



Summer Meeting

Sunday July 19th, 2015

10:30 a.m.

Introduction: Legal Briefing pertaining to Bylaw 2 and 6

- Jonathan introduced Matthew Wilson.
 - He has been recognized for the 'Top 40 under 40 Award' and is on the Board of Governors on London; he is very astute when it comes to governance and organization.
- **Presentation** – *Matthew Wilson: Lawyer at Learners LLP in London, and Western Student Council Alumni*
 - There was some confusion surrounding bylaw 2 and 6, and he was brought in to look at this on a volunteer basis.
 - Practices have been squeezed into a bylaw that no longer suits the needs of Council (as the bylaw has been in place since he was on council), therefore he is here to make recommendations.
 - He is available to receive any comments or feedback after today, either through direct contact or through Council.
 - Council is a corporation, and like any corporation it includes legislation.
 - Bylaw 2 currently acts as a:
 1. selection mechanism for members of the corporation
 2. coordination tool for director elections for the Board of Directors
 3. mechanism to hire employees

*All these things need to be considered in a legal context.
 - Section 7.03 (of bylaw 2) discusses the removal of the executive, and this clause has not been updated to account for the fact that it now applies to employees, not just officers of the company.
 - Bylaw 6 pertains to the Appeals Board. It is set up as an arbitration body (which means the Arbitration Act applies) but this is not reflected in bylaw 6.
 - This means that issues pertaining to the Arbitration Act could legally be taken to court, despite what the bylaw stipulates.
 - The intent and spirit of the bylaw is correct, but right now it could present legal ramifications that are not suited to the needs of Council.
 - He will be creating a report with recommendations.
 - Encouraged dialogue and feedback. Reminded everyone to keep in mind that risks cannot be eliminated, but we need to strategically choose which ones to take.
 - Q: What is the Arbitration Act?

- It is legislation in the province of Ontario that lays out the rules for conducting arbitration (when a report is submitted to a third party that is not a court in order to resolve a dispute).
- The court is worried that people will be forced into unfair agreements, so they put guidelines in place.

1. Call to Order

- The meeting was called to order at 10:52 a.m.

Announcements

- Johnathon requested that Council respond to the Election Committee survey, in which the link can be found throughout the agenda for this meeting. The feedback is intended to be compiled and circulated to Council and the community.
- Johnathon clarified that parking will be covered by Council's travel policy (up to a reasonable amount).
- The Speaker reminded Council that clickers are their official vote and that they are not to give them to anyone or leave the room with them.
- **Note on Robert's Rules:** Mr. Speaker reminded Council not to worry if they had not mastered them; never allow fear of procedure to get in the way of your voice.
- Being the *mover* of a motion implies that you would like to see that motion carried, but being a *seconder* just means that you agree to have the motion discussed by Council.
- A *conflict of interest*, in the context of this committee, would involve:
 1. Receiving financial benefit in lieu of a decision voted on by Council.
 2. Having ties or obligations to a third party that would prevent an impartial decision.

2. O Canada

3. Western Song

4. Roll Call

- ABBOT, Liam
- BENAC, Alex
- CARMAN, Jake
- CATTON, Ali
- CHEESEMAN, Caitie
- DIAZ, Mauricio
- DiGIUSEPE, Giulia
- D'SOUZA, Shari
- EVERITT, Haley (proxy: Andy)
- FARFAN, Mark
- GRAINGER, Tom
- HAMADACHE, Samir
- HARDY, Courtney
- HELPARD, Sophie

- HORETH, Rebecca
- HURREN, Kevin
- KITELEY, Sheila
- LITTLE, Nate
- LUCAS, Graydon
- MANUEL, Olinda
- OLIVER, Taylor
- PATRON, Deniselé
- PERKINS, Lindsee
- PETERSON, Melissa
- SADDY, Julian
- SCRIPNICK, Taryn
- WHELAN, Jack

5. Approval of Minutes

i. From September 2014, to April 2015.

