

1. CALL TO ORDER

Call to Order – 10:35 AM

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

President (<i>Chair</i>).....	Jaskarn Randhawa
VP External Relations	Jasdeep Gill
VP Finance	Matthew Chow
VP Student Services	Samer Rihani
VP Student Life.....	Tawanda Masawi
VP University Relations	Jackson Freedman
At-Large Representative	Mohammed Ali
At-Large Representative	Wareez Ola Giwa
Faculty Representative (Applied Sciences)	Kia Mirsalehi
Faculty Representative (Arts & Social Sciences)	Kailyn Ng
Faculty Representative (Business).....	Jessica Nguyen
Faculty Representative (Communications, Art, & Technology)	Amrita Mohar
Faculty Representative (Education)	Cameron Nakatsu
Faculty Representative (Environment)	Russell Dunsford
Faculty Representative (Health Sciences)	Christine Loutsik
Faculty Representative (Science)	Natasha Birdi

3.2 Society Staff

Chief Executive Officer	Martin Wyant
Campaign, Research, and Policy Coordinator	Pierre Cassidy
Administrative Assistant	Nadine Ratu

3.3 Guests

The Peak News Editor Assistant	Amneet Mann
Student.....	Jeffrey Leung

4. ADOPTION OF THE AGENDA

4.1 MOTION BOD 2018-06-11:01

Samer/Cameron

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

- To move 6.1 under new business

- To add 8.3 and 8.4 to In-Camera
- To add 7.8 and 7.9 under discussion

5. MATTERS ARISING FROM THE MINUTES

5.1 MOTION BOD 2018-06-11:02

Jasdeep/Wareez

Be it resolved to receive and file the following minutes:

- Board of Directors 2018-05-25.pdf
- Finance and Audit Committee 2018-05-28.pdf

CARRIED

6. NEW BUSINESS

6.1 Studentcare Memorandum of Agreement and Understanding – MOTION BOD 2018-06-11:03

Cameron/Wareez

Be it resolved to pass the Studentcare Memorandum of Agreement and understanding, along with Appendix A & B to begin September 1st, 2018.

CARRIED

- Refer to attachment
- Appendix C referring to the lease will be sent out to Board but have not yet been approved

6.2 Advocacy Committee Annual Plan – MOTION BOD 2018-06-11:04

Russell/Cameron

Be it resolved to approve the Advocacy Committee Annual Plan submitted by VP External Relations 2018/19.

CARRIED

- Changes to timeline, if any, will be presented to the Board in the form of monthly updates

6.3 Fall Kick-Off 2018 – MOTION BOD 2018-06-11:05

Samer/Russell

Be it resolved to endorse the planning of the Fall 2018 Kick-Off concert.

CARRIED

- Refer to attachment
- Risk assessment meeting with SFU on how to develop the budget and what type of changes might be seen in the future, was held on June 7, 2018
- Board members are encouraged to suggest changes for the budget if there are any and VP Student Life will hold meetings with a number of potential companies and bring forth the motion of budget for approval potentially in the next two weeks

6.4 Governance Committee Annual Plan – MOTION BOD 2018-06-11:06

Samer/Matthew

Be it resolved to approve the 2018-19 Annual Plan for the Governance Committee.

CARRIED AS AMENDED

- Board members to think about how to communicate the plan to the student body

- Changed the motion from “endorse” to “approve”

6.5 Accommodations and Conference Fees UBC AMS – MOTION BOD 2018-06-11:07

Jasdeep/Mohammed

Be it resolved to approve up to \$1,860 from line item 740/20 "Conferences" to pay for accommodations and conference fees for up to 4 individuals held at UBC by AMS on Aug 17-20, 2018.

Be it further resolved to task the individuals attending with delivering and producing a conference report within a month of the conference.

CARRIED AS AMENDED

- Board is planning to send 4 of its members to the conference
- Interested board members are required to send Chair an email expressing their interest
- Purpose: to network with other student leaders and unions and to see what other schools are implementing and report back to the Board
- Budgetary concerns include if this conference may take up too much of the allocated “Conference” fund

7. DISCUSSION ITEMS

7.1 Society Application to Charitable Status

- Refer to attachment
- Charitable Status is a program held by Canadian Revenue Agency (CRA)
- Purpose: to use the fund that would be granted to subsidize some services available to students without charging students directly
- Suggestions: to look at alternative spending models that students don’t need to pay for, to reach out to individual donor communities, to apply for grant funding from organizations across Canada
- Application will be submitted to Board for approval and this will not affect lobbying initiatives

7.2 Food Security Research Proposal

- Refer to attachment
- Proposal will be sent out to the SFU community and another report with recommendations will be made and sent to the Board for approval
- Some things to be considered are incorporating culturally diverse food, reviewing the current food bank program and developing a screening program for students who really need help to obtain food
- Board members to use feedback from student body to implement changes to improve food insecurity and to take this report to the stakeholders for support

7.3 Faculty Outreach Initiative

- Started by the Academic Committee
- Purpose: to develop a relationship between Faculty Representatives and the faculties they are in
- VP University Relations will assist Faculty Representatives to set a meeting with their faculty Deans by the end of July

7.4 Governance Policy Review

- Refer to attachment

- The goal is to have 5 policies a month but that is subject to change

7.5 Engagement Items

- Suggestions: bring better quality items alongside social media revamp, to bring limited edition items to events such as tournaments, to have a wall of fame to post on social media to increase student engagement, and to have in-kind sponsorship for DSU's
- Not abandoning having lower quality items entirely so they can be given out on clubs days but developing more specific guidelines in the budget for these items
- Board members to focus on other strategies of engagement such as how to talk and approach students and method of item distribution
- Working group to improve engagement strategies will be set up to discuss the matter offline

7.6 Disability Flag Initiative

- Refer to attachment
- The purpose is to create a Disability flag in the way LGBTQ flag was created
- Possibility of holding a contest for SFU students to create the flag and potentially receive SFU's support
- Board is planning to relay mainly human resources support
- Suggestion: to bring the matter to the next Accessibility meeting

7.7 Board Communication Platform

- Concerns: too many working groups
- Slack as a platform to accommodate working groups instead of What's App
- Slack can be used to encourage professionalism and set aside personal conversations and is free for non-profit organizations
- Applied Science Representative and VP Finance to show the rest of the board how Slack is used and Board Members to review the privacy policies of Slack and establish what they want to accomplish by using this platform

7.8 FIC Working Group

- This working group was created to appoint some board members to work on FIC student engagement and inclusivity strategies when they start being integrated into SFSS
- Board members to give tours for FIC students and inform them of what they would be getting in exchange for the fees they pay, to build relationships and to designate point of contact
- Suggestion: to invite FIC staff and students to one of the Board development sessions before the agreement commences in January 2019
- Both At-Large Representative to submit a proposed report to Board

7.9 Board Vacation Day Policy

- Proposed policy: each board member is entitled to 4 one-week periods where the entire week is booked off and that meetings will be flexible in terms of when they are scheduled; Board members to give in notice prior to taking vacation days
- VP finance will submit a proposed report to Campaign, Research and Policy Coordinator consisting on what Board wants the policy to consist of
- Board members to take some things into consideration such as if some people do not want to take vacation days, who approves and disapproves vacation requests, if 4 weeks is an excessive amount of time and Board members should take vacation days according to the number of hours they have worked

- VP Finance will bring the matter to FAC then will present some recommendations to Board

8. IN-CAMERA

8.1 MOTION BOD 2018-06-11:08

Jackson/Samer

Be it resolved to go in-camera for the remainder of the meeting.

CARRIED

8.2 Stadium Seat

8.3 Discussion of Studentcare fees

8.4 External relations

9. EX-CAMERA

9.1 MOTION BOD 2018-06-11:09

Russell/Tawanda

Be it resolved to go ex-camera.

CARRIED

9.2 MOTION BOD 2018-06-11:10

Jackson/Mohammed

Be it resolved to approve the recommendation to change the seating for the stadium from the original design with the following conditions it doesn't cost us any additional money, doesn't cause us further delays, and is of the same and/or better quality.

CARRIED

10. ATTACHMENTS

- 2018 Fall Kick-Off proposal.pdf
- 2018-05-24 BN - Application to charitable status.pdf
- 2018-05-30 BN – Ends Policy Review.pdf
- 2018-2019 Advocacy Committee Annual Plan.pdf
- 2018-2019 Governance Committee Annual Plan v.2.pdf
- About SUDS.png
- Engagement Items Brainstorm (1).pdf
- Fall Kickoff 2018 Budget Breakdown.pdf
- Food Security Research Proposal.pdf
- KickOff 2018 Estimated Budget [June 5th] .xlsx
- Proposal – Faculty Outreach Initiative.pdf
- Registration SUDS.png

- Schedule SUDS.png
- Workshops SUDS.png
- 2018-05-30 BN – Ends Policy Review.pdf
- SFSS - studentcare office lease 2012-1.pdf
- Proposal – Faculty Outreach Initiative.pdf
- 2018-2019 Governance Committee Annual Plan v.2.pdf
- [BOD1819] May 16 - May 31 Work Report & Committee Update.pdf

11. ADJOURNMENT

MOTION BOD 2018-06-11:11

Mohammed/Jessica

Be it resolved to adjourn the meeting at 1:35 PM.

CARRIED

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
May 16 - May 31, 2018

ADVOCACY

The Advocacy Committee met during this time period to conduct an informal orientation of the board members on the committee. The meeting took place on Friday, May 25 at 2:30pm.

ACCESSIBILITY FUND

The Accessibility Committee met during this time period, arranging a brainstorming session solely with board members on May 17th from 3:30 pm to 4:30 pm.

ACADEMIC

The Academic committee met during this time period. The first meeting was focused on going through the committee strategic plan and discuss upcoming initiatives and objectives. The first major initiative will be the development of an academic needs survey.

EVENTS

The Events Committee met during this time period. The first meeting was an informal meeting in which the committee went over the events committee budget, staff introductions, summer events brainstorming, a short discussion on Fall Kick-Off and the club social.

FINANCE & AUDIT

The Finance and Audit Committee met during this time period. The first meeting on May 28 from 1:00 pm to 2:00 pm comprised of a rundown on the committee's terms of reference, expectations as a committee, the year plan of the committee, and an overview of the consolidated budget.

GOVERNANCE

The Governance Committee did not meet during this time period.

NOMINATION

The Nomination Committee did meet during this time period, arranging a working session to look through all candidates who applied for all committees. This happened over numerous days throughout May.

SURREY CAMPUS

The Surrey Campus Committee met during this time period to go over planning for Committee Orientation and Retreat on May 23rd and June 1st.

VANCOUVER CAMPUS

This Vancouver Campus Committee did not meet during this time period.

SFSS BOARD WORK REPORT

This report reflects the Board work from
May 16 - May 31, 2018

PRESIDENT (JAS RANDHAWA)

Named SFSS Committee Work & Action Items

- Build SFU Committee
 - The committee did not meet during this time period
- Ex-Officio

Meetings & Action Items

- [May 16] Meeting with Chris and Fiona regarding SEI Student Participation
- [May 16] FNSA Agreement Revision with Martin and Jasdeep
- [May 17] Meeting regarding Pub
- [May 18] Board Annual Work Plan Planning/Development Session
- [May 22] Prep Meeting
- [May 22] President/CRPC
- [May 22] Meeting with SOCA
- [May 23] VPSI Communications meeting
- [May 23] Board Development session follow up with Martin/Pierre
- [May 23] Agreements Revision with Martin
- [May 23] FNSA Agreement revision with Martin and Jasdeep
- [May 24] Meeting with President Petter & VP Academic Dr. Keller
- [May 25] Board Meeting
- [May 25] Showpass Client Services Agreement meeting with VP SL
- [May 25] Accessibility Initiative Meeting with Jacqueline
- [May 28] Meeting with CEO
- [May 28] Exec Meeting
- [May 28] Meeting with President Petter/GSS
- [May 31] Meeting with Martin Pochurko and Mark McLaughlin

Projects

- SFSS information distribution working group

Office/Engagement Hours

- Office hours are available by request. Please contact president@sfss.ca for an appointment.
- [May 24] The Next Steps: Information night

Events

- [May 16] Clubs Day
- [May 17] Clubs Day
- [May 22] Clubs Day

- [May 24] Information Evening

Administrative

- Emails
- Agenda Items
- Cheque requisitions
- Other administrative work

VP STUDENT SERVICES (SAMER RIHANI)

Named SFSS Committee Work & Action Items

- Accessibility Fund Committee
- Governance Committee
- Keep.MESAFE Mental Health Committee

Meetings & Action Items

- [May 16] Studentcare discussion with CEO
- [May 17] Meeting with Kristin from Studentcare
- [May 18] Board Annual Work Plan Planning/Development Session
- [May 25] Meeting with President & VP Finance discussing Disability Flag Initiative
- [May 25] Board Meeting
- [May 28] Meeting with Pierre discussing plan for Accessibility Fund Committee first steps
- [May 28] Exec Meeting
- [May 29] Meeting with OOC and Autistic Network
- [May 30] Ombudsperson Advisory Committee Meeting

Projects

- N/A

Office/Engagement Hours

- Office hours are available by request. Please contact vpsservices@sfss.ca for an appointment.

Events

- [May 15 & 16] Burnaby Clubs Days tabling
- [May 16] TRG Health Symposium
- [May 22 - 24] Studentcare stakeholders conference in Montreal

Administrative

- Working on Health and Dental plan
- Answering emails
- Reaching out to Universities across Canada after Studentcare stakeholders conference
- Putting together report of Studentcare conference

VP EXTERNAL RELATIONS (JASDEEP GILL)

Named SFSS Committee Work & Action Items

- [May 23] Surrey Campus Committee
 - Informal introductory meeting with Ed and the board members on SCC
- [May 25] Board of Directors Meeting
- [May 25] Advocacy Committee Meeting
 - Information orientation for the board members on the advocacy committee
 - Reviewed the tentative year plan and developed action items for the next informal meeting
- [May 28] Executive Committee Meeting
 - Executive update on various topics/projects
- [May 28] Finance and Audit Committee
 - Reviewed year plan for FAC

Meetings & Action Items

- [May 16] FNSA Agreement Revision with Martin and Jas
- [May 17] SMAC Committee Meeting
- [May 22] OER Meeting with Gwen Bird and Russell
- [May 22] Meeting with SOCA
- [May 23] Weekly Advocacy Check-in with Pierre
- [May 23] FNSA Agreement revision with Martin and Jas
- [May 25] Meeting with Mohammed Regarding RHA
- [May 26] Meeting with RHA and Mohammed about Tenancy Rights
- [May 29] Meeting with David Agosti from SFU Parking with Jackson and Mohammed
- [May 30] Weekly Advocacy Check-in with Pierre
- [May 31] Tenancy Rights Meeting with RHA and SFU Residence

Projects

- N/A

Office/Engagement Hours

- Office hours are available by request. Please contact vpexternal@sfss.ca for an appointment.

Events

- [May 16] TRG Health Symposium
- [May 17] Clubs Day
- [May 24] The Next Steps: Information night

Administrative

- Emails

VP FINANCE (MATTHEW CHOW)

Named SFSS Committee Work & Action Items

- [May 25] Board of Directors Meeting
- [May 28] Executive Committee Meeting
- Finance and Audit Committee
 - [May 28] Finance and Audit Committee Meeting
 - Created the year plan for FAC

Meetings & Action Items

- [May 16] Formal Introduction to the Finance Department
- [May 18] Board Development Day
- [May 21] Finance Discussion and Training with VP Student Life
- [May 22] CampusVibe Orientation Webinar
- [May 25] Disability Flags Initiative with President and VP Student Services
- [May 28] Meeting with CEO

Projects

- N/A

Office/Engagement Hours

- [May 22] Surrey Clubs Day
- Office hours are available by request. Please contact vpfinance@sfss.ca for an appointment.

Events

- N/A

Administrative

- Emails
- Reading of transition documents and agenda items

VP STUDENT LIFE (TAWANDA MASAWI)

Named SFSS Committee Work & Action Items

- [May 25] Board of Directors Meeting
- Executive Committee
 - [May 28] Executive Committee meeting
 - Updates on current progress of executives
- Events Committee
 - [May 23] Events Committee Meeting
 - Tasked Committee to work on Summer Events Plan
 - Tasked Committee to meet with Anwar before next meeting
 - Developed Fall Kick-Off Organizing committee job description
 - Next meeting called for May 6th
- Finance and Audit Committee
 - [May 28] Finance and Audit Committee meeting
 - Introductions and full Summary of year plan
- Nominating Committee
 - [May 29] Unofficial meeting with committee chair
 - Completed screening phase 1
 - Sent out emails to phase 1 candidates

Meetings & Action Items

- [May 17] Meeting with President and CEO (Pub)
- [May 18] Meeting with CEO about campus vibe.
- [May 18] Board Development Session
- [May 18] Meeting with Event Coordinator
- [May 22] Meeting with Campus Vibe Working Group
- [May 22] Meeting with Director of Finance (Fall Kick-Off)
- [May 23] Meeting with Events Committee
- [May 23] Meeting with At large 1
- [May 23] Meeting with SFU Residence Orientation team
- [May 23] FCAT DSU Summit in Vancouver with FCAT REP
- [May 24] Showpass Meeting with President
- [May 24] Board Meeting
- [May 24] Clubs days debrief meeting with staff
- [May 24] Meeting with President (Arabic Students Association)
- [May 24] Meeting with Director of Finance (Fall Kick-Off)
- [May 28] Executive Meeting
- [May 28] Debrief Meeting with FCAT representative
- [May 28] FAC Meeting
- [May 28] Meeting with Event Coordinator
- [May 29] Nominating Committee meeting
- [May 30] Showpass Agreement meeting
- [May 30] Meeting with Event Coordinator
- [May 30] Pre-meeting SFU
- [May 31] Meeting with Martin Pochurko and Mark McLaughlin
- [May 31] Meeting with Event Coordinator

- [May 31] FASS Presidents Meeting
- [May 31] Meeting with Chinese Undergraduate Association executives

Projects

- Student Experience Programs - Phase 1 Vancouver campus
- Fall Kick Off 2018

Office/Engagement Hours

- Office hours are available by request. Please contact vpstudentlife@sfss.ca for an appointment.

Events

- [May 16,17,22] Burnaby and Surrey Clubs Days.
- [May 24] Next Steps Campus Information Evening

Administrative

- Reading May 2017 VP SL emails
- Organizing Google drive

VP UNIVERSITY RELATIONS (JACKSON FREEDMAN)

Named SFSS Committee Work & Action Items

- Governance Committee
 - The governance committee did not meet during this time. Work has been done behind the scenes to prepare for policy review, develop a strategic plan for the year, and prepare an agenda for our first meeting.
- Academic Committee
 - [May 25] Meeting
 - Discussed the strategic plan and began brainstorming on the development of a faculty outreach initiative and an academic needs survey.
- Finance and Audit Committee
 - [May 28] Meeting
 - Met to discuss and review strategic plan for the committee, the SFSS operating budget, and the terms of reference.

Meetings & Action Items

- [May 15] Meeting with Chris and Fiona regarding SEI
- [May 17] Meeting regarding Pub
- [May 18] Board Annual Planning Session
- [May 22] Prep Meeting
- [May 22] Meeting with SOCA
- [May 23] Meeting with CEO and President
- [May 23] Meeting with Simran regarding Academic Committee
- [May 23] Meeting with Communications and CEO regarding Catering
- [May 24] Prep Meeting
- [May 24] Meeting with President Petter and VPA Keller
- [May 25] Board Meeting
- [May 25] Academic Committee Meeting
- [May 28] FAC Meeting
- [May 28] Prep Meeting
- [May 28] Meeting with GSS and President Petter
- [May 29] Recap Meeting with CEO
- [May 29] Meeting with David Agosta of SFU Ancillary Services

Projects

- Academic Needs Survey
- Faculty Outreach Initiative
- SFSS Policy Review

Office/Engagement Hours

- Office hours are available by request. Please contact vpuniversity@sfss.ca for an appointment.
- [May 15-17] Clubs Day Tabling

Events

- [May 15-17] Clubs Day Tabling
- [May 22] SFU Info Eve

Administrative

- Communications with SFU, preparation of agendas and review of documents, and preparation for meetings

AT-LARGE REPRESENTATIVE (MOHAMMED ALI)

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - [May 25] Orientation meeting
- Board Meeting
 - [May 18] Board development session
 - [May 25] Board Meeting
- Build SFU Committee
 - [May 30] Committee Meeting
- Events Committee
 - [May 23] Informal meeting
- Vancouver Campus Committee
 - The committee did not meet during this time period

Meetings & Action Items

- [May 17] Accessibility committee brainstorming
- [May 18] Campus Vibe Meeting
- [May 22] Campus Vibe Webinar
- [May 22] SUB VR Training
- [May 23] Meeting with Tawanda
- [May 23] Meeting with Build SFU Manager
- [May 23] Meeting with Residence Life
- [May 24] Meeting with Martin and Ola (FIC)
- [May 25] Meeting with Kia (Council)
- [May 25] Meeting with Jasdeep (Residence)
- [May 26] Meeting with Residence Hall Association
- [May 29] Meeting with SFU Parking
- [May 30] Meeting with Jasdeep and RHA President
- [May 31] Meeting with CEO, President, VP-University and VP-External relations
- [May 31] Meeting with Residence and Housing

Projects

- Next Step: Information evening

Office/Engagement Hours

- Office hours are available by request. Please contact atlarge1@sfss.ca for an appointment.
- [May 24] Tabling at Information evening

Events

- [May 16] Clubs Day
- [May 17] Clubs Day
- [May 22] Clubs Day

Administrative

- Email
- Cheque Requisitions

AT-LARGE REPRESENTATIVE (OLA WAREEZ GIWA)

Named SFSS Committee Work & Action Items

- Surrey Campus Committee
 - [May 23] Meeting with Ed and the SCC board members
 - [June 1] Informal Meeting with SCC board members about committee structure and organization of At-Large members.
- Events Committee
 - [May 23] Events Committee Meeting
 - Discussed event ideas and plans for Committee.
- Build SFU Committee
 - [May 30] Stadium Seating with Martin, Marc, Jas, Jackson and Mo
 - Discussed project plan and stadium layout.

