

## AGENDA

Board of Directors Meeting # 3

July 7, 2021 – 6:00 pm

Microsoft Teams



<b>3.0 Call to Order</b>	
<b>3.1 Land Acknowledgement</b> Lily Taylor-Stackhouse	
<b>3.2 Adoption of the Agenda</b> 3.2.1 Approve the Agenda 3.2.2 Declarations of Conflicts	Pg. 3
<b>3.3 Ratifications and De-Ratifications</b> 3.3.1 Ratification of Appointed Directors	
<b>3.4 Comments from the Chair</b> 3.4.1 Introductions and Pronouns	
<b>3.5 Approval of Past Board Minutes</b> 3.5.1 NA	
<b>3.6 Executive Committee Minutes</b> 3.6.1 Meeting # 4 – June 9, 2021 3.6.2 Meeting # 5 – June 16, 2021	Pg. 5 Pg. 7
<b>3.7 Executive Updates</b> 3.7.1 President 3.7.2 VP Student Experience 3.7.3 VP Academic 3.7.4 VP External	NA NA Pg. 12 NA
<b>3.8 Director Reports</b>	
<b>3.9 CSA Services Update and Report</b> 3.9.1 Bike Centre Update – July 7, 2021	Pg. 14
<b>3.10 Committee Updates and Reports</b> 3.10.1 Strike Hiring Committee – SafeWalk Volunteer & Public Relations Coordinator 3.10.2 Strike Hiring Committee – Bike Centre Coordinator 3.10.3 REPORT: PBRC Report # 2 (2021-2022 Year-End Report) – April 28, 2021 3.10.4 MINUTES: PBRC Meeting # 6 – March 25, 2021	Pg. 17 Pg. 18 Pg. 19 Pg. 48
<b>3.11 Unfinished Business</b> 3.11.1 Motion re Anti-Semitic Working Group	Pg. 60
<b>3.12 Business</b> 3.12.1 Bus Pass Referendum-Related Policy & Bylaw Amendments 3.12.2 PRESENTATION: Guelph Hillel, Ariel Oren 3.12.3 NOTICE: Amendment to Bylaw 3 – Financial, Section 5.0 Budgeting Process	Pg. 62 NA Pg. 64
<b>3.13 New Business</b> 3.13.1.	
<b>3.14 Announcements</b>	
<b>3.15 In Camera Session</b>	

**AGENDA**

Board of Directors Meeting # 3

July 7, 2021 – 6:00 pm

Microsoft Teams



<b>3.16 Adjournment</b>	<b>Pg. 66</b>
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**Motion**

Board of Directors Meeting # 3

July 7, 2021



**Item 3.2.1  
Approve the Agenda**

**MOTION** that the agenda for the CSA Board of Directors Meeting # 3 on **July 7, 2021**, be approved as printed and distributed.

**Moved:**

**Seconded:**

**MOTION TO AMEND:** to reorder the agenda, so that item 3.12.2 PRESENTATION: Guelph Hillel, Ariel Oren immediately precedes item 3.11.1 Motion re Anti-Semitic Working Group.

**Moved:** Justin Mihaly

**Seconded:**

**POSSIBLE AMENDMENT (REORDER)**

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

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

**Moved:**

**Seconded:**

**POSSIBLE AMENDMENT (NEW BUSINESS ITEM)**

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

**Moved:**

**Seconded:**

**AMENDED MOTION** that the agenda for the CSA Board of Directors Meeting # 3 on **July 7, 2021** be approved as amended:

**Motion**

Board of Directors Meeting # 3

July 7, 2021

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- a) to reorder the agenda, so that item 3.12.2 PRESENTATION: Guelph Hillel, Ariel Oren immediately precedes item 3.11.1 Motion re Anti-Semitic Working Group.
- b) To reorder the agenda so that... Item ... follows Item ... above
- c) To add item ... under New Business items.
- d) ?

**Moved:**

**Seconded:**

**AGENDA #4**

Executive Committee Meeting  
June 9<sup>th</sup>, 2021 @ 10am – Microsoft Teams

**1.0 Call to Order****2.0 Adoption of the Agenda**

VPE Moved

VPA Seconded

**3.0 Comments from the Chair**

- Agenda Items 7.1 to 7.4 were outstanding items from our ECM meeting last week and have been moved to 6.0 Business.

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

4.1 Minutes from June 3<sup>rd</sup>, 2021

Approved

**5.0 Executive Updates****5.1 President****5.1.1 HR/Operations Update**

- Currently planning SE&RM Hiring with the VPSE
- Planning SafeWalk reopening with VPSE
- Currently working on resubmitting the Return to Campus plan.

**5.1.2 Upcoming Transition Training**

- HR Process review tomorrow!

**5.2 Vice President Student Experience****5.2.1 Supervisory (JD Objective check-in, Demand, & time log checkup)**

- Clubs: still reviewing platform options for Clubs Days with the Programing Coordinator
- SE&RM: hiring will start later in the summer
- SafeWalk: starting to plan re-opening with the help of a previous SafeWalk Coordinator

**5.2.2 Events**

- Submitted 6 O-week Events
- Submitted 1 Innovation Fund Application

**5.2.3. Return to Campus Committee – Student Experience subcommittee**

- Second meeting tomorrow

**5.2.4. Educational Webinars**

- Potentially collaborating with Student Experience on a series of webinar/workshops to educate our membership on the history of Palestine-Israel.

**5.3 Vice President Academic****5.3.1 Supervisory (JD Objective check-in, Demand, & time log checkup)**

- SHAC: Check in with SHAC Coordinator

**5.3.2 Student Memorial Service Planning**

- Preliminary planning and preparing

**5.3.3 Zamboni – SERF (Student Energy Retrofit Fund) Follow-up – President**

- Excess fund leftover from SERF – passed that over to Pres

**5.3.4 Provost's Task Force on Pedagogical Innovation**

- The task force is currently investigating alternative assessment options

- Wrap up

#### 5.4 Vice President External

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

- Bike Center re-opening: finalizing contracts for cleaners to prepare for reopening – still in phase 1

- FoodBank: FoodBank Coordinator job position is up on the website

##### 5.4.2 Transit and Post Secondary Bus Pass Outreach

- GSA VPE will be the main contact for the PSBP Outreach and advertising while working closely with CSA VPE.

##### 5.4.3 MSA, PSSA, and the CSA Collaboration

- VPE and VPSE met with MSA Execs on Monday to address their concerns as outlined in their statement.

- VPE and VPSE connected MSA execs with PSSA to work together on presenting a statement to the Board.

### 6.0. Business

#### 6.1 Exec Training Continuous Improvements & Feedback

- Feedback from Execs was communicated back to the PTM.

- More training sessions will be scheduled later in the summer and into the Fall semester.

#### 6.2 Palestinian Solidarity Action Plan

#### 6.3 Indigenous Solidarity Action Plan

- VPE will be meeting with members from the ISS to discuss preparing a solidarity statement with the CSA.

#### 6.4 Indigenous Canada Coursera Free Course

- Advertise it as a resource to the Board and the general membership

#### 6.5 CSA Response to MSA Social Media Statement

- The CSA Execs responded to their social media statement, VPE and VPSE are committed to working with the MSA.

### 7.0 New Business

#### 7.1 Carleton Post-Secondary Mental Health Action Plan

- Carleton Student Union are launching a grassroots campaign to address mental health issues at the Post Secondary level in response to COVID.

#### 7.2 Solidarity Tool Kit

- Resources for Execs, staff, Board members, and the general membership.

- Amplify resources from identity-based student groups.

- An ongoing project with help from the CSA General Administrative Assistant.

### 8.0 In Camera

### 9.0 Adjournment

**Minutes #5**  
**Executive Committee Meeting**  
June 16<sup>th</sup>, 2021 @ 11:15 am – Microsoft Teams

**Members:** Nicole Walker (President), Sara Kuwatly (VP Student Experience), Lisa Kazuhara (VP Academic), Shilik Hamad (VP External)

**Regrets:** None

**Guests:** None

**1.0 Call to Order @11:15 AM**

**2.0 Adoption of the Agenda**

2.1. Approve the Agenda

2.2 Declarations of Conflicts

**3.0 Comments from the Chair**

- Made a few improvements to the agenda/minutes formatting as per the information we received from the Policy & Transition Manager at our Effective Chairing & Minute taking Part II Training on Monday, June 14<sup>th</sup>. This includes listing who attended the meeting and adding the declaration of conflicts.

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

4.1 Minutes from June 9<sup>th</sup>, 2021, were approved.

**5.0 Executive Updates**

5.1 President

5.1.1 HR/Operations Update

- Put together a Bike Center Service update to present to the Board.

