

## AGENDA

Board of Directors Meeting # 15

March 9, 2022 – 6:00 pm

UC 442



<b>15.0 Call to Order</b>	
<b>15.1 Land Acknowledgement</b> Valeria Telles	
<b>15.2 Adoption of the Agenda</b> 15.2.1 Approve the Agenda 15.2.2 Declarations of Conflicts	Pg. 3
<b>15.3 Ratifications and De-Ratifications</b> 15.3.1 N/A	
<b>15.4 Comments from the Chair</b> 15.4.1 Introductions and Pronouns	
<b>15.5 Approval of Past Board Minutes</b> 15.5.1 Meeting # 14 – February 16, 2022	Pg. 5
<b>15.6 Executive Committee Minutes</b> 15.6.1 Meeting # 25 – February 9, 2022	Pg. 39
<b>15.7 Executive Updates</b> 15.7.1 President 15.7.2 <del>VP Student Experience</del> (position currently vacant) 15.7.3 VP Academic 15.7.4 VP External	N/A  Pg. 45 Pg. 47
<b>15.8 Director Reports</b>	
<b>15.9 CSA Services Update and Report</b> 15.9.1 SafeWalk – Daniel Hinds, SafeWalk Program Coordinator	Pg. 50
<b>15.10 Committee Updates and Reports</b> 15.10.1 MINUTES: PBRC Meeting # 9 – Feb 9, 2022 15.10.2 REPORT: PBRC Report # 1 – Summer & Fall 2022 15.10.3 REPORT: Hiring Committee – FoodBank Coordinator 15.10.4 APPOINT: Strike Hiring Committee – FoodBank Assistants (2) 15.10.5 APPOINT: Strike Hiring Committee - Bike Centre Assistant 15.10.6 REPORT: Hiring Committee – Bike Centre Assistant	Pg. 63 Pg. 68 Pg. 99 Pg. 100  Pg. 101  Pg. 102
<b>15.11 Business</b> 15.11.1 MOTION: Director Outreach for the 2022 Annual General Meeting 15.11.2 MOTION: Winter 2022 General Election Report – (receive report and ratify unofficial results)	Pg. 103  Pg. 104
<b>15.12 New Business</b> 15.12.1	
<b>15.13 Announcements</b>	

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<b>15.14 <i>In Camera</i> Session</b>	
<b>15.15 Adjournment</b>	<b>Pg. 114</b>

**Motion**

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**Item 15.2.1  
Approve the Agenda**

**MOTION** that the agenda for the CSA Board of Directors Meeting # 15 on **March 9, 2022**, be approved as distributed in the board agenda package.

**Moved:**

**Seconded:**

**MOTION TO AMEND:** To reorder the agenda so that item 15.9.1 SafeWalk Service Update immediately follows item 15.4.1 Introductions and Pronouns.

**Moved:** Lisa Kazuhara, VP Academic

**Seconded:**

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**POSSIBLE AMENDMENT (REORDER)**

**MOTION TO AMEND:** To reorder the agenda so that:

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

**Moved:**

**Seconded:**

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**POSSIBLE AMENDMENT (NEW BUSINESS ITEM)**

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

**Moved:**

**Seconded:**

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**AMENDED MOTION** that the agenda for the CSA Board of Directors Meeting # 13 on **February 2, 2022**, be approved as amended:

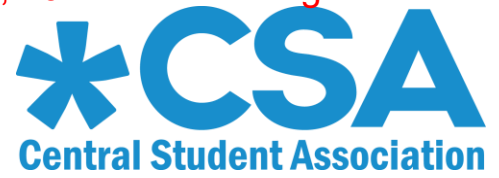
- a) To reorder the agenda so that :
  - i. To reorder the agenda so that item 15.9.1 SafeWalk Service Update immediately follows item 15.4.1 Introductions and Pronouns.

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- ii. ?
- b) To add item ... under New Business items?
- c) ?

**Moved:** Same as original motion

**Seconded:** Same as original motion

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**Attendance for February 16, 2022**

<b>Board of Directors</b>			
<b>At-Large (Elected) Representatives</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Bella Harris	College of Arts	Present	
Vacant	College of Arts		
Leilani Rocha	College of Biological Science	Present	
Maya Persram	College of Biological Science		
Valeria Telles	College of Engineering and Physical Sciences	Present	
Anton Naim Ibraim	College of Engineering and Physical Sciences		
Laura Wilson	College of Social and Applied Human Sciences		
Alyssa Ahmed	College of Social and Applied Human Sciences		
Leila Stevens	Gordon S. Lang School of Business and Economics	Present	
Joshua Vito	Gordon S. Lang School of Business and Economics	Present	
Isha Maharaj	Ontario Agricultural College	Present	
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
<b>Member College Government Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Vacant	College of Arts Student Union		
Vacant	College of Biological Science Student Council		
Lily Taylor-Stackhouse	College of Engineering and Physical Sciences Student Council	Present	
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Present	
Quinton Stummer	Lang Students' Association	Present	
Hudson Bell	Student Federation of the Ontario Agricultural College		
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		
<b>Student Organization Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>

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Jena Ashley	Indigenous Student Society (ISS)		
Damilola Oguntala	Guelph Black Students Association (GBSA)		
Amanda Conibear	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity		
Keshini Digamber	International Student Organization (ISO)		
Liz Powell	Interhall Council (IHC)	Present	
Vacant	Guelph Campus Co-op		
Ariel Oleynikov	Ontario Public Interest Research Group (OPIRG)		
Justin Mihaly	Student Senate Caucus		
Michael Pacheco	Board of Governors		
<b>Executive (Ex-officio, non-voting)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Nicole Walker	President	Present	
Vacant	Vice President Student Experience		
Lisa Kazuhara	Vice President Academic	Present	
Shilik Hamad	Vice President External	Present	

<b>Guests</b>	<b>Affiliation</b>
Alex Charette	Clubs Administrative Coordinator, CSA
Shaima Alam	Clubs Programming Coordinator, CSA

<b>Staff</b>	<b>Position</b>
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Olivia Wells	Scribe

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## Summary of Significant Resolutions

### 14.5 Meeting #13 – February 2, 2022

**MOTION** that the Minutes be approved for CSA Board Meeting # 13 – **February 2, 2022**, as presented in the board package.

**Motion carried.**

### 14.6 Executive Committee Minutes

**MOTION** that Executive Committee Minutes be received as information for the following meeting:

14.6.1 Meeting # 24 – January 28, 2022

**Motion carried.**

### 14.7 Executive Updates

- 14.7.1 President
- 14.7.2 ~~VP Student Experience~~ (position currently vacant)
- 14.7.3 VP Academic
- 14.7.4 VP External

**Motion carried.**

### 14.9.1(b) Receive the CSA Clubs Service Update

**MOTION** to receive the CSA Clubs Service Update as presented by Alex Charette, Clubs Administrative Coordinator and Shaima Alam, Clubs Programming Coordinator, as information.

**Motion carried.**

### 14.10.1 Petitions, Delegations, and Representations Committee (PDR) Meeting # 2 – October 27, 2021

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**MOTION** to receive the minutes of the Petitions, Delegations, and Representations (PDR) Committee from Meeting # 2 – October 27, 2021, as information.

**Motion carried.**

**14.10.2 Petitions, Delegations, and Representations Committee (PDR) Meeting # 3 – November 24, 2021**

**MOTION** to receive the minutes of the Petitions, Delegations, and Representations (PDR) Committee from Meeting # 3 – November 24, 2021, as information.

**Motion carried.**

**14.10.3 Appoint CSA Director to the Athletics Advisory Council**

**RESOLVED** that the following Director represent the CSA Board of Directors on the GSA's Athletics Advisory Council for the remainder of the 2021-2022 year:

Member Harris
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**Motion carried.**

**14.10.4 Hiring Committees – Chief Returning Officer (CRO) & Assistant Returning Officer (ARO)**

**RESOLVED** that:

- a) The CSA strike two hiring committees, one each for the positions of Chief Returning Officer (CRO) & Assistant Returning Officer (ARO) for the 2022-2023 year.
- b) The President be appointed as Chair of the hiring committees.
- c) The current CRO be appointed as the staff representative to the hiring committees.



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- d) The following Director be appointed to the hiring committees for both positions of CRO and ARO:

Member Conibear

**Motion carried.**

**14.10.5 Hiring Committees – Student Help & Advocacy Centre Coordinator & Assistant Coordinator**

**RESOLVED** that:

- a) The CSA strike two hiring committees, one each for the positions of SHAC Coordinator and SHAC Assistant Coordinator for the 2022-2023 year.
- b) The Vice President Academic be appointed as Chair to the hiring committees.
- c) The SHAC Coordinator be appointed as the staff representative to the hiring committees.
- d) The following Director be appointed to the hiring committees for the positions of both the SHAC Coordinator and SHAC Assistant Coordinator:

Member Maharaj

**Motion carried.**

**14.10.6 Hiring Committees – SafeWalk Coordinator & SafeWalk Volunteer Public Relations**

**RESOLVED** that:

- a) The CSA strike two hiring committees, one each for the positions of SafeWalk Coordinator & SafeWalk Volunteer Public Relations for the 2022-2023 year.
- b) The Vice President Academic be appointed as Chair to the hiring committees in the absence of a Vice President Student Experience.

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- c) The current SafeWalk Coordinator be appointed as the staff representative to the hiring committees.
- d) The following Director be appointed to the hiring committees for both positions of SafeWalk Coordinator & SafeWalk Volunteer Public Relations:

Member Stackhouse

**Motion carried.**

**14.11.1(a) Receive the CSA W22 Return to Campus Advocacy for Students Survey Initial Report Presentation**

**MOTION** to receive the Return to Campus Survey presentation by the VP Academic, and associated documents included in the board agenda package for the February 16, 2022 board meeting, as information.

**Motion carried.**

**14.11.1(b) Strike a Return to Campus & Post-Covid Pedagogy Undergraduate Student Task Force**

**RESOLVED** that:

- a) The CSA strike a Return to Campus & Post-Covid Pedagogy Undergraduate Student Task Force to enhance the student voice regarding issues related to return to campus and post-Covid pedagogy.
- b) The VP Academic Chair the Task Force and reach out within the next two weeks to members to establish an initial planning meeting.
- c) At their first meeting, the Task Force develop a detailed terms of reference including:
  - i. Composition of the task force.
  - ii. Objectives, purpose, and activities.
  - iii. Powers requested to be delegated.
  - iv. Lifespan of the committee.
  - v. Meeting frequency, meeting roles (Scribe (note taker, secretary, etc.), Chair, Vice-chair) and requirements for quorum.

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- vi. Scheduled review of the TOR.
  - vii. How the committee reports to the board.
- d) The task force provides the terms of reference for approval at a future board meeting prior to implementing action.
- e) The following Directors be appointed to the task force:

Member Vito
Member Maharaj
Member Harris

**Motion carried.**

**14.11.2 Joint Letter to Minister of Education: Free and Accessible Menstrual Products**

**RESOLVED** that the CSA sign on to the Toronto Youth Cabinet’s letter to the Minister of Education, Minister Stephen Lecce, advocating for free and accessible menstrual products in all publicly funded Ontario elementary schools and post-secondary institutions, as provided in the February 16, 2022 board agenda package.

**Motion carried.**

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**Agenda – February 16, 2022**

- 14.0 Call to Order**
- 14.1 Land Acknowledgement**  
Leilani Rocha
- 14.2 Adoption of the Agenda**
  - 14.2.1 Approve the Agenda
  - 14.2.2 Declarations of Conflicts
- 14.3 Ratifications and De-Ratifications**
  - 14.3.1 N/A
- 14.4 Comments from the Chair**
  - 14.4.1 Introductions and Pronouns
- 14.5 Approval of Past Board Minutes**
  - 14.5.1 Meeting # 13 – February 2, 2022
- 14.6 Executive Committee Minutes**
  - 14.6.1 Meeting #24 – January 28, 2022
- 14.7 Executive Updates**
  - 14.7.1 President
  - 14.7.2 ~~VP Student Experience~~ (position currently vacant)
  - 14.7.3 VP Academic
  - 14.7.4 VP External
- 14.8 Director Reports**
- 14.9 CSA Services Update and Report**
  - 14.9.1 CSA Clubs Service Update – Alex Charette, Clubs Administrative Coordinator & Shaima Alam, Clubs Programming Coordinator
- 14.10 Committee Updates and Reports**
  - 14.10.1 MINUTES: PDR Meeting # 2 - October 27, 2021
  - 14.10.2 MINUTES: PDR Meeting # 3 - November 24, 2021
  - 14.10.3 APPOINTMENT: Athletics Advisory Council (Nicole)
  - 14.10.4 APPOINTMENT: Hiring Committee - CRO & ARO
  - 14.10.5 APPOINTMENT: Hiring Committee - SHAC Coordinator & SHAC Assistant
  - 14.10.6 APPOINTMENT: Hiring Committee - SafeWalk Coordinator & SafeWalk Volunteer Public Relations
- 14.11 Business**
  - 14.11.1 PRESENTATION: CSA W22 Return to Campus Advocacy for Students Survey Initial Report – Lisa Kazuhara, VP Academic  
MOTION: Strike a Return to Campus & Post-Covid Pedagogy Undergraduate Student Task Force
  - 14.11.2 MOTION: Joint Letter to Minister of Education: Free and Accessible Menstrual Products
- 14.12 New Business**

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14.12.1

**14.13 Announcements**

**14.14 *In Camera* Session**

**14.15 Adjournment**

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**Minutes – February 16<sup>th</sup>, 2022****14.0 Call to Order**

The meeting was called to order at 6:04 pm.

**14.1 Land Acknowledgement**

As we gather today as part of the CSA who is here to represent and support our student body, it is important that we recognize and honour the Indigenous peoples of whom we have taken so much from as a nation and truly understand our place on this stolen land.

This land we now call Guelph, and the University of Guelph that brings us together, resides on the traditional territory of the Mississaugas of the Credit First Nation of the Anishinaabek Peoples, and holds rich Indigenous history. Up until the 15th century, the Attawandaron peoples lived, farmed, and hunted in the Guelph area before it was purchased by the British in 1784, as part of the Upper Canada Treaty No. 3, and is now part of the Dish with One Spoon treaty between the Haudenosaunee and the Attawandaron Peoples. Today, Guelph is home to many First Nations, Metis and Inuit peoples who have moved here from across Turtle Island.

In the same way, it is important to remember that we are all bound to this treaty, and have a responsibility to care for this land to the best of our abilities and recognize the privileges we have as a result of colonialism in Canada.

For example, my parents had the privilege of immigrating to Canada, and we are able to profit off of this stolen land through our owned property. I also have the privilege to have access to basic necessities such as clean drinking water that many Indigenous reserves in Canada still do not have.

Today I would like to use this space to spread awareness about missing and murdered Indigenous peoples and the 231 Calls for justice. I understand this topic may be triggering for some folks, so I will not go into any details, however feel free to refrain from listening at any point if needed.

This past Monday, February 14 was the 31st Annual Women's Memorial March to bring awareness and remembrance to Missing and Murdered Indigenous women, girls, 2 spirit and trans peoples who are disproportionately at risk of violence in Canada. The National Inquiry into Missing and Murdered Indigenous women and girls released a final report in 2019 that revealed that the deliberate human rights

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violations against Indigenous peoples are the root cause of this crisis, and it delivers 231 Individual Calls for Justice directed at the government, institutions, and all Canadians. The report also includes the words of thousands of family members and survivors. Almost 3 years since it was released, the government has yet to fulfill these Calls for Justice. I would really recommend all non-Indigenous folks to give the report a read as it teaches us exactly why this crisis is not coincidental, it has become institutionalized, and we must all do more to work against it. This includes challenging our own bias against Indigenous peoples and members of the 2 spirit LGBTQIA+ community and pressuring our government to listen and fulfill these calls of justice. Thank you.

Leilani Rocha

**14.2 Adoption of the Agenda****14.2.1 Approve the Agenda**

**MOTION** that the agenda for the CSA Board of Directors Meeting # 14 on **February 16, 2022**, be approved as distributed in the board agenda package.

