTES

Board of Directors Meeting # 7

November 11, 2020 – 6:00 pm

Microsoft Teams



WHEREAS Future Majority defines a Green and Just Recovery as: 'Climate action and low-carbon economy; universal mental healthcare; more jobs, better pay; racial justice and equity; and accessible university education'; and

WHEREAS the values of Future Majority are in line with those of the CSA.

RESOLVED that:

- c) the CSA work alongside and support Future Majority initiatives and campaigns.
- d) the CSA write a letter to Lloyd Longfield (Member of Parliament, Guelph, ON) endorsing and advocating for a Green and Just Recovery.

Moved: Horeen Hassan, VP External

Seconded: Alan Negrin

Horeen Hassan, VP External: As I mentioned earlier, Future Majority will be hosting Green and Just Recovery tomorrow. This letter is just to endorse some of the demands mentioned in Whereas clauses, because the values and demands of future majority align with those of our own, I think it is important to work along future majority and endorse some of the demands that they are making to MP tomorrow night.

Motion is carried.

7.11.2. NOTICE: 2020-2021 Budget to be presented at the November 25, 2020 CSA Board Meeting by Lee Anne Clarke, Business Manager.

Chair: Just notice for tonight of what will be taking place at the next board meeting, no motion is there for tonight.

Tyler Poirier, President: As mentioned, there are a lot of different aspects of our budget this year, everything is in motion as university makes decisions that greatly affect our budget, with each semester. Whereas in normal years we can predict the different expenditures we will have, however, that was not the case this year, which is why the budget is here so late. This is a very different process for everyone involved. In terms for plan itself, we just want to set as information for next board meeting. There will be lots of questions and discussions had next week, I am sure, and I look forward to that.

7.11.3. Special Budget Meeting Date & Process

MOTION that:

MINUTES

Board of Directors Meeting # 7
November 11, 2020 – 6:00 pm
Microsoft Teams



- d) The CSA Board of Directors hold a Special Budget Meeting on Wednesday, December 2, 2020 at 6:00pm on Microsoft Teams.
- e) The Special Budget Meeting be focused on the discussion and approval of the 2020-2021 Draft Budget (to be distributed at the November 25, 2020 Board Meeting).
- f) The CSA Business Manager (Lee Anne Clarke):
 - iv. Provide a copy of the 2020-2021 Draft Budget to the Board at their meeting on November 25, 2020.
 - v. Attend the November 25, 2020 Board Meeting to review the draft budget and provide an understanding of document.
 - vi. Be invited to attend the 2020-2021 Special Budget Meeting to respond to questions that may arise from the Draft Budget.

Moved: Tyler Poirier, President

Seconded: Lori-Ann Grossett

Tyler Poirier, President: I just want to outline, we are hoping to get this budget out as soon as we can, which is why we want a special meeting considering the budget. It is also something we believe the board should have considerable amount of discussion or thought on, so we do hope students can understand our budget and maintain transparency that we should.

Motion is carried.

7.12. New Business

No new business.

7.13. Announcements

Policy & Transition Manager: Just a reminder if you missed some or all of the training sessions, I think the newcomers have deadline coming up, this week. If need extension let me know, we do need a signed agreement, it is only for those who were not in Reminder, for \$20 stipend, for October and November meeting will be coming out December. I think we will have SHAC report on Services, and should see some committee reports start to come in.

MINUTES

Board of Directors Meeting # 7
November 11, 2020 – 6:00 pm
Microsoft Teams



Tyler Poirier, President: Just want to outline, after long struggle with CCS, we will finally be able to send out newsletters, regularly. We are planning to have one go out next week, if you want information on the CSA newsletter, feel free to reach out to me. If you get to me by end of first week of each month, I should have space on the newsletter for you.

Sean Mitchell, VP Academic: With art in bullring we are having big student choice competition, students will be able to vote out of five top art pieces, and that winner will have opportunity to win \$100 gift certificate, exciting to vote on some awesome art in bullring.

Horeen Hassan: Hi again, again just reminder that future majority for future recove is happening tomorrow night at 6pm if you would like to register link is in my update. If folks have any concerns and testimonies, please please please reach out to me, and I hope you all have a good night!

Sara Kuwatly: Quickly reminder people, Friday we have movie night, link will be posted to Instagram on day of, and Saturday we have sexy bingo, giving away gift cards and cash prizes, so a great way to score some free good stuff. You do need to sign up to get Bingo cards, so I will post in the chat if that is okay with the chair.

Anum Anjum: Interhall council holding fall leadership conferences on Saturday 945-430pm, join any seminar you would like and do not have to attend entire seminar, I can link in chat if that is okay. Encourage everyone to come, keynote speaker revealed on Friday, they are great member of society and role model for students. I hope to see you guys there!

7.14. *In Camera Session*

No in camera session.

7.15. *Adjournment*

MOTION: To adjourn the CSA Board of Directors Meeting of **November 11, 2020** at 7:07 pm.

Moved: Sara Kuwatly, VP Student Experience

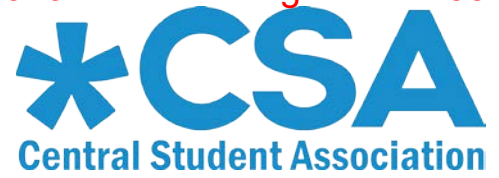
Seconded: Jena-Lee Ashely

Motion is carried.

Motion

Board of Directors Meeting # 8

November 25, 2020



Item 8.5.1

Approval of Past Board Minutes

MOTION: That the Minutes be approved for the CSA Board Meeting # 7 – November 11, 2020.

Moved:

Seconded:

1.0 Call to Order

2.0 Adoption of the Agenda

VPSE Moved

VPE seconded

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

5.0 Executive Updates

5.1 President

5.1.1 CRO & ARO

- Previous ARO is now the CRO
- One of the applicants for the CRO position will be the ARO
- Both offers have been accepted – the ARO position starts in January

5.1.2 PDR Committee

- Committee met today (Nov 2)
- Starting dialogues with clubs who have applied for clarification

5.1.3 GCUOF

- The farm is currently being used as a research facility and as such receives grants from the Government

5.1.4 Budget

- Drafts will likely be ready before the Holidays

5.1.5. Bullring Livestream

- Proposal approved by Student Affairs office
- Live performances will be live streamed from the bullring

5.2 Vice President Student Experience

5.2.1. Service Staff:

Checking in with all service staff re: reviewing contracts before W21

5.2.2. Stress Busters w/ VPA

Instagram giveaway of Skip the Dishes gift cards

5.2.3. Menstrual Hygiene Initiative

Planning initiatives to use up the surplus

5.3 Vice President Academic

5.3.1. Art in the Bullring

- Get back to Hannah Pecyna on the money
- How do you drop pieces of artwork off?
- Resubmission of Bullring art bracket funding application
- Hannah will get back to me on how voting will occur

5.3.2. Working on encouraging faculty to use alternatives to

Respondus

- Collaborating with Martin Williams and Cate Dewey
- Met with Former VPA Lindsey Fletcher who pointed me in the direction of initiating a deliberative discussion at Senate
- I'll be including it in my lobby document that I've started working on
- Brought this to SLAM and received a great response

5.3.3. Accessibility Working Group

- Consulting with relevant parties on how this has operated in the past

5.3.4. Stress Busters

Work continues on online programming and stress busters

5.4 Vice President External

5.4.1 ISS collaboration

- Met with an exec from ISS to discuss a CSA letter about the events that took place last March on campus

5.4.2. Advocacy

- Working with GBSA on a letter regarding the events taking place in Nigeria

5.4.3. Future Majority

- Potentially working on having the CSA be more involved

5.4.4. Suppliers Code of Conduct

- Committee meeting coming up to review the scope of the committee

5.4.5. Local politics

- VPE to present a statement at the City Council meeting to advocate for more representation

6.0. Business

6.1 Event Promotion Strategy

- Brainstorm event promotion strategies

6.2 CFRU Inquiry

- CFRU expressed interest in collaborating more with the CSA

7.0 New Business

8.0 Adjournment

1.0 Call to Order

2.0 Adoption of the Agenda

VPSE moved

Pres seconded

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

Approved

5.0 Executive Updates

5.1 President

5.1.1 Elections

- Planning for general elections as well as referendum questions (Health plan & Bus Pass)

5.1.2 Draft budget coming November 25th

- Business Office manager will get in touch with the executive team to discuss budget lines

5.2 Vice President Student Experience

- Alumni Affairs & Development: potentially collaborating on events and initiatives that connect Alumni to undergraduate students
 - Mental Health & Well-Being fund
- Sexy Bingo – SHINE week: Nov 14th

5.3 Vice President Academic

5.3.1. Accessibility Working Group

- Striking AWG, must be anonymous (ensure no records of it will be stored)
- I'll scribe it myself?
- Student will need to sign basic confidentiality agreement -

5.3.2. Art in the bullring

- Happening Nov 23rd, currently looking at replacing brackets... odds I could replace them now and then still apply for SLEF later?

5.3.3. Respondus issues

- GBSA consultation on Respondus

5.4 Vice President External

5.4.1. Campus Coalition:

- Potentially next week
- Bring up the Respondus issues at that meeting

5.4.2. FoodBank

- VPE will be working at the FoodBank sometimes during the week

5.4.3. CESI

- Meeting with CESI to discuss food insecurity across campus

5.4.4. Staff Evaluations

5.4.5. CFS National Meeting: next week

6.0. Business

6.1 Hiring Committees W21

- Deliberation about when to strike hiring committees

6.2 Supervisory Reporting System

- Reviewing goals set out in job descriptions
- Operational updates
- Time logs

6.3 Board Meeting Service Update Template + Schedule

- Services would provide updates at Board Meeting
- Discussions with service staff for feedback

7.0 New Business

8.0 Adjournment

Motion

Board of Directors Meeting # 8

November 25, 2020



Item 8.6

Executive Committee Minutes

MOTION: That the Executive Committee Minutes be received as information for the following meetings:

7.6.1. Meeting # 25 – November 2, 2020

7.6.2. Meeting # 26 – November 9, 2020

Moved: Sara Kuwatly, VP Student Experience

Seconded:



CSA President Update: November 25th CSA Board Meeting

Hello Board of Directors,

I hope you're just as excited for the holiday break as I am, even though it'll look a lot different this year. We're gearing up for the Winter semester with discussions on the Winter General Election and the Annual General Meeting, both of which will require a lot of work and support.

If you have any questions or concerns, please don't be afraid to reach out to me at any time!

Important Dates:

- Budget Process Schedule (December 2nd meeting)
- Petitions, Delegations, and Representation second round applications were due November 19th

Ongoing Projects:

- CSA Budget for 2020-2021
- Business Office Long-term plan
- AGM Planning
- PDRs
- Winter General Election Planning

Committees:

CSA/GSA Transit Committee

The committee met on Thursday, November 12th to discuss the next steps for the CSA's contract with Guelph Transit. Notably, the UPass contract will expire at the end of the Winter 2021 semester, putting students in a tricky situation where a referendum on the topic is tricky considering we will not know what the Fall 2021 semester and beyond will look like, and many will not know if they will be still living in Guelph. It was indicated that there were some possible options for the committee to consider, and Guelph Transit was looking to consult with the City of Guelph on such options. The committee will be meeting during the week of November 23rd to examine what options we have that suit students best.

Finance Committee

The finance committee in its meeting on November 18th recommended the draft budget be sent to the board of directors for approval. Some minor amendments were made to the previous draft to balance the budget appropriately, which you can see in the business for this board meeting!

Policy & Bylaw Review Committee

PBRC met on November 16th and discussed electoral bylaws and policies, of which we recognized how the committee will make recommendations regarding the Winter 2021 elections. We also understood that a number of HR policies needed to be changed to ensure the CSA was compliant with regulation. The committee spoke on the Bike Centre Committee, to which the committee was concerned that the



committee's objectives were unclear, and information surrounding the role of committees would be useful for directors, staff, and executive.

Petitions, Delegations, & Representations Committee

The PDR Committee will be meeting on Monday, November 23rd to receive and discuss the applications received between October 22nd and November 19th.

Services:

Bullring

The Bullring continues to operate with a reduced menu. The dine-in option and addition of to-go options have brought increases to the Bullring's customer base, albeit small. More significantly, the Bullring is now open from 10am-4pm rather than until 2:30pm. The Bullring now has its own website as well, which is available at www.thebullring.ca. It looks absolutely stunning and has information on new grab n' go options, as well as online ordering for to-go boxes. We also provided free hot beverages to those on Friday for World Kindness day.

Other:

CSA Newsletter

After a long battle with CCS, I can finally send newsletters to students through the UofG's system, Maestro. If there is information you would like included in the CSA Newsletter, please advise me by the end of the first week of a given month for it to be included in the mid-month newsletter.

Sara – CSA VP Student Experience

Hi friends! Hope you're all doing well, staying healthy, and taking care! 😊 Here's what I've been working on:

Services:

I've been busy with staff evaluations all week this week! It's all finished now, so that's exciting

Events:

Sexy Bingo: we had our last Sexy Bingo of the year on Saturday Nov 14th and it was a huge success! So far, Sexy Bingo has been our most successful event. In my opinion, this is in part due to the nature of the event but also because of how interactive it is.

Random Acts of Kindness Day: for Random Acts of Kindness Day on November 13th we offered free hot drinks at the Bullring all day. I also ran a social media campaign where people sent compliments and kind words to their friends anonymously, the engagement was really good – I had over 50 people send in compliments!

Instagram giveaway: on Tuesday I ran an Instagram giveaway as a stress buster. The interaction was phenomenal! I had over 950 submissions. We gave away 20 \$25 Skip the Dishes gift cards. Students loved it so definitely something to consider doing more of in the future!!

Winter Planning: starting to think about winter planning – as always I'm always open for suggestions!!

External committees:

- **Sexual Violence Advisory Committee:**
 - Guelph General Hospital – the Emergency Waiting Room has reached capacity so three large portables/modules will be added. As such, anyone looking to seek emergency support should expect to report to these large portables/modules to be triaged.
 - We discussed the 2020-2021 Campus Safety Grant applications. Eligible expenses must be related to safety initiatives in one of two areas: awareness/education and services/supports. It was agreed to use any additional funding towards payment for the Student Conduct Support Coordinator, external support to conduct a review of campus safety and student supports, and to help provide the University's mental health Counsellors with Trauma Informed Training.



CSA VP Academic Update: November 25th CSA Board Meeting

Greetings CSA Board,

I hope this email finds you well. The past two weeks have been particularly busy, and by the time I'm giving this update at our board meeting I'll be able to speak to some concrete developments that have taken place in relation to addressing some of the inadequacies of online learning that CSA members are experiencing. On that topic, I met with Michelle Fach and Cate Dewey recently and they expressed their support for making change to how often Respondus is used. I have also finished collecting feedback and compiling a report on student experiences with online learning that will inform my advocacy on this issue going forward. This is of course a very stressful time for students, and on that note, there will be various stress busting activities happening that I encourage you to attend and enjoy.

In other news, our "Art in the Bullring" has been installed and there is an ongoing competition being held for the "students' choice award" that will award the winning artist with an additional prize. Go check it out and vote on the CSA Instagram!

One thing worth noting is that despite the pandemic it is great to see that action on climate change is still a priority for some levels of government. Myself and other CSA members participated in the Guelph Green and Just Recovery Townhall featuring Lloyd Longfield. It was great to see so many U of G students also participating.

Please take care of yourselves during this busy exam season

Sincerely,

Sean

Important Dates:

- Art in the Bullring is happening on November 23rd in a modified format, student choice award voting occurring virtually now
- University Senate meeting November 30th
- Campus Coalition meeting November 25th @ 12 PM
- CFRU AGM on November 30th @ 6:30 PM
- On November 24 at 1:00 p.m. Richard (Dick) W. Pound will be awarded the degree Doctor of Laws, *honoris causa*.

Ongoing Projects:

- Improvements to the Student Memorial Garden
- Promotion of the Student Excellence Award, may need to establish a selection committee in the future; stay tuned



- Recruitment for Virtual Assessment Working Group/Committee (official name TBA)
- Recruitment for the Accessibility Working Group; see the attached motion in your board package
- Respondus and Online Learning Survey Report

Committees:

Senate

My first senate meeting is on November 30th. During that meeting, the senate will be establishing an Environmental Science major dedicated to Indigenous Environmental Science and Practice. Additionally, co-op options will be added to many existing degree programs. The senate will also be introducing the new Dean of the College of Biological Science.

During the senate meeting there will be an update from the Council of Ontario Universities about work that has been done on anti-Black racism. I'll be providing a more full some report on this after the meeting.

Board of Undergraduate Studies

Most of what I mentioned in the senate update is also relevant for BUGS. In relation to the approval of the new ENVS degree, I recommended that the program Committee include representatives from ISS, if they so choose.

Open and Affordable Course Content Task Force

At the OACCTF, another TextbookBroke survey to determine the financial impact of course materials has been halted based on surveys focused on student wellness being higher priority. There is potential for questions related to course material costs due to financial wellbeing's relationship to overall mental health. The meeting on November 2nd was cancelled but I am meeting with them next Thursday.

The Library administration has been carrying on-going work on open access resources and will be utilizing the pandemic as a catalyst to encourage more faculty to use open access resources.

Academic Policies and Procedures Working Group

We are currently discussing potential changes to policies such as the Maximum Weight of Graded Component; policy on Maximum Weight of Single Course Component; policy on Academic Consideration; guidelines for Accommodation; policy on Retaking Passed Courses; calculation of Grade Point Average; policy on Late Adds; limits on Deferrals of Final Exams; and amalgamation of RTW Policies. These changes are currently being sent to BUGS for approval. Our most recent meeting was cancelled due to limited availability of members.



Student Rights and Responsibilities Committee

No updates beyond those provided at our previous meeting.

Student Energy Retrofit Fund

We met recently to discuss how the remaining funds should be allocated and spent, as they are not accumulating any interest right now and need to be spent. This will likely lead to a project to identify which projects should be given priority to access the SERF's successor fund, which will include

Accessibility Working Group

This committee will be meeting as soon as enough members are recruited, and I will be chairing it. All members (aside from the vice chair) are anonymous.

Experiential Learning Ad-Hoc Committee

During our most recent meeting we discussed how experiential learning will be evaluated as such. I was unable to attend the full meeting and the CSA President attended the remainder of the meeting. During that meeting, the CSA advocated for student representation on committees that would govern the experiential learning designations at U of G. We will be meeting again on November 30th.

Compulsory Fees Committee

The CFC is met on Nov. 16th to accept reports from relevant bodies on the status of their services derived from the fees they collect. All reports were accepted. Fees will be unchanged from F20 in W21.

Calendar Review Committee

CRC met on Nov. 6th, We reviewed program calendar changes to programs at U of G (BBRM), U of GH and U of G-Ridgetown Campus.

Student Leaders and Admin Committee

SLAM met on Nov. 12th and received reports from Athletics: Fitness and Recreational Activities (Sarah Mau) and Shannon Thibideau on the Student Experience: I am a Gryphon App.

Services:

Student Help and Advocacy Centre

CSA VPSE Sara has been co-supervising SHAC with me and will be doing so for the 2020-2021 term.



Discussions are ongoing regarding how to better promote the services that SHAC offers in the context of a pandemic. These services continue to be offered online and we are trying to ensure they are more fully utilized. Staff evaluations recently occurred and there will be further discussion on this topic.

Motion

Board of Directors Meeting # 8

November 25, 2020



Item 8.7. Executive Updates

MOTION: That the following Executive Updates be received as information:

- 5.7.1. President
- 5.7.2. VP Student Experience
- 5.7.3. VP Academic
- 5.7.4. VP External

Moved:

Seconded:



Motion

Board of Directors Meeting # 8

November 25, 2020

**Item 8.9.1.
Speaking Rights to SHAC Coordinator**

WHEREAS CSA Rules of Order, Section 3.9. states that any presentations to the Board of Directors are to be submitted in the Board package, and presentations will be given a maximum of ten minutes to present.

MOTION to extend speaking rights to Krista Bentley, SHAC Coordinator, to present the Service Update for the Student Help and Advocacy Centre (SHAC).

Moved:

Seconded:

Receive SHAC Service Update

MOTION to receive the CSA Services Update on the Student Help and Advocacy Centre (SHAC) from Krista Bentley, SHAC Coordinator, at the CSA Board Meeting on November 25, 2020 as information.

Moved:

Seconded:

Service Update

Student Help and Advocacy Centre - Update # 1

November 17, 2020



Service Name

Student Help and Advocacy Centre

Service Representative

Krista Bentley, Coordinator

Service Overview

SHAC is a student-run advocacy and referral centre that provides a safe space for students to ask questions, get information and find resources. Our areas of support include academics, financial, human rights, legal and most commonly, housing/tenancy.

We provide referrals and advocacy services through the drop-in office hours that run Monday- Friday. We offer free legal aid services through a lawyer who currently holds office hours once a week from 1:00 pm-4:00 pm on Wednesdays

Currently, in the state of the pandemic, our services are all offered remotely through virtual office hours.

Upcoming Highlights

We plan to provide tenancy workshops to first year students in a virtual format during the Winter 2021 semester.

Major Activities

“Understanding Housing Law” (social media)

- Social media graphics and texts explaining information provided by the Residential Tenancy Act.
- Four different categories of leasing, landlord, payment and protection
- Posted weekly on our social media and available on the SHAC website, changing to biweekly in the winter 2021 semester.