- This is the first time the USC has ratified a year's worth of minutes at once. The Speaker clarified that verifying the minutes means that the content of the minutes actually occurred.
- Moving forward, minutes will be ratified monthly.
- A motion to ratify minutes as posted was carried by Catton and seconded by Diaz.
- **DECISION:** minutes are ratified.

6. Approval of Agenda

- **RECOMMENDATION:** ratify the new executive.
- **RECOMMENDATION:** add OWL and Council Meeting time and location to be discussed.
- The Council agreed to allow the executive to carry and second motions for this meeting.
- The motion was moved and seconded.
- **DECISION:** the motion carried and items 7.1, 8.1 and 8.2 were added to the Agenda.

7. For Action

i. Ratification of the Executive

- Motion to ratify council executive was moved by Lucas and seconded by Whelan.
- **DECISION:** Motion carried; council executive members have been ratified.

ii. Access Copyright and Experiential Learning

- Presented by Sophie Helpard.
- Mover: Farfan; Seconder: Cheeseman
 - This was presented by Matt towards the end of his term last year.
 - Every time Western over-collects for a student fee the money is available to be released back to students.
 - This motion gives Western the permission to release the money to the USC.

- They will be directly invested into an endowment fund that provides experiential learning opportunities to students.

Questions and Discussion:

- Mover: It's a great way to give back to students, could not think of a better initiative to give back to students.
- Q: Is the consultation period Matt implemented not happening anymore?
- A: Sophie was not aware of the entire consultation process, but said she would be open for consultation about any concerns.
- Q: Once we pass this motion can we make adjustments?
- A: the grant will be given out in 500 dollar increments, but technically we can adjust those amounts as new information comes to light.
- Q: Who will be reviewing applications, what is considered experiential learning, and what are the parameters of acceptable opportunities?
- A: The University will apply their parameters they have already set for distributing funds. Council is able to put forth any recommendations. Western will be administering it and have already set out guidelines as to what constitutes experiential learning.
- This will be used for extra-curricular opportunities.
- Q: Who actually oversees this?
- A: it's an endowment, and the university reviews millions of them, so they will be tasked with it and have staffing to cover it.
- **DECISION:** Motion 2 is carried unanimously.

iii. Senior Operations Terms of Reference

- Presented by Alana Kiteley.
- Mover: Kiteley; Seconder: Hamadache
 - New Senior Operations Committee that we need to outline terms of reference for.
 - One specific that is important is that there are no proxies to the committee, which is necessary judging by the nature of the committee.

Questions and Discussion:

- Q: Will there be any revisions or will it stay this way?
- A: We are looking towards a review at the end of November.
- Q: Why are a lack of proxies important?
- A: Because we are representing our committees in addition to Council, and what we discuss ultimately goes to Council. Proxies are part of council but Miss Kiteley feels that the Committee should take on that responsibility.
- Jonathan English: proxies are difficult because it places the responsibility on due process instead of an elected individual.
- Proxies are generally used for scheduling purposes. For a leadership team of council, it would be good to see if a no-proxy system works.

- Would we like to continue discussing proxies?
- **Amendment Proposal** (Hamadache): Individuals from the Committee have a right to assign a proxy who is also a member of the Committee.
- The amendment is moved and seconded.
- Courtney Hardy – Speaking Against the Amendment:
 - There's only 5 of us so scheduling is not difficult. Not having a proxy holds us accountable. I just don't think it's necessary.
- Melissa Peterson – Speaking Against the Amendment:
 - Council already have a provision that allows the public to attend meetings. If we don't want to offload responsibility onto people who have not gone through due process, then it would be worth testing a no-proxy system.
 - People can give their opinions at any meetings if they are given speaking rights.
- Caitie Cheeseman – Speaking Against the Amendment:
 - It holds people accountable for the meetings and I also feel it would be manageable without
- **Amendment Proposal #2** (Carman): a proxy is specifically allowed to the vice chairs of the Committee, and only the vice chairs.
- The amendment is moved and seconded.
- **DECISION:** The motion carries 14:4. (The amendment has been amended).
- Jonathan English – **clarification:** this proxy can only occur in the matter of attendance.
- **CONSENSUS:** This will be brought back up for discussion in September to be reviewed.
- The amendment has been moved and seconded to be tabled until September.
- Q: Why is this being tabled?
- A: This will allow us to put the proper thought the amendment in lieu of debate.
- The discussion returned to the Terms of Reference more generally.
- Council voted on the amended motion.
- **DECISION:** the motion carries unanimously, and Council now has an interim Terms of Reference.