**Moved:** Joshua Vito

**Seconded:** Shilik Hamad, VP External

**MOTION TO AMEND:** To reorder the agenda so that item 14.9.1 CSA Clubs Service Update immediately follows item 14.4.1 Introductions and Pronouns.

**Moved:** Lisa Kazuhara, VP Academic

**Seconded:** Isha Maharaj

VP Academic Lisa Kazuhara wanted to move this item up in consideration of the time of the guest presenters Alex Charette and Shaima Alam from CSA Clubs, especially as they have commitments later this evening.

**Motion to amend carried.**

**AMENDED MOTION** that the agenda for the CSA Board of Directors Meeting # 13 on **February 2, 2022**, be approved as amended:

- a) To reorder the agenda so that item 14.9.1 CSA Clubs Service Update immediately follows item 14.4.1 Introductions and Pronouns.

**Moved:** Same as original main motion

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**Seconded:** Same as original main motion

**Amended motion carried.**

**14.2.2 Declarations of Conflicts**

No conflicts declared tonight.

**14.3 Ratifications and De-Ratifications**

No ratifications or de-ratifications tonight.

**14.4 Comments from the Chair**

Chair Cameron Oleson wished everyone a good evening. Additionally, he provided a reminder of how Members could participate in discussions and volunteering.

**14.4.1 Introductions and Pronouns**

All Members introduced themselves and shared their pronouns and roles on the Board.

**14.5 Approval of Past Board Minutes****14.5.1 Approval of Past Board Minutes – February 2, 2022**

**MOTION** that the Minutes be approved for CSA Board Meeting # 13 – **February 2, 2022**, as presented in the board package.

**Moved:** Liz Powell

**Seconded:** Leila Stevens

**Motion carried.**

**14.6 Executive Committee Minutes**

**MOTION** that Executive Committee Minutes be received as information for the following meeting:



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14.6.1 Meeting # 24 – January 28, 2022

**Moved:** Leila Stevens**Seconded:** Isha Maharaj**Motion carried.****14.7 Executive Updates****14.7.1 President**

President Nicole Walker greeted everyone and noted how busy the past few weeks have been. She encouraged members to read through the February Newsletter which was sent out yesterday. She reminded Members of the motion passed in the previous meeting regarding a promotional plan for the Bullring that was outlined by the Finance Committee. As an update regarding this, she is happy to say that they were able to prioritize this Bullring promotional plan in the past week, and that Members can expect to start seeing materials from it around campus soon. These include kiosks, posters, and cue cards with information regarding the Bullring and a free coupon for their coffee. This campaign aims to target first and second year students who have not spent much time on campus so far, and who may not be aware of the Bullring's services as a result. She is hoping this will help to increase the sales at the Bullring. She asks that people check the CSA's website for changes to their services over reading week as some services will have reduced hours, but some will be closed. The Executives will be off for most of reading week and they will follow up with Members once they return on February 28<sup>th</sup>.

**14.7.2 ~~VP Student Experience~~ (position currently vacant)****14.7.3 VP Academic**

VP Academic Lisa Kazuhara had a very busy week. SHAC has been seeing increased numbers of visits and she is glad that students are making use of this service. SafeWalk has been back in operation and most of their volunteers have already completed the Sexual Violence and Support Training. SE&RM has been very busy since classes returned to an in-person format due to changing public health measures. If you hear anyone asking about events, she would ask that you remind them that there is a two week, or ten business day, submission timeline. This means if you'd like an event approved, you should submit it at least two weeks in advance. Outside of service updates, she has been spending

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more time on the Return to Campus survey. The initial results from it have been posted to the CSA's website and to the CSA's Instagram. These results have also been presented to the President, Charlotte Yates, Interim Vice Provost of Student Affairs, Irene Thompson, Vice President Academic on Campus, Gwen Chapman, and Associate Vice President Academic on Campus, Kate Dewey, along with other campus partners. She is looking forward to working with these various campus partners to advocate for students based on the survey's results. She will be presenting the results later in this board meeting, so she will go into more detail later then. She has been working on the Professional and Career Development records. She has also been working to provide more support on open-education resources, and hopes there will be some changes made before her term ends. The Calendar Review Committee and Policy Staff have been able to make a few positive changes for the Summer 2022 semester and Fall 2022 semester. There is also the compulsory fees meeting coming up soon, during which she will review them to ensure that compulsory fees are being spent appropriately as has been the case so far. She will be off next week and will return to work on the 28<sup>th</sup>, so please direct anything urgent to her before the reading week.

**14.7.4 VP External**

This week VP External Shilik Hamad has been working with the FoodBank to complete their hiring process for the new Coordinator. She is currently finalizing the contract for the newly successful Coordinator. She will be picking up food donations with the current coordinator Kandace tomorrow. They are continuing to have ongoing operations meetings for the FoodBank and she has been providing support where needed. The Bike Centre is currently in the process of hiring the Bike Centre Assistant. She is happy to report that the Bike Center Coordinator has put together the initiative for a Student Housing Bike Lending Program in specific residences on campus. She is also working with the Bike Centre to organize the Bike Auction in March for Sustainability Week. In terms of transit, some students have still been experiencing tap issues with their student IDs, and she continues to have meetings with the University and Guelph Transit to resolve these issues. As these meetings have been occurring, the success rate of students' tapping has been increasing. Some students are still looking to opt-in for this service, but this will stop being an option after reading week. Additionally, she provided a reminder that the late-night bus service on Sundays is still being provided. In terms of committee work, she has been working with the Suppliers Code of Ethical Conduct Advisory Committee to restructure what the focus of the committee should be. Shilik has been collaborating with the Guelph Wellington Social Justice Coalition to support a panel series called Informed Democracy. They will be having four events between now and the end of April, and she encourages students to attend. If people want anymore details regarding these

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events, they can reach out to her. She also attended a Sexual Violence Training and Education meeting yesterday and was glad to receive an update on what campus is doing. The Town and Gown Committee will be meeting with her on Thursday. She met with Jansen, the Education Coordinator from Guelph Wellington Women in Crisis, to determine a possible collaboration between them and the CSA for an event regarding consent. In terms of Elections Supervisory, she has been working on elections materials and outreach to ensure that we reach quorum. She wanted to open up a conversation with the Directors, and request help from the Policy & Transition Manager, regarding the lack of Director outreach class talks for the election. She wanted to ask the Directors whether there were any barriers to them signing up for class talks or fulfilling this duty. She thinks that this could also be an opportunity for the Directors to sign up for class talks tomorrow and Friday, so they can still fulfill this requirement.

The Policy & Transition Manager confirmed that a motion was carried in the last Board Meeting which stated that Directors have to speak in at least one class talk to promote the elections; which is also reinforced in CSA's bylaws. He recognizes that this requirement is challenging, but also notes that the efforts made today to promote the elections through in-person engagement were amazing.

VP External Shilik Hamad also wanted to convey the success that the CSA has seen with the job opportunity she posted regarding elections promotions. Over 120 people voted today as a result of this initiative. There is still time to get involved in this opportunity if people are interested. Having said this, she is still hoping to have a conversation with Directors regarding what could be done better in the future to make their class talks easier or where there are opportunities for education.

Member Vito asked the VP External how close the CSA is to reaching quorum at the moment.

VP External Shilik Hamad confirmed that we are currently at 8.6% and need roughly 260 more students to vote and participate in this democratic process. She encouraged Directors once more to reach out to their friends who haven't voted yet or professors whose classes they haven't spoken to yet.

Member Maharaj has heard from ISA executives that their Instagram has been receiving a lot of DMs saying the link to vote has not been working. A friend of hers also mentioned that the non-functioning original link to vote has resulted in some students being disinterested in voting.

Member Stevens recommended to the VP Academic that adding a template for Directors that they could send to their professors when asking for a class talk

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would potentially make reaching out to profs and sharing in classes easier. This is especially the case with some classes being hybrid at the moment or online. Regardless of the class format, this would make it easier to respectfully communicate with professors in the next round of elections.

Policy & Transition Manager Pete Wobschall added that the faulty link was an error. Qualtrics is complicated to use so sometimes errors happen, but he is hoping to add more quality assurance to this process in the future. He recommended that Directors bring forward any requests or additional suggestions regarding the elections process in the future.

Member Harris completed their class talk today. She speculated that deciding which professors to contact is a potential barrier to completing class talks. Perhaps compiling a list of professors to contact could make this process easier in the future. She was wondering if it would be possible to do a poster run with the QR code tomorrow.

VP External Shilik Hamad confirmed that there are actually plans to have sandwich boards around campus with the QR code on it, and that CSA staff will be promoting the election on campus tomorrow.

President Nicole Walker has also drafted some of the materials to assist Shilik in supporting the elections effort and she has a template for emailing professors that she could review to make it more specific for Directors who still need to fulfill their class talk requirement.

Member Stevens thanked the President for this as this is exactly what she was referring to.

Member Maharaj asked if the elections will be extended again if the quorum is not met.

VP External Shilik Hamad responded that this would result in a new election being required which is why it is so key that quorum is met tomorrow.

Policy & Transition Manager Pete Wobschall added that the election for the VP Student Experience is coming up in roughly two weeks, so if quorum isn't met tomorrow those positions that remain vacant would be added to this next election. However, it is key that voting ends as planned, whether quorum is met or not, so that preparations for the following election can be made.

**MOTION** that the following Executive Updates be received as information:

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14.7.1 President

~~13.7.2~~ VP Student Experience (*position currently vacant*)

14.7.3 VP Academic

14.7.4 VP External

**Moved:** Leila Stevens

**Seconded:** Shilik Hamad, VP Academic

**Motion carried.**

### 14.8 Director Reports

Member Harris shared that they completed their class talk today and spent today on campus going up to students and asking them to vote. She provided a lot of information about the CSA and why it is important for students to vote. She asked a professor in Rozanski if she could complete a class talk and they allowed her to. They really appreciated the opportunity to talk to students one-on-one. They also met with the PDR committee last week. As part of the hiring committee, Bella has also begun interviews for the Bike Centre Assistant Coordinator. They also mentioned to other members that they would be happy to complete a class talk with other Members' professors if there are some classes they are not planning to speak in.

Member Conibear has emailed their professor for their in-person class and is hoping to give their class talk tomorrow.

Member Maharaj emailed the Policy & Transition Manager and the Chief Returning Officer for perspective about giving class talks as a candidate. She decided it would be a conflict of interest to participate in the incentives offered to Directors for class talks but did conduct some class talks to promote her candidacy. The FoodBank Coordinator Hiring process has been completed. She will also be starting the hiring process for the Graphic Designer soon.

Member Vito met today with the PRBC committee to go through a backlog of related work and to highlight what is a priority for this committee to accomplish moving forward. This was a productive meeting. He has also been part of the UC Board Working Group which has recently finished a draft of the joint working agreement with the University Centre. This draft has been approved by the UC Board. As a result, they have now entered a negotiation period with the Board of Governors and the University Administration. There have been eight or nine meetings regarding this so far, so he has been busy but is satisfied with the work.

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Member Stevens has given two class talks so far. Most of her classes are fairly small, but in the larger classes she has, she is pleased to report that her professors have posted details of the election to CourseLink. She has signed up for a session on Friday in the library to promote the election more.

Member Rocha has been trying to encourage people to vote as well.

Member Stackhouse will continue to pass along the message to vote.

Member Stummer has met with the PBR committee a few times to accept some exciting upcoming events.

Member Telles will give her class talk this Friday.

Member Ogbeiwi will be sure to give her class talk as well.

**14.9 CSA Services Update and Report****14.9.1 CSA Clubs Service Update**

*This item was discussed earlier in the agenda as per approved motions during the adoption of the agenda.*

**14.9.1(a) Extend Speaking Rights to CSA Clubs Staff**

**WHEREAS** CSA Rules of Order, Section 3.9. states that presentations to the Board of Directors that are submitted in the Board package shall be limited to 10-minutes.

**MOTION** to extend speaking rights to Alex Charette, Clubs Administrative Coordinator and Shaima Alam, Clubs Programming Coordinator, for the duration of item 14.9.1 to present the CSA Clubs Service Update and respond to questions that arise from members regarding the presentation.

**Moved:** Nicole Walker, President

**Seconded:** Lisa Kazuhara, VP Academic

**Motion carried.**

Alex provided an update on the CSA Clubs Service regarding what they do on a regular basis. They provided an introduction of themselves and explained how their service supports the day-to-day activities of over 130 clubs on campus, including accreditation, events/risk management, finances, conflict management



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and promotion. Their major activities this fiscal year included Clubs Days which highlight student initiatives on campus and how students can get involved. This year it was held virtually with roughly 200-300 students in attendance each day. They also promoted it via their Instagram. Shaima and Alex are hoping to bring Clubs Days back in-person in the next fiscal year. CSA Clubs service also provides support for accreditation which happens twice each school year; once in the Fall and once in the Winter. They also run the Clubs General Meeting once a semester and provide information on how to become accredited. They provide SE&RM support through their virtual office hours. All CSA clubs must proceed through the SE&RM process. The CSA Clubs Service also coordinates the provision of spaces for these different clubs to hold events or meet. Some challenges they have been facing include keeping track of the high number of clubs they manage, managing covid restrictions, and having enough time to engage in additional opportunities. This year the CSA Clubs Service has also re-branded to ensure their logo and slogan better matches their goals. They have also developed a new Microsoft Teams 'team' to communicate more effectively with all clubs. The Clubs' Directory has been further updated with information regarding each of the clubs. Alex and Shaima have also streamlined the process of creation for clubs and completed a review of the CSA Clubs' Handbook. They are planning to hold a Clubs Trivia Night in mid-March at Brass Taps. They are also creating a new transition guide and template for all CSA clubs as they begin to hire their teams for next year. The aim is to promote continuity within the Clubs Office. Additional information about this service can be found on the CSA's website or on their Instagram.

President Nicole Walker wanted to give the CSA Clubs Service a shout-out for all their hard work and thanked them for their great presentation. She is grateful that they will both be returning to work again in these positions in the Fall.

Member Harris also thanked the CSA Clubs Service for their presentation and all the work they've done. She recognizes how appreciated the services Alex and Shaima provide are as she is regularly asked for information regarding them. They are also happy to hear that Alex and Shaima will be back next year.

The Policy & Transition Manager thanked the presenters for their time and noted how great their presentation was as well.

**14.9.1(b) Receive the CSA Clubs Service Update**

**MOTION** to receive the CSA Clubs Service Update as presented by Alex Charette, Clubs Administrative Coordinator and Shaima Alam, Clubs Programming Coordinator, as information.

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**Moved:** Lisa Kazuhara, VP Academic**Seconded:** Shilik Hamad, VP External**Motion carried.****14.10 Committee Updates and Reports****14.10.1 MINUTES: Petitions, Delegations, and Representations Committee (PDR) Meeting # 2 – October 27, 2021****MOTION** to receive the minutes of the Petitions, Delegations, and Representations (PDR) Committee from Meeting # 2 – October 27, 2021, as information.**Moved:** Nicole Walker, President**Seconded:** Leila Stevens**Motion carried.****14.10.2 MINUTES: Petitions, Delegations, and Representations Committee (PDR) Meeting # 3 – November 24, 2021****MOTION** to receive the minutes of the Petitions, Delegations, and Representations (PDR) Committee from Meeting # 3 – November 24, 2021, as information.**Moved:** Nicole Walker, President**Seconded:** Shilik Hamad, VP External**Motion carried.****14.10.3 Appoint CSA Director to the Athletics Advisory Council**

**WHEREAS** the Athletics Advisory Council (AAC) is a University Committee that advises the President of the University of Guelph and the Director of Athletics on policy matters regarding the athletics programs, and use of athletics facilities at the University of Guelph including: student fees, athletics budget, new athletic centre, intramurals, etc.;

**WHEREAS** the AAC is planning on meeting only once this semester in March; and

**WHEREAS** the committee is requesting representation of one CSA Director to represent the CSA on the AAC.



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**RESOLVED** that the following Director represent the CSA Board of Directors on the Athletics Advisory Council for the remainder of the 2021-2022 year:

Member Harris
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**Moved:** Nicole Walker, President

**Seconded:** Isha Maharaj

President Nicole Walker clarified that this is a Student Financial Fee Advisory Committee rather than a GSA committee [regarding the link that was in the original motion to the advisory committee's terms of reference). This committee will only be meeting once for the remainder of the semester. She encouraged Directors to volunteer for this if they haven't taken on much committee work yet. She also asked the Policy & Transition Manager Pete Wobschall for a refresher on the requirements of Directors for committee involvement.

