


## AGENDA

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



<b>15.0 Call to Order</b>	<p>Click these links to go to that page in the doc.</p> <p>Click "home" to return to this first page anywhere in the doc.</p> 	
<b>15.1 Land Acknowledgement</b> TBD		
<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 N/A		
<b>15.6 Executive Committee Minutes</b> 15.6.1 Meeting # 40 Minutes - March 17, 2021 15.6.2 Meeting # 41 Minutes - March 24, 2021		Pg. 5 Pg. 8
<b>15.7 Executive Updates</b> 15.7.1 President 15.7.2 VP Student Experience <del>15.7.3 VP Academic</del> [position currently vacant] 15.7.4 VP External		Pg. 11 Pg. 13 -- Pg. 14
<b>15.8 Director Reports</b>		
<b>15.9 CSA Services Update and Report</b> 15.9.1 N/A		
<b>15.10 Committee Updates and Reports</b> 15.10.1 MINUTES: PBRC # 5 - March 4, 2021 15.10.2 MINUTES: PDR # 7 – March 2, 2021 15.10.3 Hiring Committee Report - SE&RM Coordinator 15.10.4 Hiring Committee Report - FoodBank Assistant Coordinator		Pg. 17 Pg. 22 Pg. 25 Pg. 26
<b>15.11 Business</b> 15.11.1 PRESENTATION: Bike Centre Letter. 15.11.2 2021-2022 CSA Budget. 15.11.3 2020-2021 Elections Year-End Report. 15.11.4 Amendment to Appendix A – Internal CSA Policy, Section 9.0 Member Meetings (Town Halls) 15.11.5 NOTICE: Amendments to Appendix C – Human Resources & Rescindment of Appendix D – Bullring HR Policy. 15.11.6 NOTICE: Amendments to Appendix B – CSA Services Policy, Section 1.0 Bullring Policy & Appendix A – Internal CSA Policy (add Bullring Operations Committee). 15.11.7 Outsource Hiring of a Third Business Office Staff Member		Pg. 27 Pg. 32 Pg. 54 Pg. 67 Pg. 68 Pg. 75 Pg. 86

**AGENDA**

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



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<b>15.12 New Business</b> 15.12.1.	
<b>15.13 Announcements</b>	
<b>15.14 In Camera Session</b>	
<b>15.15 Adjournment</b>	Pg. 87

**Motion**

Board of Directors Meeting # 15

April 7, 2021



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**Item 15.2.1  
Approve the Agenda**

**MOTION** that the agenda for the CSA Board of Directors Meeting # 15 on **April 7, 2021** be approved as printed and distributed.

**Moved:**

**Seconded:**

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**PREPARED AMENDMENT**

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

- Item 15.11.1 PRESENTATION: Bike Centre Letter immediately follows item 15.4.1 Introductions and Pronouns.
- Item 15.11.2 2021-2022 Budget immediately follows item 15.11.1. PRESENTATION: Bike Centre Letter.
- Item 15.11.3. Elections Year-End Report immediately follows item 15.11.2 2021-2022 Budget.

**Moved:**

**Seconded:**

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**ADDITIONAL POSSIBLE AMENDMENT (REORDER)**

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

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

**Moved:**

**Seconded:**

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**ADDITIONAL 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 # 15 on **April 7, 2021** be approved as amended:

**Motion**

Board of Directors Meeting # 15

April 7, 2021



- a) To reorder the agenda so that:
  - i. Item 15.11.1 PRESENTATION: Bike Centre Letter immediately follows item 15.4.1 Introductions and Pronouns.
  - ii. Item 15.11.2 2021-2022 Budget immediately follows item 15.11.1. PRESENTATION: Bike Centre Letter.
  - iii. Item 15.11.3. Elections Year-End Report immediately follows item 15.11.2 2021-2022 Budget.
- b) ?

**Moved:**

**Seconded:**

## **1.0 Call to Order**

## **2.0 Adoption of the Agenda**

VPE Moved

VPSE Seconded

## **3.0 Comments from the Chair**

I am very pleased with how the AGM went – quorum was easily reached and maintained even in an online setting.

The discussions we had with students were very positive.

I am very glad that members understood why the Audit Report was not available.

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

Approved

## **5.0 Executive Updates**

### 5.1 President

#### 5.1.1 HR/Operations Update

Business Office restructure timeline has been accelerated to meet important dates and assist in transition.

#### 5.1.2 Transition

Working on Transition Document

### 5.2 Vice President Student Experience

#### 5.2.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

#### 5.2.3. Events

- Sexy Bingo Friday March 19th at 7PM with Brianna Brexit
- Last Toast tickets giveaway closes tomorrow (Thursday March 18)
- Currently looking for a Last Toast Speaker

### 5.3 Vice President External

#### 5.3.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

- Currently hiring for the FoodBank assistant position – interviews this week

#### 5.3.2. Ontario Executive Committee Meeting

Meeting tomorrow (Thursday March 18<sup>th</sup>)

#### 5.3.3. Suppliers' Code of Ethical Conduct

Meeting this Friday March 19<sup>th</sup>

#### 5.3.4. Campus Coalition Meeting

Meeting tomorrow Thursday March 18<sup>th</sup>

April 4<sup>th</sup>: Lobby meeting with the Admin

#### 5.3.5. BIPOC Students Coalition

#### 5.3.6. Transit Advisory Committee Meeting

Meeting tomorrow

#### 5.3.7. Sustainability Month

Both events were successful

## 6.0. Business

### 6.1 Social Media Procedures

- Details of the procedure to be left to the next Exec team.
- VPSE suggested creating a form for other VPs and Pres to submit requests for posts on social media.

### 6.2. Letter to Admin in support of student who was impacted by a house fire.

- VPE wrote the letter and circulated it to VPSE and Pres for their signatures.
- VPE will reach out to Student Financial Services and Campus Co-op for emergency funding and housing.
- Pres will send the letter Carrie Chassels and Cate Dewey.

## 7.0 New Business

## 8.0 Adjournment

## 1.0 Call to Order

## 2.0 Adoption of the Agenda

VPE moved.

VPSE seconded.

## 3.0 Comments from the Chair

## 4.0 Approval of the Previous Executive Committee Minutes

## 5.0 Executive Updates

### 5.1 President

#### 5.1.1 HR/Operations Update

Electoral policies are being reviewed and will be brought to PBRC – will also include policies for the Elections Appeal Board.

Working on transitioning the incoming president to be ready to hire staff for the Business Office.

### 5.2 Vice President Student Experience

#### 5.2.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

Hiring: this week we are hiring for the SE&RM position.

Clubs: “virtual clubs days” on Instagram.

### 5.3 Vice President External

#### 5.3.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

FoodBank: hired FoodBank Assistant. Still looking for another assistant – hiring for this position will likely start in August.

Bike Center: Bike Auction starts tomorrow on Instagram.

#### 5.3.2. Electronic Fare Box Management System meeting

#### 5.3.3. New Mode

Purchased a new account for a month – will start writing letters to the University Admin based on the demands in the Lobby Documents.



Will also be collecting video testimonies from students.

## **6.0. Business**

### **6.1 Transition**

6.1.1 Transition Schedule (April 27-29<sup>th</sup>) - Executives to block it off.

Executives will have their KPIs ready for April 15<sup>th</sup>

6.1.2 Transition Document Feedback

6.1.3 Committee Outline Document Feedback

Will review at next ECM.

### **6.2 Transit Update**

No information will be released about the Post-Secondary Bus Pass by the CSA/GSA until the City releases information about it.

“The CSA & GSA make an agreement with the City of Guelph and Guelph Transit for each Universal Bus Pass (U-Pass) contract. As of April 30<sup>th</sup>, 2021, the U-Pass contract will expire as per the referendum question asked in Winter 2016. Until a referendum on the Universal Bus Pass can occur, a U-Pass contract cannot be reinstated.

Before a referendum can be held, lengthy contract negotiations must occur between the City of Guelph/Guelph Transit, Central Student Association, and the Graduate Students' Association. This was not feasible before the contract expired due to the uncertainties associated with the COVID-19 pandemic. Asking a referendum question before April 30<sup>th</sup> on a U-Pass contract for Fall 2021 would have been unfair to students who would not have known whether they would be in Guelph for 2021-2022.

The CSA & GSA are looking forward to beginning this process as soon as possible as the Universal Bus Pass is integral to student life in the City of Guelph. More information on transit options beginning May 1<sup>st</sup> will be announced very soon!”

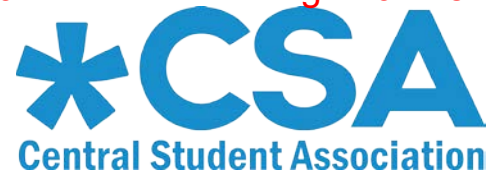
## **7.0 New Business**

## **8.0 Adjournment**

**Motion**

Board of Directors Meeting # 15

April 7, 2021



**Item 15.6**

**Executive Committee Minutes**

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

15.6.1 Meeting # 40 Minutes - March 17, 2021

15.6.2 Meeting # 41 Minutes - March 24, 2021

**Moved:** Sara Kuwatly, VP Student Experience

**Seconded:**



## ***CSA President Update: CSA Board Meeting #15 April 7th, 2021***

Hello Board of Directors,

At this last meeting, we'll be discussing the 2021-2022 Budget, and it's going to be super important that we consider it very fully. A significant proportion of my work is involving transition and transition processes, while also wrapping up some things for the end of the year. We had our final PDR Meeting, and we have now finished our second round of hiring for 2021-2022. Additional hiring will occur throughout S21 in preparation for the Fall, and we will need to be adaptable to the shifting environment we are in.

This is my final CSA Board Meeting, and I wanted to say that it has been a pleasure working with you Directors. We've been able to get through some extremely important work, and that is a true accomplishment considering the year that the University of Guelph and its students have had. The upcoming months will require lots of dedication from Directors as we carve a path towards a successful year, and I encourage you all to stay involved and informed when it comes to the CSA's operation for 2021-2022.

### ***Important Dates:***

- Livestock from the Bullring: Weekly on Thursdays @7pm!
- April 27<sup>th</sup>-29<sup>th</sup> Incoming Executive Transition/Training
- Incoming Executive Begin May 3<sup>rd</sup>
- April 3<sup>rd</sup>, 2021: Provincial Emergency Brake

### ***Ongoing Projects:***

- Transition Planning
- Livestock from the Bullring
- Policy & Bylaw Review
- Transit

### ***Committees:***

#### **Petitions, Delegations, & Representations Committee**

The PDR Committee met during the week of March 29<sup>th</sup> to consider the last applications to CSA PDRs. The PDR Committee disbursed a total of \$6,643.50 to organizations on campus looking to hold initiatives/events that benefit the student body throughout 2020-2021 across five different application cycles. We saw an increase in the number of applications throughout Winter compared to Fall, and this may be associated with organizations becoming comfortable running events after getting an understanding of how to run virtual events throughout the Fall semester.



### ***Services:***

#### **The Bullring**

The Bullring has seen a large increase in traffic throughout March, partly associated with warm weather and partly associated to campus opening up more. Additionally, an on-campus COVID-19 vaccination clinic has opened in the University Centre, closing Starbucks and potentially pushing customers towards the Bullring. Unfortunately, the COVID-19 pandemic has seen an increase in the number of cases in the recent weeks, causing a shutdown of the Library and province, and restricting the Bullring to takeout only except patio seating.

### ***Other:***

#### **Transit**

The CSA will be negotiating alongside the GSA for a Bus Pass throughout S21, and we hope to bring forward a referendum question in Fall 2021 to reinstate a Universal Bus Pass. The CSA will be looking to hold a Transit Town Hall to provide some information to undergraduate students who have concerns surrounding transit in the upcoming semesters. This will also help us receive some feedback before the CSA moves to negotiate a contract with the City of Guelph and Guelph Transit.

## ***Sara – CSA VP Student Experience***

Hey friends!! Last board meeting – that’s so hard to believe!! It feels like the year flew by so quickly, and it’s been so cool getting to work with all of you 😊 Here’s what I have been up to:

### Events:

- Sexy Bingo on March 19<sup>th</sup> – probably the most successful Sexy Bingo with the highest turn out!
- Last Toast: on April 8<sup>th</sup>, the original plan was to livestream it from Brass Taps but with the new COVID guidelines in Ontario we’ll probably move to an online environment. I also extended the sale of the champagne flutes because there was a high demand from folks who missed the first deadline.
- Currently planning the last few events for the semester.

### External committees:

- SWAG: we discussed ways to improve the Crisis Response on campus especially for BIPOC students.  
In 2015, Guelph Police and the CMHA established the Integrated Mobile Police and Crisis Team (IMPACT) – this provides a unit of mental health professionals available to Guelph Police on an on-call basis. Looking into potentially extending IMPACT to Campus Police.

### Hiring:

- This week the SE&RM hiring committee met and interviewed four potential candidates. Unfortunately, we won’t be making offers and will be assembling another hiring committee at a later date. More details in my Hiring Committee report.

April 7th 2021 - CSA VP External Board Update

Hello directors, I hope you're all doing well! After sitting on the board for the past three years, this is my last CSA Board meeting EVER. I've had the honour of representing up to 22,000 undergraduate students for the past two years. I'm grateful to have spent time at CSA, and having had the opportunity to work with you all. The time has come to start wrapping things up as we move towards transition. I've been working on a few things and below are a few highlights for you.

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

## **CAMPAIGNS/COALITIONS**

### Education for All

The campus coalition met with the UofG administration on April 5<sup>th</sup> to discuss the contents of our lobby document and to demand that the administration make a commitment to better serve the University of Guelph Community, especially as we transition to in-person learning.

## **SERVICES**

### Bike Centre

The Bike Auction took place from March 25<sup>th</sup> till the 27<sup>th</sup>. It was a big success and we managed to raise over three thousand dollars for the Student Foodbank! On the other hand, we also had our CSA Bike Centre broken into on March 29<sup>th</sup>, with bikes, parts, and tools stolen. This was very unfortunate to witness and we're in the process of putting greater safety measures in place.

## **COMMITTEES**

- The Policy and Bylaw committee met March 25<sup>th</sup> and the Policy and Bylaw Review Working Group met March 29<sup>th</sup> to chat about Elections Policies.
- I met with Diana from Guelph Transit to get a fuller picture/overview of the Electronic Farebox Management System and all of its factors.