Service Update

Student Help and Advocacy Centre - Update # 1

November 17, 2020

**“Learning Your Lease” (social media)**

- Social media graphics and texts focused on different sections of the standard lease used in Ontario.
- Outlining what should and should not be included in a lease agreement, and providing information on what students should look out for.
- Posted biweekly on our social media and available on the SHAC website, starting biweekly in the winter 2021 semester.

On and off-campus resources (social media)

- Providing on and off-campus resources to students that would usually be in a physical form in our office, into a virtual form on our social media.
- On and off-campus resources posted once a week, interchanging every week.

Challenges & Barriers**Engagement**

- Given the currently virtual climate, SHAC has seen a decrease in the number of students coming to our office hours.

Spreading the word about SHAC

- With a significantly lower amount of students on campus, we have a harder time bringing awareness to the services of SHAC and promoting the services we offer in different ways.
- Currently, we promote our services on social media, we have reached out to professors to provide information about SHAC on Courselink and would like to do outreach with Interhall Council and/or Res Life.
- Most of our advocacy work is currently on social media, but to make a real impact and bring awareness to what we do we need more of a following.



Motion

Board of Directors Meeting # 8
November 25, 2020

Item 8.10.1.

Appoint CSA Director to the Accessibility Working Group

WHEREAS the Accessibility Working Group (AWG) acts as a forum for discussing and promoting accessibility for persons with disabilities within the CSA;

WHEREAS the membership of the AWG is intended for, but not restricted to, individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA;

WHEREAS CSA policy restricts publishing the names of AWG members to protect their confidentiality; and

WHEREAS the AWG Chair, the VP Academic, is seeking one Director that:

- a) Preferably, but not necessarily self-identifies with a disability or has encountered barriers to participation in the CSA , and
- b) Is willing to volunteer to be considered by the AWG membership for the role of Vice-Chair and is comfortable disclosing publicly that they are a member of the AWG.

RESOLVED that the following Director be appointed to the Accessibility Working Group for the 2020-2021 academic year:

Moved: Sean Mitchell, VP Academic

Seconded:

Note: The definition of disability is provided by the Accessibility for Ontarians with Disability Act (AODA) here: www.aoda.ca/definition-of-disability/

PETITIONS, DELEGATIONS, & REPRESENTATIONS COMMITTEE MINUTES1:00 pm to 2:00 pm, Monday, November 2nd, 2020

Host: CSA President, Tyler Poirier

Attendees: Tyler Poirier, Tori Wakeford, Olivia Parker, Maya Persram, Jessica Krawitz, Sara Kuwatly

- 1- Welcome & Introductions
- 2- Approval of the Agenda

Discussions around conflict of interest:

- Maya Persram is part of UGAIN
- Olivia Parker is on the board of directors of CCP

Parker & Persram will be asked to leave the meeting when reviewing CCP & UGAIN applications respectively.

Approved

- 3- Approval of Minutes
N/A

- 4- Review Relevant Policy

- Each member shall act as a member of the CSA, and not as a member of their own constituency
- Members are expected to remove from Conflict of Interest, as defined in Bylaw 1.
- An applicant must be a CSA member of good standing
- The CSA budgets funds made available by request to qualifying groups
- Funds from PDR, shall be intended for events where the CSA is not considered a co-sponsor
- Should the CSA choose to co-sponsor an event, it must do so before the PDR is presented to the Committee.
- A completed PDR Report Form must be submitted
- The PDR Committee will set three application deadlines in the fall semester and one application in the Winter semester – due to COVID-19 Tyler set up these deadlines in the summer.
- No groups outside of the CSA can have funds allocated to them through the PDR
- Groups have to disclose whether they collect student fees or not
- The PDR Committee will rank each funding application based on:
 - o CSA Clubs
 - o SSGs
 - o UofG accredited undergraduate student organizations
 - o Non-members

- 5- ***NEW BUSINESS*** Review of the PDR budget line

- Total funds requested is \$2635
- Planning to allocate \$9000 this fiscal year – compared to \$11000 in prior years
- Kuwatly: can we consider increasing the \$500 limit by reviewing the policy at PBRC?

- Poirier: it wouldn't be feasible for this application cycle and it would take too long to draft & change policies

6- Review of PDR Applications

- a. 1- UGAIN: Harmony Meadow's Alpaca Farm Virtual Tour
 - i. Concerns:
 - 1. The committee had concerns about the lack of budget in the application
 - 2. The committee had concerns about their SLEF applications – they received funding from SLEF
 - 3. The committee is concerned about the fact that the event already happened, and fees have already been covered
 - ii. Decision: need more information from UGAIN – however, leaning towards declining it.
- b. 2- UGAIN: Ostrich Land Ontario Virtual Farm Tour
 - i. Concerns:
 - 1. The committee had concerns about the lack of details in their budget
 - ii. Decision: the committee needs more information on where the funds are going – is the cost \$5/student? Additionally, what is their plan if more than 15 students showed up to the event?
- c. WUSC: Welcome Baskets for New Students
 - i. Concerns:
 - 1. In their application they indicate that WUSC does not collect student fees, however, WUSC collected just over \$2 from students in the fall semester
 - ii. Decision: ask the club for further clarifications regarding the fees that they collect from students vs. the PDR fund

Motion

Board of Directors Meeting # 8
November 25, 2020



Item 8.10.2.

**MINUTES: Petitions, Delegations and Representations (PDR) Committee
Meeting # 1 - Monday, November 2, 2020**

MOTION to receive the minutes of the **Petitions, Delegations and Representations (PDR) Committee** from Meeting # 1 held on November 2, 2020 as information.

Moved:

Seconded:

MINUTES

Finance Committee Meeting #2

Wednesday, November 4, 2020

3:30 pm to 5:00 pm, via Teams

Present: Tyler Poirier, Katy Oada, Sooraj Modi, Alan Negrin, Lee Anne Clarke
Absent with Regrets: Sara Kuwatly
Minute Scribe: Tyler Poirier

2.1 Welcome & Introduction

The members of the committee took turns introducing themselves.

2.2 Approval of the Agenda

No questions or concerns surrounding the agenda were raised.

Agenda approved.

2.3 Approval of Previous Minutes - Orientation Meeting October 28, 2020

No minutes to approve.

2.4 CSA Budget 2020-2021: Review of first draft (rolling)

NOTE: The review of the first draft of the budget began in the Finance Committee orientation meeting on October 28th, and information from the orientation meeting is included in these minutes in italics for clarity.

Operating Revenue (student fees, admin fees, fees for service)

Student Fees: The anticipated revenue of the CSA from student fees for the 2020-2021 year is estimated at \$730,000, based off of the actual student fees received for the Fall 2020 semester as at October 28th which totaled \$376,210.

Administrative Fees: These fees have largely been discontinued as the Student Choice Initiative (SCI) was overturned by a court, reverting the CSA's fees back to a compulsory fee system. These fees were primarily attached to essential services for which the CSA did not receive any compensation for operational expenses (Bus Pass, Health & Dental Plan).

The Bullring pays an annual administrative fee for services specific to administration and bookkeeping. The Bullring will not be in a financial position to pay this fee in 2020-21. Anticipated loss to operating revenue: \$42,900.

Return on Investments (ROI): The CSA invested in two projects with University Centre Services, namely the renovation to the Photo Arts space (Boo Lounge) and the Digital Signage Programme. In exchange for our original investment, we receive annual dividends for a period of time to recover our initial investment. Given the challenges of this year, it is unlikely UCS will be in a financial position to pay out our annual dividend. It is more likely the agreement will be suspended in 2020-21 and consequently amended to extend the dividend period by an additional year. The contracts are set to expire in 2022 and 2023. Lee Anne will confirm this option with UCS.

Anticipated loss to operating revenue: \$11,250.

Promotional Service: It is unlikely this service will generate revenue in 2020-2021.

Anticipated loss to operating revenue: \$12,000.00.

Service Fees: The CSA will not be operating our Print Service (photocopies/scans) and ink refill programme. Anticipated loss to operating revenue: \$13,000.

Imaginus Poster Sale: The Imaginus Poster Sale will not be on campus this year (usually 3 shows). Anticipated loss to operating revenue: \$24,000.

Operating Expenses by Portfolio

Academic: The VP Academic's wage is reduced from the previous year (2019-2020) as that position was vacant until October 19th, 2020. The VP Academic was consulted on lines of their budget, and agreed on their campaign line amount, while there was discussion about the cost associated with running Art in the Bullring. The amount seems to increase from last year (from \$600-700), but that's because the Bullring will not be able to provide the \$500 usually put aside in the Bullring's budget for the event. The increase will help offset that loss. Advertising is also reduced by \$170 because we are not going to be able to have on-campus advertisements to the same extent as in the past.

Administration: Last year, we added a leasehold improvements line but this year, with the size of our surplus, it does not seem reasonable to add a line for that and the finance committee can make a recommendation to use the surplus for leasehold improvements if we see fit. Insurance rates increased from \$11,400 last year to \$14,000 this year, while our photocopier lease is a fixed amount.

This year, the employee benefits were reduced because of the lack of parking fees on campus as we are working from home, plus parking has continued to be free since the closure of the university in March of 2020. We are also expecting significantly fewer professional fees such as HR consultation, audit, and legal fees.

Council: Council expenses have been reduced in certain areas, especially whereas COVID-19 has impacted the budget. Specifically, travel and conference expenses have been zeroed due to COVID-19, while a small amount was dedicated to a fee for CFS' conferences in case they

are charging a fee for virtual conferences. The CSA President & PDR Committee indicated that a total grant line of \$9,000 was congruent with anticipated demand this year.

Note: the executive discretionary fund was not added to the budget for reasons discussed at the November 4th meeting (see below).

Some other budget lines within the council expenses have shifted from the 2019-2020 year, including expenses associated with elections staff and honoraria for our CSA Board Chair & Scribe. Both were reduced as elections staff & the Board Chair & Scribe are expected to work fewer hours overall compared to last year. The expenses associated with the survival guide are also zeroed as the survival guide was cancelled for the 2020-2021 academic year due to COVID-19. It is also expected that the AGM will cost significantly less as a lot of the cost was associated with food and beverages, which are not possible this year.

External: Campaign funds were reduced from \$2,500 to \$1,500. A quick 2-year history check of previous spending confirmed the reduction is reasonable. The total spent at the end of April 2020 from the VP External's campaign line was \$1,300, and although an additional \$1,100 was supposed to be donated to a group by the VP External, the Executive Committee decided to use their Executive Discretionary Fund for this. At the end of April 2019, the VP External had spent approximately the same amount, just above \$1,300.

Question: Considering we are thinking that the executive discretionary fund should not be available, how can executive find additional funds if the campaign line is spent out before the end of the year?

The Finance Committee is authorized to approve funding proposals up to \$2,000. Executive members (and service staff) can submit a request for additional funds to the Finance Committee at any time.

Programmer: The commission (~\$24,000) received from the three Imaginus poster sales usually offsets the wages paid to our Programmer (who is responsible for contracting and managing the sales). Wages have been reduced to reflect a reduction in workhours.

Promotion Service: *The expenses for promotional services are anticipated to decrease as our poster running service is not operating, removing the need to budget for poster-runner wages. Supplies and advertising/promo have been reduced as there are fewer costs associated with virtual work, while promotion-related memberships and subscriptions have been slightly increased as a need for additional software and promotional capacity has grown.*

Student Experience: *Expenditures associated with advertising & promotion, supplies, and photocopying have all been reduced considering the reduced need for such resources while working from home due to COVID-19.*

The stressbuster line for Winter 2021 was reduced but not eliminated because the VP Student Experience will run stressbusters but will not be running the Last Toast stressbuster event, which included food and drinks and costed about \$2,000.

Bike Centre: The Bike Centre is currently closed, so we are not expecting expenses associated with the service for 2020-2021.

Clubs: Current staffing levels are under review in relation to the workload and demand. Any changes to hours will be finalized before the final budget is prepared. The Clubs general meeting is significantly cheaper this year as well, so we know the overall expenses associated with Clubs will be lower.

SafeWalk: The SafeWalk fee has been suspended in Fall and Winter as the service will not be operating in 2020-2021. Of note, SafeWalk will be funded exclusively from the SafeWalk Referendum Fee (passed in Fall 2019) and will no longer be funded through the CSA operating budget.

SHAC: *Job descriptions and wages have been amended to reflect the reduction in service demand. The legal aid clinic will continue to run in 2020-2021. Advertising/Promotions, supplies, and photocopying expenses are lower as well, and volunteer appreciation and training are zeroed as no volunteers are working in SHAC this year.*

General Comment: Usually, we maintain a \$30,000 buffer in our budget as a backup, however it's not expected that we will require that for this year with reduced costs due to COVID-19 and in light of our sizable reserve. It's therefore estimated that we will be under budget by approximately \$126,000.

2.5 Bullring: Financial Review

The Bullring is currently running with 4 FT staff, 2 of which are permanent management positions. We're trying to get dine-in services up and running, alongside takeout dinners that are prepackaged, while we're also looking to have livestreams held in the Bullring which was recently approved by the administration of UofG.

A review of the last 5 year end net revenue amounts for the Bullring total approximately \$237,000. This revenue makes up a portion of the CSA's overall accumulated surplus. A comparison budget was prepared to review fixed costs for two scenarios: a) Bullring closing at the end of November and b) Bullring remaining open to year end. Budget projections indicate a greater net loss would be incurred by closing in late November (~net loss \$133,000) as opposed to staying open to year end (~net loss \$109,000). This is primarily due to fixed costs such as: wage contracts, insurance, and institutional fees.

Question: If the Bullring is expecting a significant loss this year, why would we lower the advertising amount? Shouldn't we increase it so more customers go to the Bullring? Members of the finance committee discussed the benefits of increasing the advertising costs associated with the Bullring for this year, and how COVID-19 restrictions would require

creativity in using up an increased advertising budget, but it could help bolster customers considering the Bullring is seeing fewer clients due to COVID-19. After consideration, the committee recommended an increase in Bullring advertising budget from \$400 to \$700 for this year.

2.6 FoodBank: Financial Review

This budget was reviewed by the Business Manager and the FoodBank Coordinator prior to the Finance Committee meeting and some budget lines were reduced, such as volunteer appreciation (no volunteers this year). The CSA's front office staff have been reassigned responsibilities at the FoodBank to help offset the hours typically worked by volunteers and are paid through the Administration budget. Funds from the Special Diet budget line were redirected to Food Acquisition as regular stock now includes more special diet items. Demand continues to increase.

Wage review

In Camera discussion

2.7 New Business
No new business

2.8 Next Meeting
November 18, 2020



Motion

Board of Directors Meeting # 8
November 25, 2020

Item 8.10.3.

MINUTES: Finance Committee Meeting # 2 – November 4, 2020

MOTION to receive the minutes of the **Finance Committee** from Meeting # 2 held on November 4, 2020 as information.

Moved:

Seconded:

Note: There are no minutes from the Finance Committee's Meeting #1 as it was dedicated to training and orientation (as recorded in the minutes from Meeting #2).

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 2 – Nov 16, 2020 – 9:30 am

Microsoft Teams

**Attendance****Members**

Pete Wobschall, Chair	Policy & Transition Manager	Present
Alan Negrin, Vice-Chair	Director	Regrets
Jena Ashley	Director	Present (arrived at 10:10am)
Tyler Poirier	President	Present
Horeen Hassan	VP External	Regrets
Sean Mitchell	VP Academic	Present (arrived at 9:45am)

Guests

Jewel Lindemann	Chief Returning Officer (CRO)	Departed at 10:35am
-----------------	-------------------------------	---------------------

Scribe

Pete Wobschall	Policy & Transition Manager
----------------	-----------------------------

Minutes**2.0. Call to Order**

Meeting was called to order at 10:10am.

Please note that members began discussing item 2.6.1. Election Bylaw & Policy Revisions with the Chief Returning Officer (CRO) at 9:30am until committee quorum was reached at 10:10am. At this point a summary of discussion was provided to members, the group completed the Elections discussion within quorum, the CRO departed the meeting, and the agenda was followed to completion.

2.1. Adoption of the Agenda**2.1.1. Approve the Agenda**

Agenda approved.

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 2 – Nov 16, 2020 – 9:30 am
Microsoft Teams

**2.1.2. Declarations of Conflicts**

No conflicts declared.

2.2. Ratifications and De-Ratifications**2.2.1. Sean Mitchell, VPA**

This was Sean's second consecutive PBRC meeting and as such, he is automatically ratified as a PBRC member as per CSA Appendix A – Internal CSA Policy, Section 2.6.2.2.

2.3. Comments from the Chair

No comments from the Chair.

2.4. Approval of Past Minutes**2.4.1. October 26, 2020 PBRC Minutes**

Approved.

2.5. Working Group Updates and Reports**2.5.1. EEC WG Nov 9, 2020 Minutes**

The Executive Evaluation Committee (EEC) Working Group (WG) met on Monday November 9th and reviewed ~50% of the EEC policy. A second meeting has been scheduled for Monday November 23rd to complete review of the policy and begin development of a revised policy.

2.6. Business**2.6.1. Election Bylaw & Policy Revisions**

The group reviewed changes made by the Board in October and determined the following:

- Since the Fall By-Election realized 9% quorum and had limited promotion, reinstating the 10% quorum requirement seemed reasonable; especially with a strong promotional plan in place.

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 2 – Nov 16, 2020 – 9:30 am

Microsoft Teams



- Since the upcoming referendum question regarding the Student Health Plan should garner a high level of interest by students, the 20% quorum requirement for referendums seems reasonable.
- Since it is important to have a process to pre-screen applicants and group members supported the 'signature' process; and since in-person ink signatures are not possible in the covid environment, signatures would be solicited in electronic format (TBD) and the number of signatures required by Executive should be reduced from 100 to 50 signatures. The requirement of 25 signatures for Directors as currently in policy, seemed reasonable to the group.
- Since a pdf document can be electronically signed within Adobe Reader, so requiring a signature for the All Candidate's Meeting seemed reasonable to the group.

Due to time limitations, Elections- and Referendum-related policies flagged by CRO not related to today's discussion will be added to future PBRC meeting.

2.6.2. HR Policy – Vacation , PED, and Minor Formatting

The group review revisions to the HR policy and approved it to be presented to the Board.

2.6.3. PBRC Report # 1 Approval

The group directed the PTM to update PBRC Report #1 to include the motions discussed today, and present the revised report to be received the Board at their next meeting on Nov 25, 2020.

2.6.4. EEC Working Group Update

The EEC WG conducted a line by line review of the EEC policy and discussed high level concepts and processes. An additional meeting was scheduled on Monday November 23, 2020 to complete the policy review and begin planning the revised process.

2.6.5. PBRC Committee Scribe

PTM declared that they were OK with conducting the PBRC Scribe duties.

ACTION: The Executive will discuss a 'Committee Scribe' for all CSA committees in consultation with the Business Manager (to ensure budget compliance) and will report back to the PBRC at the next meeting.

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 2 – Nov 16, 2020 – 9:30 am

Microsoft Teams



2.6.6. Bike Centre Committee Update

From Oct 26 PBRC Minutes:

ACTION: President to discuss relevance and mandate of Bike Centre Committee with Business Manager and report back to PBRC with recommendations for moving forward; including which of the Exec would sit on the committee if it continues.

Group discussion:

- Concern is that the Bike Centre Committee mandate is to help coordinators with operational objectives, not to make governance-related decisions. Committee members do not have the resources or information to make decisions (policy also requires others to make these decisions).
- The actions currently underway by the PTM in committee recruitment, and content within the Executive and Director Training programs is reinforcing the roles of committees, so it is better understood across the organization.
- **ACTION:** PTM to develop a brief educational piece outlining the role of committees for inclusion on outreach materials such as the website. Ensure to include the importance of quorum is validating the work of the committee in the info piece.

2.7. New Business

No new business.

2.8. In Camera Session

No in camera items today.

2.9. Adjournment

Meeting was adjourned at 10:55 am.

Upcoming PBRC Meeting Agenda Items

- More clearly defining 'emergency' and 'time-sensitive' in policy regarding the introduction of 'New Business' items.

MINUTES

Policy & Bylaw Review Committee (PBRC)
 Meeting # 2 – Nov 16, 2020 – 9:30 am
 Microsoft Teams



- Review of Bylaw 4 – Policy of the CSA. Identify gaps and make recommended revisions for Board consideration.

Outstanding Business List (OBL)

Date (Assigned to OBL)	Action / Follow-up
Oct 26, 2020	<p>1.6.6. Review of Policy Review Policy</p> <p>ACTION: PTM to:</p> <ul style="list-style-type: none"> ○ Revise to ensure all policies are included and correctly numbered. ○ Replace specific years to generic 'year #' ○ Bring back to PBRC for review.
Nov 16, 2020	<p>Elections- and Referendum-related policies flagged by CRO not related to discussion at the Nov 16, 2020 meeting will be added to future PBRC meeting.</p>

Motion

Board of Directors Meeting # 8
November 25, 2020



Item 8.10.4.

MINUTES: Policy & Bylaw Review Committee - Meeting # 2 – November 16, 2020

MOTION to receive the minutes of the **Policy & Bylaw Review Committee (PBRC)** from Meeting # 2 held on November 16, 2020 as information.

Moved:

Seconded:

Committee Report

Policy & Bylaw Review Committee

Report # 1

November 12, 2020



Committee Name

Policy & Bylaw Review Committee (PBRC)

Membership Requirements

Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.

Quorum

Quorum shall be three ratified members, one of which must be a Director of the CSA.

Committee Mandate

- To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA By-laws and Policies.
- To develop draft by-laws and policies on said input for the CSA Board of Directors to accept, reject or refer back to the PBRC with further recommendations.
- To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.
- To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.
- To make spelling, grammar, and article numbering changes to the CSA By-laws and Policies as necessary.

