

Call to Order – 12:30 pm July 17, 2015 | SUR 2980

1. Territorial Acknowledgement

The Board of Directors acknowledged that the meeting was being conducted on the traditional and unceded territories of the Coast Salish peoples, which included the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people to the current knowledge of the Society.

2. Appointment of the Chair

MOTION BOD 2015-07-17:01

Hans

Be it resolved to appoint Enoch Weng—President as chair for the BOD meeting of 2015-07-17

CARRIED

3. Roll Call of Attendance

Board of Directors

President..... Enoch Weng
VP External Relations Kathleen Yang
VP Finance..... Barbara Szymczyk
VP Student Life Deepak Sharma
VP Student Services Darwin Binesh
VP University Relations Brady Yano
At-Large Representative Curtis Pooghkay
Faculty Representative (Arts & Social Sciences)..... Arr Farah
Faculty Representative (Applied Sciences) Corbett Gildersleve
Faculty Representative (Business) Hangué Kim
Faculty Representative (Education) Melissa Lee
Faculty Representative (Health Sciences)..... Larissa Chen
Faculty Representative (Sciences) Jas Hans

Society Staff

Build SFU General Manager..... Marc Fontaine
Executive Director..... Martin Wyant
Staff Representative.....
Campaigns, Research, and Policy Coordinator Pierre Cassidy
Student Union Organiser..... Antonio Daling
Minute Taker Dion Chong

Volunteers

Council Liaison to the Board Karen Abramson

Guests

Ombudsperson Jay Solman
Frosh Director, Society of Arts and Social Sciences BK Bwakura
Councilor, Biology Student Union..... Amir Ali
Councilor and Vice President Finance, MSESS..... Sterling Wiseman
Campus Life Officer, Surrey Campus Committee Kiran Binning
Surrey Affairs Officer, Surrey Campus Committee Prabjit Bassi

Friend of Enoch Jay

Leave of Absence

At-Large Representative Shipra Sharma

Faculty Representative (Communication, Art & Technology)..... Salathiel R. Wells

Faculty Representative (Environment)..... Christine Dyson

4. Adoption of the Agenda

MOTION BOD 2015-07-17:02

Lee, Amended Yano, Chen, Sharma

Be it resolved that the agenda be adopted as presented.

Added: SASS Frosh Contract in New Business, OOC Coordinator Hiring Committee, sponsorship and social media discussion

CARRIED AS AMENDED

5. Guest Speaker

a. SFU Ombudsperson

- One of the challenges of the Office of the Ombudsperson is the lack of student understanding regarding the role and services of the office.
 - An ombudsperson—regardless of context—is set and consistent across industries.
 - Independent—the ombudsperson sees all matters through the lens of fairness without towing any party line
 - Confidential—although there is no legal protection for ombudspersons, courts thus far have upheld ombudsperson privilege.
 - Impartiality—rather than assigning blame, the goal of the office is to view a matter objectively and apply administrative fairness.
- The Supreme Court of Canada has identified the ombudsperson as a means of dispute resolution at a lower level, before a matter has escalated such that it must reach the court.
- Ombudspersons operate based upon professional standards of practice, in a similar vein to medical professions. Osgoode Hall now certifies ombudspersons.
- SFU was the first academic institution in North America to establish an ombudsperson in 1965. The model has changed over the years from student managed, to university managed, to joint funded. At SFU, the office is jointly funded by SFU, the SFSS, and the Graduate Student Society.
 - The benefit of joint funding is commitment to the principles of fair treatment for student, as well as reinforcement of independence. This model has also been adopted by other institutions.
- Informality—the goal of the office is to resolve issues informally and limit the formalization.
- Methods
 - Shuttle diplomacy—ombudsperson is interested in the process and its relations to policy, and strives to avoid being seen as advocating for a particular issue or for a particular individual

- Coaching—Strives to facilitate understanding of the university processes, policy, and bureaucracy. Also assists in teaching how to put together an appeal that is coherent for the bureaucracy.
- Monitoring for trends—if an issue is identified repeatedly, the ombudsperson will look into the reasoning for the continued issues (ex. Policy issue, implementation issues etc.). Typically the ombudsperson will work directly with the department to correct issues, but larger issues are recorded within the annual reports (such as the recently identified issue with university support for mental health and wellbeing in all venues, as well as university services for students whose first language is not English [institutional failures to support students admitted to the university to understand academic honesty and good writing skills])
- On average the office assists approximately 400 students per year, with 75% undergraduate and 25% graduate. Typically the office assists vulnerable students who are facing various personal, social, community, and financial issues, all of which are issues that stack with one another.
 - The ombudsperson does not assist with any issues outside the bounds of the university.
- Fairness is made up of three components, which inform the work of the office.
 - Substantive—What was the decision?
 - Relational—how an individual is treated. It was felt to be reasonable for students to be treated with respect by all parties
 - Procedural—did the decision follow policy and principles?
- The Ombudsperson is open to speaking with students with concerns and questions at any time.
- The Office does not make decisions, but rather provides options for conflict resolution, coaching in how to approach the issue

Member entered at 12:54pm

- For any issues, typically it can take 4 interactions (in person, email etc.), but longer case issues require ongoing support. Systemic issues can last over a longer period of time.
- It is difficult to quantify the services provided by the office. As an investment to having a resource for services, it is difficult to provide quantitative data, aside from data provided within annual report.
- The SFSS is entirely separately from SFU. The ombudsperson only deals with SFU policy as they impact students.
- Half of student interactions are in person, or start from email and escalate to in person meetings.
- The ombudsperson is a single individual that serves all three campuses. They only have a permanent office on the Burnaby campus, using whatever other space is available.

6. Matters Arising from the Minutes

MOTION BOD 2015-07-17:03

Sharma

Be it resolved to receive and file the following minutes omnibus:

ADV—2015-06-25, 2015-07-02 | BOD—2015-07-03

CSC—215-07-02 | EPCOM—2015-06-30

EXEC—2015-06-30 | GC—2015-06-29

CARRIED

7. Appointments and Resignations

a. Student At Large Nominations

MOTION BOD 2015-07-17:04

Chen

Be it resolved to open nominations for all vacant student at-large positions on Society committees until 2015-08-15, with nominations for the respective positions closing as applications are received.

Approximately 5 positions will be opened, with positions available primarily in Stipend Appeals Committee, and Student Space Oversight Committee.

Councilors will also be sought for Advocacy Committee through Council.

CARRIED

b. Granting Committee Vacant BOD Seats

The Granting Committee had two vacant BOD positions open until the end of the semester. The committee was currently meeting quorum, but the opportunity was open to any interested Board members.

MOTION BOD 2015-07-17:05

Gildersleve

Be it resolved to appoint Kathleen Yang to a vacant BOD position on the Granting Committee until 2015-08-31

CARRIED

c. OOC Coordinator Hiring Committee Alternate

MOTION BOD 2015-07-17:06

Sharma

Whereas BOD 2015-06-26:06 resulted in the appointment of the employer representatives to the Out on Campus Coordinator hiring committee;

Whereas an SFSS Director and an alternate SFSS director were appointed to the committee;

Whereas no alternate Out on Campus Collective member was appointed to the committee, and an alternate Collective representative was selected at the OOC Collective Meeting of 2015-07-15;

Be it resolved to appoint Weldon Haywood as the alternate Out on Campus Collective member of the employer representation for the Out on Campus Coordinator hiring committee.

Terms of hiring committees are contained within the Collective Agreement in Article 36.1, with 2 representatives from the employer and 2 representatives from the union.

Past practice for hiring committees involving Out on Campus and Women's Centre has been that there are alternates for both the Board and the Collective representatives, thus ensuring that a member of Board and a member of the Collective would always be present at any given meeting.

Over the last two months, a director expressed frustration with the hiring process, which includes the involvement of non-employer representatives of the Board. Concern was raised around the potential of two individuals from the Collective representing the Board with no Directors at a meeting.

It was raised that the goal of the matter as put forth by the Collective was simply to have an alternate from the Collective available should the primary collective representative be unavailable for a meeting. This alternate would not step in if the primary board representative was unavailable, as the alternate Board representative would be responsible for filling in.

There's already a board member on the hiring committee, so there was confusion as to why the matter was still being debated. It was raised that a second alternate was not necessary as Irene Sneddon was already representing the employer.

FAILED

8. Reports from Society Directors/Committees/Representatives/Delegates

MOTION BOD 2015-07-17:07

Sharma

Be it resolved to receive and file the Board Work Report of 2015-07-17

Sharma's report was not submitted in time, but has been circulated within the organization. The work report content continues to be inconsistent. It does not seem that the directors were clear on the desired format. This matter would be discussed offline.

CARRIED

9. New Business

a. Staff Liaison Officer Appointment

MOTION BOD 2015-07-17:08

Sharma

Whereas the management signing officers for the current fiscal year were appointed at BOD 2015-04-08:07;

Be it resolved that as per By Law 6.13: Powers, Duties and Obligations of the Board of Directors, Martin Wyant—Executive Director be appointed as a Management Signing Officer for the period July 17th, 2015 until April 30th, 2016.

Question was raised around the rationale for there being four signing authorities, as opposed to only the President and Vice President Finance. It was seen that all directors regardless of role have situations where they are expected to sign on behalf of the Society for matters within their

portfolio. Signers were changed when the bylaws were changed in 2013. Further discussion on the matter could be pursued via the Constitution and Policy Review Committee.

CARRIED

b. Governance Model

MOTION BOD 2015-07-17:09

Binesh

Be it resolved that The Board Develop and Adopt a policy governance model, to replace its current governance model.