5.1.2 Upcoming Transition Training

- HR Team met with the PTM to communicate feedback regarding training.

5.2 Vice President Student Experience

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

- Clubs: ongoing support for clubs as well as brainstorming Clubs days platforms.
- SE&RM: Hiring committee will be struck at Board meeting tonight.
- SafeWalk: Meeting with a previous coordinator to discuss a reopening plan.

#### 5.2.2 Events

#### 5.2.3 Educational Webinars

- Still working with Independent Jewish Voices and Student Experience to bring educational workshops to campus.

### 5.3 Vice President Academic

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

- SHAC: No Updates

#### 5.3.2 Student Memorial Service Planning

- Reviewing old documents to inform current planning.

#### 5.3.3 BIPOC Students Coalition

- Covered for VPE last week
- Discussed barriers that BIPOC students might face when returning to campus.

### 5.4 Vice President External

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

- Bike Center re-opening: moving forward with phase I re-opening.
- FoodBank: currently in the process of hiring and figuring out the operations and next steps with the HR support team.

#### 5.4.2 Transit and Post-Secondary Bus Pass Outreach

- Working with GSA VPE on outreach and advertisement.

#### 5.4.3 MSA, PSSA, and the CSA Collaboration



- Student groups are going to be speaking and presenting at the Board tonight.
- Working with the PSSA on connecting them with different resources.

#### 5.4.4 Joint Health and Safety Committee

- Met with CFS yesterday and different representatives to discuss student involvement in the JHSC.

### 6.0. Business

#### 6.1 Exec Training Continuous Improvements & Feedback

#### 6.2 Carleton Post-Secondary Mental Health Action Plan

- Will be meeting with Carleton folks on Friday morning.

#### 6.3 START International Event Brainstorming

- START International team wants the CSA to host an event for international students.
- VPSE will schedule a separate meeting for brainstorming.

### 7.0 New Business

#### 7.1 Upcoming Webinar: Supporting Mental Health through a Peer-to-peer Community: A Cornerstone of Diversity, Equity and Inclusion

- Discussions around current mental health resources available on campus and strategies to improve the access.
- Concerns around Feeling Better Now – Pres will inquire about usage statistics from Gallivan.

#### 7.2 Open Letter in Solidarity with Laurentian Students and Workers

- Will bring it up at the Board meeting.

#### 7.3 Return 2 Campus Student Experience – Follow up & Discussion

- Ran out of time – will bring this item to the next ECM.

### 8.0 In Camera

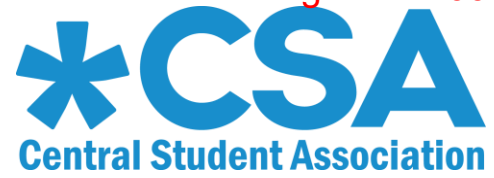
### 9.0 Adjournment

Adjourned at 12:15.

**Motion**

Board of Directors Meeting # 3

July 7, 2021



**Item 3.6**

**Executive Committee Minutes**

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

3.6.1 Meeting # 4 – June 9, 2021

3.6.2 Meeting # 5 – June 16, 2021

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

**Seconded:**

## CSA VP Academic Update: July 7<sup>th</sup> CSA Board Meeting

Hi folks, I hope you are all doing well.

This update is shorter than usual because we had an extra board meeting and there were less scheduled meetings. The past weeks the execs continued to have various trainings. Since I had a little more time, I helped with the Foodbank to support the coordinator. I have also been working with a few students about concerns about the Fall 2021 semester.

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

- OACCTF July 8<sup>th</sup> @3:00 PM

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

- Student Memorial Service
  - Met with the Business Manager, GSA rep, Arboretum Manager, and an intern at the arboretum to discuss the memorial service

### ***Committees:***

- CELIC (Co-curricular Experiential Learning Integrity Committee) – June 23<sup>th</sup>
  - looks at application submitted by faculty for experiential learning
  - Introductions and feedback on the proposal guide
- Campus Coalition – June 24<sup>th</sup>
  - Led by the CSA VP External. I attend to give some incite from the previous year
- Open and Accessible Course Content Task Force (OACCTF) – June 24<sup>th</sup>
  - Short updates from people at the meeting
- Late Appeals Committee Meeting -June 30<sup>th</sup>
  - Approve/Deny students' late fee appeals

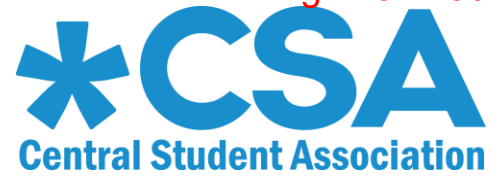
### ***Services:***

- Student Help and Advocacy Centre (SHAC)
  - Biweekly check-in with the coordinator

**Motion**

Board of Directors Meeting # 3

July 7, 2021



**Item 3.7  
Executive Updates**

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

- 3.7.1 President
- 3.7.2 VP Student Experience
- 3.7.3 VP Academic
- 3.7.4 VP External

**Moved:**

**Seconded:**

**Service Update**

Bike Centre - Update # 2

July 7th, 2021

**Service Name**

Bike Centre

**Service Representative**

Shilik Hamad, CSA VP External

**Service Overview**

The Bike Centre is a do-it-yourself bike repair shop. This service offers access to the tools, parts, and training necessary for bicycle maintenance, along with a team of volunteers that are available to assist users and facilitate learning. Workshops are hosted by experienced technicians who educate and create awareness about bicycle maintenance and safety and address bicycle-related oppression issues.

**Major Activities - Reopening Plan Progress****Phase I of the Project - Objectives**

Contract two workers to complete Phase I and Phase II projects to clean and declutter the BC, including the basement until work is complete per revised BC COVID-19 Operating Manual.

**Phase I of the Project – Completed Tasks**

- The two contracted workers have provided certificates of completion for the following training modules prior to arrival:
  - COVID-19 Infection Prevention & Control Awareness Module
  - Worker Health & Safety Awareness & Due Diligence Module
    - WHMIS Online Module
- Temporary Work Contract was signed by contracted workers and witnessed.
- Received approval on Return to Campus plan on Friday, June 25<sup>th</sup>, 2021.
- The two contracted workers have started work on Monday, June 28<sup>th</sup>, 2021.
- Workers will provide an update of tasks finished at the end of each completed workday.

**Recent Updates on Workers Progress of Reopening Plan:**

## Service Update

Bike Centre - Update # 2

July 7th, 2021



- Cleared almost all of the downstairs cage area (removal of: bikes, new tires, wheels, other bike parts).
- Took inventory of tools including spare ones to know the extent of the BC's tool selection and what was stolen.
- Prepared list for tools to purchase from Canadian Tire and Babac (to replace stolen tools).

### Communication with the Board & Members of the Bike Centre Reopening Working Group

- Bike Centre Service Update #1 was received as information at the June 23<sup>rd</sup>, 2021 Board Meeting.
- Members of the Bike Centre Reopening Working Group will be given updates on the progress of our reopening plan every Friday.

## Challenges & Barriers

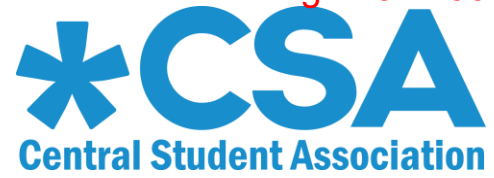
### Return To Campus Plan Approval

There was a delay in receiving our Return to Campus approval from the University, which we received on June 25<sup>th</sup>, 2021. Fortunately, our contracted workers are now in the Bike Centre space, and we are moving forward with the reopening plan.

**Motion**

Board of Directors Meeting # 3

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**Item 3.10.4**

**Bike Centre Service Update – July 7, 2021**

**MOTION** to receive the Bike Centre Service Update # 2 dated July 7, 2021, as information.

**Moved:** VP External, Shilik Hamad

**Seconded:**



**Motion**

Board of Directors Meeting # 3

July 7, 2021



**Item 3.10.1**

**Strike Hiring Committee – SafeWalk Volunteer & Public Relations Coordinator**

**WHEREAS** the SafeWalk Volunteer and Public Relations Coordinator has been vacant since this service was suspended as a result of Covid restrictions since the beginning of the 2020-2021 academic year;

**WHEREAS** the CSA recognizes the need to fill the position of SafeWalk Volunteer and Public Relations Coordinator for the remainder of 2021-2022; and

**WHEREAS** a Hiring Committee containing one CSA Board Member, one CSA Executive Member and one CSA staff member, is required.