The Policy & Transition Manager clarified that Directors are required to participate on two committees: including hiring committees and/or a committee such as this one.

**Motion carried.**

#### **14.10.4 Hiring Committees – Chief Returning Officer (CRO) & Assistant Returning Officer (ARO)**

**WHEREAS** the CSA recognizes the need to fill vacancies in the Chief Returning Officer (CRO) & Assistant Returning Officer (ARO) positions for the 2022-2023 academic year;

**WHEREAS** CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member;

**WHEREAS** Bylaw 2 – Electoral, Section 1.1.3 states that the President supervises Elections Office staff;

**WHEREAS** establishing the same Hiring Committee composition for both the CRO and ARO positions provides benefits to CSA Executive, Directors, and staff; and

**WHEREAS** Appendix C – Human Resources, Subsection 4.2.2 permits an outgoing position holder to sit on hiring committees due to their experience with the position(s).

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**RESOLVED** that:

- a) The CSA strike two hiring committees, one each for the positions of Chief Returning Officer (CRO) & Assistant Returning Officer (ARO) for the 2022-2023 year.
- b) The President be appointed as Chair of the hiring committees.
- c) The current CRO be appointed as the staff representative to the hiring committees.
- d) The following Director be appointed to the hiring committees for both positions of CRO and ARO:

Member Conibear
-----------------

**Moved:** Nicole Walker, President**Seconded:** Leila Stevens

President Nicole Walker noted the great work of the current elections officers and that she is sad they will not be returning in the Fall. As a result, the CSA is looking to hire for these positions, and the President encourages Directors to volunteer as they allow for the CSA to move forward in this crucial hiring process.

**Motion carried.****14.10.5 Hiring Committees – Student Help & Advocacy Centre Coordinator & Assistant Coordinator**

**WHEREAS** the CSA recognizes the need to fill vacancies in the SHAC Coordinator & SHAC Assistant positions for the 2022-2023 academic year;

**WHEREAS** CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member;

**WHEREAS** Appendix A, Section 4.9 states that the Vice President Academic supervises SHAC staff;

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**WHEREAS** establishing the same Hiring Committee composition for both the SHAC Coordinator & SHAC Assistant Coordinator positions provides benefits to CSA Executive, Directors, and staff; and

**WHEREAS** Appendix C – Human Resources, Subsection 4.2.2 permits an outgoing position holder to sit on hiring committees due to their experience with the position(s).

**RESOLVED** that:

- a) The CSA strike two hiring committees, one each for the positions of SHAC Coordinator and SHAC Assistant Coordinator for the 2022-2023 year.
- b) The Vice President Academic be appointed as Chair to the hiring committees.
- c) The SHAC Coordinator be appointed as the staff representative to the hiring committees.
- d) The following Director be appointed to the hiring committees for the positions of both the SHAC Coordinator and SHAC Assistant Coordinator:

Member Maharaj
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**Moved:** Lisa Kazuhara, VP Academic

**Seconded:** Shilik Hamad, VP External

VP Academic Lisa Kazuhara noted the amazing work of SHAC in assisting students with legal advice and other related issues. Unfortunately, the Coordinator and Assistant Coordinator will be leaving as they are graduating, and she would love if Directors would volunteer to this hiring committee.

**Motion carried.**

#### **14.10.6 Hiring Committees – SafeWalk Coordinator & SafeWalk Volunteer Public Relations**

**WHEREAS** the CSA recognizes the need to fill vacancies in the SafeWalk Coordinator & SafeWalk Volunteer Public Relations positions for the 2022-2023 academic year;

**WHEREAS** CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member;

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**WHEREAS** Appendix A, Section 3.9 states that the Vice President Student Experience supervises SafeWalk staff;

**WHEREAS** establishing the same Hiring Committee composition for both the SafeWalk Coordinator & SafeWalk Volunteer Public Relations positions provides benefits to CSA Executive, Directors, and staff; and

**WHEREAS** Appendix C – Human Resources, Subsection 4.2.2 permits an outgoing position holder to sit on hiring committees due to their experience with the position(s).

**RESOLVED** that:

- a) The CSA strike two hiring committees, one each for the positions of SafeWalk Coordinator & SafeWalk Volunteer Public Relations for the 2022-2023 year.
- b) The Vice President Academic be appointed as Chair to the hiring committees in the absence of a Vice President Student Experience.
- c) The current SafeWalk Coordinator be appointed as the staff representative to the hiring committees.
- d) The following Director be appointed to the hiring committees for both positions of SafeWalk Coordinator & SafeWalk Volunteer Public Relations:

Member Taylor-Stackhouse
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**Moved:** Lisa Kazuhara, VP Academic

**Seconded:** Nicole Walker, President

VP Academic Lisa Kazuhara motivates by noting that this is another hiring committee that a Director should volunteer for. SafeWalk has been a really important part of the campus community, and a Coordinator is needed to allow them to continue to support students. She hopes that the timing of this committee will allow a Director to volunteer.

President Nicole Walker mentioned she has noticed a theme of certain Directors volunteering for many commitments as they are more outgoing and prone to volunteer. She appreciates this, but also encourages some of the other Directors

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who have taken on less committee obligations, or those who haven't yet had the experience of a hiring committee, to volunteer for this position.

Policy & Transition Manager Pete Wobschall noted that this is a great learning opportunity for those interested in HR [human resources] who want to learn more about the hiring process.

Member Harris encouraged other Directors to volunteer for this committee as she has thoroughly enjoyed taking part in hiring committees in the past. They have been on multiple each year and have repeatedly found them to be rewarding. In addition, she has gained skills from doing so, and has been reminded of ways she could improve her own resume by taking part in these committees.

Member Maharaj noted how fun it is to volunteer for a hiring committee in particular.

**Motion carried.****14.11 Business****14.11.1 Return to Campus Survey Presentation & Task Force**

VP Academic Lisa Kazuhara shared a presentation to provide information on the results of the Return to Campus Advocacy for Students Survey. The survey was initially shared on the CSA's Instagram. It was sent out to the undergraduate listserv and the survey closed on February 1<sup>st</sup>. There were over 5000 valid responses. She encouraged everyone to look at this survey in more detail. This survey looked at the housing of students and whether they are currently located in Guelph. Student's satisfaction with the university's response to the pandemic varied. The majority of students wanted a hybrid option for classes moving forward. Earlier year students wanted to be in-person more on average, and older year students wanted to be online more on average. Colleges with more lab components wanted classes to be in-person more than those without these components. Much of the student population was concerned about returning to campus on January 31<sup>st</sup>, especially due to a lack of consensus surrounding what they should do if they get sick or have to isolate. Students preferred recorded lectures, flexible grading schemes, and flexible due dates as accommodations in case they contract covid. The majority of respondents did not agree that the university's approach for returning to campus reflected the needs of the vulnerable population. Additional details of this presentation are available online and in the board package.

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President Nicole Walker added that Irene Thompson has provided the CSA with free masks. The CSA will be supplying these to students after the reading week in the front office. She also thanked Lisa for her efforts in analyzing this survey over the past few weeks. She would love to hear from Members about additional actions to be taken based on the results of this survey.

Member Vito thanked Lisa for her work on this presentation and survey as well. He is glad that so many students responded to the survey. He asked whether the final version of the survey will be presented with a commentary of the CSA's interpretation of the results or will it simply be the results of the survey?

VP Academic Lisa Kazuhara responded she would like to create a short-term and long-term plan that will be produced based on the survey results, and which will include a little bit of interpretation of these results. The final report will be mainly the direct results though.

Member Vito cautioned that for the long-term plan, the CSA should pay special attention to the needs of the students from the younger years as they are the ones who would be more affected by this plan. He would also argue that there isn't a full consensus on most issues of what students would like, except for more hybrid options. He also added that the situation of the pandemic has already changed again since the survey was put out, and that the CSA should keep this in mind as well.

VP Academic Lisa Kazuhara thanked Member Vito for his comments and agrees Directors should be involved in this planning. There has been a trend amongst first and second years throughout the comments that they are lacking connections with their peers, and this has influenced their desire to return to in-person learning more, whereas older students often have more established connections that allowed them to adjust to online learning more easily. Despite this, she agrees there is no one right or wrong answer, and that these numbers could change drastically depending on how the province opens and how the university responds. She will continue to monitor this situation, but hopes that regardless of what changes, the long-term focus can be to make education more accessible. She hopes these two things can be combined so that students can obtain a good quality of education while feeling safe and supported.

President Nicole Walker thanked Lisa and added for Member Vito that some of the long-term advocacy would actually include changes that could be made now, such as recorded lectures. She suspects that some of the trends identified now will persist for a long time into the future, such as additional mental health support, being more considerate of vulnerable populations, and increased transparency in decision-making from the university to students. Students have a

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desire to be informed of how the university makes decisions that affect them. When the university suggested that returning in-person was essential to improving the mental health of students, some students responded to the survey saying they didn't feel represented by this viewpoint, as mental health is not a one-size-fits-all issue.

Member Harris added that she thinks this is a really good opportunity to advocate for marginalized populations, students with disabilities, or students with mental health issues that aren't connected to supports. There are huge barriers in place for students dealing with mental health issues that haven't taken the step yet to see a doctor, and that it can take a while before they are referred to SAS. Speaking to how the university moved forward on the premise that a return to campus was beneficial without evidence to the contrary, she hopes the CSA takes this opportunity to make classes more accessible for folks in general.

Member Conibear added that this is a good opportunity to review how other universities around the world have innovated in regards to accessibility. They brought forth the example that universities in England had recorded lectures long before the pandemic. By reviewing these other universities' policies for accessibility, we could better ensure that students receive their education in a way that fits these students' individual needs.

VP Academic Lisa Kazuhara noted that this survey also allowed the CSA to learn what services are being provided that students are not aware of, such as counselling on campus or office hours with their professors. She is glad that this survey illuminated gaps in knowledge of the services they provide. In response to Member Harris, she noted that the university making decisions without consulting students was a huge topic of conversation at the last meeting for the Student Senate and that if she is interested, the minutes for that meeting should be available online.

**14.11.1(a) Receive the CSA W22 Return to Campus Advocacy for Students Survey Initial Report Presentation**

**MOTION** to receive the Return to Campus Survey presentation by the VP Academic, and associated documents included in the board agenda package for the February 16, 2022 board meeting, as information.

**Moved:** Leila Stevens

**Seconded:** Nicole Walker, President

**Motion carried.**



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**14.11.1(b) Strike a Return to Campus & Post-Covid Pedagogy Undergraduate Student Task Force**

**WHEREAS** the University of Guelph's pedagogy has been in flux over the past 2-years, changing frequently since the beginning of the Covid epidemic;

**WHEREAS** the CSA recently conducted a survey of undergraduate students soliciting their opinions regarding the University of Guelph's return to campus plans, and clear trends are evident within the survey results; and

**WHEREAS** one of the CSA's mandates is advocating to University administration regarding issues affecting undergraduate students including those related to return to campus and post-Covid pedagogy.

**RESOLVED** that:

- a) The CSA strike a Return to Campus & Post-Covid Pedagogy Undergraduate Student Task Force to enhance the student voice regarding issues related to return to campus and post-Covid pedagogy.
- b) The VP Academic Chair the Task Force and reach out within the next two weeks to members to establish an initial planning meeting.
- c) At their first meeting, the Task Force develop a detailed terms of reference including:
  - i. Composition of the task force.
  - ii. Objectives, purpose, and activities.
  - iii. Powers requested to be delegated.
  - iv. Lifespan of the committee.
  - v. Meeting frequency, meeting roles (Scribe (note taker, secretary, etc.), Chair, Vice-chair) and requirements for quorum.
  - vi. Scheduled review of the TOR.
  - vii. How the committee reports to the board.
- d) The task force provides the terms of reference for approval at a future board meeting prior to implementing action.
- e) The following Directors be appointed to the task force:

Member Vito
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Member Maharaj
Member Harris

**Moved:** Lisa Kazuhara, VP Academic**Seconded:** Isha Maharaj

VP Academic Lisa Kazuhara thought that establishing this committee would be a great way to fulfill the CSA's mission to advocate for students. It would be an exciting opportunity for the CSA to review pedagogy and see how it can be improved on campus in the future. She does not know how often the committee would meet and understands how busy everyone is, so it would not be a committee with a weekly meeting requirement. Instead, they would simply meet a few times in the remainder of the semester to ensure positive changes on campus in the future. In their first meeting, this committee would also discuss if it's existence should carry forward to the next round of Executives or if it should simply end in April at the end of the semester.

Member Vito asked for clarification regarding how often the committee would be meeting.

VP Academic Lisa Kazuhara did not have a specific answer yet but hoped she would know after the reading week. She says that this will be decided during the first meeting. She also added that she has not specified the terms of reference yet so she is happy to have even more volunteers if it is possible.

Member Harris wanted to clarify if this was open to other undergraduate students and if so, she would offer it to some students involved with GQE that she thinks would be interested and then rescind her volunteer position.

The Chair noted that since the terms of reference have not been set yet this could be a possibility.

Policy & Transition Manager Pete Wobschall agreed with the Chair and specified that the terms of reference can be created to reflect this and ensure it is open to anybody when the TOR is developed at their first meeting as noted in the resolution statements of the motion.

VP Academic thanked the Chair and the Policy & Transition Manager for their clarification. She would like to start this committee with the Directors, but after the first meeting she is open to adding undergraduate students to it.

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**Motion carried.****14.11.2 Joint Letter to Minister of Education: Free and Accessible Menstrual Products**

**WHEREAS** the Toronto Youth Cabinet has been working on initiatives to tackle period poverty in Ontario schools, which aligns with the CSA's menstrual hygiene initiative in providing free products to students; and

**WHEREAS** the Toronto Youth Cabinet is now going further to advocate to the Minister of Colleges and Universities to require all post secondary institutions in the province to provide free menstrual products campus wide and has requested that the Central Student Association be part of a joint advocacy statement.

**RESOLVED** that the CSA sign on to the Toronto Youth Cabinet's letter to the Minister of Education, Minister Stephen Lecce, advocating for free and accessible menstrual products in all publicly funded Ontario elementary schools and post-secondary institutions, as provided in the February 16, 2022 board agenda package.

**Moved:** Shilik Hamad, VP External

**Seconded:** Leila Stevens

VP External Shilik Hamad addressed that having access to menstrual products is an issue for many people who need period products in their life. At the CSA we support initiatives like this to provide free menstrual products to our students, and so to work with the Toronto Youth Cabinet to further this initiative amongst elementary and secondary schools is a great opportunity and is reflective of what the CSA stands for as well.

President Nicole Walker notes that success in this initiative would allow the government to pay for this initiative instead of students paying out of pocket and that this would further align with the CSA's goals.

**Motion carried.****14.12 New Business**

No new business for tonight.

**14.13 Announcements**

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Member Rocha shares that the laundry machine at their house is broken and this has been difficult as it just fills up with water and stays locked. They are hoping their landlord will fix it soon because this has been inconvenient. She is excited for reading week.

Member Stevens wants to get to quorum! [in the election]

Member Vito is excited for board meetings to be in-person. He has just emailed two professors to ask to have the voting information added to CourseLink. He encouraged Directors to motivate people to vote so we can reach quorum.

Member Maharaj introduced her little sister and hopes we meet quorum as well. Her rice boiled over twice, but it has cooked. She is excited for reading week and wishes everyone a good break.

Member Conibear is also excited for reading week. She had a long week as she got a flat tire and had to replace it. They are looking forward to relaxing as a result.

VP External Shilik Hamad is going to Montreal this weekend and may get a tattoo and will get to visit her best friend this weekend, so she is very excited for all of this. She is thankful for everyone taking initiative to help the CSA reach quorum. She hopes everyone has a great weekend and break as well.