## **CANADIAN FEDERATION OF STUDENTS**

### CFS Ontario

- RISE Planning Meeting took place March 25<sup>th</sup>
  - RISE Is the Racialized and Indigenous Student Experience Summit that will be hosted from April 26<sup>th</sup> to April 28<sup>th</sup>. The first 100 students to register will receive a care package. Registration closes April 25<sup>th</sup>. Registration Link: <https://forms.gle/f2pV9geJVXaFVEdD8>

## **SOLIDARITY/EQUITY**

### BIPOC Students Coalition

The BIPOC Students Coalition meets every week on Thursdays from 12:30pm – 1:30pm. This coalition is a safe space for any BIPOC student to connect with the CSA to socialize, build relationships, and share concerns. Makes my heart so happy that every week the number of people attending increases and we always have wholesome discussions.

## **COLLABORATIONS**

### Guelph Wellington Women in Crisis

The Guelph Wellington Women in Crisis and the CSA are in the process of working together to plan an event in May for Sexual Assault Prevention Month.

**Motion**

Board of Directors Meeting # 15

April 7, 2021



**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
- 15.7.3 VP Academic
- 15.7.4 VP External

**Moved:**

**Seconded:**



**MINUTES**

Policy & Bylaw Review Committee (PBRC)  
 Meeting # 5 – Mar 4, 2021 – 10:30 am  
 Microsoft Teams



**Attendance**

**Members**

Pete Wobschall, Chair	Policy & Transition Manager	Present
Alan Negrin, Vice-Chair	Director	Regrets
Jena Ashley	Director	Present
Tyler Poirier	President	Present
Horeen Hassan	VP External	Present

**Guests**

N/A		
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**Scribe**

Pete Wobschall	Policy & Transition Manager
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<b>5.0. Call to Order</b>
<b>5.1. Adoption of the Agenda</b> 5.1.1. Approve the Agenda Added item 5.6.6. Director Terms: Bylaw 1, S 3.3. Term of the Board. 5.1.2. Declarations of Conflicts
<b>5.2. Ratifications and De-Ratifications</b> 5.2.1. De-ratify Sean Mitchell (VPA) VPA's last day of employment was Mar 2, 2021, therefore the VP Academic is de-ratified from the PBRC effective immediately.
<b>5.3. Comments from the Chair</b> 5.3.1. N/A

**MINUTES**

Policy & Bylaw Review Committee (PBRC)  
Meeting # 5 – Mar 4, 2021 – 10:30 am  
Microsoft Teams

**5.4. Approval of Past Minutes**

5.4.1. PBRC Meeting # 4 – February 4, 2021

Approved.

**5.5. Working Group Updates and Reports**

5.5.1. N/A

**5.6. Business****5.6.1. Town Halls**

The group reviewed and discussed the draft Town Halls policy and ensured it is complimentary with the 'townhall' references in the Ethical Purchasing Policy.

The group approved the proposed revision to this policy (see below).

**ACTION:** PTM to prepare a motion for the board's consideration.

**5.6.2. Proposed Appendix J – CSA Committees**

The group reviewed and discussed proposed Appendix J – CSA Committees, Section 1.0 Committees Overview; with special attention to the proposed committee classifications.

**ACTION:** PTM to revise Appendix J – Committees based on discussion and notes and include it in the next meeting agenda.

**5.6.3. AWG Policy Revisions**

**ACTION:** PTM to add this item to the next PBRC meeting as there was not enough time to discuss it during this meeting.

**ACTION:** PTM to send proposed policy to VP External to consult other organizations.

**5.6.4. Revised Appendix D - Bullring HR Policy**

**ACTION:** PTM to add this item to the next PBRC meeting as the Business Manager was unable to provide the proposed policy revision prior to this meeting.

**5.6.5. Establish Elections Policy Review Working Group**

**MINUTES**

Policy & Bylaw Review Committee (PBRC)  
 Meeting # 5 – Mar 4, 2021 – 10:30 am  
 Microsoft Teams



<p>The group established an Elections Policy Review Working Group with the following terms of reference (TOR):</p> <ul style="list-style-type: none"> <li>• Members to include (at minimum): CRO, President, and PTM. All PBRC members will be invited and can attend if they have time.</li> <li>• Mandate: To review Bylaw 2- Electoral and Appendix G – Electoral and identify necessary revisions, and make related recommendations to PBRC following their second meeting.</li> <li>• Meeting dates: Mon, Mar 22 and Mon, Mar 29.</li> </ul> <p>Election team Jewel, Pres, PTM, Horeen, Jena <del>(ask Alan) (invite everyone!)</del></p> <p>Group established – everything in the WG comes to PBRC (recommendations to PBRC)</p> <p><b>5.6.6. Director Terms: Bylaw 1, S 3.3. Term of the Board</b></p> <p>The Business Manager requested that the PBRC consider changing Director terms from May–April to Sept–Aug and discuss the merits of extending terms from one-year to two-years.</p> <p>The group requested that the Business Manager be invited to the next PBRC meeting to discuss.</p> <p><b>ACTION:</b> PTM to invite the Business Manager to the next meeting to discuss.</p>
<p><b>5.7. New Business</b></p> <p>5.7.1. N/A</p>
<p><b>5.8. In Camera Session</b></p> <p>N/A</p>
<p><b>5.9. Adjournment</b></p>

**Upcoming PBRC Meeting Agenda Items**

- Committee reporting, minutes, and publishing (on website) and availability consistency.
- Elections Bylaw 2 and Appendix G revisions from Elections Team.
- Bylaw 1 – Organizational formatting revisions.
- Appendix C – HR Policy review with PTM, Operations Manager and Business Manager.

**MINUTES**

Policy & Bylaw Review Committee (PBRC)  
 Meeting # 5 – Mar 4, 2021 – 10:30 am  
 Microsoft Teams



- Requirement for Directors to sit on two committees – info in Transcripts and Director Responsibilities – should this be rearranged, so it’s easier to find?

**Outstanding Business List (OBL)**

Date (Assigned to OBL)	Action / Follow-up
Nov 16, 2020	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.
Nov 16, 2020	<b>ACTION:</b> PTM to develop a brief educational piece outlining the role of committees for inclusion on outreach materials such as the website. Ensure to include the importance of quorum is validating the work of the committee in the info piece.

Add to Bylaw 1 – Organizational, Section 9.0. Members Meetings, Subsection 9.3. Town Halls:

**Bylaw 1 – Organizational**

Section 9.0 Member Meetings

9.1. Annual and Other Meetings of the Members

9.2. Error or Omission in Notice

**9.3 Town Halls**

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

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



**Motion**

Board of Directors Meeting # 15

April 7, 2021

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**Item 15.10.1**

**MINUTES: Policy & Bylaw Review Committee (PBRC)**

**Meeting # 5 – March 4, 2021**

**MOTION** to receive the minutes of the Policy & Bylaw Review Committee (PBRC) from Meeting # 5 held on March 4, 2021 as information.

**Moved:**

**Seconded:**

## AGENDA #7

### PETITIONS, DELEGATIONS, & REPRESENTATIONS COMMITTEE

4:30pm – 5:30pm, Tuesday, March 2<sup>nd</sup>, 2021

Host: CSA President, Tyler Poirier

1. Welcome & Introduction
2. Approval of the Agenda  
  
Approved
3. Approval of Minutes  
  
Approved
4. Review of PDR Applications
  - a. 29 – Bird Safe Guelph
    - i. [Application](#)
    - ii. [Budget](#)Concerns:
    - Concerns around whether it benefits studentsDecision:
    - Provide half of the funds requested (\$250) since they predict that 50% of the participants will be students
    - They have to indicate in their final report whether there's any leftover funds if less students participate than expected
  - b. 30 – Relay for Life
    - i. [Application](#)
    - ii. [Budget](#)Decision:
    - Award the full amount requested (\$200)
  - c. 31 – STEM Fellowship
    - i. [Application](#)
    - ii. [Budget](#)Decision:
    - Award the full amount requested (\$100)
  - d. 32 – Christian Orthodox Campus Association (COCA)
    - i. [Application](#)

*ii.* [Budget](#)

Decision:

- Award the full amount requested (\$50)

*e.* 33 – Psychology Society

*i.* [Application](#)

*ii.* [Budget](#)

Concerns:

- Budget is not clear at all
- Specify what “proceeds” mean

Decision:

- Email them to ask for a clearer budget

NOTE: The budget was clarified after the meeting and the Psychology Society received \$150 in funding as voted by the Committee via e-mail.

*f.* 34 – Stem Cells for Life

*i.* [Application](#)

*ii.* [Budget](#)

Decision:

- Award the full amount requested (\$50)

*g.* 35 – Students for Partners in Health Canada (SPIHC)

*i.* [Application](#)

*ii.* [Budget](#)

Concerns:

- Not an accredited student group

Decision:

- Award the full amount requested (\$100)

5. Next Meeting:



**Motion**

Board of Directors Meeting # 15

April 7, 2021

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**Item 15.10.2**

**MINUTES: Petitions, Delegations, and Representations Committee (PDR)  
Meeting # 7 – March 2, 2021**

**MOTION** to receive the minutes of the Petitions, Delegations, and Representations Committee (PDR) from Meeting # 7 – March 2, 2021 as information.

**Moved:**

**Seconded:**





**Motion**

Board of Directors Meeting # 15  
April 7, 2021

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**Item 15.10.3  
Hiring Committee Report: SE&RM Coordinator**

**Posting Date:** March 15th, 2021

**Closing Date:** March 26th, 2021

**Hiring Committee Members:**

- Sara Kuwatly – VP Student Experience, co-supervisor
- Jay Rojas – LEAD Advisor – Student Experience, co-supervisor
- Anum Anjum – CSA Board Member

**Number of Applicants:** 7

**Number of People Interviewed:** 4

**Successful Candidate:** none

**Start Date:** N/A

**MOTION** to receive the Hiring Committee Report for the SE&RM Coordinator as information.

**Moved:** Sara Kuwatly, VPSE

**Seconded:**



**Motion**

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April 7, 2021

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**Item 15.10.4**  
**Hiring Committee Report: FoodBank Assistant Coordinator**

**Posting Date:** February 24, 2021

**Closing Date:** March 5, 2021

**Hiring Committee Members:**

- Horeen Hassan, CSA VP External.
- Clarissa Shepherd, FoodBank Coordinator.
- Maya Persram, Director.

**Number of Applicants:** 5 applications.

**Number of People Interviewed:** 3

**Successful Candidate:** Jaimie White

**Start Date:** September 7, 2021

**MOTION** that the hiring of Jaimie White for the FoodBank Assistant Coordinator be ratified, as recommended by the Hiring Committee.

**Moved:** Horeen Hassan, VPE

**Seconded:**

**Item 15.11.1**

Board of Directors Meeting #15

April 7, 2021

**Item 15.11.1  
Copy of Bike Centre Letter**

From: Giancarlo Martini <martinig@uoguelph.ca>  
Sent: Wednesday, March 24, 2021 1:51 PM  
To: CSA President <csapresident@uoguelph.ca>; Board Chair <csachair@uoguelph.ca>; CSA - Policy & Transition Manager <csaptm@uoguelph.ca>  
Cc: CSA VP External <csavpexternal@uoguelph.ca>; Central Student Association - Front Office <csamain@uoguelph.ca>; Lee Anne Clarke <lclarke@uoguelph.ca>; Nicole Walker <nwalke03@uoguelph.ca>; Shilik Hamad <shamad@uoguelph.ca>; Michelle Robinson <mrobin31@uoguelph.ca>; Anthony Yantha <yanthaantic@gmail.com>; Spencer Ploeger <sploeger@uoguelph.ca>

**Subject: It takes two to tango**

March 16,2020 -March 24,2021

Dear Board of Directors and everyone who has played a part in Bike Centre initiatives,

The Student's Bike Centre was once a thriving and essential service for the students that was run by the students. While you have been figuring out the best ways to serve students over the past year, the Bike Centre at the University of Waterloo and Bike Chain at the University of Toronto reopened in June 2020 to serve their students' essential bicycle needs.

There have been a lot of ups and downs this year with temporary service measures and adjustments rolled out by the CSA. They were not bad services, and they had good intentions behind them. However, they were not adequate replacements for the services the Bike Centre has provided in the past.

What is done has been done, with a lot of hard work on your part. But you guys did not have to take it on yourselves.

We are previous volunteers and coordinators who have spent thousands of hours running the Bike Centre. And many more thousands of hours riding our bike to where we need to go and getting others to bike alongside us. This year, we were treated like we do not know the needs of our community.

The Bike Centre has been a student-led entity since its inception. We are flexible students who were willing to help bear the load to re-open the Bike Centre. Yet we feel that Tyler and the Board of Directors ignored us. There have been many opportunities for us to help, but the shame is that you put no trust in us to help with what we know and do best.

From the get-go, we created an COVID operations plan for the Bike Centre and were excited to share it with you. We wanted to work with you to refine it and adapt the

**Item 15.11.1**

Board of Directors Meeting #15

April 7, 2021



Centre as per the University's guidelines. But your reasoning was that the future is too uncertain to open, and you wanted to focus your efforts on more pressing issues. To make our views clear: safe and accessible bike repair is a pressing issue.

Should you take one thing from this all, be it to put more faith in others to do a good job. We do not want the CSA to try and work for the Bike Centre; rather, work with us, knowing that we will try our absolute best to reestablish what once was a vibrant Centre of teaching and learning. Since the pandemic started, we have organized together to come up with an action plan, and the only ingredient missing for us is cooperation by the CSA. We hope you can work alongside us to shape a safe reopening that makes sense for all parties involved.

Sincerely,

Giancarlo Martini – Repair Coordinator, 2 years a volunteer

Spencer Ploeger – 5 years a volunteer

Michelle Robinson – Volunteer Coordinator, 2 years a volunteer

Anthony Yantha – 5 years a volunteer, 2021+ Repair Coordinator

**Motion**

Board of Directors Meeting #15

April 7, 2021



**Item 15.11.1(a)**

**Extend Speaking Rights to Giancarlo Martini**

**WHEREAS** CSA Rules of Order, Section 3.9. states that any 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 Giancarlo Martini for the duration of Item 15.11.1 to present the Bike Centre letter and respond to questions that arise from members.

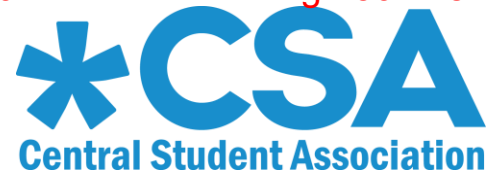
**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting #15

April 7, 2021



**Item 15.11.1(b)**

**Extend Speaking Rights to Michelle Robinson & Spencer Ploeger**

**WHEREAS** CSA Rules of Order, Section 3.4. states that speaking times shall be limited to three minutes per person per time on the speaker's list. Should a speaker go past the limit, the Chair shall notify them. The speaker may continue to speak past their limit at the discretion of the Chair. If a speaker has more to say, they must ask the Chair to be put back on the speaker's list.