**RESOLVED** that:

- a) The CSA strike a Hiring Committee for the position of SafeWalk Volunteer and Public Relations Coordinator.
- b) The following CSA Director be appointed to the Hiring Committee for the position of SafeWalk Volunteer and Public Relations Coordinator:

**Moved:** Nicole Walker, President

**Seconded:**

**Motion**

Board of Directors Meeting # 3

July 7, 2021



**Item 3.10.2**

**Strike Hiring Committee – Bike Centre Coordinator**

**WHEREAS** the Bike Centre Coordinator has been vacant since this service was suspended as a result of covid restrictions since the beginning of the 2020-2021 academic year;

**WHEREAS** the CSA recognizes the need to fill the position of Bike Centre Coordinator for the remainder of 2021-2022; and

**WHEREAS** a Hiring Committee containing one CSA Board Member, one CSA Executive Member and one CSA staff member, is required.

**RESOLVED** that:

- a) The CSA strike a Hiring Committee for the position of Bike Centre Coordinator.
- b) The following CSA Director be appointed to the Hiring Committee for the position of Bike Centre Coordinator:

**Moved:** Nicole Walker, President

**Seconded:**

**Policy & Bylaw Review Committee**  
 Report # 2 – Year-End Report  
 April 28, 2021



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## Policy & Bylaw Review Committee

Report # 2 – Year-End Report

April 28, 2021



## Committee Name

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

## Report Prepared By

Pete Wobschall

Policy & Transition Manager (PTM)

April 28, 2021

## Membership Requirements

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

## Quorum

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

## Committee Mandate

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

**Policy & Bylaw Review Committee**

Report # 2 – Year-End Report

April 28, 2021



- To make spelling, grammar, and article numbering changes to the CSA By-laws and Policies as necessary.

## Committee Policy Reference

[Appendix A – Section 2.6.](#)

## Committee Reporting & Meeting Requirements

### Meeting Frequency

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

### Minutes

Appendix A – Internal CSA Policy

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

### Reporting

Appendix A – Internal CSA Policy

#### 2.6.5. Reporting

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

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

**Policy & Bylaw Review Committee**

Report # 2 – Year-End Report

April 28, 2021

**Committee Members**

<b>Name</b>	<b>Position Title</b>	<b>Date Ratified by Board</b>	<b>Date Ratified by PBRC (2<sup>nd</sup> Consecutive Meeting)</b>	<b>Date De-Ratified by Board</b>
Tyler Poirier	President	Sept 16, 2020	NA	Apr 30, 2021
Horeen Hassan	VP External	Sept 16, 2020	NA	Apr 30, 2021
Sean Mitchell	VP Academic	NA	Nov 16, 2020	Feb 23, 2021
Jena-Lee Ashely	Director	Sept 16, 2020	NA	Apr 30, 2021
Alan Negrin	Director	Sept 16, 2020	NA	Apr 30, 2021
Pete Wobschall	PTM	Auto ratified (App A, S 2.6.2.4.)		

**Committee Roles**

<b>Chair</b>	Pete Wobschall, PTM
<b>Vice-Chair</b>	Alan Negrin, Director
<b>Committee Scribe</b>	Pete Wobschall, PTM

**Policy & Bylaw Review Committee**

Report # 2 – Year-End Report

April 28, 2021

**2020-2021 Meeting Dates**

<b>Meeting Date / Time / Location</b>	<b>Meeting #</b>	<b>Date Minutes Received at Board Meeting</b>
Apr 15, 2020 (previous academic year)	NA	Sept 3, 2020
Mon, Oct 26, 2020, 10:00am, Microsoft Teams	1	Jan 13, 2021
Mon, Nov 16, 2020, 9:30am, Microsoft Teams	2	Nov 25, 2020
Mon, Dec 7, 2020, 10:00am, Microsoft Teams	3	Feb 10, 2021
Thurs, Feb 4, 2021, 10:30am, Microsoft Teams	4	Mar 10, 2021
Thurs, Mar 4, 2021, 10:30am, Microsoft Teams	5	Apr 7, 2021
Thurs, Mar 25, 2021, 10:30am, Microsoft Teams	6	May 26, 2021 (unconfirmed)
Thurs, Apr 8, 2021, 10:00am, Microsoft Teams Quorum not met; used time as Executive Transition and reviewed meeting agenda items, and previous meeting minutes with Incoming President (Nicole).	7	NA

**Policy & Bylaw Review Committee**

Report # 2 – Year-End Report

April 28, 2021

**Major Activities**

<b>Executive Evaluation Committee (EEC) Policy Review &amp; Evaluation</b>
<ul style="list-style-type: none"> <li>• The PBRC reviewed and evaluated the existing EEC policy and process.</li> <li>• PBRC acknowledged that the ECC was developed during the Commissionaires model, and did not work in the hierarchical organizational model adopted by the CSA around 2018.</li> <li>• Another major challenge was that the previous EEC process required an unreasonable amount of time for Directors to accomplish; and acknowledged that Directors do not necessarily have the human resources skills required to address Executive performance-related issues.</li> <li>• PBRC recommended that the committee be dissolved until a new EEC process can be developed (target deadline of Nov 2021). The Board approved this recommendation during Winter Semester 2021.</li> <li>• The recommendations also included ensuring that the new EEC process be complimentary to the new organizational planning and reporting process under development, and the relatively new HR Support Team mandate.</li> </ul>
<b>Review of Amended Bylaw &amp; Policies from Fall 2020 By-Election</b>
<ul style="list-style-type: none"> <li>• Review and evaluation the election-related policies and bylaw that were amended at the Board Meeting on Sept 9, 2020.</li> <li>• Provide the Board of Directors options and associated rationale in regard to the affected policies.</li> </ul>
<b>HR Policy Revisions (PED &amp; Vacation)</b>
<ul style="list-style-type: none"> <li>• Review of revised Vacation and Personal Emergency Day (PED) policy for staff.</li> <li>• Developed by the CSA Business Manager and an external HR consultant.</li> <li>• The revised policies bring the CSA into Employment Standards Act (ESA) compliance.</li> <li>• To go to the CSA Board for consideration in Nov 2020.</li> <li>• PBRC reviewed recommended revisions to the Personal Emergency Days and Vacation policies from the Business Manager.</li> <li>• The PBRC recommended the revisions to the Board, who approved them.</li> </ul>



**Policy & Bylaw Review Committee**

Report # 2 – Year-End Report

April 28, 2021



<b>Elections Candidate’s Package Review</b>
<ul style="list-style-type: none"> <li>• Continued from 2019-2020 PBRC activities.</li> <li>• PBRC’s Candidate Package Working Group recommendations were approved by PBRC in October 2020.</li> <li>• Elections Office made the Board’s recommendations in the Candidates Package in Nov 2020.</li> </ul>
<b>Policy Review Policies Review</b>
<ul style="list-style-type: none"> <li>• PBRC reviewed policies outlining policy and bylaw review requirements and develop revisions based on achievable timing (SMART goals) for Board consideration.</li> <li>• Review included Bylaw 4 – Policy of the CSA, and Appendix A – Internal CSA Policy, Section 13.0 Policy Review Policy.</li> <li>• PBRC recommended revisions to Section 13.0 that included review of all of the CSA’s policies within the review (was limited to only selected policies previously), updated to remove outdated years identified as targeted deadlines for review, and included new reporting requirements to get the three-year policy review cycle on track.</li> <li>• Minor revisions were mad to Bylaw 4 – Policy of the CSA.</li> <li>• Recommendations were approved by the Board.</li> </ul>
<b>Policy Revisions Record</b>
<p>A new process was developed regarding policy revisions:</p> <ul style="list-style-type: none"> <li>• A table is inserted into policies as they are revised that provide the section revised and the nature of the revision.</li> <li>• The table is used to track revisions to the policy or bylaw from the previous Annual General Meeting (AGM).</li> <li>• Once the Membership has approved the revision at the AGM (or otherwise address the amendment), the table is reset.</li> </ul>
<b>Elections-Related Bylaw &amp; Policy Review</b>
<ul style="list-style-type: none"> <li>• The PBRC established an Elections Policy Review Working Group to review Bylaw 2 – Electoral and Appendix G – Electoral and provide revision recommendations to PBRC.</li> </ul>

**Policy & Bylaw Review Committee**

Report # 2 – Year-End Report

April 28, 2021



- The Working Group included the Jena Ashely (Director), President, VP External, PTM, and the Chief Returning Officer.
- A line-by-line review occurred over three meetings and a summary of recommendations and future action items is being created at the time of writing this report that will be presented to the PBRC for consideration.

**CSA Rules of Order, Section 3.6 New Business Items**

- At the request of a CSA Director, made in March 2020, the PBRC consulted the CSA Board Chair to develop context and definitions for ‘emergency’ and ‘time-sensitive’ in regards to introducing New Business Items at Board Meetings.
- Recommended revisions were provided to the Board and approved.