Meetings & Action Items

- FIC Service Delivery
 - [May 24] Meeting with Martin and Mo
 - Brainstormed action items for FIC Project
- [May 25] SFSS Board of Directors Meeting
- [June 1] Social Media/ Communications Meeting
- [June 1] SFSS Board of Directors Development Session

Projects

- Commenced inquiries about Feasibility of Interactive Maps

Office/Engagement Hours

- Office hours are available by request. Please contact atlarge2@sfss.ca for an appointment.

Events

- [May 22] Surrey Club's Days.
- [June 1] Board Social

Administrative

- Went through SCC emails and minutes
- Emailed FIC Principal

APPLIED SCIENCES REPRESENTATIVE (KIA MIRASALEHI)

Named SFSS Committee Work & Action Items

- Committee of Continuity
 - The committee did not meet during this time period
- Finance and Audit Committee
 - [May 28] Finance and Audit Committee Meeting
 - Created the year plan for FAC
- Governance Committee
 - The committee did not meet during this time period
- Board Meeting
 - [May 18] Board development session
 - [May 25] Board Meeting
- Campus Vibe
 - [May 18] Campus Vibe Meeting
 - [May 22] Campus Vibe Meeting
 - [May 23] Campus Vibe Meeting

Meetings & Action Items

- [May 16] Next Steps Orientation Meeting
- [May 18] CSSS Meeting
- [May 23] Events Committee Meeting
- [May 23] Council Planning Meeting
- [May 24] Faculty Teaching Fellow Hiring Committee
- [May 25] Advocacy Meeting
- [May 28] ESSS Meeting

Projects

- Next Step: Information evening
- Revamping Council
- Hiring a Faculty Teaching Fellow
- Finding errors with Constitution, Bylaws, Board Policies, and Election/Referenda Policies

Office/Engagement Hours

- Office hours are available by request. Please contact president@sfss.ca for an appointment.
- [May 24] Tabling at information evening
- [May 24] Gave speech to CS students

Events

- [May 16] Clubs Day
- [May 17] Clubs Day
- [May 22] Clubs Day

Administrative

- Emails
- Reading old documents and emails

ARTS & SOCIAL SCIENCES REPRESENTATIVE (KAILYN NG)

Named SFSS Committee Work & Action Items

- [May 25] Board of Directors Meeting
- Events Committee
 - [May 23] Informal meeting
- Vancouver Campus Committee
 - The Vancouver Campus Committee did not meet at this time
- Keep.MESAFE Mental Health Committee
 - The Keep.MESAFE mental health committee did not meet at this time.

Meetings & Action Items

- [May 31st] DSU Execs meeting
- [June 1st] FROSH Committee meeting
- [May 18] Board Development Day

Projects

- Organizing FASS Frosh, Camps, & Socials with DSU reps

Office/Engagement Hours

- Office hours are available by request. Please contact artsrep@sfss.ca for an appointment.
- [May 16th] Burnaby Campus Clubs Day Tabling
- [May 24th] The Next Steps: Information night

Events

- N/A

Administrative

- Emails
- Lead the DSU exec meeting

BUSINESS REPRESENTATIVE (JESSICA NGUYEN)

Named SFSS Committee Work & Action Items

- [May 17] Accessibility Committee Meeting
 - Deciding on this year's goals
- [May 23] Events Committee Meeting
 - Informal meeting about committee goals

Meetings & Action Items

- [May 18] Board of Directors Meeting
- [May 24] Meeting with Sindhu and Amrita Mohar about SFSS's social medias
- [May 24] Meeting with Student Marketing Association (SMA) president about SFSS social medias
- [May 25] Board Development Sessions

Projects

- Revamping SFSS social media communication channels

Office/Engagement Hours

- [May 16] Clubs Day Bothing
- [May 17] Clubs Day Bothing
- Office hours are available by request. Please contact busrep@sfss.ca for an appointment.

Events

- N/A

Administrative

- Emails
- Organized Business Rep's Google Drive and email
- In the process of organizing meeting times for Beedie clubs and organizations

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE **(AMRITA MOHAR)**

Named SFSS Committee Work & Action Items

- Surrey Committee
- Vancouver Committee
- Advocacy Committee

Meetings & Action Items

- [May 18] Board Development Session
- [May 24] Meeting with Sindhu and Jessica Nguyen (Communications Director)
- [May 23] FCAT DSU Transition Meeting
- [May 23] Surrey Campus Committee Meeting
- [May 25] Advocacy Committee Meeting
- [May 25] Board of Directors Meeting
- [May 28] Meeting with VP Student Life (Tawanda)
- [May 28] Meeting with Film Student Union

Projects

- Workshop Series with FCAT/SFSS
- Fall Kickoff
- Social Media/Communications of SFSS

Office/Engagement Hours

- Office hours are available by request. Please contact fcatrepsfss.ca for an appointment.

Events

- N/A

Administrative

- Reading emails
- In the process of creating timelines for the FCAT DSUs in terms of their events and goals for the year
- Going to the first FCAT DSU meetings and having monthly president meetings
- Structuring the FCAT workshop series program

EDUCATION REPRESENTATIVE (CAMERON NAKATSU)

Named SFSS Committee Work & Action Items

- Accessibility Committee
 - [May 17] Accessibility Committee meeting
 - Brainstorming about initiatives that would like to be seen on the Accessibility Committee this year.
- Academic Committee
 - [May 25] Academic Committee Meeting
 - Discussed the strategic plan and the next steps of initiatives held by the Academic Committee such as the academic survey.
- Nominating Committee
 - [May 29] Nominating Committee Working Session
 - Screened through SFSS committee applications, generated emails to all of the successful applicants about next steps. Scheduled interview times with chairs of committees, brainstormed potential interview questions.

Meetings & Action Items

- [May 18] Board Development Session
- [May 25] Board of Directors meeting
- [May 29] Meeting with VP External Relations brainstorming interview questions

Projects

- SFSS Social Media/Communication Working Group

Office/Engagement Hours

- Office hours are available by request. Please contact edurep@sfss.ca for an appointment.

Events

- [May 16] SFSS Clubs Day tabling
- [May 17] SFSS Clubs Day tabling
- [May 24] Faculty of Education Next Steps event
-

Administrative

- Emails
- Outreach emails to successfully screened nominating committee candidates

ENVIRONMENT REPRESENTATIVE (RUSSELL DUNSFORD)

Named SFSS Committee Work & Action Items

- Academic Committee
 - Decided Primary Goals
- Advocacy Committee
 - Brainstormed Plans

Meetings & Action Items

- [May 23] Embark Meeting
- [May 25] Board Meeting
- [May 25] Academic Committee Meeting
- [May 25] Advocacy Committee Meeting
- [June 1] Advocacy Committee Meeting

Projects

- Fall Kickoff
- Indigenous Support Group
- OER Working Group

Office/Engagement Hours

- Office hours are available by request. Please contact envrep@sfss.ca for an appointment.

Events

- [May 16] Burnaby Clubs Day Boothing
- [May 17] Burnaby Clubs Day Boothing
- [May 18] Board Development Session
- [May 22] Surrey Clubs Day Boothing
- [June 1] Board Development Session

Administrative

- Emails
- Communicating with Clubs/DSUs

HEALTH SCIENCE REPRESENTATIVE (CHRISTINA LOUTSIK)

Named SFSS Committee Work & Action Items

- N/A Away on Unpaid Leave

Meetings & Action Items

- N/A Away on Unpaid Leave

Projects

- N/A Away on Unpaid Leave

Office/Engagement Hours

- Office hours are available by request. Please contact healthrep@sfss.ca for an appointment.

Events

- N/A Away on Unpaid Leave

Administrative

- N/A Away on Unpaid Leave

SCIENCE REPRESENTATIVE (NATASHA BIRDI)

Named SFSS Committee Work & Action Items

- Accessibility Committee
 - [May 17] Accessibility Committee Meeting
 - Brainstormed year goals
- Nominating Committee
 - [May 29] Nominating Committee Working Session
 - Modified committee application forms with Communications Coordinator
 - Set a deadline for applications
 - Collected completed applications
 - Set interview times & e-mailed candidates
- keep.MESAFE Mental Health Committee
 - Committee did not meet during this time

Meetings & Action Items

- [May 16] All-Science DSU Meeting
- [May 17] Informal Accessibility Committee Brainstorm
- [May 18] BOD Session to Outline Year's Goals
- [May 22] Campus Vibe Webinar
- [May 23] Campus Vibe Webinar
- [May 23] Events Committee Meeting
- [May 24] Campus Vibe Webinar
- [May 25] BOD Meeting
- [May 28] Science Undergraduate Society Meeting
- [May 29] Nominating Committee Meeting

Projects

- Improving SFSS communication through social media/mail lists.

Office/Engagement Hours

- Office hours are available by request. Please contact sciencerep@sfss.ca for an appointment.

Events

- [May 17] Burnaby Clubs Day Tabling
- [May 22] Surrey Clubs Day Tabling

Administrative

- Emails
- Collecting committee nomination forms

SIMON FRASER STUDENT SOCIETY

PROPOSAL

FALL KICKOFF 2018



PREPARED AND PRESENTED BY

TAWANDA MASAWI VP STUDENT LIFE

PROJECT DESCRIPTION

The Simon Fraser Student Society (SFSS) is currently in the process of producing a concert at the Simon Fraser University (SFU) Burnaby Campus. The SFSS have organized concerts for the past 5 years with a record attendance of over 2000 participants featuring international artists such as 3LAU, Vicetone, Dzeko and Torres, Cash Cash, Felix Cartal, Botnex, Mat Zo, Paris & Simo and Roy WOOD\$

The Simon Fraser Student Society is hosting its annual the Fall Kickoff 2016 Concert as part of the engagement portfolio of the organization. This is something that is seen as a reoccurring event that has a strong brand that engages a good portion of our undergraduate membership every year.

THE SFSS

Founded in 1965, the SFSS has maintained a long tradition of improving life for SFU students. As a student run non-profit organization with a membership of approximately 26,000 students, the SFSS exists to improve the health and well-being, social, academic, and financial conditions of our undergraduate students.



THE EVENT PLAN

The Fall Kick-Off Concert will be hosted by the Simon Fraser Student Society (SFSS) in collaboration with Simon Fraser University and a production company

Date: September 21, 2018

Location: SFU Burnaby Campus @ Convocation Mall Event time: TBD

ADMISSION & FLOW OF GUESTS

- 2000 Attendees Expected
- Concert area will be fully enclosed with 10-foot fencing.
- ID Checks, Full pat-downs, and thorough bag checks will take place from one central Queuing area on the South end of the enclosed fencing (facing the AQ)
- SFU Students who can present SFU Student ID will be queued in a separate line in the primary queuing area.
- Wristbands will be issued to guests who are 19+.

BEVERAGE GARDEN (Proposal)

150 maximum occupants at any given time
Wristband required for entrance
Separate fenced area 10 foot opaque fence (stage not visible)
4 dedicated security staff – 1 checking wristbands
Ins and outs from the beer garden will be allowed.

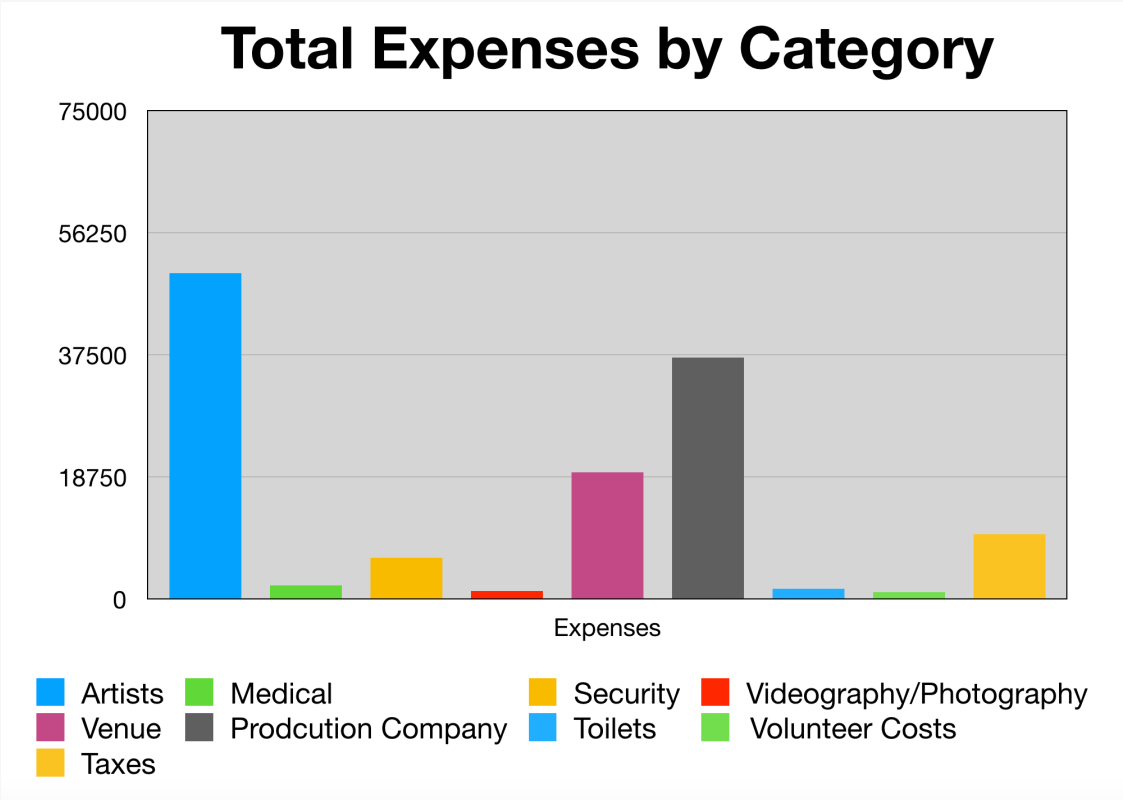
SECURITY DEPLOYMENT (Proposal)

40 Security Officers in total
As per map: 1 Officer – Security Coordinator
Officer – Roving Supervisors
Officers – Roving Officers
Officers – Lineups and Admission
Officers – Dedicated to Beer Garden
Officers - Adjacent Washroom area (Theatre) Male & Female required
Officers – Adjacent Washroom area (MBC) Male & Female required
Officer – Adjacent Emergency Exit (Pub Side)
Officer - Adjacent Emergency Exit (Sponsor Booth Side)
Officers – At First Aid Area
Officers - Barricade Front 2 Officers - Stage Back
Officers – Top Level

PROJECT TIMELINE

TASK	START DATE
PROPOSED BUDGET APPROVED	JUNE 2019
PRODUCTION COMPANY SECURED	JULY 2019
ARTIST CONFIRMATION	JULY 2019
EVENT LAUNCH	AUGUST 2019
TICKETS ON SALE	AUGUST 2019
2018 FALL KICK-OFF	SEPTEMBER 2019

BUDGET BREAKDOWN



DESCRIPTION	ESTIMATED BUDGET
TOATL EXPENSES	\$135,003.60
TOTAL REVENUE	\$ 129,200.00
NET PROFIT (LOSS)	\$ (5,803.60)

FALL KICKOFF 2018 BUDGETED EXPENSE REPORT

This report contains an analysis of the estimated expenses that will be incurred for Fall Kickoff 2018. This report is to be used with the Kickoff 2018 Estimated Budget [June 5 th].xlsx and Fall Kickoff Budget Breakdown pdf.

Artists

In reference to 2017 Fall Kickoff Budget-Sept 22 nd the total amount spent for acquiring artists was equivalent to \$51,550.00. This cost included Ridership fees (consisting of accommodations and other requests from artists).

For the upcoming Fall Kickoff 2018, the budget for artists will be increased to \$50,000.00 in order to acquire a headlining artist that will attract students to come to the event and enjoy the festivities. The goal is for a total of 3 artists with the costs beings distributed in a ratio as follows: 60:20:20 representing headlining artist, Secondary artist and Tertiary artist, respectively.

This estimate does not include the "Ridership" expenses that were identified in the 2017 Fall Kickoff Budget-Sept 22nd . Ridership expenses for Fall Kickoff 2018 will be found in Production company (BluePrint) Expenses as this company takes responsibilities over artists that includes providing them with the services as well as providing SFSS equipment for use at Fall Kickoff.

The estimated expenses for artists will be \$50,000.00 CDN.

FALL KICKOFF 2018 BUDGETED EXPENSE REPORT

Production Company (BluePrint)

In reference to 2017 Fall Kickoff Budget-Sept 22 nd the total amount spent for Production Company costs was equivalent to \$35,975.00. This cost covered "Production", a standard company fee and a videographer. The company BluePrint that was used for Fall Kickoff 2017 will be used again for Fall Kickoff 2018 as the SFSS has a history with this company and would like to continue these relations.

For the upcoming Fall Kickoff 2018, BluePrint will be used as the platform for interacting with selected artists as well ridership for the artists. Blueprint will also be used for supplying equipment which also carries a company fee. The equipment will include set up and takedown of equipment, Truss Rental, Lighting, Sound, Labour, CO2, and a Generator. An important note is that Blueprint will assume the risk for stage setup. BluePrint may also market and promote Fall Kickoff.

The estimated expenses (inferring from previous years budgets) will be \$37, 100.00 CDN without Taxes.

Venue

In reference to 2017 Fall Kickoff Budget-Sept 22 nd the total amount spent on the venue was \$20, 000.00. The venue costs consisted of the use of Convocation Mall and Fencing costs.

For the upcoming Fall Kickoff 2018, the venue will not be changed, and the concert will be held in Convocation Mall. The fencing and facilities costs will increase due to expanding the range of the fencing in order to increase the space and cover more of convocation mall.

The estimated expense for venue will be \$19417.73 CDN without taxes.

FALL KICKOFF 2018 BUDGETED EXPENSE REPORT

Portable Restrooms/Toilets

For the upcoming Fall Kickoff 2018, SFSS will have an expense in regard to portable toilets and hand wash stations. With the number of attendees that come to Fall Kickoff, SFSS has decided that more washrooms are required. Attendees need washroom facilities as in prior years there have not been enough to cater to the number of attendees. This will insure that attendees do not use the bathroom facilities within Leslie Golden Auditorium and protect SFU property. This can also prevent individuals from using washroom facilities to engage in hazardous and dangerous activities.

Accessibility is also an issue that has not been properly addressed within previous years, therefore SFSS will provide accessible washrooms that will help encourage individuals within the SFU community to come and engage with fellow students.

SFSS will be acquiring 15 portable toilets, a hand wash station and an ADA Unit (Wheelchair Accessibility) toilet.

The estimated expense for portable restrooms/toilets will be \$1500 CDN without taxes.

Videography and Photography

In reference to 2017 Fall Kickoff Budget-Sept 22 nd Videography and Photography costs accumulated to \$2000.00. This consisted of hiring photographers and videographers for kickoff as well as videography costs from Blueprint.

For the upcoming Fall Kickoff 2018, the videography and photography will be done by students of SFU, so they can engage in the SFU community as well as grow and enhance their skills. SFSS will not be using BluePrint for videography and photography needs, therefore the costs incurred are estimated to be less than Fall Kickoff 2017.

SFSS will be looking to hire 3 Photographers and 2 Videographers for the event among students at SFU.

The estimated expense for Videography and Photography will be \$1200.00 CDN.

FALL KICKOFF 2018 BUDGETED EXPENSE REPORT

Security

In reference to 2017 Fall Kickoff Budget-Sept 22 nd the total amount spent on security was equivalent to \$4608.98. The expenses consisted of 1 security manager, 1 supervisor, 28 guards (varying working times) and security equipment.

For the upcoming Fall Kickoff 2018, security will be increased at the request of both security and SFSS in order to manage the large crowds expected at Fall Kickoff. This will include an increase of security equipment costs as well.

SFSS will be hiring 1 Security manager, 1 supervisor, 40 guards and security equipment (40 radios).

The estimated expense (inferring from previous years budgets) will be \$6300.00 CDN without Taxes.

Medical

In reference to 2017 Fall Kickoff Budget-Sept 22nd the total amount of Medical expenses was equivalent to \$619.50. The costs consisted of 5 EMS Personnel, 1 mobile equipment station and transportation costs.

For the upcoming Fall Kickoff 2018, medical budget will be increased significantly due to recommendations from security reports and medical statements from Fall Kickoff 2017. The recommended amount of personnel to attendee is 1 EMS personnel for every 300 event attendees.

Inferring from prior years as well recommendations from security and medical, SFSS will be purchasing the services of at least 10 EMS personnel, 2 mobile equipment station and transportation costs.

The estimated medical expense will be \$2000.00 CDN without taxes.