Be it further resolved that The Board establish an ad-hoc governance committee composed of the VP Student Services, Faculty of Arts and Social Sciences Representative, Faculty of Applied Science Representative, Executive Director, and Campaigns Research and Policy Coordinator.

The motion arose as a result of the meeting between the executive officers and the Executive Director. The motion was meant to be a commitment by the Board to demonstrate leadership in the incoming changes to the governance model. Question was raised of why a model was not being proposed before being adopted by the Board. The desire of the motion was to have the entire organization recognize that the change was forthcoming. This would enable the ad-hoc committee the authority to pursue work towards developing a model to be presented to the Board.

Question was raised around how this work would conflict with the strategic priorities of the Board—Build SFU and the Annual General Meeting. It would create more work, but if the model is pursued, the Board members would not be conducting the work to implement the model. The Board would offer perspective while the staff draft out the policies as driven by Board direction. Question was raised around the flexibility of the governance committee composition. While it would be desirable to limit the number of “chefs in the kitchen”, any director could choose to sit in on meetings. Updates could be provided as requested at any given time, and reporting would be regularly conducted via board work reports. Additional reports could be provided by the Executive Director and Campaigns, Research, and Policy Coordinator.

The intent is for staff to undertake development of the model draft, which would be brought to the subcommittee for review and revisions, until such time that the model could be put forth to the Board for review. The Board would have a very clear role in shaping the final product for implementation.

The timelines within the report thusfar were meant to be guidelines and to provide a sense of progress. However, there was flexibility within the timeline to accommodate board priorities. The Board already has a headstart through some research and expertise in the model from staff and management. The desire was for the model to begin taking place for the next number of months, with discussions ongoing on the implementation process.

Questions were raised around whether terms of reference were available or forthcoming, as necessary for a committee to be adopted. The traditional Carver Model has a Board and very few committees, unless they are absolutely needed. This would limit any issues with terms of reference and other structural matters preventing discussions and decision from occurring.

CARRIED

**c. Society of Arts and Social Sciences—SASSquatch 2015 Frosh Contract
MOTION BOD 2015-07-17:10**

Sharma

Whereas the Society of Arts and Social Sciences (SASS) is planning SASS Frosh for September 18th to 20th at Camp Jubilee Retreat and Conference Centre (Camp Jubilee).

Whereas Aon Risk Solutions, the Simon Fraser Student Society's (SFSS's) insurance provider, has confirmed that SASS Frosh is within the scope of the SFSS's current insurance policy.

Whereas SASS Frosh organizers will be signing a Club and Student Union Event Risk Management Form.

Whereas SASS Frosh participants will be signing a waiver and a Memorandum of Understanding.

Be it resolved that the Board of Directors approve the Camp Jubilee Contract;

Be it further resolved that Enoch Weng—President, and Barbara Szymczyk—VP Finance, be authorized to sign the Camp Jubilee Contract between the Simon Fraser Student Society and Camp Jubilee.

The timeline of discussions regarding the SASS contract discussions by executive officers, the Student Union Resource Office, and the Executive Committee was provided to the Board.

- Insurance coverage has been confirmed for the event
- Waivers have been developed for frosh participants. These would not cover all issues as the Society would still be liable for negligence, but it did cover many areas of concern.
- An agreement has been established to be signed between the SFSS and the event organizers (SASS)
- Training would be provided for the frosh staff—Women's Centre would be providing training on informed consent and participant personal safety, and SFU Safety and Risk Services would be providing with a number of workshops.

The Society has completed its due diligence in protecting the organization and the membership. While SASS frosh was involved in this particular issue, the matter was raised as part of a larger global trend within the Society for off-campus events, and it was reiterated that the concerns raised were not directly related to SASS, but reflected deficiencies in SFSS procedures.

The desire was to develop a process and protocol for off-campus events with a greater degree of risk. A middle ground was desired between protection of the organization and the ability to host a successful larger scale event.

Concern was raised that this issue had set a precedent for larger student-led off campus events to expend significant time and resources from the Student Society, and that the costs of pursuing legal counsel and legal clinic were rapidly increasing the event costs. Such barriers to event planning may cause student groups to ignore the role of the SFSS as the only signing authority, as has occurred with student union events in the past.

It was raised that the point of moving to the policy governance model would be that the Board would never have to deal with such an issue.

CARRIED

Members entered 1:43pm

10. Discussion

a. Sponsorship and Social Media Promotion

The Communications Coordinator has received requests from Board members to advertise services and events from clubs and other organizations not directly affiliated with the Board of Directors. Questions arose over how the Communications Office should be handling such requests.

A director was not in favour of allowing Society social media to be used to promote club and external events, given the number of clubs and student unions registered which would be overwhelming for the organization's social media. It was noted that the Society already provides an events calendar for student events, and that if there were flaws in the current events calendar, that the Office should be tasked to consider ways to make the calendar more successful. Another director felt that the Communications Office should have authority to make a decision on the matters that would be in the interest of the SFSS to promote via social media. It was raised that directors were underprepared for such a discussion, given the last minute nature of the agenda item addition. Extensive conversation would be necessary which may not be ideal at present.

Typically, unless the event or initiative has been sponsored by a committee, the Communications Office was directed not to post non-SFSS organized events on social media. It was further raised that the Communications Office is also already at capacity at present. It was felt that the office should not be tasked to handle additional work. At the interim, the Office would be asked to hold off on all posting of external events.

AGENDA ITEM FAILED TO BE POSTPONED

Binesh

It was raised that there would be no value in postponing unless action items were set first. In postponing until next week, the board would sort out the matter outside the Board meeting, and the matter would be brought forward to the next BOD.

It is possible to request the Communications Office to produce a report, as the Coordinator has a stake in the matter, expertise, and an understanding of the options available to the Society. It was requested that any request for a report to be accompanied with clarity on the priority of the report vis-à-vis other Board priorities and projects that have requested Communications Coordinator support. It was raised that the Communications Coordinator has already received a large number of demands on the office, and it may not be fair to also expect that such a report be produced.

The past policy has been to reject the promotion of events that the SFSS is not directly affiliated with, and this would remain the status quo until further discussion continues.

It was raised that clubs and student unions were under the SFSS. However they are not directly affiliated with actions stemming from the Board table.

It was deemed important to revamp the events calendar to make it an effective resource for student groups.

b. Board Work Report from 2015-07-03

The July 3rd work report was not published.

MOTION BOD 2015-07-17:11

Yano

Be it resolved to receive and file the 2015-07-03 work report

CARRIED

11. In Camera Session

a. Rotunda Lease Agreement

MOTION BOD 2015-07-17:12

Sharma

Be it resolved to move the meeting in camera with management

CARRIED

MOTION BOD 2015-07-17:13

Yano

Be it resolved to move the meeting ex camera

12. Attachments

2015-07-08 Roadmap to Policy Governance.pdf

SASS Frosh-Camp Jubilee Report.pdf

13. Adjournment 2:01pm

DC /CUPE 3338

BOARD REPORT

Prepared for Board of 2015-07-17

President

- Meeting with Mark Perry (GSS Director of External Relations)
- Meeting with Martin Wyant (Executive Director) x2
- Meeting with Andrew Petter (SFU President)
- Meeting with Tim Rahilly (SFU Associate Vice President Students) x2
- Meeting with Phillip Steenkamp (SFU VP External) and Nicole and Jonathan (SFU External Relations)
- Meeting with Justin Lieu (SFU Student Life Coordinator)
- Meeting with SFSS VP Services
- Visited McGill University and SSMU Executives
- Attended SFU App Joint Steering Committee meeting
- Attended Council
- Attended Staff Meeting
- Met with Shop Steward on Union issues
- Handled HR matters [Confidential]
- Checked in with Hiring Committees
- Worked with concert working group on securing production company
- Meeting with FNSA representative, RE: indigenous catering
- Meeting with the FNSA and Peak
- Interview with On The Hill
- Student Club SFSS Outreach (CAC, Recital Society, DSU bbq)
- Office hours and regular administrative duties

Vice President External Relations

- Meetings: GSS, advocacy, exec, Rotunda sublease, Women's Centre resource assistant hiring, Kwantlen VP External, Check your head: Democracy Now!,
- organizing attendance and accommodations for Uvic campus to campus conference
- finished IYPG conference report
- federal election campaign related work on Basecamp and external outreach
- food bank program interview with the Vancouver Sun
- outreach at the recital society bake sale and health peers engagement

Vice President Finance

- Executive Committee, Board, Council
- Setting up and preparing for Communications Assistant Hiring Committee
- Meetings (2) and Open forum for VP Finance and Administration Search Committee
- Cheque requisitions, meetings with various departments/staff to go over requests
- Cheque signing

- Meeting with SFSS Executive Director
- Review of several departmental budgets
- Summary Report for Peak on Spring Jam finances

Vice President Student Life

No report received.