**Town Halls**

- PBRC made recommendations to the Board to include a subsection entitled Town Halls to Bylaw 1 – Organizational, Section 9.0 Member Meetings.
- The recommendations included what they are, and how they can be used and were approved by the Board.

**Separation of Appendix A – Internal CSA Policy**

- PBRC agreed to split Appendix A – Internal CSA Policy into three separate policies:
  - Appendix A – Executive Portfolios
  - Appendix J – CSA Committees
  - Appendix K – Internal CSA Policy
- The existing Appendix A was quite long and could be arranged to be referenced more easily (Exec portfolio info was ~ 30 pages, and the Committees information was also ~30 pages).
- Executive Portfolios was separated out on its own in the revised Appendix A in order to heighten its importance, and to make referencing easier.
- CSA Committees was separated out to heighten its importance and a new section entitled Committees Overview was developed to provide the function and intent of committees.
- CSA Committees were separated into four classifications clearly delineating between the function of each classification.

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- Remaining Appendix A – Internal CSA Policy contents, not related to committees or Executive portfolios, will remain in Appendix K – Internal CSA Policy.
- Work on this initiative is almost complete and recommendations will be made to the Board during Summer 2021.

**AWG Policy Revisions**

- PBRC reviewed Appendix A – Internal CSA Policy, Section 3.1 Accessibility Working Group (AWG).
- Recommendations are being drafted for the Board’s consideration related to how problem-causing AWG members are engaged, and if required, removed.
- PBRC is also assessing the responsibilities of the Chair and Vice Chair.
- Recommendations are expected to be made to the Board regarding this subject during Summer 2021.

**Bullring Policies**

- PBRC reviewed recommendations from informal working groups organized by the Business Manager, and including the President, Bullring Manager, and an external consultant.
- Recommendations included:
  - Rescinding Appendix D – Bullring Human Resources Policy (with the intention of having all staff, including Bullring staff, under Appendix C – Human Resources Policy).
  - Revising the PED and Vacation policies in Appendix C – Human Resources Policy, so they include all CSA staff, including Bullring staff.
  - Updated the Bullring Policy and Terms of Reference as they have not been revised in some time.
  - Change the name of the Bullring Committee to the Bullring Operating Committee and include the TOR within Appendix A with other CSA committee information.
- Recommendations were provided as notice at the April 7, 2021 Board Meeting and will be discussed and potentially voted on at the May 26, 2021 meeting.

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<b>Policies Related to Virtual Meetings</b>
<ul style="list-style-type: none"> <li>• PBRC was required to recommend revisions to the CSA Rules of Order, Secret Ballots and In Camera Minutes approvals to reflect the online meeting reality.</li> <li>• Discussions continue on recommendations to the Board for how to conduct CSA Board Meetings in the future (post-covid). These include a hybrid model of in-person and virtual.</li> </ul>

## Future Major Activities

<b>3-Year Policy Review Cycle</b>
<ul style="list-style-type: none"> <li>• To ensure that the three-year policy review cycle is implemented and adhered to.</li> </ul>
<b>Referendum Policies</b>
<ul style="list-style-type: none"> <li>• Review and evaluation referendum-related policies to make selected sections more clear.</li> <li>• Define the roles and impacts of ‘opposition campaigns’.</li> </ul>

## Policy Review Summary

This section provides a summary of policies reviewed during 2020-2021 as prescribed by Bylaw 4 – Policy of the CSA, Section 3.0 Review of Policy.

<b>Policy</b>	<b>Revision(s) Summary</b>
Bylaw 1 – Organizational Section 7.0 Standing Committees	<ul style="list-style-type: none"> <li>• EEC temporarily rescinded.</li> <li>• PBRC to provide recommendations to re-establish by end of 2021.</li> </ul>
Bylaw 1 Organizational Section 4.0 Board of Directors	<ul style="list-style-type: none"> <li>• Amended subsection 3.2.4 Student Organization Representatives (Appointed):</li> </ul>

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Policy	Revision(s) Summary
	Changed 'Aboriginal Student Association' to 'Indigenous Student Society'
Bylaw 2 – Electoral	<ul style="list-style-type: none"> <li>• Line-by-line review completed.</li> <li>• PBRC developing recommendations for Board (expected Summer 2021)</li> </ul>
Bylaw 4 – Policy of the CSA Subsection 1.1.2 Issues-Based Policies	<ul style="list-style-type: none"> <li>• Line-by-line review completed.</li> <li>• PBRC recommendations approved by Board.</li> <li>• Policy revised and published.</li> </ul>
Appendix A – Internal CSA Policy Section 2.3 Executive Evaluation Committee	<ul style="list-style-type: none"> <li>• EEC temporarily rescinded.</li> <li>• PBRC to provide recommendations to re-establish by end of 2021.</li> </ul>
Appendix A – Internal CSA Policy Section 13.0 Policy Review Policy	<ul style="list-style-type: none"> <li>• Revised Section 13.0 to include all CSA policies and bylaws (did not formally include all).</li> <li>• Eliminated references to previous years such as '2013' and '2014'.</li> </ul>
Appendix B – CSA Services Policy	<ul style="list-style-type: none"> <li>• No amendments in 2020-2021.</li> </ul>
Appendix C – Human Resources Policy Section 11.0 Vacation & Section 12.0 PED	<ul style="list-style-type: none"> <li>• Revised Section 11.0 Vacation to bring into compliance with the Employment Standards Act and to include Bullring staff.</li> <li>• Addition of Section 12.0 Personal Emergency Days to bring into compliance with the Employment Standards Act and to include Bullring staff.</li> </ul>
Appendix C – Human Resources Policy Section 8.1 Extension of Specific Positions	<ul style="list-style-type: none"> <li>• Revised to allow additional part-time positions earlier in the year.</li> <li>• Amended to include all part-time positions later in the year.</li> <li>• Requirement for PBRC to report back by end of year with permanent wording.</li> </ul>

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Policy	Revision(s) Summary
Appendix D – Bullring HR Policy	<ul style="list-style-type: none"> <li>Rescinded by Board as it became redundant in part due to Appendix C revisions to Vacation and PED.</li> </ul>
Appendix E – Organizational Policy	<ul style="list-style-type: none"> <li>No amendments in 2020-2021.</li> </ul>
Appendix F – Clubs Handbook	<ul style="list-style-type: none"> <li>No amendments in 2020-2021.</li> </ul>
Appendix G - Electoral	<ul style="list-style-type: none"> <li>Line-by-line review completed.</li> <li>PBRC developing recommendations for Board (expected Summer 2021)</li> </ul>
Appendix H – Second Floor Student Space Acceptable Use Policy	<ul style="list-style-type: none"> <li>No amendments in 2020-2021.</li> </ul>
Appendix I – Issues Policy	<ul style="list-style-type: none"> <li>No amendments in 2020-2021.</li> </ul>
CSA Rules of Order Section 3.6 New Business	<ul style="list-style-type: none"> <li>Added context to the introduction of new business items with definitions for ‘time-sensitive’ and ‘emergency’</li> </ul>
CSA Rules of Order Section 3.12 and 6.0	<ul style="list-style-type: none"> <li>Amendments to Secret Ballot Vote procedure and In Camera policy to reflect virtual covid meeting environment.</li> </ul>

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**Three-Year Review Calendar**

This section provides the schedule for the comprehensive 3-year review policy as prescribed by Bylaw 4 – Policy of the CSA, Section 3.0 Review of Policy.

<b>2020-2021</b>	<b>Status</b>	
Bylaw 2 - Electoral	Detailed review completed. Recommendations in process of development – PBRC to consider in Summer 2021.	
Bylaw 4 – Policy of the CSA	Review complete, recommended revisions approved by the Board and policy updated and published.	
Appendix G - Electoral	Detailed review completed. Recommendations in process of development – PBRC to consider in Summer 2021.	
<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
Bylaw 1 – Organizational Bylaw 3 – Financial Appendix C – CSA Human Resources Policy CSA Rules of Order Appendix F – Clubs Handbook	Appendix A – Internal CSA Policy Appendix B – CSA Services Policy <del>Appendix D – Bullring HR Policy</del> Appendix E – Organizational Policy Appendix I – Issues Policy	Bylaw 2 - Electoral Bylaw 4 – Policy of the CSA Appendix G – Electoral Appendix H – Second Floor Student Space

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## Policy Review Requests

This section lists all requests for policy reviews received by the PBRC in 2021-2022.

Nature of Request	Requester	Outcome
Provide definitions of, and more context re CSA Rules of Order, Section 3.6 New Business 'Time-Sensitive' and 'Emergency'.	Michael Pacheco, Director (19-20 & 20-21)	Context developed and approved by the Board. Requester satisfied with results.

