

Call to Order – 1:41pm, October 10, 2014 | MBC 2290

The committee recognized

**1. Appointment of the Chair**

**MOTION RAC 2014-10-10:01**

Bueckert

*Be it resolved to appoint Chardaye Bueckert as chair of RAC 2014-10-10*

**CARRIED**

**2. Roll Call of Attendance**

**Committee Composition**

President (*chair*)..... Chardaye Bueckert

Board Representative..... Ben Rogers

Councilor ..... Gloria Mellesmoen

Councilor ..... ..

Student At Large ..... ..

Student At Large ..... Saumya Sangal

**Society Staff**

Executive Director..... Colleen Knox

Minute Taker ..... Dion Chong

**Guests**

Council Chair ..... Kathleen Yang

Member..... Jade Andersen

**Regrets**

**3. Adoption of Agenda**

**MOTION RAC 2014-10-10:02**

Mellesmoen

*Be it resolved to adopt the agenda as amended.*

*Stipends for Councilors and Board Stipend Deduction discussions added*

**CARRIED**

**4. Discussions**

**a. Review of Committee Term of Reference**

Council was asked to fill the other vacant Councilor and Council Appointed Student At Large seats. The committee was reminded that any form of change to remunerations requires that RAC produce a report to Board, Council, or both.

**b. AP-11 Childcare**

Childcare funding was available at \$5 per hour currently and the policy for the funding had not been updated since 2006. The committee members had considered childcare funding as remunerations. A callout for input had been circulated to Council with no response. There was a desire for a childcare policy which eliminated barriers to participating in the Student Society. The policy was based on hourly expenses, which was ideal for Council. However, for the Board of Directors, reimbursement only occurred for time spent within meetings of the student society, as opposed to all society work (including travel time). Childcare

was typically operated on a day-by-day slot-basis, regardless of the length of time. Childcare subsidies typically does not cover enough for nannies, who would be providing an hourly service. The committee was provided with anecdotal evidence as to the impact of existing policy and its respective reporting mechanism on member participation.

Additional language was sought to differentiate between the method of calculating for hourly against daily childcare subsidy. Further, it may be desirable to consider topping up pre-existing childcare funding from governmental and other sources to avoid overcompensating. The Government also had a number of funding systems in place based on the varying types of childcare, which the SFSS may wish to emulate.

The potential could be to recommend the report in its current form, followed by recommendations to CPR to review the breadth of childcare policies within the Student Society.

The Remunerations Advisory Committee felt that little abuse could be expected from individuals who were claiming childcare over the course of their service to the Student Society.

Considering board discussions on the \$10 a Day Childcare Policy, should the campaign be successful, the policy may become redundant. However, it was felt that the feasibility of the policy being implemented by the government in the near future was limited, and that the SFSS should take steps in the interim to support membership participation.

The committee may wish to reconcile discussions and provide an update to AP-11 as part of an RAC Report on the matter. As the matter was regarding remunerations, the report would be submitted to Board and Council as per the terms of reference. Committee members and guests expressed interest in assisting on the review of the matter, and a report would be submitted to the Council Meeting of 2014-10-15.

**MOTION RAC 2014-10-10:03**

Mellesmoen

*Be it resolved to* task the Applied Sciences Representative to update the report circulated for consideration on July 23, 2014.

*Be it further resolved to* submit the report for consideration at the next Council Meeting by the submission deadline of October 15, 2014

**Action Item:** Andersen would speak to the matter at Council.

**Action Item:** Yang would speak to the matter at the Women's Centre Collective Meeting.

**CARRIED**

**c. Stipends for Councilors at Inquorate Meetings**

A conversation occurred at FASC to consider whether Councilors should be paid for inquorate meetings. The August meeting was inquorate, and Roberts Rules stipulates that meetings are treated as if they did not occur, thus stipends were not issued. However, past practice has been that councilors were paid and thus cheques were issued.

It was expressed that students investing time into attending a meeting, regardless of whether the meeting was inquorate, should be reimbursed, given that members make arrangements to attend the meeting and the meeting becomes inquorate through not fault of their own. Further, Council meetings typically have informal discussions on important discussion items regardless of whether the meeting was quorate.