Vice President Student Services

- U-Pass/Compass Card
 - Addressing concern with the U-Pass Advisory Committee regarding meetings.
 - Continuing student consultation with presentations, and preparing student survey.
 - Working with communications coordinator to create key messaging for fall launch, and our current media channels.
 - Meeting with Translink on July 16th; preparing documents and relevant information based on student consultations and feedback. Will be addressing concerns as well.
 - 90% of eligible Compass users have claimed their compass card, which is a high percentage compared to other institutions, and more data is available upon request).
 - Preparing background for a possible addition to the current U-Pass contract for this round of negotiations focus on opt-ins for students taking a single semester off in an academic year.
 - Creating an FAQ document based on questions from students.
 - Addressing questions, concerns, and complaints.
- Outreach
 - Creating key messaging, brainstorming ideas for swag, and scheduling activities for the Fall with Communications Coordinator.
 - Reporting back to Board members with key messages and schedules.
 - Recruiting interested volunteers.
 - Completing a method for collecting, storing, and then making use of student feedback after one on one conversations.
- Health and Dental Plan
 - Negotiating arrangement for video kiosks with SFSS Account Manager.
 - Organizing one-on-ones with members of the Extended Health and Dental Plan Committee to Prepare for the Fall Semester.
 - Addressing student questions and complaints.
- Annual General Meeting
 - Coordinating logistics such as the venue, dates, seating arrangements, manpower required, IT quotes, bringing an external chairperson.
 - Reviewing Annual General Meeting Budget, for a possible increase if required.
 - Coordinating the creation of the Annual Report.
 - Reporting back to Board Members with key questions.
 - Creating messaging with Communications Coordinator.
 - Scheduling all required notices and publications as per SFSS by-laws and Administrative Policies.
- Meetings and Administrative Duties
 - There have been many meetings. For a list, please contact me.

Questions, comments, and concerns with respect to confidentiality may be submitted to vpsservices@sfss.ca.

Vice President University Relations

- Executive Committee x2, Advocacy Committee x2, Board, OOC Collective, Open Textbook Working Group meeting
- Meeting with SFU Surrey ED and Head Librarian of Fraser Library
- Meeting with SFU Associate Vice President Students x2
- Meeting with SFSS Executive Director
- Meeting with Digital Resource Librarian (Bennett Library)
- Phone call with UBC AMS VP University and Academic, RE: open textbooks

- Meeting with SFSS Council Chair
- Meeting with SFPIRG, RE: rotunda lease
- Meeting with FNFA representative, RE: indigenous catering
- Office hours and regular administrative duties

Applied Sciences Representative

I was away for three days last week performing outreach at SFU Surrey for the Computing Science Department. Meetings: CSSS, ESSS, ESSS Frosh Week, MESS, Granting and two hiring committees, FARM (talked about what we are working on individually, upcoming frosh plans, welcome day activities, etc.)

Outreach: Talked with the Vex Robotics Club about their issues, what they do, and how they felt about various SFSS services, projects, etc. Talked to Recital Society during their bake sale.

Arts and Social Sciences Representative

Work with DSU's/SASS

- DSU Summer BBQ
- First ever Arts DSU President Meeting
- Initial planning of future events with DSU's
- Work on FASS student union portal
- Weekly check-in with SASS and SASS frosh Director

Project Vote:

- Contact with candidates regarding a debate
- In contact with Capilano Student Union VP External
- Discussion about the project vote Campaign in Advocacy
- Preliminary work on the content of pamphlets
- Looking into potential dates for the debate
- Various "to-do's" on Basecamp

U-Pass/Compass Card:

- DSU presentations (ongoing)
- FAQ document
- Debrief with VP Student Services and Communications Coordinator on progress
- Contacting DSU's to gauge interest in U-Pass presentations
- Various "to-do's" on Basecamp
- Translink Visit

Meetings/Administrative Duties:

- SFSS Meetings: Advocacy x2, Open Textbook Working group Meeting, FARM, Council
- Meeting for Student Union Outreach worker hiring committee
- DSU meetings/Presidents Meeting
- Meeting with FASS
- Meeting with Career services (Penny Freno)
- Meeting with Librarian (Bennett Library)
- Meeting with Kwantlen VP External and SFSS VP External
- Emails, Office hours, etc..

Business Representative

- Meetings
 - Events and Promotions Committee Meeting
 - Business Faculty Charity Night Meeting
 - FARM meeting
 - Beedie President's Meeting
 - Business Administration Student Society: Board of Advisors Meeting
 - [Board Meeting](#)

- Bass Mentorship Program Orientation
- SFSS Space Expansion Consultation
- Concert Working Group Meetings

Communications, Art, and Technology Representative

On leave of absence

Education Representative

- Meetings attended: Commercial Services Committee (July 2), Board (July 3), Open Textbook Working Group (July 8), FARM (July 14)
- Meeting with Communications Coordinator about Board apparel
- Promoted DSU Summer BBQ (via ESA Facebook group, drafted email for Faculty of Education advisor to send out, CANVAS)
- EDUC 100 Classroom Presentation
- Prepared materials/handouts for ESA table & assisted at DSU Summer BBQ
- Engagement @ Recital Society Musical Bake Sale
- SFU App Testing v0.2

Environment Representative

On leave of absence

Health Sciences Representative

- Meetings: EPCOM, SFSS Engagement Plan, Communications Coordinator, OOC Collective, biweekly OOC liaison meeting, FARM, Communications Coordinator Hiring Committee, OOC Volunteer Coordinator Hiring Committee, HSCI Faculty UG Studies Director, Board
- Attended SFSS club events for engagement: Billiards club, DSU Summer BBQ
- Completed International Conference of Health Promoting Universities & Colleges UBCO Report
- Fall Kickoff Working Group: Finalized job description, timeline, tasks, etc.

Science Representative

Meetings:

Surrey Space reno consultations

PSN project worker shortlist candidates meetings, 4 interviews, phoned in for final decision, psn letter of hire.

Meeting with SFU library head and Executive director

SSC informal events meeting

meeting with SUS president regarding Peer Mentorship program

Meeting with Student engagement office

Farm Meeting

Office hours and admin duties

At-Large Representative Pooghkay

Meetings:

- Events and Promotions Committee Meeting
- Concert working group meeting
- Board Meeting Friday the 17th
- Meeting with Irma regarding outreach data and website modifications.
- Meeting with Enoch about club executive appreciation night

Projects:

- Helped coordinate the DSU bbq
- Provided a rough report to VP Student Life regarding engagement ideas for week of welcome or events leading up to fall kick off.
- Work and tasks pertaining to the fall concert on base camp.

At-Large Representative Sharma

On leave of absence

DC/CUPE 3338

BOARD REPORT

Prepared for Board of 2015-07-03

President

- Attended the 2015 International Conference on Health Promoting Universities & Colleges, and helped develop and sign the Okanagan Charter 2015; met with representatives from UBC AMS, UBCOSU, URSU, UofA SU, Uvic, and KPU
- Currently away in Ottawa for the National Canada Day Poster Challenge awards ceremony (my sister was a finalist) as well as for Canada Day at Parliament Hill
- Board and Exec meetings (skyped in)
- Called-in meeting with VP Student Life and Bus Rep regarding concert and logistics, and planned out next steps
- Called-in meeting with the Concert Working Group, as well as various production companies to review their offers, and to further the conversation
- Attended SFU Anime Club's Summer Festival, and helped engage students with SFSS (yellow ranger morphsuit + big SFSS banner did the trick)
- Union work (confidential)

Vice President External Relations

- Meetings attended: Board, Exec, Advocacy, accessibility project worker
- SFSS Outreach: in person tabling and via email to schedule in person meetings
- Outreach to other student unions for future advocacy campaigns (via email)
- Writing International Young Policy Governance conference report and notes
- Meetings and research regarding the Federal Election campaign
- Research on centre for students with disabilities for SUDS

Vice President Finance

No report received

Vice President Student Life

- Conference calls with Potential Production/ Talent Booking Agency
- Fall Kickoff Management team finalization
- Granting Committee meeting
- Surrey Space Expansion/ Renovation presentation preparation
- Meeting with CJSF
- Meeting with member at large and communications Coordinator regarding outreach plans
- Events and Promotions Committee meeting
- SFSS Outreach
- Executive Committee meeting

- Brief meeting with Food and Beverages General Manager regarding 50th anniversary celebrations and Fall Kickoff event
- Board of Directors meeting
- Advocacy Committee meeting
- Liaisoning amongst with two departments within SFU that are interested in Co-hosting Events in the Fall semester
- Office hours, Administrative Duties and Emails

Vice President Student Services

- U-Pass and Compass Card
 - Consultation Presentations with Communications Student Union, History Student Union, and Science Undergraduate Society.
 - Preparing for Presentations with Math Student Union, Engineering Science Student Society, and Mechatronics Systems Engineering Student Society.
 - Scheduling meetings with U-Pass administrators regarding: negotiations process.
 - Creating a proposal for an addition to the U-Pass prior to negotiations. Will be contacting Associate registrar in the new future to address this proposal formally.
 - Creating FAQ Document.
 - Scheduling a full review of the U-Pass Consultations, with Communications Coordinator and Arts Representative to review strengths and weaknesses so far.
 - Updating U-Pass Presentation based on feedback until now.
 - U-Pass Advisory Committee (UAC) Meeting scheduling for July 6th. SFSS Alternate will be attending in my place on account of class.
 - Scheduling meeting with Arts Rep to brief them on our position for the upcoming UAC meeting.
 - Addressing Student Questions and Complaints.
 - Reviewing UAC Communications Sub-Committee documents and notes.
- Health and Dental Plan
 - Video kiosks for satellite campuses may be secured in the summer, more likely in the fall, now discussing payment and space allocation.
 - Addressing student questions and complaints.
 - Scheduling presentation for the Board of Directors and Council, likely in August.
 - Coordinating other items with health and dental plan account manager from Student Care Networks.
 - Addressing Student Questions and Complaints.
 - Now Holding off on creating a presentation for student consultations prior to negotiations as my time is limited at it is not an urgent item.
- Annual General Meeting
 - Check-ins taking place weekly to keep up with progress.
 - Date nearly finalized, will depend on IT services required for the meeting.
 - Investigating opportunities to include satellite campuses.
 - Investigating how best to acquire a commission to scrutinize the meeting, count votes etc.
 - Looking into acquiring an external chairperson.
 - Coordinating the creation of the annual report; currently looking at formats.
- Food and Beverage Services
 - No major updates at this time.
- Ombudsperson
 - No major updates at this time.
- Miscellaneous

- Preparing summary of portfolio, and scheduling meetings with incoming Executive Director.
- Debrief scheduled with President on July 6th.
- SFSS Outreach (Tabling).
- Presenting Basecamp Project Management Software Demo to the Advocacy Committee and the Events Committee.
- Executive Meeting.
- Meetings with students who have questions regarding the SFSS and how we can support student volunteer events.
- Office hours and administrative work.