## Frequent Reviews

This section lists references from all policies and bylaws that require reviews more frequently than the 3-year review.

Policy	Status
App A, S 2.3. Executive Evaluation Committee 2.3.1. Introduction 2.3.1.4. This policy shall be reviewed annually by the Executive Evaluation Committee	EEC has been temporarily dissolved. PBRC to have recommendations for revised EEC process by Fall 2021.
App A, S 3.6 Bullring Operations Committee Conducting an annual review of the Bullring Operations Committee Terms of Reference and the Bullring Policy.	Newly revised TOR was approved by the CSA Board on May 26, 2021. To be reviewed in 2022-2023.
App A, S 10. Ethical Purchasing 10.7. Revision 10.7.1. This policy will be reviewed in the 2013/2014 year. 10.7.2. This policy will be reviewed once every 3 years.	To be reviewed in 2021-2022.
App C, 21.0 Policy on CSA Field Workers 21.5 Policy Review	To be reviewed in 2021-2022.



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Policy	Status
This Field Workers policy will be reviewed annually by the CSA PBRC to evaluate and ensure its efficacy and efficiency.	
<p>App C – Human Resources Policy</p> <p>18.0. Environmental Health and Safety Policy Statement</p> <p>This policy statement shall be reviewed annually and posted on the Health and Safety Boards in each functional area.</p>	To be reviewed in 2021-2022.
<p>App C – Human Resources Policy</p> <p>20.0. Joint Health &amp; Safety Committee</p> <p>20.19. This Joint Health and Safety Committee policy was approved by the CSA Board of Directors at its regular meeting held on January 16, 2019. This policy shall be reviewed annually and posted on the Health and Safety Boards in each functional area.</p>	To be reviewed in 2021-2022.
<p>App D – Bullring HR Policy</p> <p>Section 7.0 Amendments to Bullring Policies</p> <p>7.6. This Human Resources policy shall be reviewed at a minimum annually by the Bullring Committee in March or April of every year, to ensure constant renewal as human resources matters become identified.</p>	Policy was rescinded in Winter 2021.
<p>App F – Clubs Handbook</p> <p>S 6. Club Space Policy</p> <p>6.2. Meeting Room Booking Policies</p> <p>6.2.8. This policy will be reviewed to ensure the space is used as effectively as possible for CSA accredited clubs and their activities and events.</p>	VP Student Experience began review in Winter 2021 and is expected to be completed by end-of-year.
<p>App F – Clubs Handbook</p> <p>S 6. Club Space Policy</p> <p>6.3. Comfort Room</p>	To be reviewed in 2021-2022.

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Policy	Status
6.3.5. This policy will be reviewed to ensure the space is used as effectively as possible.	
6. Club Space Policy 6.6. Access to the Garage 6.6.2. Setting up access to the Garage 6.6.2.9. This policy will be reviewed to ensure the space is used as effectively as possible for CSA accredited clubs and their members.	To be reviewed in 2021-2022.
App I, S 3.0. Environmental Policy 3.3. Guiding Principles 3.3.7. Continuous Improvement and Review • This policy is to be reviewed annually to ensure that its guiding principles, objectives and commitments are being met. 3.6. Policy Review 3.6.1. The CSA Executive Committee shall review this policy and provide a report and recommendations to the CSA Board of Directors on an annual basis.	To be reviewed in 2021-2022.

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## Working Groups

### Elections Policy Review Working Group (PBRC)

**Date Established**

March 4, 2021

**Members**

Name	Position Title
Pete Wobschall	Policy & Transition Manager
Jewel Lindemann	Chief Returning Officer (CRO)
Horeen Hassan	VP External
Tyler Poirier	President

**Meeting Date(s)**

- March 22, 2021
- March 29, 2021
- April 5, 2021

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

- Members to include (at minimum): CRO, President, and PTM.
- All PBRC members will be invited and can attend if they have time.
- Mandate: To review Bylaw 2- Electoral and Appendix G – Electoral and identify necessary revisions, and make related recommendations to PBRC following their second meeting.

**Major Activities**

- See mandate.

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## EEC Evaluation & Development Working Group (PBRC)

**Date Established**

Oct 26, 2020

**Members**

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

**Meeting Date(s)**

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

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

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

**Major Activities**

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

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## Elections Candidate's Package Working Group (PBRC)

**Date Established**

April 15, 2020

**Members**

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

**Meeting Date(s)**

May 5, 2020

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

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

**Major Activities**

- See mandate.

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## Motions & Board Approval Dates

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

### April 7, 2021

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

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

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

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

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

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

#### 9.3 Town Halls

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

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

Motion carried.

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**March 10, 2021**

## 13.10.1 Executive Evaluation Committee &amp; Organizational Planning

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

WHEREAS the CSA transitioned from a Commissioner-based organizational model, and adopted an Executive-based hierarchical organizational model at their 2018 AGM; WHEREAS the Executive Evaluation Committee is a CSA Standing Committee as per Bylaw 1 – Organizational, Section 8.0. Standing Committees; which was established under the former CSA Commissioner-based organizational model and has proven to be ineffective under the adopted hierarchical organizational model; WHEREAS Appendix C – Human Resources, Section 16.1 establishes a Human Resources (HR) Support Team to address human resources-related issues; WHEREAS Bylaw 1 – Organizational, Section 5.7.2 states that the President of the CSA shall ‘Report and be accountable to the Board of Directors’; WHEREAS the CSA currently does not employ a standardized process for high level organizational planning or reporting between the President and Board of Directors; and WHEREAS it is important to re-establish and maintain the original mandate of EEC: ‘[to] support the development of goals, the management of progress towards meeting those goals, and the accountability of the Executive Officers within their portfolios.’

RESOLVED that:

- a) Bylaw 1- Organizational, Section 8.0. Standing Committees, Subsection 8.1 be amended by removing “b) Executive Evaluation Committee”.
- b) Appendix A – Internal CSA Policy be amended by removing Subsection 2.3 Executive Evaluation Committee.
- c) The Executive Evaluation Committee (EEC) be dissolved, and all 2020-2021 committee members be de-ratified effective immediately.
- d) The CSA President establish an Organizational Planning and Reporting Process including all associated templates in collaboration with staff, the Executive Committee, and other subject matter experts as determined by the President; and
  - i. The proposed Organizational Planning and Reporting process be presented to the Board of Directors at their meeting on March 24, 2021.
- e) The Policy and Bylaw Review Committee (PBRC) provide recommendations to the CSA Board of Directors by the end of the 2021 calendar year that establishes a Standing Committee that fulfills the current mandate of the EEC, is consistent with the mandate and processes of the HR Support Team, and the newly implemented Organizational Planning and Reporting.

Motion carried.

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**February 24, 2021**

12.10.3 Amendment to Appendix C – Human Resources, Section 8.1.1

Notice of this motion was provided at the February 10, 2021 CSA Board Meeting.

WHEREAS Appendix C – Human Resources, Section 8.0 Extension of Staff Contracts indicates that it benefits the CSA to have an employee remain in their position for longer than a one-year term upon favourable evaluation;

WHEREAS Appendix C, Section 8.0 also indicates that the extension of staff contracts provides the employee with the opportunity to apply training and develop their skills for a longer time, benefiting the organization and the employee;

WHEREAS Appendix C, Subsection 8.1.1 does not indicate that the SHAC Assistant Coordinator is a part-time position eligible for a contract extension;

WHEREAS the COVID-19 pandemic creates difficulties in transition from 2020-2021 to 2021-2022 for our services and staff; and

WHEREAS at their meeting on March 11, 2020, the CSA Board of Directors amended Appendix C, Subsection 8.1.1 by adding the Foodbank Volunteer Coordinator and the Bike Centre Volunteer Coordinator positions to the list of parttime staff permitted to have their contracts extended by one-year.

RESOLVED that:

a) Appendix C – Human Resources, Section 8.1.1 be amended to only ‘Parttime support staff members who hold a fixed-term contract may have their contract extended.’

b) The Policy & Bylaw Review Committee (PBRC) review Appendix C – Human Resources, Section 8.0 and report back to the Board by the end of the 2020-2021 academic year with recommendations on whether all, some, or none of the CSA’s part-time staff should be explicitly listed within this section.

Motion carried.



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**February 10, 2021**

11.11.3 MOTION to Amend CSA Rules of Order, Section 3.6 New Business

Notice of this motion was provided at the January 27, 2021 CSA Board Meeting.