Volunteer Expenses

In reference to 2017 Fall Kickoff Budget-Sept 22nd the expenses for volunteers is not officially stated. Therefore, accumulating costs from 2017 Fall Kickoff Budget-Sept 22nd it can be estimated to \$1000.00. These costs consist of food cost for volunteers as well as providing volunteers with supplies to be used for Fall Kickoff.

For the upcoming Fall Kickoff 2018, volunteer expenses will be equivalent. The estimated volunteer expenses will be \$1000.00 CDN without taxes.

FALL KICKOFF 2018 BUDGETED EXPENSE REPORT

Taxes

GST and PST will be represented in the Fall Kickoff Estimated Budgets to insure proper calculations but will be represented in actual statements when Fall Kickoff 2018 is completed.

GST = \$5925.89 PST = \$4131.24

Total Estimated Expense is \$135, 003.60 CDN.

Note

Expenses were calculated using quotes received from companies as well as inferring from previous years Budgets. In regard to Fall Kickoff 2017 Budgets Actuals, total expenses accumulated to \$119, 693.48 CDN.

The increase in expenses in the Fall Kickoff 2018 Estimated Budget, is due to the major increase in the number of Security that will be present at the event, as well as the increased Medical Expenses to ensure and protect the health and safety of participants of Fall Kickoff 2018. Furthermore, due to suggestions provided by SFU, Medical and Security in 2017 Fall Kickoff reports, the major increase to number of Medical and Security personnel is justified.

The additional increase in expenses is also due to the artists budgets being increase from \$45000.00 in Fall Kickoff 2017 to \$50,000.00 CDN for Fall Kickoff 2018. This is due to the falling currency exchange rate.

ORGANIZING COMMITTEE

The Organizing Committee (OC) will work together to ensure the 2018 Fall Kickoff event is the most diverse event the SFSS has put together to date.

It'll be left up to the specific managers and the Executive Director to work together in appointing Coordinators in a fair and equal manner. Since the OC will be formally appointed as a working group, its meetings will always be occurring in open sessions where the membership will always be invited to attend. The Committee is as follows

The Executive Director

The Executive Director serves as the project lead for the Fall Kick-Off Concert. Is responsible for communicating the vision to the directors. Works closely with the SFSS Events coordinator to mitigate all risks that are associated with the concert. Attends regular meetings with all directors and SFU staff. Is the main liaison between SFSS and SFU with regards to the concert.

Director of Finance

The role of Director of Finance involves monitoring, adjusting and updating the financial budget for the concert. The role requires you to be in constant contact with the SFSS Finance Office, General Office, VP Finance and other stakeholders that may affect the financial health of the concert.

Director of Corporate Relations

The Director of Corporate Relations oversees the prospecting, contacting and securing of sponsors. The interesting aspect regarding securing sponsorship for the society is that there are many companies interested in sponsoring the Fall Kickoff Event not only because of its large audience but also because they want to use the event to build a long-term relationship with the Society. This year the director will have a unique opportunity of securing a naming sponsor for the concert. Eg. Fall Kick-Off 2018 presented by SPONSOR OF CHOICE

Director Of Human Resources Management

This year this role entails volunteer management and development of a long-term volunteer retention plan for the SFSS as a whole. The Director has the unique opportunity to work with the director of sales in the development of merchandise for the volunteers.

Director of Sales Operations

The Director of Sales Operations will assist the Executive Director with the management and supervision of all box office functions including promoter recruitment, cash control, event management and third party /vendor relations with Showpass Inc.

Director of Marketing

This year the director of marketing has for the first time the unique opportunity to take full control of all marketing materials. They no longer have to work with a third party company to produce or post content towards the event. The director has a unique opportunity to develop the Official Kick-Off launch video. Working closely with both the director of finance and sales operations they will manage a budget.

EMERGENCY PLAN

The intent of the Convocation Mall Emergency Plan is to provide a coordinated response between Campus Security, the Special Event Director and external agencies such as the RCMP and/ or Burnaby Fire Department, should an urgent situation occur during the Fall Kick-Off

Emergencies within this Plan are defined as but not limited to: fire, medical emergencies, security threats, and serious situations that have potential to necessitate the evacuation of Convocation Mall.

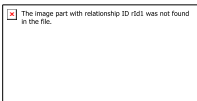
Roles and Responsibilities - Campus Security Campus Security will provide instructions to the Special Event Director regarding the authenticity and severity of the emergency and will provide instructions if there is need to evacuate Convocation Mall.

Campus Security will confirm the safety of all identified evacuation routes. Campus Security will secure the area and assume the role of Incident Commander. Emergency Exit Signage As per the site plan, highly visible Emergency Exit signage is placed next to each Emergency Exit.

Emergency Equipment

One hour before the start of the Event, emergency equipment is to be placed at the front of the stage. This equipment will consist of a bullhorn and 2 emergency high visibility vests for use by the Special Event Director. The bullhorn must be tested to ensure it is functional.

Safety and Security Briefing One hour before the event start, Campus Security Patrol Shift Supervisor, and the Campus Security Patrol Officer dedicated to Special Event will convene at the front of the Stage/Platform to identify themselves to the Special Event Director and review emergency procedures. Announcements to the Assembly A sound speaker system is used throughout the event and should an emergency arise, the Special Event Director will make an announcement to the attendees providing clear instructions on procedures. Should the sound speaker system be non-operational, the Special Event Director will use the bullhorn located at the front of the stage.



BRIEFING NOTE

SOCIETY APPLICATION TO CHARITABLE STATUS

ISSUE

The SFSS is currently registered as a not-for-profit corporation under the *Societies Act* of British Columbia; it is not registered as a charity with the Canada Revenue Agency, and does not receive of the benefits derived from that status.

BACKGROUND

There are no known past attempts to register the Society as a charitable organisation.

CURRENT STATUS

There is an interest in pursuing charitable status this fiscal year.

KEY CONSIDERATIONS

1. In practical terms, the advantages that follow from acquiring charitable status are:
 - a. an ability to offset the costs of Society programming to donors rather than students,
 - b. incentivize donors by providing tax receipts,
 - c. making available a host of grant subsidies from other charitable foundations,
 - d. avoid the costs of HST for some purchases,
 - e. receive special pricing and other considerations from businesses (e.g. free software),
 - f. build a valuable, revenue generating relationship with past SFSS directors, councillors, and members, as well as the broader community in the Greater Vancouver Area, and
 - g. independence from SFU for access to the benefits of charitable status.
2. In practical terms, the obligations that follow from pursuing and acquiring charitable status are:
 - a. submitting an application which details the purposes and processes for society activities, demonstrating that they are consistent with charitable purposes as defined by the CRA
 - b. an administrative cost as well as legal consultation costs will follow from the submission of an application,
 - c. limiting Society activities to:
 - i. the relief of poverty
 - ii. the advancement of education

- iii. the advancement of religion
 - iv. other purposes that benefit the community
 - d. an increase in the workload of the Finance Office, such as:
 - i. the collection of official donation receipts,
 - ii. ensure that annual spending requirements are met,
 - iii. complete the T3010 Form, Registered Charity Information Return, within six months of its fiscal period-end,
 - e. an increase in community and donor engagement work for the Board of Directors and relevant staff.
- 3. Other student societies have acquired charitable status for portions of their activities, such as BCITSA, who have reported that the obligations of meeting the requirements are light, and the application process easy.
- 4. Should the application be successful:
 - a. a fundraising program will need to be developed for staff and Board, and
 - b. training may need to be made available to current Finance Coordinators.
- 5. With the exception of limiting political activism, there are no significant risks in pursuing or attaining charitable status for the SFSS.
- 6. The CRA offers no indication of the processing time for reviewing an application.
- 7. A basic budget should be committed to the project of approximately \$750 for legal consultation.

OPTIONS

- 1. Pursue charitable status.
- 2. Not pursue charitable status.

RECOMMENDATION

I recommend Option 1. There are significant benefit and very little costs or risks to the SFSS to pursuing or acquiring charitable status. Notably, there are significant benefits for SFSS members in not being the sole source of revenue for the Society.

NEXT STEPS

- 1. Receive Board endorsement
- 2. Consult with other student societies for model applications
- 3. Develop a draft application
- 4. Submit the application for legal review
- 5. Submit the application to the CRA for consideration

BRIEFING NOTE

ENDS POLICY REVIEW

ISSUE

All SFSS Board Policies must be reviewed this year, including the Ends Policies.

BACKGROUND

In order to ensure Society policies are accurate, a requirement for an annual review has been built into the process. This BN provides the first instance of this review process.

The Governance Committee is given the task of reviewing policies on behalf of Board, supplying it with a recommendation for the approval or amendment of any Board policy.

CURRENT STATUS

For the first Governance Committee meeting, this BN provides a recommendation for review by the GC, including:

- Ends Policies
- Global Ends Statement – Mission and Values
- ENDS-1: Improved Academic Conditions
- ENDS-2: Improved Social Conditions
- ENDS-3: Improved Financial Conditions
- ENDS-4: Improved Health Conditions and Wellbeing

KEY CONSIDERATIONS

1. As part of the candidate orientation, all candidates to position on the Board of Directors, including the successful candidates were presented with a brief overview of the ends policies.
2. As part of the Board orientation, all candidates to position on the Board of Directors, including the successful candidates were presented with a second, more detailed, overview of the ends policies.
3. The ends policies have been successfully informing organisational planning, member engagement, and general communications.
4. The ends of the SFSS are easily understandable and forward a clear statement about the Board's understanding of the purpose of the SFSS as captured in the SFSS Constitution, the vision of the

ideal undergraduate experience of students at SFU, and the core values according to which the all Society work must be pursued.

5. The ends speak broadly to the purpose of the SFSS and allow it sufficient flexibility to adapt to a changing environment without ever losing sight of the needs of undergraduate students as the core reason for the existence of the Society.
6. No objections to the ends policies have ever been forwarded by any director or member.
7. The ends of the Society continue to provide clear guidance regarding future work.

OPTIONS

1. Propose changes the ends policies
2. Proposed no changes to the ends policies

RECOMMENDATION

I recommend Option 2, as the policies serve their purpose well, and have not been the source of any obstacle for the Society or its operations.

NEXT STEPS

1. Governance Committee review and endorsement of BN
2. Governance Committee announcement to Board of review, and progress of annual review schedule.

ADVOCACY COMMITTEE ANNUAL PLAN

2018-2019

TABLE OF CONTENTS

1. Committee Overview	1
2. Standards for Advocacy and Lobbying Campaigns	2
3. Work Flow	3
4. Initiatives 2018-2019	3
4.1 <i>Administrative initiatives – VP External, CRPC.....</i>	<i>3</i>
4.2 <i>Advocacy and lobbying initiatives – VP External, Director, CRPC</i>	<i>4</i>
4.3 <i>Informational initiatives – Advocacy Committee.....</i>	<i>4</i>
5. Schedule	4
5.1 <i>Summer.....</i>	<i>4</i>
5.2 <i>Fall.....</i>	<i>5</i>
5.3 <i>Spring.....</i>	<i>5</i>
6. Reporting.....	6

1. COMMITTEE OVERVIEW

This purpose of the Advocacy Committee (AC) is to make and report on recommendations for SFSS advocacy and lobbying campaigns to the Board of Directors, excepting campaigns directed towards the University. University directed campaigns are the responsibility of the Academic Committee.

Advocacy initiatives must be developed on the basis of member needs, and these needs must be identified on the basis of available data. The AC may not advocate on behalf of the members without a clear mandate. An electoral campaign does not constitute a sufficient mandate. Sources for such data include:

- *SFU Undergraduate Survey,*
- *SFSS General Membership Survey,* and
- SFSS targeted surveys and engagement initiatives.

Data that identify member needs in broader terms (i.e. as post-secondary, undergraduate students rather than post-secondary, undergraduate students at SFU) may also be used to justify and inform campaigns. Sources for such data include:

- think tanks,
- research institutes,
- not-for-profit advocacy and lobby groups,
- community groups, and
- other student society research.

The AC will develop and commit to an annual plan, which will be framed by the commitments made by the Board in the following planning documents:

- *SFSS Strategic Plan 2016-2019,*
- *SFSS Board Plan 2018-2019, and*
- *SFSS Departmental Plans 2018-2019.*

This plan will provide the basic framework for regular reporting to the Board and the membership.

The plan may be adjusted on an ad-hoc basis by the committee; however, any such adjustment must be reflected in the AC Annual Plan, and must not risk undermining any pre-existing Board approved commitments without approval from the Board.

The AC is supported by the Campaigns, Research, and Policy Coordinator (CRPC), who conducts research and develops draft recommendations regarding that research for critical review by the committee.

2. STANDARDS FOR ADVOCACY AND LOBBYING CAMPAIGNS

The standards and procedures for advocacy and lobbying are available in the *SFSS Board Policies* and *SFSS Board Standard Operating Procedures*.

1. Campaigns must be driven by member needs
2. Campaigns must be approved by the Board of Directors
3. Before any campaign is approved, it must include the following:
 - a. specific data demonstrating a need,
 - b. a clear statement of the desired outcome of the campaign,
 - c. a list of relevant stakeholders and influencers over the outcome,
 - d. a 5-page document containing the following:
 - i. outline of the issue or problem,
 - ii. desired outcome,
 - iii. alternative available approaches to addressing the achieving that outcome, including source for the research informing those approaches,
 - iv. recommended approach for achieving that outcome,
 - v. measure of success,
 - vi. budget,
 - vii. timeline,
 - viii. fact sheet with key messaging regarding the campaign, and
 - ix. list of stakeholders and influencers.
4. Anyone participating in the advocacy campaign must understand the campaign document, and be able to recite the key messages section.

5. Other student societies will only be invited to contribute to a campaign once the campaign is defined by the AC and approved by the Board of Directors.

3. WORK FLOW

The work flow for the development of the AC Annual Plan is as follows:

1. The CRPC will draft a proposed plan that includes:
 - a. a review of member issues as communicated through the *SFU Undergraduate Survey*,
 - b. a review of member issues as communicated through the *SFSS General Membership Survey*,
 - c. a review of any targeted survey and engagement initiatives that have yielded information about member needs relevant to the responsibilities of the AC,
 - d. a review of Board, Council, and Board committee minutes,
 - e. a review of the previous year's SFSS provincial budget consultation submission,
 - f. outstanding AC work from the previous Board terms,
 - g. outstanding advocacy initiatives contained in the *SFSS Strategic Plan 2016-2019*,
 - h. advocacy initiatives contained in the *SFSS Board Plan 2018-2019*,
 - i. advocacy initiatives contained in the *SFSS Departmental Plans 2018-2019*,
 - j. review of provincial cabinet, committees, mandates, and platform commitments.
2. The CRPC will submit the draft plan to the CEO and AC Chair for initial review.
3. The AC Chair will submit the draft plan to the AC for review and comment at its first meeting. The AC will not meet until such a plan is available for review and comment.
4. The AC may request amendments to the plan.
5. The AC will approve the plan, and communicate the plan to the Board of Directors.

The workflow for each initiative listed in the AC Annual Plan is as follows:

1. According to the schedule set by the AC in its plan, the CRPC will provide the AC with recommendations, in the form of a briefing note, along with any necessary attachments, for critical review by the committee.
2. The AC will approve or propose changes to the recommendation.
3. Where the AC requests changes, the CRPC will amend the proposal accordingly and resubmit the recommendation to the AC for review.
4. Where the AC approves the recommendation, it will pass a motion to submit that recommendation to Board.
5. The AC Chair will submit the recommendation and all necessary attachments to Board for its next regularly scheduled meeting.
6. All AC members will speak in favour of the AC recommendation. The CRPC will be available at the Board meeting during which the recommendation will be considered for informational support.

4. INITIATIVES 2018-2019

4.1 ADMINISTRATIVE INITIATIVES – VP EXTERNAL, CRPC

1. Develop *AC Annual Plan 2018-2019*

2. Develop *AC Annual Plan Dashboard 2018-2019*

4.2 ADVOCACY AND LOBBYING INITIATIVES – VP EXTERNAL, DIRECTOR, CRPC

1. Access to post-secondary education
 - a. NDP mandate to cancel interest on student loans progress report and expectations
 - b. NDP mandate to create a degree completion grant progress report and expectation
 - c. Needs-based grant program
2. Protection for on-campus residents
3. Food security
4. Public transportation
 - a. U-Pass renegotiation
 - b. Gondola
5. Open education resources
6. Improving access to mental health supports

4.3 INFORMATIONAL INITIATIVES – ADVOCACY COMMITTEE

1. NDP mandate to cancel interest on student loans
2. NDP mandate to create a degree completion grant
3. Tuition credits
4. Food security supports
5. Open educational research
6. Mental health supports

5. SCHEDULE

5.1 SUMMER

May 2018

1. Development, review, and approval of *AC Annual Plan 2018-2019*
2. Development, review, and approval of the *AC Annual Plan Dashboard 2018-2019*
3. Board approval for plan
4. Monthly *AC Annual Plan Dashboard 2018-2019* Report

June 2018

1. Advocacy and lobbying campaign – Research and development
 - a. Literature review
 - b. Townhalls
 - c. Surveys
2. Informational campaign – Research and development
 - a. Literature review
 - b. Townhalls
 - c. Surveys
3. Monthly *AC Annual Plan Dashboard 2018-2019* Report

July 2018

1. Survey and townhall research analysis and report development
2. Advocacy and lobbying campaign review
3. Informational campaign review
4. Board campaign approvals
5. Launch advocacy and lobbying campaign
 - a. Book meetings for local provincial and regional government representatives – Phase 1
6. Information campaign 1
7. Monthly *AC Annual Plan Dashboard 2018-2019* Report

August 2018

1. Advocacy and lobbying campaign
 - a. Local provincial and regional government representatives circuit – Phase 1
 - b. Prepare provincial budget consultation submission
2. Information campaign 1
 - a. Member engagement
3. Monthly *AC Annual Plan Dashboard 2018-2019* Report

5.2 FALL

September 2018

1. Advocacy and lobbying campaign
 - a. BC provincial budget consultation
 - b. Prepare fall lobbying trip
 - c. Book meetings for local provincial and regional government representatives – Phase 2
2. Informational campaign 2
3. Monthly *AC Annual Plan Dashboard 2018-2019* Report

October 2018

1. Advocacy and lobbying campaign
 - a. Fall advocacy and lobbying trip
 - b. Local provincial and regional government representatives – Phase 2
2. Information campaign 2
3. Monthly *AC Annual Plan Dashboard 2018-2019* Report

November 2018

1. Advocacy and lobbying campaign
 - a. Local provincial and regional government representatives – Phase 2
2. Informational campaign 3
3. Monthly *AC Annual Plan Dashboard 2018-2019* Report

December 2018

4. Advocacy and lobbying campaign
 - a. Local provincial and regional government representatives – Phase 2
1. Informational campaign 3
2. Monthly *AC Annual Plan Dashboard 2018-2019* Report

5.3 SPRING

January 2019

1. Advocacy and lobbying campaign
 - a. Book meetings for local provincial and regional government representatives – Phase 3
2. Informational campaign 4
3. Monthly *AC Annual Plan Dashboard 2018-2019* Report

February 2019

1. Advocacy and lobbying campaign
 - a. Local provincial and regional government representatives – Phase 3
2. Informational campaign 4
3. Monthly *AC Annual Plan Dashboard 2018-2019* Report

March 2019

1. Advocacy and lobbying campaign
 - a. Prepare Spring advocacy and lobbying trip to Victoria
2. Advocacy, lobbying, and informational campaign impact report research
 - a. Townhalls
 - b. Surveys
3. Monthly *AC Annual Plan Dashboard 2018-2019* Report

April 2019

1. Survey and townhall research analysis and report development
2. Advocacy and lobbying campaign
 - a. Spring advocacy and lobbying trip to Victoria
3. Board, committee, director transition planning.
4. Final *AC Annual Plan Dashboard 2018-2019* Report

6. REPORTING

A dashboard for tracking progress on each initiative will be developed on the basis of this plan. The dashboard will be submitted to the Board on a monthly basis.

The AC Chair, or their designate, will be responsible for the maintenance of the *AC Annual Plan Dashboard 2018-2019*.

GOVERNANCE COMMITTEE ANNUAL PLAN

2018-2019

TABLE OF CONTENTS

1. Committee Overview	1
2. Work Flow	1
3. Initiatives 2018-2019	2
4. Schedule	3
4.1 Summer.....	3
4.2 Fall.....	3
4.3 Spring.....	4
5. Reporting.....	4

1. COMMITTEE OVERVIEW

This purpose of the Governance Committee (GC) is to make and report on the development of recommendations to the Board of Directors aimed at strengthening its governance processes and capacity.

In developing and committing to an annual plan, the GC will frame that plan within the context of the commitments made by the Board in the following planning documents:

- *SFSS Strategic Plan 2016-2019,*
- *SFSS Board Plan 2018-2019,* and
- *SFSS Departmental Plans 2018-2019.*

This plan will provide the basic framework for regular reporting to the Board and the membership.

The plan may be adjusted on an ad-hoc basis by the committee; however, any such adjustment must be reflected in the GC Annual Plan, and must not risk undermining any pre-existing Board approved commitments without approval from the Board.

The GC is supported by the Campaigns, Research, and Policy Coordinator (CRPC), who conducts research and develops draft recommendations regarding that research for critical review by the committee.

2. WORK FLOW

The work flow for the development of the GC Annual Plan is as follows:

1. The CRPC will draft a proposed plan that includes:
 - a. outstanding committee work from the previous Board term,
 - b. outstanding governance initiatives contained in the *SFSS Strategic Plan 2016-2019*,
 - c. governance initiatives contained in the *SFSS Board Plan 2018-2019*,
 - d. governance initiatives contained in the *SFSS Departmental Plans 2018-2019*.
2. The CRPC will submit the draft plan to the CEO and GC Chair for initial review.
3. The GC Chair will submit the draft plan to the GC Chair during the first meeting of the GC.
4. The GC may request amendments to the plan.
5. The GC will approve the plan, and communicate the plan to the Board of Directors.