Questions, comments, and requests for documents with respect to confidentiality may be sent to vpsservices@sfss.ca

Vice President University Relations

- Board, Exec and Advocacy committee meetings
- SFSS Council meeting
- Inquiry regarding SFU degree content w/ SFU Registrar
- Conversations with SFU Public Square regarding a potential Visioning event and National Conference to be held at SFU in the fall
- Meeting with Communications Coordinator and Build SFU General Manager
- SFSS Outreach (tabling) in the AQ
- Meeting with FASS SEO Administrative Assistant and Arts Rep
- Office hours and regular administrative duties

Applied Sciences Representative

Outreach

- Followed up on club outreach emails to set up future meetings
- Did four shifts at the AQ SFSS General Outreach table

Meetings Attended:

- Granting Committee
- Board
- Engineering Science Student Society
- Women's Centre Collective
- Women in Computing Science
- Science Undergraduate Society

Other

- Found various SFSS and DSU execs to give feedback on the SFU App
- Gave feedback on the SFU App
- Held Burnaby office hours

Arts and Social Sciences Representative

DSU Summer BBQ:

- Sorting out final details with several DSU's
- Volunteer schedule

Project Vote:

- Been in Contact with candidates regarding a debate
- In contact with Capilano Student Union VP External w/ SFSS VP ER
- Discussion about the project vote Campaign in Advocacy
- preliminary work on the content of pamphlets for project vote
- Creation of Project Vote, on Basecamp

U-Pass/Compass Card:

- DSU presentations (ongoing)
- Compiling list of FAQ's
- Preparation for upcoming meeting @ UBC
- reviewing Basecamp accounts (in regards to the U-pass file)
- contacting DSU's to gauge interest in U-Pass presentations

Administrative Duties:

- Board and Advocacy
- DSU meetings
- Meeting with FASS
- Emails

Business Representative

- Making Connections Info Night for the Beedie School of Business
- Meeting with Business Clubs/Student Organizations
- Board Meeting
- Concert Working Group Meeting
- Created Job Descriptions for Concert
- Meeting with the Communications Coordinator
- Events and Promotions Committee Meeting
- General outreach and tabling for SFSS

Communications, Art, and Technology Representative

On Leave of Absence

Education Representative

- Outreach at SFU Dance Marathon Club meeting
- Attended meeting for DSU Summer BBQ planning
- Arranged ESA classroom presentation in EDUC 100 class on July 8th
- Attended Outreach Check-In and Board Meeting (June 26th)
- Sent in ESA minutes approving funding for DSU Summer BBQ
- Prepared handouts for and attended Faculty of Education Pre-Enrolment event
- SFSS Outreach
- SFU App testing

Environment Representative

On Leave of Absence

Health Sciences Representative

- 2015 International Conference on Health Promoting Universities/Colleges (6/22-6/25)
 - In process of compiling notes for report summary
 - Reaching out to speakers re: successful student wellbeing initiatives/projects
- Met w/ UBCO SUO Executives (6/26)
- Meeting w/ Women's Centre Coordinator re: profile video & self-defense workshops
- BOD meeting via Skype (6/26)
- Meeting w/ Communications Coordinator re: video initiatives & SFSS campaigns (6/29)
- HSUSU Meeting re: FROSH logistics (6/29)
- SFSS Outreach AQ Tabling (6/30)

- EPCOM Meeting (6/30)
- Meeting w/ BuildSFU General Manager re: engagement strategies/feedback (6/30)
- Meeting w/ Fall Kickoff Working Group re: timeline, management, production, roles, etc. (6/30)

Science Representative

Board meeting

Sfss tabling

Sus meeting

Presentation and work with sus president

Surrey space renovation presentation preparation

Discussion with Surrey affairs officer over next joag meeting

Emails and office hours

At-Large Representative Pooghkay

- Worked on report for outreach pilot project
- Met with Irma regarding pilot outreach program
- Was part of the planning committee for the SFSS concert
- Attended board on June 26th
- Attended EPCOM committee meeting on June 30th

At-Large Representative Sharma

On Leave of Absence

July 15, 2015

To: SFSS Board of Directors
From: VP Student Life – Deepak Sharma
Student Union Organiser – Antonio Daling
Re: Society of Arts and Social Science SASSquatch – Camp Jubilee Contract

Background

On June 17, 2015, the Society of Arts and Social Science (SASS) submitted a rental contract to the SFSS to secure Camp Jubilee for their upcoming Frosh week event in September. On June 19, the contract was presented to the executive committee via email for review and approval. At the June 23 executive committee meeting, the committee raised multiple issues surrounding both the event and the contract.

Issues

Summary of concerns:

- 1) General liability to the SFSS
- 2) Absence of a mechanism to ensure that SFSS constituents follow the legal requirements stated in the contract
- 3) Key risk areas were not well-identified (i.e. supervision and training)

Concerns and recommendations:

- Concerns were raised if Frosh participants were found to be consuming alcohol.
 - Needed clear guideline on the supervision and screening process.
- Concerns were raised regarding the number of First Aid-certified Frosh staff needed
 - Frosh staff can be certified together prior to the event
- Concerns raised regarding the number of lifeguards
 - Currently, there is one potential Frosh Team member who is a certified lifeguard
 - If more are needed, the Science Undergraduate Society president has offered to serve as lifeguard
 - Life Guard Society (NLS) recommended a ratio of 50 participants to 1 lifeguard be present at any waterfront event.
- Concerns around early checkout time (11:00am) which was considered ambitious
 - The Centre confirmed that they could be flexible with the time
- Concern around SASS being the sole provider of first aid
- Media relations may infringe on the VP Communications' work
- Multiple booking clause may be of concern for the organizers
- Quiet times seemed infeasible considering this is a Frosh event taking place over the weekend
- Supervision – Frosh staff have yet to be hired
- Document should clarify whether the site capacity includes staff or not
- Payment schedule and the consequence of failing to meet the prescribed schedule

Recommendations

SASS Frosh contract recommendations:

- Develop a waiver/indemnity agreement that would place some liability from the contract on the individual participants.
- Forward the contract and waivers/indemnity agreement to the insurance provider for review and approval.

- Create a Memorandum of Understanding/Informed Consent Agreement to clarify the rules and regulations for Frosh participants should they decide to attend the event.
- Develop comprehensive orientation training modules for Frosh leaders around
 - Safety and anti-harassment,
 - Emergency response and accident reporting,
 - Supervision of event and crowd control.
- SASS executives sign a bridging contract that outline their duties and responsibilities
- Board approves the Camp Jubilee contract as presented and motion for the Vice President Finance and Vice President Student Life sign on behalf of the Society.

Broader recommendations to the Board:

- Develop a standard policy and/or procedures for on and off-campus events for all clubs and student unions
- Develop a standard policy and/or procedures around event risk assessment and management (see attached risk management form)
- To delegate the authority of approving contracts to the Executive Director and Student Union Organiser or General Office Coordinators in line with the boarder goal of separating operations and governance.

Attachments:

- SASS Frosh Waivers
- Camp Jubilee Contract
- Certificate of Insurance for Camp Jubilee
- [Draft] Club and Student Union Event Risk Management Form incl. Event Organizer contract



SIMON FRASER STUDENT SOCIETY

Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity
Agreement
(FOR THOSE UNDER 19 YEARS OF AGE)

By signing this document you will waive certain legal rights, including the
right to sue.

Minor Participant Name: _____

Minor Participant Address: _____ City: _____

Province: _____ Postal Code: _____

Telephone: _____ Email Address: _____

PREAMBLE

The Society of Arts and Social Science SASSquatch 2015 is an activity that is not without certain risks, dangers, hazards and liabilities to all participants. These include, but are not limited to, personal injury, death, property damage, expense and other loss, delay or inconvenience. All persons taking part in the Society of Arts and Social Science SASSquatch 2015 are required to accept these and other risks as a condition of their participation in this venture. The Simon Fraser Student Society and the Society of Arts and Social Science will not accept any liability for injury, loss, damage or expense sustained as a result of any person's participation in the Society of Arts and Social Science SASSquatch 2015. The Statement of Risks set forth below is intended to enable participants to better understand the various risks involved in the trip. All participants will be required to sign the Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement set forth below, which will release the Simon Fraser Student Society, and their representatives, from any future claims which might arise as a result of the applicant's participation in the Society of Arts and Social Science SASSquatch 2015.

STATEMENT OF RISKS

The activities involve risks inherent to it including but not limited to the following:

- Possible injury or death due to the mode of transportation being used to travel to and from the venue.
- Possible injury or death as a result of the behaviour of wildlife, including bears, wolves, coyotes, mountain lions, snakes, insects;
- Possible injury or death as a result of the environment, including fires, floods, storms, hazardous terrain, poisonous plants;
- Possible injury or death due to allergic reactions;
- Possible injury or death due to food poisoning;
- Possible injury due to the intentional and unintentional acts of others;
- Possible injury or death caused by accidents; and
- Possible injury or death due to getting lost.

The Simon Fraser Student Society and its directors, officers, staffs, and agents cannot and will not assume liability in respect of any of these risks, dangers, hazards and liabilities.