**MOTION** to extend speaking rights to Michelle Robinson and Spencer Ploeger for the duration of Item 15.11.1 to speak in support of the Bike Centre letter and respond to questions that arise from members.

**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting #15

April 7, 2021



**Item 15.11.1(c)**  
**Receive Bike Centre Letter**

**MOTION** to receive the Bike Centre Letter sent via email to the CSA Board of Directors and copied to the Policy & Transition Manager on March 24, 2021, as information.

**Moved:**

**Seconded:**

# Central Student Association

## ***DRAFT***

## **OPERATING BUDGET**

### **2021 - 2022**

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## Comments & General Overview of the 2021-2022 Budget

The 2021-2022 budget was set in consultation with the CSA Finance Committee and has been reviewed in its entirety by the President and the Executive Committee. On March 17, 2021, the Finance Committee reviewed and recommended forward the proposed budget for presentation to, and approval by, the CSA Board of Directors.

The CSA's operating budget is divided into 13 portfolios: each an area of concentration with an assigned budget holder responsible for overseeing expenses and managing the finances. The President is to be knowledgeable of all aspects of the budget, day to day finances and at all times, to take into consideration the long-term financial sustainability of the CSA, as a not-for-profit organization. Portfolios are expected to be spent out during the fiscal year (May 1 to April 30). Any net revenue remaining at year end is transferred into the CSA's Accumulated Surplus. A portion of the surplus is internally restricted to ensure our long term financial viability. However, the balance remaining is available for special projects and initiatives that better provide service to students, though not as a portion of the CSA operating budget.

Funds received from the Entertainment Fee have been proportionately allocated per the original referendum question of 1976 and are recorded primarily in the Live and Films budgets. Any net revenue at year end from these portfolios or any other budget line funded from this fee, is transferred to a dedicated Entertainment Reserve account for future use.

The CSA student fee increases annually by the Consumer Price Index (CPI) for Ontario as announced by the University administration in January of every year; the CPI increase for 2021-2022 is 1.85%. CSA fees for full-time undergraduate students will increase from \$19.43 to \$19.79. Similarly, the part time undergraduate fee will increase from \$6.08 to \$6.19. Enrollment is not expected to increase. Total revenue from CSA membership fees is anticipated at \$746,500.00 for 2021-2022 and has remained relatively constant for the past two years.

The CSA's budget is also dependent on revenue from 'other' sources to fund our operations. This revenue stream has been erratic since January 2019 when the PC government legislated the Student Choice Initiative (SCI) that would change the financial position of all student groups in Ontario. The CSA introduced administrative fees for the first time to offset the loss of student fee revenue. Then Covid-19 appeared on the world stage and created havoc. The University of Guelph moved to on-line course delivery, students were asked to study from home, the campus was quiet. The CSA reduced operations, temporarily closed two services, laid off staff and pivoted to online events and services. Our ability to generate revenue from the Bullring, Printing and Promotional Services, Live Entertainment and Imaginus poster sale was shattered. Dividends from campus investments were deferred and interest earnings dropped nearly \$20,000.

The 2021-2022 budget is a Transition Budget, providing a financial path forward to operational recovery. Revenue streams are budgeted to slowly upturn, all services will be operational with modifications, staff working on reduced hours will be able to return to full wages, on-campus events are anticipated, as is the return of students to campus. Though circumstances beyond our control may change, this budget will financially position the CSA to continue to respond effectively, offer value, service, and representation to our membership.

**The significant variances to our budget when comparing year over year are as direct result of the dual impact of the Student Choice Initiative and Covid-19.**

<b>STUDENT FEE &amp; REVENUE SUMMARY 2021-2022</b>				
<b>PORTFOLIO</b>	<b>CSA Fees</b>	<b>Entertain Fees</b>	<b>Other Revenue</b>	<b>Budget Total</b>
Academic	\$ 45,000.00		\$ -	\$ 45,000.00
Administration	\$ 377,080.00	\$ 22,000.00	\$ 94,920.00	\$ 494,000.00
Bullring	\$ -	\$ -	\$ 374,750.00	\$ 374,750.00
Council	\$ 46,500.00	\$ 7,020.00	\$ -	\$ 53,520.00
External	\$ 46,500.00	\$ -	\$ -	\$ 46,500.00
Films		\$ 22,000.00	\$ -	\$ 22,000.00
Live Entertainment		\$ 87,000.00	\$ -	\$ 87,000.00
Programmer	\$ 78,400.00	\$ -	\$ -	\$ 78,400.00
Promotion Service <i>(incls poster runners)</i>	\$ 51,700.00		\$ 7,000.00	\$ 58,700.00
Student Experience	\$ 48,340.00	\$ 15,000.00	\$ -	\$ 63,340.00
<b>Service Programme Summary</b>				<i>(see below)</i>
Bike Centre	\$ 17,700.00	\$ -	\$ 3,400.00	\$ 21,100.00
Clubs	\$ 15,900.00	\$ -	\$ -	\$ 15,900.00
Student Help & Advocacy Centre	\$ 19,380.00	\$ -	\$ -	\$ 19,380.00
<b>TOTAL PROPOSED BUDGET</b>	<b>\$ 746,500.00</b>	<b>\$ 153,020.00</b>	<b>\$ 480,070.00</b>	<b>\$ 1,379,590.00</b>
<b>TOTAL ANTICIPATED FEES</b>	<b>\$ 746,500.00</b>	<b>\$ 153,375.00</b>		
<b>TOTAL PREVIOUS BUDGET 2020-21</b>	<b>\$ 746,500.00</b>	<b>\$ 149,552.00</b>	<b>\$ 186,500.00</b>	<b>\$ 1,082,552.00</b>

<b>RESTRICTED FEES</b> Not part of CSA Operating Budget	<b>Actual Feb 28/21</b>	<b>Receivable (Payable)</b>	<b>Anticipated 21-22 Fees/Rev</b>	<b>Fees/Surplus Revenue 21-22</b>
<b>Affordable Housing</b>	\$ 72,659.92	\$ -	\$ 27,000.00	\$ 99,659.92
<b>Bus Pass</b>	\$ -	\$ -	\$ -	\$ -
<b>Late Night Bus Pass</b>	\$ -	\$ -	\$ -	\$ -
<b>Late Night Service Reserve</b>	\$ 54,563.00	\$ -	\$ 650.00	\$ 55,213.00
<b>Cannon - CSA Portion of Surplus</b>	\$ 62,158.59	\$ (1,000.00)	\$ -	\$ 61,158.59
<b>Dental Plan</b>			\$ 2,461,920.00	\$ 2,461,920.00
<b>Dental Plan Reserve</b>	\$ 816,625.38	\$ (55,700.00)	\$ (173,360.00)	\$ 587,565.38
<b>Entertainment Fee Reserve</b>	\$ 57,244.86	\$ 53,170.00	\$ -	\$ 110,414.86
<b>FoodBank</b>			\$ 127,300.00	\$ 127,300.00
<b>FoodBank Reserve</b>	\$ 19,031.22	\$ -	\$ -	\$ 19,031.22
<b>Health Plan</b>			\$ 3,567,915.00	\$ 3,567,915.00
<b>Health Plan Reserve</b>	\$ 901,744.80	\$ (245,000.00)	\$ (104,909.00)	\$ 551,835.80
<b>Menstrual Hygiene Products</b>	\$ 69,084.06		\$ 39,000.00	\$ 108,084.06
<b>SafeWalk Reserve</b>	\$ 5,365.00	\$ (28,884.00)	\$ 19,500.00	\$ (4,019.00)

<b>ENTERTAINMENT / MEDIA FEE</b>						
<b>** Media Fee is split between CSA 60%, CFRU 20%, Ontario 20%</b>						
<b>Distribution</b>		<b>2020-2021</b>			<b>2021-2022</b>	
		Fee Charged Per Student	37200 ~Total 3 Semesters		Fee Charged Per Student	37500 ~Total 3 Semesters
CFRU - Media	20%	\$ 1.35	\$ 50,220.00		\$ 1.38	\$ 51,750.00
Ontarion - Media	20%	\$ 1.35	\$ 50,220.00		\$ 1.38	\$ 51,750.00
CSA - Concerts/Speakers	40%	\$ 2.69	\$ 100,068.00	CSA = \$4.09	\$ 2.73	\$ 102,375.00
CSA - Films	10%	\$ 0.67	\$ 24,924.00		\$ 0.68	\$ 25,500.00
CSA - Cross Campus Events	10%	\$ 0.67	\$ 24,924.00		\$ 0.68	\$ 25,500.00
<b>TOTALS</b>	<b>100%</b>	<b>\$ 6.73</b>	<b>\$ 149,916.00</b>		<b>\$ 6.85</b>	<b>\$ 153,375.00</b>

<b>Entertainment Fee (ENT)</b>					
<b>CONCERTS</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
Live Ent - Concerts	\$ 27,800.00	\$ 28,400.00	\$ 22,500.00	\$ -	\$ -
Live Ent - Free Concerts	\$ 22,500.00	\$ 23,000.00	\$ 18,250.00	\$ 85,000.00	\$ 87,000.00
Live Ent - Speakers	\$ 12,000.00	\$ 12,000.00	\$ 10,000.00	\$ -	\$ -
Human Rights/SHAC - Speakers	\$ 4,000.00	\$ 3,300.00	\$ -	\$ -	\$ -
Bullring Entertainment	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ -	\$ -
Coordination Expenses	\$ 15,000.00	\$ 15,000.00	\$ 11,250.00	\$ 15,000.00	\$ 15,000.00
<b>TOTAL</b>	<b>\$ 91,800.00</b>	<b>\$ 92,200.00</b>	<b>\$ 72,500.00</b>	<b>\$ 100,000.00</b>	<b>\$ 102,000.00</b>
<b>ENTERTAINMENT FEE</b>	<b>\$ 91,400.00</b>	<b>\$ 93,255.80</b>	<b>\$ 72,610.00</b>	<b>\$ 100,068.00</b>	<b>\$ 102,375.00</b>
<i>Over (Under)</i>	\$ 400.00	\$ (1,055.80)	\$ (110.00)	\$ (68.00)	\$ (375.00)
<b>FILMS</b>					
Free Film Series	\$ 9,675.00	\$ 9,850.00	\$ 7,850.00	\$ 21,200.00	\$ 22,000.00
Film Cost Subsidy	\$ 9,675.00	\$ 9,850.00	\$ 7,850.00	\$ -	\$ -
Coordination Expenses	\$ 3,500.00	\$ 3,500.00	\$ 2,400.00	\$ 3,500.00	\$ 3,500.00
<b>TOTAL</b>	<b>\$ 22,850.00</b>	<b>\$ 23,200.00</b>	<b>\$ 18,100.00</b>	<b>\$ 24,700.00</b>	<b>\$ 25,500.00</b>
<b>ENTERTAINMENT FEE</b>	<b>\$ 22,850.00</b>	<b>\$ 23,221.80</b>	<b>\$ 18,084.00</b>	<b>\$ 24,924.00</b>	<b>\$ 25,500.00</b>
<i>Over (Under)</i>	\$ -	\$ (21.80)	\$ 16.00	\$ (224.00)	\$ -
<b>CAMPUS WIDE EVENTS</b>					
College Royal	\$ 6,369.00	\$ 6,484.00	\$ 6,750.00	\$ 6,892.00	\$ 6,892.00
Cultural Entertainment Events (PDR)	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ -
O-Week Programming (Student Experience)	\$ 4,500.00	\$ 5,500.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
Winter Programming (Student Experience)				\$ 6,500.00	\$ 7,000.00
Meal Exchange Trick or Eat	\$ 6,200.00	\$ 6,900.00	\$ -	\$ -	\$ -
Coordination Expenses	\$ 3,500.00	\$ 3,500.00	\$ 3,350.00	\$ 3,500.00	\$ 3,500.00
<b>TOTAL</b>	<b>\$ 22,569.00</b>	<b>\$ 24,384.00</b>	<b>\$ 18,100.00</b>	<b>\$ 24,892.00</b>	<b>\$ 25,392.00</b>
<b>ENTERTAINMENT FEE</b>	<b>\$ 22,850.00</b>	<b>\$ 23,221.80</b>	<b>\$ 18,084.00</b>	<b>\$ 24,924.00</b>	<b>\$ 25,500.00</b>
<i>Over (Under)</i>	\$ (281.00)	\$ 1,162.20	\$ 16.00	\$ (32.00)	\$ (108.00)
<b>ACCUMULATED TOTALS</b>					
<b>Budget Total</b>	<b>\$ 137,219.00</b>	<b>\$ 139,784.00</b>	<b>\$ 108,700.00</b>	<b>\$ 149,592.00</b>	<b>\$ 152,892.00</b>
<b>Anticipated ENT Fee Total</b>	<b>\$ 137,200.00</b>	<b>\$ 140,000.00</b>	<b>\$ 108,700.00</b>	<b>\$ 150,000.00</b>	<b>\$ 153,000.00</b>
<i>(Remaining to Spend)</i>	<b>\$ 19.00</b>	<b>\$ (216.00)</b>	<b>\$ -</b>	<b>\$ (408.00)</b>	<b>\$ (108.00)</b>

Note: Coordination Expenses total \$22,000.00 The corresponding Entertainment Student Fee is found in the Administration Budget

Prepared March 2021

<b>ACADEMIC: Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>BUDGET 19-20</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
24100	CSA Student Fees	39,300	26,000	45,000
24120	Student Health Plan Reserve Support - Memorial	3,500	-	-
24140	Bullring Promotional Support - Artwork	500	-	-
	<b>TOTAL REVENUE</b>	<b>43,300</b>	<b>26,000</b>	<b>45,000</b>
<b>Expenditure</b>				
24200	Salaries (Includes 3% RSP/Educ)	32,765	21,000	38,565
24220	Employee Benefits	4,225	3,200	4,825
24450	Academic Campaigns	700	700	350
24451	Student Artwork @ Bullring	1,100	700	800
24452	Student Memorial Tree Service	3,500	-	-
24453	Teaching Excellence Award	300	200	150
24600	Advertising & Promotion	270	100	135
24800	Supplies	240	50	75
24870	Photocopying	200	50	100
	<b>TOTAL EXPENSES</b>	<b>43,300</b>	<b>26,000</b>	<b>45,000</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Notes:**

**24120/24452** The total cost of the Student Memorial Tree Service is paid through the Student Health Plan Reserve. The reserve is managed by the Student Health & Dental Plan Committee. The VP Academic must submit a final report with all budget information to the committee before funds are released. The cost related to the purchase and maintenance of a memorial tree in the UofG Arboretum is incurred every other year, however a service is held every academic year and each tree has two plaques installed - one for each academic year. The cost to purchase and maintain a memorial tree is \$2,000; services generally cost between \$800 and \$1,600 depending on the number of anticipated family members and friends. We did not hold a Student Memorial Service in September 2020 due to the pandemic.