The workflow for each initiative listed in the GC Annual Plan is as follows:

1. According to the schedule set by the GC in its plan, the CRPC will provide the GC with recommendations, in the form of a briefing note, along with any necessary attachments, for critical review by the committee.
2. The GC will approve or propose changes to the recommendation.
3. Where the GC requests changes, the CRPC will amend the proposal accordingly and resubmit the recommendation to the GC for review.
4. Where the GC approves the recommendation, it will pass a motion to submit that recommendation to Board.
5. The GC Chair will submit the recommendation and all necessary attachments to Board for its next regularly scheduled meeting.
6. All GC members will speak in favour of the GC recommendation. The CRPC will be available at the Board meeting during which the recommendation will be considered for informational support.

3. INITIATIVES 2018-2019

1. Develop *GC Annual Plan 2018-2019*
2. Develop *GC Annual Plan Dashboard 2018-2019*
3. Tiered review of the *SFSS Board Policies*
4. Develop standards for member groups
 - a. Governance standards
 - b. Services standards
 - c. Reporting standards
 - d. Group types
 - i. Student unions
 - ii. Clubs
 - iii. Other
5. Review of the elections and referenda processes and procedures
 - a. Revise policies are recommended by CRPC in the elections report
 - b. Develop elections SOPs
6. Review of director job descriptions
 - a. Develop link between responsibilities to stipend

- b. Develop clear standards for the disbursement of stipends in policy, ensuring adhere to director performance and job standards.
 - c. Review stipend reduction schedule to ensure adherent to director performance and job standards, and rehouse schedule in Board procedures.
7. Ad-hoc development of Board procedures.
8. Board, committee, director transition planning
9. General Election engagement initiatives

4. SCHEDULE

4.1 SUMMER

May 2018

1. Development, review, and approval of *GC Annual Plan 2018-2019*
2. Development, review, and approval of the *GC Annual Plan Dashboard 2018-2019*
3. Development of Board training schedule.

June 2018

1. Tiered review of the following *SFSS Board Policies* – 5 Board policies
2. Develop standards for member groups
3. Ad-hoc development of Board procedures.

July 2018

1. Tiered review of the following *SFSS Board Policies* – 5 Board policies
2. Develop standards for member groups
3. Ad-hoc development of Board procedures.

August 2018

1. Tiered review of the following *SFSS Board Policies* – 5 Board policies
2. Develop standards for member groups
3. Ad-hoc development of Board procedures.

4.2 FALL

September 2018

1. Tiered review of the following *SFSS Board Policies* – 5 Board policies
2. Review of the elections and referenda processes and procedures
3. Ad-hoc development of Board procedures.

October 2018

1. Tiered review of the following *SFSS Board Policies* – 5 Board policies
2. Review of the elections and referenda processes and procedures
3. Ad-hoc development of Board procedures.

November 2018

1. Tiered review of the following *SFSS Board Policies* – 5 Board policies
2. Review of the elections and referenda processes and procedures

3. Ad-hoc development of Board procedures.

December 2018

1. Tiered review of the following *SFSS Board Policies* – 6 Board policies
2. Review of the elections and referenda processes and procedures
3. Ad-hoc development of Board procedures.

4.3 SPRING

January 2019

1. Tiered review of the following *SFSS Board Policies* – 6 Board policies
2. Review of director job descriptions
3. General election member engagement
4. Ad-hoc development of Board procedures.

February 2019

1. Tiered review of the following *SFSS Board Policies* – 5 Board policies
2. Review of director job descriptions
3. General election member engagement
4. Ad-hoc development of Board procedures.

March 2019

1. Tiered review of the following *SFSS Board Policies* – 2 Board policies
2. Review of director job descriptions
3. General election member engagement
4. Ad-hoc development of Board procedures.

April 2019

1. Review of director job descriptions
2. Ad-hoc development of Board procedures.
3. Board, committee, director transition planning.

5. REPORTING

A dashboard for tracking progress on each initiative will be developed on the basis of this plan. The dashboard will be submitted to the Board on a monthly basis.

The GC Chair, or their designate is responsible for the maintenance of the *GC Annual Plan Dashboard 2018-2019*.



The goal of SUDS is to bring together student union representatives from across Canada and provide them with a platform to share their experiences, ideas, and best practices for running a successful student-oriented organisation. By so doing, the delegates will gain valuable insights into improving their respective student unions - all in addition to learning tangible personal skills that translate to both the student government and the professional world.

SUDS is an ever growing conference where ideas and personalities can come to meet in a space that is as beautiful as it is inspiring. SUDS has no political or partisan affiliation and you do not need to be the member of any group or coalition to attend. It's a great opportunity to network with bright individuals like yourself!

The key focus of the UBC AMS is to improve and enhance the learning experience of students at the University. In this effort, we coordinate with other student unions across the country, sharing our experiences, struggles, efforts, and improvements to provide a more comprehensive operation and governance structure to better serve and represent our students.

Appendix A: SFSS Health & Dental Plan Coverage and Fee Summary 2018-19

This document contains a summary of coverage and fees. All coverage is subject to the terms, limits and conditions contained in the Master Policy to be issued by the insurer(s).

ENHANCED PLAN: HEALTH BENEFITS

September 1, 2018 – August 31, 2019

Prescription Drugs & Vaccines

- Covered 80%, no deductible
- Maximum for prescription drugs requiring a Drug Exception (including Special Authority or Prior Authorization): \$3,000 per policy year.
- Based on the BC Fair PharmaCare Formulary, including most oral contraceptives, insulin and diabetic supplies.
- Brand-name drugs: only covered when doctor specifies “no substitution”.
- Drug exceptions allowed.
- Pay-direct card
- Prescription vaccinations listed in the BC Fair PharmaCare Plan Formulary are covered at 100%. Non-prescription vaccinations are covered at 100%, up to \$150 per policy year.

Medical Services & Equipment

Covered 100%, reasonable and customary max. unless otherwise specified.

- Ambulance (air included): to nearest hospital when an emergency requires immediate attention.
- Diagnostic Services: Lab tests used to diagnose an illness are covered when performed in a commercial lab. Physician and administration fees are not covered. Ultrasounds for pregnancy and the monitoring of an illness are not covered.
- Medical Equipment: including manual wheelchair rental, crutches, prosthesis, etc. Rigid and semi-rigid braces (not for athletic use) are also covered.
- Tutorial Benefit (if an accident or illness causes disability and confinement to a home or hospital for more than 7 consecutive days): \$10/ hour, \$300 max/ accident or illness (only for the students, not the dependents)
- Home nurse: covered when certified in writing as medically necessary by the attending physician and when approved by Desjardins Financial Security.
- Orthotics are covered at 100% to a maximum of \$300 per policy year. Orthopedic shoes and orthopedic modifications to shoes are also covered at 100% to a maximum of \$300 per policy year. A prescription from a physician, podiatrist or chiropractor is required for these claims.

Members should submit an estimate to the insurer in order to verify the eligibility of the required medical equipment. The insurer will respond indicating if the device has been approved and to what amount.

Vision Care

- Prescription Glasses/Contacts: \$150/ 24 months
- Eye exam: \$60/ 2 policy years
- Laser eye surgery: \$150/ policy year
- Additional coverage is available through Provider Network

Health Practitioners

- Covered 80%, up to a maximum of \$500 per policy year:

<p>Psychologists, registered clinical counsellor, social workers (must have a Master's degree in Social Work)</p> <ul style="list-style-type: none"> Covered \$35/ visit, \$400 maximum per category of practitioner per policy year: <ul style="list-style-type: none"> Physiotherapist Chiropractor Registered dietician (with referral) Podiatrist/chiroprapist Naturopath Speech therapist Osteopath Massage Therapist (with referral) Acupuncturist One x-ray per policy year included in the overall max. for chiropractor, osteopath and podiatrist/ chiroprapist. Additional coverage is available through Provider Network
Dental Accident
<ul style="list-style-type: none"> The Plan covers the repair/replacement of natural teeth damaged through an external accidental blow to the mouth according to the Provincial Dental Fee Guide for General Practitioners (the province where the service was performed). If you visit a specialist for covered services, your reimbursement will be processed according to the equivalent General Practitioner fee. Implants are also covered under this benefit. Treatment must be completed within the 12 months following the accident. Please note that this benefit is covered under the Health Plan.
Travel Coverage (Studentcare proprietary pooled product)
<ul style="list-style-type: none"> \$5,000,000 coverage per lifetime Covers first 120 days of each trip, unlimited number of trips Covers emergency medical treatment for a medical condition that is acute and considered life threatening while travelling outside of province or territory of residence Covers up to r&c charges, in excess of the provincial medical (or equivalent) plan allowance Exchange and internship students: If SFU has approved participation in an exchange program or extended travel period for other valid academic reasons, coverage will continue for the entire duration of the program or exchange, including the 120 days immediately prior to and immediately following the approved program, providing the entire period of travel has been approved in advance by the provider and student and dependents continue to meet eligibility criteria Covers hospital, physician and other services for emergency treatment of an injury or illness while travelling outside of the province in which you reside. Emergency Travel Assistance (Travel Health Passport) Trip cancellation: \$1,500 maximum coverage Trip interruption: \$5,000 maximum coverage Covers students and dependents under age 65 only Note: International Students (including US Students) who are not permanent Canadian residents may not use travel coverage when traveling to their country of origin
Accidental Death & Dismemberment (AD&D)
<ul style="list-style-type: none"> Insurance for the loss of life or limb and for paralysis caused by an accident. Principal Sum: \$4,000 principal sum

ENHANCED PLAN: DENTAL BENEFITS

September 1, 2018 – August 31, 2019

	Insured Portion	Network Reduction	Total Coverage
Preventive Services Recall exams, cleanings, extraction of impacted teeth, etc.	80%	20%	100%
Basic services Fillings, oral surgery, endodontics, (e.g. root canal), periodontics (e.g. gum treatment)	70%	20%	90%
Major Restorative Crowns, bridges, posts etc.	not covered	20%	20%
Recall Exams	12 months		
Maximum (per policy year)	\$700 insured plus network		

- Recall exams are covered once per **12 months**.
- Cleaning/polishing, bitewing x-rays, oral hygiene instruction and the application of fluoride are covered every **9 months**.
- Scaling is covered up to 3 units per policy year.
- A complete exam (sometimes called a new patient exam) is covered once per 36 months.
- Fillings in amalgam (metal) are covered for all teeth. Composite (tooth-coloured) fillings are covered for **front teeth and pre-molars only**. If students choose to have their back (posterior) teeth filled in composite, their claim will be reimbursed according to the amalgam fee.
- Services performed by an orthodontist are not covered by the Dental Plan.

BASIC PLAN: HEALTH BENEFITS

September 1, 2018 – August 31, 2019

Prescription Drugs & Vaccines

- Covered 70%, no deductible
- Drug exceptions allowed. Maximum for prescription drugs requiring a Drug Exception (including Special Authority or Prior Authorization): \$1,000 / policy year.
- Based on the BC Fair PharmaCare Formulary, including most oral contraceptives, insulin and diabetic supplies.
- Brand-name drugs: only covered when doctor specifies “no substitution”.
- Pay-direct card
- Prescription vaccinations listed in the BC Fair PharmaCare Plan Formulary are covered at 100%. Non-prescription vaccinations are covered at 80%, up to \$150 per policy year.

Medical Services & Equipment

- Covered 100%, reasonable and customary maximum unless otherwise specified.
- Ambulance (air included): to nearest hospital when an emergency requires immediate attention
 - Diagnostic Services: Lab tests used to diagnose an illness are covered when performed in a commercial lab. Physician and administration fees are not covered.

Ultrasounds for pregnancy and the monitoring of an illness are not covered.

- Medical Equipment: including manual wheelchair rental, crutches, prosthesis, etc. Rigid and semi-rigid braces (not for athletic use) are also covered.
- Tutorial Benefit (if an accident or illness causes disability and confinement to a home or hospital for more than 7 consecutive days): \$10/ hour, \$300 max/ accident or illness (only for the students, not the dependents)
- Home nurse: covered when certified in writing as medically necessary by the attending physician and when approved by Desjardins Financial Security.
- Orthotics are covered at 100% to a maximum of \$300 per policy year. Orthopedic shoes and orthopedic modifications to shoes are also covered at 100% to a maximum of \$300 per policy year. A prescription from a physician, podiatrist or chiropodist is required for these claims.

Members should submit an estimate to the insurer in order to verify the eligibility of the required medical equipment. The insurer will respond indicating if the device has been approved and to what amount.

Vision Care

- Prescription Glasses / Contacts: \$75 / 24 months
- Eye exam: \$60 / 24 months
- Laser eye surgery: \$150/ policy year
- Additional coverage is available through the Studentcare Vision Network

Health Practitioners

- Covered at \$20 per visit, \$400 maximum per category of practitioner per policy year:

Acupuncturist	Athletic therapist
Physiotherapist	Speech language pathologist
Chiropractor	Osteopath
Podiatrist / chiropodist	Massage Therapy (with referral)
Psychologists, registered clinical counsellor, social workers (must have a Master's degree in Social Work)	

- Naturopaths are covered at \$20 per visit, \$200 maximum per policy year
- One x-ray per policy year included in the overall maximum for chiropractor, osteopath and podiatrist/ chiropodist
- Additional coverage is available through the Studentcare Provider Network

Dental Accident

- The Plan covers the repair/replacement of natural teeth damaged through an external accidental blow to the mouth according to the Provincial Dental Fee Guide for General Practitioners (the province where the service was performed). If you visit a specialist for covered services, your reimbursement will be processed according to the equivalent General Practitioner fee. Implants are also covered under this benefit.
- Treatment must be completed within the 12 months following the accident.
- Please note that this benefit is covered under the Health Plan.

Travel Coverage (Studentcare proprietary pooled product)

- \$5,000,000 coverage per lifetime
- Covers first 120 days of each trip, unlimited number of trips
- Covers emergency medical treatment for a medical condition that is acute and considered life threatening while travelling outside of province or territory of residence
- Covers up to r&c charges, in excess of the provincial medical (or equivalent) plan allowance
- Exchange and internship students: If SFU has approved participation in an

exchange program or extended travel period for other valid academic reasons, coverage will continue for the entire duration of the program or exchange, including the 120 days immediately prior to and immediately following the approved program, providing the entire period of travel has been approved in advance by the provider and student and dependents continue to meet eligibility criteria

- Covers hospital, physician and other services for emergency treatment of an injury or illness while travelling outside of the province in which you reside.
- Emergency Travel Assistance (Travel Health Passport)
- Trip cancellation: \$1,500 maximum coverage
- Trip interruption: \$5,000 maximum coverage
- Covers students and dependents under age 65 only
- Note: International Students (including US Students) who are not permanent Canadian residents may not use travel coverage when traveling to their country of origin

Accidental Death & Dismemberment (AD&D)

- Insurance for the loss of life or limb and for paralysis caused by an accident.
Principal Sum: \$4,000 principal sum

BASIC PLAN: DENTAL BENEFITS

September 1, 2018 – August 31, 2019

	Insured Portion	Network Reduction	Total Coverage
Preventive Services Recall exams, cleanings, extraction of impacted teeth, etc.	70%	20%	90%
Basic services Fillings, oral surgery, endodontics, (root canal), periodontics (gum treatment)	60%	20%	80%
Major Restorative Crowns, bridges, posts etc.	not covered	20%	20%
Recall Exams	Once per 12 months		
Maximum (per policy year)	\$600 insured plus network		

- Recall exams, cleaning/polishing, bitewing x-rays, oral hygiene instruction and the application of fluoride are covered once per 12 months.
- Scaling is covered up to 3 units per policy year
- A complete exam (also called a new patient exam) is covered once per 36 months.
- Fillings in amalgam (metal) are covered for all teeth. Composite (tooth-coloured) fillings are covered for front teeth only. If students choose to have their back teeth filled in composite, their claim will be reimbursed according to the amalgam fee.
- Services performed by an orthodontist are not covered by the Dental Plan.
- The insurer will pay 100% of fee charged by the dentist, up to an amount equal to a percentage of the Current Provincial Dental Fee Guide for General Practitioners as indicated under "Insured" in the chart above.

OTHER SET-UP

Opt-out basis	Conditional: requires proof of equivalent coverage for Health and/or Dental to opt out. Students may choose between Enhanced or Basic with no restriction and no documentation required, for either Health or Dental or both.
Enrolment Structure	Separate Health + Dental
Billing of students: September	Full year fee assessed in September
Billing of students: January	Pro-rated fee assessed to new students in January
Billing of students: May	New students in May can enrol (optional)
Blackout period: Fall	Fall blackout only for new students and students who were not covered by the Plan up to the end of the previous policy year.
Blackout period: Winter	Only for new students enrolled in January
Policy year	September 1 – August 31
Reimbursement method	Credit

Insurer Expenses: Retention Accounting*

(*if PBC is the selected insurer, valid for duration of this agreement)

	HEALTH	DENTAL
Target Loss Ratio	94.67%	95.61%
Incurred But Not Report (IBNR) Factors	12.0%	8.3%
Incurred But Not Report (IBNR) Basis/Calculation	Paid Claims	Paid Claims
Current Trend and Inflation Factors	5% - 1 st Year 4.06% - 2 nd Year	5% - 1 st Year 4.06% - 2 nd Year
General Administration Charge	1%	1%
Claims Settlement Expense Charge	3.25%	2.50%
Risk Charge	0.75%	0.50%
Cost of Capital** <i>**CFR may be pre-funded at discretion of SFSS</i>	0.50% of premium	0.50% of premium
<i>**Reduces proportionately based on level of CFR funding at the beginning of the period</i>	0.00% if fully funded	0.50% if fully funded
Premium Tax	0%	0%
Claims Fluctuation Reserve Requirements	15%	15%

These are the initial rates that will apply for the 2018-19 policy year, on an annual per student basis. These rates are consistent with Studentcare's submission to the SFSS RFP (March 2018) and are included for illustration and clarity only. These rates are dependent on the SFSS selecting Pacific Blue Cross as the insurer, and retention accounting as the underwriting model. The final rates will be confirmed separately and will not contradict the RFP submission.

ENHANCED PLAN	HEALTH	DENTAL	TOTAL
Net PBC Rate, Retention Accounting (as per RFP quote)	\$ 62.00	\$ 145.14	\$ 207.14
Travel (pooled product, underwritten by Blue Cross Life)	\$ 6.00		
AD&D	\$ 1.44		
Studentcare Fee	\$ 9.10	\$ 9.10	\$ 18.20
ENHANCED Total Premium (as per RFP quote)	\$ 78.54	\$ 154.24	\$ 232.78

BASIC PLAN	HEALTH	DENTAL	TOTAL
Net PBC Rate, Retention Accounting (as per RFP quote)	\$ 43.56	\$ 119.83	\$ 163.39
Travel (pooled product, underwritten by Blue Cross Life)	\$ 6.00		
AD&D	\$ 1.44		
Studentcare Fee	\$ 9.10	\$ 9.10	\$ 18.20
BASIC Total Premium (as per RFP quote)	\$ 60.10	\$ 128.93	\$ 189.03

STUDENTCARE'S PRIVACY POLICY

Studentcare administers the student group benefits Plan on behalf of student associations, in order to ensure that students receive the best service possible.

In our capacity as administrators, Studentcare receives certain student information from various sources. This information is used for purposes related to the effective and efficient operation of the student Health and Dental Plan. The information is not released to third parties for marketing or other commercial purposes.

This document outlines our commitment to keeping personal information private and confidential.

INFORMATION COLLECTED FROM THE STUDENT ASSOCIATION

Certain information is obtained by Studentcare from the student association or directly from the student. This is limited to the information necessary to communicate and administer the details of the student Health Plan. This information is used for the purposes outlined below.

COMMUNICATION

The name, mailing address, email address and student identification number of every eligible registered student is obtained through the student association for the purpose of communicating important information about the student Health Plan. Where information is not available from the student association, it may be requested from the student directly. This is done in order to enable students to make informed choices, including how to use benefits and how to withdraw from the plan.

CLAIMS PROCESSING

Certain information about students who remain covered under the group Health Plan is provided by Studentcare to the insurance carrier to ensure effective benefit claims administration, including:

- Name
- Student ID number
- Day and/or month and/or year of birth
- Gender

In the course of submitting claims, students may be requested by the insurance carrier to provide certain additional information in order to verify the eligibility of a claim for health or dental care costs.

CONFIRMATION OF COVERAGE TO HEALTH CARE PROVIDERS

In certain cases and at the student or dependant's request, health care providers may accept having an eligible claim assigned directly to the provider. In such cases, the provider may request Studentcare to confirm that the student is actually covered. Studentcare will confirm coverage to a health professional if the student authorizes the health professional to request such confirmation by providing his or her name and student number.

OPT OUTS

Students who choose to opt out of the group Plan may be required to provide proof of equivalent coverage. This is mandated by the student association of which they are a member, as set forth in the agreement signed to authorize participation in the group benefits Plan. In order to satisfy the rules governing acceptable proof, information provided must clearly indicate the student's coverage for extended health and/or dental care, the insurance company name, and the policy number. If the coverage is as a dependent of a parent or guardian, then the proof provided may indicate the parent or guardian's name (not necessarily the student's).