(Initial here)



Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement

The following waiver of all claims, release from all liability, assumption of all risks and other terms of this agreement are entered into by me on behalf of the Minor Participant (the "Minor) with the Simon Fraser Student Society and the Engineering Science Student Society.

To: SIMON FRASER STUDENT SOCIETY

I, _____, am the Parent/Guardian of the Minor and am executing this waiver on behalf of the Minor in my capacity as Parent/Guardian and with the intent that this waiver be binding on myself and the Minor for all legal purposes.

I, _____, am aware that the Society of Arts and Social Science SASSquatch 2015 involves many risks, dangers, hazards and liabilities including but not limited to those referred to in the PREAMBLE and STATEMENT OF RISKS set forth above. I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS INCLUDING THE POSSIBILITY OF PERSONAL BODILY INJURY, DEATH, PROPERTY DAMAGE OR LOSS RESULTING THEREFROM.

In consideration of the SIMON FRASER STUDENT SOCIETY partially funding the Project, I hereby on behalf of the Minor agree as follows:

- 1. TO WAIVE ANY AND ALL CLAIMS, whether in contract or in negligence, that I or the Minor have or may in future have against the SIMON FRASER STUDENT SOCIETY and its directors, officers, employees, agents, support personnel and other representatives (all of whom are hereinafter collectively referred to as 'the Releases') as a result of the Minor participation in the Society of Arts and Social Science SASSquatch 2015;
2. TO RELEASE THE RELEASEES from any and all liability for any loss, damage, injury or expense that I or the Minor may suffer or that my next of kin may suffer as a result of my participation in the Society of Arts and Social Science SASSquatch 2015, due to any cause whatsoever, INCLUDING BREACH OF CONTRACT OR NEGLIGENCE ON THE PART OF THE RELEASEES;
3. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any loss, damage, injury or expense to any third party, resulting from the Minor participation in the Society of Arts and Social Science SASSquatch 2015;
4. THAT THIS AGREEMENT shall be effective and binding upon my heirs, next of kin, executors, administrators and assigns, in the event of my death.

I confirm that I have read and understood this Agreement prior to signing it, and I am aware that by signing this Agreement I am waiving certain legal rights which I or my heirs, next of kin, executors, administrators, assigns, and representatives may have against the Releases.

Signed this ____ day of _____, 20__.

Parent/Guardian signature

Name (print clearly)

Witness signature

Name (print clearly)

Address: _____

City: _____

Province: _____

Postal Code: _____



Representing and advocating for the interests of undergraduate students at Simon Fraser University

SIMON FRASER STUDENT SOCIETY

Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement

By signing this document you will waive certain legal rights, including the right to sue.

Participant Name: _____

Participant Address: _____ City: _____

Province: _____ Postal Code: _____

Telephone: _____ Email Address: _____

PREAMBLE

The Society of Arts and Social Science SASSquatch 2015 is an activity that is not without certain risks, dangers, hazards and liabilities to all participants. These include, but are not limited to, personal injury, death, property damage, expense and other loss, delay or inconvenience. All persons taking part in the Society of Arts and Social Science SASSquatch 2015 are required to accept these and other risks as a condition of their participation in this venture. The Simon Fraser Student Society and the Society of Arts and Social Science will not accept any liability for injury, loss, damage or expense sustained as a result of any person's participation in the Society of Arts and Social Science SASSquatch 2015. The Statement of Risks set forth below is intended to enable participants to better understand the various risks involved in the trip. All participants will be required to sign the Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement set forth below, which will release the Simon Fraser Student Society, and their representatives, from any future claims which might arise as a result of the applicant's participation in the Society of Arts and Social Science SASSquatch 2015.

STATEMENT OF RISKS

The activities involve risks inherent to it including but not limited to the following:

- Possible injury or death due to the mode of transportation being used to travel to and from the venue.
- Possible injury or death as a result of the behaviour of wildlife, including bears, wolves, coyotes, mountain lions, snakes, insects;
- Possible injury or death as a result of the environment, including fires, floods, storms, hazardous terrain, poisonous plants;
- Possible injury or death due to allergic reactions;
- Possible injury or death due to food poisoning;
- Possible injury due to the intentional and unintentional acts of others;
- Possible injury or death caused by accidents; and
- Possible injury or death due to getting lost.

The Simon Fraser Student Society and its directors, officers, staffs, and agents cannot and will not assume liability in respect of any of these risks, dangers, hazards and liabilities.

(Initial here)



Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement

To: SIMON FRASER STUDENT SOCIETY

I, _____, am aware that the Society of Arts and Social Science SASSquatch 2015 involves many risks, dangers, hazards and liabilities including but not limited to those referred to in the PREAMBLE and STATEMENT OF RISKS set forth above. I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS INCLUDING THE POSSIBILITY OF PERSONAL BODILY INJURY, DEATH, PROPERTY DAMAGE OR LOSS RESULTING THEREFROM.

In consideration of the SIMON FRASER STUDENT SOCIETY partially funding the Project, I hereby agree as follows:

- 1. TO WAIVE ANY AND ALL CLAIMS, whether in contract or in negligence, that I have or may in future have against the SIMON FRASER STUDENT SOCIETY and its directors, officers, employees, agents, support personnel and other representatives (all of whom are hereinafter collectively referred to as 'the Releases') as a result of my participation in the Society of Arts and Social Science SASSquatch 2015;
2. TO RELEASE THE RELEASEES from any and all liability for any loss, damage, injury or expense that I may suffer or that my next of kin may suffer as a result of my participation in the Society of Arts and Social Science SASSquatch 2015, due to any cause whatsoever, INCLUDING BREACH OF CONTRACT OR NEGLIGENCE ON THE PART OF THE RELEASEES;
3. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any loss, damage, injury or expense to any third party, resulting from my participation in the Society of Arts and Social Science SASSquatch 2015;
4. THAT THIS AGREEMENT shall be effective and binding upon my heirs, next of kin, executors, administrators and assigns, in the event of my death.

I am nineteen (19) years of age or older. I confirm that I have read and understood this Agreement prior to signing it, and I am aware that by signing this Agreement I am waiving certain legal rights which I or my heirs, next of kin, executors, administrators, assigns, and representatives may have against the Releases.

Signed this ____ day of _____, 20__.

Witness signature

Name (print clearly)

Participants signature

Name (print clearly)

Address:

City:

Province:

Postal Code:

Ref. No. 320007256111

CERTIFICATE OF INSURANCE

Aon Reed Stenhouse Inc.
401 West Georgia Street, Suite 1200
PO Box 3228 STN. TERMINAL
Vancouver BC V6B 3X8
tel 604-688-4442 fax 604-682-4026

Re: Event: SASSquatch Frosh Event (SFU Society of Arts and Social Sciences)
Date: September 18-20, 2015
Location: Camp Jubilee Orломah Beach, North Vancouver, BC V7G 2S4

Camp Jubilee Retreat & Conference Centre
2706 Spring Street
Port Moody, BC V3H 0G1

Insurance as described herein has been arranged on behalf of the Insured named herein under the following policy(ies) and as more fully described by the terms, conditions, exclusions and provisions contained in the said policy(ies) and any endorsements attached thereto.

Insured

Simon Fraser Student Society and SFSS Food & Beverage Services
MBC 2254, 8888 University Drive
Burnaby, BC V5A 1S6

Coverage

Commercial General Liability	Insurer	Certain Underwriters At Lloyd's	
Policy #	MNL00044		
Effective	30-Apr-2015	Expiry	30-Apr-2016
Limits of Liability	Bodily Injury & Property Damage, Each Occurrence \$2,000,000 Policy may be subject to a general aggregate and other aggregates where applicable		

THIS CERTIFICATE CONSTITUTES A STATEMENT OF THE FACTS AS OF THE DATE OF ISSUANCE AND ARE SO REPRESENTED AND WARRANTED ONLY TO THE INSURED. OTHER PERSONS RELYING ON THIS CERTIFICATE DO SO AT THEIR OWN RISK.

Aon Reed Stenhouse Inc.



Dated : 09-July-2015
Issued By : Probert, Kathryn D.
Tel : +16044433375

THE POLICY CONTAINS A CLAUSE THAT MAY LIMIT THE AMOUNT PAYABLE
OR, IN THE CASE OF AUTOMOBILE INSURANCE,
THE POLICY CONTAINS A PARTIAL PAYMENT OF LOSS CLAUSE



Club and Student Union Event Risk Management Form

Please complete the form below and return it to the Student Union Organiser Offices in MBC 2238 if you are organizing a student union event and to the General Office Coordinator in MBC 2250 if you are organizing a club event. If you have any questions please contact:

SFSS VP Student Life
Phone: 778-855-8816,
E-mail: vpstudentlife@sfss.ca

Student Union Organiser
Phone: 778-782-3131
E-mail: organiser@sfss.ca

General Office Coordinators
Phone: 778-782-3181
E-mail: gocoord@sfss.ca

This "Club and Student Union Event Risk Management" form will be reviewed by the Vice President Student Life, the Student Union Organiser or the General Office Coordinators to assess the level of risk associated with the event. If the level of risk is deemed to be acceptable then the VP Student Life, Student Union Organiser or the General Office Coordinators will approve the event and will email you a copy of the file. You will be notified immediately if there are any issues or questions surrounding your event. If you are required to take additional action steps before your event can be approved, you will be notified and must verify that these action steps have been taken before your event can be approved. If your event is approved you will be notified. If your event is not approved you will be notified. Events that are not approved cannot be carried out under any circumstances.

This Notice of Event form must be submitted at least 10 days prior to your event.