Question was raised around the logistics of members leaving early, if they cause a meeting to become inquorate. In the case of the August Council meeting, the councilor left earlier than when they had informed the Council Chair. It was expressed that, should the member have provided advance notice, arrangements could be made.

**MOTION RAC 2014-10-10:04**

Yang

*Be it resolved to recommend that councilors be continued to receive a stipend for inquorate meetings, with the caveat that members who leave a meeting early have their stipend eligibility subject to the discretion of the chair.*

The discretion of the chair could include necessary timelines. The Council Chair would include the matter within the Council Chair Procedures Manual

**CARRIED**

**d. Board Stipend Deduction Procedure**

Board of Directors have duties outlined within R-6 and R-7 of the SFSS policy manual. In the current year, persistent problems have been incurred with lateness and unexcused absences from meetings. The Vice President Finance sought a consistent schedule of stipend penalties for board members failing to complete their duties, allowing for uniform application across the Board of Directors. Although it was a procedure, the opinion of the Remunerations Advisory Committee was sought to ensure that the Board was not conducting independent decisions on their own stipend. The procedures would be outlined within the respective procedural manuals for the President and the Vice President Finance. The document needed to be updated to include the full breadth of duties within R-6 and R-7.

Clarity was sought around the impact of Employment Standards Board on the ability to decrease stipends. The Board of Directors existed under the provisions of the Societies Act, with the stipend regime resulting from a member approved constitution. As such, the Board was not under the Employment Standards Act provisions.

The Remunerations Advisory Committee had consensus around the desirability for the continued development of such procedures.

**MOTION RAC 2014-10-10:05**

Mellesmoen/Amended Bueckert

*Be it resolved to task Sangal to review and supplement the board stipend deduction procedure by October 22<sup>nd</sup>, 2014*

*Be it further resolved to task all members to review the finalized document and provide feedback by October 27, 2014.*

**CARRIED**

**5. Attachments**

AP 11 Policy Change Report.docx

Board Stipend Deductions.docx

**6. Adjournment**



### **Board Stipend Deductions**

1. If a director misses three consecutive committee meetings, regardless of the ratification of regrets, his/her stipend will be deducted \$50. The minute taker and committee chair will be responsible for attendance and will report to the VP Finance if such a situation occurs.
2. If a director is absent from a meeting without sending regrets, his/her stipend shall be deducted \$20.
3. If a director is more than 15 minutes late to a committee meeting, his/her stipend shall be deducted \$10. The minute taker and chair are responsible for reporting this to the VP Finance.
4. All committees must hold at least one meeting per month, with the exception of remuneration, stipends appeal and labour. The committee chair will be deducted \$20 if such obligation is not met.
5. Work reports not written by their respective deadlines (January 31<sup>st</sup> and April 30<sup>th</sup>) will result in a \$20 stipend deduction.

### **Council**

6. If an inquorate meeting is held, all Council members who attended the meeting shall receive their full stipend. There is to be only one council meeting per month regardless of quorum.

AP- 11 Child Care Expenses Policy Change Proposal Report

Prepared by Chardaye Bueckert, SFSS President

Circulated for CPR Consideration July 2, 2014

Desired Date for Consideration at CPR: July 23, 2014

|

**Proposed Language:**

AP-11: Childcare Expenses

1. Members of Council, the Board of Directors and all members of the Society's committees and working groups, shall be entitled to reimbursement of childcare expenses that result from their involvement in meetings of the Society.
2. Childcare expenses shall be reimbursed up to eleven, (\$11) per hour per child to a maximum of four hundred and forty, (\$440) per semester for Council representatives, a maximum of one hundred and seventy six (\$176) per semester for students-at-large, a maximum of two thousand two hundred (\$2 200) per semester for Faculty and At-Large members of the Board of Directors, and to a maximum of four thousand four hundred, (\$4 4000) per semester for Executive Officers.
3. Reimbursement requests shall be made via cheque requisition, and shall be accompanied by supporting documentation.