Prepared March 2021  
Finance Committee

<b>ADMINISTRATION (President): Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>BUDGET 19-20</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
82100	Student Fees	231,850	337,000	377,080
82101	Entertainment Student Fee (General Coordination)	17,000	22,000	22,000
82200	Dental Plan - Admin Fee	18,000	18,000	18,000
82300	Health Plan - Admin Fee	28,500	28,500	28,500
82600	Other Income (Admin Fees BR, MHI, SW,Cannon./Commission Vending, ATM)	47,600	2,000	27,170
82620	Pro Ink - Net	700	-	-
82700	UCS - ROI (Digital Signs & Photo Arts Space)	11,250	-	11,250
82870	Black & White Photocopy Income	8,000	-	500
82875	Colour Photocopy Income	11,200	-	1,500
82910	Bus Pass - Net	63,000	-	-
82920	Interest Earned	22,000	28,000	8,000
	<b>TOTAL REVENUE</b>	<b>459,100</b>	<b>435,500</b>	<b>494,000</b>
<b>Expenditure</b>				
83200	Salaries/Wages (includes RSP benefit)	275,000	287,800	340,000
83210	Student Risk Management	600	600	550
83220	Employee Benefits	30,950	26,000	35,150
83240	Employer Health Tax Premium	7,200	7,000	-
83380	Professional Fees (Audit/Legal/HR)	31,000	42,000	37,000
83390	Travel (Business Office mileage, guest parking)	600	200	300
83440	Temporary Wages	15,000	1,000	2,000
83500	Staff Appreciation (incls coffee/water, mtg food)	3,000	2,000	2,000
83501	Staff Training (incls WSIB) & Transition	5,000	4,000	3,000
83550	Purchase of Equipment	6,000	8,000	6,000
83600	Advertising & Promotion	7,000	2,000	5,000
83610	Promotional Swag	3,000	-	2,500
83660	Software/Licensing/CCS Managed Desktops	12,200	11,100	14,000
83700	University Services (lock/keys/minor repairs)	800	1,000	700
83701	Leasehold Improvements to CSA Main Office	10,000	-	-
83800	Office Supplies (includes postage chrgs)	8,000	5,000	8,000
83820	Telephone and Internet (all lines, except Bullring)	11,000	11,000	11,800
83850	Maintenance & Repair	660	300	300
83870	Photocopier Expense	20,000	11,500	11,500
83900	Bank Charges	690	1,000	1,200
83930	Insurance	11,400	14,000	13,000
	<b>TOTAL EXPENSES</b>	<b>459,100</b>	<b>435,500</b>	<b>494,000</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

Wages Include

83200 President, Office Manager, Policy & Transition Manager, Business Manager  
 FT Bookkeeper, PT Bookkeeper, Front Office Assistants 1 Summer FT, 2 PT F/W

Prepared March 2021  
 Finance Committee

<b>BULLRING: Budget 2021-2022 (Post Covid-19)</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>BUDGET 19-20</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
92100	Student Fees	0	111,500	0
92101	Entertainment Student Fee	6,300	0	0
92425	Beverage Sales - Gross Margin	92,000	11,000	47,000
92465	Food Sales - Gross Margin	630,000	64,000	292,000
92490	Miscellaneous Income (less register/over)	10,000	35,000	35,750
	<b>TOTAL REVENUE</b>	<b>738,300</b>	<b>221,500</b>	<b>374,750</b>
<b>Expenditure</b>				
93200	Managerial Salaries (incls 10% RSP benefit)	135,500	121,500	148,450
93210	Hourly Wages	290,000	39,500	105,000
93220	Managerial Benefits	13,300	10,080	13,350
93225	Hourly Staff Benefits	27,000	3,515	12,000
93240	Employer Health Tax (Taxation Yr)	4,800	0	0
93250	Staff Safety Training	800	0	300
93280	Staff Appreciation/Uniform (FixedTerm)	3,200	0	500
93290	Staff Meals	17,950	0	6,080
93380	Administrative Fee to CSA Operating	42,900	0	21,850
93390	Travel/Mileage	400	50	50
93400	Entertainment Costs	10,000	0	0
93550	Purchase of Equipment/Furniture	10,000	0	0
93560	Lease of Equipment	1,500	1,428	1,500
93580	Maintenance of Equipment	5,500	3,500	1,500
93590	Maintenance of Front House	1,800	0	1,000
93600	Advertising & Promotion	9,000	700	1,000
93660	Memberships & Licenses	220	460	1,030
93700	University Services	11,000	5,640	1,000
93720	University Space Costs	14,615	15,586	13,000
93730	Express Card Commission/LCR Rental	52,000	7,200	23,000
93735	Debit Machine Commission/Rental	7,000	1,677	4,100
93800	Supplies (incls replacement flatware)	17,600	2,000	6,000
93810	Janitorial Supplies	4,800	1,000	1,500
93815	Janitorial Services	7,480	1,664	5,500
93820	Telephone and Internet	1,750	0	0
93870	Photocopying	135	0	40
93930	Insurance	6,050	6,000	7,000
93950	Contingency	42,000	0	0
	<b>TOTAL EXPENSES</b>	<b>738,300</b>	<b>221,500</b>	<b>374,750</b>
	<b>Net Revenue (Loss)</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>COUNCIL: Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>BUDGET 19-20</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
22100	CSA Student Fees	60,800	36,500	46,500
22101	Entertainment Fee (see below *)	6,750	6,892	7,020
22560	Survival Guide Revenue	51,050	-	-
	<b>TOTAL REVENUE</b>	<b>118,600</b>	<b>43,392</b>	<b>53,520</b>
<b>Expenditure</b>				
PDR Committee Motion Required				
23200	Grants - Fall & Winter	9,000	9,000	9,000
CSA Executive Motion Required				
23390	Travel & Conferences: CSA Staff	1,200	-	500
23391	Travel & Conference: CFS/CFS-O	2,300	500	1,500
23392	Travel & Conference: Student Leadership	1,500	-	200
23510	Executive Visioning/Training /Transition 50/50 split	4,000	2,000	1,000
23515	Executive Discretionary Fund	3,000	-	1,000
President				
23225	Grants - CSA FoodBank Support	4,000	1,500	4,000
23226	Grants - Move Out Madness	500	500	500
23228	Grants - College Royal *	6,750	6,892	7,020
23300	Elections	14,500	10,000	11,000
23440	Honoraria (Chair/Scribe)	4,000	2,800	4,500
23500	Board Training & Appreciation	8,000	7,500	7,300
23560	Survival Guide Expense	51,050	-	-
23750	General Members Meeting (Fall & Winter)	7,000	2,000	5,000
23800	Supplies	600	700	500
23870	Photocopying	1,200	-	500
	<b>TOTAL EXPENSES</b>	<b>118,600</b>	<b>43,392</b>	<b>53,520</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Note:** \* Accounts are linked through the Entertainment Fees (College Royal grant is subject to COLA)

Prepared March 2021

Finance Committee

<b>EXTERNAL: Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>BUDGET 19-20</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
25100	CSA Student Fees	40,700	44,000	46,500
	<b>TOTAL REVENUE</b>	<b>40,700</b>	<b>44,000</b>	<b>46,500</b>
<b>Expenditure</b>				
25200	Salaries (incl 3% Education/RSP)	32,765	37,772	38,565
25220	Employee Benefits	4,225	4,500	4,825
25450	Campaigns & Solidarity Events	2,500	1,500	2,400
25600	Advertising & Promotion	500	100	385
25660	Memberships & Subscriptions	50	50	50
25800	Supplies	200	50	75
25870	Photocopying	460	28	200
	<b>TOTAL EXPENSES</b>	<b>40,700</b>	<b>44,000</b>	<b>46,500</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

Prepared March 2021  
 Finance Committee



<b>FILMS: Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>YTD Feb 28/21</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		Covid-19	Covid-19	Transition Yr
<b>Revenue</b>				
42101	Entertainment Student Fees	21,200	21,200	22,000
42400	Door Receipts	-	-	-
	<b>TOTAL REVENUE</b>	<b>21,200</b>	<b>21,200</b>	<b>22,000</b>
<b>Expenditure</b>				
43210	Temporary Wages	-	200	200
43400	Film Rental	-	12,000	12,800
43550	Purchase of Equipment/Upgrades	-	6,000	6,000
43600	Advertising & Promotion	-	1,000	1,000
43660	Memberships/Domain renewal	30	50	50
43800	Supplies	-	200	200
43840	Freight & Shipping	-	50	50
43850	Maintenance of Film Equipment	-	1,600	1,600
43870	Photocopying	-	100	100
	<b>TOTAL EXPENSES</b>	<b>30</b>	<b>21,200</b>	<b>22,000</b>
	<b>Under (Over) Budget</b>	<b>21,170</b>	<b>-</b>	<b>-</b>

Prepared March 2021

Finance Committee

<b>LIVE ENTERTAINMENT: Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>YTD Feb 28/21</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		Covid-19	Covid-19	Transition Yr
<b>Revenue</b>				
32101	Entertainment Student Fees	85,000	85,000	87,000
32400	Tickets / Sales	-	-	-
32500	Partnership Support	-	-	-
	<b>TOTAL REVENUE</b>	<b>85,000</b>	<b>85,000</b>	<b>87,000</b>
<b>Expenditure</b>				
33210	Temporary Wages	-	-	-
33400	Performer Fees	1,500	18,000	24,000
33410	Performer Rider	170	1,200	1,400
33420	Setup & Sound/Streaming	4,842	16,200	17,950
33500	Partnership Expenses	-	-	-
33550	Purchase of Equipment/Sound/Staging	10,631	12,000	6,000
33600	Advertising & Promotion	-	2,000	2,000
33700	Facility Costs	20,000	35,000	35,000
33720	Free Concert Programming	-	-	-
33730	Community Concert Programming - Net	-	-	-
33740	Speakers	-	-	-
33800	Supplies	-	550	550
33870	Photocopying	-	50	100
	<b>TOTAL EXPENSES</b>	<b>37,143</b>	<b>85,000</b>	<b>87,000</b>
	<b>Under (Over) Budget</b>	<b>47,857</b>	<b>-</b>	<b>-</b>

Prepared March 2021  
Finance Committee

<b>PROGRAMMER (General Entertainment): Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>BUDGET 19-20</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
72100	Student Fees	49,400	63,600	78,400
72600	Imaginus Sales - Net	24,000	-	-
	<b>TOTAL REVENUE</b>	<b>73,400</b>	<b>63,600</b>	<b>78,400</b>
<b>Expenditure</b>				
73200	Salaries (Includes 10% RSP benefit)	66,800	57,600	71,700
73220	Employee Benefits	6,550	6,000	6,700
73800	Supplies	50	-	-
	<b>TOTAL EXPENSES</b>	<b>73,400</b>	<b>63,600</b>	<b>78,400</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

Prepared March 2021

Finance Committee

<b>PROMOTIONAL SERVICES: Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>BUDGET 19-20</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
52100	Student Fees	38,640	50,650	51,700
52300	Graphic Design	750	-	-
52400	Postering - Net	7,000	-	2,500
52500	Large Format Service - Net	5,000	-	2,500
52600	Button Maker & Miscellaneous - Net	100	-	-
52700	Space Rentals - Kiosk & UC Banner	4,000	-	2,000
	<b>TOTAL REVENUE</b>	<b>55,490</b>	<b>50,650</b>	<b>58,700</b>
<b>Expenditure</b>				
53200	Wages - Graphic Designer	44,300	45,320	49,306
53210	Wages - Poster Runners	5,000	-	2,850
53220	Benefits - Graphic Designer	5,400	4,900	6,044
53225	Benefits - Poster Runners (CPP, EI)	250	-	125
53600	Advertising & Promotion	100	50	-
53660	Memberships & Subscriptions	300	300	300
53800	Office Supplies	140	80	75
53870	Photocopying	-	-	-
	<b>TOTAL EXPENSES</b>	<b>55,490</b>	<b>50,650</b>	<b>58,700</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

Prepared March 2021  
Finance Committee

<b>STUDENT EXPERIENCE: Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>BUDGET 19-20</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
27100	CSA Student Fees	45,200	47,650	48,340
27101	Entertainment Fee: Cross Campus Orientation	8,000	14,500	15,000
	<b>TOTAL REVENUE</b>	<b>53,200</b>	<b>62,150</b>	<b>63,340</b>
<b>Expenditure</b>				
27200	Salaries (Includes 3% Education/RSP)	32,765	37,772	37,860
27220	Employee Benefits	4,225	4,500	4,770
27450	Orientation Week Programming	8,000	8,000	8,000
27450	Winter Orientation (Winterfest)	-	6,500	7,000
27453	Summer Programming	-	-	200
27454	Fall Programming (includes Stressbusters)	2,500	2,500	2,500
27455	Winter Programming (Includes Stressbusters)	4,000	2,500	2,500
27600	Advertising & Promotion	1,000	300	300
27800	Supplies	200	50	75
27870	Photocopying	510	28	135
	<b>TOTAL EXPENSES</b>	<b>53,200</b>	<b>62,150</b>	<b>63,340</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

Prepared March 2021

Finance Committee

2021-2022

<b>SERVICE PROGRAMMES: Budgeted Allocation of Funding</b>						
<b>Account Name</b>	<b>PROGRAMMES</b>	<b>Bike Centre</b>	<b>Clubs</b>	<b>MEAL</b>	<b>SafeWalk</b>	<b>SHAC</b>
				Temporarily	Separate	
				Suspended	Budget	
<b>REVENUE</b>						
Student Fees	62100	52,980	17,700	15,900	in 2020-2021	19,380
Entertainment Student Fees	62101	-	-	-		
Solicitations/SSF	62120	3,400	3,400	-		
Other Income from Sales	62400	-	-	-		
Other Income from Partners	62600	-	-	-		
	<b>56,380</b>	<b>21,100</b>	<b>15,900</b>	-	-	<b>19,380</b>
<b>EXPENDITURES</b>						
Co-ordinators/Temp Wages	63210	37,434	16,200	8,154		13,080
Employee Benefits	63220	1,856	820	426		610
Professional Fees (Legal Aid)	63380	5,000	-	-		5,000
Conference/Taxi/Van Rental	63390	-	-	-		-
Speaker Expenses	63400	-	-	-		-
Campaigns/Events/Workshops	63450	2,710	2,000	300		410
Volunteer Appreciation/Training	63500	-	-	-		-
Advertising & Promotion	63600	820	400	220		200
Membership/Security Agreement	63660	6,000	-	6,000		-
Club Days Set Up	63700	720	-	720		-
Supplies	63800	1,760	1,680	50		30
Telephone/Internet x 53200	63820	-	-	-		-
Photocopying	63870	80	-	30		50
	<b>56,380</b>	<b>21,100</b>	<b>15,900</b>	-	-	<b>19,380</b>