VP Academic thanked members for being here. She is looking forward to resting more and her roommate is getting her bubble tea from Gong Cha now. She has not had any sugar in a while and is excited for it, but suspects she will have a sugar crash because of it as well. Outside of that, she was excited to get some fresh air into her house today. She went climbing last weekend at a bouldering gym, and she is excited for the one in the Guelph gym to open. If anyone wants to go with her once the Guelph one reopens, she would be happy to have them join her and get some exercise.

Board Scribe Olivia Wells has been busy with school as this is her last semester at Guelph. She is happy to announce that she has been accepted to a couple of Masters' programs, so she can now officially say that she will be continuing school next year.

President Nicole Walker had been feeling a bit sad over the past few weeks, but once she learned quorum had not been met yet she felt very energized to get this accomplished. She has been so happy to see everyone stepping up and working together to make quorum a reality. She has also been energized by the

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PDR meetings and PBRC meetings that she has attended and by seeing past directors volunteering for elections' promotions. She also started taking vitamin D because she learned that most Canadians are deficient all year-round rather than just the Winter or Fall. She booked a trip to Vegas and Utah for a graduation trip with some of her friends. They will hike and explore and run a 5K while they are there and she is looking forward to this. She also got her first vehicle over the weekend which will allow her to visit her family more often. She will go on vacation next week and will drive out to meet her best friend who is in teacher's college in Kingston. She is excited to catch up as they haven't seen each other in over six months. She ended by announcing that she is now the proud owner of a minivan.

Policy & Transition Manager Pete Wobschall apologized for the error with the elections link and thanked volunteers for making this meeting possible.

Member Harris sent a picture of a very cute ferret to the group. The last month has been very busy for them with Guelph Pride as there is still one remaining event leftover. Additionally, there are still many emails and materials needing to be dealt with. She is participating in one of the videos that will be released where Queer people read bedtime stories, and would love if Directors watched it. She has not had real food so far today, but only has had coffee and some fruit, so she is excited to have some sushi that she just ordered. The remaining event for Guelph Pride is a comedy festival that allows people to pay what they want to attend which Bella promises will be very funny and good to attend. They also got hired to do another anti-oppression training for ARCH where they will be training their peers. The place she is getting sushi from has vegan mayo that they pair the yams with. She has been really into yams recently and buys them frequently. The other day they cooked yams for two hours to make a sweet potato hummus but ended up eating the yams first because they thought that the yams were so delicious. She has been enjoying Black History Month and the programs that have been running during it hosted by the Guelph Black Heritage Society and the Guelph Black Student Association. This includes the BIPOC cooking event, and she said that the chickpea recipe was delicious. They put on a panel for queer folks who are also racialized and have really diverse bodies and it went very well. They loved having the opportunity to pay people to talk about their experiences rather than just hiring professional speakers. She wants a dog and had a dream the other day that she had lots of dogs and wishes that was true. They love their heated blanket and use it every day. She has been sick for over two weeks and is not sure what the issue is as she has tested negative for covid. She found a cool new brand of gender neutral and size inclusive menstrual underwear. They miss Trader Joes and Target and shopping in the US. She loved the seasonal things available there and misses the thrift store. They loved the thrift store but think that prices have increased and have often

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felt judged at missions-based ones, potentially for varying aspects of their identity. She is looking forward to seeing everyone in-person again.

Chair Cameron Oleson thanked members for being here for the night.

### 14.14 *In Camera Session*

No in camera session.

### 14.15 **Adjournment**

**MOTION** to adjourn the CSA Board of Directors Meeting # 14 of **February 16, 2022**, at 8:33 pm.

**Moved:** Lisa Kazuhara, VP Academic

**Seconded:** Leila Stevens

**Motion carried.**

**Motion**

Board of Directors Meeting # 15  
March 9, 2022

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**Item 15.5.1**

**Approval of Past Board Minutes – February 16, 2022**

**MOTION** that the Minutes be approved for CSA Board Meeting # 14 – **February 16, 2022**, as presented in the board package.

**Moved:**

**Seconded:**

**Minutes**

Executive Committee Meeting (ECM)  
Meeting #25 – February 9, 2022 – 10:45 am  
Microsoft Teams

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**Members:** Nicole Walker (President, Chair), Lisa Kazuhara (VP Academic, Secretary), Shilik Hamad (VP External)

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 10:45 AM**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

No conflicts were declared.

**3.0 Comments from the Chair – ECM meeting was cancelled last week (February 2)**  
due to focusing our time on the Return to Campus Survey Presentation.

**4.0 Approval of the Previous Executive Committee Minutes**

**Meeting #24 Minutes are approved.**

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update:**

- **Return to Campus:** Reviewing the guidelines from the province and University to implement changes effective February 28. Looking to send a memo to the Board and CSA staff prior to reading week (Friday, February 18).
- Will be distributing Masks to students from the CSA Front Office!

**5.1.2 Committees:**

**5.1.2.1 Student Budget Committee (SBC):** Presentation is this Thursday, February 10 to the Board of Governors Finance Committee.

## Minutes

Executive Committee Meeting (ECM)

Meeting #25 – February 9, 2022 – 10:45 am

Microsoft Teams

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**5.1.2.2 UC Board:** The UC Working Group Task Force edits were approved by the UC Board at our meeting on Tuesday, February 8. The next step is bringing forward the recommendations to the UC Administration.

**5.1.2.3** Will be sitting on the Student Experience Awards Committee in March and the Athletics Advisory Council Meeting Monday, March 7.

**5.1.3 Last Toast:** Booked Brass taps Thursday, April 7 for the last toast and discussing the format of the last toast, and ticket sales.

### 5.2 Vice President Academic

#### 5.2.1 Supervisory (JD Objective check-in, Demand, & time log check)

- **SHAC:**

- Service will stay remote until restrictions change.
- Increased use of services.
- Winter 2022 office hours updated on website and Instagram

- **SafeWalk:**

- Service resumed January 31<sup>st</sup> with limited hours (10:00 pm – 1:30 am).

- **SE&RM:**

- Winter 2022 office hours updated on website and Instagram
- More in person events happening on campus! Student clubs are doing an amazing job organizing

#### 5.2.2 Professional and Career Development Record

- Final review of the Extracurricular evaluations.
- Meeting to be held with EL Hub for CSA positions

#### 5.2.3 Committees

- SLEF: Finished reviewing initial applications



## Minutes

Executive Committee Meeting (ECM)

Meeting #25 – February 9, 2022 – 10:45 am

Microsoft Teams

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- Student Senate Caucus Meeting: Conversation about Return to Campus (in general and the survey) as well as other major student concerns
- SLAM: Presented the Return to Campus Survey
- 

### 5.2.4 Teaching Excellence Award

### 5.2.5 CSA W22 Return to Campus Survey

- The Survey was initially shared on the CSA Instagram (@csaguelph)'s story on Monday, January 24th, 2022.
- An email was sent to undergraduate students on Friday, January 28th, 2022, via the undergraduate list serve.
- The Survey closed on Tuesday, February 1st, 2022.
- We received over 5524 responses in total. 5472 were valid after excluding empty responses and previews.
- 2 open-ended questions had 2407 and 950 comments respectively.
- Student responses are currently being analyzed and will be presented asap.

### 5.3 Vice President External

#### 5.3.1 Supervisory (JD Objective check-in, Demand, & time log check)

- **Food Bank:** Currently in the hiring process for a FoodBank Coordinator and will hopefully have a successful candidate by the end of this week. Will be scheduling one-on-one meetings, as well as continuing our operations meetings. Working with campus

**Minutes**

Executive Committee Meeting (ECM)  
Meeting #25 – February 9, 2022 – 10:45 am  
Microsoft Teams

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groups to gauge if the FoodBank can receive additional funding support to accommodate for our visitors.

- **Bike Centre:** Currently in the hiring process for a Bike Centre Assistant and will hopefully have a successful candidate in ten days. Will be scheduling one-on-one meetings, as well as continuing our operations meeting. The BC Coordinator has taken on a Student Housing Bike Lending initiative with Student Housing, and we are excited to provide this new service to our students.

**5.3.2 Transit:** Less bus pass inquiries, a few opt-ins here and there. Posted the promotional materials for our Late-Night Sunday Bus Service. Having ongoing meetings with Fare Implementation Guelph Transit Committee to ensure we can troubleshoot farebox/card issues.

**5.3.3 Committees**

**BHM Planning 2022:** Minna Salami presented at our February 2<sup>nd</sup> event and it was a wonderful presentation.

**SCECAC:** Had our SCECAC meeting this morning, and further discussed the purpose and capacity of the committee and will be continuing our work in a SCECAC working group to focus on action items.

**Elections Supervisory:** Continuing my oversight as CSA executive in the elections process. Voting period is open until tomorrow!

**PDR Committee:** Recently joined the PDR committee and been part of the decision making process.

## Minutes

Executive Committee Meeting (ECM)  
Meeting #25 – February 9, 2022 – 10:45 am  
Microsoft Teams

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**Transit Advisory Committee:** Having our meeting Thursday night.

### 5.3.4 Events

**Guelph-Wellington Social Justice Coalition:** Will be collaborating and supporting four Informed Democracy online seminars. Looking to financially support this initiative and am involved in the planning.

## 6.0 Business

### 7.0 New Business

**7.1 Promoting Menstrual Equity Letter to C&U Minister:** Shilik to write a motion to the Board asking for their support

**7.2 Athletics Advisory Council Replacement:** Nicole to put motion forward for a Board member to sit on the committee for the March 7 meeting.

## 8.0 In Camera

**9.0 Adjournment @ 12:30 pm**

***Next Meeting: February 3, 2022***

**Motion**

Board of Directors Meeting # 15

March 9, 2022



**Item 15.6**  
**Executive Committee Minutes**

**MOTION** that Executive Committee Minutes be received as information for the following meeting:

15.6.1 Meeting # 25 – February 9, 2022

**Moved:** Lisa Kazuhara, VP Academic

**Seconded:**

**Executive Update**

CSA VP Academic

March 3, 2022

**CSA VP Academic Update: March 9<sup>th</sup>, 2022, CSA Board Meeting**

*I hope everyone had a great reading week and got to rest for a bit. I took some time off to rest and recharge. The W22 Return to campus survey is wrapping and the results have been posted.*

**Ongoing Projects:**

- Teaching Excellence Award
  - Planning in progress
- Professional and Career Development Record
  - Reviewing applications and approving the first programs where students can receive PCDRs through Experiential learning and extra curriculars.
  - Meeting to be held with EL Hub for CSA positions

**Committees:**

- Student Leaders & Admin Meetings – February 7<sup>th</sup>
  - Presentation from the EL Hub regarding Professional and Career Development Record
  - Presented the results from the Return to Campus Survey
- PCDR Badging Committee – February 8<sup>th</sup>
  - Reviewing the approval process
- Compulsory Fees Committee – February 9<sup>th</sup>
  - Reviewing fees that have a proposed increase of the fee by the CPI + up to 3%
- OACCTF – February 9<sup>th</sup>
- CFC – Working Group - Compulsory Non-Tuition Fees Protocol – February 10<sup>th</sup>, 17<sup>th</sup>
  - Discussions regarding fees that have no official reporting structure and how to move forward
- APP Working Group – February 14<sup>th</sup>
  - LOP Proposal review
- Calendar Review Committee – February 16<sup>th</sup>
  - Some time-sensitive reviews of courses and programs.

**Upcoming Committees:**

- CFC – Working Group - Compulsory Non-Tuition Fees Protocol – March 10<sup>th</sup>
- Finance Committee – March 15<sup>th</sup>
- Compulsory Fees Committee – March 21<sup>st</sup>

## Executive Update

CSA VP Academic

March 3, 2022



- PCDR Badging Committee – March 22<sup>nd</sup>
- OWAC Committee – March 23<sup>rd</sup>
- Student Rights & Responsibilities Committee – March 23<sup>rd</sup>
- Hiring Committees for SHAC and SafeWalk

### Services:

- Student Help and Advocacy Centre (SHAC)
  - The drop-in Lawyer/Paralegal session on March 21<sup>st</sup> was canceled since it was family day
  - The service was on hold for reading week except urgent emails.
  - Hiring SHAC Coordinator and assistant
- SafeWalk
  - Service Board update during the March 9<sup>th</sup> Board Meeting
  - The service was on hold for reading week, resumed on February 28<sup>th</sup>
  - Hiring SafeWalk Volunteer & PR Coordinator
- SE&RM
  - College Royal happening in mid-March
  - SE&RM service was paused for reading week. Urgent emails and event proposal reviews were taken care of by CSA VP Academic.
  - Updates on events and room capacity to come out in the next couple days

## Executive Update

CSA VP External

March 9th, 2022



Happy March everyone! I hope everyone is in high spirits as we progress closer to Spring and Summer!

### SERVICES:

**Foodbank:** The service was closed during reading week. Finished hiring process for the FB Coordinator, and our successful candidate has started working at the Food Bank. Will be scheduling a one-on-one for both the new and old FB Coordinators to check-in with all of us in transitioning the new FB Coordinator on Thursday, March 10<sup>th</sup>.

**Bike Centre:** The service was closed during reading week. Finished hiring process for the BC Assistant, and our successful candidate will start their first shift last Thursday! I'm looking to also book a one-on-one with the BC Coordinator, and perhaps the BC Assistant to ensure everyone is in communication on Tuesday, March 8th. The BC Coordinator and BC Assistant will work together on a Student Housing Bike Lending initiative with Student Housing and the auction. We are also looking to begin a hiring committee for a BC Assistant for the Summer, Fall, and Winter months as well!

**Transit:** Only an email or two a week now in regard to UPass and Opt-in inquiries. Have sparked conversations with GSA and Guelph Transit about bringing back a Late-Night Bus Service beginning for St Patrick's day weekend. Will have more updates about that soon. In the meantime, a reminder that we have a late-night bus service on Sunday nights to get you home!

### COMMITTEES:

**Suppliers Code of Ethical Conduct Advisory Committee:** Have been working with different campus representatives and a research student to create policy for our committee. We have been looking at ways to promote ethical purchasing processes and creating advisory procedures as recommendations.

**Guelph Wellington Social Justice Coalition:** Collaborating with GWSJC to support a panel series called Informed Democracy. There will be four events throughout today until the end of April, and I would love for our students to join the events! Please let me know if you would like the details.

**Canadian Federation of Students:** I participated in the CFS Ontario Lobby Week, and got to meet with different MPPs from Southern Ontario to demand support for tuition fees, OSAP, Indigenous students, International students, OHIP for all, and student union autonomy. I gained so many valuable skills and are hoping to host a townhall with the different MPPs to discuss the future of Post-Secondary Education!

**Campus Coalition:** Met on Thursday, March 3<sup>rd</sup> and discussed the survey results with our RTC survey. Received insight on how faculty are feeling, as well as workers on campus, in alignment with what students are saying they're feeling.

## Executive Update

CSA VP External

March 9th, 2022



### COLLABORATIONS/EVENTS:

**GWWIC and UoG Wellness:** Teaming up with GWWIC and UoG Wellness to organize a Sexy Bingo event, but consent edition! We're looking to host this event for Thursday, March 31<sup>st</sup> and there will be many prizes to win! We will also be tabling leading up to the event to hand out resources and small goodies.

**Lang Student Association x Guelph Black Professionals:** Was invited as a Networking Professional to the Breaking Barriers, Making Connections Networking Event. Engaged with BIPOC students about their aspirations in school and business, along with sharing personal experiences on campus and within different work sectors. Got some students to hopefully join the BIPOC Coalition!

**UofG Government Relations:** Met with someone from government relations to chat about the upcoming provincial election in June 2022. Will be meeting with the Returning Officer of Elections Canada to advocate for the Voting on Campus program.

- Will also be looking more into educating our student body on the upcoming election.