Acceptable documents, which include the information outlined above, may include:

- An image of a summary of benefits from an insurance company website.
- A copy of a certificate or card.
- A letter from the plan sponsor (usually the employer) or the insurance company.
- Aboriginal students who receive benefits from Health Canada may provide a copy of their status card.

Studentcare reserves the right to confirm with the insurance provider of reference that the coverage indicated is current and equivalent to the group benefits Plan.

STUDENTCARE HANDLING OF INFORMATION

STORAGE OF INFORMATION

Students' physical records are stored at our office in Montreal, Quebec. Electronic records are also stored on servers and/or electronic storage devices located at this location, as well as on remote backup servers at a secure datacenter in Montreal, Quebec.

We ensure the physical, organizational, and electronic security of personal information through the use of secure locks on filing cabinets and doors, restricted access to our information processing and storage areas, limited access to relevant information by authorized employees only, and through the use of passwords, personal identification numbers (PIN) and pass keys and the encryption (i.e. scrambling) of electronically transmitted information.

We have strict procedures in place, following industry best-practices, when destroying, deleting or disposing of personal information when it is no longer required, to prevent unauthorized access to such personal information.

Studentcare also uses internet firewalls for data security. They are designed to prevent unauthorized access to our computer systems from external sources. As its name suggests, the firewall is an industrial-strength combination of hardware and software designed to securely separate the Internet from our internal computer systems and databases.

For the online opt-out system, only the data required to perform the transaction is available on our web server. No unnecessary data is located outside our firewall.

OUR EMPLOYEES' RESPONSIBILITIES

The following types of employees may have access to students' files in the course of their ordinary duties:

- Administrative personnel
- Customer service agents

Our employees are responsible for maintaining the confidentiality of all personal information to which they have access. As a condition of employment, all employees are required to sign a confidentiality agreement binding them to this responsibility, which remains with them even if they leave our company.

We keep our employees informed about our policies and procedures for protecting personal information and reinforce the importance of complying with them. All employees are also required, as a condition of employment, to conform to these policies and procedures.

STUDENTS' ACCESS TO INFORMATION

Students can access information relating to them contained in our files, including the existence of the file, by submitting a written and signed request, accompanied by a photocopy of their student I.D. and a stamped, self addressed envelope to:

Attention: Information Request
Studentcare
1200 Ave. McGill College, 22nd Floor
Montréal (Québec) H3B 4G7

Studentcare will return one transcript of the information contained in our files. Studentcare may charge a reasonable fee if further copies are requested.

If, after reviewing the transcript of his or her file, a student wishes to rectify any errors in the file, he or she may mail this request, detailing the identified errors to:

Attention: Information Correction
Studentcare
1200 Ave. McGill College, 22nd floor
Montréal (Québec) H3B 4G7

STUDENTCARE'S INTERNET POLICY

This statement outlines the privacy practices which apply to users of the Studentcare website, and their use of the site specifically.

INFORMATION THAT STUDENTCARE COLLECTS AND TRACKS

Studentcare collects two types of information about users of this site: data that users provide through optional, voluntary participation; and data Studentcare collects through tracking information derived mainly by tallying page views throughout our site as well as by the use of third-party analytics. Such information may be used in the future to help us better understand the use of our site. Studentcare will never divulge information about an individual user to a third party (except to comply with any applicable laws).

Studentcare collects user information in the following processes:

E-mail / online forms

Visitors who choose to use our online forms or contact us via email are asked to provide us with personal information (such as: contact information or student number). This information is used only to contact the visitor.

Usage tracking

Studentcare tracks user traffic patterns throughout our site. The tracking is done off-line using site log files, or through third-party analytics tools such as Google analytics. Studentcare breaks down usage statistics according to a user's domain name, browser type, and MIME type by reading this information from the browser string (information contained in every user's browser). This information is used only to provide better service to our visitors.

Cookies

A cookie is a small data file that certain websites write to your hard drive when you visit them. A cookie file can contain information such as a user ID that the site uses to track the pages you've visited. Nevertheless, the only personal information a cookie can contain is information you supply yourself. A cookie can't read data off your hard disk or read cookie files created by other sites. Studentcare uses cookies to identify repeat visitors to our site in order to provide them with a better level of service.

If you've set your browser to warn you before accepting cookies, you will receive the warning message with each cookie. **You can refuse cookies by turning them off in your browser.** You do not need to have cookies turned on to use the Studentcare site (with the exception of **healthplan.online**).

USE OF THE INFORMATION

Studentcare uses any information voluntarily given by our users to enhance their experience in the site, whether to better prepare future content based on the interests of our users, or to provide repeat visitors with better service based on their previous experience in our site.

As stated above, Studentcare uses information that users voluntarily provide in order to enhance the quality of assistance they may get upon returning to our site.

Studentcare may create reports on user traffic patterns.

SHARING OF THE INFORMATION

Studentcare does not share information collected about individual users with any third party, except with a user's express consent. (Studentcare will divulge information as necessary to comply with applicable laws.)

HEALTHPLAN.ONLINE

The use of healthplan.online, our web-based Health Plan administration system, requires users accept the following terms of use due to the sensitive nature of the information on that system:

"We take great care to ensure that the use of this website and the services available through the website are safe and secure.

I authorize Studentcare to accept my personal identification number (PIN) and student number as equivalent to my signature to access the healthplan.online system and any subsequent requests (i.e. clicking the "submit request" button).

I recognize that Studentcare, in order to protect the confidential nature of my information contained on this system, will monitor and record all transactions which occur on this system, including but not limited to information from the originating computer.

Studentcare has implemented sophisticated security features on this website which includes both a hardware and software component. I agree to access the system using a web browser which supports, at a minimum, a 40-bit encryption key. In addition, the security features of this site require the use of cookies.

I recognize the confidential nature of my PIN number and agree to not disclose it to anyone else. In addition, after completing a transaction, I agree to clear my cache, or turn off and re-start my browser. Should I undertake any transaction at the office of Studentcare, those transactions will supersede any I undertake on this system.

I acknowledge that at no time will I be asked for my personal identification number (PIN) via email from anyone from Studentcare.

Appendix B: SFSS_Studentcare Agreement, 2018

I agree to not send messages to Studentcare by email which contain any personal information as they are outside areas of the website using encryption.

I agree to supply Studentcare with a valid email address, at which they are authorized to contact me regarding my Health Plan status and any other important reminders.

If I do not, I will be held responsible for any information that I neglect to respond to or take action from. This may include communication about incomplete or ineligible transactions and/or important deadlines.

Use of **healthplan.online** is on a voluntary basis.

If Studentcare decides to change its privacy policy, we will post those changes on this page so you are always aware of what information we collect, how we use it, and under what circumstances we disclose it.

1. Regular Engagement items

- a. T-Shirts/Crewnecks/Hoodies
- b. HATS! - Martin would be very happy too
- c. Sweatpants
- d. Binders
- e. Notepads
- f. Pens/Pencils/Highlighters
- g. Updated SFSS Pamphlets
- h. Lanyards
- i. Bottle Openers/Keychains
- j. Lip Balm
- k. USBs
- l. Pins

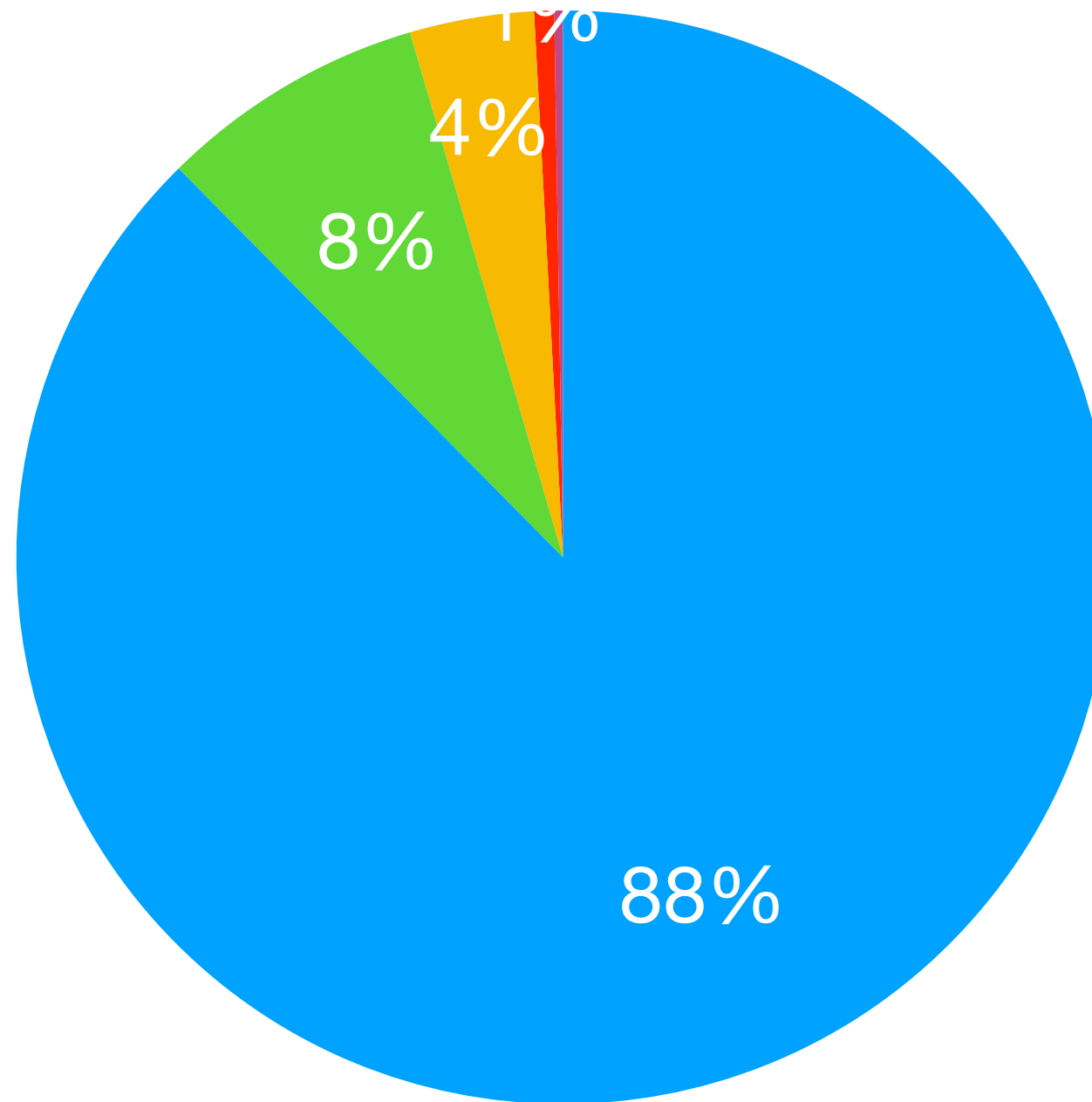
2. Speciality/Giveaway Engagement Items

- a. High quality hoodies --Limited edition (3 hoodies)
- b. Special edition metal water bottles/coffee mugs
- c. Calendars

Fall Kickoff 2018

Budget Breakdown

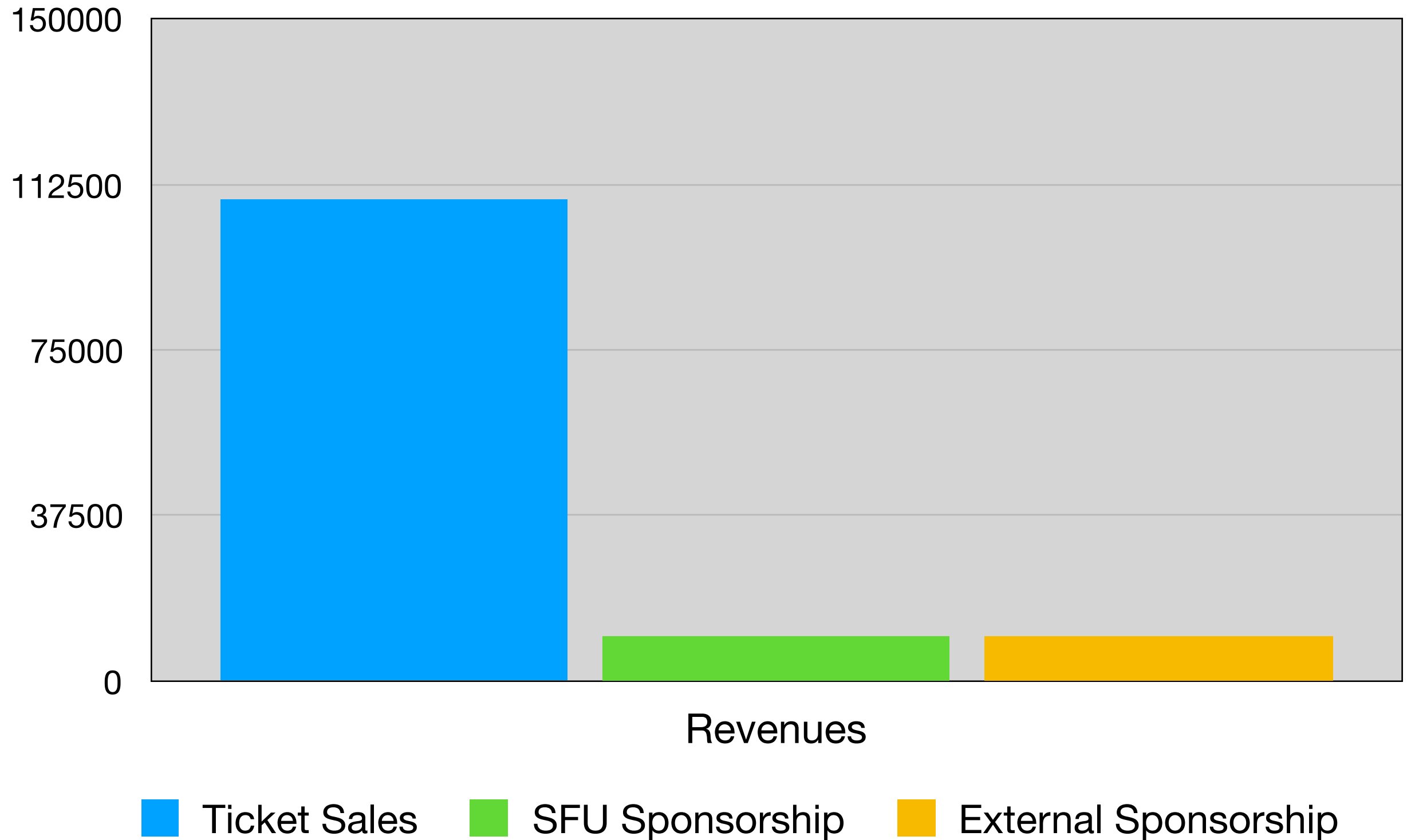
Total Participants



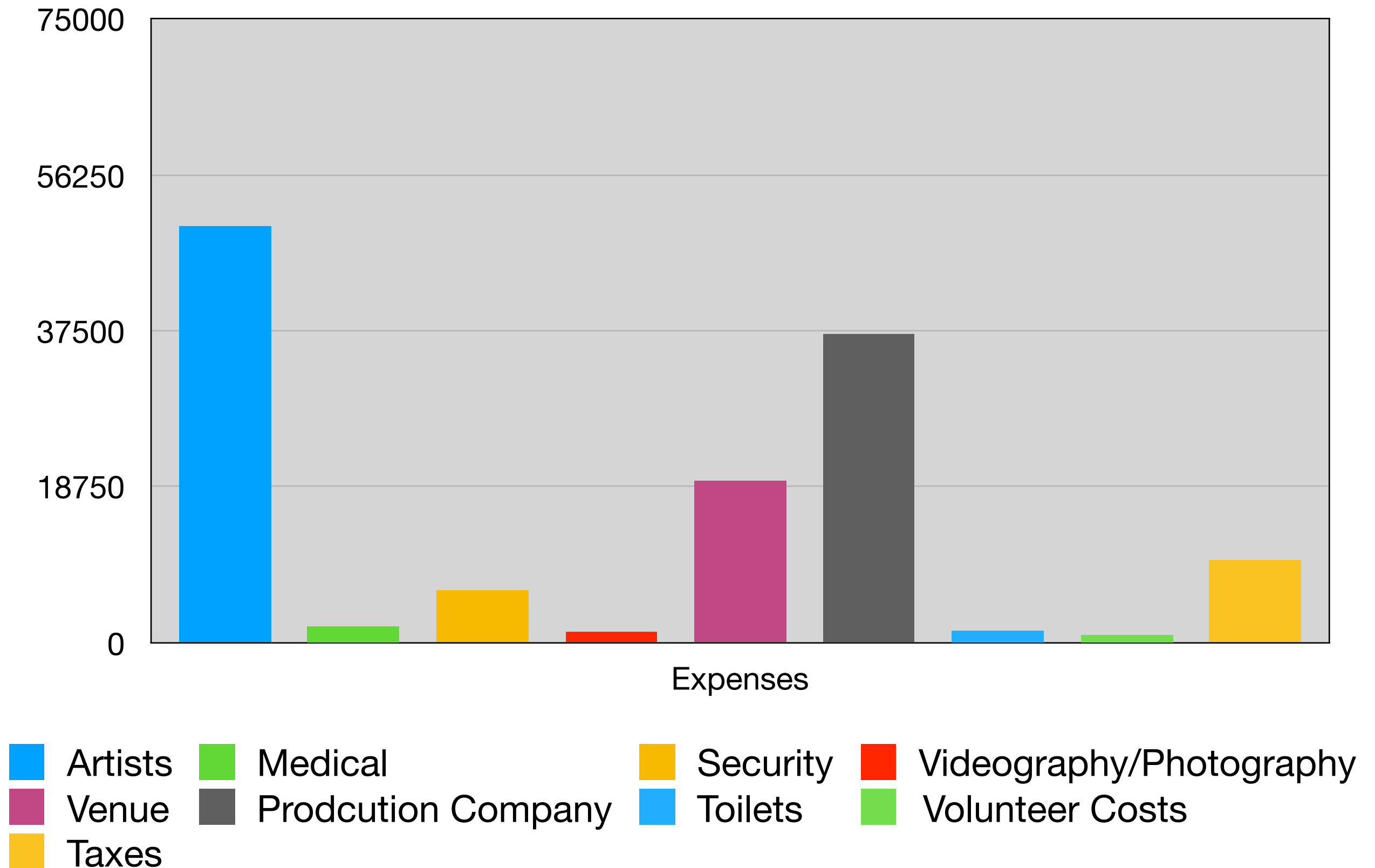
- SFU Student Attendees
- Volunteers
- Organizing Committee

- Non SFU Attendees
- Board of Directors

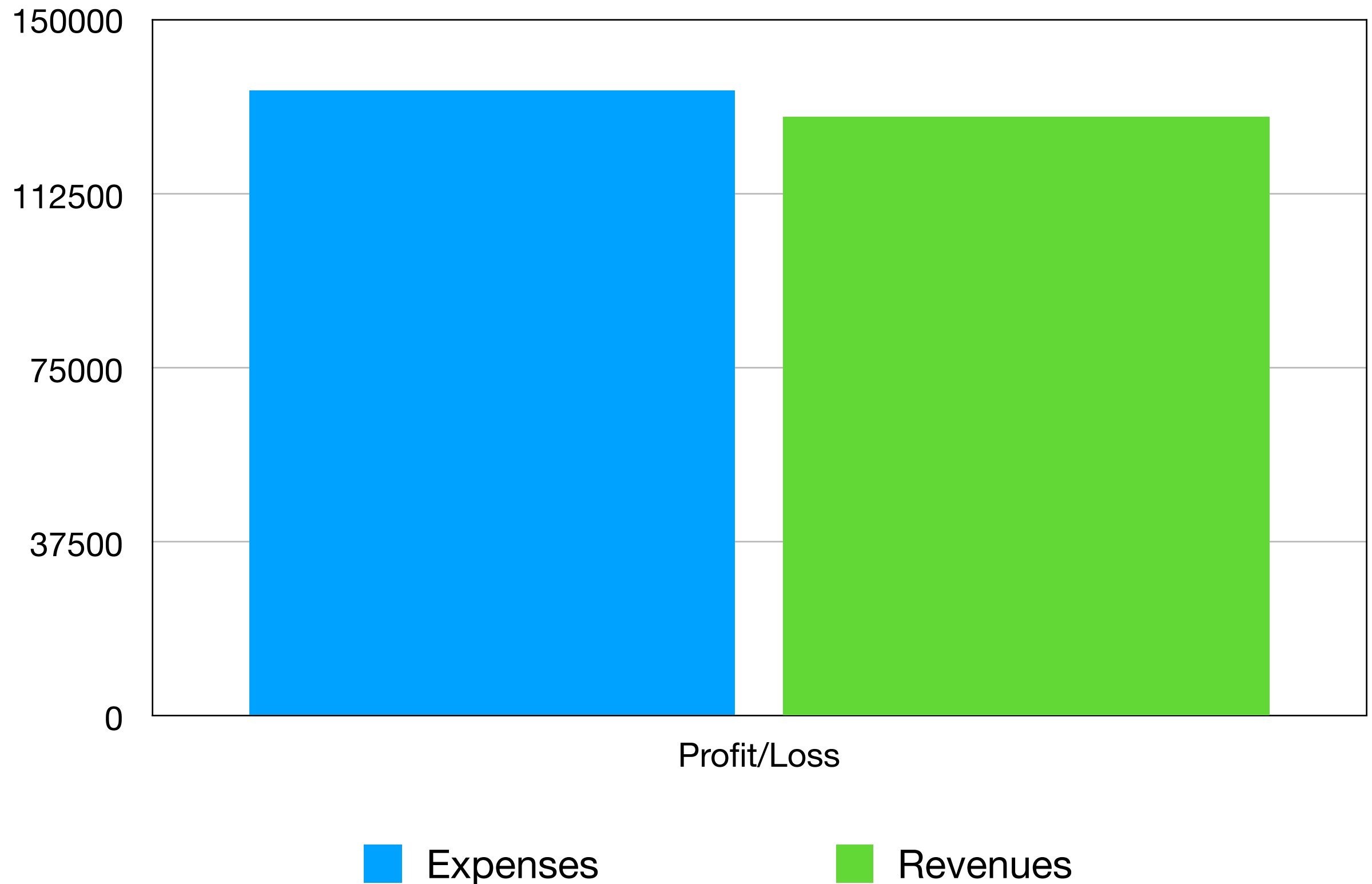
Total Revenues by Category



Total Expenses by Category



Net Total



FOOD SECURITY PROGRAMMING PROPOSAL

This document will provide a brief description for a research project on the SFSS foodbank program, with the intent of summarizing the rationale for pursuing the project, a working definition of food insecurity, the key goals of the project, and the projected budget.