Please remember to complete all sections

Part A – Notice of Event Information
Part B – Risk (Alcohol, Travel, Physical Activity & Personal Safety, Community Relations)
Part C – Primary Event Organizer Contract

PART A – NOTICE OF EVENT INFORMATION

GROUP Information (sponsoring organization)

Group Name: _____

Phone: _____

E-mail: _____

Contact Person(s)

Name: _____ Name: _____

Phone: _____ Phone: _____

E-mail: Name: _____ E-mail: Name: _____

Phone: _____

E-mail: _____

Event Information

Title of the Event: _____

Primary Event Organizer: _____

Contact # during event: _____

Date: _____

Start time of event: _____ End time of event: _____

Location of event: _____

Expected number of participants: _____ Capacity of venue: _____

Description of event: _____

PART B – RISK ASSESSMENT

The purpose PART B is to:

- Identify hazards and associated risks
- Examine risk management techniques - either to prevent losses from happening or if unavoidable to reduce the frequency or severity
- Select and implement techniques such as exposure avoidance, monitoring, and improving the event as needed
- Protect both the participant and the organizers

(Please circle the following)

Section I. ALCOHOL INVOLVED? YES NO

If NO, skip to Section B – Travel

On Campus YES NO

If NO, skip to Off Campus

YES NO Has SFU Student Service and SFU Security been contacted? (All events on campus involving alcohol must be arranged through SFU Student Services)

YES NO Non-drinking volunteers (trained in either Serving It Right, CPR and/or First Aid) designated to monitor attendees?

Number of expected participants? _____

Number of non-drinking volunteers present at the event? _____

YES NO Will attendees bring their Health card (BC Service Card, Student Health Plan, etc)?

YES NO Will attendees bring government issued photo 1.0. (Drivers license, passport, etc)?

YES NO Will All-age events have a wristband policy in effect? (Persons under 19 not permitted alcohol)

Off Campus YES NO

- YES NO Served by bartenders/venue?
Name of venue: _____
- YES NO Bartender/Venue management are "Serving It Right" trained and are aware of their responsibility not to over serve or serve to minors?
- YES NO Will the entrance/ticket cost includes alcohol?
If so, how much alcohol is included in the ticket price (e.g., two drinks)? _____
- YES NO Non-drinking volunteers (trained in either Serving It Right, CPR and/or First Aid) designated to monitor attendees?
Number of expected participants? _____
Number of non-drinking volunteers present at the event? _____
- YES NO Will attendees bring their Health card (BC Service Card, Student Health Plan, etc)?
- YES NO Will attendees bring government issued photo I.D. (drivers license, passport, etc.)?
- YES NO All-ages event?
- YES NO Will All-age events have a wristband policy in effect? (Persons under 19 not permitted alcohol)
- YES NO Other: _____

Section 2. TRAVEL INVOLVED? YES NO

If NO, skip to Section 3 - Physical Activity/Personal Safety

- YES NO Are you arranging group transportation?
- YES NO Rent cars/vans (insurance included in rental fee)?
Name of company: _____
- YES NO Rent bus (insurance included in rental fee)?
Name of company: _____
- Driving personal vehicle?
Minimum \$1 million insurance acquired?
- YES NO Travel arrangements are made for attendees with special needs (if necessary)
- YES NO Arrival/Departures times known by all attendees?
- YES NO Do you have a contingency plan for persons missing return transportation?
- YES NO Will alcoholic beverages be permitted on the bus and/or rental van?
- YES NO Will intoxicated individuals be permitted to board the bus upon departure from SFU?
- YES NO Will attendees bring health card, identification and passport (as required)?
- YES NO Out of province/country?
- YES NO Out-of-Province events: Does each student have adequate out-of-province health coverage?
- YES NO Out-of-Country events: Have all International students contacted the International Student Services office to ensure all details and documentation are in order?
- YES NO Will there be a designated Bus/Van/Car Monitor on/in each bus/van/car who will not consume alcohol during the event/trip?
Name of Bus Monitor: _____
- YES NO Other: _____

Section 3. PHYSICAL ACTIVITY/PERSONAL SAFETY RISK INVOLVED? YES NO

If NO, skip to Section 4 - Community Relations

- YES NO Moderate Physical Activity (e.g. dancing, skating, running, etc: _____)
- YES NO High Physical Activity (e.g. ice hockey, skiing, paintball, rock climbing, etc: _____)
- YES NO Equipment involving degree of risk (e.g., hot tubs, trampolines, major audio setup, etc:)
- YES NO Personal Safety Issues (e.g., walking after dark, soliciting, working with "at risk" persons etc:)
- YES NO Will the Main Event Organizer brings an approved first aid kit (s)?
- YES NO Will there be volunteers (trained in either CPR or First Aid) designated to monitor attendees?
How many volunteers will there be? _____
- YES NO Will attendees bring health card (BC Service Card, Student Health Plan, etc)?
- YES NO Will crowd control measures be put in place?
How many security volunteers will there be? _____
- YES NO In case of an emergency, has arrangements been made for evacuation of students with disabilities?

YES NO Will security be aware of your event and any special circumstances (including minors' attendance)?
YES NO Organizers aware of pertinent information regarding nearest hospital and means for transport (location/phone)?
YES NO Other: _____

Section 4. **TRAINING NEEDED?** YES NO

YES NO Is the Primary Event Organizer trained in 1st Aid and/or CPR?
YES NO Are the volunteers trained in dealing with a sexual harassment/bullying situation
YES NO For event involving waterfront outing, is there adequate lifeguard on duty?
(Must have at least 1 life guard per 50 participants)

PART C - PRIMARY EVENT ORGANIZER CONTRACT

I, _____ hereby agree to act as the Primary Event Organizer on _____
(Print Name) (Date)

For the _____'s _____
(Name of Organization) (Name of Event)

I am fully aware that:

- i. I will be responsible for organizing the event.
- ii. I will be responsible for ensuring that the obligations in the contract signed by the Simon Fraser Student Society on behalf of my student union/club are strictly followed.
- iii. I will ensure that the planning of the event complies with risk management procedures as outlined under the risk management pre-planning checklist.
- iv. I will ensure that the rules/procedures for the event are posted for all participants.
- v. I will ensure that frosh captains are aware of their responsibilities and undergo all the necessary training.
- vi. I will complete a detailed Student Event Incident Report and submit a copy to the SFSS VP Student Life within one working day of the incident.
- vii. I will ensure the event will not compromise the dignity or general well being of participants.
- viii. I am responsible to ensure that all advertising will be consistent with the information I submit on the Student Event Risk Management form.
- ix. I am accountable to the Society of Arts and Social Science and to the Simon Fraser Student Society.

I AGREE TO UPHOLD ALL THE REQUIREMENTS OF THE PRIMARY EVENT ORGANIZER AND AGREE NOT TO CONSUME ANY ALCOHOL ON THE DAY OF THE EVENT UNTIL THE EVENT ENDS AND ALL THE PARTICIPANTS HAVE SAFELY DISPERSED.

Signature _____
Date _____
Position in Organization _____
Student # _____
Local Address _____
Local Phone# _____
Email _____

For Administrative Purpose Only

Vice President Student Life Approval _____ (initial)

Student Union Organiser Approval _____ (initial)



Camp Jubilee Retreat & Conference Centre

2706 Spring Street
Port Moody, BC V3H 0G1

www.campjubilee.ca

Telephone: 604-937-7388

Fax: 604-937-7322

info@campjubilee.ca

INVOICE # 150612

DATE PREPARED Jun 12, 2015

Please complete and return this contract with your deposit to confirm your reservation. Once Camp Jubilee accepts this agreement, you will receive a Confirmation Package. Please read and sign each section of this document.

Group: **SFU Society of Arts and Social Sciences**
Anirudha Untawala
8888 University Dr
Burnaby BC V5A 1S6

Phone

604 726 8754

Work

Cell

Fax

Arrival Date Sep 18, 2015	Departure Date Sep 20, 2015
# Paid Guests 110	

SECTION #1 - COSTS AND OBLIGATIONS

In consideration of Camp Jubilee accepting this contract for use of the facility:

- > I agree to accept responsibility for payment for the dates, numbers and service confirmed in this contract, as well as any extra charges I authorize during my group's stay.
- > I agree to pay for the number of guests reserved in this contract.
- > I also understand that the number of guests can be reduced by up to 10% of the original contract (i.e. A group of 50 persons may reduce their group numbers by 5 people.) up to 14 days prior to rental period.
- > I accept responsibility for payment of any repair due to breakage or damage to the facilities and property resulting from my group/school's use of Camp Jubilee Retreat and Conference Centre.
- > I have read and agree to the terms described in the "General Conditions of Use".
- > I understand and agree that management reserves the right to co-book groups with less than 130 guests, unless Exclusive Use and specified minimum charges have been agreed to in writing. In the event I have booked **Exclusive Use**, I understand that we must pay for a minimum of 130 guests.
- > I confirm that my group has its own liability insurance coverage for a minimum of \$2,000,000 per occurrence.
- > I agree that my group is responsible for the supervision, safety and well-being of those individuals within my group using the facility during the rental period.
- > During times when guests are receiving activity instruction by Camp Jubilee Retreat and Conference Centre staff, adult supervisors representing your group continue to be responsible for monitoring, regulating and guiding behaviour of youth.
- > I am aware that special attention is required around the waterfront and creek areas, as there is no lifeguard on duty (with the exception of instruction service, when contracted). In this regard, I agree that a certified NLS lifeguard must be present for all swimming involving children under the age of 19.