iv. Council Summer Authority Policy

- Presented by Courtney Hardy
- Mover: Hardy; Seconder: Horeth
 - There is nothing specific to stipulate what Executive and Senior Operations do over the summer.
 - This proposal allows Executive to make small adjustments without referring to Council while limiting Executive from making major changes. These changes are then discussed with Council in a summary and generally allows us to use our time more effectively.

Questions and Discussion:

- Q: Could someone give an example of a time they have needed this power?
- A: It is different from how we have operated historically, so that's tough.

- This can offload procedural initiatives of the Council to a smaller authority that can rubber stamp things. It is not meant to be equivalent to the Senior Board of Operations; everything still needs to be approved. Executives have no control over bylaws or financial documents. It allows work to get done more quickly, instead of waiting for council meetings in the summer.
- Q: Is the spirit of the motion to avoid council meetings during the summer? If something big came up would we still schedule a meeting?
- A: Council will still meet, this does not take away authority from council. The spirit is to make things more manageable.
- Caitie Cheeseman – Speaking in Favour of the Motion:
 - Brescia has a similar policy and it keeps Council initiatives moving forward.
- **DECISION:** The motion carries 23:1.

v. Gazette Budget Reallocation

- Presented by Iain Boekhoff
- Mover: Farfan; Seconder: Saddy
 - Would like to reallocate \$40,000.00 that we have budgeted and cannot use.
 - Most of the money is going to go towards things that are already being budgeted next year, especially Honoraria.
 - Proposing to bring in 6 editors for the summer for Honoraria.
 - Advertising – would like to use \$15,000.00 to create a branding effort across print and online, as well as news-stands.
 - Travel budget has historically been high and the Gazette would like to bring it closer to its former allocation.
 - More city and provincial events (\$1,000 towards public events).
 - Planning on implementing better governance model for the gazette.

Questions and Discussion:

- Q: Can you give Council a recap of the budget discussion we had last year with the Gazette? There was something about a digital transformation?
- A: There are a few reasons why the Gazette's student fee went up: the capital fee went up to replace equipment; operating fee costs increased due to staffing increases; and honoraria went up. We have also put money into a website and an app.
- Q: Is this money a new addition to the budget?
- A: No, this money was already in our budget, we would just like to use it for other things besides salary.
- Q: What about the digital transformation Council was discussing last year?
- A: The digital transition is basically a shift in our internal handling, and costs arise in terms of equipment and new areas to staff related to online initiatives. The app and other online resources are coming along and have been planned for in the budget. I think the digital aspect is accounted for.
- Q: What is Honoraria?