**Motion**

Board of Directors Meeting # 15

March 9, 2022



**Item 15.7  
Executive Updates**

**MOTION** that the following Executive Updates be received as information:

- 15.7.1 President
- ~~15.7.2 VP Student Experience~~ *(position currently vacant)*
- 15.7.3 VP Academic
- 15.7.4 VP External

**Moved:**

**Seconded:**

**Service Update**

SafeWalk - Update # 1

March 9<sup>th</sup>, 2022**Service Name**

SafeWalk

**Service Representative**

Daniel Hinds, SafeWalk Program Coordinator

**Service Overview**

**SafeWalk** is a student-run volunteer organization that provides a safe and reliable escort after dark for any person on the University of Guelph campus and helps maintain the safety of the University community.

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

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

**Volunteer Check-ins (Ongoing)**

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

**Service Update**

SafeWalk - Update # 1

March 9<sup>th</sup>, 2022**Volunteer Recruitment (Ongoing)**

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

**Volunteer Appreciation (Future)**

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

**Electric Cart (Future)**

- Currently in contact with Christie Cooper from EHS to set up training dates
- Once these dates are scheduled, returning volunteers will be invited to receive electric cart training for use in the fall
- Currently establishing details include what to do in an emergency, cart routes and other protocols

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

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

## Service Update

SafeWalk - Update # 1

March 9<sup>th</sup>, 2022



### Service Promotion

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

# **SAFEWALK W22 SERVICE UPDATE**

PROGRAM COORDINATOR: DANIEL HINDS

VOLUNTEER & PR COORDINATOR: BEA DETENBECK

# WHAT IS SAFEWALK?

**SafeWalk** is a student-run volunteer organization that provides a safe and reliable escort after dark for any person on the University of Guelph campus and helps maintain the safety of the University community.



# **SAFEWALK SO FAR**

**This semester, we delayed the program until January 31<sup>st</sup> → Reduced hours from 10 pm - 1:30 am**

- Over concerns of Omicron spread and campus closures
- Began regular hours after reading week

**Currently operating from 7:30 pm – 2:30 am, 7 days/week**

- Recruited several more volunteers bringing the total to 52 as of last week
- Current focus is on maintaining and growing our roster of volunteers to ensure the program can begin operating immediately in F22

**Maintained consistent online office hours for volunteers and students**

# **SAFEWALK SO FAR**

**Conducted individual check-ins with volunteers**

**Recorded responses to several questions, asked for feedback, and if volunteers are returning for F22 → 23 so far!**

**Used to maintain the relationship between coordinators and volunteers**

- This has been difficult with much of school taking places online



# SAFEWALK SO FAR

## **Added the Sexual Violence Support Module to required trainings for all SafeWalk volunteers**

- In response to concerns that previous training requirements did not cover issues related to sexual violence
- Also require Accessibility Service Provision, COVID-19 Infection & Prevention, and SafeWalk-specific training

## **Established a shift sign-up system that has been mostly effective, prevents coordinators from needing to continually adjust schedule**

- Issues did arise gathering enough volunteers after reading week, likely due to many staying home for longer
- Overall, useful → may be phased out as COVID restrictions are lifted

# ELECTRIC CART

**Currently in talks to set up training session with physical resources to use the electric cart**

- Routes are currently being discussed → expected to follow the regular walk routes for greater visibility
- Emergency protocols are also being established to ensure volunteers know what to do if any issues arise
- Training session will include all returning volunteers
  - This means the cart will be available for students in F22

# **SAFEWALK IN THE FUTURE**

## **Continue to recruit more volunteers as the semester progress**

- Applications are continually being accepted until further notice

## **Continue to provide consistent online office hours for volunteers and students**

- Office hours may transition to in-person and online to increase accessibility

## **Continually updating transition documents for incoming program coordinators**

- Bea (current volunteer coordinator) is expected to apply for the role of program coordinator
- If hired, the transition process will begin early as we are already working together

# VOLUNTEER APPRECIATION EVENT

## Planning an appreciation event at the Brass Taps for the volunteers

- It has been an especially difficult year, but our team stepped up and made the service available throughout
- Will be providing small gifts to the top volunteers + merch and food



# QUESTIONS?



**Motion**

Board of Directors Meeting # 15  
March 9, 2022

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**Item 15.9.1  
CSA Clubs Service Update**

**15.9.1(a) Extend Speaking Rights to CSA Clubs Staff**

**WHEREAS** CSA Rules of Order, Section 3.9. states that presentations to the Board of Directors that are submitted in the Board package shall be limited to 10-minutes.

**MOTION** to extend speaking rights to Daniel Hinds, SafeWalk Program Coordinator, for the duration of item 15.9.1 to present the SafeWalk Service Update and respond to questions that arise from members regarding the presentation.

**Moved:**

**Seconded:**

---

**15.9.1(b) Receive the CSA Clubs Service Update**

**MOTION** to receive the SafeWalk Service Update as presented by Daniel Hinds, SafeWalk Program Coordinator, as information.

**Moved:**

**Seconded:**

**MINUTES**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 9 – Feb 16, 2022 – 12:30 pm

Microsoft Teams

**Attendance****Members**

Pete Wobschall, Chair	Policy & Transition Manager	Present
Jena Ashley	Director	Regrets
Joshua Vito	Director	Present
Nicole Walker	President	Present
Shilik Hamad	VP, External	Regrets

**Guests**

N/A	
-----	--

**Scribe**

Pete Wobschall	Policy & Transition Manager
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**9.0 Call to Order**

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

## 9.0.1 Attendance

Quorum verified and meeting called to order at 1:05 pm (some members were delayed with competing priorities, so the meeting started a little late).

**9.1 Adoption of the Agenda**

9.1.1 Approve the Agenda

9.1.2 Declarations of Conflicts

**9.2 Ratifications and De-Ratifications**

9.2.1 N/A

**9.3 Comments from the Chair**

**MINUTES**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 9 – Feb 16, 2022 – 12:30 pm

Microsoft Teams



9.3.1	N/A
<b>9.4</b>	<b>Approval of Past Minutes</b>
9.4.1	PBRC Meeting # 8 – Dec 3, 2021
	Minutes were approved and will be presented at the next board meeting to be received as information.
9.4.2	Review Action Items from Previous Meeting
	All action items reviewed and accounted for.
<b>9.5</b>	<b>Working Group Updates and Reports</b>
9.5.1	N/A
<b>9.6</b>	<b>Business</b>
9.6.1	<b>PBRC Report # 1 – Summer &amp; Fall 2021</b>
	The group reviewed the PRBC Report #1 and approved recommending it to be received at the next board meeting.
9.6.2	<b>Prioritization of Outstanding Issues</b>
	The group reviewed the list of Outstanding Issues and assigned a priority level to each (low, medium, or high) and an 'ease of implementation' rating to each (easy, medium, or hard).
	<b>ACTION:</b> PTM to clean up the document and send it with the meeting minutes to members for review at the next meeting. Agenda items for the next meeting will focus on the 'high priority' items from the list. The group will select the high priority items to address before the end of the semester at the next meeting.
9.6.3	<b>Quorum for CSA Board of Director Meetings</b>
	The group ran out of time to address this agenda item.
	<b>ACTION:</b> PTM to add Quorum for CSA Board of Director Meetings to the next meeting agenda.
	<b>ACTION:</b> PTM to add a review of the 3-yr and more frequent policy review workplan at the next meeting.
<b>9.7</b>	<b>New Business</b>



**MINUTES**

Policy & Bylaw Review Committee (PBRC)  
 Meeting # 9 – Feb 16, 2022 – 12:30 pm  
 Microsoft Teams



<p>9.7.1 PBRC Director Membership</p> <p><b>ACTION:</b> PTM to send email to the board to see if anyone wants to join PBRC.</p>
<p><b>9.8 In Camera Session</b></p>
<p><b>9.9 Adjournment</b></p> <p>9.9.1 Review PBRC and Working Groups next meetings date(s)</p> <p>The group ran out of time and this item was not addressed.</p> <p>9.9.2 Review Outstanding Business List</p> <p>See related agenda item above.</p> <p>9.9.3 PBRC Announcements Next Board Meeting</p> <p>Joshua agreed to provide an update on PBRC activities at tonight’s board meeting.</p> <p>9.9.4 Adjourn</p> <p>Meeting adjourned at 2:03 pm.</p>

**Next Meeting Dates**

**PBRC**

- # 11 – Wed, Mar 23, 2:30 – 4:00
- # 12 – Wed, Apr 7, 1:00 - 2:30

**Upcoming WG Meeting Dates**

N/A

**Parking Lot**

- Staff Committees Reconciliation
- Hybrid Meetings
- Appendix F – Clubs Handbook Comprehensive Review
- Joint Referendums (GSA/CSA) Policy
- Comprehensive review workplan (to be vetted through BM – not yet complete)

**MINUTES**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 9 – Feb 16, 2022 – 12:30 pm

Microsoft Teams

**Outstanding Business List (OBL)**

<b>Date</b> (Assigned to OBL)	<b>Action / Follow-up</b>
<b>Nov 16, 2020</b>	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. (currently underway with the Elections Policy Review WG)
<b>Mar 25, 2021</b>	<b>ACTION:</b> PBRC to revisit future board meeting and AGM format in July 2021. (Item 6.6.2 Virtual Meetings: how should the CSA move forward with meeting formats? Virtual? In-person? Hybrid?)
<b>Mar 10, 2021</b>	Executive Evaluation Committee Replacement - How to replace?  'the Executive Evaluation Committee was temporarily dissolved at the March 10, 2021 Board Meeting. The Policy & Bylaw Review Committee is to provide a revised EEC policy to the board to replace the end of the 2021 calendar year.'
<b>Jan 27, 2021</b>	RESOLVED that:  a) the Policy & Bylaw Review Committee (PBRC) review the EAB General Member selection process and provide recommendations to streamline the process of General Member selection to the Board by the end of the 2020-2021 academic year; and  i. that the recommended process include protecting the confidentiality of information submitted by interested General Members.
<b>July 7, 2021</b>	3.12.1 Bus Pass Referendum-Related Policy & Bylaw Amendments  e) The Policy & Bylaw Review Committee (PBRC) review all referendum-related CSA policy and bylaws to ensure they are consistent with one another and that they meet the needs of the organization. This includes how referendum questions are carried out when they are in partnership with the Graduate Students Association (GSA), and PBRC will provide recommendations to the CSA Board of Directors at their meeting on September 15, 2021.

**Motion**

Board of Directors Meeting # 15  
March 9, 2022

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**Item 15.10.1**  
**MINUTES: Policy & Bylaw Review Committee**  
**Meeting # 9 – February 9, 2022**

**MOTION** to receive the minutes of the Policy & Bylaw Review Committee (PBRC) from Meeting # 9 dated February 9, 2022, as information.

**Moved:**

**Seconded:**

**Policy & Bylaw Review Committee**

Report # 1 – Summer &amp; Fall 2021

December 13, 2021



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**Policy & Bylaw Review Committee**

Report # 1 – Summer &amp; Fall 2021

December 13, 2021

**Committee Name****Policy & Bylaw Review Committee (PBRC)****Report Prepared By**

Pete Wobschall

Policy &amp; Transition Manager (PTM)

December 3, 2021

**Membership Requirements**

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

Board members are appointed to the committee at board meetings.

Individuals are ratified as members of the PBRC by the committee at the beginning of the second consecutive meeting which they attend. The membership term will be for the remainder of the academic year.

The Policy & Transition Manager is automatically ratified as a member as per Appendix D – Committees, Section 8.2.4 'The Policy & Transition Manager will be a ratified member of PBRC as per their job duties.'

**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.

**Policy & Bylaw Review Committee**

Report # 1 – Summer &amp; Fall 2021

December 13, 2021



- 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 D – CSA Committees, Section 8.0.](#)

## Committee Reporting & Meeting Requirements

### Meeting Frequency

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

### Minutes

Appendix D – CSA Committees

8.3.2 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 D – CSA Committees

#### 8.5 Reporting

8.5.1 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.

**Policy & Bylaw Review Committee**

Report # 1 – Summer &amp; Fall 2021

December 13, 2021

**Committee Members**

Name	Position Title	Ratified by Board	Ratified by PBRC	De-Ratified by Board or PBRC
Nicole Walker	President	May 26, 2021	NA	TBD
Shilik Hamad	VP External	NA	July 26, 2021	TBD
Shawna Perritt	Director	May 26, 2021	NA	Dec 3, 2021
Jena-Lee Ashely	Director	May 26, 2021	NA	TBD
Joshua Vito	Director	Oct 27, 2021	NA	TBD
Pete Wobschall	PTM	Auto ratified (App A, S 2.6.2.4.)		

**Committee Roles**

<b>Chair</b>	Pete Wobschall, PTM (as per Appendix D – Committees, Subsection 8.3.1.)
<b>Vice-Chair</b>	Vacant (July 26, 2021 – Dec 3, 2021: Shawna Perritt, Director)
<b>Committee Scribe</b>	Pete Wobschall, PTM

**Policy & Bylaw Review Committee**

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**PBRC Meeting Dates**

<b>Meeting Date</b>	<b>Time / Location</b>	<b>Meeting #</b>	<b>Date Minutes Received at Board Meeting</b>
<b>June 23, 2021</b>	Wed, 1:00 – 2:30 pm, Microsoft Teams	1	July 28, 2021
<b>July 12, 2021</b>	Mon, 10:00 – 11:30 am, Microsoft Teams	2	Sept 1, 2021
<b>July 26, 2021</b>	Mon, 10:00 – 11:30 am, Microsoft Teams	3	Oct 13, 2021
<b>Aug 26, 2021</b>	Thurs, 11:00 am – 12:30 pm, Microsoft Teams	4	Quorum not met; no minutes
<b>Oct 1, 2021</b>	Fri, 1:00 – 2:30 pm, Microsoft Teams	5	Nov 24, 2021
<b>Oct 22, 2021</b>	Fri, 1:00 – 2:30 pm, Microsoft Teams	6	Quorum not met; no minutes
<b>Nov 5, 2021</b>	Fri, 1:00 – 2:30 pm, Microsoft Teams	7	Rescheduled due to PTM scheduling conflict; no minutes
<b>Nov 12, 2021</b>	Fri, 1:00 – 2:30 pm, Microsoft Teams	7	TBD
<b>Dec 3, 2021</b>	Fri, 1:00 – 2:30 pm, Microsoft Teams	8	TBD



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**Major Activities**

See **Appendix B – Motions & Board Approval Dates** for copies of motions that were sent to the board for consideration and their approval dates.

<b>Issues Prioritization</b>
<ul style="list-style-type: none"> <li>• Due to the volume of issues on the PBRC to do list, the group created a list of issues and prioritized them, which informed agenda creation.</li> <li>• Members continuously referred to, revised, and reprioritized the outstanding issues list as new issues arose and others were completed.</li> </ul>
<b>Appendix F – Clubs Handbook Comprehensive Review</b>
<ul style="list-style-type: none"> <li>• The PTM, Clubs Administration Coordinator, and the VP Student Experience conducted a comprehensive review of Appendix F – Clubs Handbook as part of the 3-year policy review cycle.</li> <li>• A finalized draft is expected to be submitted to PBRC for review in early 2022.</li> </ul>
<b>Committees Reconciliation</b>
<ul style="list-style-type: none"> <li>• Beginning in the fall of 2020, staff has been assessing CSA standing, internal, and external committees to validate their relevance, update the terms of reference if valid, and rescind if unnecessary.</li> <li>• Developments are ongoing and subsequent staff recommendations are received by PBRC for review before being presented to the board for consideration.</li> <li>• See <i>Appendix A - CSA Committees Workplan</i> for a summary of key deadlines and actions.</li> </ul>
<b>Bylaw 3 – Financial, Section 5.0 Budgeting Process Revision</b>
<ul style="list-style-type: none"> <li>• Members discussed the former President and Business Manager’s recommendations to revise this section to reflect current operational processes and responsibilities.</li> </ul>
<b>Separation of Appendix A – Internal CSA Policy</b>
<ul style="list-style-type: none"> <li>• In the fall of 2020, the former CSA President and the Policy &amp; Transition Manager identified an opportunity to develop an educational piece regarding the function of CSA Committees. This led to the Policy &amp; Bylaw Review</li> </ul>

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Committee (PBRC) overseeing the development of a 'Committees Overview' subsection dedicated to the function, formation, composition, and responsibilities of CSA Committees. During the review it was noted that the current classification of CSA committees into 'Standing' and 'Operational' was incomplete and undefined. These factors led to the development of a defined classification system for CSA committees within the 'Committees Overview' section.