Prepared March 2021

Finance Committee

For Information Only: See Programmes Budget

<b>BIKE CENTRE: Budget 2021-2022</b>					
<b>Account No.</b>	<b>Account Name</b>	<b>BUDGET 19-20</b>	<b>Actual 2020</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		SCI	SCI	Covid-19	Transition Yr
BIKE 62100	Student Fees	18,850	18,850	-	17,700
62120	Solicitations/Donations	5,200	1,362	-	3,400
62335	Solicitation Surplus from Previous Yr	-	4,988	-	-
62400	Sales - net	500	(227)	-	-
	<b>TOTAL REVENUE</b>	<b>24,550</b>	<b>24,973</b>	<b>-</b>	<b>21,100</b>
	<b>Expenditure</b>				
BIKE 63210	Co-ordinators Wages	19,756	18,906	-	16,200
63220	Employee Benefits (CPP & EI)	1,069	1,151	-	820
63450	Workshops	500	277	-	2,000
63500	Volunteer Appreciation	1,300	1,708	-	-
63600	Advertising	1,200	798	-	400
63800	Supplies and tools	700	1,653	-	1,680
63870	Photocopying	25	29	-	-
	<b>TOTAL EXPENSES</b>	<b>24,550</b>	<b>24,522</b>	<b>-</b>	<b>21,100</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>451</b>	<b>-</b>	<b>-</b>

<b>Staff</b>	Position A	12 hrs/wk	372 Hours	\$	6,190.00
	Position B	10 hrs/wk	300 Hours	\$	4,992.00
	Position C	10 hrs/wk	300 Hours	\$	4,992.00
				<b>\$</b>	<b>16,174.00</b>

Prepared March 2021  
Finance Committee

For Information Only: See Programmes Budget

<b>CLUBS: Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>BUDGET 19-20</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
CLUB 62100	CSA Student Fees	24,100	11,450	15,900
	<b>TOTAL REVENUE</b>			
		<b>24,100</b>	<b>11,450</b>	<b>15,900</b>
<b>Expenditure</b>				
CLUB 63210	Co-ordinators Wages	9,825	7,760	8,154
63220	Employee Benefits (CPP, EI)	450	370	426
63450	Meeting Expenses (food & incentives)	750	200	300
63600	Advertising & Promo	500	50	220
63660	UC Services - Security/Maintenance Club Hallway	10,900	3,000	6,000
63700	Club Days Set Up	1,440	-	720
63800	Supplies	150	50	50
63870	Photocopying	85	20	30
	<b>TOTAL EXPENSES</b>	<b>24,100</b>	<b>11,450</b>	<b>15,900</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Staff</b>	Administrative Coordinator - Sept 7 to April 22, 2022	25 Flex + 10 hrs/wk	325 Hours	\$	5,408.00
	Programming Coordinator - Sept 7 to April 22, 2022	15 Flex + 5 hrs/wk	165 Hours	\$	2,746.00
				<b>\$</b>	<b>8,154.00</b>

Prepared March 2021  
Finance Committee



For Information Only: See Programmes Budget

<b>STUDENT HELP &amp; ADVOCACY CENTRE: Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>BUDGET 19-20</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		SCI	Covid-19	Transition Yr
SHAC 62100	CSA Student Fees	21,750	18,150	19,380
	<b>TOTAL REVENUE</b>	<b>21,750</b>	<b>18,150</b>	<b>19,380</b>
<b>Expenditure</b>				
SHAC 63210	Co-ordinators Wages	12,405	12,192	13,080
63220	Employee Benefits (CPP & EI)	745	570	610
63380	Professional Fees (Legal Aid Clinic)	6,000	5,000	5,000
63450	Information/Awareness Events	800	300	410
63500	Volunteer Training & Appreciation	600	-	-
63600	Advertising & Promotion	870	50	200
63800	Supplies (incl Resource Material)	200	38	30
63870	Photocopying	130	-	50
	<b>TOTAL EXPENSES</b>	<b>21,750</b>	<b>18,150</b>	<b>19,380</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Staff</b>	SHAC Coordinator - Sept 7 to April 22, 2022	40 Flex +12 hrs/wk	400	\$	6,656.00
	Assistant Coordinator - Sept 7 to April 22, 2022	13 Flex + 6 hrs/wk	193	\$	3,212.00
	Assistant Coordinator - Sept 7 to April 22, 2022	13 Flex + 6 hrs/wk	193	\$	3,212.00
				<b>\$</b>	<b>13,080.00</b>

Prepared March 2021  
Finance Committee

Restricted Fee, information only

<b>FOODBANK: Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>YTD Feb 28/21</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		Covid-19	Covid-19	Transition Yr
<b>Revenue</b>				
28100	Student Fees: Undergraduate	104,915	105,500	108,500
28120	Solicitations	7,999	5,410	10,000
28130	Student Fees: Graduate	18,448	16,000	18,800
28135	CSA Support	1,500	1,500	4,000
28140	Bullring Support for Cooking Classes	-	-	-
	<b>TOTAL REVENUE</b>	<b>132,862</b>	<b>128,410</b>	<b>141,300</b>
<b>Expenditure</b>				
28210	Co-ordinators Wages	33,157	41,605	46,427
28220	Employee Benefits	2,993	4,950	3,453
28390	Transportation Costs	-	75	100
28440	Service Support and Resource	340	1,500	-
28450	Cooking Classes	-	-	-
28451	Garden Supplies (In & Out)	-	160	160
28500	Volunteer Appreciation	73	-	-
28501	Staff or Volunteer Training	-	-	-
28510	Compassionate Fund	50	200	200
28540	Food Acquisition	77,200	74,000	84,500
28541	Special Diet	960	2,560	3,840
28600	Advertising	-	400	550
28700	University Services	586	300	300
28800	Supplies	1,206	2,560	1,700
28870	Photocopying	-	100	70
	<b>TOTAL EXPENSES</b>	<b>116,565</b>	<b>128,410</b>	<b>141,300</b>
	<b>Under (Over) Budget</b>	<b>16,297</b>	<b>-</b>	<b>-</b>

<b>Staff</b>	FoodBank Coordinator - full time	35 hrs/wk	1560	\$	36,359.00
	Assistant - Sept 7 - April 22, 2022	10.5 hrs/wk	325	\$	5,408.00
	Assistant - Sept 7 - April 22, 2022	9 hrs/wk	280	\$	4,660.00
				<b>\$</b>	<b>46,427.00</b>

Prepared March 2021

LAC/HH/CS

Finance Committee

Restricted Fee, Information Only

<b>SAFEWALK: Budget 2021-2022</b>				
Account No.	Account Name	BUDGET 19-20	BUDGET 20-21	BUDGET 21-22
		SCI	Covid-19	Transition Yr
<b>Revenue</b>			Fee suspended	
26100	CSA Student Fees	4,000	-	-
26120	SSF - Undergraduates (NEW SW Fee collected W'20)	12,200	-	30,810
26130	SSF - Graduates	1,435	-	1,520
	<b>TOTAL REVENUE</b>	<b>17,635</b>	<b>-</b>	<b>32,330</b>
<b>Expenditure</b>				
26210	Co-ordinators Wages	11,285	-	6,156
26220	Employee Benefits (CPP, EI)	700	-	245
<b>26350</b>	<b>Surplus/Deficit Transfer Line</b>	<b>-</b>	<b>(5,365)</b>	<b>-</b>
26380	CSA Administrative Fee (9% of fees)	-	-	1,450
26390	Taxi Expenses	1,850	-	925
26500	Volunteer Appreciation & Training	1,500	-	750
26550	Electric Vehicle (purchase/maintenance)	-	28,884	21,500
26600	Advertising	1,110	-	550
26800	Supplies	200	-	100
26820	Telephone Charge for UoG x53200	850	-	600
26870	Photocopying	140	-	54
	<b>TOTAL EXPENSES</b>	<b>17,635</b>	<b>23,519</b>	<b>32,330</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>(23,519)</b>	<b>-</b>

<b>Staff</b>	SafeWalk - Position A (start date mid-Oct)	10 hrs/wk	220	\$	3,660.00
	SafeWalk - Position B (start date Jan 2022)	10 hrs/wk	150	\$	2,496.00
				<b>\$</b>	<b>6,156.00</b>

Prepared March 2021

LAC/TP

**Motion**

Board of Directors Meeting #15

April 7, 2021



**Item 15.11.2(a)**

**Extend Speaking Rights to Business Manager**

**WHEREAS** CSA Rules of Order, Section 3.9. states that any 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 Lee Anne Clarke, Business Manager for the duration of the meeting to respond to questions that arise from members from the CSA 2020-2021 Draft Budget.

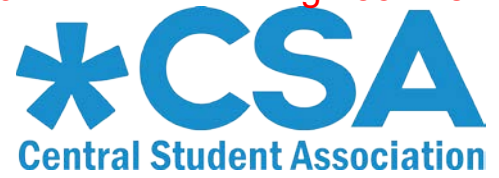
**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting # 15

April 7, 2021



**Item 15.11.2(b)**

**Approve the 2021-2022 CSA Budget**

**MOTION** that the 2021-2022 CSA Budget be approved as presented by the CSA Business Manager to the Board of Directors at their meeting on December 2, 2020.

**Moved:**

**Seconded:**



# **Elections Report**

## **Winter 2021 General Election**

**February 23, 2021**

**Notes:**

- This was the first general elections done in a completely virtual environment.

Fall 2020 By-Election

Winter 2021 General Election

Full Report

- Three candidates pulled themselves out of the elections between February 2<sup>nd</sup> and 3<sup>rd</sup>. These candidates stated personal factors being the reason for them deciding to no longer run in the Elections.
- There were many concerns raised surrounding the nomination forms (the amount and the complications of receiving the required amount of signatures. As a response to the challenges candidates were facing, the Elections team provided a six day extension for the nomination signatures (so long as all other documentation was provided by the original deadline). The number of signatures was also reviewed by the current Board of Directors and the number required for Directors at Large was reduced.
  - Two candidates were disqualified for incomplete signatures
  - One appeal was brought forth regarding missed deadlines regarding nomination forms

### Nomination Forms

In previous elections, the required number of signatures has been 100 for Executive positions, and 50 for Directors at Large. Due to the nature of this Election, the signatures were reduced to 50 for Executives and 25 for Directors at Large. This was ratified by the Board of Directors on January 13, 2021. Even with the reduction in signatures, candidates still had difficulty receiving the required amount of signatures by the end of the nomination period. The original nomination period was January 25, 2021 to January 29, 2021. All forms were to be submitted by January 29, 2021 no later than 4 pm. However, multiple concerns regarding the number of required signatures and the challenges that candidates were having were brought to the Elections Team's attention by January 27, 2021. The Elections Team brought a motion to the Board of Directors on January 27, 2021 to extend the submission of Nomination Signatures to February 4, 2021 at 4 pm. This motion was granted. As a result, candidates had to submit all other nomination documentation to show their intent to run in the election by January 29<sup>th</sup> 2021 at 4 pm, and submit all nomination signatures by February 4<sup>th</sup> 2021 at 4 pm.

- **Note:** As the Elections Team had no idea of knowing everyone who was interested in running in the General Elections, the extension was posted on the website on January 28, 2021. There was no other way to ensure that all candidates interested in running were aware of the extension. The CRO did note the extension to all candidates during the All Candidates Meeting on January 29, 2021.
  - **Recommendation:** Individuals wishing to run in the election must contact the CRO to receive the complete nomination package. This would ensure that candidates are using the proper forms and would allow the CRO to have a comprehensive list of candidates in case an announcement needs to be made prior to the All Candidate's Meeting

There was also an emergency Board of Directors meeting on February 3, 2021. A motion was brought forth to reduce the number of signatures further. It was decided to maintain the 50 signatures for Executives and to reduce the number of signatures for Directors from 25 to 10. This decision was sent to all candidates via email on February 4, 2021 at 8:05 am (roughly eight hours prior to the deadline). Two candidates were unable to reach the required number of signatures by the end of the nomination period.

- **Note:** One of these candidates was able to surpass the number of signatures by 11:00 pm that night. These signatures were not accepted due to the missed deadline. The candidate was notified and decided to appeal the decision.
- **Recommendation:** It may be important to once again review the number of required signatures for candidacy. Executives should have a larger reach as they represent the entire student body and are able to receive signatures from students belonging to any college. Directors at Large, however, may have a harder time receiving the required amount of signatures as each college is a different size.

Fall 2020 By-Election

Winter 2021 General Election

Full Report

Members of a smaller college may have more difficulty receiving the required amount of signatures. As such, I believe that the number of required signatures for Directors at Large should be reviewed.

### Signature Validation

The ARO confirmed all nomination signatures by verifying the information presented on the forms with the information given by the registrar's office. 100% of the signatures were verified.

- **Note:** All candidates submitted faulty forms for the nominations. Faulty forms were those that were:
  - Incomplete (such as the nominator forgetting to include their name)
  - Forms being submitted by students who were not on the registrars' list of enrolled students
  - Forms being submitted by those in colleges different from the nominee (Directors At-Large only)

The ARO reached out to any candidates with incomplete forms for clarifications. As 100% of the candidates submitted faulty forms, we were lenient in accepting them so long as the candidate could verify who the nominator was. However, there was one instance where the nominators were not responsive and the ARO was unable to verify these signatures. These were two students who had nominated a College of Arts Director but belonged to CSAHS (Despite stating that they were in the College of Arts). The ARO was unable to verify these signatures as the students in question were unresponsive.

### Appeal

Appellant was disqualified due to the missed deadline for the nomination signatures. The candidate disagreed with the decision since they had surpassed the required number of signatures, even though it was after the deadline. The candidate appealed the decision, and it was sent to EAB. EAB met on February 7, 2021 from 1 pm to 2:30 pm, where it was unanimously decided to deny the appeal, thus disqualifying the candidate from the elections. For more information, the EAB's report has been included.