- A: The Gazette has about 23 editors who are paid on Honoraria. Honoraria is not an official salary, it is like a gift. Editors receive an Honoraria of about 100-200 per week.
- Q: Do you have plans to accelerate the digital process with the money allotted to advertising?
- A: One of the Gazette's problems is general awareness, so we are more generally reshaping our branding; technological aspects will definitely fall into that.
- Q: The digital transformation was framed as important, is it still needed?
- A: It is still somewhat needed. An editorial advisor position is something the Gazette could benefit from; someone advocating for the online transition.
- The motion was moved and seconded.
- Q: Speaking in favour – when did you notice you had extra money?
- A: about June
- Q: If Council took it back, would it be a detriment?
- A: If Council does not see value in one of these areas, then by all means they can be removed.
- Q: Was there substantial research put into these costs to avoid future reallocations?
- A: The Gazette did research as to how many editors could return, and in our experience advertising generally costs more than you think.
- Speaking against – none of these are needs, and Council has been trying to save money.
- Jonathan reminded council that the money will not be used if it is not reallocated, and that Council should consider potential uses for it in September or direct the Budget Committee to present in September.
- Q: What's the future of the gazette, in terms of doing something innovative with the funds allotted?
- A: The Gazette has a big change in workflow, and Honoraria allows us to cover more ground in the summer.
- Iain Boekhoff identified the Honoraria budget (\$19,000), and \$5,000 of the advertising budget as time sensitive.
- **Mr. Speaker used his authority provided by the standing orders for Council to split the motion, thereby allowing the reallocation of \$24,000 (as it was time sensitive) and referring the remaining funds to the Budget Committee.**
- Concerns were voiced over dividing the motion, as the issue was partially the principle of the entire allocation.
- **Council took a straw poll on splitting the motion due to mixed opinions.**
- **The poll results were mixed and the speaker therefore opened the issue of the \$24,000 up for debate.**
- Discussion.
- **Amendment Proposal:** move the \$24,000.00 (\$5,000 for advertising and \$19,000 for Honoraria) back into the Budget Committee.
- Moved by Mr. Lucas and Seconded by Mr. Carmen.
- Council agrees to table the discussion pertaining to the \$24,000 until September.

- Concern over tabling this discussion as the amount of money being discussed was identified as time sensitive.
- **Clarification:** The money is being used to assist in the Gazette's digitalization but the money is being used in a different way to achieve a similar result.
- Honoraria was recognized as a valued budget delegation.
- **Council took a 15 minutes recess from 12:45 p.m. to 1:00 p.m.**
- Mr. Speaker recommended the whole budget allocation gets referred to Committee in September.
- A larger narrative pertaining to the budget allocations of the Gazette was recognized.
- Speaking against the recommendation – those 6 students are necessary to get the transition underway, that part of the budget is important and time sensitive.
- **RECOMMENDATION:** call the question on this particular motion (the original).
- **Budget Amendment Proposal:** Council will vote on whether or not to reallocate the \$24,000 identified as time sensitive.
- **DECISION:** The motion does not carry 10:13.
- Mr. Speaker reminded Council that the Budget Reallocation can come back for review, or it will need to come back to Council to receive an amendment in the event that the funds are used for something of a different nature.
- **Request to Reconsider:** Mr. Hamadache requests that the motion be reconsidered, and Mr. Speaker notes that this will be discussed at the end of the meeting.

vi. Operation Overhaul!

1. International Students' Caucus

- Presented by Sophie Helpard
 - Mover: Farfan
 - The caucus system is a level below council but it is a think tank for students to come together and then report back to Council. They are a good generator of ideas, feedback and concerns.
 - Sophie noted that the motion has the blessing of Western International.
 - Mr. Speaker called the question.
 - **DECISION:** the notion was carried unanimously.
 - **Note:** this caucus joins the FYS caucus, and Jonathan is working on policy that can guide this new collection of groups. Everyone will soon see more information of how they can get involved with this new format.
- ### 2. By-law 3
- Presented by Courtney Hardy
 - Mover: Hardy; Seconder: Diaz.
 - Felt this document was inappropriate so they updated it into a policy outlining the relationship.
 - Jonathan: this is an example of something we had in a bylaw that is now being converted to policy.
 - Mr. Speaker called the question.