Committee Policy Reference

Appendix A – Section 2.6.

Committee Report

Policy & Bylaw Review Committee

Report # 1

November 12, 2020



Committee Reporting & Meeting Requirements

Meeting Frequency

As required to fulfil mandate; minimum meeting frequency is not specified in policy.

Minutes

Appendix A – Internal CSA Policy

2.6.3.2. The PBRC minutes will be recorded by the CSA Committee Scribe (or designated scribe in the absence of the Committee Scribe). Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.

Reporting

Appendix A – Internal CSA Policy

2.6.5. Reporting

2.6.5.1. The PBRC will report to the CSA Board of Directors at least twice a semester.

It is understood that the Board of Directors will request reports on specific issues with specific timelines relevant to that issue.

Committee Members

Name	Position Title	Date Ratified by Board	Date Ratified by PBRC (2 nd Consecutive Meeting)	Date De-Ratified by Board
Tyler Poirier	President	Sept 16, 2020		
Horeen Hassan	VP External	Sept 16, 2020		
Pete Wobschall	PTM	Auto ratified (App A, S 2.6.2.4.)		
Jena-Lee Ashely	Director	Sept 16, 2020		
Alan Negrin	Director	Sept 16, 2020		

Committee Report

Policy & Bylaw Review Committee

Report # 1

November 12, 2020

**Committee Roles**

Chair	Pete Wobschall, PTM
Vice-Chair	Alan Negrin, Director
Committee Scribe	Pete Wobschall, PTM

2020-2021 Meeting Dates

Meeting Date / Time / Location	Meeting #	Date Minutes Received at Board Meeting
Apr 15, 2020 (previous academic year)	NA	Sept 3, 2020
Mon, Oct 26, 2020, 10:00am, Microsoft Teams	1	Nov 11, 2020?
Mon, Nov 16, 2020, 9:30am, Microsoft Teams	2	
Mon, Dec 6, 2020, 10:00am, Microsoft Teams	3	
Winter Semester Meeting Dates to be established in Dec 2020	TBD	

Major Activities

Executive Evaluation Committee (EEC) Policy Review & Evaluation
<ul style="list-style-type: none"> • Review and evaluation the existing EEC policy/process. • Develop revised policy that is consistent with the hierarchical organizational model for Board of Directors consideration.
Review of Amended Bylaw & Policies from Fall 2020 By-Election
<ul style="list-style-type: none"> • Review and evaluation the election-related policies and bylaw that were amended at the Board Meeting on Sept 9, 2020.

Committee Report

Policy & Bylaw Review Committee

Report # 1

November 12, 2020



<ul style="list-style-type: none"> • Provide the Board of Directors options and associated rationale in regard to the affected policies.
<p>HR Policy Revisions</p>
<ul style="list-style-type: none"> • Review of revised Vacation and Personal Emergency Day (PED) policy for staff. • Developed by the CSA Business Manager and an external HR consultant. • The revised policies bring the CSA into Employment Standards Act (ESA) compliance. • To go to the CSA Board for consideration in Nov 2020.
<p>Elections Candidate’s Package Review</p>
<ul style="list-style-type: none"> • Continuing from 2019-2020 PBRC activities. • PBRC’s Candidate Package Working Group recommendations were approved by PBRC in October 2020. • Elections Office will ensure recommended revisions are made in the Candidates Package in Nov 2020.
<p>Policy Review Policies Review</p>
<ul style="list-style-type: none"> • To review policies outlining policy and bylaw review requirements and develop revisions based on achievable timing (SMART goals) for Board consideration.

Future Major Activities

<p>New Business Items: Defining ‘Emergency’ & ‘Time Sensitive’</p>
<ul style="list-style-type: none"> • More clearly define, and provide examples of, ‘emergency’ and ‘time-sensitive’ issues for Members to better understand how to justify introducing New Business items at Board Meetings (recommended by Member Pacheco).
<p>Referendum Policies</p>
<ul style="list-style-type: none"> • Review and evaluation referendum-related policies to make selected sections more clear. • Define the roles and impacts of ‘opposition campaigns’.

Committee Report

Policy & Bylaw Review Committee

Report # 1

November 12, 2020

**Working Groups****EEC Evaluation & Development Working Group (PBRC)****Date Established**

Oct 26, 2020

Members

Name	Position Title
Tyler Poirier	President
Sean Mitchell	VP Academic
Pete Wobschall	Policy & Transition Manager
(Optional) Jena-Lee Ashely	Director
(Optional) Alan Negrin	Director
(Optional) Horeen Hassan	VP External

Meeting Date(s)

Mon Nov 9, 2020, 1:00pm, Microsoft Teams

Mandate or Terms of Reference (TOR)

- Review EEC and develop a policy with the 'trends' in mind (from Oct 26, 2020 Minutes).
- Find a way to restructure the EEC and provide evaluation and accountability for Exec.
- Ensure Business Manager is well-informed and supports actions and decisions of Working Group
- External HR consultant could be engaged (budget-permitting), to vet policies and ideas through (to ensure legal compliance as appropriate)

Major Activities

Committee Report

Policy & Bylaw Review Committee

Report # 1

November 12, 2020



- Review and evaluation of Executive Evaluation Committee and develop associated revised policy to support the new hierarchical model (EEC was developed under the Commissionaires model)

Elections Candidate's Package Working Group (PBRC)**Date Established**

April 15, 2020

Members

Name	Position Title
Pete Wobschall	Policy & Transition Manager
Patrick MacCarthy	Chief Returning Officer (CRO)

Meeting Date(s)

May 5, 2020

Mandate or Terms of Reference (TOR)

- Review the Candidate's Package and make revisions as per Board direction.
- Identify policy excerpts that the PBRC needs to explore more fully (e.g. a social media policy for the CSA).

Major Activities

- See mandate.

Committee Report

Policy & Bylaw Review Committee

Report # 1

November 12, 2020

**Recommendations****Winter 2021 General Election Electoral Policy Amendments**

WHEREAS filling all Executive and Board of Director positions is critical to the success of the Central Student Association;

WHEREAS COVID-19 public health policy and University of Guelph COVID-19 regulations have made the prescribed electoral process infeasible;

WHEREAS it is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic;

WHEREAS it is necessary for the CSA to revise related policy in order to carry out the 2021 Winter General Election in a timely manner; and

WHEREAS the CSA Board of Directors suspended various elections-related policies at their meeting on September 9, 2020 with direction to reassess these amendments in November 2020;

RESOLVED that based on review and recommendations from the Policy & Bylaw Review Committee (PBRC):

- a) The following clauses from CSA's Appendix D – Electoral be reinstated for the Winter 2021 General Election:
 - i. 4.2.1.c. [Director candidate to collect signatures]
 - ii. 4.2.1.d. [Director candidate to collect 25 signatures]
 - iii. 4.3.1.c. [Executive Officer candidate to collect signatures]
 - iv. 12.5. [Candidates sign a statement before leaving the All Candidate's Meeting that indicates they understand the rules and regulations governing the election process]

- b) The following clauses from the CSA's Appendix D – Electoral continue to be suspended for the 2021 Winter General Election.
 - i. 4.2.1.f. [Director candidate to present a refundable cheque of \$25]
 - ii. 4.3.1.f. [Executive Officer candidate to present a refundable cheque of \$50]

- c) The requirement of 100 verified signatures being required by an Executive candidate be reduced to 50 verified signatures in Section 4.3.1.c).

Committee Report

Policy & Bylaw Review Committee

Report # 1

November 12, 2020



- d) Recommendations from the Chief Returning Officer (CRO) relating to the policy revisions in a), b) and c) above, be included in their report at the end of the academic year for consideration by the Board for future elections cycles.

Moved:**Seconded:****Winter 2021 General Election Amendment to Bylaw 2 Electoral, Section 2.2.**

WHEREAS filling all Executive and Board of Director positions is critical to the success of the Central Student Association;

WHEREAS COVID-19 public health policy and University of Guelph COVID-19 regulations have made the prescribed electoral process infeasible;

WHEREAS it is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic;

WHEREAS it is necessary for the CSA to amend Bylaw 2- Electoral in order to carry out the 2021 Winter General Election in a timely manner;

WHEREAS at their meeting on September 9, 2020, the CSA Board of Directors amended Bylaw 2 – Electoral, Section 2.2.2. eliminating the requirement of quorum being 10% of the general membership of the applicable constituency; and

WHEREAS the Policy & Bylaw Review Committee (PBRC) has reviewed and approved of the following amendment.

RESOLVED that:

- a) Effective immediately, CSA Bylaw 2 – Electoral, Section 2.2. By-Elections be temporarily amended by reinstating subsection 2.2.2. stating “Quorum shall be 10% of the general membership of the applicable constituency.”
- b) Recommendations from the Chief Returning Officer (CRO) relating to elections quorum be included in their report at the end of the 2020-2021 academic year for consideration by the Board for future elections cycles.

Committee Report

Policy & Bylaw Review Committee

Report # 1

November 12, 2020

**Moved:****Seconded:****Revisions to Appendix C – CSA Human Resources Policy: PED & Vacation**

WHEREAS the Business Manager, working in consultation with an external HR consultant, provided the Policy & Bylaw Review Committee (PBRC) with revisions to the CSA's Human Resources (HR) policy;

WHEREAS these revisions ensure compliance with the Ontario's Employment Standards Act (ESA) in relation to Personal Emergency Days and Vacations; and

WHEREAS the Policy & Bylaw Review Committee (PBRC) has reviewed and approved the following revisions at its meeting on November 16, 2020:

- a) Revised vacation policy [Section 11.0.]
- b) Added Personal Emergency Day (PED) policy [Section 12.0]
- c) Addition of clickable Table of Contents
- d) Addition of a table to track ongoing revisions at the beginning of the policy
- e) Ensuring all headings are sequentially numbered
- f) Ensuring that all body text has similar formatting

RESOLVED that the revised Appendix C – CSA Human Resources Policy be approved, as presented to the CSA Board of Directors at their meeting on November 25, 2020.

Moved:**Seconded:**

Motion

Board of Directors Meeting # 8
November 25, 2020



Item 8.10.5.

**REPORT: Policy & Bylaw Review Committee (PBRC)
Report # 1 – November 12, 2020**

MOTION to receive the Policy & Bylaw Review Committee's (PBRC) Report # 1, dated November 12, 2020 as information.

Moved:

Seconded:

Central Student Association
Appendix C – CSA HR Policy



Formatted: Font: 14 pt

Table of Contents

1.0 Preamble..... 3

2.0 Relationships..... 4

3.0 CSA Staff..... 4

4.0 Hiring..... 5

5.0 Orientation and Training..... 10

6.0 Contracts and Personal Records..... 11

7.0 Amendments to Staff Contracts..... 11

8.0 Extension of Staff Contracts..... 12

9.0 Staff Evaluation..... 13

10.0 Salary and Benefits..... 14

13.0 Overtime..... 18

14.0 Staff Communications..... 19

15.0 Progressive Discipline Process..... 20

16.0 Complaint Resolution..... 21

17.0 Workplace Harassment and Violence Policy..... 23

18.0 Respect in the Workplace..... 31

19.0 Environmental Health and Safety Policy Statement..... 31

20.0 Joint Health & Safety Committee..... 32

21.0 Policy on CSA Field Workers..... 36

22.0 Volunteer Policy..... 39

23.0 Honorarium Policy..... 40

**Central Student Association
Appendix C – CSA HR Policy**



<u>Revision</u>	<u>Board Approval Date</u>
<u>Section 8.1: Extension of Specific Positions</u> <u>8.1.1. Addition of two positions:</u> <ul style="list-style-type: none"> • <u>FoodBank Volunteer Coordinator</u> • <u>Bike Centre Volunteer Coordinator</u> 	<u>March 11, 2020</u>
<u>Revised 11.0 Vacation and addition of 12.0 PED</u>	<u>Nov 11, 2020?</u>
<u>Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references previous to 2020 AGM.</u>	<u>?</u>
<u>Pete Wobschall, Policy & Transition Manager</u>	
<u>Signature</u>	<u>Date</u>

Formatted: Font: Not Bold

Formatted: No bullets or numbering

Central Student Association
Appendix C – CSA HR Policy



by the CSA Board of Directors on April 3, 2019.

Formatted: Indent: Left: 0.5"

1.0 Preamble

The University of Guelph Central Student Association is an association of the undergraduate students of the University of Guelph, which acts as a central coordinating organization for all undergraduate student activities of a cross campus nature. The CSA is to represent the whole undergraduate student body on political, social and civic issues, within and/or beyond the University campus.

- 1.1 The Central Student Association will employ, when necessary and within the bounds of its approved budget, certain full time, part time and temporary staff, as well as volunteers. This policy's purpose is to provide guidelines for effective, just and harmonious relationships among all the CSA Board, staff, supervisors and volunteers. It outlines the mutual responsibilities and rights of employer and employees.
- 1.2 This policy is to abide by the Ontario Employment Standards Acts and all other relevant federal and provincial legislation, as well as the by-laws and policy of the CSA. Federal and provincial employment legislation shall take priority in the event of any contradictions within this policy.
- 1.3 In keeping with the CSA's stated policy against discrimination as well as with the Ontario Human Rights Code, the CSA will neither practice nor tolerate any prohibited discrimination or harassment in its hiring, office environment, termination or provision of services against any employee or individual, including but not limited to, on the grounds of race, ancestry, colour, ethnic background, citizenship, creed, religious or political affiliation, age, sex, sexual orientation, gender orientation, marital status, family status, status of wealth or physical or mental disability.
- 1.4 This policy shall form part of the contract of employment of each person employed by the CSA and shall be applicable to all persons associated with the CSA where applicable. It shall be provided to each person employed by or associated with the CSA.
- 1.5 The Central Student Association shall at all times use the Employment Equity Hiring Policy whenever staff are hired as per section 4.8 of this policy. Employment Equity is defined as hiring the candidate who falls within a marginalized group, when that candidate is of comparable qualifications to the other most qualified candidates.

Central Student Association
Appendix C – CSA HR Policy



For the purposes of the Employment Equity Hiring Policy, marginalized shall be defined as persons from groups who face systemic barriers to employment including but not limited to women, racialized people, aboriginal people, queer people, persons with disabilities and international students.

2.0 Relationships

- 2.1 The Board of Directors of the Central Student Association (referred to as “the Board”) is the employer of all staff of the Central Student Association.
- 2.2 Full and part-time permanent and full and part-time contract staff members of the Central Student Association are to be supervised by a member of the Executive.
- 2.3 In cases where a member of staff is charged with supervising another staff, a member of the Executive will always be responsible for both parties, focusing attention on the party who is in a supervisory role.
- 2.4 If a contract between staff and board contradict this policy, the contract will be seen as overriding this policy.

3.0 CSA Staff

- 3.1 The staff of the CSA consists of elected full time Executive, permanent or renewable-contract employees, contract salaried employees and temporary staff. All of the staff shall abide by, and benefit from, the provisions of this policy, where applicable.

Volunteers ~~and Associate Executives~~, while not considered staff, shall also abide by, and may benefit from, the provisions of this policy, where applicable.

- 3.2 The elected full time Executive currently consists of the President, Vice President Academic, Vice President Student Experience and Vice President External. They are elected to an office term of one year to run from May 1 to April 30 annually.
- 3.3 The permanent and renewable-contract staff of the CSA currently consists of the Bookkeeper, the Bullring General Manager, the Business Manager, the Front Office Manager, the Policy & Transition Manager, the Human Resources and Services Manager, the Programmer and the Promotions & Media Assistant.
- 3.4 Part-time contract positions consist of the Bike Centre Coordinators, the Assistant Electoral Officer(s), the Clubs Coordinator, the Clubs Administrative Coordinator, the External Chair, the Board Scribe(s), the Committee Scribe, the FoodBank Coordinators, the Meal Exchange Coordinators, Poster Runners, the SafeWalk Coordinators, the Student Help & Advocacy Centre Coordinators, and

Central Student Association
Appendix C – CSA HR Policy



the Technical Assistant.

- 3.5 The Vice President Academic and Vice President External are responsible for co-supervising the Student Help & Advocacy Centre Coordinators.
- 3.6 The Vice President Student Experience is responsible for supervising the Assistant Electoral Office, the Clubs Coordinator, the Clubs Administrative Coordinator, the SafeWalk Coordinators, and the Bike Centre Coordinators. The Vice President Student Experience shall also co-supervise the Promotions & Media Assistant and the Policy & Transition Manager, along with the President.
- 3.7 The Vice President External is responsible for supervising the Meal Exchange Coordinators, and the FoodBank Coordinators.
- 3.8 The President is responsible for supervising the Bookkeeper, the Bullring General Manager, the Business Manager, the Front Office Manager, the Programmer, and the Technical Assistant. The President shall also supervise the Human Resources and Services Manager and the Policy & Transition Manager.

4.0 Hiring

Hiring for full-time permanent employees, part-time permanent employees, full-time contract employees, and part-time contract employees shall take place according to the following procedures:

- 4.1 Priority for the hiring of part-time employees of the Central Student Association to be as follows:
 - 4.1.1 full or part time undergraduate students
 - 4.1.2 non-students.
- 4.2 The following are the minimum requirements for hiring a vacancy or new position:
 - 4.2.1 Notification of the CSA Board of Directors at least two weeks prior to the projected hiring date.
 - 4.2.2 The striking of a hiring committee at the last Board meeting prior to the close of the job posting period. The hiring committee shall consist of the Office Manager and/or the Policy & Transition Manager and/or at least one member of the Executive; at least one Board member (if no voluntary Board member participation is available, then another member of the Executive may sit on the committee) and a CSA staff member (preferably the outgoing position holder or staff supervisor).

Central Student Association
Appendix C – CSA HR Policy



If felt appropriate by a Hiring Committee Chair, individuals outside the Board, staff and Executive may also be appointed to the hiring committee. Should Board member participation become available after the hiring committee is struck, additional Board members may be appointed at the discretion of the Hiring Committee Chair.

- 4.2.3** Budgetary funds must be available to cover the salary for the position.
- 4.2.4** A job description must be completed and previously approved by the CSA Board. The Executive Supervisor, the Business Manager and the program coordinator shall be responsible for approving any minor / administrative changes to a job description. Any substantive changes will require Board approval. The up-to-date job description will be available to applicants.
- 4.2.5** The job description will include the job title; qualifications required and sought; description of duties; the base salary rate; the hours to be worked on a weekly basis; the term of employment; a location where the candidate may access this hiring policy; the date of commencement and the immediate supervisor(s). The job description must also include a requirement for the staff member to provide a minimum of three hours of training to their successor in the final two weeks of his/her term.
- 4.2.6** The Hiring Committee Chair will be the Executive Supervisor of the position. In the event that this role is shared between two Executive members, they will co-chair the hiring committee. In the event that the Executive Supervisor is unable to be chair, the Office Manager or the Policy & Transition Manager will be the chair.
- 4.2.7** The Office Manager will be responsible for the oversight of tasks and details consistent among all hiring committees. This may include, but is not limited to, the composition of the committees as per CSA policies and bylaws, ensuring that all interview questions are appropriate, and ensuring that all operations of the hiring committee are in accordance with all relevant CSA policies and bylaws, ensuring that all hiring committee members are properly trained and informed of all relevant policies and bylaws, and ensuring that every committee member is provided with all relevant documentation regarding policies, bylaws, and hiring process information.
- 4.2.8** The Office Manager will be responsible for the co-ordination and operation of the hiring committee. This includes, but is not limited to, scheduling meetings and interviews, and booking interview room space. The Hiring Committee Chair will meet with the committee to appropriately short-list

Central Student Association
Appendix C – CSA HR Policy



candidates, draft interview questions, reply to successful candidates, and prepare the Hiring Committee report as per 4.4, ultimately for the consideration of the Board of Directors.

4.2.9 It remains the responsibility of the Office Manager to ensure all hiring takes place within the framework of all applicable CSA Bylaws and Policies.

4.2.10 The Office Manager and Policy & Transition Manager will be a resource to all hiring committee members, including committee chairs, and ultimately will be responsible for providing information, training and documents for all hiring committee members for support in this process. This may include, but is not limited to, providing materials and information on relevant policies and by-laws, information regarding the processes of other hiring committees, and information regarding appropriate human resources practices.

4.3 All above employment vacancies are to be advertised for two weeks before the application period is closed. The following are the minimum requirements for advertising job vacancies:

4.3.1 Job descriptions must be posted on the CSA website and thecannon.ca when the application period opens.

4.3.2 During the Winter Semester, the Office Manager and Policy & Transition Manager will provide a CSA Job Information table in the UC Courtyard for two days during the week preceding the application period opening and during the application period.

4.3.3 During the Winter Semester, the CSA President will send a mass email to all Undergraduate students advertising CSA job vacancies, CSA hiring policies, and the time and date of the hiring period. This e-mail will be sent during the week preceding the application process opening.

4.3.4 Job vacancies will be advertised to all CSA clubs and campus organizations, especially those that are mainly composed of members of marginalized communities, for example: the Centre for Students with Disabilities, the Aboriginal Students' Association, the Guelph Black Students Association, Guelph Resource Centre for Gender Empowerment and Diversity, Guelph Queer Equality, International Student Organization, Ontario Public Interest Research Group, and the CSA Accessibility Working Group.

4.3.5 Throughout the year, the Clubs Coordinator and the Vice President

**Central Student Association
Appendix C – CSA HR Policy**



Student Experience shall be responsible for conducting outreach to and soliciting applications from members from CSA clubs and organizations. During the summer, each year, these individuals will present a plan to the CSA Executive describing how they intend to outreach to clubs and organizations. Presentations to clubs and organizations must outline the CSA's hiring process, and advertise job vacancies and the job vacancies application period and process. Emphasis must be placed on the importance of the CSA's Employment Equity policies and process.