- **Recommendation:** The candidate's main argument was that they had submitted the forms on the due date (February 4, 2021), despite being seven hours late. Moving forward, it is recommended to include on every form that Late Submissions will not be accepted.
- **Recommendation:** 18.8 states that the CRO must make a statement regarding the decision to disqualify a candidate and inform the students. There was no statement made regarding this decision due to the nature of the disqualification. Had the original extension not been made, the candidate would not have been disqualified but simply ineligible to run. A clarification should be made with this policy specifying when a statement must be made regarding a disqualification.
- **Recommendation:** Information regarding the process of appealing a decision made by the CRO included in the candidate's package. Also, include details of what the EAB process looks like to be included.

### Campaign Period

The campaign period began on February 1<sup>st</sup> 2021. A list of campaign volunteers and social media accounts that were being used were submitted to the ARO by 4 pm on that day. The ARO and CRO approved the campaign material. Please note that certain exceptions were made regarding campaign material due to the nature of the election. These exceptions included:

- The candidate could provide a direct link to the elections website in their social media bio rather than on their posts
- If the candidate was posting multiple images in one post, we required that only the first image have all of the necessary information on it



Fall 2020 By-Election  
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In previous years, there was an additional week between nominations and campaigning to allow for promo to create campaign material and allow candidates to create their campaign material. This should be considered for future elections.

Two candidates did no campaigning throughout the election. The following reasons were given:

- Being unsure of their standing with the election due to the inability to validate their signatures
- Being unsure of what to include on their campaign material

There was also confusion regarding if candidates had to campaign if they were the only one running for their position (or only two individuals running for director positions).

- **Recommendation:** In the future, an explanation of what the election is, what quorum is, and why campaigning is important should be included in the All Candidates Meeting. All candidate’s must campaign to the best of their abilities

Due to the virtual nature of the election, we also allowed candidates to utilize their personal Instagram accounts. This was previously not allowed. Moreover, it is written in our policies that candidates are not to interact with each other during the elections period (specifically with the campaign material) as it could be seen as slate candidacy. We monitored comments and shares but were not strict about liking other candidate’s material.

- **Recommendation:** The current social media policies and those surrounding slate candidacy should be reviewed to reflect what it looks like in a virtual election. It is suggested to create more inclusive social media policies, as previous policies prohibited the use of different social media platforms. As we are unsure of the nature of the next election, I believe that social media will still be a crucial aspect in future campaigning and the policies should reflect this. Moreover, more clarity surrounding what interacting with other candidates looks like in a virtual capacity should be included.

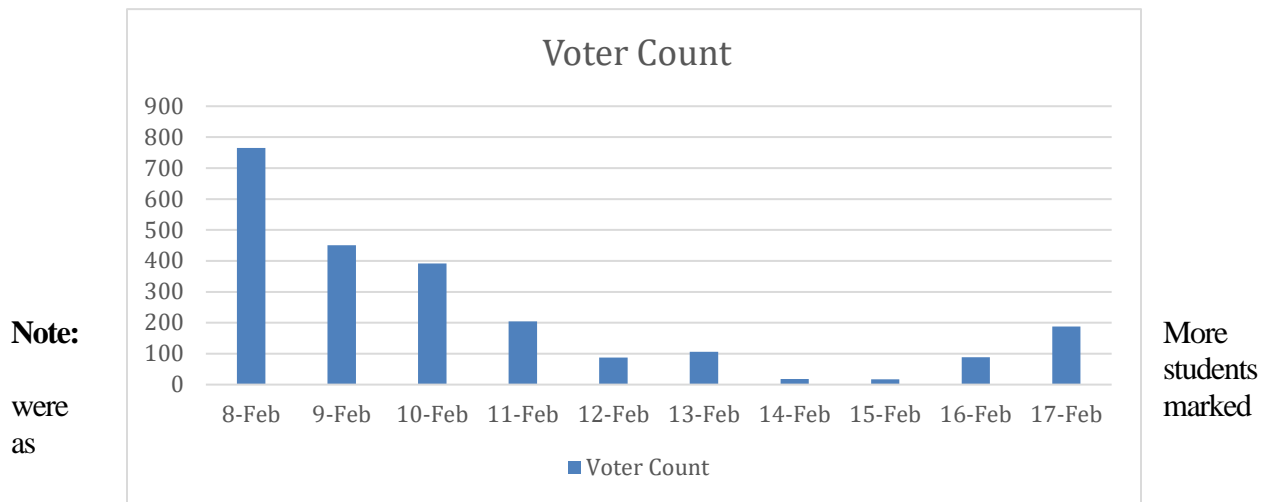
**Voting Period**

The ballot went out on February 8<sup>th</sup> 2021 at 8 am. The original voting period was from February 8<sup>th</sup> 2021 to February 11<sup>th</sup> 2021 at 11:59 pm. On February 10<sup>th</sup> 2021, it was decided to extend the voting period to February 17<sup>th</sup> 2021 at 11:59 pm as a way to reach Quorum.

When the ballot went out on February 8<sup>th</sup>, there was an issue with the link for the Executive Bios. It seems there was an issue with how Qualtrics formatted the link. We were able to reroute the link so students could have access.

The dates highlighted in the table below represent days where a reminder email was sent to the candidates who had not yet voted, or were marked as unfinished respondents.

Feb. 8 <sup>th</sup>	Feb. 9 <sup>th</sup>	Feb. 10 <sup>th</sup>	Feb. 11 <sup>th</sup>	Feb. 12 <sup>th</sup>	Feb. 13 <sup>th</sup>	Feb. 14 <sup>th</sup>	Feb. 15 <sup>th</sup>	Feb. 16 <sup>th</sup>	Feb. 17 <sup>th</sup>
765	451	392	204	87	106	18	17	88	188



Note:  
 were  
 as

More  
 students  
 marked

completed than votes that came in. A student shared that they had skipped ahead to view all of the questions at once and then was unable to return to previous questions. This is how the survey was designed. As such, some respondents may have skipped questions without registering a vote. We counted these votes in Quorum as being spoiled votes.

- **Recommendation:** In our policies (20.1 – Candidate Ballots), it states that every position is to appear on a separate page of the survey. If we kept all Executive Positions on one page, and all directors on another, it may reduce the discrepancy we noticed between surveys completed and votes cast. This would require a policy amendment.
- **Recommendation:** Create a setting in the survey that voters cannot skip a question without selecting a response.

**Unofficial Elections Results – W21**

In order 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.

**Referendum: Below Quorum (11.18%)**

Quorum: 20% (4145 votes) – Ballots submitted: 2317

- **Yes – 1223**
- No – 722
- Decline – 372

**Executives: Quorum Met (11.18%)**

Quorum: 10% (2073 votes) – Ballots submitted 2317

**President:**

- Alex Charette – 729
- **Nicole Walker – 945**
- Decline – 626

**VP Student Experience:**

The candidate for the position of VP Student Experience was Sara Kuwatly.

- **Yes – 1604**

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- No – 103
- Decline – 610

**VP Academics:**

The candidate for the position of VP Academics was Lisa Kazuhara.

- **Yes – 1591**
- No – 96
- Decline – 630

**VP External:**

The candidate for the position of VP External was Shilik Hamad.

- **Yes – 1524**
- No – 137
- Decline – 658

**College of Arts: Quorum Met (10.4%)**

---

Quorum: 10% (169 votes) – 176 ballots submitted

The candidate for College of Arts Director at Large was Bella Harris.

- **Bella Harris – 130**
- Decline – 46

**College of Biological Sciences: Quorum Met (13.5%)**

---

Quorum: 10% (433 votes) - 585 ballots submitted

The candidates for the College of Biological Sciences Directors at Large were Leilani Rocha and Maya Persram.

- **Leilani Rocha – 362**
- **Maya Persram – 310**
- Decline – 133

**Lang Business School: Quorum Met (10.08%)**

---

Quorum: 10% (374 votes) - 377 ballots submitted

The candidates for the Lang Business School were Leila Stevens and Joshua Vito

- **Leila Stevens – 226**
- **Joshua Vito – 202**
- Decline – 58

**College of Social and Applied Human Sciences: Quorum Met (10.44%)**

---

Quorum: 10% (481 votes) - 502 ballots submitted

The candidates for the College of Social and Applied Human Sciences were Laura Wilson, Ariel Oleynikov, and Alyssa Ahmed.

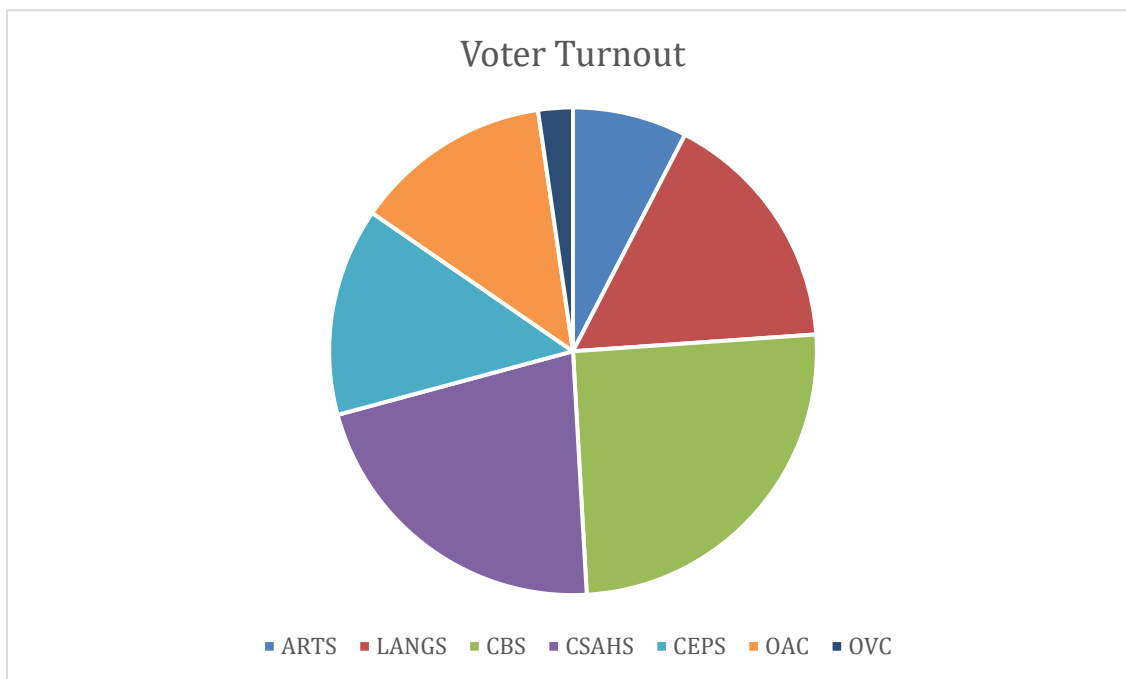
- **Laura Wilson – 175**
- Ariel Oleynikov – 174
- **Alyssa Ahmed – 267**
- Decline – 113

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The following were elected:

- **President:** Nicole Walker
- **VP Student Experience:** Sara Kuwatly
- **VP Academics:** Lisa Kazuhara
- **VP External:** Shilik Hamad
- **COA Directors at Large:** Bella Harris
- **CBS Directors at Large:** Leilani Rocha and Maya Persram
- **LANG Directors at Large:** Leila Stevens and Joshua Vito
- **CSAHS Directors at Large:** Laura Wilson and Alyssa Ahmed

**Voter Turnout**



**Note:**

Qualtrics registered voters twice if they voted for two candidates (for the Directors at Large). This skewed the results, as it registered a higher amount of votes than surveys that had been completed.

- **Recommendation:** In the future, the ballot will be changed to prevent the software from registering multiple votes from one student. This could be done by creating survey choices such as ‘I support both candidates, I support Candidate 1, I support Candidate 2, Decline’

**Complaints**

The following complaints were brought forth throughout the election period.

- An appeal was made regarding the refusal of a late submission of nomination signatures.
- Three students brought forth a complaint regarding receiving the elections emails and requested to be removed from the mailing list.
- A complaint against the promo being done by a candidate was brought forth. The elections team determined that the candidate had not committed any campaign infractions, and advised the student who brought the complaint forth as such.

**Promotion Done by Elections Team**

The Elections Team created a promotional plan in November 2020 for the General Elections which included:

- Including information about the upcoming election in CSA Newsletters
- Getting the Elections social media accounts (Facebook and Instagram) up and running
- Getting testimonials from current CSA Executives to discuss their positions and what they enjoyed
- Consistently posting to the CSA main Instagram, and the Elections Instagram
- Conducting virtual class talks (either via pre-recorded videos or live)

**Recommendations: Promotion**

- Members of the Board of Directors are to conduct at least one class talk, to get the word out regarding the elections.
- Include more promotion surrounding nominations. Several students expressed their interest in running in the election after the ballot had already gone out.
  - Also include on the website a disclaimer about what will happen for the vacant positions (a By-Election will be held).
- A longer voting period to allow for more campaigning time and ensure we reach Quorum.
- A week between the nominations period and the campaigning period to allow candidates and CSA Promo more time to create campaign material.
  - This would mean that elections would take place over four weeks as opposed to three weeks

**Jewel Lindemann  
 Chief Returning Officer  
 February 23, 2021  
 Item 5.11.1.  
 CSA By-Election Results – Fall 2020**

***Approved by CSA Board of Directors October 14, 2020***

October 9, 2020

Prepared by the Policy & Transition Manager in consultation with the President.

**Executive Candidate Voting Summary**

Total number of ballots sent to undergraduate students	21,363
Number of returned emails (no longer students)	30
Total number of ballots counting towards quorum	21,333

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Quorum* (10% of undergraduate population at time of election)	2,133
Ballots submitted	1,957
Total % of ballots submitted vs total undergraduate population	9.7%

\*Note that the bylaw requiring 10% quorum was suspended, in addition to other election-related policies, at the CSA Board Meeting on September 9, 2020.

**Vice President Academic Candidates**

Ballots submitted	1,957	% of Total Votes
<b>Sean Mitchell</b>	(elected) 1,540	78.7%
Oppose	256	13.1%
Decline	161	8.2%

*Continued on next page...*

## Directors Candidate Voting Summary

### Lang School of Business At-Large Representatives

Total number of ballots sent to undergraduate students	3,881
Quorum* (10% of undergraduate population at time of election)	388
Ballots submitted	323
Total % of ballots submitted vs total undergraduate population	8.3%

\*Note that the bylaw requiring 10% quorum was suspended, in addition to other election-related policies, at the CSA Board Meeting on September 9, 2020.