1. RATIONALE

The purpose of this section is to provide a clear rationale for the conduct of the proposed research project.

1.1 PROGRAM DESCRIPTION

The current SFSS foodbank program is intended as an emergency food voucher program, made available to all undergraduate students who identify as food insecure and need emergency relief. The Society provides emergency relief in the form of a voucher, of a value of \$25, which can be redeemed from various Nestor's and Safeway locations, as well as on-campus, SFU administered food services such as Mackenzie Café. Each undergraduate student may request a food voucher 3 times per semester.

1.2 BUDGETARY REQUIREMENTS

Year	Vouchers Distributed	Annual Increase	Distributed Voucher Value	Redeemed Voucher Value*	Outstanding Voucher Value in Circulation
2014-2015	1,706	-	\$42,650	\$23,331	\$19,319
2015-2016	2,099	23%	\$52,475	\$39,771	\$12,704
2016-2017	3,190	52%	\$79,750	\$51,797	\$27,963

* This figure includes \$200-\$300 in printing cost in addition to the cost of voucher redemptions

1.3 REPORTING

No regular, standardized reports have been developed on the food voucher program, though some ad-hoc usage reports have been compiled.

1.4 PROBLEM STATEMENT

The above overview reveals a number of challenges faced by the program.

1. The increased cost of the program is unsustainable for the SFSS, even with the financial support of current external donors.
2. While the cost of the program increases, it is unclear that the program is either effective or efficient. The program does not define the problem it is seeking to address; it establish the scope and scale of that problem; and, it does not measure the correlation between program use and the scope and scale of food insecurity levels of its users.
3. The current service delivery model has no enforced eligibility criteria that are based on need.
4. There are many other food security support that have not been assessed as possible complements to, or models for, Society programming.

2. DEFINITION OF FOOD INSECURITY¹

- Food insecurity: The inadequate or insecure access to food due to financial constraints
- Marginal food insecurity: Worry about running out of food and/or limited food selection due to a lack of money for food
- Moderate food insecurity: Compromise in quality and/or quantity of food due to a lack of money for food
- Severe food insecurity: Miss meals, reduce food intake, and at the most extreme go day(s) without food.

3. RESEARCH GOALS

3.1 SCOPE AND SCALE OF FOOD INSECURITY

The first goal of the research project will be to determine the scale and scope of food insecurity in the SFU student population.

This will be accomplished through, in the first place, a series of focus groups for which the SFSS will actively reach out to University community stakeholders for support in gathering students for sessions, including First Nations Student Association, the Women's Centre, Out on Campus, Residence Hall Association, SFU Health Services, SFU Centre for Student with Disabilities, SFU Office for Aboriginal Peoples, Fraser International College, Simon Fraser Public Interest Group, CJSF, the Peak, Embark, etc.

In the second place, the results of these focus groups will inform the development an adapted Household Food Security Survey Module (HFSSM), a part of the Canadian Community Health Survey (CCHS), which will include some questions seeking to address the broader understanding of food security as encompassing the availability of culturally appropriate food options.²

The survey will be designed to allow for a segmentation of results, including:

- undergraduate students
- graduate students,
- international students,
- FIC students,
- students using financial aid,
- faculty membership,
- students living within their family household, and

We want to be able to discern the cultural appropriateness of options available.

¹ These definition are taken from PROOF, an interdisciplinary research team investigating household food insecurity in Canada, which bases much of its research on Household Food Security Survey Module (HFSSM), a part of the Canadian Community Health Survey (CCHS). The goal of this research program is to identify effective policy approaches to reduce household food insecurity, which is defined as the inadequate or insecure access to food due to financial constraints.

² Food security [is] a situation that exists when all people, at all times, have physical, social and economic access to sufficient, safe and nutritious food that meets their dietary needs and food preferences for an active and healthy life (*Trade Reforms and Food Security*, Food and Agriculture Organization of the United Nations, Rome, 2003).

3.2 CURRENT PROGRAMING ANALYSIS

The second goal of the research project will be to assess the current SFSS voucher-based food security program. To this end, it will collect and analyze the following data:

- number of vouchers distributed
- number of vouchers redeemed
- breakdown of use of vouchers,
- the effectiveness of program procedures:
 - intake,
 - voucher distribution and tracking,
 - voucher usage, redemption, projected vs. actual budgetary requirements reporting, and
 - impact of levels of food insecurity on SFU students reporting.

3.3 BEST PRACTICES ANALYSIS

The third goal of the research project will be to catalogue and assess existing food security service models, including:

- local community and not-for-profit programs, and
- other student society programs.

3.4 PROGRAM REDESIGN PROPOSAL

The fourth goal of the research project will be to propose a revised food security program, developed on the basis of identified needs and best practices. The proposed program should include:

- a list of required policies and standard operating procedures,
- staffing and budgetary requirements,
- defined stakeholder contributions and involvement,
- defined community partnerships, and
- regular service evaluation.

4. RESEARCH REQUIREMENTS

4.1 TIMELINE

1. Staff recruiting: 6-8 weeks
2. Literature review: 2 weeks
3. Research design: 3 weeks
4. Data collection: 6-8 weeks
5. Data analysis: 2-3 weeks
6. Report creation: 4 weeks

4.2 STAFFING

The staffing requirements are projected at 35 hours/week.

Required skills, knowledge, and experience include:

1. experience conducting sustained research in support of policy and program development,
2. understanding of basic socio-economic research designs and methods to ensure the design of the research will deliver the desired outputs,
3. capacity to conduct descriptive and basic predictive statistical analysis to analyze and summarize the quantitative components of the data collection phase of the research project,
4. familiarity with the following tool sets:
 - a. data collection, cleansing, and modelling tools and techniques,
 - b. data analysis tools such as the Excel's Business Intelligence Suite, R, Tableau, Python data analysis module, or some other comparable solution. The availability and ubiquity of Excel makes it the preferable option, and
 - c. word processing tools such as MS Word,
5. excellent analysis and synthesis skills to ensure that the project is well designed and well executed,
6. excellent written and oral communication skill to ensure that proposal, status updates, and reports are clear and concise, and intelligible and actionable by non-experts, and
7. capacity to work independently and propose solution to problems to ensure that the project does not get bottlenecked by other Society priorities.

Assets skills, knowledge, and experience include:

- completed or pursuing a graduate degree in a field such as Public Policy Studies, Health Sciences, Economics, Sociology, or some comparable field, and
- experience in conducting or contributing to research in the area of food security.

4.3 BUDGET

Budget for this project should include:

1. 35 hours of dedicated time per week for a designated assistant ($20 \times 35 \times 15.40$ + applicable benefits = \$10,780 + applicable benefits)
2. Temporary or permanent access to necessary software packages. No projected requirements in addition to what is already available.
3. Incentives and ancillary costs associated to data collection (e.g. prizes for surveys, catering for town halls or interviews) – \$2,000.
4. Catering for 4-6 focus groups of 8-15 people ($6 \times \$250 = \$1,500$)
5. Incidental costs – \$1,000

Total projected budget is \$15,280 plus applicable benefits for designated assistant.

SFSS Fall Kick-Off Budget

Event Date

Participants	Projected
SFU Students	2340
Non-SFU Students	260
Board of Directors	16
Volunteers	100
OC	7
Total	2723

Revenue		Revenue Per Person			Total Revenue	Notes
		Units	Unit Price	Projected	Projected	
1	Ticket Sales			40.10	109,200.00	9:1 ratio of SFU Students to Non-SFU students
	Early Bird Ticket Sales	130	25.00	1.19	3,250.00	(5% of attendee Tickets)
	Tier 1	780	35.00	10.03	27,300.00	(30% of attendee tickets)
	Tier 2	1430	45.00	23.63	64,350.00	(55% of Attendee Tickets)
	NON-SFU	260	55.00	5.25	14,300.00	(10% of attendee tickets)
2	Internal Sponsorship			3.67	10,000.00	
	Simon Fraser University Sponsorship				10,000.00	
3	External Sponsorship			3.67	10,000.00	
	External Sponsorships			3.67	10,000.00	
TOTAL REVENUE				47.45	129,200.00	

Variable Expenses		Cost Per Person			Total Cost	Notes
		Units	Unit Price	Projected	Projected	
1	Artists			18.36	50,000.00	
	Headling Artist	1	30000.00	11.02	30,000.00	
	Secondary Artist	1	10000.00	3.67	10,000.00	
	Tertiary Artist	1	10000.00	3.67	10,000.00	
2	Medical			0.73	2,000.00	
	EMS Personnel	10	100.00	0.37	1,000.00	10 EMS personnel each being paid \$100
	Mobile Equipment Stations	2	100.00	0.07	200.00	2 Equipment Stations at \$100 each
	Other Fees	1	800.00	0.29	800.00	Transportation Fees and Medical Equipment
3	Videography / Photography			0.44	1,200.00	(During the Event)
	Videographers	2	300.00	0.22	600.00	
	Photographers	3	200.00	0.22	600.00	
4	Security			2.31	6,300.00	
	Manager	1		0.11	300.00	
	Supervisor	1		0.07	200.00	
	Guards	200	24.00	1.76	4800.00	\$24.00 per hour. 40 guards each for 5 hours
	Equipment	40	25.00	0.37	1000.00	\$25 per headset for 40 guards
TOTAL VARIABLE EXPENSES				21.85	59,500.00	

Fixed Expenses		Cost Per Person			Total Cost	Notes
		Units	Unit Price	Projected	Projected	
1	Venue			7.13	19,417.73	
	Convocation Mall and other expenditures	1	7500.00	1.20	3,266.86	Convocation Costs and area surrounding Convocation
	Fencing / Facilities	1	13500.00	5.93	16,150.87	Cost to fence area around convocation mall
2	Production Company			13.62	37,100.00	
	Equipment/Production			7.71	21,000.00	Truss Rental, Lighting, Sound, Labour, CO2
	Company Fee			2.75	7,500.00	
	Marketing			0.95	2,600.00	Posters, banners, printouts
	Ridership			1.84	5,000.00	Expenses used for Artists boarding and supplies
	Promo			0.37	1,000.00	Promo Video Created by Blue Print
4	Portable Toilets			0.55	1,500.00	
	Toilets	15	60.00	0.33	900.00	\$60 for each toilet (Special Discount)
	Transportation Fee	1	150.00	0.06	150.00	1 time fee (Drop off and Pickup)
	Handwash Sations	1	150.00	0.06	150.00	
	ADA Unit (Wheel Chair Access)	1	300.00	0.11	300.00	Accessibility washroom
5	Volunteer			0.37	1,000.00	
	Food			0.18	500.00	Purchasing Food and drink
	Equipment			0.09	250.00	Equipment used for event
	Supplies			0.09	250.00	Including names tags and ID
TOTAL FIXED EXPENSES				20.76	59,017.73	

GST (5.00%)		5.00%	2.13	5,925.89
PST (7.00%)		7.00%	1.45	4,131.24

Contingency (5.00%)	0.05	6,428.74
TOTAL EXPENSES		135,003.60

Net (Deficit)		-5,803.60
---------------	--	-----------

Proposal – Faculty Outreach Initiative

Overview

The purpose of this initiative is to improve the relationship between the SFSS and the eight faculties from which we derive our membership. The SFSS Board of Directors has eight representatives, one designated as the point of contact for students within their faculty. This initiative looks to expand the role of these faculty representatives to engage with the decision-makers within their faculties and begin to develop support amongst these groups for student-led, student-focused initiatives. Ultimately, the strategic goal is that generating support amongst voting members of SFU senate who make important decisions on behalf of the student body. The faculties have a strong voting position on the senate, and if faculties voted more strongly in support of student initiatives, it would greatly increase their chance of success. Examples of these initiatives include the implementation of a fall reading break and increasing availability for required courses.

This initiative will require the faculty representatives of the SFSS Board of Directors to set meetings with their faculty dean to begin the development of an organizational relationship between these groups. Moving forward into future years, it should be standard practice for our faculty representatives to develop stronger relationships with their faculties.

Steps

1. Request that faculty representatives set a meeting with the dean of their faculty at some point before the end of July, if possible.
2. CC VP University Relations in all meeting requests, and VP University Relations will be happy to attend these meetings alongside faculty representatives.
3. Develop an agenda for the meeting with assistance from the VP University/Academic Committee Chair.
4. Meet with faculty deans.
5. Report on content of the meeting and indicate willingness to meet on a semester basis to discuss issues important to the students within the faculty. These issues can be informed by the forthcoming academic needs survey.

Content of the Conversation

The first meetings should largely be focused on providing an overview on what the SFSS does and what role the faculty rep serves within the faculty, then moving onto a discussion of important issues to students. We want to start to build the bridges in all faculties across the university to better connect faculties to the needs of their students, to better inform decision making at the highest levels of the university.

Follow-up

These meetings are to be the starting point of a long term, organizational relationship between faculties and the SFSS. Meetings should be reported on – reports can be given to academic committee/board.

THE ALMA MATER SOCIETY OF UBC PRESENTS

STUDENT UNION / 2018 DEVELOPMENT SUMMIT

AUGUST 17th - 20th, 2018 / UBC VANCOUVER

17
AUG

Student Union Development Summit 2018

Student Union Development Summit

\$465 - \$615

BUY TICKETS



Date & Time (PDT)

Starts: Friday August 17th, 2018 @ 2:00 PM

Ends: Monday August 20th, 2018 @ 2:00 PM



Location

AMS Nest

6133 University Blvd, Vancouver

[View Map](#)





FRIDAY, AUGUST 17th / ARRIVAL DAY

TIME	ACTIVITY
3:00 PM	Check-in and arrival
7:00 PM	Welcome Mixer
9:00 PM	NIGHTLIFE DOWNTOWN

SATURDAY, AUGUST 18th / SUMMIT DAY I

TIME	ACTIVITY
8:00 AM	Breakfast at the Nest
9:00 AM	Preparation for Workshops
10:00 AM	Keynote Speaker
11:00 AM	WORKSHOPS
9:00 PM	NIGHTLIFE DOWNTOWN

SUNDAY, AUGUST 19th / SUMMIT DAY II

TIME	ACTIVITY
8:00 AM	Breakfast at the Nest
9:00 AM	Preparation for Workshops
10:00 AM	Keynote Speaker
11:00 AM	WORKSHOPS
6:00 PM	FINAL BANQUET
9:00 PM	NIGHTLIFE DOWNTOWN

Commercial Lease

THIS LEASE made as of

B E T W E E N:

The Simon Fraser Students' Society ('SFSS') of
Maggie Benston Centre Room 2250, 8888
University Drive; Burnaby BC V5A 1S6

(the "Landlord")

- and -

studentcare.net/works ("Studentcare"), of Suite
700, 1134 Rue Ste. Catherine Ouest, Montreal,
Quebec, H3B 1H4

(the "Tenant")

IN CONSIDERATION of the mutual covenants contained herein, the Landlord and Tenant hereby agree as follows:

ARTICLE 1 INTERPRETATION

1.1 **Definitions.** In this Lease the following terms shall have the following meanings:

"Additional Rent" means all other amounts payable by the Tenant to the Landlord or to be discharged as Rent under this Lease;

"Building" means the building(s) located on the Land, including all alterations and additions thereto and replacements thereof;

"Commencement Date" means November 15, 2012;

"Event of Default" means an event referred to in Section 10.2;

"Land" means the land known municipally as the Simon Fraser University and legally described as Maggie Benston Centre Rm 2240;

“Lease” means this lease and any Schedules attached hereto which are referred to in this lease and every executed instrument which by its terms amends, modifies or supplements this lease;

“Lease Year” means each successive periods of twelve (12) calendar months during the Term ending on an anniversary of the Occupancy Date; provided that if the Landlord deems it necessary for the Landlord's accounting purposes, the Landlord may by written notice to the Tenant specify another day on which each subsequent lease year is to commence and in such event, the appropriate adjustments shall be made accordingly;

“Leased Premises” means Maggie Benston Centre rm 2240, Simon Fraser University; 8888 University Drive; Burnaby BC V5A 1S6; Space is 15.5 sq metres or 166.5 sq ft. see **Schedule ‘A’** attached;

“Minimum Rent” means for each Lease Year, the amounts set out hereunder:

\$50/sq ft/annum: \$8325 plus operating costs of \$6.33*/square ft/annum:
\$1053.95

Year of Term	Aggregate Annual Minimum Rent	Monthly Minimum Rent
Year 1	\$9378.95	\$781.58
Year 2	\$9378.95	\$781.58
Year 3	\$9378.95	\$781.58
Year 4	\$9378.95	\$781.58
Year 5	\$9378.95	\$781.58

*Operating costs are assessed by Simon Fraser University and may change from year to year.

“Occupancy Date” means December 1, 2012;

“Permitted Use” means the business of Studentcare and any and all uses ancillary thereto;

“Rent” means the aggregate of all amounts payable by the Tenant to the Landlord under this Lease;

“Term” means the period beginning on the Commencement Date or any renewal period hereunder and finishing on the Termination Date;

“Termination Date” means August 31, 2018, unless earlier terminated as provided in this Lease;

“Value Taxes” means all goods and services taxes, sale taxes, value-added taxes, and any other taxes imposed on the Landlord with respect to this Lease, the services provided hereunder or the Rent.

ARTICLE 2 GRANT OF LEASE AND GENERAL COVENANTS

2.1 **Grant**. The Landlord hereby leases to the Tenant and the Tenant hereby leases from the Landlord the Leased Premises, to have and to hold during the Term, subject to the terms and conditions of this Lease.

2.2 **Landlord’s General Covenants**. The Landlord covenants with the Tenant:

- (a) for quiet enjoyment of the Leased Premises; and
- (b) to observe and perform all the covenants and obligations of the Landlord herein.

2.3 **Tenant’s General Covenants**. The Tenant covenants with the Landlord:

- (a) to pay Rent; and
- (b) to observe and perform all the covenants and obligations of the Tenant herein.

ARTICLE 3 TERM AND POSSESSION

3.1 **Term**. The Term of this Lease shall begin on the Commencement Date and end on the Termination Date unless terminated earlier as provided in this Lease.

3.2 **Possession of Leased Premises**. Notwithstanding the Term, the Tenant shall have occupancy of the Leased Premises from and after the Occupancy Date to the Commencement Date, during which period the Tenant shall pay all Rent, other than Minimum Rent, and shall observe and perform all the covenants and obligations of the Tenant herein.

3.2 Should the SFSS undergo major renovations or change their location to a new or different building during the term of this lease, all reasonable effort will be made to accommodate studentcare.net/works office in a comparable location.

ARTICLE 4 RENT

4.1 **Rent.** The Tenant shall pay to the Landlord as Rent for the Leased Premises the aggregate of:

- (a) Minimum Rent in respect of each year of the Term or renewal terms as the case may be, payable in advance and without notice or demand in monthly installments commencing on the Commencement Date; and
- (b) Additional Rent at the times and in the manner provided in this Lease or, if not so provided, as reasonably required by the Landlord.
- (c) Minimum Rent includes taxes that may be levied at any jurisdictional level. The Tenant will be responsible for any taxes to which the rent may be subject. In all cases, taxes will be due concurrently with Rent.

If the Commencement Date is not the first day of a calendar month, Rent for the period from the Commencement Date to the first day of the next calendar month shall be pro-rated on a per diem basis and paid on the Commencement Date and thereafter all subsequent monthly installments of Rent shall be paid in advance on the first day of each calendar month.

4.2 **Net Lease.** It is the intent of the Landlord and the Tenant that this Lease shall be fully net to the Landlord, provided that the Tenant shall not be responsible for costs and expenses expressly excluded by the terms of this Lease, and including but not limited to the following:

- (a) any structural repairs or replacements; and
- (b) any expenditures with respect to the Leased Premises which are of a capital nature.

4.3 **Payment of Rent.** All amounts payable by the Tenant to the Landlord pursuant to this Lease shall be deemed to be Rent and shall be payable and recoverable as Rent in the manner herein provided and the Landlord shall have all rights against the Tenant for default in any such payment as in the case of arrears of rent. Except as provided in Section 8.1, Rent shall be paid to the Landlord in lawful money of Canada, without deduction or set-off, at the address of the Landlord or to such other person or such other address as the Landlord may from time to time designate in writing. The Tenant's obligation to pay Rent shall survive the expiration of earlier termination of this Lease.