4.3.6 During the Winter Semester, leaflets and posters advertising CSA job vacancies must be distributed by the Clubs Coordinator to all clubs and organizations. These posters must also be distributed through the CSA poster run the week preceding the application period opening.

4.4 All above employment vacancies are to be filled only by a committee duly appointed by the Board. Each hiring committee shall be composed of at least one CSA Executive member, at least one Board member and one staff member (may or may not be previous holder of the position). At the conclusion of its duties, the hiring committee shall present a report to the Office Manager which includes the person recommended for the position, the number of applicants interviewed and the type and length of advertising. All new staff must be ratified by the CSA Board before commencing employment.

The CSA Board shall not ratify any new staff for positions where there is an outstanding grievance filed in connection with the hiring process. The names of and discussions with or about any other candidates shall remain strictly confidential. The hiring committee shall meet to conduct short-listing within one week after the close of the posting period, and to complete interviews within two weeks after the close of the posting period. Recommendations for hiring shall be presented at the end of these two weeks. All efforts shall be made to have the entire hiring process completed before the commencement of the winter examination period.

4.5 When hiring new employees, the emphasis should be to view the position as one in which specific experience can be gained.

4.6 Internal CSA applicants will be considered equally with other applicants and will take priority only if they and the other applicant appear to be equal in qualifications, as an internal candidate's prior knowledge of and experience with the CSA are legitimate factors in selecting a candidate.

4.7 No CSA part-time contract employee shall work more than an average of 15 hours per week if they hold more than one contract with the CSA, unless there is an overlap between a position that ends September 30 and another position that

Central Student Association
Appendix C – CSA HR Policy



starts September 1. If the candidate has applied for one or more jobs at the CSA, the candidate has the right to withhold their acceptance of an offer until they have heard from other CSA hiring committees.

- 4.8** The CSA is committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.

The following is an outline of the steps taken in this process:

- 4.8.1** Advertisement for these positions shall be carried out in accordance with Section 4.3.
- 4.8.2** All applicants are encouraged to complete an electronic Employment Equity Form during the application process. The CSA Office Manager will keep the forms on file.
- 4.8.3** In selecting successful applicants, hiring committees shall apply the principle of merit while striving to ensure that those selected represent the diversity of the university community. In addition, hiring committees will carry out responsibilities in accordance with Section 4.4.
- 4.8.4** Following the conclusion of the hiring procedures, for year-to-year comparative purposes, aggregate data derived from the Employment Equity Forms will be retained by the CSA. Upon completion of the annual hiring processes, all Employment Equity Forms will be destroyed.

- 4.9** Every effort will be made to make the application process accessible to applicants with disabilities. Applicants who may require accommodations during the application process, must contact the Office Manager to make appropriate arrangements in advance.
- 4.10** All candidates who are offered a position shall confirm their acceptance by signing a document that includes the job title, the base salary rate, the date of commencement of employment and the term of employment. If the candidate selected for a position refuses the job offer, selection shall devolve to the second choice. In the case of a second choice being unavailable or at the discretion of the Hiring Committee unacceptable, the hiring process shall be re-initiated.
- 4.11** If an applicant has an issue with the hiring process under this policy, they may file a complaint under the Complaint Resolution and Grievance Procedure, Policy 13.0. Any grievance filed by an unsuccessful candidate must be submitted to the President within seven days of receipt of notification that they were not hired.

Central Student Association
Appendix C – CSA HR Policy



5.0 Orientation and Training

The purpose of orientation of new staff is to introduce them to the goals of the CSA; to ensure that they have grasped and are comfortable with all of their new duties, responsibilities and privileges; to ensure that they have received adequate training and job preparation; and to ensure that they are properly and happily integrated into the CSA environment.

- 5.1 The package to be given to all new staff shall include, at the minimum; a copy of this policy; a copy of their contract when applicable; a job description of the position; a copy of the CSA's by-laws or constitution, and applicable Manual of Operations when available.
- 5.2 Pursuant to their job descriptions, outgoing staff members shall be actively involved in the training of their successor. Incoming staff members shall receive an honorarium, as determined by the CSA Human Resources & Services Manager, for mandatory training with their respective outgoing staff members in the final two weeks of their contracts. The outgoing and incoming staff members shall meet for a minimum of three hours during this period. Additionally, the immediate supervisor, and when possible the CSA Human Resources & Services Manager, shall keep close watch of the new employee during the initial weeks of employment.
- 5.3 It is the responsibility of the immediate supervisor of new staff members, and whenever possible, **the Human Resources & Services Manager**, to monitor the progress of new staff members and to provide feedback to him/her them within the first three weeks of employment.
- 5.4 The Policy & Transition Manager shall ensure that a Manual of Operations for each area under the supervision of the Executive is prepared and updated regularly
- 5.5 The Executive Committee, under the leadership of the President, shall develop an annual training plan to ensure all new staff, Board Members and Executive receive a proper orientation and sufficient training to be able to successfully carry out their responsibilities.
- 5.6 The **Human Resources & Services Manager** and President will designate one training day each semester. All staff members must attend the training day which is closest to their contract start date. This day will be held within the first three weeks of the fall semester. This training day will include an anti-oppression workshop, a student risk management workshop, a Business Office workshop, a Front Office workshop and any other training sessions as deemed necessary by the Executive. This training day will be developed during the summer, and

**Central Student Association
Appendix C – CSA HR Policy**



incoming staff will be notified of each training day at least one month in advance.

- 5.7** The President shall recommend a discretionary training budget amount to enable professional development training to take place whenever possible and practical. Professional development training shall take place when opportune.

Reimbursement for job-related seminars or courses shall be approved in advance by the President; shall be contingent on funding availability and budgetary allocations, as well as by the successful (as determined by the President) completion of the seminar or course.

6.0 Contracts and Personal Records

- 6.1** Every staff member shall have a personal records file maintained for them. There shall be only one file per employee which shall be held by the Human Resources & Services Manager and/or Policy & Transition Manager. These files shall only be used for the legitimate purposes relating to employment, such as performance evaluation, pay increases, disciplinary action, contract renewal or rehiring, and may only be viewed by the employee, Human Resources & Services Manager or confidentially by members of specially appointed Board of Directors Committees. Files shall be kept in a secure place and updated when necessary.
- 6.2** The standard contents of each file shall be: Employee's resume; job description; offer of employment; letter of acceptance or employment agreement; personal information relevant to health and/or emergencies; record of time (vacation, lieu-time, leaves of absences, etc.); documents pertinent to employee performance.
- 6.3** In order for information in the file to be used for purposes outside of organization business, the employee must give written consent. Staff members may view their files upon request. Any staff member may add to his/her file any documents which he/she wishes.
- 6.4** Employees' personal records shall be kept confidentially by the CSA for a term of five years after the employment ends, and then destroyed.

7.0 Amendments to Staff Contracts

From time to time, the CSA may find the need to amend a staff contract after an individual has been hired for a position. Any aspects may be amended as necessary, whether it is the date of employment, change in hours, rate of pay, job description, etc.

It is recognized that a person's employment is part of their livelihood, and changes to their employment should be handled with expediency, and with the proper

Central Student Association
Appendix C – CSA HR Policy



consultation.

- 7.1** Amendments to a staff contract must be handled via the following procedure:
- 7.1.1** A meeting is to be set up between a staff member and an Executive supervisor and may be called by either individual. This meeting shall be to draft a proposal for what changes should be made to the staff member's contract. If necessary, more than one meeting may be set up.
- 7.1.2** The supervisor will set up a meeting with his/herself, the staff member and the Human Resources & Services Manager. At this time, the proposal agreed upon by the staff and supervisor shall be presented to the Human Resources & Services Manager, who will then ask any questions necessary.
- 7.1.3** The Human Resources & Services Manager will, as often as necessary, perform any research needed to verify the necessity and the drawbacks of approving the proposal, then reconvene another meeting, if necessary.
- 7.1.4** At such a time where an agreement is met by all parties involved, an amended job contract will be drafted, and signed by the President, the staff and their supervisor, at which point the changes become binding.
- 7.2** For any changes to staff contracts that would increase the total pay of an employee, funds must be available within the CSA to cover these increases, as determined by the President. If these funds are not available, the matter shall be referred to the Finance Committee, and if necessary, the Board of Directors.
- 7.3** Changes made in this fashion may or may not set a precedent for future job postings. The determination of whether the changes made will have an impact on future job postings can be made by the Human Resources & Services Manager.

8.0 Extension of Staff Contracts *[Former Section 11.0]*

Preamble

It is recognized that certain support staff positions at the CSA have an impact on the overall operations and functioning of the organization. These positions require a significant amount of time for the organization, specifically Executive and supervising staff, as well as the employee for training, skill development, and sustaining a specific level of operational capacity. In these situations, it would benefit the CSA to have an employee, upon favourable evaluation, remain in their position for longer than a one-year term. In addition, it provides the employee with the opportunity to apply their training and develop their skills

Central Student Association
Appendix C – CSA HR Policy



for a longer period of time. This benefits the organization and the employee.

8.1 Extension of Specific Positions ~~{Operational}~~

8.1.1 Part-time support staff members who hold a fixed-term contract may have their contract extended. These part-time support staff member positions are: Assistant Returning Officer, Board Chair, Board Scribe, Chief Returning Officer, Front Office Assistant(s), SERM Coordinator, Poster Runners, FoodBank Volunteer Coordinator, and Bike Centre Volunteer Coordinator. *[Revised May 19, 2020 from Board Meeting March 11, 2020]*

8.1.2 Contract extensions may be approved based on positive performance reviews:

8.1.2.1 ~~During~~ during the regular evaluation period (probation), and

~~6.1.4-8.1.2.2~~ **2) prior** prior to the hiring period as well as a recommendation from the Executive supervisor.

8.2 Extension of Part-Time Staff Contracts Hired Mid-Term

If any part-time fixed-term contract employee has been hired mid-term, the contract may be extended by 12 months on May 1, pending a favourable evaluation from the Executive supervisor.

9.0 Staff Evaluation

9.1 The focus of the staff evaluation process is on employee development. It is intended to be an opportunity to review performance against pre-determined performance standards and to set action plans that will promote employee development and improved performance.

9.2 During the first two weeks of employment, the Human Resources & Services Manager will co-ordinate the distribution of the staff evaluation form to each staff member. Staff members will fill out applicable sections of the form and submit the form to the Human Resources & Services Manager. The Human Resources & Services Manager will ensure that all staff evaluations are completed within the three-month probationary period.

9.3 Staff evaluation forms must be completed and received by the respective supervisors by the end of January. All staff evaluations will be reviewed by the Human Resources & Services Manager and Policy & Transition Manager, who may endorse the recommendations of the supervisor, or make additional recommendations as he/she sees fit.

Formatted: Indent: Left: 1.13", Hanging: 0.69", Outline numbered + Level: 4 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2" + Indent at: 2.75"

Central Student Association
Appendix C – CSA HR Policy



9.4 Two copies of the evaluation and any arising recommendations are to be made. One is to be given to the employee, and the other to remain in the employee's Personal Record.

10.0 Salary and Benefits [~~Former Section 16.0~~]

10.1 Salary ranges and individual rates of pay for each CSA position shall be determined in accordance with the budget limits, qualifications required, and prior salary ranges for that position. Employment equity is to be maintained according to the directives of the province of Ontario.

10.2 The Staff Representatives and the CSA Finance Committee shall meet annually during the setting of the following year's budget in order to discuss and make recommendations for global percentage salary increases, which shall take effect at the beginning of the following fiscal year or at the filling of any position by a new employee.

10.3 Individual salary increases over and above the annual global percentage increase may be granted in circumstances where the employee's performance demonstrably merits such action. It is the employee's immediate supervisor's responsibility to make a recommendation for a salary increase to the Executive Committee. The recommendation must be supported by written justification including the employee's performance evaluation. All such increases are to be within the set salary range of each position unless significant changes in the job description have taken place.

10.4 Benefits for full-time contract and full-and-part-time permanent staff include transportation subsidies (e.g. parking stickers for staff who regularly drive to the university in their own vehicle); access to Health Plan coverage; legislated benefits including Unemployment Insurance and Canada Pension Plan.

10.5 Salary payment will be made bi-weekly with appropriate tax, EI and CPP deductions.

10.6 Permanent full-time permanent part-time, full-time contract employees, as well as the elected Executives are eligible for a lump payment equal to a percentage of their annual salary as a contribution towards either a retirement plan or education plan, of their choice. The percentage shall be determined as follows:

1-2	years of service	3%
3-4	years of service	4%
5-6	years of service	5%
7-8	years of service	6%
9-10	years of service	7%

**Central Student Association
Appendix C – CSA HR Policy**



11-12	years of service	8%
13-14	years of service	9%
+15	years of service	10%

10.7 In the event that CSA part-time contract positions are not filled by students eligible for the student health and dental plans, they shall be eligible for the employee health plan and shall be notified accordingly.

11.0 Vacation

11.1 The Central Student Association (CSA) understands and values the importance of personal time off for all staff. Vacations are time away from work and are meant to promote health and wellbeing. All staff are required to take their full annual allotment of vacation days.

11.1.1 Part-time employees will receive 4% of earnings as vacation pay, which shall be received on designated paydays.

11.1.2 Full-time employees will accumulate vacation days according to the following schedule for completed years of service:

<u>Years of Service</u>	<u>Vacation Time</u>	<u>Vacation Pay</u>
<u>< 1 year</u>	<u>=</u>	<u>4%</u>
<u>1 - 5 years</u>	<u>10 days</u>	<u>4%</u>
<u>6 - 10 years</u>	<u>15 days</u>	<u>6%</u>
<u>11 - 15 years</u>	<u>20 days</u>	<u>8%</u>
<u>16 + years</u>	<u>25 days</u>	<u>10%</u>
<u>All vacation time and pay will be pro-rated to your start date</u>		

11.1.3 When a salaried staff member has not completed one full year of continuous employment as of April 30 in a given year, vacation entitlement accrues at the rate of one full day per full month of employment to a maximum of ten working days.

11.1.4 Vacation days 2 days or less:

Central Student Association
Appendix C – CSA HR Policy



- i. Must be communicated to the Business Manager and the President.
- ii. Employee required to update their personal calendar and the CSA Attendance Calendar.

11.1.5 Vacation days greater than 2 consecutive days:

- i. Should be requested by May 31st of each fiscal year.
- ii. Require a Vacation Request Form to be completed and submitted for approval to the Business Manager prior to taking vacation.
- iii. Will be reviewed, prior to approval, by the Business Manager and the direct report to ensure operational needs will be met.
- iv. Will be documented and recorded on the employee's Time Log Summary by the Business Manager.
- v. Employee required to update their personal calendar and the CSA Attendance Calendar.

11.1.6 When employment ends, the staff member will receive payment for all vacation time that has been earned and not yet taken.

11.1.7 Vacation days must be taken during the fiscal year, May 1 to April 30, and are not cumulative from year to year.

11.2 The following Statutory Holidays are paid days off:

Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving, Christmas Day, Boxing Day, New Year's Day and Good Friday.

In addition to the above noted Statutory Holidays, the President may, at their discretion, schedule additional paid days off.

12.0 Personal Emergency Leave Days (PED)

12.1 The Employment Standards Act provides 8 unpaid leave days per calendar year that cannot be carried forward. The CSA offers a greater benefit by providing all full time staff with 10 paid personal emergency leave days (PED), pro-rated when applicable.

Appendix C – CSA Human Resources Policy – 201105
Formatting, tracker, vacation, PED

Central Student Association
Appendix C – CSA HR Policy



12.2 Unused PED may not be carried forward into the next fiscal year and will not be paid out.

12.3 Reporting of Personal Emergency Days

12.3.1 PEDs must be communicated as soon as possible to the Business Manager and the President.

12.3.2 PEDs must be recorded by the employee on their personal calendar and on the CSA Attendance Calendar.

12.3.3 In emergency circumstances, the Business Manager or President may be required to update the employee's personal calendar and the CSA Attendance Calendar.

12.3.4 The Business Manager will record all PED's on the employee's Time Log Summary.

12.4 Qualifiers for Personal Emergency Days include, but are not limited to:

12.4.1 A personal illness, injury, medical emergency, or urgent matter relating to yourself or a family member.

12.4.2 Assisting family members with recovery due to hospitalizations, day surgeries, treatments, unforeseen medical appointments, or unforeseen changes to childcare arrangements.

12.4.3 Bereavement.

12.4.4 Supporting documentation can be requested by the President and/or the Business Manager to substantiate a PED that extends past two business days.

~~11.0 Vacation and Leaves of Absence [Former Section 17.0]~~

~~11.1 Part-time salaried employees will normally receive 4% of their regular rate of pay as vacation pay, which shall be received on designated paydays.~~

~~11.2 Full-time employees will accumulate vacation days according to the following schedule for completed years of service:~~

~~4 year of service 40 working days or 4.0% vacation pay~~

**Central Student Association
Appendix C – CSA HR Policy**



3	years of service	11	working days	or 4.4%	vacation pay
5	years of service	12	working days	or 4.8%	vacation pay
7	years of service	13	working days	or 5.2%	vacation pay
9	years of service	14	working days	or 5.6%	vacation pay
11	years of service	15	working days	or 6.0%	vacation pay
13	years of service	16	working days	or 6.4%	vacation pay
15	years of service	17	working days	or 6.4%	vacation pay
17	years of service	18	working days	or 7.2%	vacation pay
19	years of service	19	working days	or 7.6%	vacation pay
+20	years of service	20	working days	or 8.0%	vacation pay

~~These vacation days must be taken during the 12-month period or they will be forfeited. Vacation periods are not cumulative from year to year. If vacation days are not taken, then accrued vacation pay will be paid on the last pay cheque of the fiscal year.~~

- ~~11.3~~ When a salaried staff member has not completed one full year of continuous employment as of April 30 in a given year, vacation entitlement accrues at the rate of one full day per full month of employment to a maximum of ten working days.
- ~~11.4~~ Notification of vacations to be taken by employees must be received two weeks in advance in order to ensure that CSA operations are maintained.
- ~~11.5~~ Any additional vacation periods shall be taken at the discretion of the Executive Committee and shall be unpaid.
- ~~11.6~~ Paid sick days and compassionate leaves of absence are available to full time employees at the rate of one day per month to a maximum of ten paid working days. Additional leaves of absence due to sickness or compassionate reasons will be unpaid. Sick days/compassionate leave days are not cumulative from year to year.
- ~~11.7~~ The following days are considered paid holidays: Public holidays: Victoria Day (May 24), Canada Day, August Civic Holiday (first Monday in August), Labour Day, Thanksgiving, Christmas Day, Boxing Day, New Year's Day and Good Friday.

~~At the discretion of the Executive Committee, additional time off (e.g. at Christmas) may be provided. Additional paid holidays may also be determined by the Executive Committee which may include religious holidays of obligation.~~

12.013.0 Overtime

Central Student Association
Appendix C – CSA HR Policy



12.413.1 Overtime taken by employees shall be compensated for by equivalent time off.

12.213.2 Any overtime hours exceeding seven (7) hours in one pay period must receive prior approval from the President and should only occur in exceptional situations.

12.313.3 A staff member wishing to work less than seven (7) hours overtime, must receive prior approval from their Executive supervisor.

12.413.4 If an employee works over 44 hours, after receiving prior approval, in a week then overtime shall be paid at a rate of time and a half. However, an employee may choose to take time in lieu instead of receiving overtime pay

12.513.5 Consideration for time in lieu, or time off, to compensate for overtime must be made by the staff member and the President and Human Resources & Services Manager in order that sufficient notice may be given to appropriate personnel.

13.014.0 Staff Communications [~~Former Section 12.0~~]

13.114.1 The CSA encourages open and regular communication between staff, Executive and Board members, and welcomes requests for information and suggestions on how communication may be improved on an ongoing basis.

13.214.2 The CSA Permanent Staff and Bullring Manager shall be invited to Executive Committee meetings as non-voting guests for the purpose of increasing the lines of communication and coordinating CSA events. This discussion shall be scheduled first on the agenda and coincide with targeted periods of activity. Examples would include, but not be limited to: Survival Guide distribution, fall orientation, homecoming, significant live events, elections, hiring and Days of Action. The President shall be responsible for making the determination and notifying the above noted staff members.

13.314.3 The CSA staff and Executive Committee shall meet regularly during paid office hours; or if the meeting is held outside of regular hours, the time taken to conduct such a meeting shall be construed as overtime and shall be compensated for as in Section 17.

13.414.4 The purpose of staff meetings shall be to discuss the activities and operations of the CSA; to maintain the lines of communication between the staff and Executive committee; to bring to the attention of the staff any issues that affect the CSA as a whole; to bring to the attention of the Executive and/or other

Central Student Association
Appendix C – CSA HR Policy



staff any general staff issues that should be discussed.

13.514.5 Staff meetings shall occur at least once every four weeks; and preferably at least every two weeks. The CSA is mandated to close the office in the event of a staff meeting.

14.015.0 Progressive Discipline Process ~~[Former Section 7.0]~~

We want all our employees to succeed in their jobs. Some issues or disagreements can easily be resolved by speaking with your supervisor.

Corrective action is designed so you will have an opportunity to learn what the CSA requirements are and have a chance to correct the problem. If there is a problem with your performance or conduct, a member of the Human Resources Support Team will act in an advisory capacity for the supervisor.

The Progressive Discipline process outlined below will be followed, depending on severity.