WHEREAS the CSA’s Policy & Transition Manager (PTM) received a request to provide more context by clearly defining ‘time-sensitive’ and ‘emergency’ requirements to introduce New Business Items as described in CSA Rules of Order Section 3.6 New Business; and

WHEREAS Policy & Bylaw Review Committee (PBRC), in collaboration with the CSA Chair, have discussed this issue and respectfully recommends this motion for the Board’s consideration.

RESOLVED that CSA Rules of Order, Section 3.6 New Business be amended as presented in the February 10, 2021 Board Package, and as recommended by the Policy & Bylaw Review Committee (PBRC).

Motion carried.

11.11.4 MOTION to amend Bylaw 4 – Policy of the CSA, Section 1.1. Policy Resolutions of the CSA

Notice of this motion was provided at the January 27, 2021 CSA Board Meeting.

WHEREAS during review of Bylaw 4 – Policy of the CSA, the Policy & Bylaw Review Committee (PBRC) agreed that more context should be provided to the definition of, and an archival process should be established for, CSA Issues-Based Policies as described in Section 1.1 Policy Resolutions of the CSA; and

WHEREAS this bylaw amendment is being presented at this meeting with a similar motion to amend associated Appendix A, Section 13. Policy Review Policy, so that the two are complimentary.

RESOLVED that Bylaw 4 – Policy of the CSA, Section 1.1. Policy Resolutions of the CSA be amended as presented in the February 10, 2021 Board Package, and as recommended by the Policy & Bylaw Review Committee (PBRC).

Motion carried.

11.11.5 Amend Appendix A, Section 13. Policy Review Policy

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Notice of this motion was provided at the January 27, 2021 CSA Board Meeting.

WHEREAS during review of Appendix A, Section 13 Policy Review Policy, the Policy & Bylaw Review Committee (PBRC) identified several issues rendering it ineffective and inefficient as written; and

WHEREAS this policy amendment is being presented at this meeting with a similar motion to amend associated Bylaw 4 – Policy of the CSA, so that the two are complimentary.

RESOLVED that Appendix A, Section 13. Policy Review Policy be amended as presented in the January 27, 2021 Board Package, and as recommended by the Policy & Bylaw Review Committee (PBRC).

Motion carried.

**11.11.6 Amend Bylaw 1 – Organizational, Section 9.0 Member Meetings (AGM Location)**

Notice of this motion was provided at the January 27, 2021 CSA Board Meeting.

WHEREAS at their meeting on January 13, 2021, the CSA Board of Directors approved the date, time and location of the 2021 AGM, which included meeting virtually via Microsoft Teams;

WHEREAS the University continues to restrict in-person meetings due to Covid related impacts; and

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

RESOLVED that:

c) Bylaw 1 – Organizational, Section 9.0 Members Meetings, be amended by removing subsection 9.1.2.

d) The President consult with the Executive Committee and core staff and provide recommendations supporting the continuation of, or reinstating, this policy amendment and supporting rationale to Board prior to the final Board Meeting of the academic year.

Motion carried.

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**January 13, 2021**

9.11.3 MOTION: Amendments to Appendix C – CSA Human Resources Policy - PED & Vacation

Notice of this motion was provided at the CSA Board Meeting on November 25, 2020.

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

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

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

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

RESOLVED that the revised Appendix C – CSA Human Resources Policy be approved as presented to the CSA Board of Directors at their meeting on January 2021.

Motion carried.

9.11.4 MOTION: Winter 2021 General Election Electoral Policy Amendments

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

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

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

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

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

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

- a) The following clauses from CSA's Appendix G – Electoral be reinstated for the Winter 2021 General Election:
  - i. 4.2.1.c. [Director candidate to collect signatures]
  - ii. 4.2.1.d. [Director candidate to collect 25 signatures]
  - iii. 4.3.1.c. [Executive Officer candidate to collect signatures]
  - iv. 12.5. [Candidates sign a statement before leaving the All Candidate's Meeting that indicates they understand the rules and regulations governing the election process]
- b) The following clauses from the CSA's Appendix G – Electoral continue to be suspended for the 2021 Winter General Election.
  - i. 4.2.1.f. [Director candidate to present a refundable cheque of \$25]
  - ii. 4.3.1.f. [Executive Officer candidate to present a refundable cheque of \$50]
- c) The requirement of 100 verified signatures being required by an Executive candidate be reduced to 50 verified signatures in Section 4.3.1.c).

9.11.5 MOTION: Winter 2021 General Election Amendment to Bylaw 2 Electoral, Section 2.2

Notice of this motion was provided at the CSA Board Meeting on November 25, 2020.

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

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

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

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

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

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

RESOLVED that:

- a) Effective immediately, CSA Bylaw 2 – Electoral, Section 2.2. By-Elections be amended by reinstating subsection 2.2.2. stating “Quorum shall be 10% of the general membership of the applicable constituency.”
- b) Recommendations from the Chief Returning Officer (CRO) relating to elections

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quorum be included in their report at the end of the 2020-2021 academic year for consideration by the Board for future elections cycles.

Motion carried.

**September 9, 2020****2.11.3. MOTION: Electronic Board Meeting Polices & Procedures**

WHEREAS the CSA Board of Directors recognizes the benefits of meeting face-to-face compared to meeting electronically (virtually);

WHEREAS the CSA Board of Directors has exclusively conducted face-to-face board meetings in the past;

WHEREAS CSA bylaws and policies, including the CSA Rules of Order, do not consider or mention electronic meetings, or electronic voting by the CSA Board of Directors;

WHEREAS some CSA policies are affected by the requirement to hold electronic meetings and require revision in order to conduct an electronic CSA Board Meeting;

WHEREAS the University of Guelph's COVID-19 response requires that the CSA Board of Directors meets electronically (i.e. not face-to-face);

WHEREAS it is necessary for the CSA to temporarily change policy in order to carry out CSA Board of Directors business until face-to-face meetings are permitted by the University of Guelph and the CSA;

WHEREAS the Ontario Not-for-Profit Act 2010 permits electronic meetings and electronic voting by the Board of Directors;

RESOLVED: That until such a time that the University of Guelph, and the CSA permits face to-face Board of Directors meetings to resume:

a) The following CSA Policies from the CSA Rules of Order be suspended:

i) 3.12. Secret Ballot Vote,

ii) 6.2. In Camera Minutes, Subsection 6.2.4.

b) The suspended policies listed in item a) above be replaced with the revised policies as identified in the attached CSA Electronic Meeting Protocol 2020-2021 200904 document.

c) The Policy & Bylaw Review Committee (PBRC):

i) Conduct an internal and external evaluation of the benefits and challenges of electronic meetings, electronic voting, and of individuals participating electronically during face-to-face meetings, and

ii) Report back to the Board of Directors by the end of the November 2020 with policy, bylaw and procedural recommendations on conducting CSA Board of Director meetings beyond the end of the COVID-19 restrictions on face-to-face meetings.

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Report # 2 – Year-End Report

April 28, 2021



Motion carried.

**Motion**

Board of Directors Meeting # 3

July 7, 2021

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**Item 3.10.3**

**PBRC Report # 2 (2021-2022 Year-End Report) – April 28, 2021**

**MOTION** to receive the Policy & Bylaw Review Committee (PBRC) Report # 2 (2021-2022 Year-End Report) dated April 28, 2021, as information.

**Moved:** Nicole Walker, President

**Seconded:**

**AGENDA**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 6 – Mar 25, 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**

Lee Anne Clarke	CSA Business Manager
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**Scribe**

Pete Wobschall	Policy & Transition Manager
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**Minutes**

<b>6.0 Call to Order</b> 'Quorum shall be three ratified members, one of which must be a Director of the CSA.' Meeting called to order at 10:30.
<b>6.1 Adoption of the Agenda</b> 6.1.1 Approve the Agenda 6.1.2 Declarations of Conflicts No conflicts declared
<b>6.2 Ratifications and De-Ratifications</b> 6.2.1 N/A
<b>6.3 Comments from the Chair</b>