- It was also noted during the review that Appendix A – Internal CSA Policy is one of the CSA's longer Policy Manual appendices at 63-pages in length and includes important priority content such as CSA Committees and Executive Portfolios. After thorough review, PBRC recommended that Appendix A – Internal CSA Policy be separated into three distinct policies:
  - Appendix A – Executive Portfolios
  - Appendix D – CSA Committees
  - Appendix J – Internal CSA Policy
- All recommendations were approved at the October 27, 2021 board meeting.

**Appendix D - Bullring HR Policy - Rescinded**

- By recommendation of the President and Business Manager, PBRC recommended that Appendix D - Bullring HR Policy be rescinded as it was out of date and based on revising Appendix C – Human Resources to include all CSA staff, including Bullring staff.
- All recommendations were approved at the May 26, 2021 board meeting.

**Appendix C – Human Resources: Revised to Include Bullring Staff**

- Coinciding with the rescindment of Appendix D – Bullring HR Policy, revisions were made to Appendix C – Human Resources, so that a single policy covered all CSA staff, including Bullring staff.
- All recommendations were approved at the May 26, 2021 board meeting.

**Bullring Terms of Reference Revision**

- Coinciding with the two items above, a revised Bullring Operating Committee's Terms of Reference was revised by the former President and Business Manager, then reviewed and recommended forward by PBRC to the board for consideration.
- All recommendations were approved at the May 26, 2021 board meeting.

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**Bylaw 2 – Electoral & Appendix G - Electoral Comprehensive Review**

- During the 2020-2021 year, the Elections Policy Review Working Group (PBRC) reviewed and revised Bylaw 2 – Electoral and Appendix G – Electoral but was unable to complete the work in time to be recommended to the board.
- 2021-2022 PBRC members reviewed the work and presented their recommended revisions at the September 15, 2021 board meeting.

**Policy Review 3-Year Calendar**

- Members developed a 3-year calendar that includes a comprehensive review of all CSA policies and bylaws based on the revised Appendix I – Internal CSA Policy (formally Appendix A – Internal CSA Policy), Section 11.0 Policy Review Policy, which was approved at the February 10, 2021 board meeting
- The 3-year calendar includes timelines to complete a comprehensive review of all CSA policies and bylaws over a three-year period.
- Recommendations were approved.

**Hybrid Meetings**

- PBRC Struck a Future Meeting Format Working Group to discuss options for future CSA Board Meetings; including considering technological implications and barriers.
- PBRC consulted University Computing & Communications Services (CCS) staff and the PTM conducted extensive and ongoing research to improve the virtual board meeting experience, and to consider and plan for possible hybrid meetings in a post-covid environment.
- The PTM is currently developing a document outlining equipment required to deliver hybrid meetings, including associated costs, with the goal of 'providing virtual and in-person participants with the same experience'.
- Current plan moving forward is to return to in-person board meetings beginning Winter 2022, to deliver the 2022 AGM virtually, and hold virtual board meeting during Summer 2022.

**Executive Evaluation Committee (EEC) Policy Review & Evaluation**

- This initiative has carried over from 2020-2021 and work continues with the evaluation and revision of the EEC policy.

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- Current efforts are focused on developing an organizational planning and reporting process as a starting point that will inform how the revised EEC process will be integrated.
- The President and PTM are collaborating to develop a framework for the organizational planning and reporting process, and a revised terms of reference for the EEC.
- A draft framework is expected to be presented to core staff in early 2022, and then to PBRC and subsequently to the board by the end of the 2021-2022 year.

**Social Media Policy**

- Staff has developed a draft social media policy and associated agreement for staff and Directors to sign off on.
- The social media policy will address appropriate personal and professional use of social media, and will include operational procedures on what platforms are used, and how each is used to engage the public.
- A staff team review is scheduled for early 2022 with an expectation that recommendations will be received by PBRC in the spring of 2022.

**Referendum Policies**

- A working group was struck to review and evaluate referendum-related policies to make selected sections clearer and define the roles and impacts of 'opposition campaigns'.
- Activities also include developing policies regarding joint referenda with the GSA such as the Bus Pass and Health & Dental Plan.
- Drafts are expected to be completed and presented for the board's consideration by the end of the year.

**Director & Executive Nomination Signatures**

- PBRC is currently developing options and recommendations to present to the board regarding an appropriate number of nominations signatures for Directors and Executive.
- The PTM conducted an environmental scan of similar-sized Ontario Universities to inform decision-making.

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## Future Major Activities

<b>3-Year Policy Review Cycle</b>
<ul style="list-style-type: none"> <li>Continue to implement the three-year policy review cycle to determine if a 3-year rotation is feasible.</li> </ul>
<b>Outstanding Issues</b>
<ul style="list-style-type: none"> <li>The list of PBRC's outstanding issues is long, and is continuously added to, however the committee has managed to address many issues so far this year.</li> <li>A full list of outstanding issues is provided in the <i>Policy Review Requests &amp; Outstanding Issues</i> section below.</li> </ul>
<b>AWG Policy Revisions</b>
<ul style="list-style-type: none"> <li>PBRC reviewed Appendix A – Internal CSA Policy, Section 3.1 Accessibility Working Group (AWG).</li> <li>Recommendations are being drafted for the Board's consideration related to how problem-causing AWG members are engaged, and if required, removed.</li> <li>PBRC is also assessing the responsibilities of the Chair and Vice Chair.</li> <li>Recommendations are expected to be made to the Board regarding this subject in 2022.</li> </ul>

## Policy Review Summary

This section provides a summary of policies reviewed during to date in 2021-2022 as prescribed in Bylaw 4 – Policy of the CSA, Section 3.0 Review of Policy.

<b>Policy</b>	<b>Revision(s) Summary</b>
Bylaw 1 – Organizational	Updated list of committees in Section 8.0 Standing Committees based on the separation of Appendix A – Internal CSA Policy (see below).
Bylaw 2 – Electoral	Comprehensive review completed and approved by the board on Sept 15, 2021.

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<b>Policy</b>	<b>Revision(s) Summary</b>
Bylaw 3 - Financial	Amendment to 5.0 Budgeting Process, Subsection 5.1.
Bylaw 4 – Policy of the CSA	No amendments to date in 2021-2022.
Appendix A – Executive Portfolios (formally Appendix A - Internal CSA Policy)	Separated former Appendix A – Internal CSA Policy into: <ul style="list-style-type: none"> <li>• Appendix A – Executive Portfolios</li> <li>• Appendix D – CSA Committees</li> <li>• Appendix J – Internal CSA Policy</li> </ul> No substantial changes were made to the content of the Executive Portfolios.
Appendix B – CSA Services Policy	Revised 1.0 Bullring Policy (terms of reference).
Appendix C – Human Resources Policy	Revised 11.0 Vacation and addition of 12.0 Personal Emergency Days.
Appendix D – CSA Committees (formally Appendix D – Bullring HR Policy)	Appendix D – Bullring HR Policy rescinded in full on May 26. Appendix D – CSA Committees created with the separation of Appendix A – Internal CSA Policy. Added section 3.0 Committees Overview.
Appendix E – Organizational Policy	No amendments to date in 2021-2022.
Appendix F – Clubs Handbook	Comprehensive review currently nearing completion.
Appendix G – Electoral	Comprehensive review completed and revised policy approved by board on Sept 15, 2021.
Appendix H – Second Floor Student Use Acceptable Use Policy	No amendments to date in 2021-2022.
Appendix I – CSA Issues Policy	No amendments to date in 2021-2022.

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Policy	Revision(s) Summary
Appendix J - Internal CSA Policy	Created new in 2021-2022 as a result of separating former Appendix A – Internal CSA Policy into: <ul style="list-style-type: none"> <li>• Appendix A – Executive Portfolios</li> <li>• Appendix D – CSA Committees</li> <li>• Appendix J – Internal CSA Policy</li> </ul>
CSA Rules of Order	No amendments to date in 2021-2022.

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**Three-Year Review Calendar**

This section provides the schedule and progress updates for prescribed comprehensive 3-year reviews as detailed in Bylaw 4 – Policy of the CSA, Section 3.0 Review of Policy.

<b>2021-2022</b>	<b>Status</b>
Bylaw 1 – Organizational	Dec 2021
Bylaw 3 – Financial	February 2022
Appendix C – CSA Human Resources Policy	March 2022
CSA Rules of Order	April 2022
Appendix F – Clubs Handbook	Currently underway with the VPSE and Clubs Programming Administrator. PBRC to receive recommendations from working group in early 2022.

<b>2022-2023</b>	<b>2023-2024</b>
Appendix A – Executive Portfolios	Bylaw 2 – Electoral
Appendix B – CSA Services Policy	Bylaw 4 – Policy of the CSA
Appendix D – CSA Committees	Appendix G – Electoral
Appendix E – Organizational Policy	Appendix H – Second Floor Student Space
Appendix I – Issues Policy	Appendix J – Internal CSA Policy



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**Frequent Reviews**

This section provides progress updates for policies that that require review more frequently than the 3-year review.

<b>Policy</b>	<b>Status</b>
App A, S 2.3. Executive Evaluation Committee 2.3.1. Introduction 2.3.1.4. This policy shall be reviewed annually by the Executive Evaluation Committee	EEC has been temporarily dissolved. PBRC to have recommendations for revised EEC process by Fall 2021.
App A, S 3.6 Bullring Operations Committee Conducting an annual review of the Bullring Operations Committee Terms of Reference and the Bullring Policy.	Newly revised TOR was approved by the CSA Board on May 26, 2021. To be reviewed in 2022-2023.
App A, S 10. Ethical Purchasing 10.7. Revision 10.7.1. This policy will be reviewed in the 2013/2014 year. 10.7.2. This policy will be reviewed once every 3 years.	To be reviewed in 2021-2022.
App C, 21.0 Policy on CSA Field Workers 21.5 Policy Review This Field Workers policy will be reviewed annually by the CSA PBRC to evaluate and ensure its efficacy and efficiency.	To be reviewed in 2021-2022.
App C – Human Resources Policy 18.0. Environmental Health and Safety Policy Statement This policy statement shall be reviewed annually and posted on the Health and Safety Boards in each functional area.	To be reviewed in 2021-2022.
App C – Human Resources Policy	To be reviewed in 2021-2022.

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Policy	Status
<p>20.0. Joint Health &amp; Safety Committee</p> <p>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.</p>	
<p>App F – Clubs Handbook</p> <p>S 6. Club Space Policy</p> <p>6.2. Meeting Room Booking Policies</p> <p>6.2.8. This policy will be reviewed to ensure the space is used as effectively as possible for CSA accredited clubs and their activities and events.</p>	<p>VP Student Experience began review in Winter 2021 and is expected to be completed by end-of-year.</p>
<p>App F – Clubs Handbook</p> <p>S 6. Club Space Policy</p> <p>6.3. Comfort Room</p> <p>6.3.5. This policy will be reviewed to ensure the space is used as effectively as possible.</p>	<p>VP Student Experience began review in Winter 2021 and is expected to be completed by end-of-year.</p>
<p>6. Club Space Policy</p> <p>6.6. Access to the Garage</p> <p>6.6.2. Setting up access to the Garage</p> <p>6.6.2.9. This policy will be reviewed to ensure the space is used as effectively as possible for CSA accredited clubs and their members.</p>	<p>VP Student Experience began review in Winter 2021 and is expected to be completed by end-of-year.</p>
<p>App I, S 3.0. Environmental Policy</p> <p>3.3. Guiding Principles</p> <p>3.3.7. Continuous Improvement and Review</p> <ul style="list-style-type: none"> <li>• This policy is to be reviewed annually to ensure that its guiding principles, objectives and commitments are being met.</li> </ul> <p>3.6. Policy Review</p>	<p>To be reviewed in 2021-2022.</p>

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Policy	Status
3.6.1. The CSA Executive Committee shall review this policy and provide a report and recommendations to the CSA Board of Directors on an annual basis.	

## Policy Review Requests & Outstanding Issues

This section provides a list of PBRC's completed and outstanding issues, and is presented with the source of the request and a status update for each.

#	Summary of Request	Requester	Outcome
1.	Integrate BIPOC Coalition and the Guelph Campus Coalition into CSA policy.	VPE	Not yet started.
2.	Executive Committee quorum inconsistencies – assess and revise as necessary.	Former President (Tyler Poirier)	In-progress.
3.	Standardization of CSA committee reporting requirements.	PBRC	In progress.
4.	Staff titles inconsistent and inaccurate throughout policy.	Requests from multiple staff	In progress.
5.	Assessing merits of Director Code of Conduct agreements.	PTM	In progress.
6.	Revising policy related to creating and maintaining a safe space for, and a process to remove when necessary, Accessibility Committee members.	Former VPA (Sean Mitchell)	In progress.
7.	Adding Affordable Housing Initiative to Committees Policy	PTM	Not yet started.
8.	Executive Responsibilities: Transit & Bus	Business Manager	Not yet started.

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#	Summary of Request	Requester	Outcome
9.	Streamline process to secure Elections Appeals Board (EAB) General Members	President	Not yet started.
10.	Remove Bus Pass stickers from Appendix B – CSA Services Policy, Section 3.4 Fees	President	Not yet started.
11.	Develop a process for Elections Appeals Board hearings and include it in CSA policy.	PTM	Not yet started.
12.	Providing training for Clubs' executive regarding the Clubs Garage.	PTM	Not yet started.
13.	Policy is contradictory regarding the removal of Executive from office.	Former President (Tyler Poirier)	Not yet started.
14.	Updating all relevant policy regarding Field Workers and Temporary Staff	PBRC (during review of Electoral policies for Poll Station workers)	Not yet started.
15.	Update the Co-Curricular Transcript policy so it is up to date and relevant to undergrads.	President	Not yet started.
16.	Number of Director & Executive nominations signatures required	CRO	In progress.
17.	Build ability to hold hybrid board meetings into policy.	PTM	In progress.
18.	Move UC Board from Appendix J – Internal CSA Policy to Appendix D – CSA Committees.	PTM / Business Manager	Not yet started.
19.	Include exception to use the University's Student Experience staff position for SERM Coordinator hiring committees.	PTM / Business Manager	In progress.

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#	Summary of Request	Requester	Outcome
20.	Managing inappropriate behaviour in chat during meetings.	Board Members	Completed with ongoing monitoring and improvements.
21.	Building option for paid staff to take scheduled breaks during very long board meetings (e.g. bathroom).	PTM	Not yet started.
22.	Assessing PBRC reporting frequency.	PTM	Not yet started.
23.	Change Ontario Corporations Act to Ontario Not-for-profit Corporations Act throughout policy.	PTM	Completed.
24.	Ensuring that policy references to Directors and Executive throughout CSA policy are correct.	PTM	As policies are updated, this aspect is assessed and revisions are made as necessary.
25.	Assessing a 2-year Director term length, and beginning the term in the fall, rather than in the spring.	Business Manager	In progress.
26.	Assessing equity statements throughout CSA policy and revising based on current cultural standards.	President	Not yet started.
27.	Reviewing CSA Rules of Order policy for 48-hour board submissions and revising if necessary.	PTM	Not yet started.
28.	Developing a social media policy.	Core Staff	In progress.
29.	Referendum policy review – including joint referenda with the GSA.	Elections Team	In progress.
30.	Revising member meeting location to permit virtual meetings.	PTM	In progress.

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#	Summary of Request	Requester	Outcome
31.	Assessing a 'First Past the Post Voting System' for the CSA.	Former CSA Executive	Not yet started.

## PBRC Working Groups

### Referendum Policy Review Working Group (PBRC)

**Date Established**

July 26, 2021

**Members**

Name	Position Title
Pete Wobschall	Policy & Transition Manager
Nicole Walker	President
Jewel Lindemann	Chief Returning Officer (CRO)
All PBRC members welcome to join any meeting(s) they are available for!	
Additional members, including external members, may be added by the group as required.	