Amended: BOD 05-15-02, BOD 09-22-04, AGM 10-10-07:006,  
BOD 02-06-08: 011, BOD 04-16-08, BOD xx-xx-2014

**Rationale for change:**

Chardaye 14-7-2 4:53 PM  
**Deleted:** Forum

Chardaye 14-7-2 5:38 PM  
**Deleted:** five dollars

Chardaye 14-7-2 4:53 PM  
**Deleted:** 5

Chardaye 14-7-2 6:08 PM  
**Deleted:** of one hundred hundred dollars

Chardaye 14-7-2 4:54 PM  
**Deleted:** 100

Chardaye 14-7-2 4:53 PM  
**Deleted:** Forumrepresentatives

Chardaye 14-7-2 6:23 PM  
**Deleted:** and

Chardaye 14-7-2 6:24 PM  
**Deleted:**

Chardaye 14-7-2 5:38 PM  
**Deleted:** -hundred-fifty dollars

Chardaye 14-7-2 4:59 PM  
**Deleted:** 250

Chardaye 14-7-2 5:39 PM  
**Deleted:** f two thousand dollars

Chardaye 14-7-2 4:59 PM  
**Deleted:** 2

Chardaye 14-7-2 5:40 PM  
**Deleted:** Applications for r

Chardaye 14-7-2 5:41 PM  
**Deleted:** to the Finance Office

Chardaye 14-7-2 7:06 PM  
**Comment [1]:** In an effort to avoid over-policizing procedure I have removed some stipulations. Criteria for satisfactory documentation can be determined by the VP Finance and/or Finance Office and communicated accordingly.

Chardaye 14-7-2 5:42 PM  
**Deleted:** accompanied

Chardaye 14-7-2 5:42 PM  
**Deleted:** satisfactory to the Society.

- i) As part of my platform, I campaigned on increasing the amount of child care funding available
- ii) This policy has not been amended since 2008
- iii) This policy does reflect current costs of child care funding
- iv) This policy allots funding in a seemingly arbitrary manner
- v) The Chief Electoral Officer and Independent Electoral Commission Commissioners contribute a substantial amount of time to the Society but do not have child care funding available via this policy (or any other policy)

**Explanation of suggested changes:**

- I came to the new total Executive allowance based on the number of hours of child care that the \$5/hour rate would have allowed for (\$2 000 divided by \$5/hour = 400 hours. 400 hours x \$11/hour = \$4 400/term for Executives).

If the 400 covered hours a term is averaged over the 4 months in a term, it means that 100 out of 120 hours a month (~83%) are covered. This seems like a reasonable percentage of hours to be covered as at least 20% percentage of work (emails, reading minutes, scheduling, etc.) for Executives can be completed remotely.

- If a calculation using the number of hours the \$5/hour allows for is applied to FARM, the following breakdown results:  
\$250 divided by \$5/hour = 50 hours. 50 hours x 11/hour = \$550/term for Faculty and At Large Representatives

Given that FARM members work 60 hours a month for a total of 240 per term, this childcare allowance would have covered only ~20% of hours for FARM members, which is inconsistent with the coverage allowed for Executives. Similar to Executives, at least 20% of FARM member work can be completed remotely. Thus, I came to the new total FARM allowance using the 83% coverage that is in place for Execs (83% x 60 hours/month = 49.8 hours, rounded to 50 hours for simplicity. 50 hours/month x 4 terms = 200 hours/term. 200 hours/term x \$11/hour = \$2200/term)



- If a calculation using the number of hours the \$5/hour would allow for is applied to Councillors and students at large, the following breakdown results:  
\$100 divided by \$5/hour = 20 hours. 20 hours x \$11/hour = \$220/term for Councillors and students at large.

When 20 hours a term is averaged over 4 months in a term, this allows for 5 hours a month of coverage. On average, a Councillor would spend 3 – 6 hours a month in Council meetings (exclusive of preparation) and an additional 2-4 hours a month in committee meetings (exclusive of preparation and completing committee work). Given that a Councillor's duties involve meetings almost exclusively, 100% coverage is more appropriate than 83%. Thus, the total 10 hours a month maximum should be covered. 10 hours/month x 4 months = 40 hours/term. 40 hours/term x \$11/hour = \$440

A student at large sitting on one committee will likely spend 2-4 hours a month in committee meetings, depending on the level of activity of the committee. Given that a student-at-large's duties primarily include attending meetings (with this year's CPR as a notable exception), 100% coverage is appropriate. Thus, 4 hours/month x 4 months in a term = 16 hours/term. 16 hours/term x \$11/hour = \$176/ term for students at large.