### Lang School of Business At-Large Candidates

Total votes cast*	339	% of Total Votes
<b>Haley Bilokraly</b>	(elected) 181	53.3%
<b>Jas Rubab Singh</b>	(elected) 124	36.6%
Decline	34	10.0%

\*Note that more than one vote can be cast per ballot, which explains the discrepancy between the 'ballots submitted' (323) and the sum of the votes cast (339).

## Election Details

### Timeline of Votes Received

Monday, September 28	1,097
Tuesday, September 29	193
Wednesday, September 30	551
Thursday, October 1	116
<b>Total</b>	<b>1,957</b>

### Notes

- The President, Assistant Returning Officer (ARO), and the Policy & Transition Manager (PTM) will be meeting in the coming weeks to debrief on the by-election. A report will be

Fall 2020 By-Election

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created summarizing the election process and as per CSA policy, will include recommendations to improve future elections. This report will be provided to the CRO for inclusion in the year-end Elections Report to the Board.

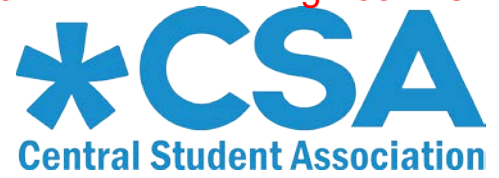
- As per CSA policy, unofficial election results were published on the CSA website on Friday October 2.
- The contact list of undergraduate students was provided to the CSA's CRO by the [Office of Registrarial Services](#).
- CRO, Patrick MacCarthy, resigned effective Friday, October 2, 2020.
- Assistant Returning Officer (ARO), Jewel Lindemann, performed to a high standard during the elections process and continues as the CSA's ARO.



**Motion**

Board of Directors Meeting #15

April 7, 2021



**Item 15.11.3(a)**

**Extend Speaking Rights to Chief Returning Officer (CRO)**

**MOTION** to extend speaking rights to the CSA Chief Returning Officer (CRO) for the duration of Item 15.11.3 to respond to questions that arise from members.

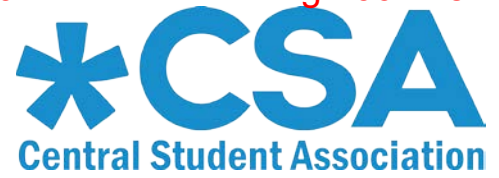
**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting #15

April 7, 2021



**Item 15.11.3(b)**

**2020-2021 Elections Office Year-End Report**

**MOTION** to receive the 2021-2022 Elections Office Year-End Report, as presented in the meeting package by the Chief Returning Officer (CRO), as information.

**Moved:**

**Seconded:**



**Motion**

Board of Directors Meeting # 15  
April 7, 2021

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

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

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

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

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

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

**9.3 Town Halls**

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

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

**Moved:**

**Seconded:**

## Appendix C, Section 11.0 - Clean (Revised) Version

### Vacation and Leaves of Absence

#### Vacation

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

- Fixed-term, casual and on-call employees will receive 4% of earnings as vacation pay, which shall be received on designated paydays. Arrangements may be made with the Business Manager to retain vacation pay for a specific period of time. All vacation pay owing must be released within the term of the contract.
- Permanent and executive employees will accumulate vacation days according to the following schedule for completed years of service:

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

- When a permanent or executive staff member has not completed one full year of continuous employment as of April 30 in a given year, vacation entitlement accrues at the rate of one full day per full month of employment to a maximum of ten working days.
- **Process for requesting vacation days**
  - For vacation requests of 2 days or less, employees must communicate dates, via email or by submitting a Vacation Request Form, to the Business Manager and the President at least 2 days prior.
  - For vacation requests of greater than 2 consecutive days, employees **must** submit a Vacation Request Form to the Business Manager for approval
  - Vacation Request Forms will be reviewed, prior to approval, by the Business Manager and the direct report to ensure operational needs will be met, and shall not be unreasonably denied.
  - All vacation days will be documented and recorded by the Business Manager on the employee's Time Log Summary and on the CSA Attendance Calendar
  - Employees are required to update personal calendars with vacation time away.

- Vacation Request Forms for blocks of time greater than 5 consecutive days should be submitted for approval by May 31<sup>st</sup> of each fiscal year, when possible.
- Vacation days must be taken during the fiscal year, May 1 to April 30, and are not cumulative from year to year.
- When employment ends, the staff member will receive payment for all vacation time that has been earned and not yet taken.
- The following Statutory Holidays are paid days off:
  - Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving, Christmas Day, Boxing Day, New Year's Day and Good Friday

**Leaves of Absence**

- The CSA will adhere to the Employment Standards Act: Leaves of Absence which does include, and not limited to, Pregnancy and Parental, Critical illness and Family Medical.
- A Leave of Absence Request Form must be submitted and approved by the President and the Business Manager prior to commencing the leave.

*Updated March 30, 2021*

## Appendix C, Section 11.0 - Track Changes Version

### Vacation and Leaves of Absence

#### Vacation

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

- Fixed-term, casual and on-call ~~Part-time~~ employees will receive 4% of earnings as vacation pay, which shall be received on designated paydays. Arrangements may be made with the Business Manager to retain vacation pay for a specific period of time. All vacation pay owing must be released within the term of the contract.
- Permanent and executive ~~Full-time~~ employees will accumulate vacation days according to the following schedule for completed years of service:

Years of Service	Vacation Time	Vacation Pay
< 1 year	-	4%
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16 + years	25 days	10%
All vacation time and pay will be pro-rated to your start date		

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

- **Process for requesting vacation days**

- For vVacation requests of days-2 days or less, employees must communicate dates, via email or by submitting a Vacation Request Form, to the Business Manager and the President at least 2 days prior. ∴
- For vacation requests of greater than 2 consecutive days, employees **must** submit a Vacation Request Form to the Business Manager for approval
- Vacation Request Forms will be reviewed, prior to approval, by the Business Manager and the direct report to ensure operational needs will be met, and shall not be unreasonably denied
- All vacation days will be documented and recorded by the Business Manager on the employee's Time Log Summary and on the CSA Attendance Calendar
- Employees are required to update personal calendars with vacation time away

~~Must be communicated to the Business Manager and the President~~

~~Employee required to update their personal calendar and the Attendance Calendar.~~

~~○ — Vacation days greater **than 2 consecutive days:**~~

~~Should be requested by May 31<sup>st</sup> of each fiscal year.~~

~~Require a Vacation Request Form to be completed and submitted for approval to the Business Manager prior to taking vacation.~~

~~Will be reviewed, prior to approval, by the Business Manager and the direct report to ensure operational needs will be met.~~

~~Will be documented and recorded by the Business Manager on the employee's Time Log Summary by the Business Manager.~~

~~Employee required to update their personal calendar and the CSA Attendance Calendar.~~

~~● When employment ends, the staff member will receive payment for all vacation time that has been earned and not yet taken. Vacation days must be taken during the fiscal year, May 1 to April 30, and are not cumulative from year to year. Vacation Request Forms for blocks of time greater than 5 consecutive days should be submitted for approval by May 31<sup>st</sup> of each fiscal year, when possible.~~

~~● —~~

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

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

~~● The following Statutory Holidays are paid days off:~~

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

~~○ —~~

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

### **Leaves of Absence**

~~● The CSA will adhere to the Employment Standards Act: Leaves of Absence which does include, and not limited to, Pregnancy and Parental, Critical illness and Family Medical.~~

~~● A Leave of Absence Request Form must be submitted and approved by the President and the Business Manager prior to commencing the leave.~~

*Updated March 30, 2021*

## Appendix C, Section 12.0 – Clean (Revised) Version

### Personal Emergency Leave Days (PED)

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

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

#### Reporting of Personal Emergency Days (PED)

- PEDs must be communicated as soon as possible to the Business Manager and the President.
- PEDs will be documented and recorded by the Business Manager on the employee's Time Log Summary and on the CSA Attendance Calendar.
- PEDs must be recorded by the employee on their personal calendar.
- In emergency circumstances, the Business Manager or President may be required to update the employee's personal calendar.

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

- A personal illness, injury, medical emergency, or urgent matter relating to yourself or a family member.
- Assisting family members with recovery due to hospitalizations, day surgeries, treatments, unforeseen medical appointments, or unforeseen changes to childcare arrangements.
- Bereavement.

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

*DRAFT Last Updated March 2021*



## Appendix C, Section 12.0 - Track Changes Version

### Personal Emergency Leave Days (PED)

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

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

### Reporting of Personal Emergency Days (PED)

- ~~PEDs must~~ PEDs must be communicated as soon as possible to the Business Manager and the President.
- PEDs will be documented and recorded by the Business Manager on the employee's Time Log Summary and on the CSA Attendance Calendar.
- PEDs must be recorded by the employee on their personal calendar ~~and on the CSA Attendance Calendar~~
- In emergency circumstances, the Business Manager or President may be required to update the employee's personal calendar ~~and the CSA Attendance Calendar~~
- ~~the Business Manager will record all PED's on the employee's Time Log Summary~~

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

- A personal illness, injury, medical emergency, or urgent matter relating to yourself or a family member
- Assisting family members with recovery due to hospitalizations, day surgeries, treatments, unforeseen medical appointments, or unforeseen changes to childcare arrangements
- Bereavement

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

*DRAFT Last Updated March 2021*

**Motion**

Board of Directors Meeting # 15  
April 7, 2021

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**NOTICE**

**Item 15.11.5  
Amendments to Appendix C – Human Resources  
& Rescindment of Appendix D – Bullring HR Policy**

**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.

**Moved:**

**Seconded:**

## **Appendix B, Section 1.0 – Clean (Revised) Version**

### **1.0 BULLRING POLICY**

The operation of the Bullring must maintain these principles and reflect them in the function of the Bullring:

#### **1.1 STUDENT SPACE**

The Bullring is student space and above all else, should be accessible to and suitable for students. The Bullring is fundamentally a cafe/student lounge, where activities, events, menus, catering, and the like are centred around this primary function. This principle dictates that, unlike traditional commercial establishments, students should feel free to lounge without purchasing products, and may also bring in their own food. Decisions made about the operation of the Bullring will be made with the priorities of student needs and financial viability.

#### **1.2 FINANCIAL STABILITY**

While serving students is the number one priority, the Bullring must be financially self-sufficient. Only under exceptional, unavoidable, and unexpected circumstances should the CSA operating budget be accessed to offset Bullring expenses. Financial statements are to be reviewed and discussed at every Bullring Operations Committee meeting and made available to the CSA Finance Committee. Decisions regarding pay increases, acceptable profit margins, operational improvements, significant capital expenditures, leasehold improvements, and other financially related matters will be made in conjunction with CSA values, in accordance with Bullring Policy and Terms of Reference, while maintaining independent fiscal responsibility. Revenue collected above and beyond those allocated given the aforementioned framework at year end (April 30) will be incorporated into the CSA's Unrestricted Net Assets. The Bullring Operations Committee has the authority to redirect up to \$60,000 in annual net revenue to the Bullring Capital Reserve Fund.

#### **1.3 ACCESSIBILITY**

It is important that the Bullring be accessible to as many people as possible. The layout of the space will always be accessible to individuals with mobility issues. The Bullring shall strive to become more accessible to students by offering a range of food and beverage options. The Bullring shall offer menu items which are affordable and healthy, as well as vegetarian, vegan, wheat free and gluten free food.

#### **1.4 ETHICAL STANDARDS**

All products must be produced under ethical working conditions. An example of minimum workplace standards may be found in the U of G's Code of Ethical Conduct for Suppliers. Certified organic and fair-trade products will be used whenever possible. The Bullring will take pro-active steps to minimize waste. The Bullring will use re-usable dishware, cups, and utensils wherever possible and will implement a substantial incentive system to promote the use of reusable containers for take out. Disposable materials will be non-toxic and biodegradable where possible.

While every effort should be made to ensure that all Bullring products are as ethical as possible, the financial viability of the Bullring shall not be jeopardized in order to introduce a more ethical product line.

### **1.5 ACCOUNTABILITY:**

The Bullring is bound by all bylaws, policies, and procedures of the CSA. The Bullring, in all aspects, is ultimately accountable to the CSA Board of Directors and must follow any board motions or directives. Political decisions or major financial decisions that will impose financial implications on the CSA operating budget, must be approved by the CSA Board under suggestion from the Bullring Operations Committee. Day-to-day operational decisions will be made at the committee level and must be recorded in detailed meeting notes. At a minimum, the President will present a written report once per semester to the Board. The report will include up-to-date information regarding Bullring finances.

### **1.6 PROGRAMMING:**

Programming decisions regarding internal (CSA operations) or external (other campus groups, or community members) use of the facility will be primarily made by the Bullring General Manager. Large scale and/or recurring bookings scheduled outside regular hours must be approved by the Bullring Operations Committee prior to confirmation. The Committee will conduct an annual review of the programming goals for the year to ensure the values of the space are being maintained.

Events which would normally require external security personnel, such as dances, licensed student events and the like will not be permitted at the Bullring, unless approved by the Bullring General Manager on a case-by-case basis. All groups, internal or external can lose their booking privileges based on previous event concerns. The decision to revoke or reinstate booking privileges will be made by the Bullring Operations Committee, as are the terms of reinstatement. Revocation of booking privileges will be temporary, and reinstated as scheduled by a timeline determined by the Bullring Operations Committee in its decision to revoke booking privileges.

*Revised November 11, 2009*

*Presented as Notice of Motion December 2, 2009*

*Approved January 13, 2010*

*Updated July 2011 (unsure of approval date) [changes are highlighted in yellow]*

*Revised February 2021 LAC/KL/TP*

*Further revised March 29, 2021 LAC/KL/TP*

## Appendix B, Section 1.0 - Track Changes Version

### 1.0 BULLRING POLICY

The operation of the Bullring must maintain these principles and reflect them in the function of the Bullring:

#### 1.1 STUDENT SPACE

The Bullring is student space and ~~it should be controlled by students. The space,~~ above all else, should be accessible to and suitable for students. The Bullring is fundamentally a ~~cafe/office shop~~/student lounge, where activities, events, menus, catering, and the like are centred around this primary function. This principle dictates that, unlike traditional commercial establishments, students should feel free to lounge without purchasing products, and may also bring in their own food. Decisions made about the operation of the Bullring will be made with the priorities of student needs and financial viability.