I HAVE READ, UNDERSTAND AND AGREE TO ALL ITEMS IN SECTION #1:

X _____
Authorized Signing Officer Signature

Print Name

Position

Date

X _____
Authorized Signing Officer Signature

Print Name

Position

Date



Camp Jubilee Retreat & Conference Centre

2706 Spring Street
Port Moody, BC V3H 0G1

www.campjubilee.ca

Telephone: 604-937-7388

Fax: 604-937-7322

info@campjubilee.ca

SECTION #2 - DEPOSIT AND PAYMENT SCHEDULE

- > I agree to the terms of Camp Jubilee Retreat & Conference Centre's deposit and payment schedule. Any exceptions must be confirmed in writing.
- > All deposits are non-refundable.
- > Groups canceling with less than 90 days written notice will owe the full amount contracted herein, unless Jubilee management is able to rebook the same dates.
- > Camp Jubilee Retreat & Conference Centre may cancel this contract and retain deposits paid when the payments contracted and scheduled are not made on time. Notice will be given to the address/ fax listed on Page 1 of this contract.

PAYMENT SCHEDULE	AMOUNT	DUE DATE
Reservations are not confirmed until the first deposit is paid (\$500 or 15% of the total rental amount, whichever is greater) and a signed contract is received by our office.	\$1,801.80	Jun 26, 2015
A second deposit of 35% of the total rental amount is due 30 - 90 days (see due date column) prior to arrival date.	\$4,204.20	Jul 31, 2015
Final payment of the balance due must be paid 14 days prior to arrival date.	\$6,006.00	Sep 04, 2015

*** All payments must be paid by cheque or money order payable to Camp Jubilee**

I HAVE READ, UNDERSTAND AND AGREE TO ALL ITEMS IN SECTION #2:

<input checked="" type="checkbox"/>	_____	_____
Authorized Signing Officer Signature		Print Name
_____	_____	_____
Position		Date
<input checked="" type="checkbox"/>	_____	_____
Authorized Signing Officer Signature		Print Name
_____	_____	_____
Position		Date

SECTION #3 - BOAT TRANSPORTATION

- > Groups must arrive at the Government Dock in Deep Cove, North Vancouver **30 minutes prior** to the boat departure time to allow for loading. Groups larger than 50 people will be transported in two boat runs (about 1 hour and 15 minutes apart). Groups that arrive late will be charge \$30.00 for each 15 minutes or portion thereof.
- > Package rates include round trip transportation between Deep Cove and Camp Jubilee. If additional transportation is required, a water taxi can be booked at a cost of \$150.00 per one way trip (up to 12 passengers) and must be booked in advance.

Your boat run times are tentatively booked for (subject to change):

Deep Cove to Camp Jubilee (First Day):

Camp Jubilee to Deep Cove (Last Day):

Boat Run #1 TBA Boat Run #2: TBA

Boat Run #1 TBA Boat Run # TBA

****BOAT TIMES ARE NOT GUARANTEED****

I HAVE READ, UNDERSTAND AND AGREE TO ALL ITEMS IN SECTION #3:

<input checked="" type="checkbox"/>	_____	_____
Authorized Signing Officer Signature		Print Name
_____	_____	_____
Position		Date
<input checked="" type="checkbox"/>	_____	_____
Authorized Signing Officer Signature		Print Name
_____	_____	_____
Position		Date



Camp Jubilee Retreat & Conference Centre

2706 Spring Street
Port Moody, BC V3H 0G1

www.campjubilee.ca

Telephone: 604-937-7388

Fax: 604-937-7322

info@campjubilee.ca

SECTION #4 - FACILITY BOOKING OPTIONS

- > I understand Camp Jubilee Retreat & Conference Centre has 2 styles of guest accommodations: cabins and lodge rooms. There are up to 5 available lodge rooms, each sleep 2 guests per room. There are up to 16 available cabin/yrurts, each sleep 10 guests.
- > Camp Jubilee will determine the number of cabins required by groups based on 10 guests per cabin. Extra cabins or lodge rooms may be requested (based on availability) and cleaning charges of \$25 per additional cabin and \$15 per additional lodge room apply.
- > I understand that if my group is doing our own cooking, we may use the kitchen in Fordham Hall only (camp BBQ's are also available).
- > No cooking of any kind is permitted in any cabin , lodge room or other building at camp.
- > When Camp Jubilee Retreat & Conference Centre is providing catering, meal times are as scheduled:

Breakfast 8:30am - Lunch 12:30pm - Dinner 5:30pm

*Extra charges may apply to arrange alternate meal times.

I HAVE READ, UNDERSTAND AND AGREE TO ALL ITEMS IN SECTION #4:

X _____
Authorized Signing Officer Signature _____
Print Name

_____ _____
Position Date

SECTION #5 - FUEL SURCHARGE

Due to the significant increase in fuel costs which has severely affected expenses relating to many areas including transportation, food and heating costs, Camp Jubilee is now reluctantly instituting a fuel surcharge as outlined below:

- > 14 Days prior to the arrival of your booked stay, if cost of fuel is less than \$1.30/litre there will be no fuel charge.
- > 14 Days prior to the arrival of your booked stay, if cost of fuel is \$1.31/litre - \$1.99/litre, there will be a \$5.00 per person charge.
- > 14 Days prior to the arrival of your booked stay, if cost of fuel is \$2.00/litre - \$2.50/litre, there will be an additional \$2.00 per person charge.

****FUEL SURCHARGE IS BASED ON THE COST/LITRE OF FUEL 14 DAYS PRIOR TO YOUR VISIT AS DETERMINED BY THE AVERAGE PRICE OF UNLEADED GASOLINE IN Greater Vancouver ON WWW.BCGASPRICES.COM****

I HAVE READ, UNDERSTAND AND AGREE TO ALL ITEMS IN SECTION #5:

X _____
Authorized Signing Officer Signature _____
Print Name

_____ _____
Position Date

X _____
Authorized Signing Officer Signature _____
Print Name

_____ _____
Position Date



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SECTION #6 - GENERAL CONDITIONS OF USE

Accommodations -Groups are housed in cabins/yrts or lodge rooms. Prices quoted are based on 10 persons per cabin. When extra cabins are available, groups may utilize additional cabins to reduce the number of people per cabin, however, additional cleaning charges apply.

Activities -Activities such as canoeing, kayaking, swimming, archery, ropes course/ rappelling must be pre-arranged and supervised by a qualified Jubilee Instructor.

Alcohol -Alcohol is not permitted.

Bathrooms -Camp bathrooms operate on a septic system. Please do not throw anything in toilet other than the toilet paper provided. Garbage cans are available in all bathrooms for other disposable items.

Bedding -Please provide your own sleeping bags, pillows, bedding and towels.

Campfires -Campfires are permitted at designated Campfire pits located along the front of the camp. Fires must be put out after use. A limited supply of firewood is provided for your use. Please ask Jubilee staff about any seasonal campfire restrictions.

Check Out Time -Check out will be done one hour prior to the group's departure time. Groups must vacate all cabins and lodge rooms by 9:30am on the day of departure.

Damages -Damage at camp by groups are rare, however, when damage does occur to facilities, equipment or the environment, the group will be assessed and charged a fee based on replacement value which will be added to the camp rental fee.

Emergency Phone -A telephone is located in the main dining hall. Please limit your phone calls to important or emergency calls.

First Aid -Groups are required to supply their own basic First Aid kit. The group leader, or his/ her designate, is primarily responsible for providing first aid treatment. A Jubilee staff member is available to provide back-up assistance.

Food/Drinks -All food and drinks must be consumed and stored in the Dining Hall, Fordham Hall, or designated eating areas. No food or drinks in cabins.

Garbage -Place all garbage in trash cans located in buildings and throughout the grounds.

Graffiti and Vandalism -Like many facilities of this nature, we occasionally experience graffiti and vandalism, especially in cabins. If this happens, the offending guest will be asked to leave camp immediately. The group is also responsible for the cost of any repairs.

Group Cleaning Responsibilities -Please leave camp as you found it. Grounds, facilities and equipment should be left clean and tidy.

Informed Consent -Signed consent forms must be received 7 days prior to arrival for all guests participating in activities.

Media Relations -Groups may not have media relations on site without the prior written consent of Camp Jubilee.

Multiple Bookings -Camp Jubilee Retreat & Conference Centre reserves the right to book compatible groups on site simultaneously. Groups confirming a minimum of 130 guests can request Exclusive Use of the site.

Out of Bounds Areas -For safety reasons some areas of camp are out of bounds (i.e. creek, workshop areas). A Jubilee staff member will provide details on these areas upon your arrival.

Personal Boat Moorage -Personal boats are welcomed for use by your group, however, dock space is limited. Please consult with our staff if you plan to have personal boats on site.

Pets - Due to the public nature of the site, pets are not allowed.

Quiet Times - Quiet times are strictly enforced during the hours of 12:00am -7:00am.

Smoking - Smoking is permitted by persons 18 years of age or older in the second campfire pit area only.

Supervision - Groups are responsible for providing proper adult supervision to prevent accidents or damage to facilities (minimum of 1 adult supervisor for every 12 minors.)

Swimming - A Camp Jubilee lifeguard (certified NLS) must be present for all swimming activities involving children under the age of 19. Adult only groups may swim without a lifeguard, at their own risk.

Water Transportation - Groups are required to arrive at the dock 30 minutes prior to the scheduled departure time to allow time to load. Late charges are applied (\$30.00 per 1/4 hour or portion thereof).

Visitors - For the safety of our guests, Jubilee is a closed facility. Please advise us if you expect visitors during your stay.