14.115.1 Counselling

If there has been a problem with performance or conduct, your supervisor will discuss it with you. This is the time to make sure you understand exactly what went wrong and how to keep it from happening again. Your supervisor will make a note in your employee file about what you discussed in the counselling session.

14.215.2 Verbal Warning

If a problem recurs, your supervisor will discuss it with you again. The consequences of further recurrence will be explained to you at this point. Your supervisor will make a note in your employee file about what you discussed in the verbal warning and expectations going forward.

14.315.3 Written Warning(s)

If a problem recurs, your supervisor will discuss it with you again and put a formal written warning in your employee file. The written warning, signed by both you and your supervisor, will record what happened; how you should correct the problem; what the next disciplinary stage will be if the problem is not corrected; and any comments you would like to include.

14.415.4 Suspension

After the written warning(s), if your conduct or performance continues to be unacceptable, you will be suspended from work without pay. The length of the suspension will depend on the seriousness of the problems (one day, three day,

Central Student Association
Appendix C – CSA HR Policy



or five day). You will be warned that if you do not correct the problem, you will be terminated for just cause, without further notice.

14.515.5 Termination

You will be terminated for just cause and without further notice if unacceptable performance or conduct continues after you return from suspension.

The stages of progressive discipline exist to help you correct any difficulties you are having on the job. However, if a serious incident occurs, such as one that threatens the safety of employees or our operations, the CSA may skip stages in the progressive disciplinary process and move directly to written warnings, suspensions and/or termination without the need for prior disciplinary action. Counselling notes, warnings or suspensions will remain active in your file for three years, unless further incidents occur.

15.016.0 Complaint Resolution ~~[Revised]~~

It is the desire of the CSA to have a harmonious relationship with all employees. Any Executive member, Board member, staff member, volunteer or job applicant who feels they have just cause for a complaint is encouraged to seek resolution under this procedure at the earliest possible time.

The Complaint Resolution Procedure is intended to provide a fair and equitable means of addressing problems or disputes that may occur. A Human Resources Support Team is in place to ensure fair, consistent procedures are in place for all CSA members.

15.116.1 Human Resources (HR) Support Team

The Human Resources Support Team is charged with the responsibility of providing HR support to all CSA and CSA Bullring employees, volunteers, Executive and Directors. This support includes requisite guidance to all Supervisors, including Executive Supervisors, who initiate the Progressive Discipline Process. The HR Support Team consists of the Business Manager, the Office Manager and the Bullring General Manager (GM).

Members of the HR Support Team are required to work in consultation and collaboration with the appointed external HR consultant(s).

15.1.116.1.1 Members of the HR Support Team are required to be trained in anti-oppression, inclusivity, conflict resolution, investigatory processes, HR compliance and applicable legislation training.

Central Student Association
Appendix C – CSA HR Policy



- ~~15.1.2~~16.1.2 The HR Support Team is permitted to seek advice from outside legal counsel.
- ~~15.1.3~~16.1.3 Only one member of the HR Support Team will serve as the first point of contact for individuals seeking HR support.
- ~~15.1.4~~16.1.4 HR Support Team members may seek advice from another member of the HR Support team.
- ~~15.1.5~~16.1.5 The Bullring GM is the first point of contact for Bullring HR complaints. However, in the event a complaint is made against the Bullring GM, the complaint will be referred to one of the other team members.
- ~~15.1.6~~16.1.6 The Business Manager or the Office Manager is the first point of contact for all non-Bullring HR complaints. In the event a complaint is made against one or both CSA Managers, the complaint may be referred to the Bullring GM.
- ~~15.1.7~~16.1.7 Should a supervisor deem it necessary to initiate the Progressive Discipline Process, a member of the HR Support Team must support and provide guidance throughout the entirety of the process.
- ~~15.1.8~~16.1.8 Newly-hired employees who require an Accommodation Plan will be directed to a member of the HR Support Team who will, in turn, work with the new hire to create an appropriate plan. The HR Support Team member is responsible for communicating the details of the Accommodation Plan to the Executive Supervisor and the Immediate Supervisor/Team Leader, when possible, prior to the start date.

15.2 Complaint Resolution Procedure

- 15.2.1** CSA members are encouraged to first try to resolve their complaint directly with the person with whom they have an issue.
- 15.2.2** If there is a complaint that cannot be resolved directly, the complainant is encouraged to bring their concerns forward to the appropriate member of the HR Support Team to request a meeting.
- 15.2.3** The HR Support Team Member will set up a meeting within five (5) working days. During the meeting, the HR Support Team Member will ask for details regarding the concern and how the complainant would like to proceed. The HR Support Team Member will discuss options on how

Central Student Association
Appendix C – CSA HR Policy



to move forward in a positive and constructive manner.

- 15.2.4** The HR Support Team Member will track the resolution process over a period of time with the complainant. If a resolution is not found, the HR Support Team Member will contact the external CSA HR Consultant for advice and support on next steps. Final decisions regarding resolutions will be made together by the President and the investigating HR Support Team Member.

16.017.0 Workplace Harassment and Violence Policy ~~[Former Section 25.0]~~

The Central Student Association (CSA) is committed to providing a workplace in which all employees are treated with respect and dignity. The purpose of this policy and program is to prevent workplace harassment and violence and to provide and maintain a professional working environment for all.

Any Executive member, Board member, staff member, volunteer or job applicant who feel they have just cause for a complaint is encouraged to seek resolution under this policy at the earliest possible time.

This policy also applies to situations in which you feel you have been harassed or encountered a violent situation in the workplace from individuals who are not employees of the CSA, such as customers and/or members of the public. The available outcome, however, may be constrained by the situation.

Workplace Harassment and Violence may occur in a variety of different locations in which you are engaged in work-related activities. This includes, but is not limited to:

- the workplace, work-related travel
- telephone, e-mail, other communications, or any work-related social event whether it is CSA sponsored or not.

16.1. Workplace Harassment and Violence Program

It is our mutual responsibility to ensure that we create and maintain a harassment-free and violence-free workplace, and address violence and/or the threat of violence from all possible sources.

The CSA will do its part by not tolerating or condoning discrimination, harassment, or violence in the workplace. This includes making everyone in our organization aware of what behavior is and is not appropriate, assessing the risk

Central Student Association
Appendix C – CSA HR Policy



of workplace violence, investigating complaints, and imposing suitable corrective measures.

The CSA has the following measures in place:

- doors are locked when the office is closed, keyed entrance/exit only
- a system for quick communication via telephone and computer
- managers in the office are readily accessible
- an employee who comes into work outside of normal office hours will provide prior notice to their manager of when they will be at the office
- staff are not scheduled to work alone during an event.

Employees who anticipate or fear a possible risk of violence in the workplace have the right to refuse to perform work as outlined under the Occupational Health and Safety Act.

The CSA encourages employees to bring forward suggestions for further workplace violence prevention measures. Employees with suggestions for further input should report the same to a member of the HR Support Team or a member of the Joint Health and Safety Committee (JHSC).

Management is expected to adhere to this policy, support the workplace violence program and ensure that the measures outlined in it are followed. Managers are responsible for responding to employee concerns, for taking reasonable precautions and for instructing employees in measures to protect employees.

Employees are expected to adhere to this policy and to support the workplace violence program. This includes reporting incidents of threatening or violent behaviour whatever the source. Employees are not to engage in any behaviours that contravene this policy. Doing so, or making false accusations of violence, may be cause for disciplinary action, up to and including dismissal.

16.217.2 Ontario Occupational Health & Safety Act (OHSA) Definitions

16.2.17.2.1 Workplace Harassment and Bullying

The OHSA defines workplace harassment and bullying as:

- engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- an aggressive behavior of harassment or violence, usually directed towards one person.

Central Student Association
Appendix C – CSA HR Policy



Workplace harassment and bullying may have some or all of the following components:

- vulgar and/or aggressive language
- intimidates, isolates, or discriminates against someone
- hostile, abusive, or inappropriate
- generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect
- affects the person's dignity or psychological integrity
- results in a poisoned work environment.

Some examples of workplace harassment and bullying are:

- verbally abusive behaviour, such as yelling, insults, ridicule, and name calling, including remarks, jokes, or innuendoes that demean, ridicule, intimidate, or offend
- workplace pranks, vandalism, bullying, gossip, hazing and humiliation
- excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings
- offensive or intimidating telephone calls or e-mails.

Harassing comments or conduct can make the environment a hostile or uncomfortable place to work even if the person is not being directly targeted. This is commonly referred to as a poisoned working environment and it is a form of harassment.

A poisoned work environment may include:

- deliberately excluding or socially isolating another individual from the team
- displaying offensive or sexual materials, such as posters, pictures, calendars, websites or screen savers
- distributing offensive e-mail messages or attachments, such as pictures or video files
- practical jokes that embarrass or insult someone
- jokes or insults that are offensive, racist or discriminatory in nature.

What Does Not Constitute Workplace Harassment and Bullying

Workplace harassment should not be confused with legitimate, normal workplace conflict or differences of opinion between individuals or reasonable management

**Central Student Association
Appendix C – CSA HR Policy**



actions, including, but not limited to:

- measures to correct performance deficiencies, such as placing someone on a performance improvement plan
- imposing discipline for workplace infractions
- requesting reasonable documents in support of an absence from work.

16.2-217.2.2 Workplace Sexual Harassment

The Occupational Health & Safety Act defines workplace sexual harassment as:

- engaging in a course of vexatious comment or conduct against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to grant or deny a benefit or advancement to the employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome
- conduct or comments of a sexual nature that the recipient does not welcome or that offend them.

Some examples of workplace sexual harassment are:

- sexual advances, demands or leering (persistent sexual staring) that the recipient does not welcome or want
- displaying or distributing sexually offensive material, such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic websites or other electronic material
- sexually suggestive or obscene comments or gestures or unwelcome remarks, jokes, innuendoes, propositions, or taunting about a person's body, clothing, or sex
- persistent, unwanted attention after a consensual relationship ends
- threats, punishment or denial of a benefit for refusing a sexual advance
- offering a benefit in exchange for a sexual favour
- sexual assault.

16.2-317.2.3 Workplace Discriminatory Harassment

Central Student Association
Appendix C – CSA HR Policy



Workplace discriminatory harassment includes comments or conduct based on the protected grounds in the *Ontario Human Rights Code* which the recipient does not welcome or that offends them.

Some examples of discriminatory harassment include:

- offensive comments, jokes, or behaviour that disparage or ridicule a person's membership in one of the protected grounds
- imitating a person's accent, speech, or mannerisms
- persistent or inappropriate questions about whether a person is pregnant, has children, or plans to have children
- inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance or weight.

The Test of Harassment

It does not matter whether you intended to offend someone; the test of harassment is whether you knew or should have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the recipient.

16-2-417.2.4 Workplace Violence

At the CSA, we are committed to the prevention of any type of violence that may occur in the workplace that endangers or threatens the safety of our employees. We will take every reasonable precaution to protect our employees from workplace violence from all sources. Violent or threatening behaviour is unacceptable from anyone. All Executive members, Board members, staff members and volunteers are expected to participate in the prevention of workplace violence.

The Occupational Health & Safety Act defines workplace violence as:

- the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee
- an attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee.

Central Student Association
Appendix C – CSA HR Policy



Workplace violence includes:

- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects
- verbal or written threats to physically attack a worker
- leaving threatening notes or sending threatening e-mails
- stalking someone
- physically aggressive behaviours, including hitting, shoving, standing excessively close to someone in an aggressive manner, throwing objects, physically restraining someone, or any other form of physical or sexual assault.

16.2.5. Domestic Violence

Where an employee becomes aware that they themselves or another employee may be subject to domestic violence that could expose the person to physical or psychological injury in the workplace or otherwise, the employee should report this concern to a member of the Human Resources Support Team (Bullring General Manager, CSA Business Manager or CSA Office Manager). In conjunction with the employee, the CSA will take reasonable steps to investigate the concern and provide support and protection.

Measures may include:

- screening calls and blocking specific e-mail addresses
- providing an escort to your vehicle or public transit
- adjusting work hours or location
- adding security measures
- providing contact information for support groups and other outside agencies
- contacting police.

16.3.17.3 Reporting and Investigation of a Complaint or Incident

16.3.17.3.1 Reporting a Complaint or Incident

An employee who receives a threat, is the victim of a violent or harassing act, or who witnesses a violent or harassing act against another employee is to report the incident or complaint to their supervisor, who will in turn, immediately inform the CSA Business Manager. If the complaint involves the supervisor, employees shall contact the CSA Business Manager directly. Should the CSA Business

Central Student Association
Appendix C – CSA HR Policy



Manager be involved in the complaint or incident, the supervisor shall immediately inform the CSA Office Manager.

Reports may be in person, by telephone, e-mail or in writing and must include:

- the date, time and location
- details of the threat or violent act
- names of the alleged perpetrators (if known) and the names of any witnesses.

The CSA Business Manager (or designate) shall take immediate steps to investigate the complaint and address the incident if it is ongoing. In collaboration with the CSA external HR Consultant and if warranted, the CSA will advise the police.

16.3.217.3.2 Investigation Procedure

The CSA Business Manager (or designate) is appointed as ‘the Investigator’ and will work with the retained external HR Consultant or an impartial third-party investigator. In the event the CSA Business Manager is unavailable or involved in the incident, the complaint shall be directed to the CSA Office Manager who will be the Investigator as per the procedure set out below. Members of the HR Support Team can seek advice and support from each other as needed.

In incidents of harassment, actual or attempted physical violence, or threats, the following is the investigation procedure that the CSA will follow:

1. The complainant will advise their supervisor, who will immediately notify the Investigator of the incident (as outlined in “Reporting a Complaint or Incident” Section).
2. As soon as possible, the Investigator will meet with the complainant to review the complaint, confirm the facts and advise the complainant of the process for conducting a formal investigation. At this point, the Investigator and the complainant may consider an informal process to resolve the issue or decide to proceed with a formal investigation.
3. In either case, the Investigator will make notes about the event based on the complainant’s statements and the complainant will be given the opportunity to review the notes and respond via email or in writing that the details are accurate. If an information process is decided upon, the Investigator will document the resolution and get written approval from the complainant. This documentation will be placed in a confidential and secure HR file.

**Central Student Association
Appendix C – CSA HR Policy**



4. If a formal investigation is warranted, the Investigator will advise the person against whom the complaint was made ('respondent') of the complaint and will meet with the respondent to discuss the matter. The respondent will have the opportunity to put forward their understanding of the events and the names of witnesses, if any. The Investigator will make notes and the respondent will have the opportunity to review the notes and affix their signature to indicate accuracy.
5. If there are facts in dispute or additional information is required to make a fair assessment, the Investigator will interview witnesses. The Investigator will prepare notes based on those interviews and the witness(s) will review and sign to indicate accuracy. Any material evidence related to the incident such as e-mails, voice mails, and/or video recordings, will be collected by the Investigator to review.
6. Once the investigation is complete, the Investigator will prepare a written report of the facts in collaboration with the external HR Consultant. This written report will be presented to the President. If the complaint is made about the President, the Investigator will meet with a Member of the Board as appointed by the Board of Directors.
7. The final resolution of the complaint will be made in consensus with the CSA Business Manager (or delegate), President (or delegate), and the external HR Consultant. Both the complainant and the respondent will be notified of the results of the investigation and any corrective action to be taken.
8. Complaints and notes of investigation(s) are to be stored separate from employee records. These confidential documents are to be stored in a locked, secured file in the Business Manager's office for a period of five years.

Confidentiality will be reinforced to all parties of the investigation and by the Investigator such that personal information will not be disclosed except to the extent that it is necessary for the purposes of completing the investigation. All parties are expected to keep confidential, their knowledge of and involvement in the matter and to treat all others involved with respect.

The CSA reminds all employees that reprisals against any employee for making a complaint or for participating in an investigation will not be tolerated. Likewise, the use of this policy for improper purposes will not be tolerated. If an employee is found to have made an intentionally false complaint, the employee will be subject to disciplinary action up to and including dismissal.

Central Student Association
Appendix C – CSA HR Policy



17.018.0 Respect in the Workplace ~~{Former Section 26.0}~~

The CSA is committed to maintaining an open and fair working anti-oppressive environment for each individual involved in the CSA, consistent with the exercise of free speech and with enjoyment of social relationships which are normal part of life. Central to this commitment is the belief that it is the right of each CSA Executive member, Board member, staff member and volunteer to work in an environment free from harassment and discrimination and where each individual is treated with respect.

Every CSA member and volunteer has equal access to the rights and protections provided under this policy, as well as, the Human Rights Policy for the University of Guelph and the Workplace Harassment and Violence Policy.

18.019.0 Environmental Health and Safety Policy Statement ~~{Former Section 22.0}~~

The Central Student Association (CSA) is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe workspaces. The CSA endeavors to meet its responsibilities for the health and safety of the members of its community by complying with relevant health and safety standards and legislative requirements, and by assigning general and specific responsibilities for workplace health and safety.

The CSA takes all reasonable steps to acquaint its employees with their right and duties in the workplace and applicable regulations and procedures for protecting their health and safety. Where appropriate, the CSA establishes policies and programs to assist in maintaining safe conditions and work practices and facilitating employee participation in health and safety activities, training and health and safety committee involvement.

All individuals shall protect their own health and safety by complying with prevailing regulations and standards and with safe practices and procedures established by the CSA. Employees must report any incidents, health hazards and unsafe conditions or practices to supervisory staff for corrective action.

It is a primary duty of all staff who are supervisors, as defined under the Occupational Health and Safety Act, to ensure that any persons under their direction are made aware of and comply with all applicable health and safety policies and procedures. They are responsible for ensuring that all aspects of the workplace, are safe and that any risks, hazards, and safety violations drawn to their attention are investigated and corrected promptly.

**Central Student Association
Appendix C – CSA HR Policy**



The CSA acknowledges a responsibility for and a commitment to protection of the environment on a continuous improvement basis by applying the principles of the Environmental Protection Act, R.S.O. 1990 and prescribed regulations as a minimum standard by which to manage CSA operations. The CSA is committed to the conservation and improvement of the environment by minimizing environmental impacts arising from its activities and promotes and supports environmental management policies and environmentally responsible practices at every level.

This policy statement was approved by the CSA Board of Directors at its regular meeting held on September 13, 2017. This policy statement shall be reviewed annually and posted on the Health and Safety Boards in each functional area.

19.920.0 Joint Health & Safety Committee ~~[Former Section 23.0]~~

19.120.1 The CSA is committed to provide a safe, healthy work environment and to strive to eliminate any foreseeable hazards, which may result in fire, security loss, damages to property and personal injury/illness. All supervisors and staff must be dedicated to the continuing objective of reducing risk of injury/illness in the workplace.

19.220.2 A Joint Health and Safety Committee (JHSC), consisting of management and employees from all areas of the CSA, has been established to identify and resolve health and safety issues in the workplace.

19.2.120.2.1 Purpose: to create a forum to ensure that health and safety issues are raised, discussed and resolved appropriately and to plan, inspect, educate and encourage employee participation in order to minimize work-related injuries and eliminate and/or control possible sources of long-term health hazards.

19.2.220.2.2 Structure: the JHSC shall consist of at least four (4) members, with at least 50% of committee members being non-management designated representatives. At a minimum, at least one non-management representative and one management representative shall be certified by the provincial Health and Safety JHSC certification program.

19.320.3 The membership will consist of 50% management and 50% or more non-management.

19.420.4 The committee shall have two (2) co-chairs, one appointed from

Central Student Association
Appendix C – CSA HR Policy



management and one appointed from employees.

19.520.5 The committee shall have at least two (2) certified members, one representative from management and one from the employees.

19.620.6 Essential Functions of the JHSC

The Joint Health and Safety Committee shall:

19.6-120.6.1 Produce an inspections schedule on an annual basis and perform inspections of workplaces as per the inspections schedule. All CSA workplaces must be inspected at a minimum of once per year.

19.6-220.6.2 Have a right to investigate serious accidents.

19.6-320.6.3 Have a right to be consulted about and be present at the beginning of testing for events such as measuring exposure levels for dangerous substances or determining noise and/or radiation levels at a workplace.

19.6-420.6.4 Expand their duties as necessary and assist in the development of health and safety programs in the workplace.

19.6-520.6.5 Identify hazardous situations.

19.6-620.6.6 Make written recommendations to improve health and safety.

19.6-720.6.7 Recommend the establishment, maintenance and monitoring of occupational health and safety programs, measures and procedures.

19.6-820.6.8 Obtain information from the employer about actual or potential hazards.

19.6-920.6.9 Be consulted and obtain information from the employer about any occupational health and safety testing (e.g. chemicals, machines, noise) and risk assessments (e.g. violence).

Central Student Association
Appendix C – CSA HR Policy



- ~~19.6.10~~20.6.10 Be consulted about the preparation of inventories and hazardous materials and hazardous physical agents.
- ~~19.6.11~~20.6.11 Be consulted about the development and review of WHMIS training.
- ~~19.6.12~~20.6.12 Receive and review health and safety reports.
- ~~19.6.13~~20.6.13 Assist in resolving matters during a worker refusal.
- ~~19.6.14~~20.6.14 Accompany an inspector during Ministry of Labour inspections of the workplace.

19.720.7 Employee committee members will select one member to be co-chair. As well, they will designate one or more employee members to inspect the workplace as per the schedule of inspections.

19.820.8 Management committee members will select one member to be co-chair. As well, they will designate one member to inspect the workplace as per the schedule of inspections.

19.920.9 Certified members shall investigate complaints that a dangerous circumstance exists in the workplace. As well, they will initiate and assist in the investigation of bilateral work stoppages.