**Interactions with existing policies & procedures:**

- i) Rule 6, 1. i. states:

“Notwithstanding the above, during the months of April, August, and December it is understood that the duties and responsibilities of Executive Officers may be reduced by a maximum of one-half (1/2) of the required hours (60 hours), and that this reduction in activity shall not affect stipend allocations.”

Consideration: Should the policy take into consideration the 3 exam period months?

- ii) R 7 1. j. states:

j. Notwithstanding the above, during the months of April, August, and December it is understood that the duties and responsibilities of Faculty Representatives and At-Large Directors may be reduced by a maximum of one-half (1/2) of the required hours (30 hours), and that this reduction in

Consideration: Should the policy take into consideration the 3 exam period months?

- iii) R 16 1. b states:  
In this Rule, "remuneration motion" refers to any motion to create or amend any regulation which shall set or change the amount of a stipend or other remuneration paid to a member of the Board of Directors or Forum, **or which shall establish or change any other form of remuneration available to them.**"

And R 16 2 states:

"Any remuneration motion shall be referred to the Remuneration Advisory Committee for a report."

Consideration: Does this change to the amount of child care funding available for Board members need to go to Remuneration for a report?

- iv) Rule 17 8 a i 4. states:

"Remuneration for each available Board or Forum position [must be advertised]"

Consideration: Should child care remuneration be advertised along with Board member stipends?

- v) Rule 17 5 outlines the remuneration available for the Chief Electoral Officer and the Independent Electoral Office Commissioners but does not currently speak to child care funding

Consideration: Should the Chief Electoral Officer and Commissioner have child care funding available? Should this be stipulated in the electoral policies or in AP 11?

**Interaction with proposed/intended policy and procedure changes:**

- i) The President, CRPC, and Executive Director have all indicated the desire to create a more formal SFSS Board of Directors Orientation protocol. Part of this Orientation could include a mention to child care funding being available and the procedure for obtaining it

Consideration: Processes for advertising the availability of child care funding and procedure for obtaining it should be kept in mind in all Orientation plans (including plans for Committees and Council).

i) Electoral policy reform has been identified as a procedure for CPR and the Campaigns, Research, and Policy Coordinator has recommended that this be a priority for Board given the importance of electoral policies to the democratic legitimacy of the Society

Consideration: Should the child care funding for those involved with the IEC be considered along side AP 11 or in the revision of electoral policies?

**Identifiable principled considerations:**

- Is child care funding a form of remuneration?
- Should 100% of hours worked by FARM member and Executives be covered?
- Is \$11 an hour a high enough amount?
- Is it fair to expect students to pay out of pocket and be reimbursed?
- Given the variance in amount of time spent by Councillors and students at large, is it fair to have a fixed number of hours they can be reimbursed?
- Should child care funding be provided for activities related to committee participation that aren't meetings? Eg. volunteering at outreach sessions, etc.
- Should allowances be done semesterly (vs monthly, yearly, etc.)?
- Should the same formula be applied to Councillors and Students at Large as Board members?

**Identifiable administrative considerations:**

- Childcare line item (945/20) currently is budgeted at \$600 for the 2014/2015 year. No applications for reimbursement have been made this year.
- A system of reimbursement is likely administratively easier but may inhibit students ability to participate if they are unable to pay for costs out of pocket
- If CPR decides that the Chief Electoral Officer and Commissioner should have child care funding available, should this come from the IEC budget? Where should this be stipulated (eg. AP 11 or electoral policies)?

**Identifiable next steps:**

- CPR should have principled discussions about the aforementioned issues
- A decision should be made by Remuneration Advisory Committee about whether this is considered remuneration and if so, they should provide a report on the matter as stipulated in SO-16: Remuneration Advisory Committee

- Council representatives should decide if they wish to refer the matter to Council for consideration or if they feel qualified to make recommendations as Council's delegates to CPR
- The Finance and Administrative Services Committee and/or Finance Office should report on how budgeting for child care should work given that budgeting usually happens before new Board members and Councillors are elected. There may be years where large amounts of funding are required and others years where none is required. Discussion about which line item the costs for Council and students-at-large should appropriately come from should also take place (there is currently a line item for Board childcare expenses but not for Council or students-at-large).