- Mr. Speaker clarified that bylaw 3 would no longer be in existence if the motion passed.
- **DECISION:** the motion was carried unanimously.

vii. PSLPR List of Services/Programs for Review in 2015/2016

- Presented by Courtney Hardy
- Mover: Hardy; Seconder: Oliver
 - "PSLPR" stands for Portfolio Service Level Program Review Committee
 - This list was developed in discussion with last year's chair and VP's (as well as the current VP).
 - The lists consists of programs that need slightly more development or direction.
 - These are the ones drawn from discussions and research that would be most beneficial to review in Miss Hardy's research.

Questions and Discussion:

- Q: Is it too late to give input pertaining to this report?
- A: These dates are slightly tentative, and time can be spent to make adjustments where it is needed, therefore some things (such as Chairty Ball) can still be changed.
- Q: Will there be a formal review of the CHRW program as it is excluded from the list?
- A: That actually cannot be review by this Committee as it is not in the VP's portfolio.
- Oliver seconded the motion.
- Mr. Speaker called the question.
- **DECISION:** the motion was carried unanimously.

viii. Recommendation of the Board - Plebiscite

- Mover: Grainger; Seconder: Lucas
- Presented by Isaac (Chair of the Board)
 - **Background:** April 13th the board received a notice from Mackenzie Lake stating that removing an executive from council would be against the law because the executive are employees of a corporation (that corporation being the USC). This is a product of an outdated bylaw, which was outlined earlier.
 - The removal motion was therefore postponed indefinitely and this plebiscite was brought forward in new business.
 - On June 10th Council received a second legal opinion stating that the plebiscite can be viewed as a tool for the removal of the Executive.
 - Council would retain liability if this motion is not carried, as the motion has been recommended by the Board of Directors.
 - Warned against pushing the motion back to September as the law will not change and it will limit our time.

Questions and Discussion

- Sophie declared a conflict of interest and stated that neither Alex, Lindsee or herself would be speaking in favour or against the motion.

- The council recognized the importance
- Speaking for the motion: the Plebiscite is not beneficial for students anymore.
- Caitie expressed concern over accountability to student populations as she did not want to create the impression that Council met in the summer to get the decision out of the way. Transparency is important.
- Mr. Lucas shared his regrets about how it was handled.
- Mr. Speaker called the question.
- **DECISION:** 21 I favour, 0 against, and 3 abstained; the motion carries.

Gazette Budget Reallocation Reconsidered

- Mover: Hamadache; Seconder: Farfan
 - Mr. Hamadache stated that he felt the \$19,000 is needed for the transition and expressed that Council needed to have faith in the Gazette's opinion. I propose we grant them the \$19,000 and the rest should be referred back to the Budget Committee.

Questions and Discussion:

- Mr. Farfan noted that Council should be looking to set the Gazette up for success, and he felt these funds would do that.
- Tom Grainger – Speaking in favour
 - raised the point that if the original proposal has only included \$19,00 there would not be a debate. He feels it is in a similar spirit to the original intent of the budget.
- **Amendment Proposal:** (Abbott) the Gazette should create a report and submit it to Council.
- Manual seconded the motion.
- Mr. Speaker called the question on whether to consider the motion.
- **DECISION:** motion is carried; the motion is now being reconsidered with a pending amendment on the floor.
- Q: What's the timeline on the report?
- **Amendment Proposal:** (Cheeseman) proposed the report be submitted for the September 30th UCS Council meeting.
- The amendment was seconded by Mr. Carman.
- Mr. Speaker noted that the motion required a majority vote (which was determined to be met with exactly 2/3 of council).
- **DECISION:** the council was exactly 2/3 divided, and the motion was carried.