**AGENDA**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 6 – Mar 25, 2021 – 10:30 am

Microsoft Teams



<p>6.3.1 Guest this week: Lee Anne Clarke, Business Manager. To identify opportunities and discuss 6.6.1 Director Terms.</p>
<p><b>6.4 Approval of Past Minutes</b></p> <p>6.4.1 PBRC Meeting # 5 – March 4, 2021</p> <p>Minutes were approved as presented and will be included in the April 7, 2021 Board Package to be received.</p>
<p><b>6.5 Working Group Updates and Reports</b></p> <p>6.5.1 N/A</p>
<p><b>6.6 Business</b></p> <p>6.6.1(a) <b>Director Terms</b></p> <p>Lee Anne provided an overview of Director terms items to consider:</p> <ul style="list-style-type: none"> <li>- LA frequently attends an annual Client Advisory Council conference organized by Gallivant and Associates (Health and Dental Plan providers)</li> <li>- 25-30 schools attend and it's a great opportunity to network and share ideas and information.</li> <li>- Board structure and number of members is a topic that comes up a lot.</li> <li>- Most of the schools in attendance have a fall-to-fall Director term (Sept to Aug) and many thought the CSA May to Apr term would create issues and wondered how we make it work.</li> <li>- Many of the schools also have a 2-year term for Directors.</li> <li>- In May the CSA has all new Exec and new Directors, who are all learning the ropes. Staggering the transition of these positions would allow better retention and transfer of knowledge.</li> <li>- Historically, the CSA has been unable to use the summer for policy reviews as it doesn't feel appropriate to take ideas to new Directors that are focused on learning their role; there are fewer meetings in the summer; and Incoming Exec are wary of reviewing policies as they are new and haven't had an opportunity to build their confidence.</li> <li>- As the Exec turns the corner in the winter, they have developed their confidence and knowledge, but there is not enough time prior to Apr 30 to accomplish important things, and they sometimes get dropped. If an informed board stayed on through the summer, then we could tackle some of these issues during the summer.</li> </ul>

**AGENDA**

Policy &amp; Bylaw Review Committee (PBRC)

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- Covid might have provided an opportunity to conduct remote meetings in the summer and it might be convenient to have our bylaws changed to conduct summer board meetings virtually (i.e. summer meetings could be exclusively held online) – then we could tackle the big ideas.
- Virtual meetings may result in more Directors participating in the summer meetings when historically participation during this time has been low.
- Aware of only benefits of switching to a Fall-to-fall Director term and could not think of any negative downsides.
- Suggested that a working group with experienced Directors should consider switching the term to Fall-to-fall.
- We would need to consider how this would be affected by our Winter Elections (or would it be affected?)
- We would need to fill more seats during the Winter Election, so onboarding and training could be streamlined (i.e. not have to offer individual training sessions).
- Historically the PTM spent most of the summer training Directors (mostly one-on-one).

President:

- The President has good handle on things at end of term (confidence, knowledge, and ability)
- The U's Senate works on fall-to-fall (Sept to Aug) even though their budget is the same as CSA (May to Apr fiscal year).
- Can't think of any issues except the hand off between summer and fall Directors (transition)
- Probably wouldn't ever be able to conduct only one training session for Directors under either term.
- Totally makes sense to move Director's schedule until the fall.
- In Sept the Exec will have a better idea of how to work with the board – it's better to have experience board work with new exec through summer.
- How would this affect winter election? i.e. election for the fall – doesn't think this is an impediment.

Lee Anne:

**AGENDA**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 6 – Mar 25, 2021 – 10:30 am

Microsoft Teams



- Strongly supports shadowing of Directors – works well with Exec in April/May
- If we have online meetings in the summer, then we can invite the Sept Directors to attend summer meetings; participate as guests from the beginning of summer.
- Anything that raises our knowledgebase is wonderful.
- Expectation should be to attend at least the last meeting of summer (or one of the last meetings).
- Could conduct Director training in Aug.

Jena:

- Really like the idea of summer meetings virtually.
- I think switching to fall-to-fall term sounds good and can't think of anything negative.
- In her experience, it has been hard to attend in person meetings during summer months.

**ACTION:** PTM to add item to next meeting agenda to determine plan to address Director Terms.

**6.6.1(b) App G – Electoral, Section 4.0 Nominations, subsection 4.1. Eligibility, Subsections 4.1.1. and 4.1.3.**

Since the group had Lee Anne present at the meeting, the Elections Policy Review Working Group wanted some historical perspective on the following subsections:

4.1.1. Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any Executive Officer position, or any non-executive director position, so long as they have **been enrolled in a degree program within the current CSA fiscal year**. Members in good standing are also eligible to nominate another member as a candidate.

4.1.3. For the purpose of General Elections, individuals not registered in the winter semester are considered members in good standing if it can be shown that they were members **in good standing in the previous fall semester of the same academic year**.

The issue is that the highlighted text in the subsections above are contradictory.

**AGENDA**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 6 – Mar 25, 2021 – 10:30 am

Microsoft Teams



Lee Anne:

- Prefers being enrolled in the Fall to qualify for Winter Elections as 8 months out of school can be tricky.
- Believes the two subsections could be consistent but are unclear and should be changed to reflect what is intended.
- Second point doesn't speak to a degree program.
- If graduated at end of summer, then 4.1.1. is checked off, but not 4.1.3.
- The subsections could be combined into one section.
- If they graduate, then take an additional course, are they still a member?
- Academic year is summer-fall-winter.
- The University is entertaining the idea of moving to fall-winter-summer schedule.

Jena:

- OSAP does summer-fall-winter as well

**ACTION:** President to consult with Executive Committee and present recommendations to clarify these subsections at the next meeting PBRC.

**6.6.2 Virtual Meetings**

The CSA has conducted virtual board meetings (and an AGM) since fall 2020 and has gained experience and insight regarding the benefits and challenges of both in-person and virtual meetings.

It's still unclear if classes will be in-person in the fall.

Questions the group considered:

- How should we move forward in a post-covid world with virtual board meetings and AGMs?
- Should they be used during summer months?

**AGENDA**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 6 – Mar 25, 2021 – 10:30 am

Microsoft Teams



- Should we consider a hybrid model? (require a valid excuse to participate virtually)?
- Strike a working group to come up with recommendations?

Jena:

- Miss waffle fries from brass taps
- Prefers in-person meetings
- Virtual meetings during summer months is a good idea

Pres:

- For the fall we don't know what the restrictions will be – will be a 'play it by ear' thing
- In-person to resume when appropriate
- May be difficult as people may not feel comfortable due to covid, even if acceptable by PH to meet in-person.
- Hybrid might be a good approach.
- Face masks may be a barrier to being hear in-person
- Accessibility is an issue (people feeling safe)

Jena:

- Currently in a hybrid class with some in-person in a course and another four students online.
- The class uses Zoom on the projection screen, and a camera in the classroom.
- Sometimes students open Zoon on their personal devices, so students can see each other.

Horeen:

- Premature conversation for summer – for fall play it by ear.
- Stay with online – attendance seems to be higher.
- Participants are able to turn off their off cameras; are they paying attention? Are they folding laundry while voting? In any case, I think directors like this.

**AGENDA**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 6 – Mar 25, 2021 – 10:30 am

Microsoft Teams



- Hybrid might be helpful, but may impede on others.
- A hybrid model could get messy, and Exec may be required to be in that space, so it might be better to stick to one or the other.

Jena:

- Virtual meetings make it easier to talk as well (re confidence) as it can feel uncomfortable talking at meetings in-person.

President:

- Agree with both, easier to discuss in the online format because we changed how they raise a point, speak to the chair.
- Same way we amended the AGM this year; what is best would be to blend what we do in virtual meetings.
- Meetings seem more structured and formal when in-person – this may have been a barrier to participation in the past?
- During virtual meetings, Directors may be more apt to discussion and bring up items.
- There should be a balance struck between online and in-person meetings.
- Amend in-person meetings, so interaction during in-person follows virtual meetings.
- Summer board meetings have already been approved by the board and will be conducted virtually.
- Suggest that the board makes a decision regarding what model to move forward with at the last meeting of summer.

Jena:

- Probably would be better to keep virtual in fall – still don't know what buildings will be open and accessible at the University.
- It might be more work to figure out in-person or hybrid, rather than

Horeen:

- Agrees with all the previous statements.

**AGENDA**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 6 – Mar 25, 2021 – 10:30 am

Microsoft Teams



- Stay on safe side and Winter 2022 may be a more hopeful time to attend in-person; however, we should accommodate for those that want to attend virtually.

Jena:

- Noticed when screen shared that people seem more comfortable voting virtually (less peer pressure than raising hands).

Horeen:

- When it comes to board accountability, virtual voting is essentially a secret ballot vote.
- Need to understand these options with electronic voting system (roll call, being recorded in the minutes) important to bring up and stress if using an electronic voting system.

PTM:

- Current meeting rules permit a roll call vote to be called by any member for any vote:

[CSA Rules of Order](#): 3.11.3 A member may move a roll call vote prior to voting on a main motion, which must be approved by a minority of three voting members. This request may be made after the speakers list has been closed.

- The nonprofit act requires that virtual voting maintains the anonymity of voters (unless roll call vote is approved by members):

[Not-for-Profit Corporations Act, 2010, S.O. 2010, c. 15](#)

Voting by mail or by telephonic or electronic means

67 (1) A corporation may provide in its by-laws for voting by mail or by telephonic or electronic means, in addition to or instead of voting by proxy. 2010, c. 15, s. 67 (1).