19.1020.10 The co-chairs shall be responsible for contacting members in regard to upcoming meetings and canvassing members for agenda items. They will alternate chairing of committee meetings. They will ensure follow-up is taken for action items until such items are closed. They will ensure that copies of the minutes are posted on the Health & Safety bulletin boards. As well, the co-chairs will raise any issues to the Executive Committee as needed.

19.1120.11 A written record of every meeting shall be kept in the form of minutes prepared by the Committee Scribe. If the Committee Scribe is not available, a member of the JHSC will take the minutes. The co-chairs or other designated member will ensure the minutes are taken following a specified JHSC minutes format.

19.1220.12 Committee member names, work locations and contact information shall be posted in CSA workplaces, to be made readily available to all CSA staff. It is

Central Student Association
Appendix C – CSA HR Policy



the responsibility of the JHSC co-chairs to update and maintain this list.

19.1320.13 Meetings of the JHSC shall occur at least once every three months. Items to be included in the agenda must be submitted to the committee co-chairs at least five (5) days in advance of the meeting. Quorum will consist of one (1) member representing management and two (2) members representing employees. All members present in the meeting shall agree unanimously via an open vote. If all of the members are not present in a meeting and a decision to be agreed upon is not time-critical, then the vote should be deferred until all members are present.

19.1420.14 Meeting minutes will be signed by both co-chairs indicating approval of the content. An approved and signed copy of the minutes will be sent to the Policy & Transition Manager for filing and archiving purposes. As well, a copy of the minutes will be posted on the Health and Safety bulletin boards.

19.1520.15 The committee may invite additional members to attend its meetings, but these additional members cannot act as JHSC members. If at a later time a need arises to increase the size of the JHSC, additional members shall be chosen by the employees they represent.

19.1620.16 Workplace inspections shall be performed as per the inspections schedule. All CSA workplaces must be inspected at a minimum of once per year. The findings of both the informal and formal workplace inspections must be documented. Records of these inspections will be taken and submitted to the Policy & Transition Manager for filing and archiving purposes.

19.1720.17 Management/Executive Committee responsibilities to the JHSC:

19.17.120.17.1 _____ The Management/Executive Committee shall provide a written response to the JHSC's written recommendations within 21 days, including a timetable for implementation and/or reasons for disagreeing with the recommendations.

19.17.220.17.2 _____ Provide immediate notice to the JHSC of a critical injury.

19.17.320.17.3 _____ Provide the resources necessary to comply with the Ontario Occupational Health and Safety Act (OHSA) and Health and Safety Program.

19.17.420.17.4 _____ Provide written notice within three (3) working days of any accident, explosion

Central Student Association
Appendix C – CSA HR Policy



or fire causing injury at a workplace that disables the worker from performing the usual work or requires medical attention.

19.17.5 20.17.5 Provide written notice within three (3) working days that a present or former worker has an occupational illness, or that a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board (WSIB).

19.18 20.18 The CSA and its Joint Health and Safety Committee shall comply with the Ontario Occupational Health and Safety Act (OHSA). In the event that CSA policy contradicts the OHSA, the OHSA takes precedence.

19.19 20.19 This Joint Health and Safety Committee policy was approved by the CSA Board of Directors at its regular meeting held on January 16, 2019. This policy shall be reviewed annually and posted on the Health and Safety Boards in each functional area.

20.021.0 Policy on CSA Field Workers **[Former Section 28.0]**

Preamble

The Central Student Association is a complex organization that must remain responsive to external events. In the interest of serving the organization and general students, the CSA Executive may at times require additional support to fully perform within their portfolios. As such, this policy allows for the creation of temporary Field Worker positions within the Central Student Association to assist with specific tasks or sections of portfolios.

20.121.1 Field Worker Positions

20.1.121.1.1 A Field Worker may be created to complete any set of duties.

Examples include supporting external initiatives such as a municipal, provincial or federal election, specific areas of a portfolio such as the CSA website, or general support such as municipal affairs.

20.1.121.1.2 The Field Worker shall be directly supervised by at least one Executive. The position may have shared supervisory duties between multiple Executives when appropriate.

20.1.121.1.3 Field Worker positions may be created for a maximum of up to 12 months (minimum of one month).

20.1.121.1.4 Field Workers are unpaid positions with potential for an honorarium.

**Central Student Association
Appendix C – CSA HR Policy**



20.1.4.1**21.1.4.1** A pro-rated semester honorarium of a maximum of \$500 may be provided in recognition of their contributions.

20.1.4.2**21.1.4.2** This honorarium will be funded through the supervising Executive(s), with an annual maximum approved in the budget cycle each year, and must be approved by the Executive Committee.

20.1.4.3**21.1.4.3** The Executive Committee will strive to provide equitable honorariums across the various Field Worker positions in relation to the expected workload.

20.221.2 Approval of Position

20.2.1**21.2.1** Selection procedure for Field Workers shall follow the CSA Hiring Policy (Appendix C, Section 4.0), including Employment Equity provisions, with the following amendments outlined within this policy.

20.2.2**21.2.2** The Executive Committee shall strive to ensure an equitable distribution of Field Workers within the Executive Committee.

20.2.3**21.2.3** To establish a Field Worker position, a proposal that includes the following information must be submitted to the Executive Committee for approval:

- a) Position Title (example: Field Worker of Sustainability)
- b) Supervising Executive(s)
- c) Position Term (start and end dates)
- d) Honorarium amount (the per semester rate)
- e) Job description (including required duties and qualifications)
- f) Rationale for the position.

20.321.3 Selection of Field Workers

Once a Field Worker position is approved:

20.3.1**21.3.1** A selection committee must then be selected by the Executive Committee. It will normally comprise two Executives, including the supervising Executive(s).

20.3.2**21.3.2** The position submission will be forwarded to the CSA Board of Directors for information. The Board may reverse the decision of the Executive Committee to approve the Field Workers position.

Central Student Association
Appendix C – CSA HR Policy



20.3.321.3.3 The application window for the position should be made available for at least one week.

20.3.421.3.4 The selection committee will interview a shortlist of candidates.

20.3.521.3.5 The selection committee must reach consensus on the candidate to select for the position.

20.3.621.3.6 The Executive Committee shall ratify the decision of the selection committee and a report outlining the selection process and successful candidate shall be provided to the CSA Board of Directors for information.

20.421.4 Removal of Field Workers

20.4.121.4.1 An individual filling the position of Field Worker may be removed from office.

20.4.1.121.4.1.1 The supervising Executive(s) should submit a recommendation to remove the individual from their position outlining the following:

- Failure to uphold position requirements
- Attempts to positively discipline this individual

20.4.1.221.4.1.2 The individual may be removed from their position by a two-thirds majority vote of the Executive Committee.

- This action will be reported for information to the CSA Board of Directors.
- The selection process outlined above shall be used to select a replacement for the position as soon as possible.

20.4.221.4.2 A position of Field Worker may also be terminated early upon the recommendation of the supervising Executive to the Executive Committee.

20.4.2.121.4.2.1 The supervising Executive(s) shall submit a recommendation to terminate the position outlining the rationale for termination of the position to the Executive Committee.

20.4.2.221.4.2.2 The position shall be terminated by a two-thirds majority vote of the Executive Committee. This action will be reported for information to the CSA Board

Central Student Association
Appendix C – CSA HR Policy



of Directors.

~~20.4.2.3~~21.4.2.3 If there is an individual currently serving in a Field Worker position that is terminated, they will be released of all duties and removed from the position

20.521.5 **Policy Review**

This **Field Workers** policy will be reviewed annually by the CSA PBRC to evaluate and ensure its efficacy and efficiency.

Formatted: Highlight

21.022.0 **Volunteer Policy [~~Former Section 29.0~~]**

The CSA will encourage volunteer participation in the following areas: Bike Centre, CSA Board of Directors, ~~CSA Commission~~, FoodBank, Human Rights Office, Legal Resource Room, Meal Exchange, SafeWalk, and other areas mandated by the CSA's activities and events.

Formatted: Highlight

21.422.1 Only personnel authorized by the CSA Executive, Board of Directors or staff members shall engage persons to serve as volunteers of the CSA.

21.222.2 Appropriate orientation, training, and supervision shall be provided for all volunteers at the commencement of their service work. Training for SafeWalk, Legal Resource Room, FoodBank and Bike Centre volunteers should include anti-oppression or crisis support training.

21.322.3 At least two volunteers must be present when volunteers are working within an isolated area.

21.422.4 Volunteers recruited by SafeWalk, the Legal Resource Room, the FoodBank and the Bike Centre must complete an application process, which may include participation in an interview process, a criminal record check, etc. This process will be outlined in each program's operating manual.

21.522.5 Volunteers working under SafeWalk, the Legal Resource Room and the FoodBank must sign confidentiality forms.

21.622.6 All members of the University community including, but not limited to students, staff, and faculty, will have the opportunity to serve as volunteers for the CSA and its respective programs.

21.722.7 Causes for the CSA and its respective programs to refuse an individual the opportunity to volunteer or terminate a volunteer may include but not be limited to:

21.7.422.7.1 Breach of confidentiality

Central Student Association
Appendix C – CSA HR Policy



[21.7.222.7.2](#) Gross negligence of responsibilities

[21.7.322.7.3](#) Conflict of interest which cannot be mitigated

[21.7.422.7.4](#) Threatening the safety of any individual or group

[21.822.8](#) Individuals who are not members of the University of Guelph community may apply as volunteers. The CSA and its respective programs will consider these applicants on a case-by-case basis.

[21.922.9](#) All volunteers will be given letters of reference, if requested.

[21.1022.10](#)

ould a volunteer feel that they have just cause for a complaint, Section 15.0 of the CSA HR Policy will apply.

S

[22.023.0](#) Honorarium Policy [~~Former Section 30.0~~]

[22.123.1](#) This policy is to apply for all individuals who are paid for services rendered on an honorarium basis, without an existing contract with the CSA. This policy also includes any individuals under contract with CSA for services rendered outside of said contract.

[22.223.2](#) Honorarium paid for the performance of any task for the CSA (eg. workshop) while not under an existing contract, may be reimbursed to a maximum of \$75. This amount may be paid through any combination of cash, gift certificates or gifts, as long as the total cost is less than \$75.

[22.323.3](#) A maximum of \$25 may also be reimbursed for travel costs associated with the performed task. Receipts for travel shall be required for this reimbursement.

[22.423.4](#) Any honorarium requests outside of the schedule listed above will require a contract, to be notarized and approved by the President, unless otherwise stated in any other policies of the CSA.

**Motion**

Board of Directors Meeting # 8
November 25, 2020

Item 8.10.6.**NOTICE: Amendments to Appendix C – CSA Human Resources Policy - PED & Vacation**

WHEREAS the Business Manager, working in consultation with an external HR consultant, provided the Policy & Bylaw Review Committee (PBRC) with revisions to the CSA's Human Resources (HR) policy;

WHEREAS these revisions ensure compliance with the Ontario's Employment Standards Act (ESA) in relation to Personal Emergency Days and Vacations; and

WHEREAS the Policy & Bylaw Review Committee (PBRC) has reviewed and approved the following revisions at their meeting on November 16, 2020:

- a) Revised vacation policy [Section 11.0.]
- b) Added Personal Emergency Day (PED) policy [Section 12.0]
- c) Addition of clickable Table of Contents
- d) Addition of a table to track ongoing revisions at the beginning of the policy
- e) Ensuring all headings are sequentially numbered
- f) Ensuring that all body text has similar formatting

RESOLVED that the revised Appendix C – CSA Human Resources Policy be approved, as presented to the CSA Board of Directors at their meeting on November 25, 2020.

Moved:

Seconded:

NOTE: CSA Bylaw 4 – Policy of the CSA, Section 2.0. Establishment, Amendment, Suspension or Rescindment of Policy requires 'one Board meeting notice, and a two-thirds majority vote at a meeting of the Board' for all policy amendments.

**Motion**

Board of Directors Meeting # 8
November 25, 2020

Item 8.10.7.**NOTICE: Winter 2021 General Election Electoral Policy Amendments**

WHEREAS filling all Executive and Board of Director positions is critical to the success of the Central Student Association;

WHEREAS COVID-19 public health policy and University of Guelph COVID-19 regulations have made the prescribed electoral process infeasible;

WHEREAS it is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic;

WHEREAS it is necessary for the CSA to amend related policies in order to carry out the 2021 Winter General Election in a timely manner; and

WHEREAS the CSA Board of Directors suspended various elections-related policies at their meeting on September 9, 2020 with direction to reassess these amendments in November 2020;

RESOLVED that based on review by, and recommendations from, the Policy & Bylaw Review Committee (PBRC):

- a) The following clauses from CSA's Appendix D – Electoral be reinstated for the Winter 2021 General Election:
 - i. 4.2.1.c. [Director candidate to collect signatures]
 - ii. 4.2.1.d. [Director candidate to collect 25 signatures]
 - iii. 4.3.1.c. [Executive Officer candidate to collect signatures]
 - iv. 12.5. [Candidates sign a statement before leaving the All Candidate's Meeting that indicates they understand the rules and regulations governing the election process]
- b) The following clauses from the CSA's Appendix D – Electoral continue to be suspended for the 2021 Winter General Election.
 - i. 4.2.1.f. [Director candidate to present a refundable cheque of \$25]
 - ii. 4.3.1.f. [Executive Officer candidate to present a refundable cheque of \$50]
- b) The requirement of 100 verified signatures being required by an Executive candidate be reduced to 50 verified signatures in Section 4.3.1.c).
- d) Recommendations from the Chief Returning Officer (CRO) relating to the policy revisions in a), b) and c) above, be included in their report at the end of the academic year for consideration by the Board for future elections cycles.

Moved:

Seconded:

Motion

Board of Directors Meeting # 8
November 25, 2020



NOTE: CSA Bylaw 4 – Policy of the CSA, Section 2.0. Establishment, Amendment, Suspension or Rescindment of Policy requires ‘one Board meeting notice, and a two-thirds majority vote at a meeting of the Board’; for all policy amendments.

**Motion**

Board of Directors Meeting # 8
November 25, 2020

Item 8.10.8.**NOTICE: Winter 2021 General Election Amendment to
Bylaw 2 Electoral, Section 2.2.**

WHEREAS filling all Executive and Board of Director positions is critical to the success of the Central Student Association;

WHEREAS COVID-19 public health policy and University of Guelph COVID-19 regulations have made the prescribed electoral process infeasible;

WHEREAS it is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic;

WHEREAS it is necessary for the CSA to amend Bylaw 2- Electoral in order to carry out the 2021 Winter General Election in a timely manner;

WHEREAS at their meeting on September 9, 2020, the CSA Board of Directors amended Bylaw 2 – Electoral, Section 2.2.2. eliminating the requirement of quorum being 10% of the general membership of the applicable constituency; and

WHEREAS the Policy & Bylaw Review Committee (PBRC) has reviewed and approved of the following amendment.

RESOLVED that:

- a) Effective immediately, CSA Bylaw 2 – Electoral, Section 2.2. By-Elections be amended by reinstating subsection 2.2.2. stating “Quorum shall be 10% of the general membership of the applicable constituency.”
- b) Recommendations from the Chief Returning Officer (CRO) relating to elections quorum be included in their report at the end of the 2020-2021 academic year for consideration by the Board for future elections cycles.

Moved:

Seconded:

PLEASE NOTE: CSA Bylaw 1 – Organizational, Section 12.0. Adoption and Amendments of Bylaws requires one Board meeting notice, discussion and a two-thirds majority vote at a meeting of the Board’ for all bylaw amendments.

Motion

Board of Directors Meeting # 8
November 25, 2020



**Item 8.11.1.
2020-2021 Draft Budget
Extend Speaking Rights to Business Manager & Receive Updates**

WHEREAS CSA Rules of Order, Section 3.9. states that any presentations to the Board of Directors that are not submitted in the Board package shall be limited to 5-minutes.

MOTION to extend speaking rights to Lee Anne Clarke, Business Manager, for the up to 30-minutes to present the draft budget format and respond to questions that arise from members.

Moved:
Seconded:

MOTION to receive the **2020-2021 Draft Budget** as presented by the Business Manager as information in preparation for discussion and approval at the Special Budget Meeting on December 2, 2020.

Moved:
Seconded:



Motion

Board of Directors Meeting # 8
November 25, 2020

**Item 8.11.2.
Winter 2021 General Election & Referendum Timelines**

The following Winter General Election and Referendum timelines are presented on behalf of the Elections Office by the CSA's Chief Returning Officer (CRO).

Proposed W21 General Election Timelines

Item	Key Dates	Possible Voting Extension Dates
Nominations Period	Jan 25, 2021 to Jan 29, 2021 at 4:00 pm	Please note that the voting period may be extended if required to meet quorum as determined by the President in consultation with the Chief Returning Officer (CRO).
All Candidates Meeting	Jan 29, 2021 at 5:30 pm	
Campaigning (Candidates)	Feb 1, 2021 to Feb 11, 2021	Until Feb 18, 2020
Exec Forum	Feb 5, 2021 (Time TBD)	Not applicable.
Elections (voting)	Feb 8, 2021 to Feb 11, 2021	Until Feb 18, 2021
Unofficial Results Announced	Feb 12, 2021 by 12:00 pm	Feb 19, 2021
Appeals Period	Feb 13, 2021 to Feb 17, 2021	Feb 20 to Feb 24, 2021
Ratification of Elected Candidates	Feb 24, 2021 (Board Meeting)	Mar 10, 2021 (Board Meeting)

Continued on next page.

Motion

Board of Directors Meeting # 8

November 25, 2020

**Proposed W21 Referendum Timelines**

Item	Key Date	Possible Voting Extension Dates
Outreach to Membership to solicit referendum questions	Nov 13, 2020 to Nov 17, 2020	Please note that the voting period may be extended if required to meet quorum as determined by the President in consultation with the Chief Returning Officer (CRO).
Deadline to submit Referendum Questions	Dec 4, 2020 by 12:00 pm	
Standing Referendum Committee meeting	Dec 4, 2020 (Time TBD – sometime in the afternoon or evening)	
Ratification of Referendum Questions	Jan 13, 2021 (Board Meeting)	
Signature Forms due	Jan 29, 2021 by 12:00 pm	
All Candidates Meeting (includes Referendum Teams)	Jan 29, 2021 at 5:30 pm	
Campaigning (Referendum Teams)	Feb 1, 2021 to Feb 11, 2021	Until Feb 18, 2021
Elections (referendum voting)	Feb 8, 2021 to Feb 11, 2021	Until Feb 18, 2021
Ratification of Referendum Results	Feb 24, 2021 (Board Meeting)	Mar 10, 2021 (Board Meeting)

MOTION to approve the **Winter 2021 General Elections & Referendum Timelines** as presented by the Elections Office to the CSA Board of Directors at their meeting on November 25, 2020.

Moved:**Seconded:**

Note: SRC membership includes the CRO and CSA Directors Maya Persram and Sooraj Modi. More information on the SRC can be found in [Appendix G – Electoral](#), Section 7.0. Standing Referendum Committee.

Promotional Plan – General Elections Winter 2021

November 23, 2020

Time Frame	Focus
Pre-Election (December/January)	Get the word out about the election, outreach
Nomination (January)	Advertisement about nominations, how to run for a position
Campaigning (February)	Executive forum + get to know the candidates
Voting Period (February)	How to vote, why you should vote

Pre-Election (December/January)

- Update website to include information about the upcoming election **December**
- Include FAQ about **(December)**
 - Nominations
 - Referendum
- Social media countdown to elections **(Nomination and Voting Deadlines)**
- Reach out to professors to promote election **(January)**
 - **Submit request to Registrar (CRO)**
- Reach out to student organizations to promote election **(January)**
- Reach out to colleges to promote election **(January)**
- Host referendum Q&A
 - **Presubmit questions, record questions and post on website**
- Digital signage in the UC about Nominations
- Newsletter: Heads up about upcoming referendum and election
 - **December 15-16th: Nomination and elections period information – Note: Julia’s last day is the 4th, Jewel’s is the 11th, both will be out of office until January 11th - include on website – skewed towards nomination**
 - **Note: Links at the top were clicked more frequently**
 - **50% of students opened last input**

Nomination Period (January)

- Nomination outreach
- Promo on social media
 - Be an ambassador of something larger
- What each position does
 - **Hours requirement**
 - **Expectations**
 - **BOD: 14 meetings a year, every two weeks, lots of reading (16-100 pages before meeting)**

- Ask current BOD and exec questions – include their answers
- Links to further info
- Recommendation – from execs and BOD
- How to nominate yourself//someone - Up in the FAQ
 - Step one/step two/Step three
 - Acknowledgement form - include checklist of what needs to be done and candidates sign off
- Newsletter: nomination period
 - Promote office hours too to promote asking questions
 - Promoting the referendum question – Include Referendum Q&A

Campaigning Period (February)

- Get to know your candidates at [post link to bios]
 - Blanket statement: For everybody
 - Use template to promote each candidate
 - ‘Nominations are in! Get to know your candidates at: [link]’
- Exec Q&A – February 5th
 - Can we record highlights of this and feature them somewhere?
 - Deadline for responses/submission to questions

Elections (February)

- How to vote
- Countdown of how many days are left to vote
- Social media: Why you should vote
 - VP Student Experience did this in the by-election
 - Execs – inspire people to get involved, their experience, why you should vote
- Newsletter: vote!
 - 10th - promote the last day to vote

Motion

Board of Directors Meeting # 8
November 25, 2020



**Item 8.11.3.
Winter 2021 General Election Promotional Strategy**

WHEREAS Appendix G – Electoral, Section 3.0. Roles and Responsibilities of the CSA Board and Executive states the following:

3.2. The President will create an election campaign strategy to promote the CSA elections during the nomination, campaign and voting periods. This campaign strategy should be submitted to the Board of Directors for information prior to the last Board meeting of the semester prior to the commencement of the election process.