I HAVE READ, UNDERSTAND AND AGREE TO ALL ITEMS UNDER SECTION 6:

X _____
Authorized Signing Officer Signature

Position

Print Name

Date

X _____
Authorized Signing Officer Signature

Position

Print Name

Date

MEMORANDUM OF UNDERSTANDING

BETWEEN

Society of arts and Social Science

(Hereinafter called “The Club”)

And

Print Name of Participant
(hereinafter called “the Participant”)

WHEREAS THE Club wishes to provide SFU students with an opportunity to experience outdoor camping; and

WHEREAS THE Club intends to put on a camping trip, known as the Society of Arts and Sciences SASSquatch 2015 (“hereinafter the Camping Trip”);

WHEREAS THE Participant is an SFU Student who wishes to participate in the Camping Trip:

THE PARTIES agree as follows:

A. Definitions

1. In this Memorandum of Understanding, except as otherwise expressly provided:

“**Camping Trip**” refers to the camping trip described in paragraph 2 of this Memorandum of Understanding, including any travel to or from the location of the camp site.

“**Club**” refers to the Society of Arts and Sciences and any of its directors, employees, volunteers, agents or designates.

“**Park**” refers to any provincial, federal, district or municipal park and its employees, volunteers, agents or designates.

“**SFU**” refers to Simon Fraser University.

“**Weapon**” refers to any device or substance used or intended to be used to inflict damage or harm to living beings, structures or systems.

B. General

2. In consideration for the Participant paying _____ (“the Fee”) to the Club, the Club agrees to allow the Participant to participate in the camping trip at

_____ (location) scheduled for _____ (date) (“the Camping Trip”).

3. The Participant agrees to pay the Club the Fee on or before _____ and understands and agrees that his or her opportunity to participate in the Camping Trip may be forfeited, at the sole discretion of the Club, if the Fee is not paid by that date.
4. The Participant agrees to return a signed copy of this Memorandum of Understanding and the Release and Waiver (“Waiver”) which is attached as Addendum A to this Memorandum of Agreement to the Club or, if the Participant is under 19, to return a Waiver signed by a parent or legal guardian which is attached as Addendum B on or before _____ and understands and agrees that his or her opportunity to participate in the Camping Trip may be forfeited, at the sole discretion of the Club, if the Memorandum of Understanding and attached Release and Waiver are not returned to the Club by that date.
5. The Club reserves the right, at its sole discretion, to cancel the Camping Trip or change the date or location of the Camping Trip.
6. The Participant will be entitled to a refund of any monies paid to the Club in the following circumstances:
 - (a) If the Club cancels and does not reschedule the Camping Trip;
 - (b) If the Participant provides written notice to the Club that he or she will not be participating at least one week prior to the dates of Camping Trip.

C. Responsibilities of the Club

7. The Club will make reservations and take all other reasonable steps to ensure that the camping site at _____ will be available for the participants of the Camping Trip on _____.
8. The Club will **[list if providing meals or other amenities]**
9. The Club will not be responsible for
 - (a) the health or wellbeing of the Participant during the Camping Trip, including but not limited to, any death or injury to the Participant as a result of
 - (i) weather related death or injuries;
 - (ii) animals attacks or proximity to animals;
 - (iii) difficult, unstable or potentially dangerous terrain;
 - (iv) drowning;

- (v) allergic reactions;
 - (vi) conditions caused by reactions to vegetation, whether allergic or not;
 - (vii) drug or alcohol use;
 - (viii) behaviour of other participants in the Camping Trip or other people in the vicinity of the Camping Trip;
 - (ix) the Participant's own behaviour during the Camping Trip;
 - (x) getting lost;
 - (xi) poisoning;
 - (xii) burns; or
 - (xiii) any of the other causes of injury or harm that may arise during the Camping Trip.
- (b) the safety or security of any of the Participant's personal property, including but not limited to:
- (i) damage or destruction of the Participant's property due to weather, animals, fire or water; or
 - (ii) theft or damages of the Participants property by people whether by other participants, the Club, or by persons who are not participants.
- (c) the provision of first aid or medical treatment to the Participant in case of any illness, injury, accident or otherwise.
- (d) the provision of insurance to cover any loss, damage, injury to the Participant or his or her property.
- (e) the provision of food or beverages to the Participant other than what is set out in paragraph 8; or
- (f) the provision of clothing or supplies to the Participant.

D. The Responsibilities of the Participant

10. The Participant is responsible for bringing appropriate clothing and equipment, including but not limited to:
- (i) warm and weatherproof clothing;
 - (ii) appropriate footwear and headgear;

- (iii) sun tan lotion and bug repellent;
 - (iv) a basic first aid kit;
 - (v) any snacks or beverages (other than alcoholic) that the Participant may want other than that provided by the Club, as outlined above in paragraph _____;
 - (vi) [What else- sleeping bags, cots, pillows?]
11. The Participant agrees to abide by any of the rules, regulations, guidelines, orders or direction of the Club and, where applicable, the Park.
 12. The Participant acknowledges and agrees that he or she is not permitted to consume alcohol or drugs (unless medicinal and prescribed by a doctor) during the Camping Trip.
 13. The Participant acknowledges and agrees that he or she is not permitted to possess any weapons during the Camping Trip.
 14. The Participant acknowledges and agrees that he or she will be responsible for any fines, fees or other costs that he or she or the Club incurs as a result of the Participant's participation in the Camping Trip.
 15. The Participant acknowledges and agrees that the Club will not tolerate misbehaviour and reserves the right to require the Participant to leave the Camping Trip if the Club believes, at its sole discretion, that the Participant is:
 - (a) is creating a risk to the health, welfare and safety of others;
 - (b) is violating any Park rules or regulations or creating an unwarranted risk to the environment or wildlife;
 - (c) is obnoxious or rude or otherwise interfering with the enjoyment of other peoples;
 - (d) has or appears to have consumed alcohol or drugs (unless medicinal and prescribed by a doctor); or
 - (e) is carrying a weapon.
 16. The Participant agrees to allow the Club to inspect his or her person and property to determine if the Participant is carrying any weapons, drugs, or alcohol. The Club will not do so unless it has grounds to believe that the Participant is carrying weapons, drugs or alcohol.
 17. The Participant agrees to leave the Camping Trip and the vicinity of the camp site if requested to do so by the Club.
 18. The Participants warrants that he or she is over 19 years of age.

E. Other

19. The provisions of this Memorandum of Understanding will be binding on the heirs, executors, administrators and assigns of the Club and the Participant in the same manner that it is binding on the Club and the Participant, unless modified by mutual agreement.
20. The parties agree that this Memorandum shall be governed by the laws of British Columbia.

Executed at _____ this _____ day of _____, 2015.

SIGNED B

Name of Participant (Printed)

Address

Telephone Number

Signature of Participant

SIGNED BY

Name of Club

Address

Telephone Number

Authorized Signatory

Roadmap to Policy Governance

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Phase 1 – Statement of Intent and Orientation (July)

1.1 Board Commitment – ASAP

The Board will formally recognize its adoption of the John Carver model of Policy Governance.

The Board will establish the revision of its governing documents and the development of Governance Policies as its organizational priority.

It will also establish an Ad-Hoc Governance Committee.

1.2 Suspension of Constitution and Policy Review Committee – ASAP

The Board will suspend the activities of the Constitution and Policy Review Committee until such time as the new Governance policies have been developed.

1.3 Board Orientation – End of July, ongoing

The Board will be provided with an orientation manual and presentation to their role in Policy Governance, and a series of exercises to experiment in its application.

Specifically, the Board will receive a manual introducing them to the principles and their role in Policy governance, a presentation designed to complement that manual, a set of templates, examples, and exercises to prepare themselves for the implementation of Policy Governance, and a list of additional resources.

1.4 Staff Orientation – End of July

The staff will be provided with the same materials and presentation as those provided to Board; and, they will receive clear direction regarding a reinforced reporting structure.

Phase 2 – Formal Development and Practical Application (August)

2.1 Board Policy Development Retreat (or Multiple Sessions) – August

The Board and Executive Management will conduct a multi-day retreat or devote regular, sequential Board sessions in close succession to drafting a set of Governance policies, including: Executive Limitations, ED-Board Relations, Board Process, and Ends policies.

2.2 Internal Monitoring Report Process Development – August

On the basis of the reporting template, the reporting requirements will be developed and provided to the Board for review and approval.

2.2 Continued Development of New Bylaws – End of August

The office of the CRPC, in conjunction with legal council, and under the supervision of the Executive Director, will finalize a proposal for new bylaws consistent with the requirements of the new Society Act, as well as the principles of Policy Governance.

2.3 Draft of Segregated Operational Policy Manual – August

The draft of an SFSS Operational Policy Manual will be generated by excising any current policies that speak to operations.

Phase 3 – Formal Implementation (September)

3.1 Reinstatement of the Constitution and Policy Review Committee – September

The CPR committee will convene to recommend to Board the segregation of operational policies from the SFSS Policy Manual, the deletion of the Policy Manual, and the institution of the Governance Policies.

3.2 Deletion of SFSS Policy Manual – September

The Board will move to segregate the operational policies from the SFSS Policy Manual, delete the Policy Manual, and institute its Governance Policies.

3.3 Implementation of Board Policies and Operational Policies – September

Endowed with its new Board policies, a segregated set of management administered operational policies, and a draft for a new set of bylaws, the Board will reinstate CPR to provide it with the recommendation for the formal implementation of Policy Governance (i.e. the deletion of the current SFSS Policy Manual, and the adoption of its new set of Board policies).

3.4 Development and Implementation or Reinforced Candidate Orientation Process – Fall

Description: Integrate the Policy Governance manual and presentation material into the candidate and new Board member orientation process.