8. For Information

i. Executive Reports

**PowerPoint Presentation Prepared by Kevin Hurren*

- Presented by Sophie Helpard
 - The Orientation Program is entering a strategic planning stage. Western recently hosted a summit to gather feedback and focus groups will be created in September to go through the results from that feedback.
 - Additionally, Council is pursuing a new Homecoming initiative that involves bringing in performers.
 - Sophie explained that *experiential learning* involves: extra-curricular and co-curricular experiences that broaden a student's learning environment.
 - Sophie explained that Western is moving towards the direction of Waterloo, in which students can garner learning experiences outside of the classroom.
 - Sophie reminded Council that the program needs to be incorporated on the community level, and Western needs all stakeholders to be on board for students to access the resources they require.
- Presented by Alex Benac
 - Goal of the year has been to shifting the focus to the demands of the Peer Support Program instead of the limitation of physical space.
 - Alex updated Council that videos promoting the Peer Support Network and Centre are being created.
 - Alex updated Council that the Centre will be getting ready for a grand re-opening.
 - The Peer Support Centre has also been revamping the library.
 - Have been devising a USC Caucus Framework that empowers students and council to create and develop their own caucus'
 - There is a current initiative to bringing back the involvement compass.
 - Alex updated Council on his dealings with Western Administration through the several committees he sits on.
- Presented by Lindsee Perkins
 - Lindsee noted that the city has been on strike so meeting with key contacts has been difficult.
 - **LTC update** - LTC did a full review of their bus numbers and routes. Extra hours have been delegated to student bus routes and a new bus route has been created for Western Road.
 - 'Get out the Vote Campaign' is a month long initiative that centres on encouraging students to vote.
 - OUSA – highlighted priorities: tuition, experiential learning, online learning, students with disabilities.
 - Lindsee has been elected VPX of OUSA.
- Presented by Taryn Scripnick
 - Taryn has been sitting on the OPC Programming, Training and Approvals Working Groups.
 - Taryn notes that OPC are hoping to make training more real-life applicable for Sops, with an added emphasis on self-care and mental health.

- The OPC has approved and amended all programming schedules and themes after several approval meetings.
- Involvement compass is a big initiative that will be promoted during O-Week and launched during clubs week.
- Clubs Training is being moved to an online module so that it is more easily accessible.
- Taryn updated council on her trip to COCA to discover talent for O-Week (national event collaboration).
- Presented by Kevin Hurren
 - Organisational Communication: Kevin is restructuring the USC website to make key information easier to access as well as easy for students to engage with and understand.
 - USC has had a higher involvement in SAO, and is working to further its branding.
- Presented by Jonathan English:
 - Governance shift has been a priority, but besides that the focus is on education.
 - Have been focusing on fostering orientation modules that promote education.
 - Operation Overhaul – epic saga of re-writing and re-structuring (or just creating new things).
 - Jonathan is looking to create a working group to further Operation Overhaul, and informed Council that if anyone was interested in helping (and getting some policy-writing experience) they could talk with him after the meeting and he would form a list.

Questions and Discussion

- Q: Jonathan: Would council be interested in not having any future meetings in this room. We could instead hold are meetings in the community space, or in Mustang Lounge West. Jonathan noted that having a council meeting where members cannot look into each other's eyes is not efficient.
- **CONSENSUS:** Council agreed that meeting in another area is best.
- Council will work towards that initiative in the future.
- Q: what needs to happen for this change to occur?
- A: there is policy that pertains to our meeting space, but that is not a huge concern as long as council agrees.
- Jonathan: **Note:** Having late-night meetings is not a good idea, so we have discussed moving council meetings from late Wednesday night to early Friday afternoon. This allows us to have staff present and moves the meeting into a public realm in the daytime.
- Concern over changing the date to Friday as it runs into the weekend.
- There were mixed feelings as to moving council meeting times; general feeling that Wednesday nights are not the best suited to everyone.

- **CONSENSUS:** This conversation will be had through an online forum, potentially OWL.

9. For Discussion

i. OWL

- OWL can be a resource for Council to post and circulate materials. In future, Council will be receiving emails directing them to OWL instead of emails being sent out with multiple attachments.
- No concerns were voiced.

ii. Council Meeting: Time and Location

- Future Council meeting time and locations will be discussed online.

Termination

- The motion to terminate the meeting was seconded and passed at 2:33 p.m.