3.3. Components of the election campaign strategy may include classroom talks, canvassing students, paneling, online outreach campaigns, poster runs, etc.

MOTION to receive the **Winter 2021 General Election Promotional Strategy** as presented by the President to the CSA Board of Directors at their meeting on November 25, 2020 as information.

Moved:

Seconded:

CSA Respondus and Online Learning Feedback Survey Report

Compiled on Friday November 20th, 2020 by the CSA's VP Academic, Sean Mitchell, on behalf of the Central Students Association

Introduction

During the University of Guelph's winter 2020 semester, the COVID-19 pandemic necessitated transitioning the vast majority of course activities to a virtual format. This has included many course assessments that would have traditionally been an in-person quiz, midterm, or exam. In the fall of 2020, it became clear that the pandemic would last longer than just the fall semester. When the VP Academic was elected in October, one of their priorities was to identify and address the most significant deficiencies related online learning that students were experiencing so as to ensure that better long-term solutions could be implemented.

Some of the most significant issues that students were, and still are, experiencing are related to the Respondus LockDown Browser. Most alarming among these issues was the potential for racial bias within Respondus related to its use of facial recognition and eye detection software to detect academic misconduct. In order to properly assess the scale of this issue, a survey was required to solicit feedback from all University of Guelph undergraduate students.

To that end, this survey's purpose was to serve as a means to collect a random sample of responses from among undergraduate students to inform the CSA's activism on issues related to online learning.

Methodology

The survey was distributed within the CSA's monthly newsletter on November 17th, 2020 through the Maestro email distribution service that the CSA uses to contact students via email. All CSA members, which include all undergraduate students at the University of Guelph, were sent this newsletter. The CSA received 570 responses, of which 2 were from individuals who received the survey erroneously but were identified as such through questions designed to these incidents. Of the remaining 568 remaining responses, only 521 were fully completed. For the purposes of this report, only those 521 responses are considered due to the interrelated nature of some questions.



Table of Figures

Figure 1 Respondents by Degree Year	3
Figure 2 Respondent Self-Identification as a Person of Colour	4
Figure 3 Respondents' Utilization of Student Accessibility Services	4
Figure 4 Course Load of Respondents	5
Figure 5 Satisfaction Levels with Online Learning	6
Figure 6 Barriers to Online Learning Identified by Respondents.....	7
Figure 7 Respondents' use of the Respondus LockDown Browser.....	7
Figure 8 Ranked Preference of Assessment Methods	8
Figure 9 Flagging Rate for Potential Academic Misconduct	8
Figure 10 Flagging Rate for Potential Academic Misconduct among white students.....	9
Figure 11 Flagging Rate for Potential Academic Misconduct among students of colour	10
Figure 12 Delayed from Starting a Test within Respondus	10
Figure 13 Delays from Starting a Test within Respondus among White Students.....	11
Figure 14 Delays from Starting a Test within Respondus among Students of Colour	11
Figure 15 Respondents' issues with Lockdown Browsers	12

Results

Highlights

- Black students who use the Respondus lockdown Browser are flagged at almost twice the rate (13.89%) of their white peers (7.75%)
- Students are overwhelmingly less satisfied with Online Learning relative to a normal in-person learning environment (79%)
- The survey found that 30% of students are financially unstable, and it may be a barrier to their ability to learn
- Nearly half of students say that they have a poor internet connection
- Proctoring through Microsoft Teams was preferred by students over lockdown browsers

Demographic Results

This section of the report is meant to demonstrate who responded to the survey while providing a point of comparison between the actual demographics of the University of Guelph's (U of G) undergraduate student body. Currently, the university does not publish or track racial data within the student population, so it is worth noting that this data cannot be adjusted or weighted for accuracy.¹ On the other hand, the university does publish enrollment numbers by academic year, but the most recent numbers for the Fall 2020 semester have not yet been released. Regardless, the respondents are believed to be roughly consistent with previous enrollment numbers, with years one, two, three, and four representing approximately a quarter of respondents, and the balance being made up of mature students or fifth year students (Figure 1).

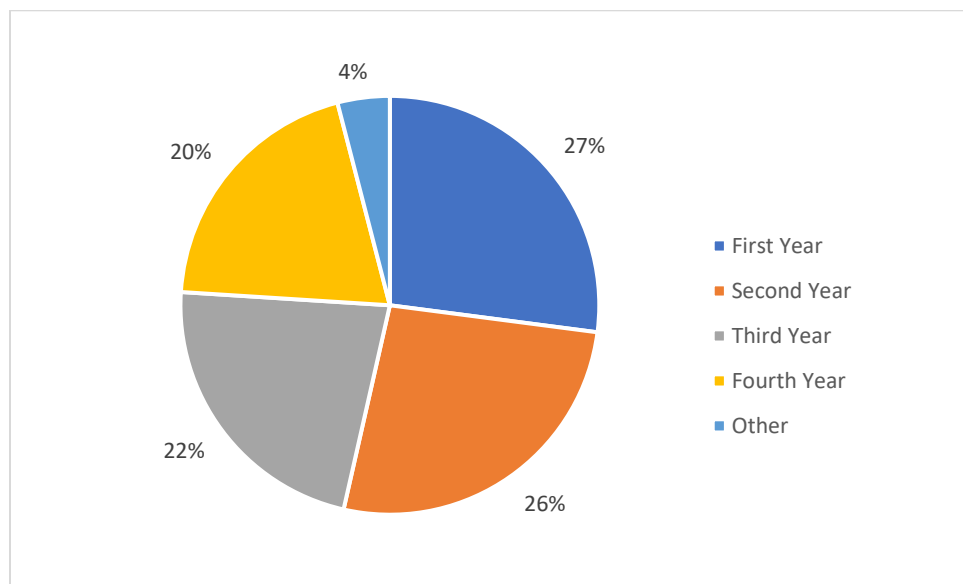


Figure 1 Respondents by Degree Year

¹ <https://www.cbc.ca/news/canada/race-canadian-universities-1.4030537>

Figure 2 shows that 21% of respondents self-identified as a person of colour, while 4% preferred not to answer. As previously mentioned, there is no benchmark data for racial data for comparison.

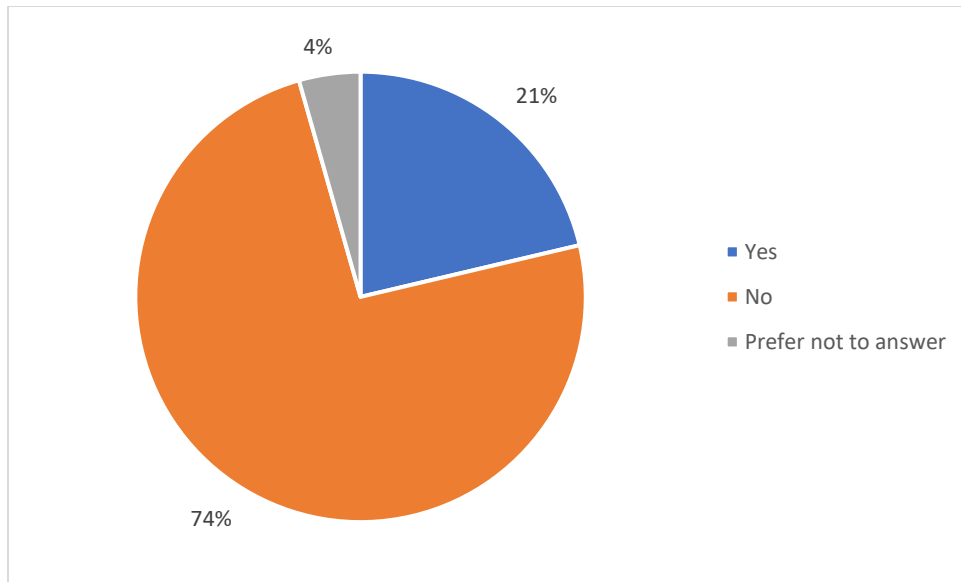


Figure 2 Respondent Self-Identification as a Person of Colour

The survey results shown in Figure 3 indicate that 17% of survey respondents utilized Student Accessibility Services (SAS).

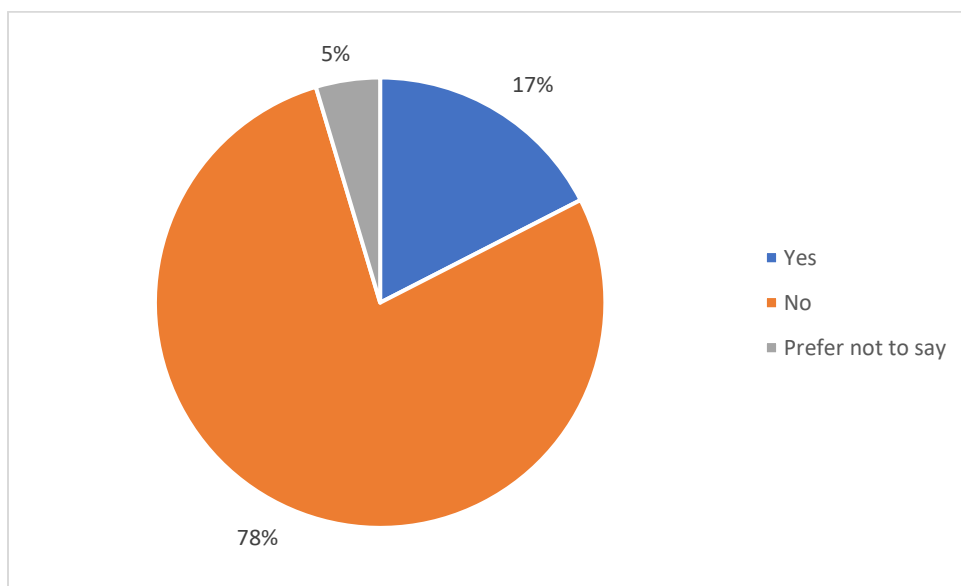


Figure 3 Respondents' Utilization of Student Accessibility Services

Fully 96% of respondents indicated that they were full-time undergraduate students at the University of Guelph, as per Figure 4.

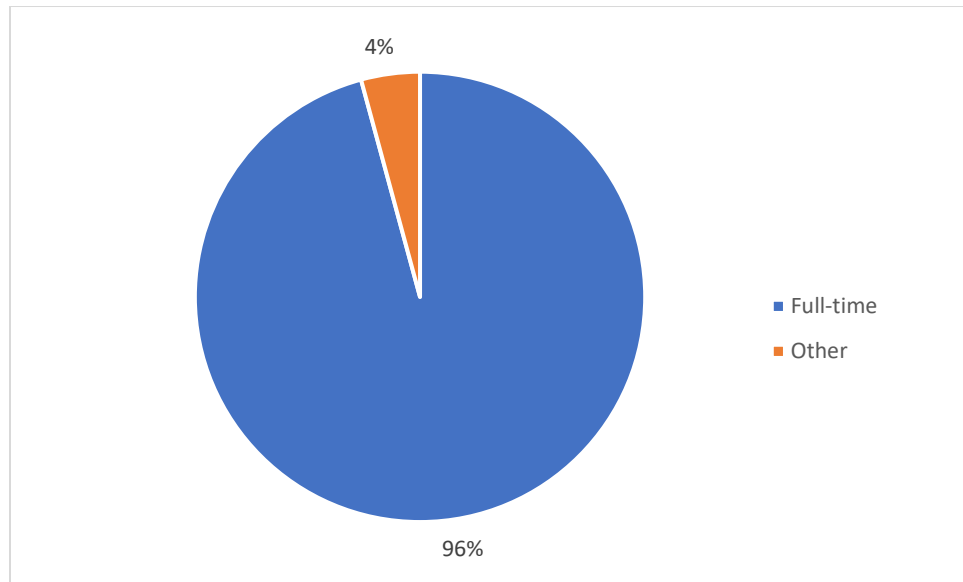


Figure 4 Course Load of Respondents

Detailed Results

One of the areas that the survey solicited responses from students on was their level of satisfaction with the current online learning environment at U of G. Students were asked how satisfied they were with the current learning conditions (online course content, remote lectures, etc.) relative to a normal school year. As shown in Figure 5, fully 45% of respondents were much less satisfied, 34% were less satisfied, while only 7% indicated that they were satisfied or more satisfied with online learning than in-person learning. It is worth noting that there is no mechanism in place to prevent selection bias. Students who are less satisfied with the current learning environment are perhaps more likely to respond to a survey about online learning. For this reason, this datapoint is not presented as being entirely representative of students' opinions, but it does give a general sense of how students perceive online learning.

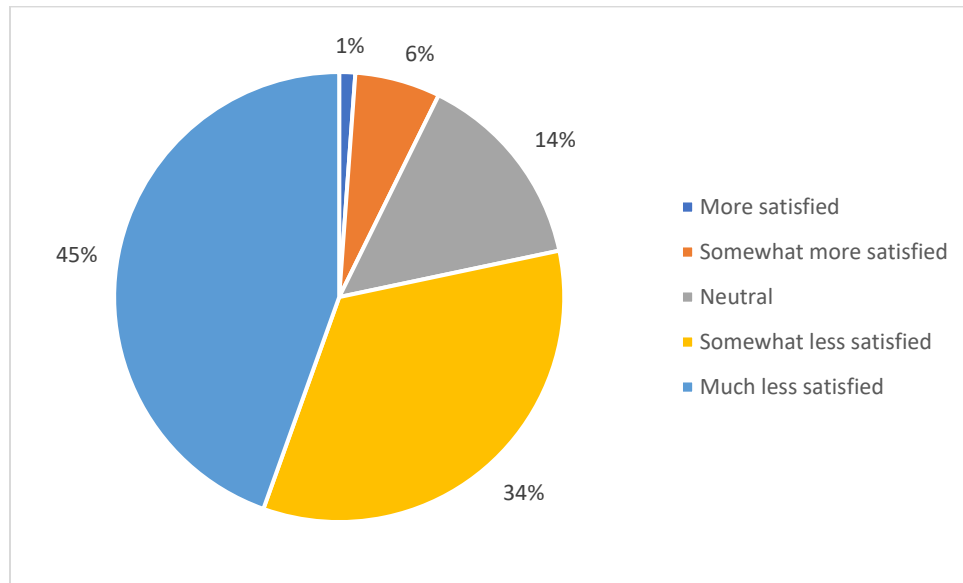


Figure 5 Satisfaction Levels with Online Learning

Figure 6 shows what barriers students are encountering with online learning. While this is not an exhaustive list or necessarily an indication of the degree to which each was a barrier for all individuals, it does represent how widespread some of these barriers are. Fully 88% of students find that there is currently a lack of interaction between themselves and other students and instructors that they perceive is a barrier to their learning. 80% of respondents find that learning remotely makes it more difficult to balance schoolwork and life activities. 52% have found that there are fewer learning resources available to them. 49% have indicated that their internet connection is poor enough that it is a barrier to their learning. Approximately 30% of students say that financial stability is a concern, while 30% also say that lectures not being recorded makes it difficult to learn. This is likely due at least in part to many students being in time zones across the world, making it difficult to participate in simultaneous lectures.

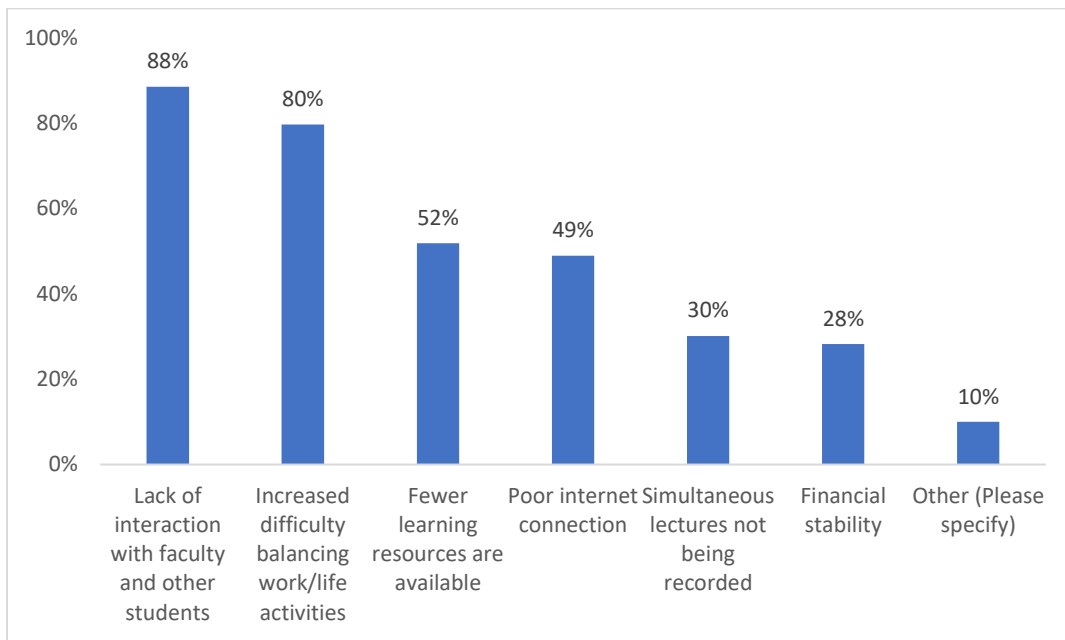


Figure 6 Barriers to Online Learning Identified by Respondents

Figure 7 shows the extent to which students are using the Respondus LockDown browser in at least one of their courses. Fully 95% of students have previously or are currently enrolled in a course that requires them to use Respondus. This shows how widely Respondus is being used in courses at U of G.

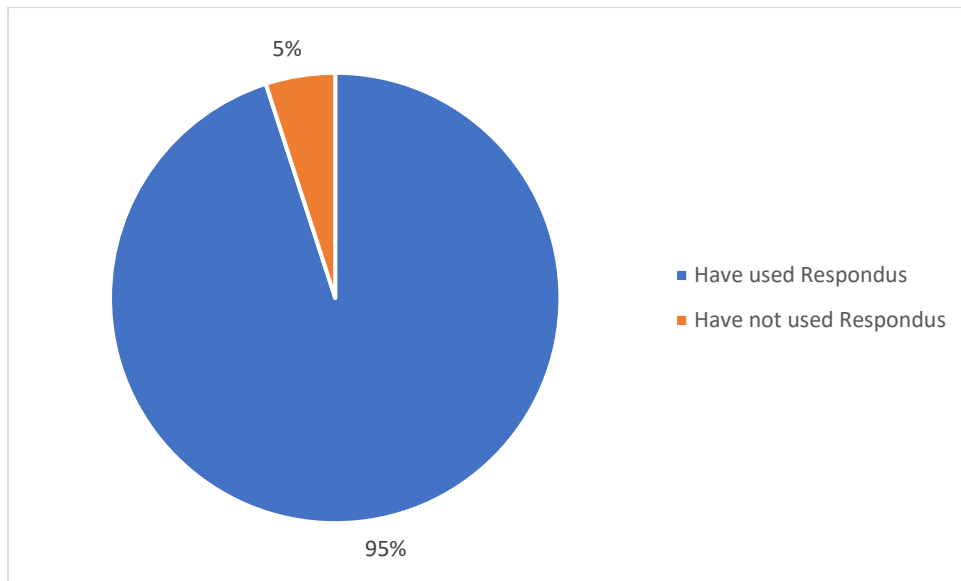


Figure 7 Respondents' use of the Respondus LockDown Browser

Since the lockdown in the spring that necessitated the change to an online learning environment, the CSA has received an increasing volume of complaints related to various aspects of lockdown browsers

that are being used to administer exams, midterms, tests, and in some cases, even quizzes. Due to these widespread issues, students were asked what forms of assessment they felt were most preferable. Open-books tests were most preferable, while take-home exams were second most preferable. Final assignments and traditional in class testing were roughly equally preferred by students. Proctoring through Microsoft Teams was seen as more favourable than Respondus virtual proctoring.

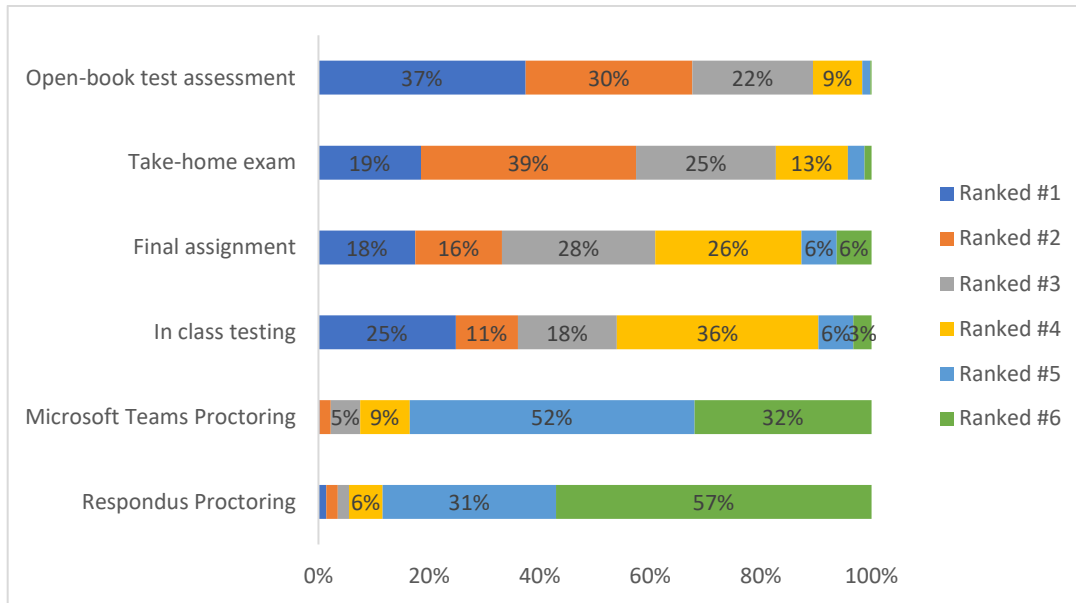


Figure 8 Ranked Preference of Assessment Methods

Of students who are or have taken a course that requires the use of the Respondus LockDown Browser, only 9% say that they have been flagged for academic misconduct through browser (Figure 9).