Same

(2) Voting by mail or by telephonic or electronic means may be used only if,

(a) the votes may be verified as having been made by members entitled to vote; and

(b) the corporation is not able to identify how each member voted. 2010, c. 15, s. 67 (2).

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Policy &amp; Bylaw Review Committee (PBRC)

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Horeen:

- Personally, think virtual voting is better for CSA – less likely to be influenced by peer pressure and more with genuine thoughts.
- Complacency with virtual voting may be an issue: many vote yes, but how do we know they are actually in it and really considering the issue?

Jena:

- Understand that you are voting for who you are representing
- Will discuss topics with ISS and ask 'how do we want to go with this?' Sometimes how my constituency wants me to vote isn't what I agree with personally, which makes me uncomfortable voting yes, when I think no.

PTM:

- The option to 'be recorded in the minutes as voting [yea/nay/abstain]' is always an option (e.g. to prove to your constituency that you accurately represented them; regardless of personal perspective). However, this would require a majority vote of members to approve. The easier, and preferred, method is to move for a roll call vote, which records everyone's vote in the minutes.

**ACTION:** PBRC to revisit in July. PTM to add to Outstanding Business List (see table OBL below).

**6.6.3 Appendix J, Section 1.0 Review**

The group continued review of this section (see related document).

**ACTION:** PTM to revise draft policy based on discussions (as noted in working doc) and present at next meeting.

**6.6.4 Town Halls Policy Update**

This item was provided as notice to the Board at the Mar 24 board meeting and will be up for approval at the Apr 7 Board Meeting.

**6.6.5 AWG Policy Revisions**

The group was unable to discuss this item due to a limitation of time.



**AGENDA**

Policy & Bylaw Review Committee (PBRC)

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**ACTION:** PTM To add to next meeting agenda.

**6.6.6 Revised Appendix D - Bullring HR Policy**

The group did not discuss this item due to the revised policy not being ready. As there are other higher priority items that the Business Manager is presently working on, this item will be brought up again after the revised policy is submitted to the PTM, or at a summer PBRC meeting in July 2021.

**ACTION:** PTM To add to the OBL (table below).

**6.6.7 Elections Policy Review Working Group Update**

The Elections Policy Review WG met this past Monday and will be meeting again this upcoming Monday, March 29. Good progress is being made reviewing Bylaw 2 and Appendix G.

**6.6.8 Policy Review Policy**

The group was unable to discuss this item due to a limitation of time.

**ACTION:** PTM To add to next meeting agenda.

**6.7 New Business**

6.7.1 N/A

**6.8 In Camera Session**

No in camera session held during this meeting.

**6.9 Adjournment**

Meeting adjourned at 10:59am.

**AGENDA**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 6 – Mar 25, 2021 – 10:30 am

Microsoft Teams

**Upcoming PBRC Meeting Discussion Items**

- Bullring Committee Policy and Terms of Reference (TOR)
- Committee reporting, minutes, and publishing (on website) and availability: ensure consistency.
- Elections Bylaw 2 and Appendix G revisions from Elections Team.
- Appendix C – HR Policy review with PTM, Office Manager and Business Manager.
- 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.  (currently underway with the Elections Policy Review WG)
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.  (currently underway with the review of App J, Section 1.0 Cmte Overview)
Mar 25, 2021	<b>ACTION:</b> PBRC to revisit future board meeting and AGM format in July 2021. (Item 6.6.2 Virtual Meetings: how should the CSA move forward with meeting formats? Virtual? In-person? Hybrid?)
Mar 25, 2021	6.6.6 Revised Appendix D - Bullring HR Policy  The group did not discuss this item due to the revised policy not being ready. As there are other higher priority items that the Business Manager is presently working on, this item will be brought up again after the revised policy is submitted to the PTM, or at a summer PBRC meeting in July 2021.

**Motion**

Board of Directors Meeting # 3

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**Item 3.10.4**

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

**Meeting # 6 Minutes – March 25, 2021**

**MOTION** to receive the minutes of the Policy & Bylaw Review Committee (PBRC) Meeting # 6 on March 25, 2021, as information.

**Moved:** Nicole Walker, President

**Seconded:**

**Motion**

Board of Directors Meeting # 3

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**3.11.1**

**Strike an Anti-Semitic Working Group**

**RESOLVED** that:

- a) The CSA strike an Anti-Semitic Working Group to promote education and safety with the goal of proactively fight against anti-Semitic violence and sentiment.
- b) The working group membership consist of a minimum of:
  - One (1) CSA Executive Officer (Chair)
  - Two (2) CSA Directors
  - Two (2) undergraduate student representatives from either Hillel or Chabad, and
  - Two (2) undergraduate student representatives from either the Muslim Student Association (MSA) or the Palestinian Student Society Association (PSSA).
- c) Additional members may be added with the consent of other members.
- d) The working group shall meet as needed, as determined by the members; with the first meeting to occur within the next three weeks.
- e) The working group shall provide regular updates at Board Meetings detailing activities, decisions, and next steps.
- f) The following members be appointed to the Anti-Semitic Working Group:

Name	Position / Title

**Moved:** Bella Harris

## Motion

Board of Directors Meeting # 3

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**Seconded:** Leila Stevens

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## NOTES:

Policy & Bylaw Review Committee's unapproved committee-related policy (to go to the Board of Directors for consideration in Q3 of 2021):

### 1.1 Terms of Reference

**1.1.1** Each CSA committee shall have a formal term of reference (TOR) to determine their responsibilities and expectations. The terms of reference should include:

- a) The composition of the committee,
- b) The objectives, purpose and activities,
- c) The powers that have been delegated,
- d) Any mandate to make recommendations to the board,
- e) The lifespan of the committee,
- f) Meeting frequency, meeting roles (Scribe, Chair, Vice-chair) and requirements for quorum.
- g) A scheduled review of the TOR, and
- h) How the committee reports to the board.

**1.1.2** When developing a committee TOR, the board should consider that the committee's work is primarily advisory in nature.

A committee's TOR should detail the types of recommendations the board is looking for, and define the committees' authority, whether it is expressed or implied.

**Motion**

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

**Item 3.12.1****Bus Pass Referendum-Related Policy & Bylaw Amendments**

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

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

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

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

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

**RESOLVED** that:

- a) **Bylaw 4, Section 3.1** be amended to: "Referendum questions may be accepted by the CSA Elections Office following the first day of the ~~Fall~~ Summer semester until the last day of classes in the Fall semester."
- b) **Appendix G – Electoral, Section 13.3** be amended to "Campaigning for referendum questions may commence no earlier than the first day of the ~~General~~ Elections nomination period."
- c) **Appendix G – Electoral, Section 6.0**, requiring the Standing Referendum Committee (SRC) to review all referendum questions be suspended only as it

**Motion**

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applies to the Bus Pass Fall 2021 Referendum Question.

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

**Moved:** Nicole Walker, President

**Seconded:**

## Bylaw 3 – Financial

PBRC # 7 – April 8, 2021

### 5. Budgeting Process

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

The following budget process shall be used:

**5.1.1.** A preliminary estimate of salaries, expenses and purchases shall be made, based on the current year's budgeted and actual expenses, as well as foreseeable expenses.

**5.1.2.** An estimate of revenue shall be made. Student fees shall be calculated based on projected enrollment figures and cost-of-living increases, and be based on the current year's student fee revenue. Further estimated changes in revenue shall also be taken into account.

**5.1.3.** After revenue estimates, the expenses of the CSA shall be revisited and adjusted where necessary. At no time will the CSA budget for an overall deficit.

**5.1.4.** A draft of the budget shall be presented by the Business Manager to the President for review.

**5.1.5.** A draft of the budget shall be presented to the Finance Committee by the President for further input and evaluation before being presented to the Board of Directors.

**5.1.6.** The budget shall then be brought before the Board of Directors for due consideration and approval.



**Motion**

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**NOTICE**

**Item 3.12.3**

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

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

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

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

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

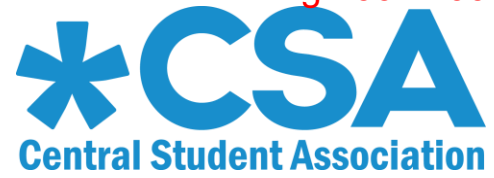
**Motivated:** President, Nicole Walker

**Motion**

Board of Directors Meeting # 3

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**Item 3.16  
Adjourn**

**MOTION** to adjourn the CSA Board of Directors Meeting # 3 of July 7, 2021, at \_\_\_\_\_ pm.

**Moved:**

**Seconded:**