ARTICLE 5 USE AND OCCUPATION

- 5.1 **Use of Leased Premises.** The Tenant shall use the Leased premises only for the Permitted Use and shall not use or permit to be used the Leased Premises or any part thereof for any other purpose or business or by any persons other than the Tenant.
- 5.2 **Compliance with Laws.** The Tenant shall comply with present and future laws, regulations and orders relating to the occupation or use of the Leased Premises, the condition of the leasehold improvements, equipment and other property of the Tenant therein, the making by the Tenant of any repairs, changes or improvements and the conduct of business in the Leased Premises.
- 5.3 **Prohibited Uses.** The Tenant shall not commit, cause or permit any nuisance or any waste or injury to or in or about the Leased Premises, or to any of the leasehold improvements, merchandise or fixtures therein, or conduct any use or manner of use causing annoyance to any person. Without limiting the generality of the foregoing, the Tenant shall not use or permit the use of any portion of the Leased Premises for any dangerous, illegal, noxious, odorous or offensive trade, business or occurrence or other use contrary to the provisions of this Lease. The Tenant shall keep the Leased Premises free of debris or anything of a dangerous, noxious, odorous or offensive nature or which could create an environmental or a fire hazard (through undue load on electrical circuits or otherwise) or undue vibration, heat or noise.
- 5.4 **Hazardous Use.** The Tenant shall not do, omit to do or permit to be done anything which will cause or shall have the effect of causing the cost of the Landlord's insurance in respect of the Leased Premises to be increased at any time during the Term or any policy of insurance on or relating to the Leased Premises to be subject to cancellation. Without waiving the foregoing prohibition, the Landlord may demand and the Tenant shall pay to the Landlord upon demand, the amount of any increase in the cost of insurance caused by anything so done or omitted to be done. The Tenant shall forthwith upon the Landlord's request comply with the requirements of the Landlord's insurers, cease any activity complained of and make good any circumstance which has caused any increase in insurance premiums or the cancellation of any insurance policy. If any policy of insurance in respect of the Leased Premises is cancelled or becomes subject to cancellation by reason of anything so done or omitted to be done, the Landlord may without prior notice terminate this Lease and re-enter the Leased Premises.
- 5.5 **Signage.** The Tenant shall, with the Landlord's prior written approval, not to be unreasonably withheld, be permitted to install and exhibit sign(s)

identifying the Tenant and the Tenant's business activities on the Leased Premises. Subject to requirements of existing municipal by-laws, such sign(s) are to be installed and maintained at the Tenant's own expense.

- 5.6 **Rules and Regulations.** The Landlord shall be entitled from time to time to make reasonable rules and regulations for the operation, maintenance, safety, and use of the Leased Premises and the Tenant shall comply with such rules and regulations and shall cause its servants, agents, employees, customers, invitees and licencees to comply with such rules and regulations.

ARTICLE 6 RIGHTS AND OBLIGATIONS OF THE LANDLORD

- 6.1 **Operation of Leased Premises.** The Tenant shall assume full responsibility for the operation and maintenance of the Leased Premises and for the repair or replacement of all fixtures or chattels located therein or thereon. The Landlord shall have no responsibility whatsoever, with respect to maintenance, repairs or replacement, except as provided in Section 6.2 herein, provided that if the Tenant fails to do so, the Landlord may at its sole option upon 14 days prior written notice and without any obligation to the Tenant elect to perform such maintenance, repairs or replacement as the Landlord may reasonably deem necessary or desirable. In so doing, the Landlord shall not be liable for any consequential damage, direct or indirect to any person or property, including, but without restricting the generality of the foregoing, damages for a disruption of the business of the Tenant and damage to, or loss of, the goods, chattels and equipment and other property of the Tenant nor shall any reduction or disruption of services be construed as a breach of the Landlord's covenants or as an eviction of the Tenant, or release of the Tenant from any obligation under this Lease provided that the Tenant's business is not unreasonably interfered with.
- 6.2 **Access by Landlord.** The Tenant shall permit the Landlord to enter the Leased Premises at any time outside normal business hours in case of an emergency and otherwise during normal business hours where such will not unreasonably disturb or interfere with the Tenant's use of the Leased Premises or operation of its business, to examine, inspect and show the Leased Premises for purposes of leasing, sale or financing, to provide services or make repairs, replacements, changes or alterations as provided for in this Lease and to take such steps as the Landlord may deem necessary for the safety, improvement or preservation of the Leased Premises. The Landlord shall, whenever possible, consult with or give reasonable notice to the Tenant prior to entry but no such entry shall constitute an eviction or a breach of the Landlord's covenant for quiet enjoyment or entitle the Tenant to any abatement of Rent. The Tenant shall

also permit the Landlord, its employees and agents, at any time during the six (6) months prior to the expiry or termination of this Lease to enter the Leased Premises for the purpose of showing it to any such persons as may be desirous of purchasing or leasing the Leased Premises.

ARTICLE 7 TENANT'S RESPONSIBILITIES

7.1 **Tenant's Obligations.** In connection with the Leased Premises, the Tenant hereby agrees that it shall be responsible for the following throughout the Term:

- (a) **Insurance** - to take out and maintain, in the name of the Landlord its agents and employees, the Tenant and each mortgagee of the Leased Premises as their interests may appear the following forms of insurance:
 - (i) comprehensive public liability and broad form property damage insurance with limits of not less than \$3,000,000 per occurrence with extensions including but not limited to personal injury, intentional acts, blanket contractual, cross-liability and severability of interest, occurrence property damage, employer's liability and non-owned automobile coverage;
 - (ii) The SFSS shall have up to 3 weeks after the signing of this lease to confirm and notify studentcare.net/works if the SFSS requires liability insurance greater than \$3,000,000 (up to \$5,000,000). Once notice is received, studentcare.net/works will accommodate the request within a mutually reasonable timeframe.
 - (iii) any other form or forms of insurance as the Landlord or its mortgagees may reasonably require;

All insurance policies required under this provision shall provide for a waiver of subrogation against the Landlord or those for whom it is in law responsible whether any damage is caused by the acts, omission, or negligence of the Landlord or those for whom it is in law responsible. Each such insurance policy shall further contain a prohibition against cancellation or material change that reduces or restricts the insurance coverage except upon 30 days prior written notice to the Landlord. The Tenant shall provide the Landlord with certified copies of each such insurance policy on or before the Commencement Date.

- 7.2 **Leasehold Improvements.** The Tenant may install in the Leased Premises its usual fixtures and personal property in a proper manner; provided that no installation or repair shall interfere with or damage the mechanical or electrical systems or the structure of the Leased Premises. If the Tenant is not then in default hereunder, the fixtures and personal property installed in the Leased Premises by the Tenant may be removed by the Tenant from time to time in the ordinary course of the Tenant's business or in the course of reconstruction, renovation or alteration of the Leased Premises by the Tenant, provided that the Tenant promptly repairs at its own expense any damage to the Leased Premises resulting from the installation and removal reasonable wear and tear excepted. The Tenant shall, if required by the Landlord, remove any Leasehold Improvements or fixtures from the Leased Premises upon the termination of this Lease.
- 7.3 **Alterations by Tenant.** The Tenant may from time to time at its own expense make changes, additions and improvements to the Leased Premises to better adapt the same to its business, provided that any change, addition or improvement shall be made only after obtaining written consent of the Landlord, such consent not to be unreasonably withheld and shall be carried out in a good and workmanlike manner and only by persons selected by the Tenant and reasonably approved in writing by the Landlord. If any such changes, additions or improvements require alterations to the exterior walls, roof, or other structural components of the Leased Premises or modification to the heating, ventilation or air conditioning systems in the Leased Premises, the Tenant shall be solely responsible for the cost of such modifications and the Landlord hereby reserves the right to perform any such work at the expense of the Tenant provided that the cost of such work to the Tenant is reasonable in the circumstance.
- 7.4 **Liens.** The Tenant shall pay promptly when due all costs for work done or caused to be done by the Tenant in the Leased Premises which could result in any lien or encumbrance on the Landlord's interest in the property, shall keep the title to the property and every part thereof free and clear of any lien or encumbrance in respect of the work and shall indemnify and hold harmless the Landlord against any claim, loss, cost, demand and legal or other expense, whether in respect of any lien or otherwise, arising out of the supply of materials, services or labour for the work.
- 7.5 **Notify Landlord.** The Tenant shall immediately notify the Landlord of any accidents or defect in the Leased Premises or any systems thereof, and as well of any matter or condition which may cause injury or damage to the Leased Premises or any person or property located therein.

**ARTICLE 8
DAMAGE AND DESTRUCTION**

- 8.1 **Damage and Destruction.** If during the Term the Leased Premises or any part thereof shall be damaged by fire, structural defects or acts of God or by any additional perils from time to time defined and covered in the standard broad-coverage fire insurance policy carried by the Landlord on the Leased Premises, the following provisions shall apply:
- (a) If as a result of such damage the Leased Premises are rendered partially unfit for occupancy by the Tenant, the Rent shall abate in the proportion that the part of the Leased Premises rendered unfit for occupancy by the Tenant is of the whole of the Leased Premises. If the Leased Premises are rendered wholly unfit for occupancy by the Tenant, the Rent shall be suspended until the Leased Premises have been rebuilt and repaired or restored.
 - (b) Notwithstanding subsection (a) above, if in the opinion of the Landlord's architect or engineer given within 60 business days of the happening of damage, the Leased Premises shall be incapable of being rebuilt, repaired, or restored with reasonable diligence within 180 days after the occurrence of the damage then either the Landlord or the Tenant may, at its option, terminate this Lease by notice in writing to the other given within 15 days of the giving of the opinion of the Landlord's architect or engineer. If notice is given by the Landlord or Tenant under this Section, then this Lease shall terminate from the date of such damage and the Tenant shall immediately surrender the Leased Premises and all interest therein to the Landlord and the Rent shall be apportioned and shall be payable by the Tenant only to the date of the damage and the Landlord may thereafter re-enter and repossess the Leased Premises.
 - (c) If the Leased Premises are capable with reasonable diligence of being rebuilt, repaired or restored within 180 days of the occurrence of such damage, then the Landlord shall proceed to rebuild, restore or repair the Leased Premises with reasonable promptness within 180 days plus any additional period due to delay caused by strikes, lock-outs, slow-downs, shortages of material or labour, acts of God, acts of war, inclement weather or other occurrences which are beyond the reasonable control of the Landlord, and the Rent shall abate in the manner provided for in subsection (a) above until the Leased Premises have been rebuilt, repaired or restored; provided that nothing in this Section shall in any way be deemed to affect the obligation of the Tenant to repair, maintain, replace or rebuild the Leased premises as otherwise provided by the terms of this Lease.

ARTICLE 9 INDEMNITY

- 9.1 **Indemnity.** The Tenant shall indemnify and save harmless the Landlord and its agents and employees from any and all liabilities, damages, costs, claims, suits or actions growing or arising out of:
- (a) any breach, violation or non-performance of any covenant, condition or agreement in this Lease set forth and contained on the part of the Tenant to be fulfilled, kept, observed and performed;
 - (b) any damage to property while the property is in or about the Leased Premises; and
 - (c) any injury to person or persons including death resulting at any time therefrom occurring in or about the Leased Premises.
- 9.2 **Limitation of Landlord's Liability.** The Landlord and its agents and employees shall not be liable for any damage to the Leased Premises or any property located therein caused by any latent defect or by steam, water, rain or snow which may leak into, issue or flow from any part of the Leased Premises or from the water, steam, sprinkler or drainage pipes or plumbing works of the same or from any other place or from any damage caused by or attributable to the condition or arrangement of any electrical or other wiring or for any damage caused by anything done or omitted to be done by any person or for damage caused by interruption or failure of any service or utility or for damage however caused to merchandise, stock in trade, books, records, files, money, securities, negotiable instruments, papers or other valuables.
- 9.3 **Survival of Obligations and Indemnities.** All obligations of the Tenant arising during the Term pursuant to this Lease and which have not been satisfied and the indemnities and other obligations of the Tenant contained in Section 9.1 shall survive the expiration or other termination of this Lease.

ARTICLE 10 DEFAULT

- 10.1 **Interest and Costs.** The Tenant shall pay monthly to the Landlord interest at a rate equal to the lesser of the prime rate established as such by the Landlord's bank from time to time plus one per cent per annum and the maximum rate permitted by applicable law, upon any default in payment of Rent from the due date for payment thereof until the same is fully paid and satisfied. The Tenant shall indemnify the Landlord against all costs and

charges reasonably incurred in enforcing payment of Rent hereunder and in obtaining possession of the Leased Premises should the same be necessary.

10.2 **Events of Default.** Each of the following events shall constitute an event of default (an "Event of Default"):

- (a) all or any part of the Rent hereby reserved is not paid when due and upon written notice by the Landlord default continues for five (5) days after notice thereof; or
- (b) the Term or any goods, merchandise, stock in trade, chattels or equipment of the Tenant is seized or is taken or exigible in execution or in attachment or if a writ of execution is issued against the Tenant or if a creditor takes possession thereof; or
- (c) the Tenant or any person or corporation bound to perform the obligations of the Tenant hereunder either as guarantor or indemnifier or as one of the parties constituting the Tenant takes any steps or suffers any order to be made for its winding-up or other termination of its corporate existence or becomes insolvent or commits an act of bankruptcy or becomes bankrupt or takes the benefit of any statute that may be in force for bankrupt or insolvent debtors or becomes involved in voluntary or involuntary winding-up proceedings or if a receiver or receiver/manager shall be appointed for the business, property, affairs or revenues of the Tenant or such person or corporation; or
- (d) the Tenant fails to observe, perform and keep each and every of the covenants, agreements and conditions herein contained to be observed, performed and kept by the Tenant and persists in the failure after 10 days notice by the Landlord requiring the Tenant to remedy, correct, desist or comply (or if any breach would reasonably require more than 10 days to rectify, unless the Tenant commences rectification within the 10 day notice period and thereafter promptly and effectively and continuously proceeds with the rectification of the breach).

10.3 **Remedies on Default.** Upon the occurrence of one or more Events of Default, the Landlord may, at its option, and in addition to and without prejudice to all rights and remedies of the Landlord available to it either by any other provision of this Lease or by statute or the general law:

- (a) be entitled to the full amount of the current month's and the next three months' installments of Rent which shall immediately become due and

payable and the Landlord may immediately distrain for the same, together with any arrears then unpaid;

- (b) without notice or any form of legal process, forthwith re-enter upon and take possession of the Leased Premises or any part thereof in the name of the whole and re-let the Leased Premises or any part thereof on behalf of the Tenant or otherwise as the Landlord sees fit;
- (c) seize and sell such goods, chattels and equipment of the Tenant as are in the Leased Premises and may apply the proceeds thereof to all Rent to which the Landlord is then entitled under this Lease. Any such sale may be effected by public auction or otherwise, and either in bulk or by individual item, all as the Landlord in its sole discretion may decide. Where chattels and equipment of the Tenant includes computers, files, or other data, the integrity of which privacy legislation determines that the Tenant is responsible to preserve, those chattels and equipment are not subject to seizure and sale, and furthermore, no liability shall accrue to the Landlord to preserve the integrity of any computers, files or other data containing information under privacy legislation of any jurisdiction;
- (d) terminate this Lease by leaving upon the Leased Premises ten (10) days prior written notice of the termination, and termination shall be without prejudice to the Landlord's right to damages; it being agreed that the Tenant shall pay to the Landlord as damages the loss of income of the Landlord to be derived from the Leased Premises for the unexpired portion of the Term had it not been terminated, provided that the Landlord shall not be entitled in any event to receive any damages greater than those damages the Landlord would be entitled to receive at law; or
- (e) re-enter into and upon the Leased Premises or any part thereof in the name of the whole and repossess and enjoy the same as of the Landlord's former estate, anything herein contained to the contrary notwithstanding;

and the Tenant shall pay to the Landlord forthwith upon demand all expenses of the Landlord in re-entering, terminating, re-letting, collecting sums due or payable by the Tenant or realizing upon assets seized including tenant inducements, leasing commissions, legal fees on a solicitor and client basis and all disbursements and the expense of keeping the Leased Premises in good order, and preparing the same for re-letting.

- 10.4 **Waiver**. If the Landlord shall overlook, excuse, condone or suffer nay default, breach or non-observance by the Tenant of any obligation hereunder, this shall not operate as a waiver of the obligation in respect of any continuing or subsequent default, breach or non-observance and no

such waiver shall be implied but shall only be effected if expressed in writing.

- 10.5 **Waiver of Exemption and Redemption.** Notwithstanding anything contained in any statute now or hereafter in force limiting or abrogating the right of distress, none of the Tenant's goods, merchandise, stock in trade, chattels or trade fixtures on the Leased Premises at any time during the Term shall be exempt from levy by distress for Rent in arrears save for where chattels and equipment of the Tenant includes computers, files, or other data, the integrity of which privacy legislation determines that the Tenant is responsible to preserve. Upon any claim being made for exemption by the Tenant or on distress being made by the Landlord, this agreement may be pleaded as an estoppel against the Tenant in any action brought to test the right to the levying upon any such goods as are named as exempted in any such statute, the Tenant hereby waiving all and every benefit that could or might have accrued to the Tenant under and by virtue of any such statute but for this Lease. The Tenant hereby expressly waives any and all rights of redemption and relief from forfeiture granted by or under any present or future laws in the event of the Tenant being evicted or dispossessed for any cause, or in the event of the Landlord obtaining possession of the Leased Premises, by reason of the violation by the Tenant of any of the terms or conditions of this Lease or otherwise.

ARTICLE 11 ASSIGNMENT AND TRANSFERS

- 11.1 **No Assignment By Tenant.** The Tenant shall not assign, sublet, pledge or transfer this Lease or any interest therein or in any way part with possession of all or any part of the Leased Premises, or permit all or any part of the Leased Premises to be used or occupied by any other person without the Landlord's prior written consent, which consent may not be unreasonably withheld. The Tenant shall be permitted to assign this lease without prior consent of the Landlord to an associated corporation, a parent or wholly owned subsidiary of the Tenant or to a corporation which results from the reorganization, consolidation, amalgamation or merger of the Tenant, provided that any such assignment or any transfer, or transfers, or other dealing with any of the shares of the Tenant, which taken alone or together have the effect of changing control of the Tenant, shall be deemed to be an assignment of this Lease which requires the prior approval of the Landlord as set out herein.
- 11.2 **Subordination.** This Lease is and shall be subject and subordinate in all respects to any and all mortgages (including deeds of trust and mortgage) now or hereafter placed on the Leased Premises and all advances

thereunder, past, present and future and to all renewals, modifications, consolidations, replacements and extensions thereof. The Tenant agrees to execute promptly after request therefor an instrument of subordination as may be requested.

ARTICLE 12 SURRENDER AND OVERHOLDING

- 12.1 **Surrender.** Upon the expiration or other termination of the Term, the Tenant shall immediately quit and surrender possession of the Leased Premises and all leasehold improvements in substantially the condition in which the Tenant is required to maintain the Leased Premises excepting only reasonable wear and tear, and upon surrender, all right, title, and interest of the Tenant in the Leased Premises shall cease. It is understood that the Landlord has the right to remove and sell or otherwise dispose of any leasehold improvements, chattels, equipment or any other property of the Tenant left on the Leased Premises by the Tenant after the termination of this Lease, and to retain the proceeds thereof, and the Tenant shall pay to the Landlord upon written demand all of the costs incurred by the Landlord in connection therewith.
- 12.2 **Overholding.** If the Tenant continues to occupy the Leased Premises after the expiration or other termination of the Term without any further written agreement, the Tenant shall be a monthly tenant at an Minimum Rent equal to two times the Minimum Rent paid by the Tenant immediately prior to the expiration or other termination of the Term but subject to all other provisions in this Lease to the extent that the same are applicable to a month to month tenancy, and a tenancy from year to year shall not be created by implication of law. Nothing contained in this Section shall preclude the Landlord from exercising all of its rights set out in this Lease including, without limitation, the taking of any action for recovery or possession of the Leased Premises.
- 12.3 **Termination by the Landlord.** The agreement may be terminated by the landlord with reasonable written notice (a minimum of 30 days), subject to the following:
- (a) the termination may not occur without an alternative space being offered to Studentcare of similar size and utility and,
 - (b) the Landlord may terminate this lease if the pre-existing relationship as Plan Sponsor/Client (SFSS) and Plan Broker/Provider (studentcare.net/works) is discontinued for any reason
- 12.4 Termination by the Tenant.** The agreement may be terminated provided reasonable written notice to the Landlord.