**Meeting Date(s)**

- August 16, 2021, 10:00 – 11:30 am
- December 9, 2021, 2:00 – 3:30 pm

**Mandate or Terms of Reference (TOR)**

Review the Referendum Rules (created for the Winter 2021 General Election) and CSA policy and bylaws and create one, cohesive document relating to all things referendum.

**Major Activities**

See mandate.

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**Future Meeting Format Working Group (PBRC)****Date Established**

July 26, 2021

**Members**

Name	Position Title
Pete Wobschall	Policy & Transition Manager
Nicole Walker	President
Maya Persram	Director
All PBRC members welcome to join any meeting(s) they are available for!	
Additional members, including external members, may be added by the group as required.	

**Meeting Date(s)**

- August 12, 2021, 1:00 – 2:00 pm
- August 13, 2021, 10:00 – 11:00 am
- October 18, 2021, 10:00 – 11:30 am

**Mandate or Terms of Reference (TOR)**

- Meeting with University staff (including from CCS) to share learnings and experiences.
- Discuss options for future CSA Board Meetings; including considering technological implications and barriers.
- Determine recommendations for the board to consider regarding short-, medium-, and long-term options for CSA Board Meeting format (in-person? Remote? Hybrid?)

**Major Activities**

See mandate.

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## EEC Evaluation & Development Working Group (PBRC)

**Date Established**

Oct 26, 2020

**2020-2021 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)**

Meetings are ongoing between the President and PTM to develop a framework for organizational planning and reporting process, and a corresponding evaluation process (i.e. revised EEC).

**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**



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- 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)

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**Appendix A - CSA Committees Workplan**

Summary	Date	Details
High-level CSA Committee Policy Review (Exec Training)	June 15, 10-11am	<p>Review of newly developed Committees Overview policy by PBRC (yet to be finalized by PBRC; needs to be approved by board once finalize).</p> <p>Review Mandates and Membership of each committee (from Director Committee Recruitment Doc).</p> <p>Review of summary table of meeting frequencies and reporting requirements (from policy).</p>
PBRC	June 23, 1-2:30 pm	<p>Agenda item is to continue work on the Committees Overview policy – should be able to finalize the policy at this meeting. If not, subsequent PBRC meetings are July 12, 10-11:30am and July 26, 10-11:30am.</p>
Team CSA Committees Workplan Development	<p>Thurs, July 15, 90-minutes</p> <p>(Prior to July 28 Board Meeting)</p>	<p>Update on developed Committees Overview policy by PBRC:</p> <ul style="list-style-type: none"> <li>• Ensure list of committees is accurate.</li> <li>• Team is OK with the defined role of committees</li> <li>• Team is OK with committee classifications</li> </ul> <p>Review of list of 'active' committees and one-by-one, identify if:</p> <ul style="list-style-type: none"> <li>• 'active and functioning',</li> <li>• 'active and non-functioning, or</li> <li>• 'inactive and should be rescinded'.</li> </ul> <p>For each of the 'active and non-functioning':</p> <ul style="list-style-type: none"> <li>• Determine the issues, gaps, and challenges for each.</li> <li>• Develop an action plan to address the gaps for each committee.</li> </ul>

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Summary	Date	Details
Group Review	Sept 30, 2021	Review recommendations from one-on-ones (below)
Committees Archive	Dec 31, 2021	PTM to add committee info to CSA Archive folder on G-Drive. Incl TORs, mandates, meeting minutes and agendas, etc.
Rescind	TBD	Rescind committees that were deemed redundant/ineffective as identified during Group Review session.
Revise TORs	TBD	Revise Terms of Reference as discussed during Group Review session.
Confirm DRAFT TORs	TBD	Meet as group to review revised docs and finalize before being recommended to the board.
Board Approval	TBD	Get board approval on revised policies.
Update Policies	TBD	Update policy docs are required

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## ***Appendix B - Motions & Board Approval Dates***

This section includes the PBRC's recommendations to the Board to date for the 2021-2022 year. Note that all recommendations were approved as presented below.

### **May 26, 2021**

#### **1.11.2 Amendments to Appendix C – Human Resources & Rescindment of Appendix D – Bullring HR Policy**

*Notice of this motion was provided at the April 7, 2021 CSA Board Meeting.*

**WHEREAS** an informal Human Resources Policy Review Working Group, composed of the Business Manager, Office Manager, and our External Human Resources Consultant, in consultation with the informal Bullring Policy Review Working Group composed of the Bullring General Manager, Business Manager, and President, has completed a comprehensive review of Bullring-related HR policies;

**WHEREAS** the Working Group's primary goal was to amalgamate all CSA staff, including Bullring staff, under one common and equitable CSA Human Resources policy; and

**WHEREAS** the Working Group's recommendations, reflected in the resolutions below, consider:

- Ensuring all CSA staff are categorized into one of three standardized employee classifications including fixed-term, permanent, and Executive contracts.
- Providing updated language that improves consistency and equity to staff from all CSA services, including the Bullring.
- Streamlining processes for reporting and requesting Vacation and Personal Emergency Days (PED) based on employee feedback.
- Providing one common complaint-resolution process for all CSA staff (including Bullring staff).

**RESOLVED** that:

a) Appendix C – Human Resources, Section 11.0 Vacation, and Section 12.0 Personal Emergency Days (PED) be amended as detailed in the Board Package for this meeting.

b) Appendix D – Bullring Human Resources Policy be rescinded immediately as the adoption of the resolution listed in item a) above render this document obsolete.

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**Moved:** Nicole Walker, President**Seconded:** Leila Stevens**Motion carried.****1.11.3 Amendments to Appendix B – CSA Services Policy, Section 1.0 Bullring Policy & Appendix A – Internal CSA Policy (add Bullring Operations Committee)***Notice of this motion was provided at the April 7, 2021 CSA Board Meeting.*

**WHEREAS** an informal Bullring Policy Review Working Group, composed of the Bullring General Manager, Business Manager, and President has completed a comprehensive review of Bullring-related policies;

**WHEREAS** one of the Working Group's goals was to revise Appendix B – CSA Services Policy, Section 1.0 Bullring Policy to reflect current operational practices and organizational mandates as it has not been revised in some time;

**WHEREAS** the mandate of the Bullring Committee has matured from supporting the development and successful start-up of a CSA cafe service, to monitoring and enhancing its day-to-day and year-to-year operations;

**WHEREAS** updating the name of the Bullring Committee to the Bullring Operations Committee more accurately reflects the revised mandate as detailed in the revised TOR;

**WHEREAS** the current Bullring Committee's Terms of Reference (TOR) is out of date and hasn't been revised in some time; and

**WHEREAS** the Bullring's Committee's TOR has historically been maintained as a separate document, and not included in policy like other CSA committee TORs.

**RESOLVED** that, based on recommendations from the Bullring Policy Review Working Group:

- a) Appendix B - CSA Services Policy, Section 1.0 Bullring Policy be amended as provided in the Board Package for this meeting.
- b) Appendix A – Internal CSA Policy be amended to include the revised Bullring Operations Committee Terms of Reference (TOR) as provided in the Board Package for this meeting.

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Report # 1 – Summer &amp; Fall 2021

December 13, 2021

**Moved:** Nicole Walker, President**Seconded:** Lisa Kazuhara, VP Academic**Motion carried.****July 28, 2021****4.11.2 Amendment to Bylaw 3 – Financial, Section 5.0 Budgeting Process***Notice of this Motion was provided at the July 7, 2021, CSA Board Meeting.*

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

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

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

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

**Moved:** Nicole Walker, President**Seconded:** Maya Persram**Motion carried.**

**Policy & Bylaw Review Committee**

Report # 1 – Summer &amp; Fall 2021

December 13, 2021

**September 15, 2021****6.11.1 Amendments (Comprehensive Review) of Bylaw 2 – Electoral**

*Notice of this motion was provided at the July 28, 2021, CSA Board Meeting and was included on the September 1, 2021, agenda, however, was not considered due to a failure to meet Fall/Winter quorum requirements.*

**WHEREAS** Bylaw 4 – Policy of the CSA, Section 3.1 requires the Policy & Bylaw Review Committee (PBRC) to review each CSA policy and bylaw at a minimum of once every three years;

**WHEREAS** the PBRC formed an Elections Policy Review Working Group in the spring of 2021 composed of the Chief Returning Officer, Assistant Returning Officer, President, VP External, and the Policy & Transition Manager to conduct a comprehensive review of Bylaw 2 – Electoral and Appendix G – Electoral;

**WHEREAS** the Working Group completed their review over a series of meetings in the spring of 2021 and provided their recommendations to PBRC on June 23, 2021; and

**WHEREAS** at their meeting on June 23, 2021, the PBRC reviewed the Working Group's proposed amendments and recommends them forward to the Board of Directors for consideration.

**RESOLVED** that the revised Bylaw 2 – Electoral be adopted as presented in the Board Agenda Package dated September 15, 2021.

**Moved:** Nicole Walker, President

**Seconded:** Ariel Oleynikov

**Motion carried.**

**6.11.2 Amendments (Comprehensive Review) of Appendix G – Electoral**

*Notice of this motion was provided at the July 28, 2021, CSA Board Meeting and was included on the September 1, 2021, agenda, however, was not considered due to the nature of the previous motion regarding Bylaw 2 and the desire to consider both motions together.*

**Policy & Bylaw Review Committee**

Report # 1 – Summer &amp; Fall 2021

December 13, 2021



**WHEREAS** Bylaw 4 – Policy of the CSA, Section 3.1 requires the Policy & Bylaw Review Committee (PBRC) to review each CSA policy and bylaw at a minimum of once every three years;

**WHEREAS** the PBRC formed an Elections Policy Review Working Group in the spring of 2021 composed of the Chief Returning Officer, Assistant Returning Officer, President, VP External, and the Policy & Transition Manager to conduct a comprehensive review of Bylaw 2 – Electoral and Appendix G – Electoral;

**WHEREAS** the Working Group completed their review over a series of meetings in the spring of 2021 and provided their recommendations to PBRC on June 23, 2021; and

**WHEREAS** at their meeting on June 23, 2021, the PBRC reviewed the Working Group's proposed amendments and recommends them forward to the Board of Directors for consideration.

**RESOLVED** that the revised Appendix G – Electoral be adopted as presented in the Board Agenda Package dated September 1, 2021.

**Moved:** Nicole Walker, President

**Seconded:** Justin Mihaly

**Motion carried.**

**October 27, 2021****9.11.1 Separation of Appendix A – Internal CSA Policy**

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

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

**RESOLVED** that:

- a) The separation of Appendix A – Internal CSA Policy into Appendix A – Executive Portfolios, Appendix D – CSA Committees, and Appendix J – Internal CSA Policy as presented in the October 13, 2021 Board Package.



**Policy & Bylaw Review Committee**

Report # 1 – Summer & Fall 2021

December 13, 2021



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

‘The Board shall maintain the following Standing Committees:

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

**Moved:** Nicole Walker, President

**Seconded:** Shilik Hamad, VP External

**Motion carried.**

**Motion**

Board of Directors Meeting # 15  
March 9, 2022

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**Item 15.10.2**  
**REPORT: Policy & Bylaw Review Committee**  
**Report # 1 - December 13, 2021**

**MOTION** to receive Report # 1 – Summer & Fall 2021 from the Policy & Bylaw Review Committee (PBRC) dated December 13, 2021, as information.

**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting # 15  
March 9, 2022

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**Item 15.10.3**

**REPORT: Hiring Committee – FoodBank Coordinator**

**Job Posting Date:** January 20, 2022

**Closing Date:** February 3, 2022

**Hiring Committee Membership:**

- Shilik Hamad, VP External
- Ishaka Maharaj, Director
- Kandace Blaker, FoodBank Coordinator/OMES (Service and Core Staff)

**Number of Applicants:** 18

**Number of Interviews Conducted:** 3

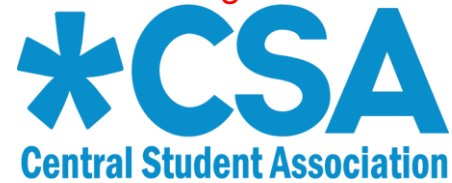
**Successful Candidate:** Alanna Wyllie

**Start Date:** March 1, 2022

**MOTION** that the hiring of Alanna Wyllie for the FoodBank Coordinator position be ratified, as recommended by the Hiring Committee.

**Moved:** Shilik Hamad, VP External

**Seconded:**



**Motion**

Board of Directors Meeting # 15  
March 9, 2022

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**Item 15.10.4**  
**Strike Hiring Committee – FoodBank Assistants (2)**

**WHEREAS** the CSA recognizes the need to fill vacancies for two FoodBank Assistant positions for the 2022-2023 academic year;

**WHEREAS** CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member;

**WHEREAS** Appendix A, Section 4.9 states that the Vice President External supervises Guelph Student FoodBank staff; and

**WHEREAS** Appendix C – Human Resources, Subsection 4.2.2 permits an outgoing position holder to sit on hiring committees due to their experience with the position(s).

**RESOLVED:**

- a) The CSA strike a hiring committee for the two positions of FoodBank Assistant.
- b) The Vice President External be appointed as Chair of the hiring committee.
- c) The FoodBank Coordinator be appointed as the staff representative to the hiring committee.
- d) The following Director be appointed to the hiring committee for the positions of FoodBank Assistant:

[one Director]
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**Moved:** Shilik Hamad, VP External

**Seconded:**



**Motion**

Board of Directors Meeting # 15  
March 9, 2022

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**Item 15.10.5  
Strike Hiring Committee – Bike Centre Assistant**

**WHEREAS** the CSA recognizes the need to fill the vacancy of Bike Centre Assistant for the 2022-2023 academic year;

**WHEREAS** CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive member, and one CSA staff member;

**WHEREAS** Appendix A, Section 5.3 states that the Vice President External supervises Bike Centre staff; and

**WHEREAS** Appendix C – Human Resources, Subsection 4.2.2 permits an outgoing position holder to sit on hiring committees due to their experience with the position(s).

**RESOLVED:**

- a) The CSA strike a hiring committee for the position of Bike Centre Assistant.
- b) The Vice President External be appointed as Chair of the hiring committee.
- c) The Bike Centre Coordinator be appointed as the staff representative to the hiring committee.
- d) The following Director be appointed to the hiring committee for the position of Bike Centre Assistant:

[one Director]

**Moved:** Shilik Hamad, VP External

**Seconded:**

**Motion**

Board of Directors Meeting # 15  
March 9, 2022



**Item 15.10.6**

**REPORT: Hiring Committee – Bike Centre Assistant**

**Job Posting Date:** January 27, 2022

**Closing Date:** February 11, 2022

**Hiring Committee Membership:**

- Shilik Hamad, CSA VP External
- Bella Harris, Director
- Julian Kuntz, Bike Centre Coordinator (Service Staff)

**Number of Applicants:** 5

**Number of Interviews Conducted:** 3

**Successful Candidate:** Michelle Robinson

**Start Date:** March 3, 2022

**MOTION** that the hiring of Michelle Robinson for the Bike Centre Assistant position be ratified, as recommended by the Hiring Committee.

**Moved:** Shilik Hamad, VP External

**Seconded:**

**Motion**

Board of Directors Meeting # 13  
February 2, 2022

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**15.11.1 Director Outreach for the 2022 Annual General Meeting (AGM)**

**WHEREAS** CSA Bylaw 1 – Operational, subsection 4.10.1(d) states:

“[Each Director shall be] prepared to speak to classes during times of significant importance to the CSA, including but not limited to Annual General Meetings, General Member Meetings, Elections, hiring, large-scale programs and Awareness Weeks.”;

**WHEREAS** Bylaw 1 – Organizational, Section 9.1.6 states that quorum for annual or any other general meeting of the members shall be set at 100 members of the CSA; and

**WHEREAS** it is vitally important to maximize our outreach efforts encouraging undergraduate members to participate in the AGM, so that we reach the minimum quorum requirement and realize a successful process.

**RESOLVED** that:

- a) Each Director schedule at least one class presentation during the AGM registration period between Monday, March 7, 2022 and Friday, March 25, 2022 to encourage participation in the AGM.
- b) In consultation with the President, the Policy & Transition Manager (PTM) provide Directors with suggested speaking points that can be used in their outreach.
- c) The President provide Directors with a shared tracking sheet to record their efforts made to promote the registration period.
- d) The Policy & Transition Manager provide a summary report based in the tracking sheet of Director outreach efforts at the next available board meeting.