#### 1.2 FINANCIAL STABILITY

While serving students is the number one priority, the Bullring must ~~remove toward~~ financially self-sufficient~~ly~~. Only under exceptional, unavoidable, and unexpected circumstances should the CSA operating budget be accessed to offset Bullring expenses. \_

Financial statements are to be reviewed and discussed ~~at every on a monthly basis by the Bullring Operations Committee meeting and made av-~~ailable to the CSA Finance ~~Committee~~. Decisions regarding pay increases, acceptable profit margins, operational improvements, significant capital expenditures, leasehold improvements, and other financially related matters will be made in conjunction with ~~CSA values~~, in accordance with Bullring ~~Committee~~ Policy and Terms of Reference, while maintaining independent fiscal responsibility. Revenues collected above and beyond those allocated given the aforementioned framework at year end (April 30)-\_ will be incorporated into the CSA's Unrestricted Net Assets. The Bullring Operations Committee has the authority to redirect up to \$60,000 in annual net revenue to the Bullring Capital Reserve Fund.

#### 1.3 ACCESSIBILITY

It is important that the Bullring be accessible to as many people as possible. The layout of the space will always be accessible to individuals with mobility issues. The Bullring shall strive to become more accessible to students by offering a range of food and beverage options. The Bullring shall offer menu items which are- affordable and healthy, as well as vegetarian, vegan, wheat free and gluten free food.

#### 1.4 ETHICAL STANDARDS

All products must be produced under ethical working conditions. An example of minimum workplace standards may be found in the U of G's Code of Ethical Conduct for Suppliers. Certified organic and fair-trade products will be used whenever possible. The Bullring will take pro-active steps to minimize waste. -The Bullring will use re-usable dishware, cups, and utensils wherever possible and will implement a substantial incentive system to promote the use of reusable containers for take out. Disposable materials will be non-~~-~~toxic and

biodegradable where possible.

While every effort should be made to ensure that all Bullring products are as ethical as possible, the financial viability of the Bullring shall not be jeopardized in order to introduce a more ethical product line.

### 1.5 ACCOUNTABILITY:

The Bullring is bound by all by-laws, policies, and procedures of the CSA. The Bullring, in all aspects, is ultimately accountable to the CSA Board of Directors and must follow any board motions or directives. ~~Any olitical decisions or~~ major financial ~~or political~~ decisions ~~made regarding the Bullring, or decisions made~~ that will impose financial implications on the CSA operating budget, must be approved by the CSA Board under suggestion from the Bullring Operations Committee. ~~Day-to-day oOperational decisions will be made at the Bullring Committee level. A Bullring Committee will be struck every year to monitor the detailed operations of the Bullring and to provide direction, in accordance with the Bullring Committee Terms of Reference. perational decisions will be made at the committee level and must be recorded in detailed meeting notes~~This committee will keep public minutes ~~which will include information presented and decisions made.~~ At a minimum, the Bullring President will present a written report once per semester to the Board. The report will include up-to-date information regarding Bullring ~~f~~Finances.

### 1.6 PROGRAMMING:

~~All P~~programming decisions regarding internal ~~-(CSA operations)~~ or external ~~-(other campus groups, or community members)~~ ~~use use~~ of the facility, will be primarily made by the Bullring General Manager. Large scale and/or recurring bookings scheduled outside regular hours must be approved by the Bullring Operations Committee prior to confirmation. The Committee will conduct an annual review of the programming goals for the year to ensure the values of the space are being maintained. ~~in consultation with the Committee, when necessary. The Committee will conduct an annual review of the programming goals for the year during an early committee meeting, to ensure the values of the space are being ma~~ ~~intained. Decisions regarding split-licensing for events at the Bullring will be made by the Bullring General Manager, to ensure the goals and purpose of this operation as described in 1.1 and 1.2.~~ Events which would normally require external security personnel, such as dances, licensed student events and the like will not be permitted at the Bullring, unless approved by the Bullring General Manager on a case-by-case basis. All groups, internal or external can lose their booking privileges~~opportunity to book this venue for functions~~ based on previous event concerns. The decision to revoke or reinstate booking privileges will be made by the Bullring Operations Committee, as are the terms of reinstatement. Revocation of booking privileges will be temporary, and reinstated as scheduled by a timeline determined by the Bullring Operations Committee in its decision to revoke booking privileges. ~~At the discretion of the Committee, event planning privileges by a specific group can be revoked at any time. This temporary ban will be for a period of time as deemed necessary by the Committee with a written and explicit start and end time.~~

*Revised November 11, 2009*

*Presented as Notice of Motion December 2, 2009*

*Approved January 13, 2010*

*Updated July 2011 (unsure of approval date) [changes are highlighted in yellow]*

*Revised February 2021 LAC/KL/TP*

*Further revised March 29, 2021 LAC/KL/TP*



## The Bullring Operations Committee Terms of Reference

### **PREAMBLE**

*The Bullring Operations Committee (hereafter “the Committee”) is the formal link between the CSA Board of Directors and the Bullring cafe (hereafter “the Bullring”).*

### **PURPOSE:**

The purpose of this committee is to provide direction and act as an advisory body to the Bullring General Manager. The committee is responsible for, but not limited to, financial and operational oversight.

### **MEMBERSHIP:**

Membership shall include the CSA President, Bullring General Manager, and the CSA Business Manager. In the absence of the Bullring General Manager, the Bullring Operations Manager will serve as the designate.

### **RESPONSIBILITIES:**

- The President shall be responsible for preparing summary activity reports once per semester to be presented for information to the Board of Directors.
- The Bullring Manager shall be responsible for providing detailed updates per the items on the Standing Agenda.
- The CSA Business Manager shall be responsible for scheduling meetings, taking detailed notes, and presenting financial updates to the Committee.
- All members of the Committee shall be responsible for:
  - upholding the CSA Bullring Policy laid out in Appendix B, section 1.0 of the CSA Services Policy when making decisions.
  - ensuring the financial viability of the Bullring.
  - determining the level of net revenue to be transferred to the Bullring Capital Reserve, to a maximum of \$60,000, once per fiscal year.
  - conducting an annual review of programming goals for the year and defining what does and does not constitute as a major event.
  - approving all recurring bookings and major events held outside regular business hours prior to confirmation.
  - approving all decisions to revoke booking privileges and terms for reinstatement.
  - visiting the Bullring regularly to assess general cleanliness, use, events, menu, décor, and other student-centric components of the Bullring.
  - conducting a user survey of the Bullring at least once every two years
  - conducting an annual review of the Bullring Operations Committee Terms of Reference and the Bullring Policy

### **MEETINGS:**

- All 3 members must be present. Additional participants may be invited on an as needed basis by members of the committee. Decision-making shall be made on a consensus model and all members of the committee shall have an equal say in decisions.



- Meetings shall follow a standing agenda with updates from the Bullring General Manager and the Business Manager. The standing agenda shall include, but not be limited to, staffing, kitchen equipment, front of house, food, events, promotion, hours of operation and financial reports.
- Committee meetings shall be held regularly, at least three times a semester.

Draft revisions submitted January 27, 2021 to BR GM and Prez for review

Additional revisions made on February 8, 2021, circulated to BR GM and Prez for review

Further revisions specific to Bullring Operations Committee March 29, 2021 LAC KL TP

## The Bullring Operations Committee Terms of Reference

### PREAMBLE

The Bullring Operations Committee (hereafter “the Committee”) is the formal link between the CSA Board of Directors and the Bullring cafe (hereafter “the Bullring”).

**PURPOSE:** ~~The Bullring Committee (hereafter “the Committee), a sub-committee duly appointed by the CSA Board of Directors (hereafter “the Board”), is the formal link between the CSA and the Bullring Coffee shop project (hereafter “the Bullring”).~~  
The purpose of this committee is to provide direction and act as an advisory body to the Bullring General Manager. The committee is responsible for, but not limited to, financial and operational oversight.

### **MEMBERSHIP:**

- ~~Membership shall include the CSA President, Bullring General Manager, and the the CSACSA Business Manager, CSA Finance and Human Resources Commissioner, one more CSA Board member and any members of the CSA duly appointed by the Board.~~  
In the absence of the Bullring General Manager, the Bullring Operations Manager will serve as the designate.
- ~~New members will be appointed by the Board at the next regularly scheduled Board meeting to the Committee after attending two consecutive regularly scheduled Committee meetings.~~
- ~~The above members shall be considered active members of the Committee until such time that they are absent for two consecutive regularly scheduled meetings, at which point the Committee shall recommend the removal of the member by the Board.~~

### **COMMITTEE RESPONSIBILITIES:**

~~The Committee shall endeavour to provide direction and act as an advisory body to the Bullring General Manager.~~

~~The Committee shall prepare a report of its activities, both proposed and resolved, once per semester to the Board.~~

~~The Committee shall conduct a user survey of the operation of the Bullring at least once a year.~~

- ~~Within all the activities of its membership the Committee shall endeavour to uphold the CSA Bullring Policy laid out in Appendix C, section 1.0 of the CSA Policy Manual.~~

### **MEMBER RESPONSIBILITIES:**

- ~~All members of the Committee will endeavour to engage the general CSA membership into the operations of the Bullring.~~
- The President shall be responsible for preparing summary activity reports once per semester to be presented for information to the Board of Directors.
- The Bullring Manager shall be responsible for providing detailed updates per the items on the Standing Agenda.
- The CSA Business Manager shall be responsible for scheduling meetings, taking

detailed notes, and presenting financial updates to the Committee.

- All members of the Committee shall be responsible for:
  - upholding the CSA Bullring Policy laid out in Appendix B, section 1.0 of the CSA Services Policy when making decisions
  - ensuring the financial viability of the Bullring
  - determining the level of net revenue to be transferred to the Bullring Capital Reserve, to a maximum of \$60,000, once per fiscal year
  - conducting an annual review of programming goals for the year and defining what does and does not constitute as a major event
  - approving all recurring bookings and major events held outside regular business hours prior to confirmation
  - approving all decisions to revoke booking privileges and terms for reinstatement
  - visiting the Bullring regularly to assess general cleanliness, use, events, menu, décor, and other student-centric components of the Bullring
  - conducting a user survey of the Bullring at least once every two years
  - conducting an annual review of the Bullring Operations Committee Terms of Reference and the Bullring Policy

~~All members of the Committee will be regular users of the Bullring in an effort to assess general cleanliness, use, events, menu, decor and other components of the Bullring. Additionally, Committee members will attempt to critically assess the Bullring in the scope of a broader prospective beyond the aforementioned details.~~

- ~~• All members of the Committee shall be responsible for participating in discussion and seeking input from their constituencies in between Committee meetings.~~
- ~~• The Bullring General Manager shall be responsible for reporting to the Committee any necessary activities or issues which require broader discussion and input.~~
- ~~• The CSA Business Manager shall be responsible for presenting financial updates to the Committee once per month.~~
- ~~• The Finance and Human Resources Commissioner and the Bullring General Manager will work with the CSA Business Manager to ensure the financial viability of the Bullring.~~
- ~~• The Finance and Human Resources Commissioner shall be responsible for facilitating Committee meetings, keeping public records and representing the interests of the Committee and the CSA in general outside of meetings of the Committee. This member shall also be the immediate supervisor of the Bullring General Manager.~~
- ~~• The Committee will conduct an annual review of The Bullring Committee Terms of Reference and the Bullring Policy in a timeline proposed by the Finance and Human Resources Commissioner.~~

### **MEETINGS:**

- ~~• All 3 members must be present. Additional participants may be invited on an as needed basis by members of the committee. Quorum for is meetings, in the Fall and Winter semesters shall consist of the Finance & Human Resources Commissioner, the Bullring General Manager, the Business Manager and one other member of the committee.~~
- ~~• Quorum for meetings in the Summer semesters shall consist of the Finance & Human Resources Commissioner, the Bullring General Manager and the Business Manager.~~

- Decision-making shall be made on a consensus model, and all ~~active~~ members of the committee shall have an equal say in decisions.
- Meetings shall follow a standing agenda with updates from the Bullring General Manager and the Business Manager. The standing agenda shall include, but not be limited to, staffing, kitchen equipment, front of house, food, events, promotion, hours of operation and financial reports.
- Committee meetings shall be held regularly, at least three times a semester  
~~Meetings shall be scheduled at least every four weeks, and shall be scheduled by the Finance & Human Resources Commissioner.~~

~~As presented November 11, 2009 by Josh Gaber~~

~~As revised January 18, 2010 by Bullring Committee~~

Draft revisions submitted January 27, 2021 to BR GM and Prez for review

Additional revisions made on February 8, 2021, circulated to BR GM and Prez for review

Further revisions specific to Bullring Operations Committee March 29, 2021 LAC KL TP



## Motion

Board of Directors Meeting # 15  
April 7, 2021

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## NOTICE

**Item 15.11.6**  
**Amendments to**  
**Appendix B – CSA Services Policy, Section 1.0 Bullring Policy &**  
**Appendix A – Internal CSA Policy (add Bullring Operations Committee)**

**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.

**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting # 15

April 7, 2021



**Item 15.11.6**

**Outsource Hiring of a Third Business Office Staff Member**

**WHEREAS** the CSA's Business Office has traditionally operated with three staff (one Business Manager and two Bookkeepers), but have been operating with two staff over the past two years (one Business Manager and one Bookkeeper);

**WHEREAS** one Bookkeeper position became vacant in 2019, and the 2019 Student Choice Initiative and the 2020 Covid-19 pandemic shifted work priorities away from filling the second Bookkeeper position;

**WHEREAS** the hiring of a third Business Office staff member is integral to resuming normal operations after COVID-19 in supporting the Bookkeeper and Business Manager;

**WHEREAS** the CSA requires a third Business Office staff member to meet operational capacity and widen the institutional knowledge between the three positions in the Business Office;

**WHEREAS** Section 4.0 of Appendix C - Human Resources Policy prescribes the process by which the CSA hires full-time staff, but does not allow for external organizations to perform hiring processes on behalf of the CSA;

**WHEREAS** the hiring of the CSA Bookkeeper and other Business Office staff has traditionally been performed by an external hiring body despite Section 4.0;

**WHEREAS** the 2021-2022 Budget has provided wages for a third Business Office staff member; and

**WHEREAS** outsourcing the hiring of a Business Office staff member will provide the capacity to hire a third staff person in a timely manner;

**RESOLVED** that the CSA outsource the hiring of a third Business Office staff member to BDO Canada.

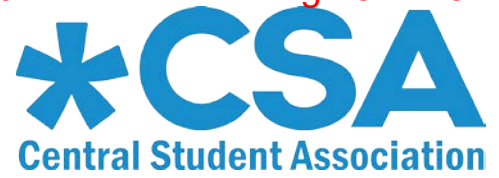
**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting # 15

April 7, 2021



**Item 15.15  
Adjourn**

**MOTION** to adjourn the CSA Board of Directors Meeting # 15 of April 7, 2021 at \_\_\_\_\_ pm.

**Moved:**

**Seconded:**