ARTICLE 13 GENERAL

- 13.1 **Entire Agreement.** There is no promise, representation or undertaking by or binding upon the Landlord except such as are expressly set forth in this Lease, and this Lease including the Schedules contains the entire agreement between the parties hereto.
- 13.2 **Registration.** The Tenant agrees not to register this Lease. If the Tenant wishes to register a notice of this Lease, the Landlord agrees to execute at the expense of the Tenant, an acknowledgement or short form of lease sufficient for such purpose which shall preserve the confidentiality of the Rent and other financial terms of this Lease. The Tenant shall at its own expense, upon expiration or earlier termination of the Term, discharge any registration made against the Leased Premises providing notice of its interest in the Lease.
- 13.3 **Notice.** Any notice required or contemplated by any provision of this Lease shall be given in writing and shall be sufficiently given if mailed by registered mail, hand delivered, faxed or emailed and if to the Landlord, delivered to the address set out on page 1 and if to the Tenant delivered to the address set out on page 1. Any notice shall be deemed to have been received five postal delivery days after the date of mailing or on the day following the date of delivery or sending. If it is reasonably anticipated that mail service may be disrupted, notice must be delivered by other means.
- 13.4 **Relationship of Parties.** Nothing contained in this Lease shall create any relationship between the parties hereto other than that of Landlord and Tenant. It is mutually understood that a pre-existing relationship between the parties exists as a Plan Sponsor/Client (SFSS) and a Plan Broker/Provider (Studentcare).
- 13.5 **Governing Law.** This Lease shall be construed and enforced in accordance with, and the rights of the parties shall be governed by, the laws of the Province of Saskatchewan.
- 13.6 **Amendment or Modification.** No amendment, modification or supplement to this Lease shall be valid or binding unless set out in writing and executed by the Landlord and the Tenant.
- 13.7 **Force Majeure.** In the event that either party hereto shall be delayed or hindered in or prevented from the performance of any act required

hereunder by reason of strikes, lock-outs, labour troubles, inability to procure materials, failure of power, restrictive governmental laws or regulations, riots, insurrection, war or other reason of a like nature not the fault of the party delayed in performing work or doing acts required under the terms of this Lease, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.

- 13.8 **Severability**. All of the provisions of this Lease are to be construed as covenants and agreements. If any provision of this Lease is illegal or unenforceable, it shall be considered separate and severable from the remaining provisions of this Lease, which shall remain in force and be binding as though the provision had never been included.
- 13.9 **Captions and Headings**. The captions and headings contained in this Lease are for convenience of reference only and are not intended to limit, enlarge or otherwise affect the interpretation of the Articles, Sections or parts thereof to which they apply.
- 13.10 **Interpretation**. Wherever necessary or appropriate in this Lease, the plural shall be interpreted as singular, the masculine gender as feminine or neuter and vice versa and when there are two or more parties bound by the Tenant's covenants herein contained their obligations shall be joint and several.
- 13.11 **Time of the Essence**. Time shall be of the essence hereof.
- 13.12 **Successors and Assigns**. Subject to specific provisions contained in this Lease to the contrary, this Lease shall enure to the benefit of and be binding upon the successors and assigns of the Landlord and the heirs, executors and administrators and the permitted successors and assigns of the Tenant.
- 13.13 **Consent Not Unreasonably Withheld**. For greater clarity and except as otherwise specifically provided, whenever consent or approval of Landlord or Tenant is required under the terms of this Lease, such consent or approval shall not be unreasonably withheld or delayed. If either party withholds any consent or approval such party shall on written request deliver to the other a written statement giving the reasons therefor.
- 13.14 **Net Lease**. The Tenant acknowledges and agrees that it is intended that this Lease is a completely carefree net lease to the Landlord, except as herein set out, that the Landlord is not responsible during the term for any costs, charges, expenses or outlays of any nature whatsoever arising from or related to the Leased Premises, or the use and occupancy thereof, or the

business carried on therein, and the Tenant shall pay all charges impositions, costs and expenses of every nature and kind relating to the Leased Premises except as expressly herein set out.

IN WITNESS WHEREOF the Landlord and the Tenant have executed this Lease as of the date first set forth above.

On behalf of SFSS:

On behalf of Studentcare:

Jeff McCann, University Relations
Officer

Sophia Haque, Program Manager,
Western Canada

Lorenz Yeung, President

Lev Bukhman, Executive Director

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first above written.

SIGNED, SEALED AND DELIVERED
in the presence of:

Humza Khan, Member Services Officer
Witness

Schedule A – Maggie Benston Centre Rm 2240 Floor Plan

Memorandum of Agreement And Understanding

BETWEEN

Quebec Student Health Alliance Inc. "ASEQ", doing business as "Studentcare"

AND

Simon Fraser Student Society "SFSS"

PREAMBLE

Whereas the undergraduate students of SFU voted to implement an Extended Health & Dental Benefit program through binding referenda conducted in accordance with the Bylaws and Policy of the SFSS, **and**

Whereas, the SFSS has determined, after exercising their due diligence through an extensive RFP process, to re-appoint Studentcare for the provision of brokerage, consulting and administrative services of the SFSS Extended Health & Dental Plan

Therefore the following agreement represents the understandings and responsibilities of the parties:

DEFINITIONS:

"SFSS" is the Simon Fraser Student Society

"Studentcare" and "ASEQ" is the Quebec Student Health Alliance Inc.

"University" is Simon Fraser University (SFU)

"Insurer" and "Insurance Company" is whatever insurer is designated for the current policy year as indicated in Appendix A.

"Plan" is the SFSS Health & Dental Plan, consisting of two benefit packages: Enhanced and Basic

"Member" is a member of the Simon Fraser Student Society as defined by its Constitution.

"Policy year" means September 1st through August 31st of each year in order to coincide with the University academic year.

"Data Sets" are electronic lists of eligible students who have been billed for the Plan, in the format and containing the specific information agreed upon by studentcare.net/works, the SFSS and SFU. These Data Sets include, at a minimum, the following information: last name, first name, student ID number, sex, date, month and year of birth, and email address.

"Eligible students" are all students who are eligible to be covered by the Health & Dental Plan, including those students originally assessed the fee but whom then opt out.

"Blackout Period" is the time period before an eligibility list is activated by the Insurer, during which students' claims cannot be adjudicated by the Insurer. The blackout period applies to new members only. For further certainty, the blackout period will be waived for returning, eligible members who were enrolled in the previous semester.

1.0 GENERAL

- 1.1 Studentcare will be the exclusive agent / broker of record, consultant, and administrator for SFSS Health & Dental Plan (the Plan) for the duration of this Agreement.
- 1.2 Studentcare is duly licensed to carry Insurance business in the province of British Columbia.
- 1.3 Studentcare and SFSS will work together in good faith and make reasonable efforts to support the plan for the benefit of the members of SFSS.
- 1.4 The Plan coverage and premiums may be revised from time to time. The coverage for the period of September 1 to August 31, for each plan year of this agreement will be attached as Appendix "A" in a timely manner as available each Plan year. The master policy will be issued directly to SFSS by the selected insurer.
- 1.5 The underwriting model of the Plan shall be determined by the SFSS, in conjunction with Studentcare, to best meet the needs of its students, and may change in future policy years. The SFSS has determined to use a retention accounting underwriting model for the 2018-19 policy year. The details of coverage, retention expenses, and other details will be contained in Appendix A and will be in accordance with the proposal submitted on March 7, 2018.
- 1.6 Studentcare acknowledges that the student body may terminate the health and/or dental plan by referendum in accordance with the By-Laws of the Society. If a Plan is cancelled by the Society, the Plan shall terminate at the end of the policy year, as per article 7.4, and all obligations and responsibilities of this agreement shall cease.
- 1.7 In consideration of the services provided through this agreement, Studentcare will be compensated through service fees \$9.10 per Plan per member per policy year for either the Enhanced or Basic Plans. These reduced fees are included in the Plan premiums and will remain fixed for the duration of this agreement
- 1.8 Other than the fees mutually agreed and specified in section 1.6 of this Agreement, no additional commissions or bonuses are paid by the insurer to Studentcare in respect of the SFSS Health and/or Dental Plan. Should any future commissions or bonuses be received by Studentcare during the term of this agreement, Studentcare agrees to immediately allocate these to the SFSS Health Plan Reserve Fund.
- 1.9 The SFSS may choose to engage Studentcare to provide additional services, which would be covered by additional separate Agreements.

2.0 RESPONSIBILITIES OF Studentcare

2.1 Plan Administration

- 2.1.1 In the course of administering the Health and Dental Plan Studentcare will receive and handle students' personal information. Studentcare recognizes the importance of taking all reasonable means to protect students' privacy and confidentiality, undertakes to meet suitable standards of privacy and confidentiality, and agrees to act promptly to address any and all reasonable concerns expressed by the SFSS in relation to privacy and confidentiality.
- 2.1.2 Studentcare will use students' information only for the purposes of Plan administration and in accordance with its Privacy Policy, attached as Appendix B, as well as provincial and federal privacy legislation and the information sharing agreement in place with Simon Fraser University.
- 2.1.3 Studentcare agrees to continue to undertake any and all additional responsibilities and initiatives related to the support of the flexible Enhanced Plan and Basic Plan.

- 2.1.4 Studentcare agrees to continue to absorb all costs necessary to improve their technology, internal processes, policies, and human resources in order to support the Enhanced Plan model, in addition to the existing Basic Plan.
- 2.1.5 Studentcare will continue to provide the SFSS with access to our proprietary mobile app. Studentcare will make every effort to facilitate the integration of our mobile app with any insurer selected by the SFSS in a timely fashion. If any insurer is unable to appropriately integrate with Studentcare's mobile app within 18 months of having been awarded the contract, Studentcare shall be responsible for proposing suitable alternatives to the SFSS. The mobile app will provide students with a portal for convenient, secure electronic claims submission, electronic pay-direct card, access to coverage information, and more as may be developed.

2.2 Data Management

- 2.2.1 Studentcare will provide third party administration services for the SFSS for enrolment data and premium administration, including but not limited to following:
- Transacting and processing of opt outs, and additional choices available under the Enhanced and Basic Plans, also known as a tiered benefit model, by members
 - Processing all dependent and other enrolments
 - Managing master eligibility and enrolment database
 - Transferring and exchanging data with the University as required to meet operational parameters on eligibility, coverage, and opt out in accordance with mutually agreed upon timetables and formats, and as required for the effective crediting of members' student accounts.
 - Transferring and exchanging data with the Insurer as required to meet operational parameters on eligibility, coverage, and opt out in accordance with mutually agreed upon timetables and formats.
 - Maintaining the master eligibility data set and providing timely updates to the Insurer.

2.3 Professional Services & Reporting

- 2.3.1 Studentcare will provide the SFSS with regular analysis of claims utilization reports, including quarterly or term claims analysis.
- 2.3.2 Studentcare will provide full financial disclosure through the provision of a detailed annual report that will include operational issues, plan use, fee and cost breakdowns, and recommendations regarding plan changes.
- 2.3.3 Acting reasonably, the SFSS may request or Studentcare may suggest additional summary and usage reports, including but not limited to reports such as top 50 prescription drugs, number of claimants reaching dental annual maximum, and other relevant data, which the SFSS shall require from time to time.
- 2.3.4 Upon request and with reasonable notice, Studentcare representatives shall attend SFSS meetings to provide information and reports and to answer questions as needed.
- 2.3.5 When directed by SFSS, Studentcare will solicit quotations from insurance companies via a competitive bidding process and prepare an analysis and reports.
- 2.3.6 Studentcare will present an initial report on the Plan insurance policy renewal to SFSS, including estimated coverage and premium information, no later than the first week of March preceding the policy renewal date.

- 2.3.7 As part of its advisory services, Studentcare will inform the SFSS via the Chief Executive Officer and VP Student Services, or other designated representatives at the discretion of the SFSS, of any administrative, legislative, insurance industry and student health issues and other developments that impact on the operation of SFSS Health and Dental Plan, including best practices from other student associations.
- 2.3.8 Studentcare will provide the SFSS with advice, information and, where appropriate, recommendations on changes in the underwriting model, including a change to a self-insured, partially-self-insured, or alternative model. The SFSS has final right of approval on the selection of the Plan coverage, cost and underwriting model.
- 2.3.9 Studentcare shall disclose in writing to the SFSS any conflict of interest or potential conflict of interest that Studentcare may have which is associated with any transaction or recommendation.

2.4 Student Service Contact Centre

- 2.4.1 Studentcare will provide at their expense a member services contact centre, accessible by telephone toll-free from anywhere in North America, by regular mail, and by email, as a contact and resource for plan members

2.5 Web-Based Administration System

- 2.5.1 Studentcare will provide at their expense a Web-based administration system to facilitate on-line management of students' health plan or opt-outs. It is understood that students must opt out electronically. Proof of suitable coverage may be provided electronically, in person, or by mail.
- 2.5.2 In addition to the opt-out procedure Studentcare will also provide the following services as part of the web-based Administration System:
- Information on Plan Coverage
 - Updated provider network directories
 - On-line enrolment of spouse / dependent
 - Downloading claim forms / pay-direct forms / travel coverage
 - Submission of service inquiries
 - Other such services as may be added from time to time

2.6 Communication

- 2.6.1 Studentcare will publicly provide and maintain a directory of network providers in the Lower Mainland, accessible via the Studentcare website. Hard copy or PDF formats will be provided to the SFSS upon request.
- 2.6.2 Studentcare will plan and coordinate a communications program to promote and encourage students' awareness of the Plan. SFSS will have an opportunity to review the communications program in advance. Studentcare will incorporate any reasonable feedback on the nature of the communication, promotional activities, and materials, and will make every effort to ensure that the program reflects the values and culture of the SFSS. Studentcare will provide relevant and accurate communication materials such as:
- Production of annual benefits brochure (PDF & hard copies)
 - Emails providing key information to all eligible students
 - Professionally designed interactive, multimedia website
 - Detailed information flyers (general, international and others as may be required)

- 2.6.3 Production of all posters, newspaper ads, flyers and campus based awareness campaigns and participation in campus events to be managed by Studentcare at their cost.

2.7 On Campus Service Facility

- 2.7.1 Studentcare will operate an on-campus Health & Dental Plan Service Facility in space allocated by the SFSS as per the SFSS - Studentcare lease agreement (see attached Appendix C)
- 2.7.2 Studentcare will provide services as following, but not limited to:
- Receiving and processing of documentation for purposes of transacting opt outs
 - Processing all opt-ins, spousal and family additions and any other enrolments
 - Direct access to Studentcare's customized internal database of member information, facilitating the ability to provide real-time answers to members' questions, or follow-up from previously documented issues
 - Distributing claims forms, pay-direct cards, travel coverage certificates and other documentation as necessary to plan members
 - Providing members with information and answering queries about coverage, service, claims and other service-related issues and matters
 - Assisting members in completing claims and forwarding urgent / rush claims for adjudication via direct daily courier
 - Receiving and holding claims payments from the insurer to the member when requested and arranged by the member
 - Assisting and advocating on behalf of members with complex problems
- 2.7.3 The operating hours will be determined through mutual agreement and should be based on reasonable student utilization of the Service Facility. They may be reduced through mutual agreement during the summer months and winter holiday season.

2.8 Proprietary Pooled Products

- 2.8.1 Certain Accidental Death & Dismemberment, Travel Insurance, and Tuition Insurance products are proprietary pooled products created on a customized basis by Studentcare with selected insurers/underwriters. These specific products, coverage and/or rates are not normally made available through other distribution channels. They are exclusive and proprietary to Studentcare, who may be considered to act as a vendor of these products. The risk, coverage, rating and cost of these products are pooled with and/or take into account the participation and experience of other Studentcare clients and/or Studentcare's and/or the insurer/underwriter's entire bloc of business in force. The pooling and underwriting methodology of proprietary pooled products may be confidential between the insurer and/or Studentcare, and Studentcare may enter into confidentiality agreements with the insurers/underwriters of proprietary products that supersede this Agreement.

2.9 Graduating Members Continuation Plan: Continuum

- 2.9.2 SFSS members will have access to Studentcare's continuation plan for students who graduate from the University and therefore cease being covered by the Plan, so that these participants may continue to be covered for similar extended health and/or dental benefits.

- 2.9.3 The SFSS will receive an administrative allowance of 5% of premiums generated by members who choose to enroll in this program.

3.0 RESPONSIBILITIES OF SFSS

3.1 Plan Premiums and Data with the University

- 3.1.1 SFSS will be responsible for the arrangements necessary for the collection of fees through the University from all eligible students as part of SFSS fee assessment.
- 3.1.2 As agreed between SFSS, Studentcare and SFU, those students that qualify for an opt-out or a change in coverage between Enhanced and Basic levels shall have their student account appropriately adjusted.
- 3.1.3 SFSS is responsible for paying premiums for all students enrolled for coverage in the plan, which are all eligible students less valid opt-outs.
- 3.1.4 The actual amount of the premium or costs may vary by policy year. However during the initial policy year the fee structure as outlined in Appendix "A" will apply.
- 3.1.5 SFSS will forward premiums to Studentcare as follows: 45% of the estimated annual total by November 15th, 45% of the estimated annual total by March 15th, balance by May 15th.
- 3.1.6 The SFSS may choose to set the Plan fee higher than required premiums, in accordance with its own bylaws and policy. Any difference between Plan fee as assessed to members and required premiums shall be the property of the SFSS and retained by the SFSS.

3.2 On Campus Service Facility

- 3.2.1 The SFSS has allocated space to Studentcare for the use of Studentcare's on-campus Service Facility. Rental for this space will be as outlined in the lease agreement between Studentcare and the SFSS. Service Facility rental rates shall remain in force until the conclusion of this agreement, or other significant change such as the opening of the new SUB at which time lease rates may be subject to revision as mutually agreed upon. Upon renewal of this agreement the monthly rental charge shall be subject to negotiation. If this agreement is terminated under the provisions contained in Section 7.0 herein, Studentcare agrees to vacate the premises as of the agreed upon date at the time of termination, but not later than the August 31 following termination of the agreement.

4.0 PROVIDER NETWORKS

- 4.1.1 Studentcare has created and will continue to manage several Provider Networks, including but not limited to Dental, Vision, and Health Practitioners. SFSS Plan members will have access to Studentcare's exclusive Provider Networks throughout the Lower Mainland, BC, and elsewhere in Canada.
- 4.1.2 Studentcare and / or SFSS, acting reasonably, will have the authority to decline participation of specific members or dentists in Studentcare's Health and Dental Provider Networks.

- 4.1.3 The health care professionals in the Provider Networks will grant members the fee reductions specified by Studentcare, while providing high professional standards of material and service as governed by provincial legislation, and/or their respective professions' regulatory body.
- 4.1.4 Studentcare and the SFSS will work together and make best efforts to include health and dental service providers on campus and in student-focused neighborhoods in the Provider Networks.
- 4.1.5 Studentcare will continue to research and, if appropriate, establish other types of Provider Networks for the benefit of SFSS Plan members.

5.0 SUSTAINABILITY

- 5.1.1 In recognition of our mutual commitment to social and environmental responsibility, both parties commit, wherever deemed feasible, to evaluate Plan operations and services through a sustainability framework.

6.0 INDEMNIFICATION

- 6.1.1 Studentcare shall indemnify, and save the SFSS harmless from and against all losses, claims, costs, damages and liability caused directly or indirectly by the negligent acts, errors or omissions on the part of studentcare.net/works, its agents, employees or officers in relation to the management, administration, or operation of the Plan.
- 6.1.2 SFSS shall protect, and save Studentcare harmless from and against all losses, claims, costs, damages, and liability caused directly or indirectly by the negligent acts, errors or omissions on the part of the SFSS, its agents, employees or officers in relation to the management, administration, or operation of the Plan.

7.0 CONFIDENTIALITY

- 7.1.1 The SFSS acknowledges that this document (including Appendices) contains sensitive information and the SFSS undertakes in good faith to protect Studentcare trade secrets and other competitive information. The SFSS and its agents will maintain the confidentiality of this document, and the proposal identified in Section 8.0.

8.0 STUDENTCARE RESPONSES TO SFSS REQUEST FOR PROPOSALS

- 8.1.1 The spirit and intent of Studentcare's responses to the SFSS' Request For Proposals (February / March 2018) shall provide clear and continuing guidance to the SFSS and Studentcare as these parties seek to work harmoniously to operate the Health and Dental Plan.

9.0 TERMINATION OF THIS AGREEMENT

- 9.1.1 Either party may terminate this agreement at any time for breach of provisions contained herein, providing the other party has been issued written notification of the breach, and fails to correct within 30 calendar days of receipt of the notification.
- 9.1.2 In case of termination, the party in breach of its obligations shall indemnify and save harmless the other party against all reasonable damages, losses and attorney fees incurred by reason of said breach.

9.1.3 In the event of termination of this agreement for breach of contract, the contractual relationship with the insurer will continue until the end of the policy year.

9.1.4 The SFSS may terminate this agreement at the end of any policy year if the SFSS decides, in accordance with its Constitution, to stop providing a group health & dental plan to its members.

10.0 AMENDMENT

10.1.1 This agreement can be amended or extended by the mutual written consent of both parties.

11.0 LAW APPLICABLE

11.1.1 This agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.

12.0 TERM

12.1 This agreement will be in effect until August 31, 2021.

Agreed to this _____ day of June, 2018

Kristin Foster
Director of Partnerships & Development
For Studentcare

Samer Rihani, VP Student Services
For the Simon Fraser Student Society (SFSS)

Lev Bukhman, CEO
For Studentcare

Martin Wyant, CEO
For the Simon Fraser Student Society (SFSS)



While our 2018 workshops are being set, here's a look at some of our past workshops:



Mental Health Initiatives

Kaleidoscope and SHARE's presentation on fostering support for mental health and well being on college campuses.



Open Educational Resources

Creating accessible education, on OER's and their implementation at your University by Professor Rajiv Jhangiani.



Student Services

An opening keynote presented by the founder and CEO of Studentcare, Lev Bukhman.



Internal Governance

How governance, people, and dollars lead to success in student leadership, presented by MNP Enterprise and Risk Services leader, Peter Guo.



Clubs and Organizational Management

Managing your school's variety of clubs and organizations in a fair and efficient way presented by Chris Scott from Campus Vibe.



Campus Sexual Violence

Responding to disclosures, presented by Kate Rossitter and Misha Dhillon from the Ending Violence Association.