**Moved:** Nicole Walker, President

**Seconded:**



# **Elections Report**

## **Winter 2022 General Election**

February 2022



**Notes:**

- The nomination period was extended from Friday January 21, 2022, to Wednesday January 26, 2022. See Nomination Period section.
- An error was made with the ballot resulting in multiple emails and a new survey having to be sent out. See Quality Assurance Report section.
- An anonymous link was used along with the Gryphmail ballots to promote voting. See Voting section.
- The voting period was extended from Thursday, February 10, 2022, to Friday, February 18, 2022. See Voting section.
- Additional on-campus outreach was done using QR codes. See Promo section.

**Nomination Period**

The original nomination period was set for Monday, January 17, 2022, to Friday, January 21, 2022. By Wednesday, January 19, the elections office had received minimal requests for the nomination package. As such, it was decided to extend the nomination period into the following week to allow for more candidates to submit nomination packages.

By the close of nominations, one executive position remained vacant (Vice President Student Experience). As a result, a Winter By-Election will take place in March 2022 for the VPSE position only (i.e. a by-election to fill vacant Director seats will be held in Fall 2022).

**Signature Verification**

The Assistant Returning Officer, Julia Centofanti, verified 100% of signatures submitted in the candidates' nomination package. If signatures could not be verified for any reason, the candidate was made aware immediately and given 24 hours to resubmit valid signatures (in accordance with the CSA policies).

Signature collection was done through Microsoft Forms for the second time, which gave candidates access to a custom link they could send to nominators. Candidates could request updates throughout the nomination process, at which time the CRO, Jewel Lindemann, would download the spreadsheet of responses and provide this information to the candidate.

**Campaigning**

The election team discussed throughout this election the implementation of campaigning policies which clearly outline the campaigning expectations for the candidates. This will allow candidates to become more familiar with what is considered *active campaigning* and the ways they can promote their candidacy.

**Recommendation:** The creation of a campaigning expectations form to be included in the nomination package.

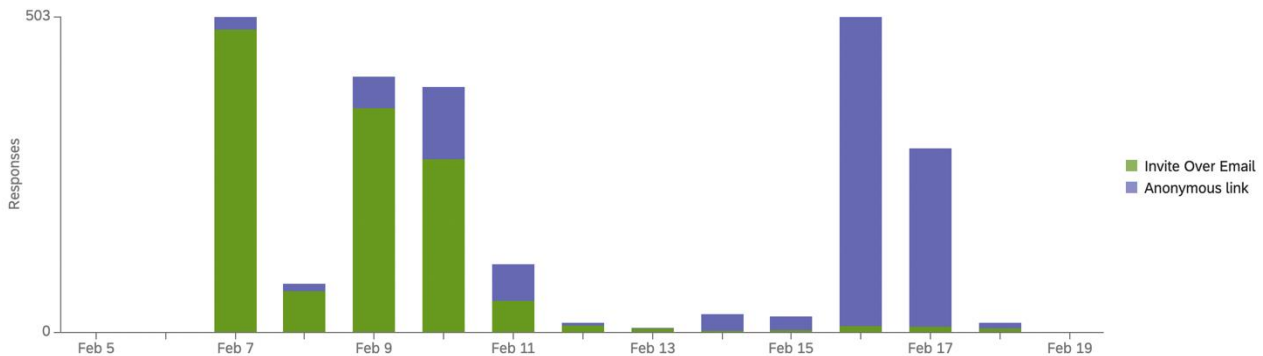
**Recommendation:** The creation of a new policy to clearly outline the campaigning expectations.

**Voting Period**

The original ballot had to be closed as the result of an error was made in Qualtrics. This resulted in multiple (3) emails being sent to students and a new survey having to be sent out. See Quality Assurance Report section for full details on the problem and steps to prevent it in the future.

For the first time, the Elections Teams used an anonymous voting link along with the Gryphmail ballot. Both links brought students to the same survey that required identification, to ensure that students could only vote once. This link was also posted on the website along with the CSA Instagram page and CSA Elections Instagram page. This also allowed more outreach to be done on campus using a QR code. See Promo section for further information.

On Wednesday, February 9, 2022, it was decided to extend voting until February 18, 2022. This was decided due to low Quorum at that point. See below for the voting breakdown, along with the dates at which reminder emails were sent to students who had not yet voted.



*Notes:*

- Reminder emails were sent out on February 9, and February 10 to those that had not yet voted.
- Outreach on campus was done on February 16, 17, and 18. As noted in the graph, the majority of votes that were received on these days were from the anonymous link and QR code.

**Unofficial Election Results**

*Executives*

To calculate Quorum, we referenced the total number of surveys completed with the number of Undergraduate students. Please note, declined votes included students who either selected decline on a ballot or did not indicate their preference on a ballot, but had submitted their survey.

*President: Quorum Met (12.63%)*

There was one candidate for the position of CSA President: Nicole Walker. 2380 votes were cast. The results are as follows:

- **Yes - 1464**
- No - 161
- Decline - 755

Nicole Walker was elected as CSA President.

*VP Academic: Quorum Met (12.63%)*

There was one candidate for the position of VP Academic: Mason Friebe. 2380 votes were cast. The results are as follows:

- **Yes - 1445**
- No - 413
- Decline - 522

Mason Friebe was elected as VP Academic.

*VP External: Quorum Met (12.63%)*

There were two candidates for the position of VP External: Jena-Lee Ashley and Angel Culmer. 2380 votes were cast. The results are as follows:

- Angel Culmer - 769
- **Jena-Lee Ashley - 884**
- Decline - 727

Jena-Lee Ashley was elected as VP External.

*Board of Directors*

To calculate Quorum, we referenced the total number of surveys completed with the number of Undergraduate students who are members of said college. Please note, declined votes included students who either selected decline on a ballot or did not indicate their preference on a ballot, but had submitted their survey.

*College of Biological Sciences: Quorum Met (10.78%)*

There was one candidate for the College of Biological Sciences: Sanya Sareen. 453 votes were cast. The results are as follows:

- **Sanya Sareen - 395**
- Decline - 58

Sanya Sareen was elected as the Director at Large for CBS.

*Gordon S. Lang School of Business and Economics: Quorum Met (16.87%)*

There were two candidates for the Gordon S. Lang School of Business and Economics: Daniel Neiterman and Mauricio Canedo Fernandez. 555 votes were cast. The results are as follows:

- **Daniel Neiterman - 278**

- **Mauricio Canedo Fernandez - 252**
- Decline - 25

Daniel Neiterman and Mauricio Canedo Fernandez were elected as the Directors at Large for LANG.

*Ontario Agricultural College: **Quorum Met (12.41%)***

There was one candidate for the Ontario Agricultural College: Isha Maharaj. 280 votes were cast. The results are as follows:

- **Isha Maharaj - 236**
- Decline - 44

Isha Maharaj was elected as the Director at Large for OAC.

*College of Engineering and Physical Sciences: **Quorum Met (13.79%)***

There was one candidate for the College of Engineering and Physical Sciences: Jake Levy. 396 votes were cast. The results are as follows:

- **Jake Levy - 335**
- Decline - 61

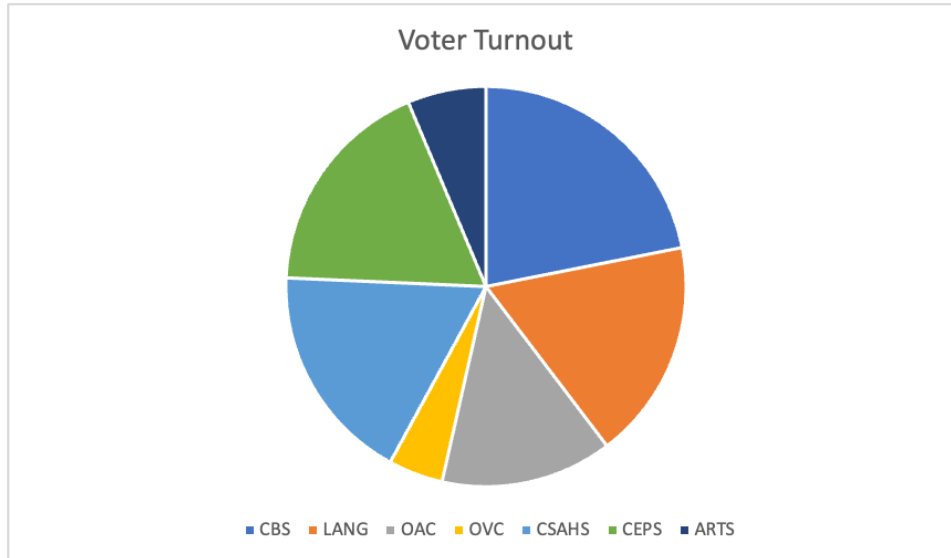
Jake Levy was elected as the Director at Large for CEPS.

The following have been elected:

- **CSA President:** Nicole Walker
- **VP Academic:** Mason Friebe
- **VP External:** Jena-Lee Ashley
- **CBS Director at Large:** Sanya Sareen
- **LANG Directors at Large:** Daniel Neiterman and Mauricio Canedo Fernando
- **OAC Director at Large:** Isha Maharaj
- **CEPS Director at Large:** Jake Levy

### **Voter Turnout**

Below is a graph of the voter turnout and the colleges of which they represented.



**Promo**

The original promo plan was as follows:

Nominations	Opening soon // Opening on	Social Media, Kiosk, Poster Run, and Banner	January 10 <sup>th</sup> – 15 <sup>th</sup> (sometime) - Tentative (Kiosk January 10 <sup>th</sup> )
	Nominations now open + How to run (Email CRO for candidate’s package)	Social Media, UC Banner, Poster Run	January 17 <sup>th</sup> · Kiosk (Timeline / Nominations Banner)
	Election’s Office Hours	Newsletter	January 15 <sup>th</sup>
Exec Forum/ Director Forum / Get to know Candidates	Exec / Director Forum: Videos pre-recorded and uploaded to the website (Transcripts provided by candidates)	Social Media, Website Kiosk – Voting - Post candidate’s videos on Instagram elections. Disclaimer: Posted alphabetically by last	January 31 <sup>st</sup> · Submit videos to website by the Friday prior

		name or as they came in (IGTV) - Elevator pitch	
Voting	Voting now open	Social Media, Kiosk, Posters Run, UC Banner	February 7 <sup>th</sup>
	How to vote	Social Media, UC Banner	February 9 <sup>th</sup>
	AGM Promotion	AGM	February 9 <sup>th</sup>
	Last Day to Vote	Social Media, UC Banner	February 10 <sup>th</sup>
	Voting has been Extended  Let promo know by the Thursday so the graphic is ready to go	Social Media, UC Banner, Kiosk, Poster Run	February 11 <sup>th</sup>

In addition to this promo plan, the following outreach was done to ensure the success of the W22 General Election:

- The CSA main Instagram account would repost the graphics posted on the CSA Elections Instagram account.
- Students were hired to do one hour of outreach at various locations on campus. These students used the QR code to give students direct access to the ballot. As noted in the voting section, most votes received on the outreach days were from the anonymous link through the QR code.
- A QR code was also given to CSA Staff and Directors to use during their class talks
- Sandwich boards were used with the QR code throughout campus.
- The CSA main Instagram account also posted a direct link to the Ballot on their story on **February 16, 2022.**

**Recommendation:** The CRO will work with the PTM to create a more intensive outline of promotional outreach to ensure the success of the election.

## Quality Assurance Report

*Problem:* On February 7, 2022, the ballot was resent three times due to two errors made in Qualtrics, which resulted in:

- Some students did not receive the ballot to vote. (This will hereby be referred to as Error A)
- Students were not able to vote for Candidates running for the Board of Directors. (This will hereby be referred to as Error B)

### *Error A - Explained*

Of 18837 students on the contact list provided by the Registrar at the University of Guelph, roughly half the students received the ballot to vote. Upon investigation, it was noted that the contact list did not upload properly to Qualtrics. In an attempt reupload the full contact list and send the survey to those who had not yet received it, the survey was sent once again to the full contact list. This resulted in a double email for students who had received the initial email. A new ballot was created as the survey began to recognize duplicates (those who had received the ballot twice) and would not let these students vote. As such, a new survey was created to avoid duplicates and allow all students to vote. This was sent out to the full contact list – resulting in the third and final email being sent out.

As a note, this error has occurred in the past. In previous errors, an entire college did not receive the ballot and had to be sent a new voting link.

### Potential Reason for Error

The CRO has noted that the error could have been caused by a software glitch, poor internet connectivity when uploading the contact list, or the upload not being completed by exiting out of the tab too quickly. All could have resulted in just a portion of the contact list being uploaded properly

### Steps to Prevent Error in Future

The steps to prevent this error from occurring in the future are as follows:

1. The CRO commits to cross-reference the Contact List on Qualtrics with the one received from the Registrar to ensure the same number of students are present on both lists.
2. Moving forward, there will be a ‘Ballot working group’ which will include multiple members of the Elections team. This will allow multiple sets of eyes to verify the ballot, to minimize any errors made.

### *Error B – Explained*

In order for students to vote for their college’s representatives on the Board of Directors, the contact list must include an *external data reference* to their college. This information was included in the contact list that was uploaded. However, Qualtrics did not register this information as *external data reference* but labelled it as *additional information*. As such, when the ballot was sent to students, no one was able to reach the College Specific questions.

When reuploading the full contact list, the CRO was able to manually change the *additional information* (Colleges) to *external data reference* which allowed students to be able to vote for their representatives on the Board of Directors.

#### Potential Reason for Error

As noted above, this error was caused due to Qualtrics mislabeling the information. However, it could have been prevented if caught sooner as the CRO was able to manually change how Qualtrics labeled the information in the contact list.

#### Steps to Prevent Error in Future

The steps to prevent this error from occurring in the future are as follows:

1. The creation of a 'Ballot checklist'. This checklist will feature important things to look for when creating the ballot for students such as, but not limited to:
  - a. The contact list has the correct information in Qualtrics (Email and External Data Reference)
  - b. College Specific Questions have been set up using the External Data Reference to ensure that students only vote for their representatives
2. The 'Ballot working group' will use this checklist to verify the ballot, to minimize any errors made.

**Jewel Lindemann**  
**Chief Returning Officer**  
**February 23, 2022**



**Motion**

Board of Directors Meeting # 15

March 9, 2022



**Item 15.11.2**  
**CSA General Election Results – Winter 2022**

**RESOLVED** that:

- a) The Elections Report - Winter 2022 General Election as presented by the Chief Returning Officer and included in the March 9, 2022 board agenda package, be received as information.
- b) The results of the CSA Winter 2022 General Election, as included in the CRO's election report, be ratified and declared official.
- c) The following Members be ratified as 2022-2023 CSA Executive:

<b>President</b>	Nicole Walker
<b>VP Academic</b>	Mason Friebe
<b>VP External</b>	Jena-Lee Ashley

- d) The following Undergraduate Members be ratified as At-Large College Representatives on the 2022-2023 CSA Board of Directors:

<b>College of Biological Sciences</b>	Sanya Sareen
<b>Lang Business School</b>	Daniel Neiterman Mauricio Canedo Fernando
<b>Ontario Agricultural College</b>	Isha Maharaj
<b>College of Engineering and Physical Sciences</b>	Jake Levy

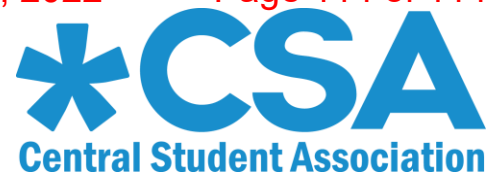
**Moved:****Seconded:**

**Motion**

Board of Directors Meeting # 15

March 9, 2022

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**Item 15.15  
Adjourn**

**MOTION** to adjourn the CSA Board of Directors Meeting # 15 of **March 9, 2022**, at \_\_\_\_\_ pm.

**Moved:**

**Seconded:**