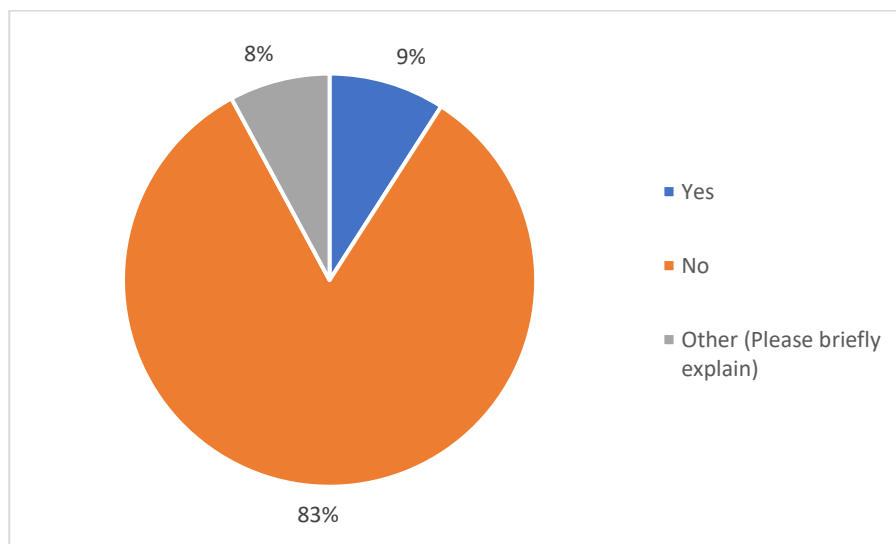


Figure 9 Flagging Rate for Potential Academic Misconduct

The motivation for asking this question was not to actually identify the rate of academic misconduct being committed. This rate would be much lower, as the question is simply asking about flagged events. Almost always, these events are not deemed to be academic misconduct, but simply makes it easier for instructors to invigilate and check on these flagged events, rather than watching the entire exam. The reason this question was asked is because there have been allegations that people of colour were being flagged for academic misconduct at a higher rate than the general student population or among white students. The flagging rate was lower among white students, as per Figure 10 (8%) while it was much higher among people of colour (14%, as per Figure 11).

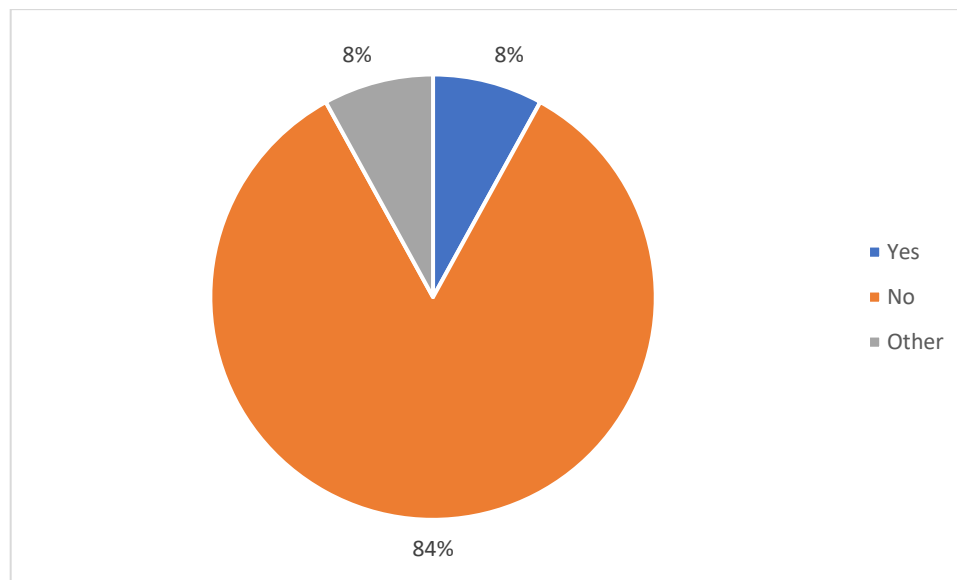


Figure 10 Flagging Rate for Potential Academic Misconduct among white students

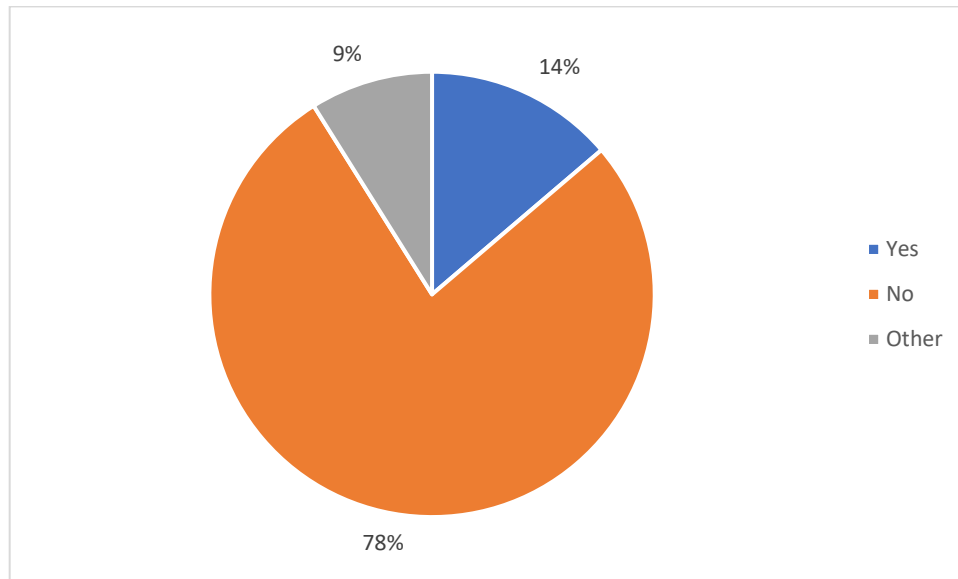


Figure 11 Flagging Rate for Potential Academic Misconduct among students of colour

Among those who have been flagged within Respondus, 64% indicate that they have been delayed from beginning their assessment due to issues with Respondus recognizing them in the frame of the webcam they are using.

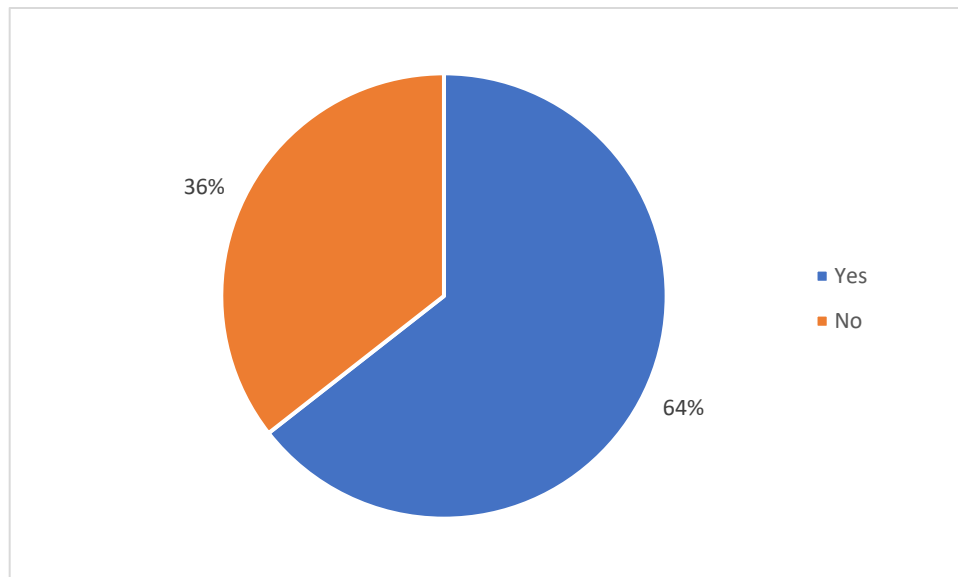


Figure 12 Delayed from Starting a Test within Respondus

Among the respondents, 63% of white students report this issue, while 67% of the respondents who identify as people of colour also report this issue, as seen in Figure 13 and 14.

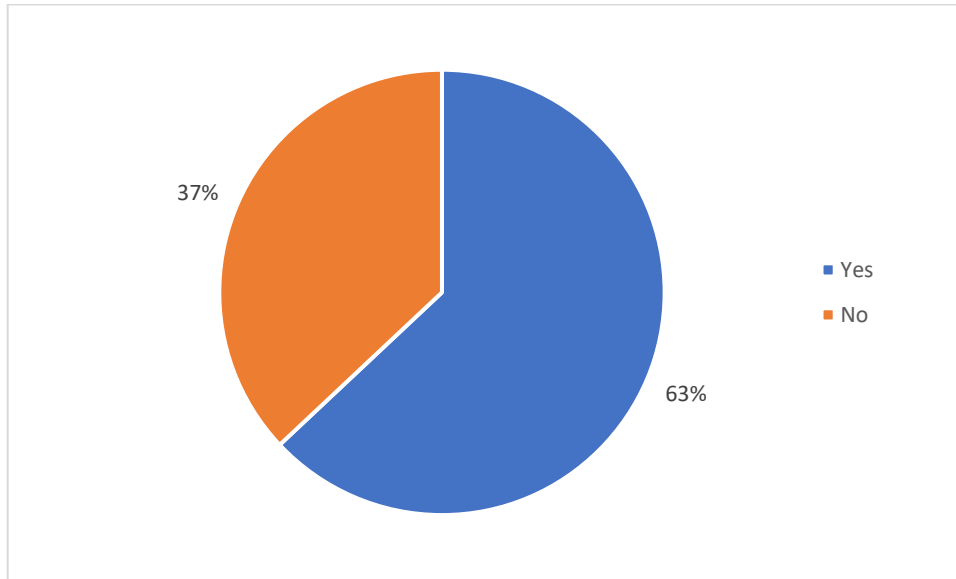


Figure 13 Delays from Starting a Test within Respondus among White Students

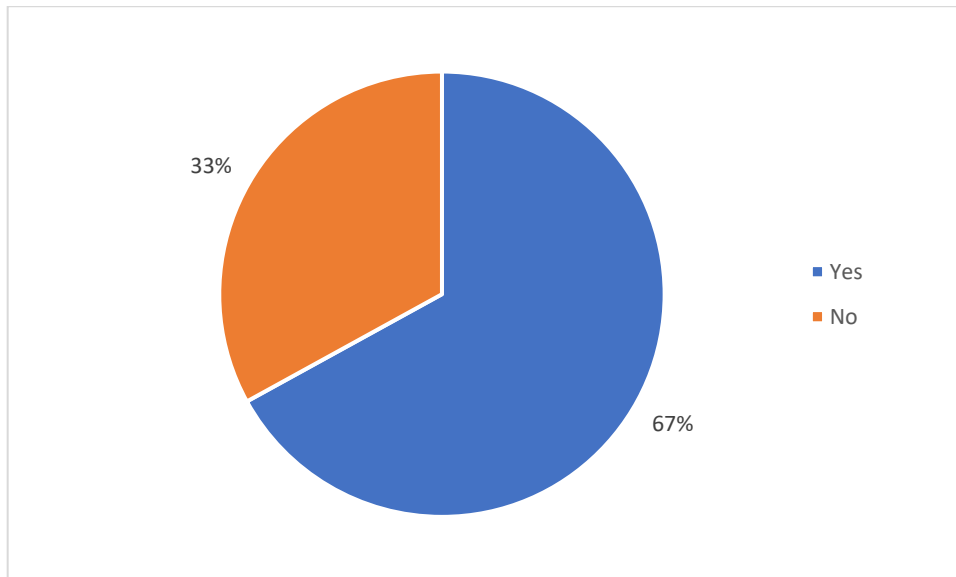


Figure 14 Delays from Starting a Test within Respondus among Students of Colour

Among those who have used some form of LockDown browser (not limited to Respondus), students have a variety of complaints. As per Figure 15, the overwhelming majority of students say that lockdown browsers create increased test anxiety, invade their privacy, and could disadvantage them if other students are able to cheat due to technological vulnerabilities. Other students (17%) have compatibility issues with Respondus.

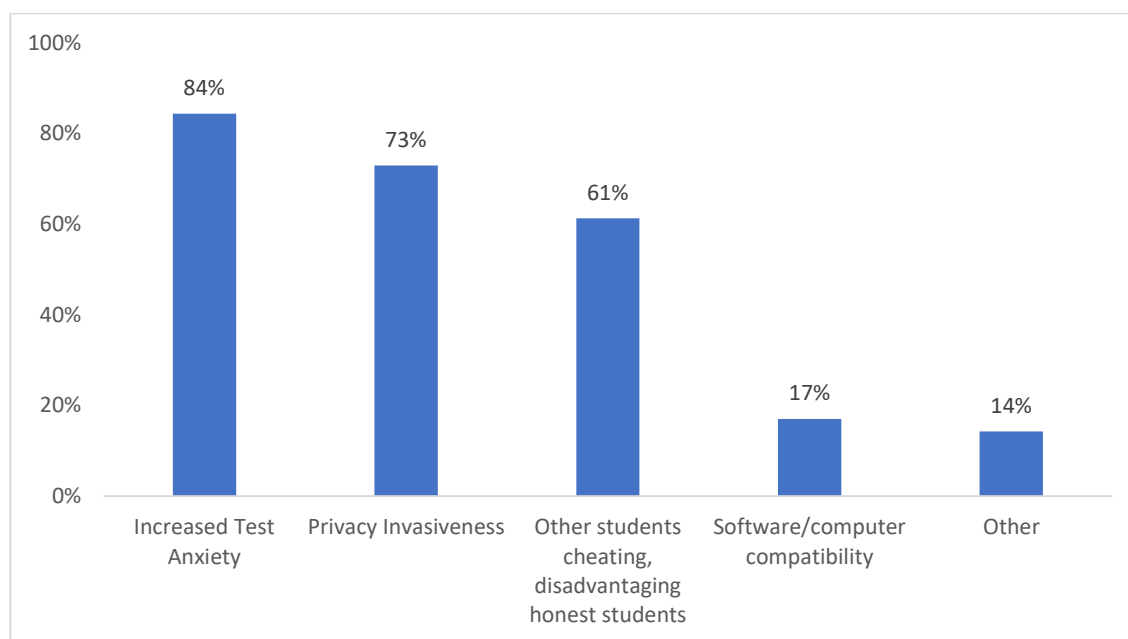


Figure 15 Respondents' issues with Lockdown Browsers

Conclusions:

It is possible that the model of teaching and learning at the University of Guelph has changed more in the past eight months than it has since its establishment in 1964. Most students are no longer learning or being tested in classrooms, some of which have been almost continuously in use for over a century. The extent to which online learning has changed how undergraduate are assessed is made clear in this report. Over 95% of students are enrolled in a course that requires them to use a lockdown browser of some type for some of their assessments. While an internet connection has been an essential part of learning at the university for years, the tasks that are being completed using the internet are more bandwidth intensive than ever before, to the point that nearly half of the survey respondents reported that internet connection stability was a barrier to their learning.

Problems with online learning appear to be quite widespread among students. Some of these problems may be tolerable on a temporary basis but given the potential for the effects of the pandemic to go beyond the short term, the urgency with which they must be addressed is critical. While student dissatisfaction with their quality of education is at an all-time high (79%), the practical implications on how this learning affects quality of education is perhaps more important and are still somewhat unclear.

Some of the issues detailed within this report are more than critical: our reliance on severely flawed lockdown browsers threatens to potentially disadvantage roughly a quarter of our students' population on the basis of skin colour. Black students who use the Respondus lockdown browser report that they are flagged at almost twice the rate (13.89%) than that of their white peers (7.75%). Assuming that the 521 students who completed the survey are representative of the undergraduate student body, the practice of continuing the use of lockdown browsers at the scale that they are currently being used at the University of Guelph will disadvantage racialized people on a scale that could constitute a human

rights violation, as defined by the Ontario Human Rights Commission. Live proctoring through Microsoft Teams was preferred by students over lockdown browsers, and while imperfect, this option should be given due consideration in the coming months which will surely hold a continuation of online learning.

Beyond some of the acute issues among students, chronic poverty continues and has gone under-acknowledged during the pandemic. The unemployment rate among youth aged 18-24 reached a record of nearly 30% during the height of the pandemic in May, and most of those students were unemployed for the duration of the summer of 2020.² While the federal government contributed up to \$4800 to students in the form of the CESB, this is a far cry from the \$10,000-\$20,000 that students would normally expect to make from summer employment in order to fund their education. At the same time, U of G tuition has continued to increase at rates of up to 10%.³ There is no financial relief for students in sight, and in fact it is being made worse still by the continued under-funding of the Ontario Student Assistance Program where students receive less grants and student loans than they did prior to the 2019-2020 school year.⁴

The convergence of these two factors has led to the stunning finding in this report that 30% of students are financially unstable, and it may be a barrier to their ability to learn. That this may seem unsurprising to many should not lessen the significance of almost a third of the student population struggling financially. If the reader takes away anything from this report, it should be that student satisfaction with their education is at an all-time low, while tuition fees are at their highest in history and they are very financially unstable.

² <https://www.nationalobserver.com/2020/09/04/news/canadas-youth-miss-out-much-countrys-august-job-gains>

³ <https://www.thestar.com/news/gta/2020/05/27/the-university-of-guelph-is-hiking-tuition-for-international-students-amid-covid-19-and-they-arent-happy.html?rf>

⁴ <https://www.thestar.com/news/gta/2019/08/29/ontario-students-were-already-loaded-with-debt-the-provinces-osap-changes-may-make-things-worse.html>

Motion

Board of Directors Meeting # 8
November 25, 2020



**Item 8.11.4.
Receive the Respondus Survey Online Learning
Feedback Survey – Summary of Results**

MOTION to receive the **Respondus Survey Online Learning Feedback Survey – Summary of Results** as presented by the VP Academic to the CSA Board of Directors at their meeting on November 25, 2020 as information.

Moved:

Seconded:

**CSA response to ISS's letter addressing concerns regarding
CSA actions during the Experience Guelph Job Fair 2020 held on
March 4, 2020**

November 22, 2020

On March 4th, the CSA took part in the national day of action to express our solidarity with the Hereditary Chiefs and Land Defenders of the Wet'suwet'en nation.

The walkout consisted of a rally and two direct actions. The first direct action entailed giving the RCMP, Guelph Police, and the Canadian Armed Forces injunction letters demanding they leave the University Centre. The second direct action was an occupation of the University of Guelph executive offices demanding the university divest from TC Energy.

These direct actions made some students on campus (specifically Indigenous students) feel uncomfortable and unsafe. Since Indigenous communities have diverse opinions on pipeline development projects, our large focus on pipeline divestment made Indigenous students feel as though they were treated as a monolith and tokenized.

We recognize that it was inappropriate to assume issues around Indigenous sovereignty with divestment and pipeline development are synonymous. We are deeply sorry for the negative impacts of our actions and the harm done to our Indigenous students.

We have been engaging in ongoing conversations with those that were harmed and are working to repair our relationship with the Indigenous Student Society (ISS). Moving forward, we will work closely with the ISS to center Indigenous voices and consult the Indigenous Student Centre before taking stances on sensitive issues. We will also ensure that no event or response is rushed in the future, and that we have strong student support before responding to any calls to direct action or protest.

Motion

Board of Directors Meeting # 8
November 25, 2020



Item 8.11.5.

**CSA response to ISS's letter addressing concerns regarding
CSA actions during the Experience Guelph Job Fair 2020 held on March 4, 2020**

WHEREAS at their meeting on March 11, 2020, the CSA Board of Directors directed the Executive Committee to consult the Indigenous Student Society (ISS), formally known as the Aboriginal Student Association (ASA), and develop a response to the ASA's letter in response to the CSA's actions during the Experience Guelph Job Fair in March 2020, and present the CSA's response to the Board of Directors at their next meeting;

WHEREAS the Executive Committee was provided with an extension from the Board of Directors on September 30, 2020 to complete their consultation with the ISS and present the final letter to the Board of Directors; and

WHEREAS consultation with the ISS has occurred and a letter has been developed.

RESOLVED that the CSA Statement of March 4th, 2020 be approved as written in collaboration with the ISS, and as presented to the Board of Directors at their meeting on November 25, 2020.

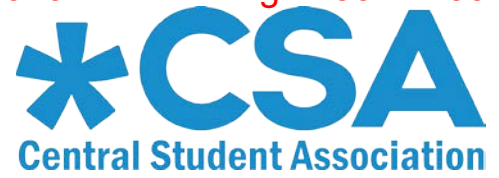
Moved:

Seconded:

Motion

Board of Directors Meeting # 8

November 25, 2020



**Item 8.15.
Adjourn**

MOTION: To adjourn the CSA Board of Directors Meeting of **November 25, 2020** at _____ pm.

Moved:

Seconded: